

Date: 4 April, 2020

Dear parents,

Asalam o Aleikum Wa Rahmatullahe Wa Barakatohu,

With prayers and best wishes for you and your family, we would like to inform you that as per the directives from Govt. of Sindh, our admin / accounts office will operate at the campuses for restricted hours, with bare minimum staff, essential to facilitate you to collect the report cards, homework assignments and fee vouchers from the campuses.

Distribution process will start from 6th April 2020 between 0830 Hrs. to 1130 Hrs. and each campus headmistress will contact you directly to communicate the specific days allocated to each class students. This precautionary procedure is adopted to ensure that the footfall at the campus is staggered and only a small number of parents visit the campus at any given day. However, you may discuss with your campus head in case a different day is more suitable for your visit the campus.

Keeping the current situation in view, please note the following:

- Follow the safety guidelines and procedures while visiting the campus such as;
 - Use hand sanitizer
 - Wear mask
 - Maintain safe distance (6 Feet) from other visitors.
 - Only one person should visit.
- The documents will be handed-over to the parents at the gate.
- Only one visitor will be allowed to enter the campus premises at one time, if required for any specific reason.
- No student will be allowed to enter the campus premises.
- Please cooperate with the staff at the gate, as these measures are to ensure your and the staff safety.
- Original paid voucher for the month of March 2020 will be required in order to receive the report card and homework assignments.
- To facilitate parents and avoid multiple visits to the campus, separate vouchers for the month of April and May will be handed during the single visit.
 - April Fee Voucher: Payment due date is 20th April 2020
 - May Fee Voucher: Payment due date is 20th May 2020(Note: Please keep both original paid vouchers for your record & will be required in June for reconciliation.)
- To facilitate our parents during these difficult times, Annual charges have been pushed forward and will be charged after the summer break.
- Late fee has not been applied and due date has been pushed forward to 20th of each month, to facilitate parents as much as possible within our limited resources.

Thank you for patience during these extraordinary times. May God bless you and stay safe...

Management - Nasra Public School