

APEEJAY SCHOOL, BHUBANESWAR

Ref.no: CIR/008/2026-27

Date: 08-04-2026

CIRCULAR – SUPPORT SYSTEM FOR PARENTS

Dear parents,
Greetings!

School is always eager to extend its best possible support and resolve the grievance, (if any) for its stakeholders. In this regard, to further streamline the system we hereby share the official email id of faculty members at important positions. The PTMs that is scheduled every month after each assessment is another platform to share your suggestions/feedback and discuss with teachers. Furthermore, school also has “Learning Walk by Parents” on daily basis from all the classes. The school takes all these feedbacks in a constructive manner and implements the same in the best possible manner.

You may escalate the matter to the Principal only if your concerns / issues are not addressed satisfactorily by concerned staff members at their level.

STEP – 1 (FOR CLASS ROOM CONCERNS / ISSUES PERTAINING TO ACADEMICS / ATTENDANCE):

SN	FACULTY MEMBERS	DESIGNATION	CLASSES	EMAIL ID
1	Ms Shrabanee Das	Academic Coordinator	NUR - UKG	shrabanee.das@apeejayschool.com
2	Ms Suratanuja Nanda	Academic Coordinator	I & II	suratanuja.nanda@apeejayschool.com
3	Ms Nancy Kaushik	Academic Coordinator	III - V	nancy.kaushik@apeejayschool.com
4	Ms Harapriya	Academic Coordinator	VI -VIII	harapriya.ray@apeejayschool.com
5	Ms Manisha Padhi	Academic Coordinator	IX - XII	manisha.padhi@apeejayschool.com

STEP -2 (FOR FURTHER ACADEMIC CONCERNS/ STUDENT’S DISCIPLINE AT SCHOOL)

SN	FACULTY MEMBERS	DESIGNATION	CLASSES	EMAIL ID
1	Ms. Laxmibati Das	Vice-Principal	NUR - XII	vp.bbsr@apeejayschool.com

STEP – 3 (FOR ADMINISTRATIVE CONCERNS WRT FEE/TRANSPORT/SAFETY/UNIFORMS)

SN	FACULTY MEMBERS	DESIGNATION	CLASSES	EMAIL ID
1	Mr Ronal Mayur	Admin Manager	NUR - XII	admin.bbsr@apeejayschool

STEP -4 (FOR FURTHER ESCALATION WRT ACADEMIC & ADMINISTRATIVE CONCERNS/INPUTS)

SN	FACULTY MEMBERS	DESIGNATION	CLASSES	EMAIL ID
1	Mr Atanu Rath	Principal	NUR - XII	info.bbsr@apeejayschool.com

For meeting with the Vice-Principal / Principal, please feel free to visit school with prior information so that we can keep ourselves free for fruitful deliberation. The meeting time is 8:45 am – 9:30 am from Monday to Friday.

For appointments with Vice-Principal & Principal, please reach us at 7077006609.

For meeting the Academic Coordinators or Class teachers for anything urgent please send a Diary note or an email. (Please note that **teachers don't use mobile** during school hours i.e., **8:00 – 3:00 pm**. For any queries you may please **contact teachers between 5:00 – 6:00 pm from Monday to Friday** or send messages if calls are not answered).

NOTE: *Sundays & Holidays staff/school may not be in a position to take your calls or respond/reply to your emails.*

We solicit your cooperation and understanding, as always!

Warm regards

Apeejay School Bhubaneswar