



Ref No: PCPS 2023/097

12 May 2023

Dear Parents/ Guardians,

PRIMARY 3 MEET-THE-PARENT SESSION (FACE-TO-FACE)

1. You and your child/ ward are cordially invited to the Meet-the-Parent Session (face-to-face) on **Friday, 26 May 2023**. The session aims to provide feedback on the holistic development of your child/ ward so that the school can work collaboratively with you to better support your child/ ward.
2. You will be engaged with the form teacher of your child/ ward. Please refer to the list of P3 form teachers and their email addresses in Annex A.
3. You will receive two notifications through Parents Gateway:
 - a. **Notification 1 – To inform parents that the meeting** with the form teacher will be a face-to-face session taking place on Friday, 26 May 2023, in school.
 - b. **Notification 2 – To book the meeting timeslot** by **Monday, 22 May 2023, 5.00 p.m.** The booking system will be available **from Monday, 15 May 2023, 8.00 a.m. to Monday, 22 May 2023, 5.00 p.m.**
 - c. **The face-to-face meeting** with your child/ ward's form teacher will be conducted in your **child/ ward's classroom**.
4. Please refer to Annex B for the step-by-step guide to assist you in making the booking via Parents Gateway.
5. To ensure a smooth running of the session, we seek your kind understanding on the following:
 - a. **As it is a non-school day on 26 May, your child/ ward is expected to attend this parent-child-teacher conversation session with you. Please ensure that your child/ ward is in his/ her school uniform.**
 - b. You are advised to keep to the stipulated time of 10 minutes for the meeting.
 - c. For further queries on other subjects, please direct them to your child's/ward's form teacher who will share your queries with the relevant subject teachers. Please allow time for the subject teachers to connect with you. Alternatively, you may also email your queries directly to the relevant subject teachers.
 - d. Should you be driving a car or riding a motorcycle, **kindly park your vehicles at nearby multi-storey carparks.**
6. Please contact your child/ ward's form teacher should you have any further queries on the above event.
7. We wish you a very fruitful conversation with your child/ ward's form and subject teachers.

Thank you.

Yours sincerely,

Mrs Teo Whye Choo
Principal

ANNEX A – Form Teachers Conducting the Meet-the-Parent Session

Class	Form Teacher	Email Address
3 Amber	Ms Koh Hui Ling	koh_hui_ling@schools.gov.sg
3 Coral	Mr Marvin Seah Kim San	seah_kim_san_marvin@schools.gov.sg
3 Diamond	Mr Onn Ying Hui Mark	onn_ying_hui@schools.gov.sg
3 Emerald	Ms Cheryl Mah Jia Wei	cheryl_mah_jia_wei@schools.gov.sg
3 Jade	Ms Priya D/O Govi	priya_govi@schools.gov.sg
3 Opal	Mr Gan Zhan Yi	gan_zhan_yi@schools.gov.sg
3 Pearl	Mr Teo Jia Hao	teo_jia_hao@schools.gov.sg

