

CIRCULAR FOR PARENTS

Ref No- Cir/RBS/2022-23/No. 116DaTo: Parents (Class 1 - Santej and Satellite)From: The PrincipalSubject: 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:

Report card will be shared with parents by email on	14 th October 2022, Friday
Date of the Physical PTM	 19th October 2022 (Wednesday)20th October (Thursday) and 21st October 2022(Friday) 18th October (Tuesday) and (Post 1:30 pm)
Venue	Redbricks School, Santej
Meeting with HRT	 Each parent can book an individual 15-minute time slot to meet the Homeroom teacher using the respective link from the following document: <u>https://docs.google.com/document/d/1otwna_HkURoJk5U_54oqWm7VbQSqCEZM0FqxdAiZ4X9U/edit?usp=sharing</u> The PTM slot will be available to the parents on a first come, first serve basis. For siblings, we request parents to book the slots on the same day at two different slots.
Meeting with subject teachers	 A slot of one hour will be allotted to each parent either before or after the HRT PTM to meet the subject teachers. Around 10 min time will be given to the parent to meet each subject teacher. The parent will be informed about this slot latest by 14th October 2022, Friday.

Date- 10/10/2022

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. **19**th October, **20**th October and **21**st October **2022**.
- Students are required to accompany the parent for the individual PTM. They need to wear their school uniform on 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 <u>student.support@redbrickseducation.org</u> 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,

but pe blish

Sutapa Mishra Principal Redbricks School

<u>Annexure</u>

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 in the circular. The following page will appear.

← → C (a calendly.com/neelima-saraf/ptm_end-sem-1_physics_class-10?month=2022-09								Ê	☆ ♦	* •	8 :
										≡ м	enu 👻
Neelima Saraf PTM_End Sem 1 HRT Class 10	Sele	ect a D)ate & 2022	Time		<	Cale and				
	MON	TUE	WED	THU	FRI	SAT	SUN				
Redbricks School, Santej				1	2	3	4				
This meeting is scheduled to review and discuss the strengths and improvement areas of your	5	6	7	8	9	10	11				
child at the end of semester-12022-23.	12	13	14	15	16	17	18				
	19	20	21	22	23	24	25				
	26	27	28	29	30						
	Ø	India Sta	ndard Ti	me (8:49	om) 👻						
Cookie settings	م Tre	oublesho	oot								

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:

Neelima Saraf	Solo	ct a D	ato P	Timo					Gig the	
PTM_End Sem 1_HRT_Class 10	Septe	ember 2	2022	Time		<	>	Thursday, September 22	·93.*	
U 15 min	MON	TUE	WED	THU	FRI	SAT	SUN	8:30am		
Redbricks School, Santej				1	2	3	4		= 1	
This meeting is scheduled to review and	5	6	7	8	9	10	11	8:50am		
areas of your child at the end of semester-1 2022-23.	12	13	14	15	16	17	18	9:10am		
	19	20	21	22	23	24	25	10:00am		
	26	27	28	29	30			10:20am		
	S 1	ndia Star	ndard Tin	ne (8:46p	m) 🕶			10:40am		
Cookie settings	🔧 Tro	ublesho	ot						_	

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

								_	
Neelima Saraf	Sele	ct a D	ate &	Time				9	STOL A
PTM_End Sem 1_HRT_Class 10	Septe	ember 2	2022			<	>	Thursday, September 22	
15 min	MON	TUE	WED	THU	FRI	SAT	SUN	8:30am	
Redbricks School, Santej				1	2	3	4		
This meeting is scheduled to review and discuss the strengths and improvement	5	6	7	8	9	10	11	8:50am Confirm	
areas of your child at the end of semester-1 2022-23.	12	13	14	15	16	17	18	9:10am	
	19	20	21	22	23	24	25	10:00am	
	26	27	28	29	30			10:20am	
	S 1	ndia Stai	ndard Tir	me (8:51pi	n) 🕶			10:40am	
Cookie settings	🔧 Tro	ublesho	ot					11:00am	

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

M Alumni cor 🗙 📄 PTM_End : 🗙 🚍 P	TM_End \mathbf{x} End \mathbf{x} Gircular_Re \mathbf{x}	🚍 Circular no 🗙 🚹 Daily Repo 🗙	My Calend x │	× Enter Book ×	+ ~	- 0 ×
← → C alendly.com/neelima-sa	araf/ptm_end-sem-1_physics_class-	10/2022-09-22T08:50:00+05:30?month	n=2022-09&date=2022-09-22		le 🖈 📀	* 🖬 🔮 🗄
						∃ Menu •
 Keelima Saraf PTM_En 1_HRT_C 15 min Redbricks 15 3:50am - 9 September September India Stand 	d Sem Class 10 School, Santej :05am, Thursday, ·22, 2022 dard Time	Enter Details Name * Email * Add Guests Please share anything that will Schedule Event	II help prepare for our meeting.		Contraction of the second	
Partiv sunnv		🚦 🔉 🔍 🖥 💼			~ 令令)

- 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:

- 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**.