



WOODGROVE PRIMARY SCHOOL

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ADM-240-2017

20 February 2017

Dear Parents / Guardian,

Parent-Teacher-Meeting

1. The school has set aside **Friday, 10 March 2017** for a Parent-Teacher Meeting. Pupils are not required to report for school on that day as all teachers will be meeting up with parents from **8.00 a.m. to 4.30 p.m.**
2. Booking of the time slots for the Parent-Teacher Meeting will be done via McOnline. Please refer to the attached "Booking Guide for Parents Teacher Meeting" for reference.
 - Booking of time slots will start on 22 Feb 2017 and end on 6 March 2017.
 - Parents are allowed to book only meeting slots with the respective Form Teachers and Mother Tongue Teachers. Each meeting slot lasts for 10 minutes. Please ensure that the booked slots are not consecutive, i.e. 0810 for Form teacher followed by 0820 for Mother Tongue teacher so that there will not be any backlogs.
 - For parents who have no access to the internet, please notify your child's form teacher to assist you in the booking.
3. Form teachers will be stationed in their respective classrooms for the meeting.
4. Mother Tongue teachers are scheduled to meet parents at stipulated venues as shown in the table below.

MT Teachers	Venue
CL Teachers	Hall, Level 2
ML Teachers	Library, Level 2
TL Teachers	Library, Level 2

5. We would appreciate it if you can keep to the scheduled time slot(s). Please call 6894 3371 if you have any queries.

We look forward to a fruitful session with you on that day.

Thank you.

Yours sincerely

Miss Josephine Ng
Principal

