



Vivekanand School

D-Block, Anand Vihar, Delhi - 110 092

VS/SW/2025-26/Cir-137

Date: 10/1/2026

PTM for Class XI

Dear Parent,

We are pleased to inform you that a Parent-Teacher Meeting has been scheduled for Saturday, 17th January 2026, from 8:00 AM to 12:00 PM for class XI. This meeting will provide you with the opportunity to interact with your child's teachers and gain an understanding of her/his progress.

Meeting Schedule:

To ensure a smooth flow, the meeting times will be organized according to the roll numbers of the students as follows:

- **Roll Numbers 1-25: 8:00 AM – 10:00 AM**
LUNCH BREAK: 10:00 AM - 10:30 AM
- **Roll Numbers 26 - Last roll number: 10:30 AM – 12:00 PM**

Important Points to Note:

1. You are requested to follow the given schedule according to your child's roll number and be punctual. Teachers will strictly adhere to the timings mentioned above and will not be able to meet parents outside their designated time slots.
2. It is mandatory to bring access card in the PTM.
3. Attendance at the PTM is mandatory.
4. Saturday, 17th January 2026, your child is required to accompany you for the PTM in school uniform.
5. Upon entering the classroom to meet a teacher, please write the serial number and your name on the sheet provided by the student volunteer. This will help you estimate the approximate waiting time.
6. If you are not present in the room when your turn arrives, your name will be struck off, and you will need to make a fresh entry on the same sheet and rejoin the queue upon your return.
7. The teacher seating arrangement for the PTM will be shared with you for your reference.

8. Kindly limit your discussion with any teacher to 5-7 minutes. If you require a more detailed conversation, please request an appointment to meet separately at a later date.
9. We kindly request all parents to wait in the designated waiting rooms to maintain decorum. Please spare sufficient time for the meeting and exercise patience while waiting for your turn. Maintaining a respectful and calm atmosphere is crucial for the benefit of all attending.

Please Note: If a parent doesn't arrive in their assigned time slot due to some unavoidable circumstances, their entry will still be recorded. However, preference will be given to parents whose time slot is currently active, even if they arrive after you. Your turn will only come when there are no other parents left to meet during their assigned slot.

We look forward to meeting you on Saturday, 17th January 2026.

Warm Regards.

Poonam Sharma
Principal (Officiating)