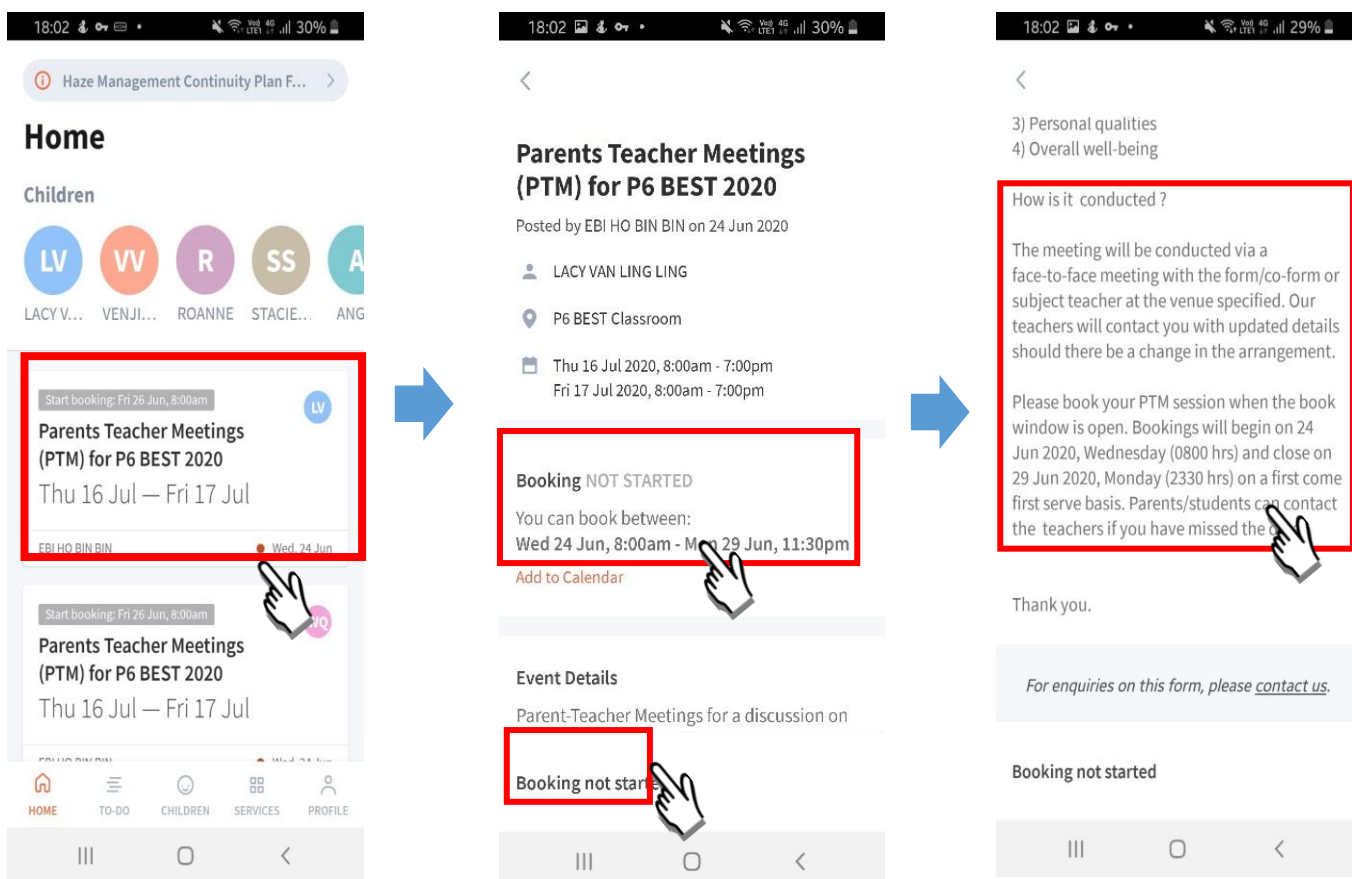
ANNEX B – Guide for Meet-the-Parent Booking on Parents Gateway (PG)

Attached below are some illustrated guide on how you can do your booking with us for the Meet-the-Parent Session.

1. Pre-booking announcement.

You would have received a notification about the meeting via Parents Gateway as below.

SAMPLE ILLUSTRATION A:



Tap on the message to open the meetings feature.

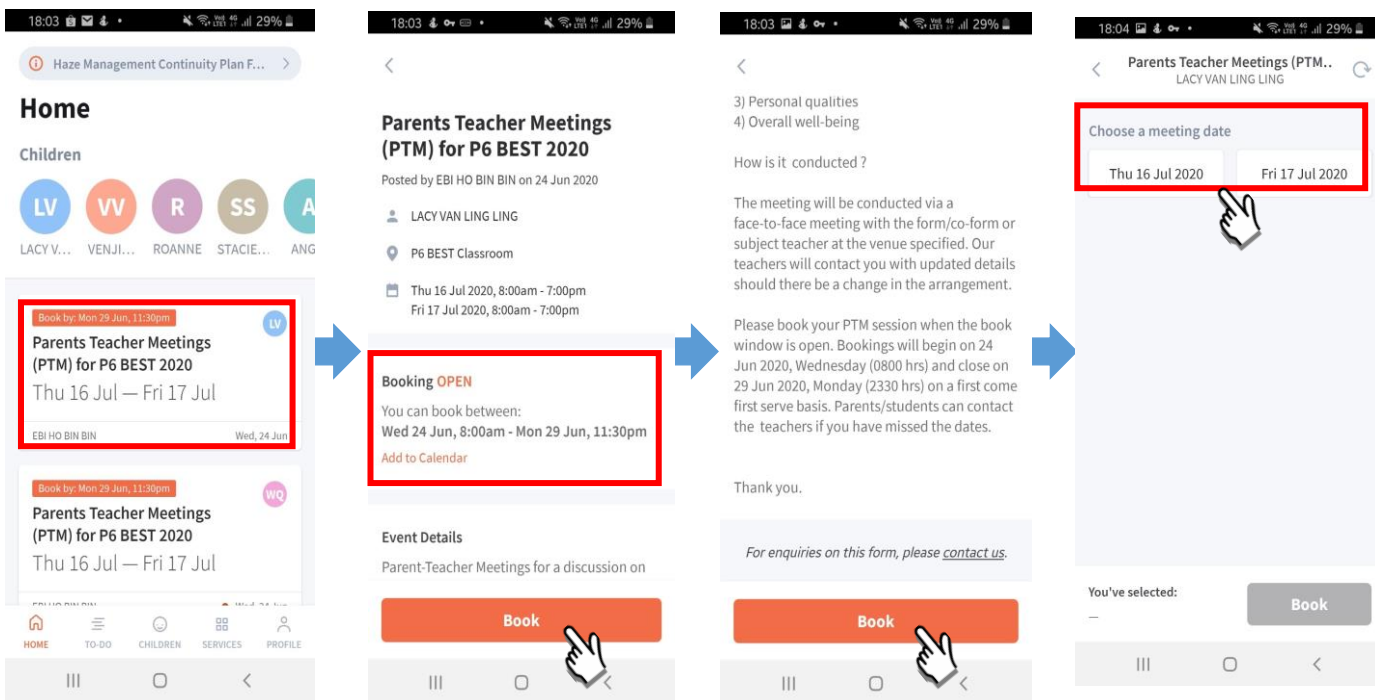
Booking has not started. Take note of the booking dates.

