



OUR REF : .....

TRN : 100483609200003

Sunday, 21<sup>st</sup> February 2021

**To: Parents ( Year One to Year Thirteen ) : Second Parent-Teacher Meeting /  
Second Report Day**

Dear Parents,

**Greetings from St. Marys.** The second 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 Second Parent -Teacher Meeting has been **SCHEDULED** for **Saturday, 27<sup>th</sup> February 2021 from 8:00 until 11:00 am (Years 1-9 ) and from 8:00 am until 12:30 pm ( Years 10-13 ).**

All parents are not compelled to attend the meeting and only those parents who wish to meet their children's class teachers may attend. Report cards will be made available via the SIMS Parent app. We regret that we will not be able to publish report cards if there are **outstanding first term fees** for your child. If fees are paid this week, reports will be processed a week from the school receiving the confirmation of payment from SKIPLY , so kindly be patient with the process. It usually takes a minimum of two weeks for the full process to be complete.

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 time assigned with the teacher as a courtesy to other parents. Teachers will have to end the meeting after the stipulated time 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.

## **YEARS 1-9**

- **8:00 to 9:00 am – parents of students 1-10 ( 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 11-20 ( 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 21-30 ( Parents will be held in the waiting room and will be admitted according to your time slot ).**

## **YEARS 10-13**

**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 ).**

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.

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 )**

