

CIRCULAR FOR PARENTS

Ref No- Cir/RBS/2021-22/No.52

Date-16/10/2021

To: All Parents (Class 1-10)

From: The Principal

Subject: Parent-Teacher Meetings-Report Card sharing (for End Semester 1)

Dear Parents,

We would like to take this opportunity to invite you to end semester parent teacher interaction to discuss the performance and areas of improvement of your child for the first semester scheduled on:

- **29th & 30th October, 2021 - To be conducted throughout the day**
- **26th to 28th October, 2021 - To be conducted post 1:30 pm.**

The details of the parent-teacher meetings are mentioned below:

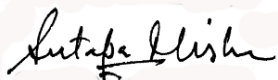
- The meetings will be conducted on a virtual platform using Zoom.
- The parent will be given an individual 10-minute time slot to meet the Homeroom teacher/ Subject teacher.
- We will be using a software tool, named **Calendly** to schedule the PTM event.
- The link to book the PTM slot will be posted by the subject teachers on their respective Google Classrooms on **18<sup>th</sup> October 2021** before **05:00 pm**. The Homeroom teacher will post the link on the Homeroom Google Classroom.
- Parents can use these links to book individual meeting slots with specific teachers. Once you click on the link, you will be able to see the meeting dates (highlighted), you need to select your preferable date and time slot. The PTM slots will be available to the parents on a first come, first serve basis.
- Please mention your child's school email id **only** while booking the PTM slot.
- Once the slot booking is confirmed, you will receive the details of the zoom meeting credentials on your **child's school email id**.
- The PTM slot booking will be closed 32 hours prior to the Meeting slot.
- Please adhere to the time slot booked, as delay in joining the meeting would give you less time for having a valuable interaction.

A detailed guideline document showing the steps to schedule the PTM slot is attached herewith for your reference (**Annexure – 1**). You may write to us on [student.support@redbrickseducation.org](mailto:student.support@redbrickseducation.org) in case of any query/challenges faced in booking the PTM slots or reach out to the school counsellor for any assistance related to the same.

Looking forward to your support and cooperation.

Thank You.

With Warm Regards,



Mrs. Sutapa Mishra

Principal- Redbricks School

## Annexure – 1

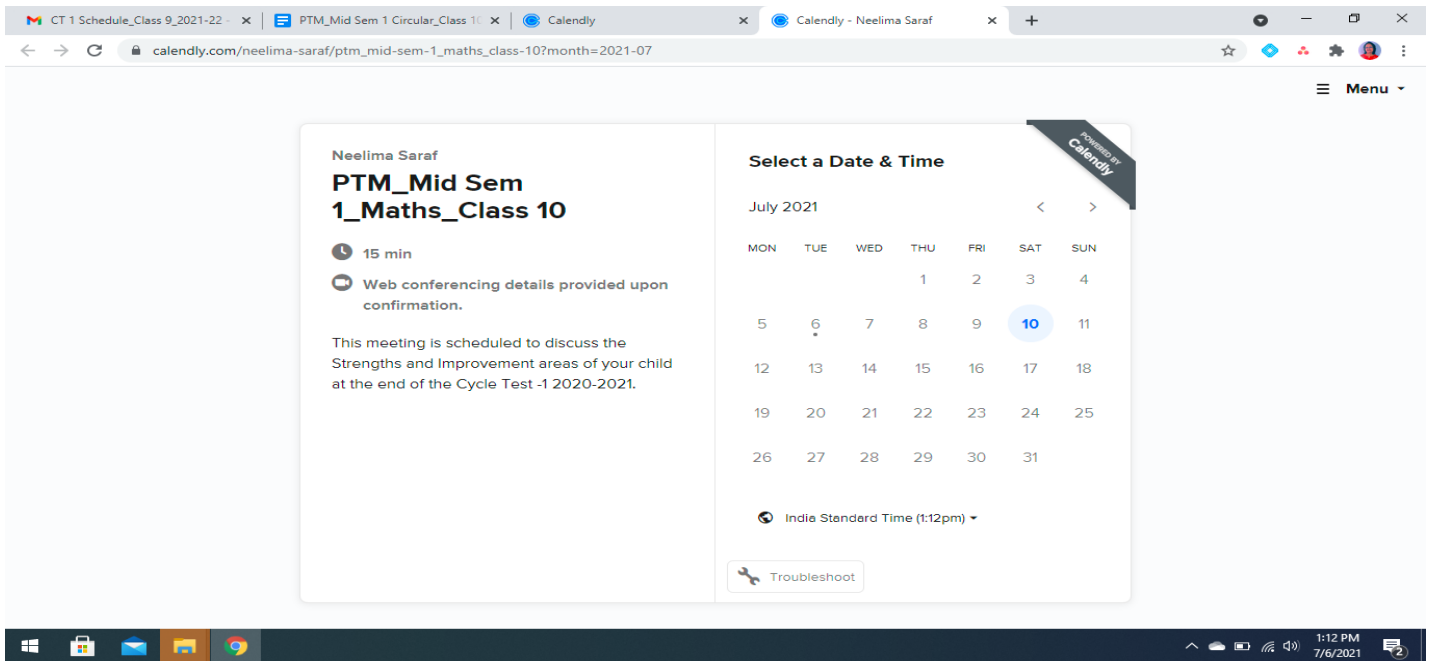
### Parent Guidelines for Scheduling PTM Event

