



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/AN/142/17

25 April 2017

Dear Parents / Guardians,

RESULTS DAY AND PARENT-TEACHER MEETING (PTM) – 24 MAY 2017

Results Day for Primary 1 to Primary 6 students will be held on **Wednesday, 24 May 2017**. The objectives of the PTM are:

- To provide a platform for parents to meet with their daughter's Form Teacher and Mother Tongue teacher about their progress
- For parents to understand what is expected of their daughter and how they can support her in her learning
- For parents to understand their daughter's strengths and weaknesses.

On that day, you will meet your daughter's Form Teacher to collect her Report Book and discuss her progress in school. No lessons will be conducted on that day for all levels. Students do not need to accompany their parents to school. However, if students should come to school, they should wear their school uniform and leave with their parents after the session with the teachers.

The PTM will be between **7.45 a.m.** and **3.45 p.m.** Each session is 10 minutes long and parents are requested to keep to their allotted time. Kindly note that tea and lunch breaks for teachers will be strictly adhered to. Parents who need more discussion time with the teacher(s) 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:

- Form Class, to meet the Form Teacher
- Multi-Purpose Hall (MPH) at Level 2, to meet the *Mother Tongue - Chinese, Malay and Tamil Language teachers

To meet the Form Teacher, parents will need to book their preferred time slot **online**, using their daughter's McOnline account. Time slots are available on a first-come-first-served basis.

The online booking **starts on Friday, 28 April 2017 at 3 p.m.** and **closes on Friday, 5 May 2017 at 9 p.m.** A step-by-step guide is appended. Students with no internet access are to inform the Form Teachers and may do the online booking in school on 28 April 2017 and 2 May 2017. The online booking is **NOT** applicable for meeting with the Mother Tongue teachers. For PTM with the Mother Tongue teachers, parents need to proceed to the school's MPH and take a queue number.

As there are no available parking facilities in the school, parents are requested to park their cars at the nearby public carpark(s). Please be informed 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 returned to her on **Friday, 26 May 2017**. All uncollected Report Books can be collected from the General Office from Monday, 29 May 2017, onwards.

All Report Books must be signed by parents and returned to your daughter's Form Teacher by Tuesday, 27 June 2017 (1st day of Term 3).

Thank you.

Ms Audrey Chin
LH Mathematics

Mrs Judina Cheong
Principal

**Please note that the Mother Tongue Hindi and Panjabi Language teachers will not be present on PTM day.*

-----✂ Please detach and submit to Form Teacher by Friday, 5 May 2017 -----

Acknowledgement Slip – Mid-Year PTM (24 May 2017)

Reg. No.

I, *parent / guardian of _____ of _____ (class), *will / will not be attending the Mid-Year PTM on 24 May 2017. *(delete accordingly)*

Name of parent / guardian*: _____ Contact No: _____

Booked session using McOnline: _____ to _____

Parent's / Guardian's Signature: _____ Date: _____