

Ref No- Cir/RBS/2016-17/No.31

Date- 17/10/16

To: All Parents (Class 1 to 6)
From: The Principal
Subject: PTM Circular

Dear Parents,

The Parent Teacher Meeting (PTM) of your child _____ studying in class _____ is fixed on **26th October, 2016 (Wednesday)** at _____ am/pm. The agenda of this PTM will be to share the first semester report card 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 and will continue for 1 hour.
- You will meet the class teacher first in your child's classroom for duration of 10-15 minutes.
- After this, you will be able to meet all the other subject teachers teaching your child. They will be seated in other rooms in a manner that is accessible to you. Do take care not to spend more than 5-7 minutes with each teacher. Otherwise you will not be able to meet all the teachers teaching your child within the allotted 1 hour.
- All students should accompany their parents. They should wear the complete school uniform.

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 performance in a constructive manner, to evolve a collaborative approach between school and home for the child's further development.
- Issues not related to academics (e.g. bus, fees, etc.) may be discussed with the Principal. The Principal will be available in his/her room and you may meet him/her after your PTM is over with the class-teacher as well as subject-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.

Please sign the attached slip to confirm that you will be attending the PTM and return it with your child by **20th October 2016**.

Looking forward to meeting both of you at the PTM.

Best Regards,

Mrs.Sutapa Mishra
The Principal
Redbricks School (Class 1 to 6)

To: Selected Parents (Class 3)
From: The Principal
Subject: PTM Circular

Dear Parents,

The Parent Teacher Meeting (PTM) of your child _____ studying in class _____ is fixed on **25th October, 2016 (Tuesday)** at _____ am/pm. The agenda of this PTM will be to share the first semester report card 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 and will continue for 1 hour.
- You will meet the class teacher first in your child's classroom for duration of 10-15 minutes.
- After this, you will be able to meet all the other subject teachers teaching your child. They will be seated in other rooms in a manner that is accessible to you. Do take care not to spend more than 5-7 minutes with each teacher. Otherwise you will not be able to meet all the teachers teaching your child within the allotted 1 hour.
- All students should accompany their parents. They should wear the complete school uniform.

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 performance in a constructive manner, to evolve a collaborative approach between school and home for the child's further development.
- Issues not related to academics (e.g. bus, fees, etc.) may be discussed with the Principal. The Principal will be available in his/her room and you may meet him/her after your PTM is over with the class-teacher as well as subject-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.

Please sign the attached slip to confirm that you will be attending the PTM and return it with your child by **20th October 2016**.

Looking forward to meeting both of you at the PTM.

Best Regards,

Mrs.Sutapa Mishra
The Principal
Redbricks School (Class 1 to 6)

To: All Parents (Class 7 to 9)
From: The Principal
Subject: PTM Circular

Dear Parents,

The Parent Teacher Meeting (PTM) of your child _____ studying in class _____ is fixed on **26th October, 2016 (Wednesday)** at _____ am/pm. The agenda of this PTM will be to share the first semester report card 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 and will continue for 1 hour.
- You will meet the class teacher first in your child's classroom for duration of 10-15 minutes.
- After this, you will be able to meet all the other subject teachers teaching your child. They will be seated in other rooms in a manner that is accessible to you. Do take care not to spend more than 5-7 minutes with each teacher. Otherwise you will not be able to meet all the teachers teaching your child within the allotted 1 hour.
- All students should accompany their parents. They should wear the complete school uniform.

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 performance in a constructive manner, to evolve a collaborative approach between school and home for the child's further development.
- Issues not related to academics (e.g. bus, fees, etc.) may be discussed with the Principal. The Principal will be available in his/her room and you may meet him/her after your PTM is over with the class-teacher as well as subject-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.

Please sign the attached slip to confirm that you will be attending the PTM and return it with your child by **20th October 2016**.

Looking forward to meeting both of you at the PTM.

Best Regards,

Mr.Hiren Parikh
The Principal
Redbricks School (Class 7 to 9)

Ref No- Cir/RBS/2016-17/No.31

Date- 19/10/16

To: All Parents (Class 1- Satellite Campus)

From: The Principal

Subject: PTM and Project Culmination Circular

Dear Parents,

The Parent Teacher Meeting (PTM) and Project Culmination of your child _____ studying in class _____ is fixed on **25th October, 2016 (Tuesday)** at _____ am/pm. The agenda of this PTM will be to share the first semester report card 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 and will continue for 1 hour.
- You will meet the class teacher first in your child's classroom for duration of 10-15 minutes.
- After this, you will be able to meet all the other subject teachers teaching your child. They will be seated in other rooms in a manner that is accessible to you. Do take care not to spend more than 5-7 minutes with each teacher. Otherwise you will not be able to meet all the teachers teaching your child within the allotted 1 hour.
- All students should accompany their parents. They should wear the complete school uniform.

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 performance in a constructive manner, to evolve a collaborative approach between school and home for the child's further development.
- Issues not related to academics (e.g. bus, fees, etc.) may be discussed with the Principal. The Principal will be available in his/her room and you may meet him/her after your PTM is over with the class-teacher as well as subject-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.
- **Please note that 25th October 2016, Tuesday will be a non working day for students.**
- **The school will be working on 26th October 2016, Wednesday as per its regular timings (8.30 am to 1.55 pm)**
- **The Diwali Vacation will be from 27th October 2016, Thursday to 09th November 2016, Wednesday.**

Please sign the attached slip to confirm that you will be attending the PTM and return it with your child by **21st October 2016.**

Looking forward to meeting both of you at the PTM.

Best Regards,

Mrs.Sutapa Mishra

The Principal

Redbricks School (Class 1 to 6)

CONFIRMATION SLIP

Ref No- Cir/RBS/2016-17/No.31

Date- 17/10/16

To,

The Class teacher of class _____,

Yes, one or both of us will be attending the PTM for the first semester report card sharing, on the date and time mentioned i.e. _____ at _____.

_____ Name of the child	_____ Signature (Father)	_____ Signature (Mother)	_____ Date
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CONFIRMATION SLIP

Ref No- Cir/RBS/2016-17/No.31

Date- 17/10/16

To,

The Class teacher of class _____,

Yes, one or both of us will be attending the PTM for the first semester report card sharing, on the date and time mentioned i.e. _____ at _____.

_____ Name of the child	_____ Signature (Father)	_____ Signature (Mother)	_____ Date
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CONFIRMATION SLIP

Ref No- Cir/RBS/2016-17/No.31

Date- 17/10/16

To,

The Class teacher of class _____,

Yes, one or both of us will be attending the PTM for the first semester report card sharing, on the date and time mentioned i.e. _____ at _____.

_____ Name of the child	_____ Signature (Father)	_____ Signature (Mother)	_____ Date
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CONFIRMATION SLIP

Ref No- Cir/RBS/2016-17/No.31

Date- 17/10/16

To,

The Class teacher of class _____,

Yes, one or both of us will be attending the PTM for the first semester report card sharing, on the date and time mentioned i.e. _____ at _____.

_____ Name of the child	_____ Signature (Father)	_____ Signature (Mother)	_____ Date
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