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AIR FORCE BAL BHARATI SCHOOL

LODI ROAD NEW DELHI

VIRTUAL PTM (CLASS X & XII)

Staff members are required to note the following:

1. Virtual PTM for Classes X & XII has been scheduled as follows.

Class-XII	09/03/2021 (Tuesday)
Class- X	10/03/2021 (Wednesday)

Timings will be 0830 to 1330 hrs.

2. The scheduled is as follows:
- 0830 – 0930 hrs : Class Teachers will interact with the Parents and ensure that the PTM of their respective subject of that class is also covered in this slot. Subject teachers are also required to be present in this meeting.
 - 0945 -1030 hrs : Subject teachers will interact with the Parents
 - 1045 – 1130 hrs : Subject teachers will interact with the Parents
 - 1145 – 1230 hrs : Subject teachers will interact with the Parents
- Class Teachers are to inform the students the date and time of Parents Teacher Open House.
 - Class Teachers and Subject Teachers will generate their links and inform the parents. Teachers are required to generated links in such a manner that they are able to cover all the classes in the above mentioned for slots.
 - The generated links must be shared with the school at afbbsstaff@gmail.com one day before the PTM.
 - If a subject teacher is teaching multiple section of a class, they can club the sections as per their convenience.
 - At the beginning of the session, teachers should give a general talk to the parents and after that, interact with them one by one. During the general talk, request the parents to mute their devices.
 - Be polite, positive and courteous with the parents during the interactive session.
 - Parents should be allowed to leave or enter the session any time so that they can interact with the other subject teachers also.
 - Teachers are required to keep a list of students having behavioural issues / weak students / failure list along with their marks during the PTM.
 - In case, some parents are not able to participate in the session due to lack of time, they must be assigned available date and time in the following week.
 - Report of the PTM mentioning record of all the parents who attended the PTM should be sent by the staff members on the above mentioned email ID on or before **11 March 2021** by cease work.

Soliciting co-operation of all the staff members in the above endeavor.

(Sunita Gupta)

Principal

For information of PGT and TGT staff members