



JAIN PUBLIC SCHOOL
SCHOOL FOR LEADERS

IMPORTANT UPDATE AND GUIDELINES

Acad 25-26/Cir- 1/ 4th June, 2025

Dear JPS families,

Please take note of the following important updates and guidelines, effective from **June 6, 2025**:

1. Mandatory Uniform Policy

Wearing the school uniform is **mandatory** for students in the following **Grades 2 to 5, 7, 8, 9, 10, and 12**

If your child has any issues related to the uniform, please:

- Send the uniform along with them to school
- Inform the respective **Class Teacher** through email.

2. Official Email Communication – Cyber security Protocol

As part of our cyber security measures and to ensure efficient communication:

- **All official email communication must be made through G Suite IDs ending with @jpschennai.org**
- **Emails from or to personal/external IDs will not be entertained or responded to**
- Kindly ensure that all communication is routed through official school email addresses only.
- We appreciate your cooperation in maintaining digital safety and privacy within the school ecosystem

3. Meeting Protocols:

To minimize classroom disruptions:

- **Meetings with Class Teachers/ Subject Teachers should be scheduled only in the evening, post student dispersal.**
- **For meetings with the Principal, please schedule an appointment after 9:30 AM via email.**

4. Guidelines for Efficient Email Communication

To ensure smooth and prompt responses, kindly direct your emails as per the nature of your query:

Academic-Related Enquiries:

- **To:** Class Teacher and Subject Teacher
- **CC:** Principal and Coordinator (respective G Suite IDs)

Non-Academic Matters:

A. Bonafide Certificates / Fee-Related Queries

- **To:** Shamla Rani – shyamalarani@jpschennai.org
- **CC:** Principal Sir and SAO Sir

B. Transport-Related Issues

- To: Christy – christy@jpschennai.org
- CC: Principal Sir and SAO Sir

Maintaining these directions will help ensure timely support and a well-coordinated communication process.

We sincerely thank you for your support and cooperation in upholding the standards and systems at Jain Public School.

T. Saravanan
Regards
4/6/25

Tr. Saravanan Thiyagarajan

Principal