



## PUNGGOL GREEN PRIMARY SCHOOL

**Every PGPS Student, A Future-Ready Leader**  
*Engaging Learners, Nurturing Leaders, Empowering Givers*  
98, Punggol Walk, Singapore (828772)  
<http://www.punggolgreenpri.moe.edu.sg>

Ref: PGPS/17/01/11

12 January 2017

Dear Parents/Guardians,

### **Primary 2 Parent -Teacher- Conference (PTC) on 20 January 2017 from 4.15 p.m. to 5.30 p.m.**

1. We would like to invite you to the first Parent-Teacher-Conference in 2017. This is an opportunity for us to formally introduce your child/ward's Form and Co-Form Teachers and Mdm Cai Aimei, Year Head for Primary 1, 2 and 3. We will also share with you some of the programmes and activities for the level. The details of the conference is as follows:

- Date : 20 January 2017, Friday
- Time : 4.15 p.m. to 5.30 p.m.
  - 4.15 p.m. Registration
  - 4.30 p.m. Year Head Sharing on Emplacement in the Hall (Level 3)
  - 5.00 p.m. Teachers' Sharing in your child/ward's Classroom on Level 3
  - 5.30 p.m. End of PTC

2. As the teachers will be meeting you as a group, please arrange a separate time to speak with them if you have questions pertaining to your child/ward's progress.
3. As there is limited space in the classroom, we hope only one parent/guardian will attend the session. Your child/ward is not required to attend the session.
4. Due to limited parking lots in our school, please park at the nearby public car parks if you are driving.
5. Please complete the acknowledgement slip below and return it to your child/ward's Form Teacher by Friday, 13 January 2017 to indicate your attendance.
6. We look forward to meeting you during the Parent-Teacher-Conference!

Yours Sincerely,

Mrs. Seah Lay Tin  
Principal

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(Please detach)

**Primary 2 Parent -Teacher- Conference (PTC)**

To: Form Teacher,

I, \_\_\_\_\_ parent / guardian of \_\_\_\_\_ of Primary 2 \_\_\_\_\_ have

received the notice, Ref: PGPS/17/01/11 dated 12 January 2017 and **will/ will not\*** attend the PTC on 20 January 2017.

\_\_\_\_\_  
Name of Parent

\_\_\_\_\_  
Signature and date

*\*Please delete accordingly*