



CHIJ Our Lady of the Nativity

1257 Upper Serangoon Road Singapore 534793

• Tel: 6385 2455 • Fax: 6385 2012 • Email: chijoln@moe.edu.sg

17 April 2017

Ref: 2017OLN_0260

Dear Parents/Guardian

MEET-THE-PARENTS SESSION 2017 (P3-P6)

- 1 We will be having our **Meet-the-Parents Session on Friday, 26 May 2017** and would like to strongly encourage all parents/guardians to meet up with their daughter's/ward's form teacher that day. Please note that pupils are not required to report to school that day.
- 2 In order to meet as many parents as possible, each conference session would last no longer than 10 minutes. As we would like to allocate you a specific time within your preferred time slot, we would appreciate it if you could fill in the attached reply slip and return it to your child's form teacher by **Friday, 21 April 2017**. A confirmation slip would be given to you in early May. We will try our best to accommodate your request, but we seek your understanding if we are unable to accede to your preferred time slot.
- 3 Your child's/ward's Form Teacher will hand you your daughter's/ward's report book on **Friday, 26 May 2017**. If you are not able to meet us that day, please call or email the Form Teacher to make alternative arrangements.
- 4 Please also note that as Mother Tongue (MT) teachers teach 3 different classes and other subject teachers are also Form Teachers, we will be unable to arrange appointments for you to meet with MT or other subject teachers. You can choose to meet up with the MT teacher before or after you have met with your child's/ward's Form Teacher. The MT teachers will be in the school hall, and queue numbers will be given to you at the school hall. Should the waiting time be long, you can choose to speak to the MT teacher at another time. The other subject teachers will provide feedback to your child/ward's Form Teacher to convey to you.
- 5 If you have more than one child studying in the school, please indicate on the Reply Slip the siblings' names and classes so that the Form Teachers of classes concerned can work on a common appointment slot to accommodate your request where possible.
- 6 Do also note that due to space constraints in our school compound, there are no parking facilities in school for parents; please park your car in the nearby public car parks.
- 7 We thank you for your understanding and look forward to meeting up with you.

Yours faithfully

Ms Christina Teo
Principal

REPLY SLIP
MEET-THE-PARENTS SESSION 2017 (P3-P6)
(Deadline : Friday, 21 April 2017)

To : The Form Teacher

Re: Reply Slip for Meet-the-Parents 2017

Name of pupil:		Class:	
Name of MT Teacher			

Please indicate your preferred time slot. Write 1 for your first choice, 2 for your second choice and 3 for your third choice.

Between 8.00 am - 10.00 am	<input type="checkbox"/>	Between 10.00 am - 12.00 pm	<input type="checkbox"/>
Between 1.00 pm - 3.00 pm	<input type="checkbox"/>	Between 3.00 pm - 5.00 pm	<input type="checkbox"/>

Please tick "✓" :

I would like to meet up with the Mother Tongue teacher.

I do not need to meet up with the Mother Tongue teacher.

I have another daughter in the school.

Name of Child: _____ Class: _____

Name of Mother Tongue Teacher: _____

Name & Signature of Parent / Guardian: _____

Contact Number: _____

Date: _____