

21st October 2018

Dear Parents

Re: Parent Teacher Meeting

Kindly be informed that our first parent-teacher meetings for the AY 2018-19 will be conducted on:

Date: Saturday, 10th November 2018

Time: 10:00 am to 12:00 noon

- **Meetings with the teachers are on a first-come first-served basis.**

You will collect a numbered slip for each teacher you want to meet from the teaching assistant designated outside each teacher's respective classroom. This will indicate when it is your turn to see the teacher.

- Please make arrangements for your children to be cared for at home, so that you can take full advantage of following up on your child's progress in all subjects.
- In order to ensure that teachers meet all parents, please remember the meeting are for 5 minutes only.

Please note that 23rd to 25th October 2018, is the half-term break for our students. Classes will resume on Sunday, 28th October 2018.

Thank you for your co-operation.

School Administration