



M.E.S INDIAN SCHOOL, DOHA-QATAR

Ext. Cir. No. 34 /2026-27
16/05/2026

P.O. Box No. 3453
Tel: 44572888

CIRCULAR

Sub: Parent-Teacher Meeting - Classes I to XII



Dear Parents,

This is to formally inform you that the Parent-Teacher Meeting (PTM) for the Classes I to XII, is scheduled on **Saturday, 23rd May 2026**, from **9:00 a.m. to 1:00 p.m.**

The meeting is being organized to facilitate constructive interaction between parents and teachers regarding the academic progress, performance, and overall development of the students.

In order to ensure smooth conduct and effective time management, parents are requested to arrive at the venue not later than **12:30 p.m.** Parents arriving within the stipulated time will be able to meet the respective teachers until **1:00 p.m.** Kindly note that the interaction time with each teacher will be limited to a maximum of **5 minutes.**

Students accompanying their parents are expected to attend the meeting in proper school uniform.

Please Note: The Accounts Section fee counters will remain open until **2:00 p.m.**

Your presence and cooperation are highly appreciated.

HAMEEDA KADAR
Principal

To: All Parents/ Students of Classes I to XII (Junior, Boys' & 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. (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.

F223, Rev 0 Dated 1 Nov 2009

RK/Ext./F