#### Introduction

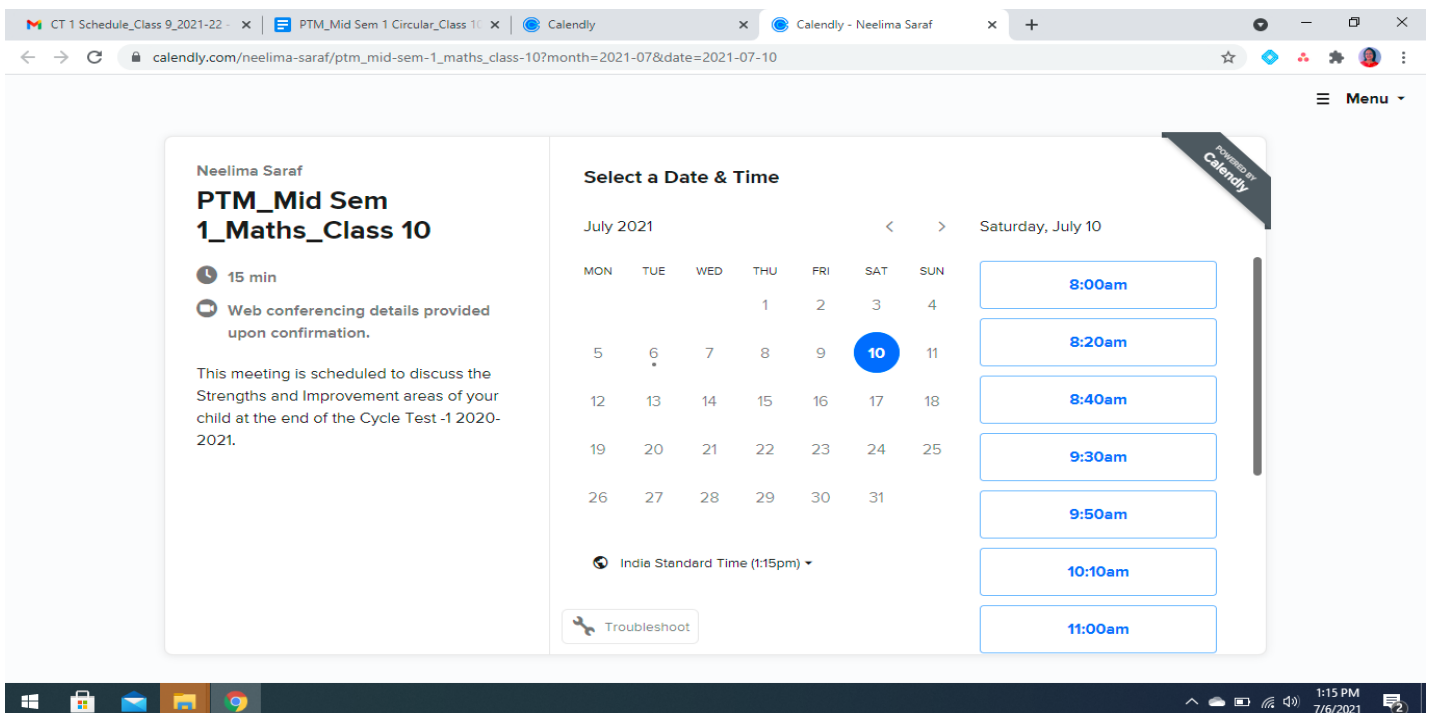
Calendly is a simple and easy to use software tool for scheduling meetings. By using this tool, you can choose your preferable date and time slot and schedule the PTM event.

