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October 02, 2018

**CIRCULAR TO PARENTS**  
**[Classes VI - XII]**

Greetings from ISWK!

We have arranged a Parent-Teacher meeting in the senior school premises on Saturday, 13<sup>th</sup> October, 2018 as per the schedule given in the school calendar. It will be held from 8:30 a.m. to 4:00 p.m.

This meeting has been organized to enable you to discuss:

- Your child's progress in school.
- Learning gaps if any (feedback from either side to support the child for better learning).

The Class Teachers will be seated in their respective classrooms. They will issue the report card of mid-term (Classes VI-X) and First Assessment (for Classes XI & XII) and will suggest to you the subject teacher whom you are required to meet and discuss about your child's progress. The seating plan for the other teachers will be made available to you through email.

To ensure that you have enough time with the teachers, we request you to meet them according to the time slots given below:

Roll Nos.	Time
01 to 08	08:30 am to 09.30 am
09 to 15	09:30 am to 10:30 am
BREAK	10.30 am to 11:00 am
16 to 23	11:00 am to 12:00 pm
24 to 30	12:00 pm to 01:00 pm
LUNCH BREAK	01:00 pm to 02:00 pm
31 to 37	02:00 pm to 03:00 pm
38 and above	03:00 pm to 04:00 pm

The fee counter will be open from 8.30 a.m. to 4.00 p.m. Please clear the fees for the second term, if any.

The Principal and Members of the School Management Committee will be available in the senior school during this period in case any parent wishes to meet them.

With regards,

  
D.N. Rao  
Principal

21/10/18