

SATYA/ACAD/CIR/2025-26/034

May 21, 2025

Dear Parent,

Namaste!

This is to inform to all parents that the school meal service is primarily offered on a quarterly basis for students who have opted for the cafeteria meals.

However, in case of any emergency, we do try to extend the facility on a monthly or occasional basis, depending on the situation. In order to ensure smooth coordination and avoid any last-minute challenges, we request parents to communicate such requirements through the proper channel. **Kindly inform the home room teacher / class teacher at least by evening prior to the day, if a meal is required for your ward on a non-quarterly basis.** Advance payment of the meal facility will be appreciated.

The meal preparation is done based on advance planning and daily quantity is limited. Timely communication helps the kitchen team in accurate forecasting and ensures that we are able to accommodate all requests.

The monthly meal menu is being shared by the Home Room Teachers / Class teachers through e-mail and is also updated regularly on the student ERP for your reference. We request you to plan accordingly and follow the mentioned process for any additional meal requirement. Please connect with Ms. Jhanvi at #9318476405, for any assistance.

We appreciate your cooperation and understanding.

Warm regards



Manisha Malhotra
Director Principal