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Woodlands Primary School

Reference 55A / 2017

5 May 2017

Dear Parents/Guardians

PARENT - CHILD - TEACHER CONFERENCE (PCTC) - PRIMARY 1 & PRIMARY 2

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

- **25 May 2017 (Thursday) from 8 am to 12 pm and 1 pm to 4 pm (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 8 am and 12 pm or 1 pm and 4 pm.

5 The programme for the day is as follows:

Date	Time	Activity	Venue
25 May Thursday	8 am – 12 pm 1 pm – 4 pm	PCTC (by appointment only)	Respective P1 & P2 classrooms
		Meeting with Mother Tongue teachers (walk in, first-come-first-served)	School Hall

6 Parents who would like to meet the teachers should indicate your preferred time slots on the reply slips attached. Your child / ward should return the reply slips to his/her form teacher by **11 May 2017 (Thursday)**.

7 The teachers will issue notifications stating the time of your appointment through your child / ward a week before the session.

8 We will not be scheduling any formal parent-teacher meetings in Term 3 and Term 4. We welcome you to make appointments with the respective teachers should you need to speak with them.

9 Thank you your continued partnership in the development of your child / ward. We look forward to meeting you together with your child / ward at the confirmed appointment time.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Winnie Tan', written in a cursive style.

Winnie Tan (Ms)
Principal

PARENT'S RESPONSE (Please reply by 11 May 2017)

Parent-Child-Teacher Conference (PCTC) for Primary 1 & 2 on 25 May 2017 (Thursday)

Name of Child: _____

Class: _____

Put a tick the relevant option.

- I am **available to meet** the Form/Co-Form Teacher on **25 May 2017 (Thursday)**.
(Please choose a preferred time slot. Your child's teacher will confirm the meeting time at a later date via a notification.)
- | | |
|---|---|
| <input type="checkbox"/> 8 am – 10 am | <input type="checkbox"/> 10 am – 12 pm |
| <input type="checkbox"/> 1 pm – 2.30 pm | <input type="checkbox"/> 2.30 pm – 4 pm |
- I **will not be** attending the PCTC.
- I would like the form teacher to contact me by phone.

Name of Parent: _____

Date: _____

Parent's Contact No. _____