



## Circular

Ref: CIR/IISB/PAR/98/2021-22

1<sup>st</sup> February 2022

Dear Parents,

Please be informed that fourth online Parent-Teacher Meeting will be held on 11<sup>th</sup> February 2022 (Friday). The timings are as follows;

Class	Timings
KG Section to Class 8	2:00 p.m. to 5:00 p.m.
Class 9 to 12	6:15 p.m. to 8:30 p.m.

Class teachers will share the meeting link through WhatsApp group. Parents are requested to follow the guidelines given below.

### Guidelines for the parents during Online PTM:

1. Join the meeting as per your appointment mentioned in class group with link which will be provided by the class teacher.
2. Stay connected with the WhatsApp group for the recurring links and for other details from the teacher.
3. There will be a maximum time limit of 5 minutes for each parent during one-to-one meeting with teacher and time limit of 5 minutes may kindly be followed.
4. Sequence of the time schedule given will be followed for one-to-one meeting with teacher.
5. Suggestion & Feedback (if any) to be sent to [principal@iisburaidah.org](mailto:principal@iisburaidah.org)
6. Head of the Sections can be contacted for any technical difficulty during the meeting over phone. **HOS (Boys): 0531095574, HOS (Girls): 0563481302**

Looking forward for your wholehearted support & cooperation.

Principal

