



25 April 2025

Ref: CPS 2025-126

Dear Parents/Guardians of Primary 1 and 2 Students,

As Semester 1 draws to a close, we warmly invite you to attend our Parent-Child-Teacher Conference (PCTC). During this session, your child will have the chance to share their learning experience at Cantonment Primary School (CPS). 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 and builds a solid foundation for their primary school years. Your participation in this PCTC would be greatly valued.

Details of PCTC

Date	29 May (Thu) and 30 May (Fri) 2025
Time	8 a.m. to 1.30 p.m. (max of 15 mins per child)
Mode	Face-to-face
Venue:	Child's classroom

- Primary 1 and 2 students are to accompany their parents for the PCTC session.
- There will be no lessons for students on these two days as teachers will be deployed to support the PCTC. The Student Care Centre will operate from 7.30 a.m. to 7 p.m. on both days.
- Each conference session is scheduled for 15 minutes. 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 Teachers.
- 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.

On-line Booking System (Parents Gateway)

To schedule your conference, 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 PCTC, please contact your child's Form Teachers to arrange an alternative meeting time.

- While subject teachers will not be available during the PCTC 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,



Ms Grace Foo
Principal
Cantonment Primary School