



CHIJ (Katong) Primary School
Parent – Child – Teacher
Conference
(PCTC)
Parents' Briefing 2024



Rationale and Objectives

Parent - Teacher Meets



Rationale and Objectives

1. To deepen partnership between school and home and ensure a positive development of each girl, holistically to be women of Grace and Substance.
2. To move away from a over/hyper focus on examination results which can affect a child's mental and physical well – being.
3. To focus on the holistic development of a child – strengths, talents, interests, behaviour, social – emotional skills and needs.
4. To give girls in need (special educational needs/at - risk) more time with Form Teachers (throughout the year).



Rationale and Objectives

1. Teachers have to manage the learning needs of many students and this means ensuring that students do not develop in isolation but in tandem with being a part of a larger, cohesive and inclusive social group.
2. Parents may notice that their children are maturing in their social and emotional development as they participate in classroom activities – and they can play a role in shaping this growth.
3. A key question PTMs might want to try to address is: “How can the home and school complement each other’s efforts to improve our child’s education journey?”



Rationale and Objectives

1. Instead of focusing on a child's weaknesses, these parent-teacher meetings should identify and affirm a child's strengths, which in turn may help parents support their child in developing social and emotional resilience outside the school and navigate their environment more confidently.
2. For instance, teachers could point out their observations of a child's behaviour in the classroom when she is given opportunities to demonstrate key qualities related to our school's vision or virtues.
3. Viewed with the right spirit, PTMs can be an effective tool for parents and teachers in helping both sides figure out how best to support a child's development.
4. PTMs work best when both parents and teachers embrace the mindset that both parties care for the child and want to work together to help him or her learn better.




PTMs @ CHIJ (KCP)





Beginning Of Year PTM (Term One)

Purpose


1. To communicate to parents key areas of focus and direction of the school in all areas development – academic, student well – being and development.
 2. To get to know the class Form Teachers – expectations of the class, areas of focus.
 3. To work with the class Form Teachers to build positive relationships between parent and child.
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HIGH NEEDS STUDENTS PARENT ENGAGEMENT (Throughout the year)

Purpose

By Form and Subject Teachers:

1. To communicate to parents the areas their child is excelling in/has strengths in, beyond the academic.
 2. To share with parents specific ideas of school / intervention strategies for behavioral / social / emotional development.
 3. To work with parents on support strategies at home.
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END OF YEAR P1, P2 and P3 Parent Child Teacher Conference (PCTC) (Face to Face)

Dates	Time	Mode	Duration for each timeslot	Students
14 and 15 November 2024	800am – 230pm	F2F	20 minutes (P1/P2) 15 minutes (P3)	P1 – P3 Parents All P1, P2 and P3 students are required to attend the conference with their parents.

END OF YEAR P4 – P5 PTM (Face to Face)

Dates	Time	Mode	Duration for each timeslot	Students
14 and 15 November 2024	800am – 230pm	F2F	15 minutes	Parents of P4 and P5 students

Purpose

By Form Teachers ONLY:

1. To communicate to parents the areas their child is excelling in/has strengths in, beyond the academic.
2. To share with parents specific ideas of strategies for behavioral / social / emotional development.
3. To work with parents on support strategies at home.

What is PCTC?



Purpose

1. The PCTC session is an opportunity for parents, students and teachers to interact and dialogue about the child's progress.
2. It aims to: (i) strengthen parent-child bonding, (ii) give parents a fuller understanding of what and how your child has learnt, and (iii) provide a platform for students to share highlights of their learning experience in school.
3. Students are active participants of the PCTC as they share with their parents their learning experiences for the year, through a portfolio of their work.
4. Parents affirm the work of their child.



Purpose

PCTCs are beneficial because they:

1. Help students take personal responsibility & ownership for their learning.
2. Help students increase self-confidence by articulating their areas of growth and strengths.
3. Facilitate the development of students' oral communication skills.
4. Engage students, parents, and teachers in an open and honest dialogue about learning & progress.
5. Students and parents have an opportunity to set goals around learning together.
6. Parents have an opportunity to actively participate in their child's learning.



How does PCTC work?



How

1. Each child leads her teachers and parents in a three-way conferencing model during the PCTC, demonstrating a learned skill or reflecting his/ her learning using the presentation skills taught in class.
2. Parents can see for themselves what their child has learnt in school.
3. The teachers facilitate the conference by guiding the child with questions.
4. Parents support the conference by affirming the child's effort and progress, asking questions and seeking advice from the teachers to better support their child.



Who Does What During a PCTC?

