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Woodlands Primary School

Reference 56 / 2017

5 May 2017

Dear Parents/Guardians

2nd MEET-THE- PARENTS SESSION – Collaboration 4 and Collaboration 5

We are pleased to invite you to meet your child's / ward's teacher during the **2nd Meet-the-Parents Session on 29 May 2017 (Monday) or 31 May 2017 (Wednesday)** from 1pm to 4pm, to share with you about your child's/ward's progress. Please note that this is on a different date from the Meet – the – Parent session on 25 May 2017 as the form teachers, Mr Thiaga and Ms Melissa Chan, will be overseas on an official school trip. 25 May 2017 is a non-school day for our pupils, so they do not need to come to school.

2 You can indicate your preferred session on the reply slip. The reply slip is to be returned to the form teacher by **Thursday, 11 May 2017**. The form teacher will issue notification stating the confirmed time of your appointment though your child / ward a week before the session.

3 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. No booking of appointments is needed in the case of Mother Tongue teachers.

Date	Time	Activity	Venue
25 May (Thursday) <i>Non-school day for all pupils</i>	8am – 12pm 1pm – 4pm	Meet Mother Tongue Teachers <i>(first-come-first-served)</i>	School Hall
29 May (Monday) or 31 May (Wednesday)	1pm – 4pm	Meet form teachers (by appointment)	Collaboration 4 and Collaboration 5 Classroom

4 In Term 3 and Term 4, while the school does not conduct any formal 'Meet-the-Parents Session', parents can make appointments with the respective teachers to find out more about the progress of your child/ward.

5 Thank you for 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

Winnie Tan (Ms)
Principal

**PARENT'S RESPONSE (Please reply by 11/05/2017)
(only for parents of pupils from Col 4 and Col 5)**

**2nd Meet-the-Parents Session for Primary 5 Col 4 and 5 Col 5
on 29 May 2017/ 30 May 2017**

Name of Child: _____

Class: 5 Col ()

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 Teacher/Co-Form Teacher on

29 May 2017 (Monday)
Time: 1pm – 4pm

31 May 2017 (Wednesday)
Time: 1pm – 4pm

I **will not be** attending the Meet-the-Parents session.

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

Name of Parent: _____

Date: _____