



25 April 2025

Ref: CPS 2025-126

Dear Parents/Guardians of Primary 3 to Primary 6 Students,

As Semester 1 draws to a close, we warmly invite you to attend our Parent-Teacher Meeting (PTM). The meeting will also give you an opportunity to learn more about your child's progress and development through the Form Teachers' holistic feedback. We firmly believe that a strong home-school partnership will create an enriching environment that enhances your child's growth. Your participation in this PTM would be greatly valued.

Details of PTM

Date:	29 May (Thu) and 30 May (Fri) 2025
Time:	8 a.m. to 1.30 p.m. (max of 15 mins per slot)
Platform:	Online via Microsoft Teams (MS Teams)

- Each meeting session is scheduled for 15 minutes.
- To ensure all parents have the opportunity to meet with their Form Teachers, we will strictly observe the 15-minute time limit for each session. We appreciate your cooperation in helping us maintain this schedule.
- Students are not required to report to school on these two days as teachers will be deployed to support the PTM.
- The Student Care Centre will operate from 7.30 a.m. to 7 p.m. on both days.
- A detailed guide on using Microsoft Teams will be sent to parents via Parents Gateway at a later date. The letter will include step-by-step instructions to help parents navigate the platform.
- Once all booking slots are confirmed, your child's/ward's Form Teacher will send you the Microsoft Teams passcode by **Thursday, 22 May 2025**.

On-line Booking System (Parents Gateway)

To schedule your meeting, please book your preferred time slot through **Parents Gateway**. Time slots will be allocated on a first-come-first-served basis.

Booking Period	
Start	28 April 2025 (Mon), 8 a.m.
End	9 May 2025 (Fri), 8 p.m.

- If you are unable to secure a slot for PTM, please contact your child's Form Teachers to arrange an alternative meeting time.

- While subject teachers will not be available during the PTM as they will be conducting their own sessions, you are welcome to reach out to them separately at any point during the school year to discuss any concerns about your child.

Support for Online Booking

- A step-by-step guide for making your online booking is attached to this letter. It is also available on the school website <https://www.cantonmentpri.moe.edu.sg/>.
- If you are not on Parents Gateway, please contact Form Teachers directly to arrange an appointment

For any clarification, please contact your child's/ward's Form Teachers.

We value your partnership and believe it significantly contributes to your child's development at CPS.

Thank you.

Yours sincerely,



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Ms Grace Foo  
Principal  
Cantonment Primary School