



Queensway Secondary School

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18 May 2022

Dear Parents/Guardians

Parent Teacher Meeting (PTM) – Friday 27 May 2022

We are coming to the end of Semester 1, 2022 and much has happened for your child/ward these past 5 months. We have scheduled **Friday 27 May** for parents/guardians to meet with teachers of your child/ward. This will provide the opportunity for you to obtain feedback from their teachers as to how your child/ward is performing in school, not only academically but also in his/her holistic development.

On 27 May, **all students are expected to report to school at 7.30 am**. To accommodate the PTM session commencing at 10.30 am, **students will be dismissed at 9.45 am**. The PTM will be held from **10.30 am to 4.30 pm**. All students are required to wear their school uniform to attend the PTM with the parents/guardians in school for a face-to-face meeting with their Class Mentors. For a very small group of students where we have greater concerns, we will be arranging for them to meet with the School Leaders, Year Heads and Class Mentors.

An invitation will be broadcast through the **Parents Gateway by Friday 20 May**, to invite you to book a 15-minute slot to meet the Class Mentors. I ask you to be respectful of the next parent/guardian who is waiting to meet the Class Mentors and to wrap up the conversation at the end of the allocated time. The **booking of the slots will close at 6.00pm on Sunday 22 May**. If you would like to gather feedback on your child/ward from his/her subject teachers, you may email the Class Mentors by Sunday 22 May, using the email addresses that will be made available in the same broadcast message for PTM. I seek for your understanding that you make the request for the subject teachers' feedback only on a needs basis as this will allow the teachers to have sufficient time to focus on providing quality feedback to the students that really need them.

We look forward to meeting you on 27 May 2022 for a fruitful discussion.

Thank you.

Your sincerely

Peter Tan Chong Tze
Principal