



16 May 2018

Dear Sec 3Exp Parents / Guardians

**PARENT-TEACHER MEETING (PTM) ON 25 MAY 2018**

1 We would like to invite you to attend the Parent-Teacher Meeting (PTM) on **Fri, 25 May 2018, 4.30-8.45pm**. The Term 2 Progress Report will also be issued at the PTM.

2. The objectives of the session are:

- to facilitate communication between parents/guardians and Form Teacher and/or Key Personnel (KP) regarding the student's progress in school;
- to foster partnership with parents to support the holistic development of every student.

3 All students are to wear the school uniform with pride for the PTM. Students are to respect the school uniform as a symbol of school identity and project the expected positive school image.

4 Before the discussion with the Form Teacher, a 45-mins talk on Time Management for students will be conducted at 4.30 pm and 6.45 pm in the **Synergy Room**. Please submit the online reply form via our website ([www.ahmadibrahimsec.moe.edu.sg/partnerships/for-parents](http://www.ahmadibrahimsec.moe.edu.sg/partnerships/for-parents)) by 2359 h, 21 May 2018. Login using your child/ward's school email account, e.g. name@aiss.edu.sg, is required. A guide to submission of the online reply form is at the Annex. We advise you to register early as you will see fewer options online if a timeslot is full.

- |                          |          |                  |  |
|--------------------------|----------|------------------|--|
| <input type="checkbox"/> | Option 1 | 4.30 – 6.45 pm : | 4.30 – 5.15 pm Parenting Talk (Session 1)                |
|                          |          |                  | 5.15 – 6.45 pm Meet up with Form Teacher / Key Personnel |
| <input type="checkbox"/> | Option 2 | 6.45 – 8.45 pm : | 6.45 – 7.30 pm Parenting Talk (Session 2)                |
|                          |          |                  | 7.30 – 8.45 pm Meet up with Form Teacher / Key Personnel |

5 Due to limited parking facilities in the school, please use public transport or if you wish to drive, we seek your understanding to park at the nearby HDB car park if parking is full within the school premise. Upon arrival for registration outside the Synergy Room, a queue number will be issued to you by the Student Leaders. The duration of discussion with the Form Teacher is about 10 minutes.

6 We strongly believe in fostering a close partnership with you on realising your child/ward's potential in academic and holistic development. For clarifications, please contact the Form Teacher, or the General Office at Tel: 6758 5384. We look forward to seeing you at the Parent-Teacher Meeting.

Yours sincerely

Ms Chew Ing Lim  
Principal

**ANNEX**

**GUIDE TO SUBMISSION OF REPLY FORM ON PARENT-TEACHER MEETING (PTM)**

Please follow the instructions given carefully and submit the reply **by 2359 h, 21 May 2018**.

1. Go Parents section in the school website  
[www.ahmadibrahimsec.moe.edu.sg/partnerships/for-parents](http://www.ahmadibrahimsec.moe.edu.sg/partnerships/for-parents) and click the link to login using your child/ward's school email account, e.g. name@aiss.edu.sg.

2. Enter the following information:
- Name of Student
  - Class
  - Class Register No.
  - Name of Parent / Guardian
  - Contact No. of Parent/Guardian

3. Indicate your responses on the online form.

- I am able to attend the Parent-Teacher Meeting. My preferred timing is:
- |                          |          |                  |                |   |
|--------------------------|----------|------------------|----------------|---|
| <input type="checkbox"/> | Option 1 | 4.30 – 6.45 pm : | 4.30 – 5.15 pm | Parenting Talk (Session 1)                |
|                          |          |                  | 5.15 – 6.45 pm | Meet up with Form Teacher / Key Personnel |
| <input type="checkbox"/> | Option 2 | 6.45 – 8.45 pm : | 6.45 – 7.30 pm | Parenting Talk (Session 2)                |
|                          |          |                  | 7.30 – 8.45 pm | Meet up with Form Teacher / Key Personnel |

***Important: We advise you to register early as you will see fewer options online if a timeslot is full.***

- I am not able to attend the Parent-Teacher Meeting. I would like to make alternative arrangement to receive the Progress Report and discuss with the Form Teacher.
- Please contact me for alternative timing to meet up with the Form Teacher.
  - Other arrangement: .....

4. Enter specific areas of concern, if any, that you would like to discuss with the Form Teacher.
- **Academic Matters** (e.g. indicate the subject/s and issue/s)
  - **CCA Matters** (e.g. indicate CCA and issue/s)
  - **General Feedback** (e.g. indicate area/s that parents or guardians would like to know more such as behaviour in class, rapport with classmates)

5. Click 'Submit' to confirm and submit the reply form.  
Contact our General Office at Tel 6758 5384 during office hours if you need clarifications.