



Convent of the Holy Infant Jesus (Katong) Primary

Our Vision - From girls to women of grace and substance

Our Motto - Simple in Virtue, Steadfast in Duty

17 Martia Road, Singapore 424821 Tel: 63443072 Fax: 63459007 Website: chijkcp.moe.edu.sg

Ref No: PTM/CN/263/17

31 October 2017

END-OF-YEAR PARENT-TEACHER MEETING (PTM) FOR PRIMARY 1 TO 5

Dear Parent / Guardian,

During the year, the school has organized a series of meetings with parents, such as the beginning and mid-year parent-teacher meetings and in-conversation sessions with school leaders, because we value strong home-school partnership in the holistic development of our students. We appreciate your overwhelming support for these meetings and hope that they have given you insight on your child/ward's progress in school.

A end-of-year PTM will be held on **Wednesday, 15 November 2017** to give you an opportunity to meet your child/ward's Form Teacher to discuss her academic progress and character development in Semester 2 and to set clear goals for improvement for the following year. You are *strongly encouraged* to attend the PTM with your child/ward so that she can participate in the discussions and take ownership of her own progress. You will also be given your child/ward's Report Book.

Details of the PTM are as follows:

Day/Date: Wednesday, 15 November 2017

Time: 7.45 a.m. – 3.45 p.m.

Attire for students: School uniform

Duration of each session: 10 minutes (*Parents who need more discussion time with the teacher may arrange for another appointment or contact the teachers on the phone or via email*)

The PTM will be held at the following 2 venues:

- The form class, to meet the Form Teacher
- The Multi-Purpose Hall (MPH) at Level 2, to meet the Mother Tongue Language (only Chinese, Malay and Tamil Language) teachers (*Please note that the NTIL teachers will not be present*)

You will need to book your preferred time slot **online**, using your daughter's McOnline account. Time slots are available on a first-come-first-served basis. The online booking **starts on Wednesday, 1st November at 8 p.m.** and **closes on Thursday, 9 November at 8 p.m.** Kindly refer to Appendix A for a step-by-step guide. If you have difficulty registering online, you may approach our ICT support staff in the General Office from 8 a.m. to 3 p.m. on **Thursday, 2 November 2017** for assistance. The online booking is **NOT** applicable for meetings with the Mother Tongue Language teachers. You will need to proceed to the school MPH and take a queue number to meet the Mother Tongue Language teachers on 15 November.

As there are no available parking facilities in the school, parents who drive will need to park their cars at the public car parks near the school. A gentle reminder that LTA will issue summons for cars that are parked illegally along Martia Road and Marine Parade Road.



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For parents who are unable to come on Results Day, your daughter's Report Book will be given to her on **Thursday, 16 November 2017**. All uncollected Report Books will be placed in the General Office for collection from **Friday, 17 November 2017**.

All Report Books must be signed by parents and returned to your daughter's Form Teacher on the first day of school in 2018. Should you have further queries, please feel free to call or email your child's Form Teacher.

Yours sincerely,

Mrs Cindy Ng
HOD, Mathematics

Mrs Judina Cheong
Principal

-----✂-----to be detached and submitted to FTs by **10 November 2017**-----

Acknowledgement Slip Year-End PTM (2017)

Reg. No.

I, *parent / guardian of _____ of _____ (class),
*will / will not be attending the Year-End PTM on Wednesday, 15 November 2017.

Please indicate your selected timeslot (upon completion of booking of your preferred slot on McOnline) : _____ to _____

Name of parent / guardian*: _____

Contact No: _____

Parent's / Guardian's Signature: _____

Date: _____

(delete where inapplicable)