



Monday, 16th March 2026

Dear Parents and Carers,

RE: School Administration office opening hours

I hope this email finds you well and safe.

We would like to inform you that the school administration office will remain open this week until 19th March to assist with admissions enquiries and school fee payments through the Accounts Office. Our staff will be available each day from **8:00 a.m. to 1:00 p.m.**

Should you require any assistance or guidance during this period, you are welcome to visit the school during the stated hours or contact us through the usual communication channels.

We greatly appreciate your cooperation and understanding.

Kind regards,
Capital School