

## SOP - SCHOOL PTM

- PTM schedule to be prepared at the beginning of the academic year. (at least one PTM for every quarter)
- PTM schedule to be a part of student diary, school table calendar and to be also put up on school website.
- A week before the PTM, circular to be sent to the parents, providing to them their respective time slot.
- Staggered timings to be given to avoid crowding and ensuring privacy.
- A separate waiting room may be provided for the convenience of waiting parents.
- Two days before the PTM, reminder message to be sent to parents and requesting them to adhere to their time slot.
- Guards to be stationed at main school gate to avoid congestion.
- Location of all teachers (including activity teachers, Special Educator, Counsellor, Sports coaches) to be displayed to facilitate meeting with parents.
- Classrooms to be neat and tidy. Class Teacher and Co-ordinators to ensure classroom preparedness a day in advance.
- Display boards to be neat, grade appropriate and visually appealing.
- Smart Class modules should be on display in each classroom. CT to check smart class modules are in proper working order and any problem to be rectified a day in advance.
- Students work could be displayed in the classrooms on the day of PTM in the form of an exhibition.
- Class teacher should meet one parent at a time and no child should be discussed in the presence of other parents.
- Every class teacher should maintain performance record for each student which should have the feedback on the student by all the subject teachers. (to be filled a week in advance)
- Class teacher to take prior appointment with VP/HM for parents of children requiring extra attention or displaying inappropriate behavior.
- Communication with parents should be positive, encouraging and non-confronting. Lengthy discussions with parents to be avoided.

- Parents to be provided with feedback forms for registering their feedback.  
Feedback and attendance to be shared with VP/HM after the PTM gets over.
- Non attending parents to be sent sms/email apprising them of the need to attend PTM's regularly.
- Analysis of feedback given by parents to be done by the Principal after the PTM. Any concerns that have been raised should be discussed with staff for further improvement.
- Book fairs could be organized in school on the PTMs so that maximum no of students and parents can avail of the opportunity to browse and purchase extra reading material.
- Teachers' attendance is mandatory at the PTM. Prior intimation of leave is required and sanction obtained from the Principal in case of an exigency.
- Each teacher should do proper homework for any discussion with the parents at the PTM. The paper prepared by the teacher be also shared with the Vice-Principal/Headmistress before the meeting.