

Ref No: BHSCC/OP/2016/F009v2

4 May 2018

Dear Parents/Guardians,

RE: PARENT-TEACHER MEETING (PTM)

You are invited to attend the SCC Parent-Teacher Meeting (PTM) **on May 23, 2018**. This is an opportunity for you to learn about the development and well-being of your child in SCC and to clarify any related questions or concerns you have about your child.

Details of PTM for Primary \_\_\_\_\_:

Date: 23 May 2018	Time: Between 8am – 12.30pm
Teacher in Charge: _____	Venue: ????

Discussion time with the student care teacher is limited to ten (10) minutes. If you need more time for the discussion, please approach us to schedule another meeting.

**Note to parents**

- Please arrive 5 minutes before your appointment time.
- Proceed to venue of appointment upon arrival.
- If you are driving, please park at the nearest HDB carpark.
- Do remember to bring along this letter as permission for entry into school.

Thank you for your kind attention and we hope to see you on this important date.

Best Regards

\_\_\_\_\_  
Mr VINz  
Centre Supervisor

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Dear Parents / Guardians,

Please indicate clearly with a tick (✓) 3 of your preferred timeslots. We will confirm the time with you upon return of this slip.

Child's/Ward's Name :

BC:

<b>REPLY SLIP FOR ---23 May 2018--</b> Parent-Teacher Meeting Please return to Centre by <b>11 May 2018</b> (Friday)					
Tick for attendance					
8am	8.10am	8.20am	8.30am	8.40am	8.50am
9am	9.10am	9.20am	9.30am	9.40am	9.50am
10am	10.10am	10.20am	10.30am	10.40am	10.50am

\_\_\_\_\_  
 Parent's Name and Signature

\_\_\_\_\_  
 Date

(For Student Care Centre Official Use)

Dear Parent or Guardian of \_\_\_\_\_,

Your appointment has been confirmed for \_\_\_\_\_ (day/date) at \_\_\_\_\_ (time).

We look forward to meeting you.

Thank you.

Best Regards

\_\_\_\_\_  
 Mr VINz  
 Centre Supervisor

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