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6 May 2016

Dear Parents,

### **MEET-THE-PARENTS SESSION ON THURSDAY, 26 MAY 2016**

We are pleased to organise a Meet-the-Parents Session on Thursday, 26 May 2016 from 8.00am to 4.00pm. Teachers will be sharing with you information about your child's academic performance, learning progress, general conduct and holistic development. Your child's Report Book and Portfolio File will also be issued during the Meet-the-Parents Session by the Form Teacher.

You will receive a notification via SNAC (the communication app) on 9 May 2016. Please indicate if you are attending the Meet-the-Parents Session through SNAC. If you are attending, please proceed to indicate your preferred timeslot. Do note that the booking of timeslots is on a first-come-first-served basis. We look forward to your replies via SNAC by Wednesday, 18 May 2016.

#### **Important Points about the Meet-the-Parents Session**

Please take note of the following important points:

- (a) All pupils are not required to report to school on Thursday, 26 May 2016.
- (b) Teachers will be meeting with many parents during the Meet-the-Parents Session. It is expected that queues will form on the day and your kind patience is sought in waiting for your turn.
- (c) The parents of each pupil will only have about 5 to 7 minutes with each teacher. We seek your understanding for this. If further discussion is needed, the teacher will follow up with a telephone call on another day.
- (d) The Form Teachers will be stationed in the Form Classrooms.
- (e) The following teachers will be stationed in the Multi-Purpose Hall (MPH). If you wish to meet them, please proceed to the MPH and take a queue number either before or after you have met with the Form Teacher.
  - All Mother Tongue Language Teachers
  - Ms Ameerah Sharainee
  - Ms Lilys Satini
  - Mdm Nor Farhana
  - Mr Sun Chin Keong
- (f) The timeslot 12.00noon to 1.00pm on Thursday, 26 May 2016 is set aside for the teachers' lunch and rest break. Teachers will not be meeting parents during this timeslot.
- (g) If the parents are not able to attend the Meet-the-Parents Session, the pupil's Report Book and Portfolio File will be issued to him/her the following school day on Friday, 27 May 2016.

We look forward to receiving your sign-ups for the Meet-the-Parents Session and to working closely with you to support your child's holistic development and growth!

Mrs Sharon Siew  
Principal

Mdm Regina Khoo  
Vice-Principal