



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 55 B / 2017

5 May 2017

Dear Parents/Guardians

### PARENT - CHILD - TEACHER CONFERENCE (PCTC) - Resilience 3 & Resilience 7

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

- **29 May 2017 (Monday) from 8 am to 12 pm and 1 pm to 4 pm**

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 12 pm or 1pm and 4 pm.**

5 The programme for the days is as follows:

Date	Time	Activity	Venue
25 May (Thursday)	8 am -12 pm 1 pm - 4 pm	Meet Mother Tongue Teachers ( <i>first-come-first-served</i> )	School hall
29 May (Monday)	8 am -12 pm 1 pm - 4 pm	PCTC ( <i>by appointment only</i> )	Resilience 3 & Resilience 7 Classroom

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 read '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 Resilience 3 & 7 on 29 May 2017 (Monday)**

Name of Child: \_\_\_\_\_

Class: \_\_\_\_\_

Put a tick  the relevant option.

- I am **available to meet** the Form/Co-Form Teacher on **29 May 2017 (Monday)**.  
(Please choose a preferred time slot. Your child's teacher will confirm the meeting time at a later date via a notification.)

8 am – 10 am

10 am – 12 pm

1 pm – 2.30 pm

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. \_\_\_\_\_