



OUR REF : .....

TRN No. 100483609200003

Friday, 3<sup>rd</sup> November 2023

To **Parents (Year One to Year Thirteen):**  
**First Parent-Teacher Meeting / First Report Day/**  
**PARENT - TEACHER MEETING DAY FACE-TO-FACE**

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 ON Tuesday, 28<sup>TH</sup> November 2023 from 2:30 pm until 5:30 pm.**

Parents who wish to meet their children's class teachers may attend. Meeting slots are as follows.

**Class SIMS ROLL ORDER LIST**

- **Numbers 1-10 (2:30 pm - 3:30 pm),**  
**11-20 (3:30 pm - 4:30 pm),**  
**21-30 (4:30 pm - 5:30 pm).**

A-Level students will be given a different schedule in class and they will explain to you how that will work.

**Report cards will be published on the SIMS PARENT APP in advance.**

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 five minutes with the teacher as a courtesy to other parents. However, if you feel you need to spend a longer time with the class teacher, then it is advisable to make a private appointment with the class teacher at a later date by contacting them via email so they will schedule an appointment based on their availability.

Please send a similar email to any particular subject teacher that you feel you might need to meet personally, and a private appointment can be made on another day.

Yours sincerely,

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

