



# WOODGROVE SECONDARY SCHOOL

A SCHOOL OF CHOICE, A COMMUNITY OF DYNAMIC LEARNERS

15 May 2019

Dear Parents / Guardians

## Secondary 1-3 Parent-Teacher Meeting (PTM) 2019

Your child/ward does not need to attend school on 30 May (Thu) as the school is organising a Parent-Teacher Meeting (PTM) for Secondary 1 to 3 classes on the same day. PTM is a platform for you to receive updates on the progress and performance of your child / ward in school as well as to discuss strategies with teachers on how to support your child / ward in their learning. You will be receiving your child's/ ward's Semester 1 result slip during this meeting.

The details of the event are shown below:

Date: 30 May (Thu)

Time: 1 pm to 6.30 pm

Venue: Woodgrove Secondary School Hall

Remarks: Your child/ward is expected to be in School Uniform and be present when you meet the teachers during PTM session.

Please note that this PTM session is compulsory for all students. You can book a time slot for your appointment via the school's online LMS portal. The User ID for LMS portal is your child's LMS Userid (WGSS + last 5 characters of your child's NRIC/FIN No e.g. WGSS1234A) and the default password is **parents**.

You only need to book one 15-minute slot with your child's / ward's Form Teacher. Please note that meeting with other Subject Teachers during PTM is subject to teachers' availability.

There will be two 45-minute mass briefings for parents. These are scheduled at 2.30 pm and 5 pm on the same day for parents to learn more about the Secondary 2 Streaming Process and 2020 Secondary 3 Subject Combination. You are strongly encouraged to attend any of the mass briefings. Please note that you are not able to book slot to meet your child's / ward's Form Teacher during the duration of the mass briefings.

The online booking is on a first-come-first-served basis and the period for booking is from 16 May (Thu) 8 am to 22 May (Wed) 11.59 pm. Please refer to the attached User Guide (Annex A) for the steps needed to do the booking.

You may wish to contact your child's / ward's Form Teachers at 6893 2564 should you have any enquiry.

I look forward to meeting you at the PTM session for us to work hand-in-hand to support your child's / ward's academic journey.

Yours sincerely

Mr Chee Chit Yeng

Principal

Woodgrove Secondary School



QR Code for School Website