



# NORTHOAKS PRIMARY SCHOOL

Letter to Parents 55/2018

2 May 2018

Dear Parents / Guardians

## **PARTNERHIP WITH PARENTS**

### **Parent-Teacher-Child Meet – Thursday, 24 May and Friday, 25 May 2018**

Northoaks Primary will be holding the Parent-Teacher-Child Meet on **Thursday, 24 May and Friday, 25 May**. Parents and guardians are invited to the school to meet up with your child's/ward's teachers on **one** of the 2 days.

You are strongly encouraged to take this opportunity to meet up with your child's/ward's teachers to discuss issues and concerns relating to him/her.

### **Details of the Parent-Teacher-Child Meet (PTCM)**

| <b>Date</b>      | <b>Time</b>        | <b>Remarks</b>   |
|------------------|--------------------|--|
| Thursday, 24 May | 2.30 p.m. – 5 p.m. | School will function as per normal that day from 7.40 a.m. to 1.30 p.m. The PTCM will start at 2.30 p.m. Your child's presence is required for the conversation.     |
| <b>OR</b>        |                    |  |
| Friday, 25 May   | 8 a.m. – 5 p.m.    | There will be <b><u>NO</u></b> school for all students that day. Your child's presence is required for the conversation and he/she may come in the school PE attire. |

To avoid long waiting time and for a more fruitful session, a 15-minute appointment slot will be allotted. Please book your preferred slot through **SNAC™** and be informed that the booking will be on a first-come-first-served basis. **The booking opens from Thursday, 3 May to Friday, 11 May**. This year, you are requested to book a slot each to meet with your child's / ward's Form Teacher and Mother-Tongue Language (MTL) Teacher. To facilitate the booking of the slots with the MTL teachers, the name of your child's MTL Teacher has been given to your child and is written in the Student Handbook.

We wish to reiterate that as the booking is on a first-come-first served basis (through **SNAC™**), you may not be able to successfully book your preferred time-slot and we appeal to your understanding on the matter. We believe that you and the school would be able to work out a suitable arrangement if necessary.

*Note: Parking in the school is allowed **only on Friday, 25 May** as long as there are lots available.*

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For those who are not registered on the SNAC™ application, please make the request to the form teacher through your child. We regret to inform that teachers will only be able to slot in whatever available time-slots after the online booking has closed. We seek your understanding on this.

On both days, no walk-in appointments will be entertained due to the tight schedule.

We hope that the PTCM would be a meaningful and beneficial one for all.

Thank you.

In partnership with you

Mrs Theresa Hong  
Principal