



ST. STEPHEN'S SCHOOL
20, SIGLAP VIEW, SINGAPORE 455789
TEL: 62419513
FAX: 64422576

9 January 2018

Dear Parents/ Guardians,

MEET-THE-PARENTS SESSION (Primary 5 & Primary 6)

We will be holding our first Meet-the-Parents session for this year on Friday, 26 January 2018.

Details are as follows:

LEVEL	TIME	VENUE	REMARKS
Primary 5 & 6	6.00 pm to 7.00 pm	Classroom	Interaction time with form teacher
	7.00 pm to 7.30 pm	Hall	Address by School Leaders and Heads of Department

The dialogue session between teachers and parents will be held in your child's/ward's classroom. Individual feedback on pupils will be given at another Parent-Teacher Conference scheduled in May.

As this Meet-The-Parents session is only for parents/guardians, pupils need not attend. We would appreciate it if you could confirm your attendance using the reply slip below and have it returned to your child's/ward's Form Teacher by Wednesday, 24 January 2018.

Due to space constraint, you are advised to plan for alternative parking arrangements in the event that there are no more parking lots available within the school compound. As a gentle reminder, please refrain from parking illegally outside the school premises.

We look forward to seeing you at the session.

God Bless,

Mr. Thomas Koh
Principal

-----Reply Slip-----

Ref P5&P6 MTP/001/2018

Meet-The-Parents Session (Primary 5 & Primary 6) - 26 January 2018

Dear Form Teacher,

This is to inform you that we are **able/unable*** to attend the Meet-The-Parent session.

Name of Child/Ward: _____ Class: _____

Name of Parent/Guardian: _____ Date: _____

Contact Number: _____ Number attending: _____