

60/2017



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

17 October 2017
Dear Parent / Guardian,

YEAR-END MEET THE PARENTS SESSION 2017 (P1, P2, P3 and P5)

The Year-end Meet the Parents (MTP) session has been scheduled on **Tuesday, 14 November 2017**. This session serves to provide an opportunity for a one-to-one conference mainly between **form teachers** and parents/guardians. Your child's/ward's form teacher will share with you his performance and progress made. Your child/ward **does not need** to come to school on this day.

Please make your booking for a ten-minute time slot to meet your child's/ward's **form teacher** via MC Online. Do note that the online booking of appointments to meet your child's/ward's Mother Tongue Language teacher and his subject teacher, who is not the form teacher of another class, will be on a first come, first served basis. Should you be unable to book a suitable time slot, kindly contact the teacher to make a separate appointment.

Please refer to the step-by-step instructions appended for your online booking(s). Bookings will be available as follows:


Parents with more than 1 child in the above stated levels	25 October to 7 November
Parents with only one child in the above stated levels	30 October to 7 November


The details of the MTP session are as follows:

Time: 7.30am to 3.30pm (Lunch Hour: 11am to Noon)	
Teachers	Venue
Class Form Teachers	Classrooms
Mother Tongue Language Teachers and Non-Form Teachers	School Hall

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,
Mr Danny Koh
Year Head (Lower Primary)

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Reply Slip: Meet the Parents Session (14 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: P _____

- 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.: _____