

59/2017



ST. STEPHEN'S SCHOOL  
20 SIGLAP VIEW, SINGAPORE 455789  
TEL: 62419513

17 October 2017

Dear Parent / Guardian,

**PRIMARY 4 YEAR-END MEET THE PARENTS SESSION 2017**

The year-end Meet The Parents session has been scheduled as follows:


| Day/Date                   | Time                   | Venue                            | Remarks                                    |
|----------------------------|------------------------|----------------------------------|--|
| Friday<br>10 November 2017 | 7.30 a.m. to 3.30 p.m. | PAL Room 1<br>(next to the Hall) | Primary 4 pupils need not be<br>in school. |


Please make your booking for a ten-minute time slot to meet your child's/ward's form teacher via MC Online following the step-by-step instructions appended. The booking system will be available from 27 October to 3 November.

Please note that your child's/ward's Mother Tongue Language teacher and subject teachers may not be available to meet you on this day. Should you wish to speak with them, do contact them to make a separate appointment.

As a gentle reminder, please refrain from parking on the double yellow lines outside the school or on the white zig-zag lines before and after the zebra crossing. Parking within the vicinity of the zebra crossing warrants 3 demerit points above the fine of \$120. You are strongly advised to park at the church nearby.

Thank you and God bless,

  
Credere et Servire,  
Mrs Cheryl Raeburn  
Senior Teacher (Edu. Support)

  
Credere et Servire,  
Mrs Tan Chor Kheng  
Year Head (Upper Primary)

**Reply Slip: P4 Meet the Parents Session (10 November 2017)**

Please detach this portion and have your child/ward return it to his form teacher by **Monday, 30 October 2017**.

Name of Child/Ward: \_\_\_\_\_

Class: P4 \_\_\_\_\_

- I have taken note of the contents of the letter and will book a time slot online.
- I am unable to attend the Meet the Parents session.

Name & Signature of Parent: \_\_\_\_\_

Contact no.: \_\_\_\_\_