



ISM/PRN/131/2022-2023

October 12, 2022

### CIRCULAR TO PARENTS OF STD I TO IV - PTM

Dear Parent,

The **Parent-Teacher Meeting** for **STD I to IV** will be held on **Saturday, October 22, 2022** from **8.00 a.m. to 12.45 p.m. in your ward's class room**. You may meet the class teacher as per the time slot given to your ward so as to avoid inconvenience inside and outside the campus. In case, you are not able to attend the same, please inform the class teacher on or before **Tuesday, October 18, 2022**.

DAY	DATE	ROLL NUMBERS	TIMING
Saturday	October 22, 2022	1 - 5	8.00 a.m. to 8.30 a.m.
		6 - 10	8.30 a.m. to 9:00 a.m.
		11- 15	9.00 a.m. to 9.30 a.m.
		16- 20	9.30 a.m. to 10.00 a.m.
		21-25	10.15 a.m. to 10.45 a.m.
		26- 30	10.45 a.m. to 11.15 a.m.
		31-35	11.15 a.m. to 11.45 a.m.
		36-40	11.45 a.m. to 12.15 p.m.
		41 & above	12.15 p.m. to 12.45 p.m.

- Parents who need more time to discuss about their ward's progress may meet the teachers/counsellors with prior appointment on another date.
- Parents may attend the meeting with their wards. Ensure that your ward comes in full and proper school uniform.
- The details of the room location for identifying the classes and the availability of subject teachers will be displayed on mobile boards at the gate on the day of the Parent-Teacher Meeting. The soft copy of the room allotment will be sent to the parents by class teacher.
- In case you are unable to meet a teacher, you may book an appointment with the class teacher and the concerned teacher will get in touch with you at a later date.
- Kindly note the PTM for Class I & Class II - A to E will be held in the Jibroo campus.
- **You are requested not to park your vehicle in front of the residences blocking the other vehicles. We will appreciate it if you park your vehicle in an appropriate area to avoid traffic jam in front of the school.**

We look forward to meeting you.

With regards,

Dr Rajeev Kumar Chauhan  
Principal