Take note that the meeting will be via video conferencing (ZOOM).

2. Start of booking period.

When the booking has started, you will be notified via Parents Gateway apps, as illustrated below.

SAMPLE ILLUSTRATION B:



Tap on the message to open the meetings.

Booking is open. Tap on **BOOK** to start.

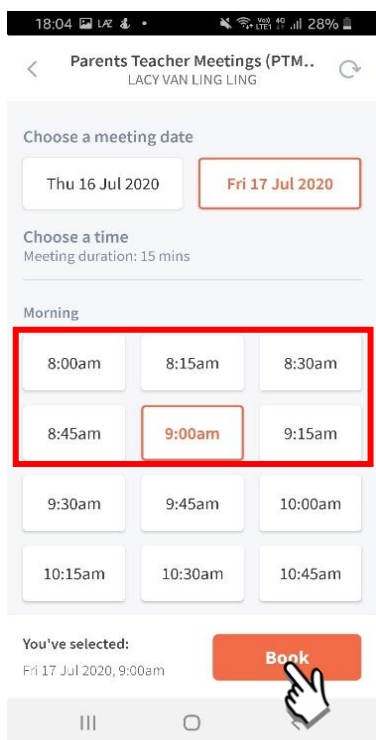
Tap on **BOOK** to start.

Tap on the MTP date and make your booking.

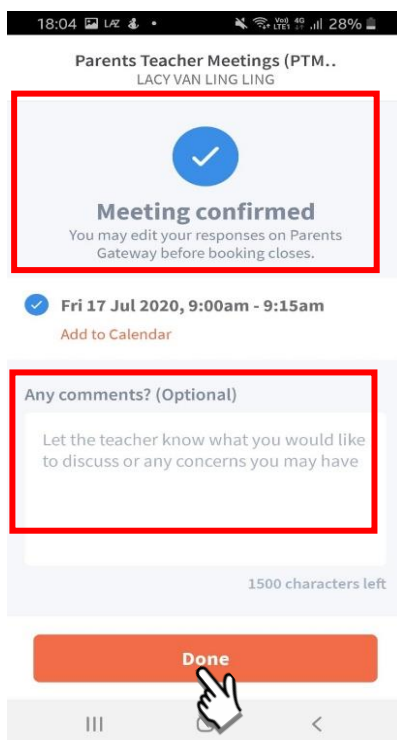
3. Making Booking.

You can make your booking as illustrated below.

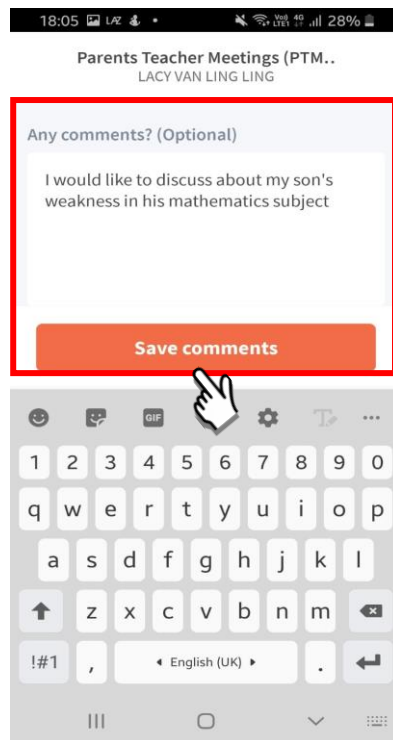
SAMPLE ILLUSTRATION C:



Choose the time. Tap on **BOOK**.



Meeting confirmation. Tap on box to leave **COMMENTS**.



After saving comments, tap on **DONE**.

*Should you encounter any issues, please feel free to contact your child/ ward's form teachers.