Dear Parents,

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

Kindly note the following:

1. All students of KG 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

<table>
<thead>
<tr>
<th>Stds. 1 to 12</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>8:45 a.m. to 10:30 a.m.</td>
</tr>
<tr>
<td>Tea Break</td>
<td>10:30 a.m. to 10:45 a.m.</td>
</tr>
<tr>
<td>Session 2</td>
<td>10:45 a.m. to 1:30 p.m.</td>
</tr>
</tbody>
</table>

   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.


9. Canteen facility will be available during the break.

Warm regards,

Ms M Paul
Principal