

Ref No: Cir/RBS/2017-18/No.13

Date - 06/10/17

**To: All Parents****From: The Principal****Subject: Spotlight Sharing PTM**

Dear Parents,

The Spotlight Sharing Parent Teacher Meeting (PTM) of your child \_\_\_\_\_

studying in class \_\_\_\_\_ is fixed on **13<sup>th</sup> October (Friday)/14<sup>th</sup> October, 2017(Saturday)** at \_\_\_\_\_

The agenda of this PTM will be to share and discuss the semester-end report card and progress for your child.

- It is recommended that both parents attend this PTM. Atleast one parent is required to attend this PTM.
- Please note that the PTM will begin at the allotted time. You will meet the class teachers in your child's classroom for duration of 10-15 minutes.
- Children may or may not accompany the parents. If the parents want to have certain sensitive discussion with the teachers, then it might be better to leave the child out of such a discussion.
- **Please note:- Regular classes will not be there for children on 13<sup>th</sup> October, Friday due to Spotlight Sharing.**

**Please take a special note of the following points –**

- Please be on time for the PTM. Do come at least 5 minutes before the scheduled time given above. **A delay in your arrival may result in the postponement of the PTM for your child to a later date, as it would affect the schedule of other parents given subsequent time slots.**
- You are requested to come prepared with specific academic points you wish to discuss with the teachers.
- This PTM is a platform to discuss your child's progress in a constructive manner, to evolve a collaborative approach between school and home for the child's further development.
- Issues not related to academics (admin/other) may be discussed with the Principal. The Principal will be available in her room and you may meet her after your PTM is over with the class-teachers. Please keep in mind to spend limited time (5-10 mins) with the Principal on this day, as many parents wish to meet the Principal then. If you wish to spend a longer time with the Principal, then you will need to take a prior appointment through the school counselor for a prior or later time/day.
- Please do not make any requests for change in date or time. The scheduling is done keeping many constraints in consideration and one change would mean changing the schedule of many other parents. Kindly adhere to the schedule given.
- Please save this circular carefully, so as not to lose the details of the PTM date and time allotted to you. It will be difficult for the counselor or the class teacher to respond to a query on these details at a later date.

Looking forward to meeting you at the PTM.

*S. Chakraborty***Mrs. Sharmistha Chakraborty  
Principal- Preschool  
Redbricks School**