



EVERGREEN SECONDARY SCHOOL

11 Woodlands St. 83, Singapore 738489

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3 February 2017

Dear Parent(s)/Guardian of Secondary 2 Express students,

Subject Awareness and Combination Briefing

We would like to invite you to a Subject Awareness Talk and Subject Combination Briefing on **10 February 2017 from 6.00 p.m. to 7.30 pm.** The briefing will enable you to have a greater understanding of the different subject combinations available for your child/ward and how these subjects are linked to the various career clusters.

The venue for the briefing will be the Spectrum (Blk F Level 3)

The programme is as follows:

- 6.00 pm Subject Awareness Talk
- 6.35 pm Subject Combination Briefing
- 7.20 pm Q&A Session
- 7.30 pm End of Briefing

If you would like to meet the Form Teachers to discuss any issues about your child/ward, please indicate in the Appointment Request Slip.

Your presence at the Parent-Teacher Meeting would be greatly appreciated. Kindly take note that your child/ward does not need to attend the briefing.

Please return the reply slip to your child's form teacher by **6 February 2017.**

For clarifications on other school matters, please contact Ms Neo Shu Hua (Year Head, Lower Secondary) at **6365 6392** or email **neo_shu_hua@moe.edu.sg**.

Yours faithfully,

A handwritten signature in cursive script, appearing to read 'Carol Lim'.

Mrs Carol Lim
Principal

Sec 2 Express Subject Awareness Talk and Subject Combination Briefing

Appointment Request Slip

To: _____ (Form Teacher)

I, _____ the father/mother/guardian* of _____
Name of Parent/Guardian* Name of Student
of Sec ___/_____ have noted the contents of the letter dated 3 February 2017.

Please tick (✓) accordingly:

- I will be able to attend the briefing in the Spectrum on **10 February**.
- I would like to meet the Form Teacher on **10 February** before the talk for a 10-minute meeting. (between 3.30 pm and 5.30 pm)
- I will not be able to attend the briefing on **10 February**.

I would like to raise the following concerns during the meeting:

- 1) _____

- 2) _____

I would like to meet the following Subject Teacher: _____

Note: An alternative date and time may have to be fixed for the meeting with the Subject Teacher.

Signature of father/mother/guardian* _____

Contact No: _____
Home Mobile phone Office

* Please delete accordingly.

[For Official Use Only]

Appointment Confirmation Slip (To be given to parents by 8 February 2017)

Parent of _____ from Class _____

Scheduled Meeting Time: _____

Note: Please bring along this notice for the meeting and be punctual as each parent will be given 10 minutes for the meeting.