



G.D. GOENKA INTERNATIONAL SCHOOL

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Circular No – April/10/2025-26

Date : 30-05-2025

Subject: Instructions for Calling Parents for PTM on 31st May 2025

Dear Educators,

Please be informed of the following instructions regarding the upcoming **Parent-Teacher Meetings** (PTM) scheduled for **31st May 2025**:

1. **Calling Parents By Class Teachers:**

- Ensure that all parents are informed about the PTM dates and times.
- Make calls to parents today to remind them about the PTM.
- Confirm their attendance and note any specific requests or concerns they may have.

2. **Submission of Report:**

- Please submit a report on the calls made to parents before leaving school today.
- The report should include the number of parents contacted, confirmations received, and any issues or notes from the parents.

3. **Dress Code for Teachers:**

- The dress code for teachers during the PTM is the school uniform – Formal for male staff and sari for female staff members.
- Ensure that all teachers are aware and adhere to this dress code.

Thank you for your cooperation.

Principal
Principal
GD Goenka International School
Rohtak