

Circular No. S-06/23

Date: 24.08.2023.

DAV PUBLIC SCHOOL

BRS NAGAR, LUDHIANA

Dear teachers

Good Morning!

Due to sudden closure of schools for three days, we have rescheduled the PTMs of all the classes. You are hereby informed that **Online PTMs of all the classes (Nursery to XII) will be held on Friday and Saturday, i.e. 25th and 26th August, 2023.**

Please note down the following points in this regard –

1. Meetings will be conducted through Zoom portal.
2. Each meeting will be of 40 minutes' duration in which maximum 8 students' parents will be attended by the class teacher. Each teacher should divide the meetings into mentioned two days as per the strength of the class.
3. Group the parents according to their availability. Working parents' PTM can be held in the evening from 6:00 pm onwards. Rest of the parents can be grouped in two groups from 11 to 11:40 am, and 11:50 am to 12:30 pm.

4. Compile all the information about your students which you need to share with the parents. Follow 'the sandwich' method of conveying things to the parents - first of all greetings, good, positive information, then information regarding any academic or behaviour issue, followed by positive encouraging statement about the child, ending with thanks to the parents for being available for the online meeting.
5. Inform the parents that regular face-to-face PTMs will be held after the Mid Term exams in September. Date sheet of the same will be shared soon.
6. Subject teachers must post PTM notes/observations about their students in the Edusecure app which will be useful to the class teacher to share with the parents. But the observations should have both positive and negative feedback about the child, and not only negative comments.
7. Class Teachers of **Classes X and XII** must share the **CBSE Examination Fee details with the parents** and ask them to **send the exact amount packed in an envelope** addressed to the Class Teacher of their ward on **Monday i.e. 28th August, 2023** positively for completion of List Of Candidates (LOC) related work within the time frame given by CBSE.
8. Take some time to explain the features of school ERP Solution **Edusecure app** to the parents and ask them to check the performance of their ward in the Class Tests through app to keep him/her on the track and ensure progress in the right sense. This will help us keeping parents well informed as often students do not show their test score to the parents, particularly when their performance is not up to the mark.

9. Note down the suggestions and/or feedback given by the parents. Do prepare your PTM report to be submitted on Monday.
10. Each class teacher will share the complete schedule of her/his PTM in the class group today itself so that the parents are intimated in time and are available for PTM. Do it today itself by 5:00 pm so that the message goes to all the parents.

Best Wishes

Principal