

27 October 2023

2023-244

**P1 to P5 Parent-Child-Teacher Conference (Semester 2)**

Dear Parents/Guardians,

We are approaching the end of the year and would like to invite you to our Parent-Child-Teacher-Conference (PCTC – Semester 2). This conference provides the opportunity for your child to share his/her learning experience in CPS as well as allow one of the Form Teachers to provide holistic feedback on your child's learning experience in CPS.

We will be conducting the PCTC on **Tuesday, 14 November 2023, from 8.00 a.m. to 5.00 p.m.** The PCTC will be:

- **face-to-face** for **P2 and P4** in school;
- **online** for P1, P3 and P5 via Whatsapp Video or Zoom

It is important for all parents to understand your child's/ward's learning progress. Hence, please keep the date available for a discussion with one of his/her Form Teachers. Please be informed that the session should not be recorded.

We will be using an **online booking system** through **Parents Gateway**. All parents will need to log in to reserve an appointment slot on a **first-come-first-served basis**. Booking is open on **8 November 2023, 8.00 a.m.**, and closes on **10 November 2023, 8.00 p.m.**

A user guide is provided with this letter and it is also available on the school website, [www.cantonmentpri.edu.sg](http://www.cantonmentpri.edu.sg). If you encounter any problems, please take a screenshot and send it to 65119555 via Whatsapp, during office hours. Our IT Support Team will get in touch with you as soon as possible. Alternatively, you can contact the Form Teachers during office hours to seek help. For parents who are not onboard Parents Gateway, please contact the Form Teacher(s) to fix an appointment.

Please take note that each parent will be given a maximum of 15 minutes to meet the Form Teacher. Your child should be with you during the PCTC as he/she would be expected to share his/her learning experience to you in the presence of his/her Form Teacher.

We seek your understanding to keep to the allocated time to ensure that all parents with appointments can meet one of the Form Teachers. Kindly note that the Form Teacher will end the session at the end of the 15 minutes. If you are not able to schedule an appointment, you may make alternative arrangements with the Form



Teachers. As all teachers will be involved in the PCTC, parents will not be able to meet the subject teachers.

Please acknowledge that you have read this letter.

Thank you.

Mrs Manokara S  
Principal  
Cantonment Primary School