

Notification No: 054/ 2018

8 May 2018

Dear Parent / Guardian,



Parent-Teacher Conference (PTC) on 24 May 2018 for P4 – P6 Students

(I) Meeting Form Teacher/ Co-Form Teacher for Collection of Report Books

We are pleased to invite all parents to attend our mid-year PTC. PTC is a platform for the 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 would 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**. The details of the PTC are as below.

24 May 2017 (Thursday)	<ul style="list-style-type: none">• No lessons• PTC from 7:30am – 4:30pm
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All students are **required to attend the PTC with you, and they are to be attired in their school uniform**. Parents/ guardians will meet the Form teacher/ Co Form-teacher in the respective classrooms. We seek your understanding that sometimes though an appointment has been made with the Form Teacher, we may refer you to the Co-Form Teachers for the collection of report books so as to reduce waiting time for parents.

(II) Meeting Subject Teachers (OPTIONAL)

From the feedback given by parents, many have expressed that you would like to meet your child's/ ward's subject teachers to gain a better understanding of the specific strengths and weaknesses of your child/ ward in the respective subject area. As such, we have made arrangements for you to meet your child's/ ward's subject teachers. After meeting the form teacher, you may book an appointment with the various subject teachers whom you would like to meet through our online booking system. Please keep to a maximum of booking **2 sessions** for each child/ ward so that all parents/ guardians will have the opportunity to meet with the teachers that they wish to speak with. In the event that you are not able to secure a slot, please call the teacher at 67586472 to make an appointment on another day.

(III) Online Booking

Please indicate your preference for the sessions allocated via our school website. **Please note that you need to book appointments with the Form Teacher and Subject Teachers (optional)**. Each session is limited to 10 minutes so that all parents will have a chance to meet the teachers. To sign up for the session, please go in our school website at www.jieminpri.moe.edu.sg between 9 May 2018 and 17 May 2018.

If you are unable to attend the session, please collect your child's/ ward's report book from the general office between 28 May 2018 (Monday) and 22 June 2018 (Friday) during office hours (Monday to Friday 8am – 5pm).

(IV) Security Measures

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.
- Upon confirming your attendance, we will be issuing a sticker with the school stamp to you through your child. Please put on the sticker on the day of the PTC for security clearance to enter our school premise.
- Entry to school is only allowed via the Front Gate.
- 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 the Year Heads at 62571772/ 67586472 or email them.

Mdm Jayasree	P4	jayasree_k_n_unnithan@moe.edu.sg
Mrs Tan Hwee Min	P5 & P6	tan_hwee_min@moe.edu.sg

(V) Partnership with Parents

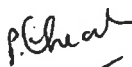
Thank you for your partnership and we are grateful for your support.

Over the years, we have been teaching our pupils through our Character Development lessons to constantly show gratitude to others and be grateful for the things that they have in life. Being grateful, will help our pupils to promote a more positive outlook in life and be happier.

This year, we have also included a section for **parents** to come on board to support your child in cultivating gratitude by showing appreciation to our school staff in nurturing them. 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 Parent Teacher Meeting Day or through your child if you are not able to come to school on that day.

Thank you and we look forward to having a meaningful Parent Teacher Meeting Day with you.

Yours sincerely



Ms Cheah Poh Lian
Principal

1. Go to our school website www.jieminpri.moe.edu.sg to do the online booking. (Refer to below)
2. Enter your CHILD'S/ WARD'S FULL NAME when reserving a time slot to meet the teacher/s.
3. Do not reserve more than one time slot with each teacher.
4. Ensure that the time slots do not clash when planning to meet more than one teacher.
5. Ask your child to seek help with his/ her Form Teacher or call the General office at 67586472 if you have difficulty booking a slot.



Announcements:

Parents-Teacher Meeting (2018)

Jiemin Primary School will be holding the parents-teacher meeting on the 24 May 2018 from 7:30 am to 4:30 pm. Please click here to reserve a time slot to meet your child's teacher.

A Word of Thanks to a School Staff: _____

Especially for:

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From: _____