



**Bombay Scottish School**  
Alahim

BSS(M)/Cir-45/16-17

3<sup>rd</sup> November 2016

Dear Parents,

The Parent Teacher Meeting for Term 2 will be held on Tuesday 8<sup>th</sup> November 2016.

Kindly note the following:

1. All students of K G to Std 12 to stay at home.
2. Entry and exit will be through Gate Nos. 1, 3 and 4, only after presenting your ward's Identity Card / Handbook at the gates (for security reasons).
3. **Kindly remember to switch off your mobile phones once you enter the School campus.**
4. Teachers will be available in their respective classes (School Layout and Teachers' Seating Arrangement has been uploaded).  
Timings will be as follows:

**KG Section** – 8:45 a.m. to 12.00 noon

<b>Stds. 1 to 12</b>	
Session 1	8:45 a.m. to 10:30 a.m.
Tea Break	10:30 a.m. to 10:45 a.m.
Session 2	10:45 a.m. to 1:30 p.m.

Kindly ensure that you enter the School premises not later than 1:00 p.m.

5. A brief discussion will be appreciated.  
If you need to discuss any matter in detail, you may make an appointment to meet the concerned teacher at a later date, by sending a letter addressed to the Principal.
6. Those parents with very young children are requested to make prior arrangements for the child/children to be taken care of at home.
7. Silence will be appreciated while awaiting your turn to meet the teacher.
8. Dress Code: Semi-formal attire.
9. Canteen facility will be available during the break.

Warm regards,

Sa/-

Ms M Paul  
Principal

