

### VISITING HOURS AND PARENT TEACHER MEETING SCHEDULE

The school would like the parents to maintain a close rapport with the teachers of their wards. Parents are advised to meet the Principal, Coordinators or Teachers, according to the schedule given below **by prior appointment**. All appointments should be routed through the school diary. In case of emergency, appointments can be taken by making phone calls at the reception.

|                      |                                       |                     |                                  |
|----------------------|---------------------------------------|---------------------|----------------------------------|
| <b>Principal</b>     | <b>Monday, Wednesday &amp; Friday</b> |                     | <b>2:00 to 3:00 p.m.</b>         |
|                      | <b>Saturday</b>                       |                     | <b>10:00 a.m. to 12:00 noon.</b> |
| <b>Co-ordinators</b> | <b>Monday to Friday</b>               | <b>Nursery – II</b> | <b>1:00 p.m. to 2:00 p.m.</b>    |
|                      |                                       | <b>III to XII</b>   | <b>2:30p.m. to 3:30 p.m.</b>     |
| <b>Teachers</b>      | <b>Monday, Wednesday &amp; Friday</b> | <b>Nursery – II</b> | <b>1:00 p.m. to 2:00 p.m.</b>    |
|                      | <b>Tuesday &amp; Thursday</b>         | <b>III to XII</b>   | <b>2:30p.m. to 3:30 p.m.</b>     |

| <b>PARENT TEACHER MEETING</b>  |                             |
|--------------------------------|-----------------------------|
| <b>Nursery to II</b>           | <b>III to XII</b>           |
| <b>11.05.2019 ( Saturday )</b> | <b>27.07.2019 (Saturday</b> |
| <b>03.08.2019 (Saturday</b>    | <b>31.08.2019 (Saturday</b> |
| <b>19.10.2019 (Saturday</b>    | <b>26.10.2019 (Saturday</b> |
| <b>30.11.2019 (Saturday</b>    | <b>21.12.2019 (Saturday</b> |
| <b>01.02.2020 (Saturday</b>    | <b>08.02.2020 (Saturday</b> |
| <b>21.03.2010 (Saturday</b>    | <b>23.03.2020 (Monday</b>   |

**On the days of PTM Parents can also meet the Principal/Co ordinators with prior appointments.**