

Ref. No.: ISB/CR/63/19

Date: 19/11/2019

CIRCULAR- 63

**Parent Teacher Meeting for Classes IX – XII**

Dear Parent

Please be informed that the Parent Teacher Meeting for Classes IX to XII will be held on **Friday, 22 November 2019** from 7.30 a.m. to 11.30 a.m. However, the teachers will be available up to 12.00 noon for discussions. You are requested to meet the teachers with your ward as per the schedule given below:

TIME ALLOTTED	ROLL Nos.
7.30 a.m. – 9.00 a.m.	1 to 20
9.00 a.m. – 10.00 a.m.	20 to 30
10.00 a.m. – 11.30 a.m.	31 and above

Parents are requested to adhere to the time schedule to avoid traffic congestion. **Please collect the priority slips which will be available at the entrance of the classrooms and meet the teachers accordingly. The priority slips are to be handed over to the teachers after the meeting.**

Limited parking space will be available in the school ground between RP Block and Administration Block. Parents may use Gate No. 1 for entry (up to 11.00 a.m.).

**Parents are requested to settle the pending fees, if any, before the PTM. The fee counter will be open in the Administration Block.**

With best regards,



V R Palaniswamy  
Principal

