



10 Woodlands Drive 50
Singapore 738853
Telephone: (65) 62697410
Facsimile: (65) 63671165
Website:
www.woodlandspri.moe.edu.sg
Email: wdp@moe.edu.sg

Woodlands Primary School

Reference 53 / 2017

5 May 2017

Dear Parents/Guardians

PARENT - CHILD - TEACHER CONFERENCE (PCTC) - PRIMARY 3

We are pleased to invite you to meet your child's / ward's teacher during the Parent - Child - Teacher Conference (PCTC) which is scheduled to take place on

- **24 May 2017 (Wednesday) from 2pm to 5pm (After school)**
- **25 May 2017 (Thursday) from 8am to 12pm and 1pm to 4pm (Non-school day)**

2 During the **15-minute session**, the form / co-form teacher will be sharing with you our observations about your child's / ward's progress and development in school. Your child / ward will also be communicating about his / her own learning and performance and sharing the support he / she needs.

3 Kindly take note that the PCTC is a 3-way conferencing session among the teacher, the parent(s) and the child. Therefore, **it is important that you attend the session with your child / ward.**

4 Should you wish to meet the Mother Tongue teachers, they will be available to meet you in the hall on a first-come-first-served basis on 25 May 2017 (Thursday) between 8am and 12pm or 1pm and 4pm.

5 The programme for both days is as follows:

Date	Time	Activity	Venue
24 May Wednesday	2pm - 5pm	PCTC <i>(by appointment only)</i>	Respective P3 classrooms
25 May Thursday	8am -12pm 1pm - 4pm	PCTC <i>(by appointment only)</i>	Respective P3 classrooms
		Meeting with Mother Tongue teachers <i>(walk in, first-come-first-served)</i>	School Hall

PARENT'S RESPONSE (Please reply by 11/05/2017)

Parent-Child-Teacher Conference (PCTC) for Primary 3 on 24 May and 25 May 2017

Name of Child: _____

Class: 3 Passion _____

Please choose a preferred time slot and put a tick beside it. Your child's form teacher will confirm the meeting time at a later date via a notification.

I am **available to meet** the Form/Co-Form Teacher on

24 May 2017 (Wednesday) :

2pm - 3.30pm

3.30pm - 5pm

OR

I am **available to meet** the Form/Co-Form Teacher on

25 May 2017 (Thursday) :

8am - 10am

10am - 12pm

1pm - 2.30pm

2.30pm - 4pm

I **will not be** attending the PCTC.

I would like the Form /Co-Form Teacher to contact me at this number: _____.

Name of Parent: _____

Date: _____

Parent's Contact No: _____