



Sanskriti School
Dr S Radhakrishnan Marg
Chanakyapuri, New Delhi-21

November 25, 2020

Dear Parents/Guardians

We would like to invite you to attend the Virtual Parent-Teacher Meeting which has been scheduled for **5th December, 2020**. This meeting is a valuable chance to meet with your child's teachers to discuss how your child is coping with the virtual classroom routine, review her/his progress, and consider next steps in learning. Due to constraints of managing virtual time, the meeting is scheduled only with the Class teacher, who has also taken feedback on your child from respective subject teachers. If you wish to seek an appointment with a specific subject teacher, please inform the class teacher of the same.

In order to provide parents with the most convenient time possible with their child's class teacher, we are using the Google Appointment system throughout the school. All requests for appointments should be made to your child's class teacher by November 29th via the link you shall receive in your mail. When you successfully submit your chosen slot, you will automatically receive a confirmation mail.

Instructions for parents regarding the Virtual Parent-Teacher Meeting

Time Slot: 08:00 am-1:00 pm

- The Google Calendar Appointment Link will be shared to the Gmail id sent by you for the 1st PTM.
- Parents must book **ONLY ONE** time slot as per their convenience.
- The slots are available on a first-come-first-serve basis and once the booking is final, a confirmation message will be sent to your Gmail automatically.
- **IMPORTANT- Parents are requested to mention the name of their ward under the heading DESCRIPTION.**
Any appointment booked without the name of the ward will be cancelled.
- The Appointment slots will no longer be available after November 29, 2020.
- Parents are requested to keep their cameras on during the PTM.

We thank you for your continued support.

Warm regards

Principal