PUNGGOL COVE

PRIMARY SCHOOL

TO SERVE TO LEAD

Ref No: PCPS 2023/193

25 October 2023

Dear Parents/ Guardians,

PRIMARY 1, 2, 3 AND 5 END-OF-YEAR MATTERS

REPORT BOOK

1. Report books for Primary 1, 2, 3, and 5 students will be returned to the students on **Wednesday, 15 November 2023**. Please **acknowledge, sign and return** the report book to your child's/ ward's Form Teacher **on Thursday, 16 November 2023.**

VIRTUAL MEET-THE-PARENTS SESSION (FOR SELECTED PARENTS)

2. Selected parents/ guardians may be invited to a virtual Meet-the-Parent (Zoom) session with your child's/ ward's Form Teacher on **Wednesday, 15 November 2023** starting from 2.30 p.m.

3. The session aims to provide feedback on the year's holistic progress of your child/ ward so that the school can work collaboratively with you to better support your child's/ ward's learning in the upcoming year.

4. Selected parents/ guardians will be engaged with the Form Teacher/ Subject Teacher of your child/ ward. You may refer to Annex A for the Form Teacher lists and their email addresses.

5. Selected parents/ guardians will receive two notifications through Parents Gateway as follows:

    a. **Notification 1** – **To inform parents that the meeting** with the Form Teacher will be a video conferencing Zoom session. Kindly indicate your interest in attending the session via Parents Gateway. Should you be unable to attend the Zoom session, you may make alternative arrangements with the Form Teacher.

    b. **Notification 2** – **To book the meeting timeslot** by **Monday, 6 November 2023, 8.00 p.m.,** if you have opted to meet with the Form Teacher. The booking system will **open from Friday, 27 October 2023, 8.00 a.m. to Monday, 6 November 2023, 8.00 p.m.**

6. Please refer to Annex B and C for the step-by-step guide to assist you in making the booking via Parents Gateway and logging into Zoom for video conferencing during the session.

7. In order to ensure a smooth running of the session, we seek your kind understanding on the following:

    a. Parents are advised to keep to the stipulated time of 10 minutes for the Zoom video conferencing session.

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b. If you wish to speak with other subject teachers, you may also email the form teacher the queries so that the questions can be forwarded to the subject teachers.

OTHER POINTS TO NOTE

8. Parents/ guardians who do not receive any notification following this letter, are not required to attend any Meet-the-Parent session. Should you wish to discuss about your child's/ ward's development with the form and subject teachers, you may contact them via email to make arrangement.

9. School is as usual for all the students **on Wednesday, 15 November 2023**. The school-based Student Care Centre will remain open as well.

10. Please contact your child/ ward's form teacher should you have any further queries.

Thank you.

