

**CIRCULAR FOR PARENTS**

**Ref No- Cir/RBS/2022-23/No. 109**

**Date- 07/10/2022**

**To:** Parents (Class 7 to Class 9)

**From:** The Principal

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

Dear Parents,

As we come towards the end of semester 1, we would like to invite you to attend the report card sharing meeting in order to discuss your child's progress and ways to support him/her better for the upcoming semester.

The details of the meeting are given below:

<b>Report card will be shared with parents by email on</b>	<b>11<sup>th</sup> October 2022, Tuesday</b>
<b>Date of the Physical PTM</b>	<ul style="list-style-type: none"> <li>● <b>15<sup>th</sup> October (Saturday) , 20<sup>th</sup> October (Thursday) and 21<sup>st</sup> October 2022(Friday)</b></li> <li>● <b>18<sup>th</sup> October (Tuesday) and 19<sup>th</sup> October 2022 (Wednesday) (Post 1:30 pm)</b></li> </ul>
<b>Venue</b>	Redbricks School, Santej
<b>Meeting with HRT</b>	<ul style="list-style-type: none"> <li>● Each parent can book an individual 15-minute time slot to meet the Homeroom teacher using the respective link from the following document: <a href="#">Link to book slots with Homeroom Teacher</a></li> <li>● The PTM slot will be available to the parents on a first come, first serve basis.</li> <li>● For siblings, we request parents to book the slots on the same day at two different slots.</li> </ul>
<b>Meeting with subject teachers(Core subject, SE, EC and Sports facilitators)</b>	<ul style="list-style-type: none"> <li>● A slot of one and half hour will be allotted to each parent either before or after the HRT PTM to meet the subject teachers.</li> <li>● Around 10 min time will be given to the parent to meet each subject teacher.</li> <li>● The parent will be informed about this slot latest by <b>14<sup>th</sup> October 2022, Friday.</b></li> </ul>

**Note:**

- The report cards will be shared via email on your registered e-mail address. Kindly go through the report card before the meeting with the teachers.
- The PTM slot booking **will be closed 3 days i.e. 72 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. This will also help us to reduce the waiting time for parents.
- There won't be regular school for students during the full day PTMs i.e. **15<sup>th</sup> October, 20<sup>th</sup> October and 21<sup>st</sup> October 2022.**
- Students are required to accompany the parent for the individual PTM. They need to wear their school uniform on the PTM days.

The detailed guidelines regarding the process of scheduling the HRT PTM slot are given in the **Annexure**.

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 counselor for any assistance related to the same.

Looking forward to your support and cooperation.

Best regards,



Sutapa Mishra  
Principal  
Redbricks School

# Annexure

## Guidelines for Scheduling the HRT PTM Slot using Calendly

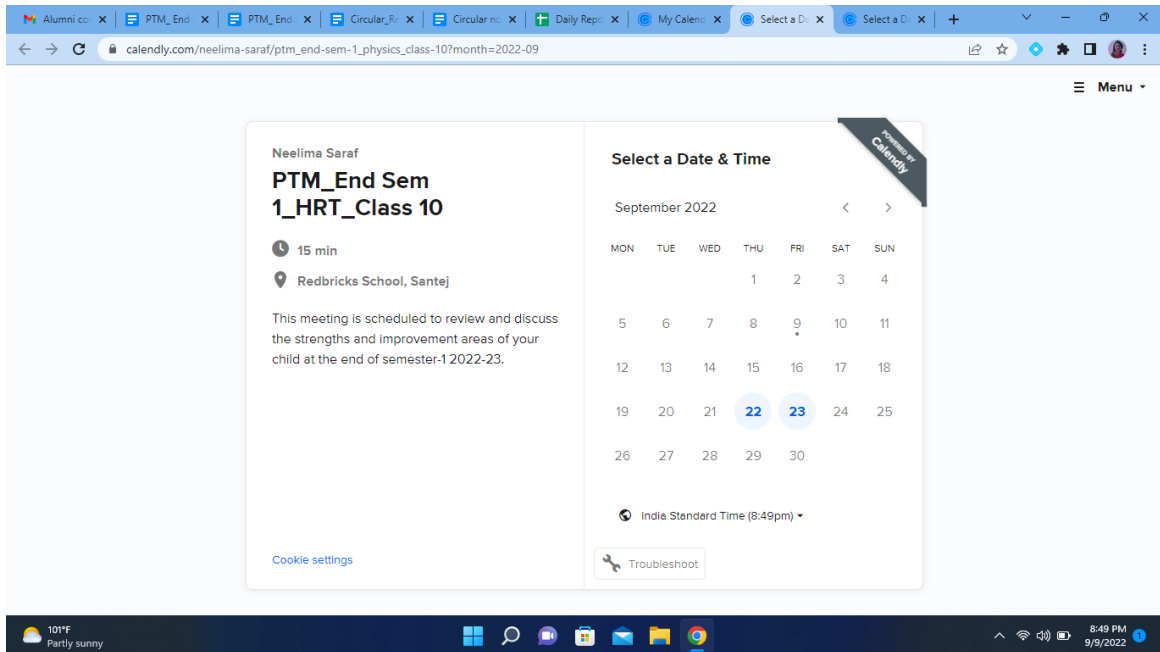
### Introduction

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.

