

23 October 2024

2024-262

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

Dear Parents/Guardians,

As we approach the end of the year, we would like to invite you to our Parent-Child-Teacher-Conference (PCTC – Semester 2). This conference provides an opportunity for your child to share his/her learning experience in CPS and meet one of the Form Teachers who will provide holistic feedback on your child's learning experience in CPS.

The PCTC will be held on **Tuesday, 12 November 2024, from 8.00 a.m. to 5.00 p.m.** It will be conducted **face-to-face** for **P1 to P5 students** in school. It is important for all parents to understand your child's/ward's learning progress. Hence, please reserve this date for a discussion with one of the Form Teachers.

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 **24 October 2024, 8.00 a.m.**, and closes on **4 November 2024, 8.00 p.m.**

A user guide is linked with the letter. 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.

Each parent will be given a maximum of 15 minutes to meet the Form Teacher. **Your child (P1 to P5 students) should attend** the PCTC with you as he/she will be expected to share his/her learning experience with you and the Form Teacher. **Primary 6 students are not required to report to school on 12 November.**

We seek your understanding to keep to the allocated time to ensure that all parents with appointments can meet one of the Form Teachers. Please note that the Form Teacher will conclude the session after the 15-minute slot. If you are unable to attend the PCTC, please 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.

Thank you, and we look forward to your participation in the conference.

Yours sincerely,



Mrs Manokara S  
Principal  
Cantonment Primary School