



M.E.S INDIAN SCHOOL, DOHA, QATAR

Ext./Cir/No/...139...../2025-26
7th January 2026

P.O. Box No. 3453
Tel: 44572888

CIRCULAR

Sub: Parent-Teacher Meeting (Girls' Section)

Parent-Teacher meeting for Classes V to XI, Girls' Section is scheduled for **Saturday, 24th January 2026 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.**

Students accompanying their parents should come in proper school uniform.

Accounts Section fee counters will remain open till **2:00 p.m.**


HAMEEDA KADAR

Principal

To: All Parents /Students of Classes V to XI (Girls')

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) Headmistress, Eve. (Officiating) (8) HAI & QM (9) AHOS, Boys' (10) AHOS, Girls' (11) Manager, Admin & Facilities (12) Accounts Manager (13) Transport Manager (14) Teacher In-charge (15) Safety & Maintenance Engineer (16) Lead System Admin (17) ICT Section (18) Maintenance Supervisor (19) Coordinator, Campus Care & Housekeeping (20) Welfare Dept. (21) Procurement Manager (22) Canteen Supervisor (23) Library (24) Notice Boards
F 223, Rev 0 Dated 1st Nov 2009

RK/Ext./F

*****CUT HERE*****

PROFORMA TO BE FILLED IN AND RETURNED TO THE CLASS TEACHER ON OR BEFORE TUESDAY, 20TH JANUARY 2026.

The V.P./Head of Girls' 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: _____