



EVERGREEN SECONDARY SCHOOL

11 Woodlands St. 83, Singapore 738489

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3 February 2017

Dear Parent(s)/Guardian of Secondary 4 Express and 5 Normal (Academic) students,

National Examination Matters & Post-Secondary School Options Briefing

We would like to invite you to a National Examination Matters & Post-Secondary School Options 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 national examinations matters and post-secondary options available for your child/ward.

The venue for the briefing will be the School Hall (Blk G Level 2)

The programme is as follows:

- 6.00 pm National Examinations matters
- 6.35 pm Post-Secondary School Options
- 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 select the timeslot in the Reply 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 Mr Mohammad Shahril Bin Jumat (Year Head, Upper Secondary) at **6365 6392** or email **mohammad_shahril_jumat@moe.edu.sg**.

Yours faithfully,

Mrs Carol Lim
Principal

Sec 4 Express & 5 Normal (Academic) National Examinations Matters and Post-Secondary School Options 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 School Hall on **10 February**.

[] I would like to meet the Form Teacher on **10 February** before the talk for a 10-minute meeting. (Please select a timeslot):
2.30 p.m. – 3.30 p.m. () 3.30 p.m. – 5.30 p.m. ()

[] 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.
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[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.