#### Steps to schedule your PTM slot

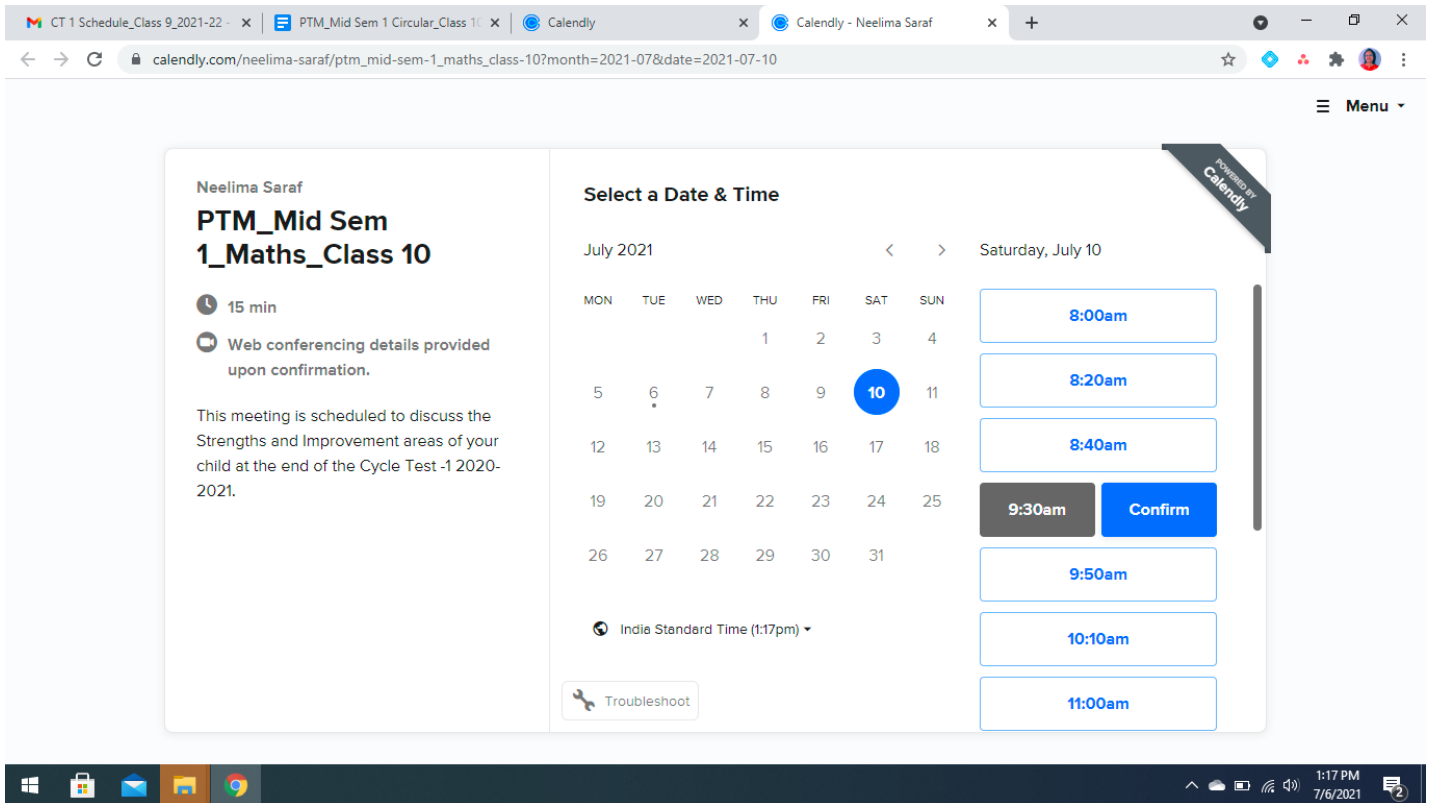
1) Click on the link posted on Google Classroom by the subject teacher. The following page will appear.