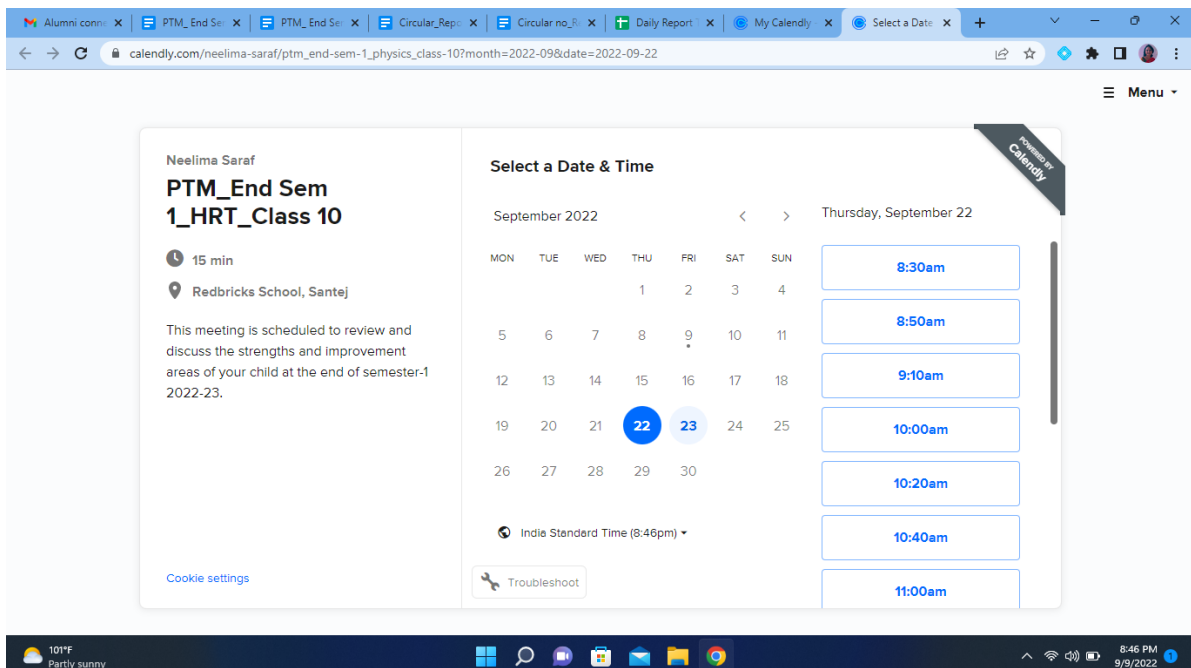
### Steps to schedule your PTM slot

- 1) Click on the link given below (Also given in the circular). The list of HRT calendly links will appear. Click on the link for the respective HRT and the following page will appear.

