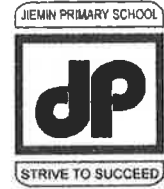


Notification No: 052/2018

3 May 2018

Dear Parent / Guardian,



**Primary 1 to 3 Parent-Teacher Conference (PTC) on 24 May 2018**

We are pleased to invite all parents to attend our mid-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 since the beginning of the year, and how you can support him/her during the June holidays. Your child's/ward's report book will also be released on that day. Please return the report book to your child's/ward's form teacher on the **first day of Term 3**.

Please note that pupils need not come to school for lessons on 24 May 2018. 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
24 May 2018 (Thursday) 7.40 a.m. to 4 p.m.	Your child's/ward's classroom	<ul style="list-style-type: none"><li>• Please indicate <b>3</b> of your preferred time slots in the reply slip and return the completed reply slip to your child's/ward's form teacher by <b>11 May 2018</b>.</li><li>• You will receive the confirmation slip informing you of your confirmed slot from your child's/ward's form teacher by <b>18 May 2018</b>.</li></ul>

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, school's sticker (one per child) 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, school sticker 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.

This year, we would like parents to come on board to support your child in cultivating gratitude by showing appreciation to our school staff in nurturing them. Over the years, we have been teaching our pupils through our Character Development programme to constantly show gratitude to others and be grateful for the things that they have in life. Being grateful, would help our pupils to promote a more positive outlook in life and be happier.

We have especially included a section below for you to pen down some words for our school staff, if you would like to show your appreciation to them. You may return this note to our staff personally during the PTC Day or through your child if you are not able to come to school on that day.

If you have any queries, you may contact Mdm Mas'linda Mas'od (Year Head- Lower Primary) or Mdm Jayasree (Year Head - Middle Primary) at 62571772 or email them at [maslinda\\_masod@moe.edu.sg](mailto:maslinda_masod@moe.edu.sg) or [jayasree\\_k\\_n\\_unnithan@moe.edu.sg](mailto:jayasree_k_n_unnithan@moe.edu.sg).

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

Yours sincerely



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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 **24 May 2018 (Thursday)**.

Time Slot	Please indicate your 3 preferred time slots (1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> choice)	Time Slot	Please indicate your 3 preferred time slots (1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> choice)
7.40 a.m. – 7.50 a.m.		11.20 a.m. - 11.30 a.m.	
7.50 a.m. – 8 a.m.		11.30 a.m. - 11.40 a.m.	
8 a.m. – 8.10 a.m.		11.40 a.m. – 11.50 a.m.	
8.10 a.m. – 8.20 a.m.		11.50 a.m. – 12 noon	
8.20 a.m. -- 8.30 a.m.		1 p.m. – 1.10 p.m.	
8.30 a.m. -- 8.40 a.m.		1.10 p.m. – 1.20 p.m.	
8.40 a.m. – 8.50 a.m.		1.20 p.m. – 1.30 p.m.	
8.50 a.m. – 9 a.m.		1.30 p.m. – 1.40 p.m.	
9.30 a.m. – 9.40 a.m.		1.40 p.m. – 1.50 p.m.	
9.40 a.m. – 9.50 a.m.		1.50 p.m. – 2 p.m.	
9.50 a.m. – 10 a.m.		2 p.m. – 2.10 p.m.	
10 a.m. – 10.10 a.m.		2.10 p.m. – 2.20 p.m.	
10.10 a.m. – 10.20 a.m.		2.20 p.m. – 2.30 p.m.	
10.20 a.m. - 10.30 a.m.		2.30 p.m. – 2.40 p.m.	
10.30 a.m. - 10.40 a.m.		2.40 p.m. - 2.50 p.m.	
10.40 a.m. – 10.50 a.m.		2.50 p.m. - 3 p.m.	
10.50 a.m. – 11 a.m.		3.30 p.m. – 3.40 p.m.	
11 a.m. – 11.10 a.m.		3.40 p.m. – 3.50 p.m.	
11.10 a.m. – 11.20 a.m.		3.50 p.m. – 4 p.m.	

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**

Notification No: 052/2018

To: Parent/ guardian of \_\_\_\_\_ of class \_\_\_\_\_.

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

Date: 24 May 2018 (Thursday) Time: \_\_\_\_\_

We look forward to meeting you.



**\*\*Please bring along the following documents when you come for the PTC.**

- 1) Confirmation slip form the school
- 2) School's sticker (one per pupil)
- 3) Identification card (NRIC) or passport

**A Word of Thanks to a School Staff:** \_\_\_\_\_

*Especially for:*

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From: \_\_\_\_\_