



RAFFLES GIRLS' PRIMARY SCHOOL

21 Hillcrest Road, Singapore 289072. Tel: 64684377 Fax: 6469 2024

RGPS/N21/G/025

14 May 2021

Dear Parents/Guardians

1. **P4 to P6 Parent-Teacher Conference (PTC) on 28 May, Friday (8am-3.30pm)**

- You will receive an invitation via Parents Gateway on **19 May** if the subject teachers of your child/ward will like to meet you to discuss the progress of your child/ward. You can book the PTC slot on Parents Gateway from **19 May (8am) to 23 May (11.30pm)**.
- Parents/Guardians who do not receive an invitation can email the subject teachers to arrange for a meeting should you wish to meet.
- The PTC will be conducted via video conferencing (Zoom). If you have booked a slot, the respective subject teacher(s) will email you the Zoom meeting ID and password by **25 May**.
- If you are unable to set up Zoom or meet via video conferencing, please email the respective subject teacher(s) to make alternative arrangements.
- We appeal to parents/guardians to limit the discussion to a maximum of **15 minutes** to allow other parents to meet the teachers punctually.
- Lunch break for teachers will be from **11.30 am to 12.30pm on 28 May**.

We look forward to a continued partnership in the development of your child/ ward.

Yours sincerely
Mrs Yue Yoke Mun
Principal