



OUR REF : .....

TRN: 100483609200003

Tuesday, 24<sup>th</sup> November 2020

**To: Parents ( Year Ten to Year Thirteen ) : First Parent-Teacher Meeting / First Report Day-Additional details**

**Dear Parents,**

**Greetings from St. Marys.** The first Parent-Teacher Meeting / Report Day of the academic year will be a wonderful opportunity for you and your children's class teachers to share insightful information about them. The first Parent -Teacher Meeting has been **SCHEDULED** for **Saturday, 28<sup>th</sup> November 2020 from 8:00 am until 12:30 pm.** ( additional time for these classes ).

**For years 10 and 11 since we have only ONE class teacher per class we will have slightly shorter time slots of 7 minutes for each parent.**

**8:00 to 9:00 am - parents of students 1-7 ( Parents will be held in the waiting room and will be admitted according to your time slot ).**

**9:00-10:00 am - parents of students 8- 14 ( Parents will be held in the waiting room and will be admitted according to your time slot ).**

**10:00-11:00 am - parents of students 15-21 ( Parents will be held in the waiting room and will be admitted according to your time slot ).**

**11:00 am-12:00 pm - parents of students 22-28 ( Parents will be held in the waiting room and will be admitted according to your time slot ).**

**12:00 - 12:15 pm parents of students 29& 30 ( Parents will be held in the waiting room and will be admitted according to your time slot ).**

Parents are asked to kindly jot down important points you wish to discuss with your child's class teacher and to not spend more than the seven minutes assigned with the teacher as a courtesy to other parents. Teachers will have to end the meeting after 7 minutes as there will be parents waiting for their assigned time slot.

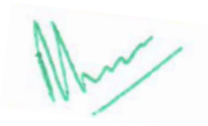
Class teachers will send a zoom link for the purpose of the meeting. Each class teacher will meet with parents of 15 children. One teacher will handle students with an Even Roll number and the other teacher will handle students with an Odd Roll number.

We have asked the subject teachers to communicate any relevant and vital concerns to the class teachers so that they may share it with you. However if you wish to speak to a Subject teacher for any serious concerns or queries, you are requested to kindly send an email to the concerned subject teacher with your child's name and your contact number. Teachers will contact you during the week or reply to your queries via email.

**For years 12 and 13 since we have only ONE class teacher per class with a large number of students per class we will have shorter time slots of 5 minutes for each parent. Teachers will send you the meeting links accordingly. Timings will be slotted between 8:00 am and 12:30 pm.**

**Parents of students in year 12 and 13 are requested to email the subject teachers if you wish to discuss anything important with them and they will co-ordinate with you to schedule a virtual meeting during the week at a convenient time for both.**

Yours sincerely,



**Mr. Paul Asir Joseph  
( Principal )**

