



## **Procedure for issuing of Report Cards and meeting parents to discuss student performance:**

Report Cards are issued 3 times in the school year.

After the results are finalized and the report cards are issued, a list is prepared of students who need to improve and those who have failed. Students who receive below 70% is considered for improvement and those below 60% is considered to have failed. The report cards are only sent home to those who have a straight pass, i.e. 60 % and above. When the student fails in any subject, the Parent is notified through a letter and a telephone call is made to the parent to meet the subject coordinator and the academic head of the department. The parent is invited to attend a one on one meeting/conference where the Report Card is issued to the parent and the areas of improvements are discussed with the parent and the subject coordinator, and any recommendations are made. The parent is then asked to sign a commitment letter. This commitment is kept in the student exam file and the student is monitored by the teacher and the subject coordinator.

In addition to this, a Parent Meeting is also held 3 times in the school year for all parents to discuss their child/ren's performance with the subject teachers and school academic coordinators,

