

CIRCULAR FOR PARENTS

(Parent-Teacher Meeting Schedule for EY I to Grade XII)

Dear Parents,

Greetings!

We would like to inform you that the **Parent-Teacher Meeting (PTM) for the Half-Yearly Examination & Progression Test-II 2026–27** will be held as per the schedule given below:

Date	Day	Classes	Timing
3rd October, 2026	Saturday	Early Years I to Grade XII	08:30 AM onwards

During this session, the report cards will be shared with you. To ensure a smooth and efficient meeting, please find the schedule as per Roll Nos. below for your reference:

A. Early Years I to Grade II

Sl. No.	Roll Number	Time Slot
1.	1 to 6	08:30 AM
2.	7 to 12	09:15 AM
3.	13 to 18	10:00 AM
4.	19 to 25	10:45 AM
5.	26 onwards	11:30 AM to 12:15 PM

B. Grade III to Grade V

Sl. No.	Roll Number	Time Slot
1.	1 to 7	08:30 AM
2.	8 to 14	09:15 AM
3.	15 to 21	10:15 AM
4.	22 onwards	11:15 AM to 12:15 PM



C. Grade VI A, C, D to Grade VIII

Sl. No.	Roll Number	Time Slot
1.	1 to 7	11:30 AM
2.	8 to 14	12:15 PM
3.	15 to 21	1:00 PM
4.	22 onwards	1:45 PM - 2:30 PM

D. Grade VI B

Sl. No.	Roll Number	Time Slot
1.	1 to 7	08:30 AM
2.	8 to 14	10:00 AM
3.	15 to 21	11:30 AM
4.	22 onwards	01:00 PM – 02:30 PM

E. Grade IX to Grade XII

Sl. No.	Roll Number	Time Slot
1.	1 to 7	10:00 AM
2.	8 to 14	11:00 AM
3.	15 to 21	12:00 PM
4.	22 onwards	01:00 PM – 02:00 PM

Kindly note:

1. The PTM will be held in the **respective classrooms of the students**.
2. Students must accompany their parents and come in **proper regular school uniform**. **Sports/House uniforms are not permitted**. Students not wearing the prescribed school uniform will **not be permitted to enter the school campus**.
3. Parents are requested to strictly adhere to their **allotted time slots** to ensure the smooth and orderly conduct of the PTM. Kindly wait in the designated **waiting area** until your allotted time slot arrives.

4. In case a parent arrives **after the allotted time slot**, he/she may have to wait until the ongoing scheduled meetings are completed.

We appreciate your cooperation and look forward to your active participation in the PTM to ensure the holistic development of your child.

Warm regards,



Dr. Arup K. Mukhopadhyay
Director