



CANTONMENT
PRIMARY SCHOOL

Ref: CPS 2022-207

21 Oct 2022

Dear P1 – P5 Parents / Guardians,

Parent-Child-Teacher-Conference 2022

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 (**online**) on Tuesday, **15 November 2022 from 8.00 a.m. to 5.00 p.m.** via Whatsapp video/ Zoom, depending on your preference. Please keep the date available for a discussion with one of your child's/ward's Form Teachers. As it is important for all parents to understand your child's learning progress, parents who cannot meet the Form Teacher via Whatsapp video/Zoom on this date for the PCTC would need to arrange for another date to meet either of them. Please note that the session should not be recorded.

We will be using an online booking system through the **Parents' Gateway**. All parents will need to log in to reserve an appointment slot on a **first-come-first-served basis** from **8 a.m. on 9 November to 5 p.m. on 9 November 2022**. A user guide is also provided with this letter as well as on the school website (www.cantonmentpri.moe.edu.sg). If you encounter any problems, please take a screenshot and send it to 65119555 via whatsapp. Our IT support team will get in touch with you as soon as possible. Alternatively, you can contact the form teachers to seek help. For parents who are not in Parents' Gateway, please contact the form teachers 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 learning experience.

We seek your understanding to keep to the allocated time, so as to ensure that all parents with appointments are able to 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 nor will the teachers be able to meet parents without appointments.

As the PCTC will be conducted online, all students do not need to come to school on 15 November 2022.

Thank you.

Mrs Manokara S
Principal