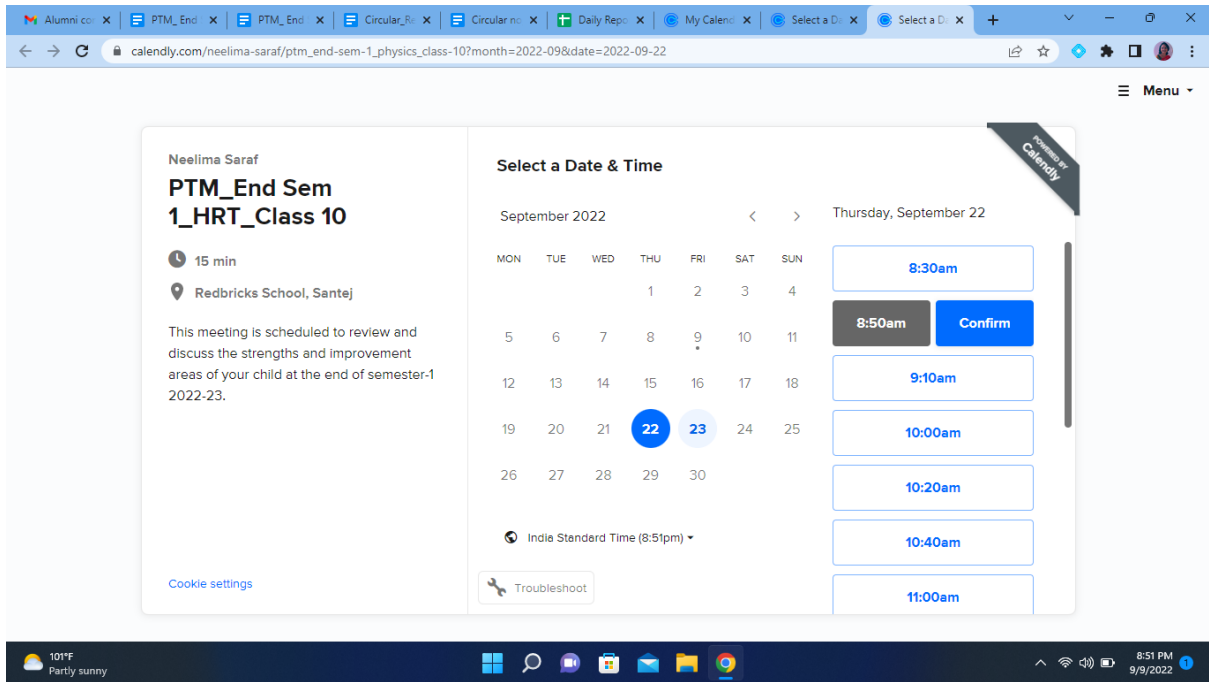
[Link to book the slot with Homeroom Teacher](#)



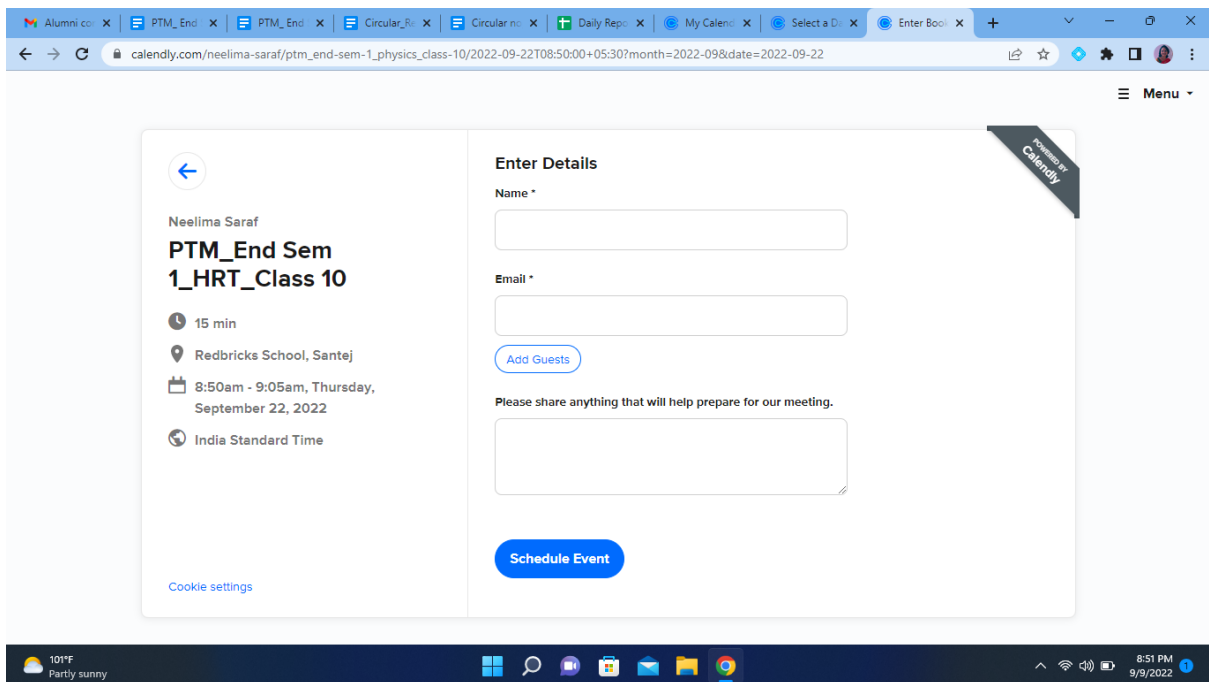
- 2) You will see that the scheduled PTM dates are highlighted. Click on the date and the time slots will be visible to you as follows:



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. If you have any preference of timing to meet the

subject teachers, we would request you to share your suggestions here. We will try to accommodate your preferences for the meeting. However, we also request you to be accommodating in case it is not possible due to a genuine reason.

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 confirmation mail 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**.