



OUR REF : .....

TRN : 100259955100003

Friday, 7<sup>TH</sup> February 2025

To **Parents ( Year One to Year Thirteen ) :**

**Second Parent-Teacher Meeting / Second Report Day /  
PARENT-TEACHER MEETING**

Dear Parents,

**Greetings from St. Marys.** The second Parent-Teacher Meeting / Report Day of the academic year will be a wonderful opportunity for you and your children's class teachers to share insightful information about them. The Second Parent -Teacher Meeting has been **SCHEDULED ON**

**Saturday, 22<sup>nd</sup> February 2025 from 7:30 am until 11:30 am.**

All parents are not compelled to attend the meeting and only those parents who wish to meet their children's class teachers may attend. Meeting slots are as follows. However, some parents may be called if there are serious academic and/or behavioural concerns.

Class SIMS ROLL ORDER LIST –

- **Numbers 1 - 10 (7:30 am – 8:30 am) ,**  
**11 - 20 (8:45 am - 9:45 am),**  
**21 - 30 (10:00 am -11:00 am).**

A-Level students will be given a different schedule in class, and they will explain to you how that will work.

Report cards will be published on the SIMS PARENT APP in advance; however, we will not be able to publish report cards of children who have outstanding first term fees. Reports cannot be published if fees are paid at the last minute. ( For example, if fees are paid a few days before the report day, reports cannot be published immediately). Kindly ensure that all outstanding fees are paid immediately if you have not yet done so.

Parents are asked to kindly jot down important points you wish to discuss with your child's class teacher and to not spend more than five minutes with the teacher as a courtesy to other parents. However, if you feel you need to spend a longer time with the class teacher, then it is advisable to make a private appointment with the class teacher at a later date by contacting them via email so they will schedule an appointment based on their availability.

Please send a similar email to any particular subject teacher that you feel you might need to meet personally, and a private appointment can be made on another day according to their scheduled timetable availability.

The school management might send a request to meet certain parents where there are serious academic and/or behavioural concerns.

Yours sincerely,



Mr. Paul Asir Joseph  
( Principal )

