

Manarat Dhaka International School & College (MDIC)
Gulshan, Dhaka-1212

MDIC/108/Notice/x

02 November 2022

Notice for Parents' Meeting
November 2022

Parents' meeting from Class 3 to 9 for the month of November 2022 will be held on 10 November 2022 (Thursday). Timing will be from 12:30 pm to 01:30 pm for morning shift and from 04:30 pm to 05:30 pm for day shift in the respective class rooms of MDIC. Following instructions would be followed to make the event successful.

1. All Class Teachers will remain present in their respective class rooms during the meeting. They will discuss the issues related to the students, inform the parents about the weakness (if any) of their children.
2. Class teachers will also discuss about the Syllabus and rules & regulations of Half Yearly Examinations.
3. Classes of 7th Periods will remain suspended for class 3 to 9 on that day.
4. All Faculties other than class teachers will remain available in their respective teachers' room, so that guardians desirous to meet any faculty can meet them easily.
5. Class Teachers will keep a list of all other Class Teachers so that they can easily guide the parents to the particular place (either in the particular class room or in the teachers' room).
6. Admin Office will take necessary arrangements (deploying personnel, marking at different locations, etc) to make the event successful.
7. PT Teachers and faculties assigned by the discipline committee, (floor wise) will remain vigilant and ensure overall discipline in the College during the meeting hours.
8. Parents, attending the meeting, may take away their children with the permission of the Class Teachers according to their requirement. Class Teachers will keep the "permission slip" available with him/her. He/She will sign instantly and hand over to the parents.
9. Departure time for students will be after 01:50 pm (Morning Shift) or 05: 40 pm (for Day Shift) as the case may be. All buses will depart at 2:00 pm.
10. Parents (not attending the meeting) desirous to take their children after the parents' meeting and before the departure time can take them. Admin personnel (Security Supervisor/Care Taker/Security Guard, etc) will ensure the authenticity of the parents by asking for their ID Cards.
11. All are requested to work whole heartedly to make the program a success.
12. Any suggestion in this respect will be highly appreciated.

R 2/11/2022
SR 2/11


Principal
MDIC

Copy to :

1. Principal's Office
2. Vice Principal
3. All Coordinators
4. All Teachers / Students through circulation
5. Admin Officer
6. Notice Boards
7. Office Copy
8. Online Information
9. SMS to parents

For information :

1. Secretary, Manarat Trust