



MAYFLOWER PRIMARY SCHOOL
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05 May 2022

Notification: 026/2022

Dear Parents / Guardians,

P1 to P6 Parent-Teacher Meeting (PTM)

We would like to invite you to our online Parent-Teacher Meeting (PTM) to discuss on your child's / ward's learning and developmental progress, with the following focus:

- Your child's / ward's holistic performance and progress in school
- Continued school-home collaboration in maximizing your child's / ward's potential
- The learning dispositions displayed by your child / ward in his / her learning

Please note the dates and timings for the online PTM:

Day	Date	Time	Remarks
Thursday	26 May 2022	2.30 p.m. – 5.00 p.m.	School as per usual for students
Friday	27 May 2022	8.00 a.m. – 5.00 p.m.	Students need not report to school on this day

The PTM will be conducted using video conferencing tool, Zoom. You will receive the Zoom details from the respective teachers on 24 May 2022 (Tuesday) after you have made an online appointment booking.

Online Booking of Appointments

You will be receiving a PG notification from each of your child's / ward's subject / form teachers. You can book a 10 minute time-slot for a conversation with each teacher (up to 3 teachers) via the Parent's Gateway-PTM. You can book up to 3 slots to meet the teachers who are currently teaching your child / ward. Please note that the booking will be on a **first-come-first-served basis**.

Do refer to the Step-by-Step Guide to book a slot for the sessions. The PG-PTM is available for booking from **12 May 2022, Thursday (1200 hrs) to 19 May 2022, Thursday (2330 hrs)**.

We would like to request for you to keep to a **maximum of 3 meetings** and adhere to the scheduled timing of **10 minutes each**. In the event the teacher is unable to reach you at the assigned slot, he / she will contact you at their earliest convenience.

