



## **SANATAN SCHOOL BHARATPUR**

### **SOP of PTM (Open House)**

- PTM will be held on fourth Saturday of the month or as per the requirement of the school.
- All the PTM (Open House) will be planned in the academic calendar before the new academic year begins and will be available in the almanac (printed form) and school website.
- The parents will be informed about the PTM a week before through Message on the class WhatsApp groups.
- All the class teachers will design a staggered time schedule for all the parents so that each parent is given a specific time to meet and that would help in avoiding parents coming in crowds and all together.
- A dedicated space will be provided, along with activities such as watching school videos or footage of events, to keep the parents occupied as they wait for their turn.
  
- The parents will be alerted two days prior to the meeting through a reminder on Whatsapp group
- School guards at the main gate will be alerted to be mindful of the parents commuting in and out.
- The seating plan of all the specialists will be clearly mentioned and displayed at an appropriate place for all to notice.
- All class teachers will ensure that the classrooms are neat, organised and welcoming. It is further advised that the children work should be displayed in the form of exhibition.
- Extra care to be taken about the display boards outside the classrooms and in the corridors. They should be grade appropriate and attractive.
- All teachers to be cautious of talking about each child privately. No child should be discussed in front of other parent.

- Each teacher should sit prepared with performance records of each student when talking to parents.
- The feedback of the child should be communicated in a cordial and positive manner. It should be concise and non-confronting, avoiding lengthy discussions.
- Children with special attention: academically or with behavioural issues should be dealt separately. The class teachers should take prior appointments with Principal for them.
- The feedback of parents is very important so should be taken before they leave.
- The attendance and the parents feedback will be shared with coordinators and Principal after the PTM is over.
- The parents who are unable to attend the PTM will be intimated about the importance of it and the reason for not attending will be inquired.
- All class teachers will note the details of the parents' interaction in the student anecdotal record and submit it to the principal for his reference.
- To inculcate the love for reading organising Book is a good idea during PTM.
- It is mandatory for all teachers to be present on PTM. Leave It is considered as high value day and leave will be treated in the same category.
- The teachers should be well prepared for the feedback of each child and is advised to discuss the records with coordinator/Principal before sharing with the parents.