Role	PCTC	Traditional Conference
Student	<p>Leads the conference</p> <ul style="list-style-type: none"> • Does most of the talking • Shares work/activity samples • Shares her areas of strength • Prepares ahead of time 	<p>Often does not attend</p> <ul style="list-style-type: none"> • Usually just listens • Sometimes answers questions posed by teacher or parent • Is NOT in a leadership role
Parent	<p>Listens carefully to student</p> <ul style="list-style-type: none"> • Paraphrases or summarizes key points they heard • Displays sincere curiosity by asking open ended questions to support their child. • Notices and affirms student successes and effort. • Avoids “taking over” the conference from the student. 	<p>Listens to teachers</p> <ul style="list-style-type: none"> • Sometimes asks clarifying questions • May give solutions and suggestions to student
Teacher	<p>Helps students prepare in advance by:</p> <ul style="list-style-type: none"> • having students reflect on specific activities or work samples chosen. • training students to write their script and to speak. • setting up practice experiences. • At the conference the teacher will: • listen in • help the student during the conference • be available as a resource for the student when needed 	<p>Leads the conference</p> <ul style="list-style-type: none"> • Does most of the talking • Identifies areas of strength • Identifies areas for growth

How Pre – Conference (Teachers)

Pre - Conference

Preparation

Collate the artefacts that best shows the development of the child.

The artefacts are aligned to our Vision/Motto/Virtues.
The artefacts could also show improvement of the child over the year such as handwriting.

Select with the girl the artefacts that they want to present to their parents.

Provide opportunities for the girls to prepare and practise.
Create a simple script for the girls with sentence starters.

The Agenda

5 min (welcome, quick overview of PCTC, affirmations parents can use).

10 min (student and parent take over with guidance from teacher)

5 min (AOQ from parents)

How Pre – Conference Selection of artefact



Student Perspective			
Women of Grace	S3	Respect	Is humble
			Respectful of self.
			Respectful of others.
			Respectful of school and environment.
Women of Substance	S1	Self – Discipline	Faces challenges with resilience and adaptability.
			Has the discipline to stand up for what is right.
			Is prayerful.
			Has a strong sense of self.
			Is self – directed in what she wants to achieve for her life.
			Has a mindset of inquiry.
	S2	Compassion	Supports all in the community regardless of their differences.
			Believes in the worth and dignity of each person.
			Is empathetic and sensitive to the feelings, thoughts, and experiences of another.
			Actively contributes to the community, especially to the last, the least, and the lost.
S3	Integrity	Has a strong moral compass and knows what is right and wrong.	
		Is honest.	
		Has the moral courage to stand up for what is right.	
		Communicates thoughts, opinions and ideas with passion and sincerity.	

PCTC Day

Step	Time	Conversation Guide with student
1 (Teacher)	5 min	<p>Start with a greeting and with the student greeting teacher, mum and dad. Explain to student/parents the purpose of the conference – to share with mum and dad what she enjoyed most from school this year/what she has learnt/what she is most proud of. Encourage her to be confident and to be open.</p>
2 (Teacher)	10 min range	<p>Ask the student to select pieces from her portfolio that she is keen to talk about. Less confident (1 – 2) pieces Confident students (2) pieces</p>
3 (Student)		<p>Guiding reflection prompts/sentence starters for students:</p> <ul style="list-style-type: none">• I am most proud of this piece because . . .• I felt that I tried very hard on this because . . .• What I learned from doing this is . . .• I want my parents to notice about this piece is . . .• I struggle with....• I can improve in.....

PCTC Day

Step	Time	Guide for parents to ask their child/converse with their child:
4 (Parents and Child)	10 min range	<ol style="list-style-type: none"> 1. Why did you choose to share this activity? 2. What makes you proud about what you have chosen? 3. What did you learn from this activity? 4. How did you work with your classmates on this activity? 5. Did you face any challenges/did you make any mistakes during this activity? How did you overcome it? 6. What do you want to work on to improve?
5 (Parents)		<p>Affirmation</p> <ol style="list-style-type: none"> 1. I am pleased to see your effort in... 2. I am proud of your improvement in... 3. I know you sometimes have difficulty with..., however... 4. I would like you to focus on... 5. I can help you by...

PCTC

The Conference

5 min
AOQ

Parents to raise any questions or concerns related to their daughter's development in school.

Spend the last few minutes of the meeting on specific goals for the student.



FAQ



FAQ

No	Question	Answer
1	How would parents know what to ask or say?	We will have a “script’ of sentence starters and prompts for you as well, not to worry! The point is just to let your daughter feel confident and empowered!
2	What if my child refuses to speak?	She has a script that she has prepared with her teacher so she can refer to that. Encourage her as much as you can.
3	Can we speak/meet with the teachers more often than just twice a year? Not on Google Chat or email.	Parents are free to make appointments with their child’s FTs or subject teachers to meet up with them over the course of the year. This can be face to face. There is no need to wait for the teacher to approach you as concerns are subjective and teachers may have no professional concerns about your daughter. No news is always good news, as they say! In the case of an emergency, call the school’s General Office. We seek your understanding that we should respect the personal lives of our teachers. This includes handphones and chat message platforms.
4	What if my child is sick?	Please email or call the Form Teachers to let them know. They will follow up with you.
5	What if we cannot make it for the PCTC?	
6	Can we record or video our child?	No, it would be great to be present in the moment!

Thank you



CHIJ (KATONG) PRIMARY

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