



Dear Parents,

Assalamu alaikum,

**Parent Teacher Meeting Senior Section
Grade X & XI Girls**

Generation's School as a learning organization is in the process of enhancing the reporting process focusing more on students' learning needs. **Reporting for learning** is a continuous process and we have a long way to go.

Reporting for learning guides students through the next step of teaching and learning and helps teachers evaluate the appropriate teaching strategies to make learning more productive. Alarming parental absenteeism has compelled us to stress upon the significance of your presence at the PTM. Hence, our most important goal in the Senior Section is to maximize attendance of parents at PTM.

The **First Parent Teacher Meeting 2017** will be held on **Saturday, October 7, 2017 at 8:15 a.m.** and will finish at **12:15 p.m.**, providing you an opportunity to meet briefly with your daughter's teachers. Please ensure that your daughter accompanies you in complete **school uniform**. Please bring your Family SmartCard. Students who are accompanied only by their siblings will not be entertained.

As previously done, a bell will ring every **five minutes** to indicate the start and end of your allocated time with each teacher. We are sending an **Appointment Sheet** with your daughter for you to identify the teachers you want to meet. Your daughter will in turn get appointments from the concerned teachers and show you the appointment sheet, which will guide you during the meeting.

Jazakallah al khayr for your cooperation.

Sincerely,

Ms. U. Shakeel
Headmistress, Senior Section

September 28, 2017
Muharram 7, 1439

A C K N O W L E D G E M E N T

I/We have received circular for **Parent Teacher Meeting** dated **September 28, 2017**. I/We will cooperate with the School in this matter.

Student's name _____ Class _____

Father's signature

Mother's signature

Date

APPOINTMENT SHEET

1. To be completed by Parent

Student's name _____

Class _____

We would like to meet with the following teachers:

_____	_____	_____
_____	_____	_____
_____	_____	_____

2. To be completed by the Student

Teachers to write their **names** and sign against the agreed time.

Students to bring this appointment sheet to the PTM.

1. 8:15 _____	26. 10:20 _____
2. 8:20 _____	27. 10:25 _____
3. 8:25 _____	28. 10:30 _____
4. 8:30 _____	29. 10:35 _____
5. 8:35 _____	30. 10:40 _____
6. 8:40 _____	31. 10:45 _____
7. 8:45 _____	32. 10:50 _____
8. 8:50 _____	33. 10:55 _____
9. 8:55 _____	34. 11:00 _____
10. 9:00 _____	35. 11:05 _____
11. 9:05 _____	36. 11:10 _____
12. 9:10 _____	37. 11:15 _____
13. 9:15 _____	38. 11:20 _____
14. 9:20 _____	39. 11:25 _____
15. 9:25 _____	40. 11:30 _____
16. 9:30 _____	41. 11:35 _____
17. 9:35 _____	42. 11:40 _____
18. 9:40 _____	43. 11:45 _____
19. 9:45 _____	44. 11:50 _____
20. 9:50 _____	45. 11:55 _____
21. 9:55 _____	46. 12:00 _____
22. 10:00 _____	47. 12:05 _____
23. 10:05 _____	48. 12:10 _____
24. 10:10 _____	49. 12:15 _____
25. 10:15 _____	

APPOINTMENT SHEET

Teacher's Name _____ Date _____

To be completed by Teacher: Please note student's name and class.

- 1. 8:15 _____
- 2. 8:20 _____
- 3. 8:25 _____
- 4. 8:30 _____
- 5. 8:35 _____
- 6. 8:40 _____
- 7. 8:45 _____
- 8. 8:50 _____
- 9. 8:55 _____
- 10. 9:00 _____
- 11. 9:05 _____
- 12. 9:10 _____
- 13. 9:15 _____
- 14. 9:20 _____
- 15. 9:25 _____
- 16. 9:30 _____
- 17. 9:35 _____
- 18. 9:40 _____
- 19. 9:45 _____
- 20. 9:50 _____
- 21. 9:55 _____
- 22. 10:00 _____
- 23. 10:05 _____
- 24. 10:10 _____
- 25. 10:15 _____

- 26. 10:20 _____
- 27. 10:25 _____
- 28. 10:30 _____
- 29. 10:35 _____
- 30. 10:40 _____
- 31. 10:45 _____
- 32. 10:50 _____
- 33. 10:55 _____
- 34. 11:00 _____
- 35. 11:05 _____
- 36. 11:10 _____
- 37. 11:15 _____
- 38. 11:20 _____
- 39. 11:25 _____
- 40. 11:30 _____
- 41. 11:35 _____
- 42. 11:40 _____
- 43. 11:45 _____
- 44. 11:50 _____
- 45. 11:55 _____
- 46. 12:00 _____
- 47. 12:05 _____
- 48. 12:10 _____
- 49. 12:15 _____