



CIRCULAR TO PARENTS
(Classes I to V)

Dear Parents,

Greetings from ISWK!

As the current academic year draws to close, we are pleased to inform you that we have arranged a Parent – Teacher meeting for the above- mentioned classes.



This meeting has been organized to enable you to discuss your ward's progress in school in the past few months and make final preparations for the final examination. The class teachers will be seated in their respective classrooms. The seating plan will be made available to you on arrival.

To ensure that you have enough time to discuss details with teachers, we request you to meet them as per the time slots given below.

ROLL NOS.	TIMING
7 TO 12	8.00 A.M. TO 9.00 A.M.
1 TO 6	9.00 A.M. TO 10.00 A.M.
TEA BREAK	10.00 A.M. TO 10.20 A.M.
31 AND ABOVE	10.20 A.M. TO 11.20 A.M.
25 TO 30	11.20 A.M. TO 12.20 A.M.
LUNCH BREAK	12.20 A.M. TO 1.00 P.M.
19 TO 24	1.00 P.M. TO 2.00 P.M.
13 TO 18	2.00 P.M. TO 3.00 P.M.

POINTS TO BE NOTED:

- Your child's progress in school and learning gaps if any will be discussed. The Post Mid-term answer scripts will also be discussed.
- Please meet your ward's Class Teacher first. The Class Teachers will be seated in their respective classrooms.
- The seating plan for the subject teachers will be posted by the respective Class Teachers in the MCB and also made available to you on arrival.
- Please be on time to enable us to stay on schedule.
- The fee counter will be open at the Primary School on the 3rd of February from 8.00 a.m. to 3.00 p.m. Kindly make use of this facility to pay the fees, if any, due to view the Post Mid-term answer scripts.
- You are requested to park your vehicle avoiding areas in front of residential buildings (in the vicinity of the school) and their parking lots. This will ensure that no inconvenience is caused to the residents around the school.

We look forward to strengthening this partnership with your support and co-operation.

Thank you.

D. N. Rao
Principal

