



M.E.S INDIAN SCHOOL, DOHA, QATAR

Ext./Cir/No/...24.../2024-25  
8<sup>th</sup> May 2024

P.O. Box No. 3453  
Tel: 44572888

CIRCULAR

**Sub: Parent-Teacher Meeting (Junior Section)**

Parent-Teacher Meeting for the Classes I to IV, Junior Section is scheduled on **Saturday, 18<sup>th</sup> May 2024** from **9.00 a.m. to 1.00 p.m.**

In order to streamline our Parent-Teacher Meetings and ensure effective communication, parents are kindly requested to arrive for the meeting no later than **12.30 p.m.** Parents who arrive before **12.30 p.m.**, will have the opportunity to discuss their wards' performance with the respective teachers until **1.00 p.m.**

To facilitate smoother communication, parents wishing to meet class or subject teachers are required to complete the proforma provided below and return it to the respective class teachers through their wards.

Parents will be able to interact with the teachers concerned for a maximum of 5 minutes. Students accompanying their parents are expected to be dressed in proper school uniform. Accounts Section fee counters will remain open **upto 2:00 p.m.**

  
**HAMEEDA KADAR**  
Principal

**To: All Parents /Students of Classes I to IV (Junior Section)**

Copy to: (1) Governing Board (2) Senior Vice Principal (3) V.P. /Head of Boys' Section (4) V.P. / Head of Girls' Section (5) HOS, Junior (6) HOS, KG (7) HAI & QM (8) AHOS, Boys' (9) AHOS, Girls' (10) Head of Admin & Facilities (11) Chief Accountant (12) Transport Manager (13) Teacher In-charge (14) Safety & Maintenance Engineer (15) Lead System Admin (16) ICT Section (17) Maintenance Supervisor (18) Coordinator, Campus Care & Housekeeping (19) Welfare Dept. (20) Procurement Manager (21) Canteen Supervisor (22) Library (23) Notice Boards.  
F 223, Rev 0 Dated 1<sup>st</sup> Nov 2009

RK/Ext./F

\*\*\*\*\*CUT HERE\*\*\*\*\*  
**PROFORMA TO BE FILLED IN AND RETURNED TO THE CLASS TEACHER ON OR BEFORE WEDNESDAY 15<sup>TH</sup> MAY 2024.**

The Head of Junior Section  
M.E.S. Indian School, Doha-Qatar.

Dear Madam,

I would like to meet the class teacher of Class \_\_\_\_\_ Div. \_\_\_\_\_ and the following subject teachers of Class \_\_\_\_\_  
Div. \_\_\_\_\_ for a discussion of the academic performance of my ward.

Sl. No	Subjects	Sl. No	Subjects
(1)		(5)	
(2)		(6)	
(3)		(7)	
(4)		(8)	

Name of the student: \_\_\_\_\_

Yours faithfully,

(Name and Signature of the Parent)

P.O. Box No. \_\_\_\_\_ Tel. No. (R) \_\_\_\_\_ (O) \_\_\_\_\_

Date: \_\_\_\_\_