



## CHIJ Our Lady of the Nativity

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20 April 2018

Ref: 2018OLN\_0158

Dear Parents/Guardian

### **Meet-the-Parents Session 2018 (P3 - 6)**

- 1 We would like to invite you to our Meet-the-Parents (MTP) Session 2018. During this session, you will be able to meet with the Form Teacher for a brief discussion of your daughter's / ward's progress. We strongly encourage all parents/guardians to meet up with their daughter's/ward's Form Teacher. Please note that pupils are not required to report to school that day.
- 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/guardians as possible, each session would last no longer than 15 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.
1. Your child's/ward's Form Teacher will hand you your daughter's/ward's report book **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>).
- 4 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's/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 her 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 2018 (P3-P6)**  
(Deadline Wednesday, 25 April 2018)

To : The Form Teacher

**Re: Reply Slip for Meet-the-Parents 2018**

<b>Name of pupil:</b>		<b>Class:</b>	
<b>Name of MT Teacher</b>			

*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	<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"/>

**OR**

**25 April 2018 (Friday)**

Between 8.00 am - 10.00 am	<input type="checkbox"/>	Between 10.00 am - 12.00 pm	<input type="checkbox"/>
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***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: \_\_\_\_\_