



Date: 15th October, 2019

LIS/ACAD/2019-20/045

Circular for Parent Teacher Meeting (PTM) (Grade – IK to X)

Dear Parent,

Greetings from **Lakshya...!!**

This is to bring to your kind notice that we have successfully completed the first term of the session **(2019-20)** along with a series of Formative Assessments & Progression Assessments / Unit Test **(as a part of the formatives)**. In this regard we would like to discuss the performance of your ward during the **PTM – Scheduled on 19th October, 2019** as well as the strategies which can enhance the overall growth of your ward in future.

Name of the Student: _____ . You are requested to attend the **PTM at _____ A.M./ P.M. Students should be present with their parents during the meeting with proper school uniform**

*It will be a holiday for students (IK to X) on **Saturday (19th October, 2019)**, however we will appreciate if they come to school with parents during PTM. (School Transport won't be provided for students from IK to X on 19th October, 2019)*

Kindly adhere to the time slot mentioned above in order to smoothly conduct the PTM.

If you have any concern please contact the school front desk at **+9133657007** or **+918096196664**.

Regards

Satyaki Banerjee
Head of School

Class Teacher's Signature