Yours sincerely,

Mrs Teo Whye Choo
Principal

ANNEX A – Teachers conducting the virtual Meet-the-Parents Session

Class / Groups	Form Teacher conducting Meet-the-Parent Session	Email Address
1 Amber	Mrs Sheryl Wong *Senior Teacher / Aesthetics*	sim_jia_yun_sheryl@schools.gov.sg
1 Coral	Mdm Sharmini d/o Kesevamoorthy	sharmini_kesevamoorthy@schools.gov.sg
1 Diamond	Ms Leow Hui Zheng	leow_hui_zheng@schools.gov.sg
1 Emerald	Ms Shankari D/O Balakrishnan	shankari_balakrishnan@schools.gov.sg
1 Jade	Mdm Manimekalai D/O Panneer Selvam	manimekalai_panneer_selvam@schools.gov.sg
1 Opal	Ms Victoria Lee	victoria_lee@schools.gov.sg
1 Pearl	Ms Sivapriya Sivaraj	sivapriya__sivaraj@schools.gov.sg
1 Ruby	Mdm Pow Chen Yang	pow_chen_yang@schools.gov.sg
2 Amber	Mrs Lim-Yeo Mui Eng	yeo_mui_eng@schools.gov.sg
2 Coral	Mdm Annie Hwan	hwan_geok_peng_annie@schools.gov.sg
2 Diamond	Mdm Lee Wen Lin Lynn	lynn_lee_wen_lin@schools.gov.sg
2 Emerald	Mdm Varjeet Kaur Gill	varjeet_kaur@schools.gov.sg
2 Jade	Mrs Surin Nurulhaziyah Binte Jumiran	nurulhaziyah_jumiran@schools.gov.sg
2 Opal	Mdm Linda Yang	yang_fengxing_linda@schools.gov.sg
2 Pearl	Mdm Mardiana Binte Mohamed Yusof	mardiana_mohamed_yusof@schools.gov.sg
2 Ruby	Mrs Wendy Yong (Goy Yeong Ee)	goy_yeong_ee@schools.gov.sg
2 Sapphire	Mdm Cheryl Chew	chew_wee_san@schools.gov.sg
3 Amber	Ms Koh Hui Ling	koh_hui_ling@schools.gov.sg
3 Coral	Mr Marvin Seah Kim San	seah_kim_san_marvin@schools.gov.sg
3 Diamond	Mr Onn Ying Hui Mark	onn_ying_hui@schools.gov.sg
3 Emerald	Ms Cheryl Mah Jia Wei	cheryl_mah_jia_wei@schools.gov.sg
3 Jade	Ms Priya D/O Govi	priya_govi@schools.gov.sg
3 Opal	Mr Gan Zhan Yi	gan_zhan_yi@schools.gov.sg
3 Pearl	Mr Teo Jia Hao	teo_jia_hao@schools.gov.sg
5 Amber	Mdm Nur Shafiqah Binte Rosland	nur_shafiqah_rosland@schools.gov.sg
5 Coral	Mrs Ada Chung	ng_xinying_ada@schools.gov.sg
5 Diamond	Mr Yeo Yee Peng	yeo_yee_peng@schools.gov.sg
5 Emerald	Mrs Jasmine Wong	tang_yuen_har_jasmine@schools.gov.sg
5 Jade	Ms Felicia Nah Ya Rui	nah_ya_rui_felicia@schools.gov.sg
5 Opal	Mdm Woo Sye Lai	woo_sye_lai@schools.gov.sg

5 Pearl	Ms Rimes Ng Hui Jie	ng_hui_jie_rimes@schools.gov.sg
5 Ruby	Ms Angeline Loh	loh_qiwen_angeline@schools.gov.sg
TRANSIT P1 LSP	Mrs Jessica Patricia Lum	jessica_patricia_tan@schools.gov.sg
LSP P1 & 2	Mdm Siti Mariam Binte Mohamed	siti_mariam_mohamed@schools.gov.sg
LSM P1 & 2	Ms Chen Kang Li	chen_kang_li@schools.gov.sg
LSM P2	Ms Stephanie Yong *School Staff Developer*	yong_wei_min_stephanie@schools.gov.sg

Key Personnel

Name of Teacher	Name of Teacher	Email Address
School Staff Developer	Ms Stephanie Yong	yong_wei_min_stephanie@schools.gov.sg
HOD English	Mdm Nagina Sawant	sawant_nagina_ishtiyaq_ahmed@schools.gov.sg
HOD Mother Tongue	Mr Ang Hiang Soon	ang_hiang_soon@schools.gov.sg
HOD Mathematics	Mdm Nur Husna Mohamad	nur_husna_mohamad@schools.gov.sg
HOD Science	Mr Hashim	hashim_bin_mohd_shariff@schools.gov.sg
HOD CCE	Mr Jeremy Loh	Jeremy_loh@schools.gov.sg
HOD PE/Aesthetics	Ms Norjanah Ramli	norjanah_ramli@schools.gov.sg
HOD Discipline	Mr Benjamin Chew	chew_chung_siong@schools.gov.sg
Year Head (P1 & P2)	Mdm Fauziah Ramlee	fauziah_ramlee@schools.gov.sg
Year Head (P3 & P4)	Mr Ken Yeoh	yeoh_ghim_boon@schools.gov.sg
Year Head (P5 & P6)	Mdm Nor Azilah	nor_azilah_abdullah@schools.gov.sg
LH English	Mdm Chua Swan Lynn	chua_swan_lynn@schools.gov.sg
LH Science	Mdm Norihsani	norihsani_tavant@schools.gov.sg
LH ICT	Mr Adrian Liang	adrian_liang@schools.gov.sg
SH Malay Language	Mdm Hafizzah Bedin	hafizzah_bedin@schools.gov.sg
SH PE/CCA	Mr Hafiizh Dzukifli	mohammed_hafiizh_dzulkifli@schools.gov.sg

