



CHIJ Our Lady of the Nativity

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20 April 2018

Ref: 2018OLN_0156

Dear Parents/Guardian

Meet-the-Parents Session 2018 (P1 & 2)

1. We would like to invite you to our Meet-the-Parents (MTP) Session 2018. During the session, your daughter/ward will give a brief presentation of her learning experience in school. During this session too, you will meet with the Form Teacher for a brief discussion on her progress.
2. The details of the session are as follows:
Date: 24 or 25 May 2018 (Thursday or Friday)
Time: 8am to 5pm (Thursday) / 8am to 12 noon (Friday)
Venue: Your daughter's / ward's classroom
3. In order to meet as many parents as possible, each conference session would last no longer than 20 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 **Wednesday, 25 April 2018**. 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.
4. Your child's/ward's Form Teacher will hand you your daughter's/ward's report book on **Thursday, 24 May 2018 or Friday, 25 May 2018** when she/he meets you. If you are not able to meet the Form Teacher on those dates, please call or email the Form Teacher to make alternative arrangements. The teacher's email address can be obtained from the school's website (<http://chijourladyofthenativity.moe.edu.sg/school-information/about-us/school-staff>).
5. Please also note that as Mother Tongue (MT) teachers teach 3 different classes and other subject teachers are also Form Teachers, we will not be able 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.
6. Please take note that there will be no lessons for the pupils on 24 or 25 May 2018 and your daughter is required to come together with you for the MTP Session in her school uniform.
7. 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.
8. We would strongly encourage all parents/guardians to be at this meeting. Not only are we looking forward to meeting you but your daughter / ward would also be eagerly anticipating her chance to share her learning with you.

Yours faithfully

Ms Christina Teo
Principal

REPLY SLIP

MEET-THE-PARENTS SESSION 2018 (P1 & 2)

To : The Form Teacher

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.

24 April 2018 (Thursday)

Between 8.00 am - 10.00 am

Between 10.00 am - 12.00 pm

Between 1.00 pm - 3.00 pm

Between 3.00 pm - 5.00 pm

OR

25 April 2018 (Friday)

Between 8.00 am - 10.00 am

Between 10.00 am - 12.00 pm

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: _____