



Circular/ 04 / 25-26

Date: 19/04/2025

Dear Parents,

Parent-Teacher Meetings and Appointments

We would like to inform you about the schedule for meeting with teachers and the Principal:

- Pre-Primary Teachers: Available on any working day between 1:00 PM - 2:00 PM
- Class Teachers/Subject Teachers (Grade 1 onwards):
 - Monday and Wednesday: 2:00 PM - 3:00 PM
 - Saturday: 12:00 PM - 1:00 PM
- Administrator/ Principal/Coordinator: Available between 2:00 PM - 4:00 PM, Monday to Friday;
On Saturday : 1:00PM to 3:00 PM

We encourage you to take a prior appointment before coming to school to avoid any absenteeism or unavailability of staff member.

**Warm Regards
Principal
Ryan Edunation School**