

Notification No: 109/2017

17 October 2017

Dear Parent / Guardian,



Parent-Teacher Conference (PTC) on 16 November 2017

We are pleased to invite all parents to attend our end-of-year PTC. PTC is a platform for the form or co-form teachers to meet and update you on your child's/ward's progress and development throughout the year, and how you can support him/her during the year-end holidays. Your child's/ward's report book would also be released on that day. Please return the report book to your child's/ward's form teacher **when school reopens on 2 January 2017**.

Please note that pupils need not come to school for lessons on 16 November 2017. However, **they are required to attend the PTC with you, and they are to be attired in their school uniform.**

Details of PTC are as follow :

Date & Time	Venue	Remarks
16 November 2017 (Thursday) 7.45 a.m. to 4 p.m.	Your child's/ward's classroom	<ul style="list-style-type: none">• Please indicate <u>3</u> of your preferred time slots in the reply slip and returned the completed reply slip to your child's/ward's form teacher by 27 October 2017.• You will receive the confirmation slip informing you of your confirmed slot from your child's/ward's form teacher by 3 November 2017.

As this is a school event involving a big group of attendees, the school has put in place some measures to monitor and manage high volume of visitors. We seek your understanding and cooperation in adhering to the points below :

- Only parents/legal guardians (limited to 2 adults) are invited to attend this event. Please fill in the reply slip with your names and identification numbers.
- Entry to school is only allowed via the Front Gate.
- Bring along the confirmation slip issued by the form teachers and attendees' identification cards for security check and clearance. Please note that you will not be allowed to enter the school without the confirmation slip and identification card.
- For parent/guardian who is driving, please park your vehicle at the nearby HDB carpark as we have limited parking lots in the school.

If you have any queries, you may contact Mdm Mas'linda Mas'od (Year Head- Lower Primary), Mdm Jayasree (Year Head – Middle Primary) or Mrs Tan Hwee Min (Year Head - Upper Primary) at 62571772 or email them at maslinda_masod@moe.edu.sg, jayasree_k_n_unnithan@moe.edu.sg or tan_hwee_min@moe.edu.sg.

Thank you for partnering us in your child's/ward's education and we look forward to seeing you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P. Cheah', is written over a horizontal line.

Ms Cheah Poh Lian
Principal

To be returned to the form teacher

REPLY SLIP

PARENT-TEACHER CONFERENCE

I, parent/ guardian of _____ of class _____ will be attending/ not be attending
* the conference on 16 November 2017 (Thursday).

Time Slot	Please indicate your 3 preferred time slots (1 st , 2 nd & 3 rd choice)	Time Slot	Please indicate your 3 preferred time slots (1 st , 2 nd & 3 rd choice)
7.45am – 8am		1pm – 1.15pm	
8am – 8.15am		1.15pm – 1.30pm	
8.15am – 8.30am		1.30pm – 1.45pm	
8.30am – 8.45am		1.45pm – 2pm	
8.45am – 9am		2pm – 2.15pm	
9am – 9.15am			
9.15am – 9.30am		2.45pm – 3pm	
9.30am – 9.45am		3pm – 3.15pm	
9.45am – 10am		3.15pm – 3.30pm	
		3.30pm – 3.45pm	
10.30am – 10.45am		3.45pm – 4pm	
10.45am – 11am			
11am – 11.15am			
11.15am – 11.30am			
11.30am – 11.45am			
11.45am – 12noon			

Name of parent/ guardian: _____

Signature: _____

Contact number: _____

Date: _____

****Please provide us with the details of parents/ legal guardians (2 names only) who are coming for the PTC.**

	Name	Relationship with student
1		
2		

CONFIRMATION SLIP

To: Parent/ guardian of _____ of class _____.

This is to confirm that the time allocated to you for the PTC is:

Date: 16 November 2017 (Thursday)

Time: _____

We look forward to meeting you.



****Please bring along the following documents when you come on 16 November.**

- 1) Confirmation slip form the school
- 2) Identification card (NRIC) or passport