



10 November 2009

Dear Parent / Guardian,

**Parent -Teacher Conference (Semester 2)**

The school will be conducting its 2<sup>nd</sup> semestral Parent-Teacher Conference for 2009 on **Thursday 19 November and Friday 20 November 2009** in the School Hall.

Your child's class teacher will arrange a time to meet up with you (see details below). During the session, he/she will discuss the following with you:

1. The skills and content covered during the 2<sup>nd</sup> Semester
2. Progress made by your child in 2009
3. Proposed IEP Goals for 2010
4. Holiday Homework Package

We strongly encourage you to come for this important review session. Should you be unable to come for the session assigned, kindly contact your child's form teacher to make alternative arrangements.

We thank you for your continual support during the year and look forward to even stronger school-home partnership so that together we can maximize your child's potential. Thank you.

Yours sincerely

Mrs Jenny Lai  
Principal

----- **REPLY SLIP** -----

**Parent-Teacher Conference (Semester 2)**

Name of child /ward : \_\_\_\_\_

Class: \_\_\_\_\_

PTC Date / Time Assigned: \_\_\_\_\_ / \_\_\_\_\_

I, \_\_\_\_\_ (name of parent / guardian) \*will / will not be able to attend the PTC session assigned. I \*will / will not be coming with my spouse.

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Number

*\*delete accordingly*