



Circular: P68/79/DEC09/2020

Date: 21st December, 2020

Virtual Parent Teacher Meeting For Classes Nur - IX

Dear Parents,

A virtual Parent Teacher Meeting is being organized to brief the Parents about the progress of your wards and their performance in Periodic Test-2 Examinations.

There will be a **special address by the Principal sharp at 9:00 a.m.** All parents are requested to join the Principal's Meeting Room teams on time. The address will be followed by one to one PTM with the class teacher as per the details below:

Day & Date : Saturday, December 26th 2020

PTM Time : 10:30 A.M. to 12:30 P.M.

Venue : Meeting room of your Ward's class at Teams Platform.

To meet the Principal during PTM for any specific queries:

Please log into the teams account provided for the online class of your ward and reach the team titled "Principal Meeting Room". Click "join meeting" at the specified time to enter the Principal's Meeting Room.

Kindly abide by the time slot of your respective class for meeting Principal, which is as Follows:-

CLASS	TIME
NURSERY	10:30 – 11:00 a.m.
K.G.	10:30 – 11:00 a.m.
I	11:00 - 11:30 a.m.
II	11:00 - 11:30 a.m.
III - V	11:30 - 12:00 noon
VI - IX	12:00 - 12:30 p.m.

NOTE: We will appreciate if you can abide by the standard rules of online meetings **during Principal's address** which are:

1. Kindly keep your mic on mute
2. Please keep posting your queries on chats, we will keep on taking your questions and will call out names from chat questions, the specific parent can unmute and converse around the query.
3. Kindly mute yourself Back after your Query is answered.
4. Please maintain patience while the teacher is deliberating the specified content and wait for the Q&A session to begin.

We request you to kindly make it convenient to attend the PTM which also includes important guidelines regarding forthcoming session & possible changes respect of final Examinations.

Thanking you and wishing you health and safety.

Warmest regards,

Anubha Srivastava
Principal