



PUNGGOL GREEN
PRIMARY SCHOOL

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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/19/05/58

10 May 2019

Dear Parents/Guardians,

PARENT-TEACHER-CHILD CONFERENCE SESSION 2

As we approach the end of Term 2, we would like to invite you to the first tripartite Parent-Teacher-Child Conference in 2019. This is an opportunity for us to review your child/ward's academic progress and holistic development. During the student-led session, you will get to hear from your child/ward what he/she has learnt throughout the semester. The details of the session are outlined below:

Date : 30 May 2019 (Thursday) / 31 May 2019 (Friday)

Time : 7.30 a.m. to 4.30 p.m.

Venue : P1 – P6 Form Classrooms, LSP and LSM Classrooms, Multi-Purpose Hall (For Mother Tongue Teachers)

Each child will be given an approximate twenty-minute time slot to present his/her learning. Kindly indicate your choice for the time slots in the Parents Portal on our Learning Management System. **Please note that two separate time slots have to be booked if you are meeting both the Form and Mother Tongue Teachers.** The procedures are attached for your reference. The slots will be filled on a first-come, first-served basis. Please book the time slot(s) by **Friday, 24 May 2019**.

We seek your kind understanding in being punctual and keeping to the allocated time for the conferences. If you do not have access to computer/Internet access, you may come to school and make use of our computer/Internet facilities during school hours (7.30 a.m. – 2.10 p.m.). As per our usual practice, please park at the nearby public carparks if you are driving.

Please take note that there will be **no lessons** for the students on **both 30 and 31 May** as they are required to come together with you for the Parent-Teacher-Child Conference in their **full school uniform**.

Please complete the reply slip and return it to your Form Teacher through your child/ward by Friday, 17 May 2019.

We look forward to meeting you during the Parent-Teacher-Child Conference!

Yours sincerely,

Mdm Cai Aimei
Year Head

Mrs Seah Lay Tin
Principal

Parent-Teacher-Child Conference Session 2

I, _____ parent / guardian of _____
of Primary _____ have read and noted the contents of the circular (PGPS/19/05/58) dated 9 May 2019.

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I will be attending the Parent-Teacher-Child Conference Session 2 and have booked/will book my appointment slot(s) online.

I will not be attending the Parent-Teacher-Child Conference Session 2.

Signature of parent/guardian: _____ Date: _____ Contact Number : _____