

CIRCULAR FOR PARENTS

Ref No: Cir/EYC-KG/2022-23/No.14

Date: 17/10/2022

To: Parents (EYP Stage 1- Senior Kg)

From: The Principal

Subject: Spotlight sharing and PTM

Attachments: Time slots for PTM

Dear Parents,

The Parent Teacher Meeting (PTM) of your child is scheduled on **20th October and 21st October (Thursday and Friday)**. The agenda of this PTM will be to discuss the semester-end report card and progress for your child.

- Spotlight will be shared on email by 19th October. You are requested to go through the profile and spotlight before you attend the meeting.

- It is recommended that both parents attend this PTM. At least 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 a duration of 15 minutes.

- Children may or may not accompany their parents. If the parents want to have certain sensitive discussions 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 **20th October and 21st October** due to Spotlight Sharing.

Please take a special note of the following points –

1. Please be on time for the PTM. Do come at least 5 minutes before the scheduled time given (see attachment) A delay in your arrival may affect the schedule of other parents given subsequent time slots.
2. You are requested to come prepared with specific academic points you wish to discuss with the teachers.
3. 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.
4. 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.

5. 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.

Looking forward to meeting you at the PTM.

Wish you a very Happy Diwali!

Diwali break for children: 22nd October to 6th November, 2022

Best regards,

A handwritten signature in blue ink that reads "S. Chakraborty".

Sharmistha Chakraborty
Principal
Redbricks Early Years Centre and Preschool