

ST. MARY'S SCHOOL
MADAM SARA MATHEW LANE
B-2 BLOCK, SAFDARJUNG ENCLAVE, NEW DELHI-110029
Telephone Nos. 26103926, 26171440 E-mail – smschol@gmail.com

**MINUTES OF THE EMERGENT MEETING OF THE PARENT-TEACHER FORUM HELD
ON SATURDAY, THE 26TH OF AUGUST AT 8:30AM AT THE SCHOOL PREMISES**

CHAIRPERSON: DR. ANNIE KOSHI, PRINCIPAL

Members present

Parent's Representatives

Mrs. Rajlatha Kotni- Vice Chair
Mrs. Megha Puri, Secretary, PTF
Ms. Dilpreet Kaur Banerjee
Ms. Poonam Gupta
Dr. Sarita Kumari
Dr. P.K. Rajesh
Ms. Monika Mittal
Mr. Pradeep Dahiya
Mr. Munish Vohra
Mr. A.N. Reddy
Mr. M.G. Kannan
Ms. Khushboo Arora
Mr. Reyazuddin
Ms. Suman Tokas
Ms. Veena Lakra
Ms. Sarita Sharma
Ms. Chetna Luthra
Mr. R. Vishal Oberoi
Mr. Yatish Jain

Teacher Representatives

Ms. Madhu Sharma
Ms. Jyoti Fotedar
Ms. R. Jayasree
Mr. Ashish Mathew
Mr. Nikhill Philip
Ms. Rajni Khanduja
Ms. Manant Shergill
Ms. Anupama Swara
Mr. Jose Thomas
Ms. Serene John
Ms. Manjot Rathore
Ms. Rukhsana Hashmi
Ms. Annie Tharyan
Ms. Mamta Arora
Ms. Divya Sarin
Ms. Leepakshi Arora
Ms. Reshmi Vikram

Dr. Annie Koshi, Principal, St. Mary's School and Mrs. Rajlatha Kotni, Vice Chair, PTF jointly welcomed the parent representatives. The meeting began with a short prayer led by Dr. Koshi.

Proceedings:

Dr. Koshi stated that there was an urgent need to call in for an emergent meeting of the Parent Teacher Forum to discuss the respective and collective roles to protect children from falling prey to dangerous social media apps in today's digital world. Children are very much fragile emotionally and teenage is the most vulnerable time, hence make children especially susceptible to online crime and emotional abuse in the virtual world and collective efforts from parents as well as from school should be made to strengthen children emotionally. This will help to reduce such issues and they are less likely to fall prey to online wrong-doings. Dr. Koshi asked if the parents were aware of the Blue Whale Challenge and if yes, they were asked to share their views/opinions on it.

Further, she informed the Forum that the school has Special Educators who advises teachers on the individualized lesson plans for special needs children and also trained counsellors to counsel/ empower children who approached them for various concerns faced by them. Primarily, the class teacher refers

the child to the counsellor if she comes across of any concern in a particular child and in some instance children walks in to the Counsellor on their own.

At this point, Dr. Koshi invited suggestions from parents what should be the plan of action and protocol for policy/procedure to be followed by the Counselling department so that the school is safeguarded from unnecessary complexities.

The following was suggested by the Forum members:

- **Grading System**: Dr. Koshi asked the Forum whether the parents should be informed about the child who approaches the counselling department for counselling to which a representative suggested that the counsellor should identify the intense of the concern/situation the child is facing and should report to the school authorities. The counsellor should grade the case into three levels.
- **Parent Consent**: Grade I and II level cases should be reported to the school authorities and if required should be brought to the notice of the parents depending on the requirement of parent involvement in the case. Grade III level cases should be handled only after taking consent from the parents. A consent signed by the children will not be taken into consideration from legal point of view as the school children are minors.
- **Recording/Documentation**: A parent enquired whether the counselling department was recording the sessions which were given to the children to which Dr. Koshi mentioned that recording was not being done but every session was documented and a file was being maintained for each individual.
- **Counselling Policy**: The Forum members advised that the school should have a counselling policy made available on the school's website or brochure which should be signed by every parent during admission.

Decision taken in the meeting of the Parent Teacher Forum

- The school will plan a schedule for class-wise Parent Interactions which would begin from 29.08.2017. The idea was to brief the parents how to safeguard children from dangerous social media applications which could be harmful to children.
- As per suggestions from the Forum a message shall be sent out to parents informing the schedule of the Parent Interactions. The parent representatives also agreed to send the messages through whatsapp to their class parents who were connected on whatsapp.
- The schools' Counselling Policy shall be placed on school's website/almanac so that the parents were aware of the policy.
- A new parent at the time of admission will be required to go through the counselling policy and sign the consent slip stating there was no objection to the child attending counselling sessions throughout his/her school life if required.

There being no other point the meeting ended with a vote of thanks to the Chair.

Dr. Annie Koshi
Chairperson-PTF

Ms. Rajlatha Kotni
Vice Chair- PTF

Ms. Megha Puri
Secretary- PTF