

**CIRCULAR**

**Sub.: Parent Teacher Meeting (Classes I-V)**



**SJS/ 012/ Cir./ 2024-25**

**Dear Parent,**

**27<sup>th</sup> April 2024**

It has been a month since the new session began and the students have settled in their new classrooms, with the new teachers and class routines. **The school now plans to conduct a Parent Teacher Meeting on Saturday, 4<sup>th</sup> May 2024** for you to meet the teachers of your child on one-to-one basis.

**The agenda of the PTM is:**

- To understand the progress of the child so far,
- To discuss the assessments in the month of July.
- To seek parent's feedback (if any).

**Kindly attend the PTM from 8:30 am onwards, as per the given time schedule:**

<b>ROLL NO'S</b>	<b>TIMINGS</b>
• Roll No. 1-10	8:30 am to 9:30 am
• Roll No. 11-20	9:30 am to 10:30 am
• Roll No. 21-30	10:30 am to 11:30 am
• Roll No. 31- 40 & onwards	11:30 am to 12:30 pm

**Please Note:**

- Kindly carry your **parent ID Card** along with, when you visit the school for the PTM.
- Wherever possible, kindly come to the school **using car pools or public transport** to avoid unnecessary traffic situations outside school campus.
- **Avoid longer discussions.** Keep your points specific with the concerned teacher. In case, you would like a long discussion time with the teacher, fix a separate appointment.
- There will be **no classes** on the day of the PTM.
- **Do inform the class teacher**, if you are unable to attend it through school Almanac or on Microsoft Teams or via e-mail.

Looking for a positive feedback and exchange of information for the betterment of the students.

**Regards,**

**Mrs. Sonia Wadhwa,  
Head of the School,  
SJS, Naraina**