

Circular for Virtual Parent-Teacher Meeting For Classes {grade} On {date}

{school name}, {branch}

Circular No.: {circular number}

Date: {circular date}

Subject: Invitation to the bi-annual parent-teacher meeting for academic year 20xx-xx

Dear Parents,

At the start of this new academic year, we invite you to the 'Bi-annual parent-teacher meeting' (PTM) on :

Day & Date: {Day and Date}

Time: {time}

Venue: {school name}, {classroom name}

Agenda of the meeting: {School name} believes open communication and interaction between guardians and teachers is essential in order to set students on the path to success. This virtual PTM will be specifically aimed at improving your understanding of your ward's performance, attentiveness and ability to cope with online classes. We request you to attend the Zoom call with {teacher name}, who is in charge of your ward.

You are requested to register yourself on the day of session, at 8am. You may drop the teacher an email in case you will not be able to make it to the common PTM.

Kindly acknowledge receipt of this notice, by signing the acknowledgement section below.

Sincerely,

{teacher name}

Class teacher

{grade}

ACKNOWLEDGEMENT

I hereby acknowledge receipt of the circular, dated {date} to the biannual PTM of 2021.

Child's name

Grade

Parent's Signature

Parent Name