



26 April 2024

Ref: CPS 2024-135

Dear 1-6 Parents/Guardians,

We are approaching the end of Semester 1 and would like to invite you to our Parent-Child-Teacher Conference (PCTC). This conference provides an opportunity for your child to share his/her learning experience in Cantonment Primary School (CPS) as well as allow one of the Form Teachers to provide holistic feedback on your child's learning experience in CPS.

We will be conducting the PCTC on **Friday, 24 May 2024**, from 8.00 a.m. to 5 p.m. The PCTC will be conducted **face-to-face for all levels**, in school, in your **child's classroom**.

It is important for all parents to understand your child's/ward's learning progress, hence please keep the date available for a discussion with one of his/her Form Teachers.

We will be using an **online booking system** through **Parents Gateway**. All parents will need to log in to reserve an appointment slot on a **first-come-first-served basis**. Booking is open on 9 May 2024, 8 a.m., and closes on 12 May 2024, 8.00 p.m.

A user guide is provided with this letter, and it is also available on the school website, www.cantonmentpri.edu.sg. If you encounter any problems, please take a screenshot, and send it to 65119555 via Whatsapp, during office hours. Our IT Support Team will get in touch with you as soon as possible. Alternatively, you can contact the form teachers during office hours to seek help. For parents who are not in Parents Gateway, please contact the form teachers to fix an appointment.

Please take note that each parent will be given a **maximum of 15 minutes** to meet the Form Teacher. **Your child should be with you** during the PCTC as he/she would be sharing his/her learning experience with you in the presence of his/her Form Teacher.

We seek your understanding to keep to the allocated time to ensure that all parents with appointments can meet one of the Form Teachers. Kindly note that the Form Teacher will end the session at the end of the 15 minutes. If you are not able to schedule an appointment, you may make alternative arrangements with the form teachers. As all teachers will be involved in the PCTC, parents will not be able to meet the subject teachers.

Thank you.

Yours sincerely,



Mrs Manokara S.
Principal