

INTERNATIONAL INDIAN SCHOOL – DAMMAM

REF:IIS: PRINC: CIR: 814:12

16 September 2012

CIRCULAR

Dear Parents


“Greetings from IIS-Dammam”.

We are very happy to convey you the following facilities are introduced in the school for the convenience of our parents.

- 1) **Online fee payment system:** We have made arrangements with the Saudi British Bank for making on line payment of the tuition fee, transport fee etc of the students. The details of the school account number for net banking, IBAN No. etc are already published in the school website. Parents are advised to verify the details and can utilize the net banking facility for fee payment. While you are doing the transfer please take care to mention the transaction reference ie. Admission Number of the student and the exact amount in the space provided. As this is a new facility introduced, parents are advised to check their first payment status after two days from the date of transfer.
- 2) **SMS System:** The school has successfully implemented the SMS communication system from Saturday 15 September 2012. Parents have started receiving the SMS messages regarding the absence of their ward and other important school information. This facility is presently introduced for KG class and gradually it will be extended to other sections also.
- 3) **Complaints & Grievance Cell:** The school has commenced a complaint and grievance cell through which the parents can put up their complaints regarding the maintenance, sanitation, functioning of ACs and the like through e-mail. The concerned person will receive the complaints and immediately steps will be taken to rectify the shortcomings. The steps taken will be communicated through mail to the concerned parent. The details regarding how to lodge a genuine complaint and to verify the steps etc is given in the school website. Please refer the details and follow the guidelines for the easy and smooth functioning and the redressal of the grievances.

We hope and do request the parents to cooperate with the school Management and Administration for the smooth functioning of the Institution and the all round improvement of our students.

With regards


Dr E K MOHAMMED SHAFIE
Principal & H.O.I.