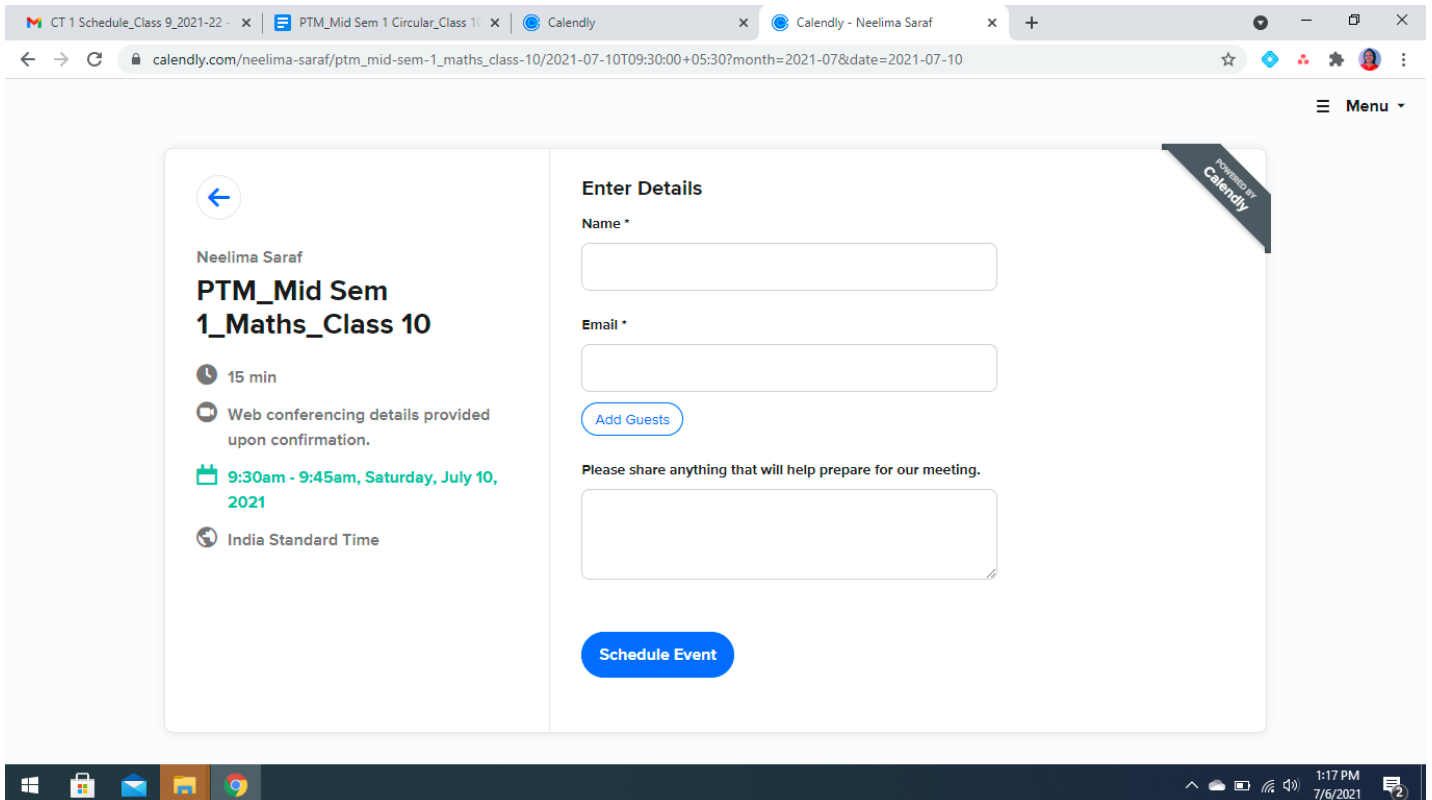
2) You will see that the scheduled PTM dates are highlighted. Click on the date and the time slots will be visible to you as follows:



3) Now click on any one of the slots and a box showing **Confirm** will pop up as shown below:



4) Click on **Confirm**. The following page will appear.



5) Fill all details as per the following criteria.

- **Name** - Name of your child along with class and section (For eg, Sonu Sharma Class 1A)
- **Email** - Email id of your child of redbrickseducation.org
- **Add Guests** - Not required
- **Please share anything that will help prepare for our meeting** - This is optional. You may share your suggestion for the meeting.

After filling all details, click on **Schedule Event** at the bottom of the page. Your meeting is scheduled and you will see the following confirmation page.

6) Once the meeting is scheduled, you will receive meeting details and the zoom login details on your child's email id.

**Note:**

- 1) Only your child's email id of **redbrickseducation.org** should be used while scheduling PTM events.
- 2) This tool works on "**First come, first serve**" scheduling.
- 3) You can schedule your event only on the slots available.
- 4) Once you book your slot, it will be visible on your **Google Calendar**.
- 5) Avoid booking the same slot for more than 1 subject.
- 6) This PTM is scheduled only for core subjects, i.e., English, Science, Maths, Hindi, EVS, Social Studies, Gujarati and Group 3 subjects. If you would like to meet the teachers teaching Co-curricular and Extra-curricular subjects, we would request you to take a prior appointment through the front desk counsellor.