

## ST. MONTFORT SR. SECONDARY SCHOOL, BHOPAL

SMS/CIR/007

Dt: 5<sup>th</sup> October, 2016

**“To achieve happiness, we should be certain that we are never without an important goal”.**

Dear Parents,

### **Greetings from St. Montfort Senior Secondary School, Bhopal.**

The result of the Half Yearly/ SAI examination is ready. Together with you, we would like to evaluate the performance of your child. It is our joint effort to educate your children. Hence your presence is very important. As per the Year Plan the Parent-Teacher Meeting will be held on 8<sup>th</sup> October, 2016 from 7.30 a.m. to 11:15a.m. The following time schedule is planned to make it convenient for you to meet the concerned teachers. You are requested to follow it to avoid inconvenience.

Roll No.	Timings	Roll NO.	Timings
1 – 12	7.30 to 8.30 am	26 – 40	9.30 to 10.30 am
13 – 25	8.30 to 9.30 am	41 onwards	10.30 to 11.15 am.

**Please note the following points to make the meeting a pleasant experience for everyone.**

***WHENEVER THE PARENT TEACHER MEETING IS CONDUCTED IT IS COMPULSORY FOR ALL THE PARENTS TO ATTEND IT- STUDENTS WHO ACCOMPANY THE PARENTS SHOULD BE IN PROPER SCHOOL UNIFORM.***

1. Report cards of students will be given to the parents only. So parents have to make arrangements to come on 8<sup>th</sup> October, 2016 and collect the Report Card of your ward.
2. **Parents should come along with their wards and the child should be in his/her school uniform. Kindly bring back the answer sheets of the Half Yearly Exams / SAI on that day. If any parent feels it inconvenient to come at the allotted time kindly take the permission in advance for the change of time.**
3. Parents- Teacher meeting means the focus is on the child. The interaction is to be understood as an education process during which both the parent and the teacher together try to assess the progress of child, discern solution to problems if any and decide the course of action for future.
4. Kindly refrain from criticism and arguments. For any complaint against anybody or any system you are requested to communicate with the Principal or write and put it in the suggestion box. Your suggestions for improvement will be considered for implementation, if it is possible.
5. We will follow the **Winter Uniform from 15<sup>th</sup> November, 2016**. So parents are requested to see that your ward comes in proper winter uniform from 15<sup>th</sup> November 2016. Kindly refer to the school diary page 30 and 31 regarding the winter uniform i.e. Medium Grey Pants for both boys and girls for of classes I to XII and different one for Nursery and KG.
6. If you have not submitted the school and Bus Fee of previous instalment, please do so before 7<sup>th</sup> October, 2016. Those who have submitted the fee on time, please ignore this paragraph.
7. We will be having our Sports day on different dates for different class's i.e. Sports Day of Nursery to II on 30<sup>th</sup> Nov. 2016. Classes III to VI on 1<sup>st</sup> Dec. 2016 and VII to XII on 2<sup>nd</sup> Dec. 2016. Kindly send Rs.250/- to their class teacher towards the expenses of costumes, refreshments etc.
8. **Answer sheets of class IX and X will not be sent home on 7<sup>th</sup> Oct. 2016. Parents can come and see the answer sheets on 8<sup>th</sup> Oct. 2016. Answer sheets will be not shown after 8<sup>th</sup> Oct. 2016.**
9. I have already asked you regarding the papers of the private vehicles bringing your ward and the police verification of the Driver and Conductor. Kindly do so for the safety of your ward and to keep up the file update.

Sincerely for the cause of education



**Bro. T. Alex  
PRINCIPAL**