



16 October 2008

Dear Parent/ Guardian

**PARENT- TEACHER SESSIONS – Primary 1 – 5 & Secondary School Teachers**

The School has designated 29 & 30 October 2008 as days for teachers to meet with parents. The objective is to update you on your child's progress on his/her Individual Education Plan (IEP).

Details:

- Each parent will be allocated a maximum of 30 minutes to speak with your child's teachers.
- Each session will take place in your child's classroom.
- Please arrive at least 5 minutes before your slot. Please be punctual as slots are tightly allocated.
- Sessions will only be conducted during school hours and on the dates designated.

Details for your session:

Class Teacher: \_\_\_\_\_

Class: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_

Date: \_\_\_\_\_

Please return the reply Slip to your class teacher by **21 October 2008, Tuesday**.

We look forward to a fruitful collaboration with you.

Yours sincerely,

Ms Linda Kho  
Principal

Cc Ms Denise Phua, School Supervisor, Pathlight School Board  
Ms Loy Sheau Mei, Vice Principal - Academics  
Mrs Mary Gilbert, Secondary Track Head  
Ms Chin Li Ming, Operations Manager  
Mrs Teh Tsui Tsui, Student Affairs Manager  
All class teachers (Pri 1 – 5 & Secondary School)



**Reply Slip: PARENT- TEACHER SESSIONS**

Please complete and return the attached form to your class teacher by  
**21 October 2008, Tuesday**

---

Student's Name: \_\_\_\_\_

Class: \_\_\_\_\_

I **will / will not** \* be able to attend the session designated for me.

Parents' name \_\_\_\_\_

Parents' signature \_\_\_\_\_

Contact \_\_\_\_\_

*\* Please delete accordingly*