CIRCULAR

Ref. No. CS/2026-27/C-10
Date: May 30, 2026
File: Circular to Parents 2026-27

Subject: Appointment Timing – Academic Year 2026-27

Kindly take note of the scheduled appointment timings (Monday to Saturday).

Particulars	Monday – Friday	Saturday
School Hours I - IV	8:20 a.m. to 03:00 p.m.	8:20 a.m. to 11:35 a.m.
School Hours V – X	8:20 a.m. to 03:10 p.m.	8:20 a.m. to 11:40 a.m.
Office Hours	9:30 a.m. to 12:30 p.m.	9:30 a.m. to 11:30 a.m.
Meeting Counsellor (With prior appointment)	Monday, Wednesday & Friday	3.20 p.m. to 03.50 p.m.
Meeting Special Educator (With prior appointment)	Tuesday & Thursday	3.20 p.m. to 03.50 p.m.
Meeting Teachers (With prior appointment)	Monday & Wednesday	3.20 p.m. to 03.50 p.m.
Meeting Academic Coordinator (With prior appointment)	Tuesday & Thursday	3.20 p.m. to 03.50 p.m.
Meeting Finance Administrator (With prior appointment)	Tuesday, Wednesday, Friday & Saturday	8.00 a.m. to 08.25 a.m.
Meeting Principal (With prior appointment)	Tuesday, Wednesday, Thursday & Friday	8.45 a.m. to 09.45 a.m.

Parents are requested to arrive on time for their respective appointments and meetings. Your cooperation in following the appointment schedule is highly appreciated and will contribute to maintaining discipline and effective time management within the school.

Thanking you,

Fr. Jinosh V. Mathew, CMI
Principal