



# M.E.S INDIAN SCHOOL, DOHA, QATAR

Ext./Cir/No/.....89...../2025-26  
28<sup>th</sup> September 2025

P.O. Box No. 3453  
Tel: 44572888

## CIRCULAR

### Sub: Parent-Teacher Meeting (Boys' Section)

Parent-Teacher meeting for Classes V to XII, Boys' Section is scheduled for **Saturday, 18<sup>th</sup> October 2025 from 9.00 a.m. to 1.00 p.m.**

The entry of parents to the school campus for the meeting will be restricted by **12.30 p.m.**, however, parents who reach **before 12.30 p.m.** will be able to discuss their wards' academic performance and general conduct with the teachers concerned till **1.00 p.m.**

Parents who wish to meet the class teachers/subject teachers are requested to fill in the proforma given 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**.

**Adherence to the time schedule will be appreciated.**

#### Note:

- Students accompanying their parents should come in proper school uniform.
- Accounts Section fee counters will open upto **2:00 p.m.**

  
**HAMEEDA KADAR**

**Principal**

**To: All Parents /Students of Classes V to XII (Boys')**

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) Manager, Admin & Facilities (11) Accounts Manager (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.

F223, Rev 0 Dated 1 Nov 2009

RK/Ext./F

\*\*\*\*\*CUT HERE\*\*\*\*\*

**PROFORMA TO BE FILLED IN AND RETURNED TO THE CLASS TEACHER ON OR BEFORE MONDAY, 13<sup>TH</sup> OCTOBER 2025.**

The V.P./Head of Boys' Section

M.E.S. Indian School

Doha-Qatar.

**Dear Sir,**

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: \_\_\_\_\_