



Vivekanand School

F-Block, Preet Vihar, Delhi - 110092

Ref. No. : VS/PV/2026-27/Cir-25

Date : 27/07/2026

CIRCULAR FOR PTM (Classes - Nursery - V)

Dear Parent

Namaste!

We are pleased to inform you that a Parent-Teacher Meeting has been scheduled for **1st August, 2026 (Saturday)** from **8:30 AM to 12:30 PM** for classes **Nursery to V**. This meeting as always, will provide you with an opportunity to interact with your child's teachers and gain an understanding of her/his progress.

Kindly note the schedule given below:

Roll No. 1 - 20	8:30 AM to 10:00 AM
Roll No. 21 onwards	10:30 AM - 12:30 PM

Important Points to Note:

1. Kindly follow the schedule provided according to your child's roll number and ensure punctuality. Teachers will strictly adhere to the allotted timings and will not be able to meet parents outside their designated slots.
2. Students must accompany their parents for the PTM, dressed in full school uniform.
3. Upon entering the waiting area please take your waiting number. This will help you gauge the approximate waiting time before meeting the teacher.
4. If you are not present in the room when your turn is called, you need to take a new waiting number and rejoin the queue.
5. To ensure smooth functioning, kindly limit your interaction with each teacher to 5–7 minutes. For a more detailed discussion, you may request a separate appointment on another day.
6. Information regarding teachers, seating arrangements, and waiting areas for all classes will be shared with you in advance.
7. Parents are requested to remain in the designated waiting rooms to maintain decorum. Please keep sufficient time in hand for the meeting and exercise patience while waiting for your turn. A respectful and calm atmosphere will ensure a pleasant experience for all.

8. BOOKS OVER BROWSING (BOB)

Parents are encouraged to bring a book to the PTM and make meaningful use of the waiting time through silent reading.

Please note that carrying access card is mandatory for entry.

We look forward to meeting you on **1st August, 2026 (Saturday)**.

Warm Regards

Sunita Rajaura

Principal (Officiating)