HOD – Head of Department, LH – Level Head, SH – Subject Head

PE, Art and Music Teachers

Subjects	Name of Teacher	Email Address
PE	Ms Norjanah Ramli	norjanah_ramli@schools.gov.sg
PE	Mr Ken Yeoh	yeoh_ghim_boon@schools.gov.sg
PE	Mr Hafiizh Dzukifli	mohammed_hafiizh_dzulkifli@schools.gov.sg
PE	Mr Jason Hong	hong_siang_huat@schools.gov.sg
PE	Mr Joshua Tan	tan_kiat_fong_joshua@schools.gov.sg
PE	Mdm Lynn Lee	lynn_lee_wen_lin@schools.gov.sg
PE	Ms Debbie Huang	debbie_huang_kaixin@schools.gov.sg
ART	Mrs Surin Haziyah	nurulhaziyah_jumiran@schools.gov.sg
ART	Mr Kelvin Ting	ting_jian_hong_kelvin@schools.gov.sg
ART	Ms Cheryl Ang	cheryl_ang_wei_yu@schools.gov.sg
MU	Mrs Sheryl Wong	sim_jia_yun_sheryl@schools.gov.sg
MU	Ms Low Si Hui	low_si_hui@schools.gov.sg
MU	Mr Marvin Seah	seah_kim_san_marvin@schools.gov.sg

ART – Art & Craft, MU – Music, PE – Physical Education

Mother Tongue Teachers

MT	Name of Teachers	Email Address
CL	Mr Ang Hiang Soon	ang_hiang_soon@schools.gov.sg
CL	Mr Benjamin Chew	chew_chung_siong@schools.gov.sg
CL	Mdm Agnes Chia	chia_boon_yung_agnes@schools.gov.sg
CL	Ms Chan Soo Keng, Victoria	chan_soo_keng@schools.gov.sg
CL	Ms Chen Soo Juan	ding_soo_juan@schools.gov.sg
CL	Mdm Cheryl Chew Wee San	chew_wee_san@schools.gov.sg
CL	Mdm Chew Kim Kee	chew_kim-kee@schools.gov.sg
CL	Ms Chia Yi Zhen	chia_yizhen@schools.gov.sg
CL	Mdm Dou Jin Yi	dou_jin_yi@schools.gov.sg
CL	Mdm Lee Chow Ching	lee_chow_ching@schools.gov.sg
CL	Ms Lee Wen Zhen, Audrey	lee_wen_zhen_audrey@schools.gov.sg
CL	Ms Lee Xiao Wei	lee_xiao_wei@schools.gov.sg
CL	Mdm Monica Yeo	monica_yeo_may_peng@schools.gov.sg
CL	Mdm Wang Yuanqing Nancy	wang_yuanqing@schools.gov.sg
CL	Ms Tan Sze Huey	tan_sze_huey@schools.gov.sg
CL	Mdm Wong Hui Lynn	wong_hui_lynn@schools.gov.sg
ML	Mdm Hafizzah Bedin	hafizzah_bedin@schools.gov.sg
ML	Mdm Nor Azilah Abdullah	nor_azilah_abdullah@schools.gov.sg
ML	Ms Nurin Nasyirah	urin_nasyirah_jahaya@schools.gov.sg
ML	Mdm Norlela Ab Rahaman	norlela_ab_rahaman@schools.gov.sg
ML	Mdm Muliyati Zailani	muliyati_zailani@schools.gov.sg
ML	Mdm Zahira	zahira_abdul_majeed@schools.gov.sg
TL	Mdm Ayisha Ruksana	noor_mohamed_ayisha_ruksana@schools.gov.sg
TL	Mrs Haider	shanthi_marimuthu@schools.gov.sg

CL – Chinese Language, ML– Malay Language, TL – Tamil Language

ANNEX B – Guide for Meet-the-Parent Booking on Parent Gateway (PG)

Attached below are some illustrated guide on how you can do your booking with us for the Meet-the-Parent Session.

1. **Pre-booking announcement.**
   You would have receive a notification about the meeting via Parents' Gateway as below.

SAMPLE ILLUSTRATION A:
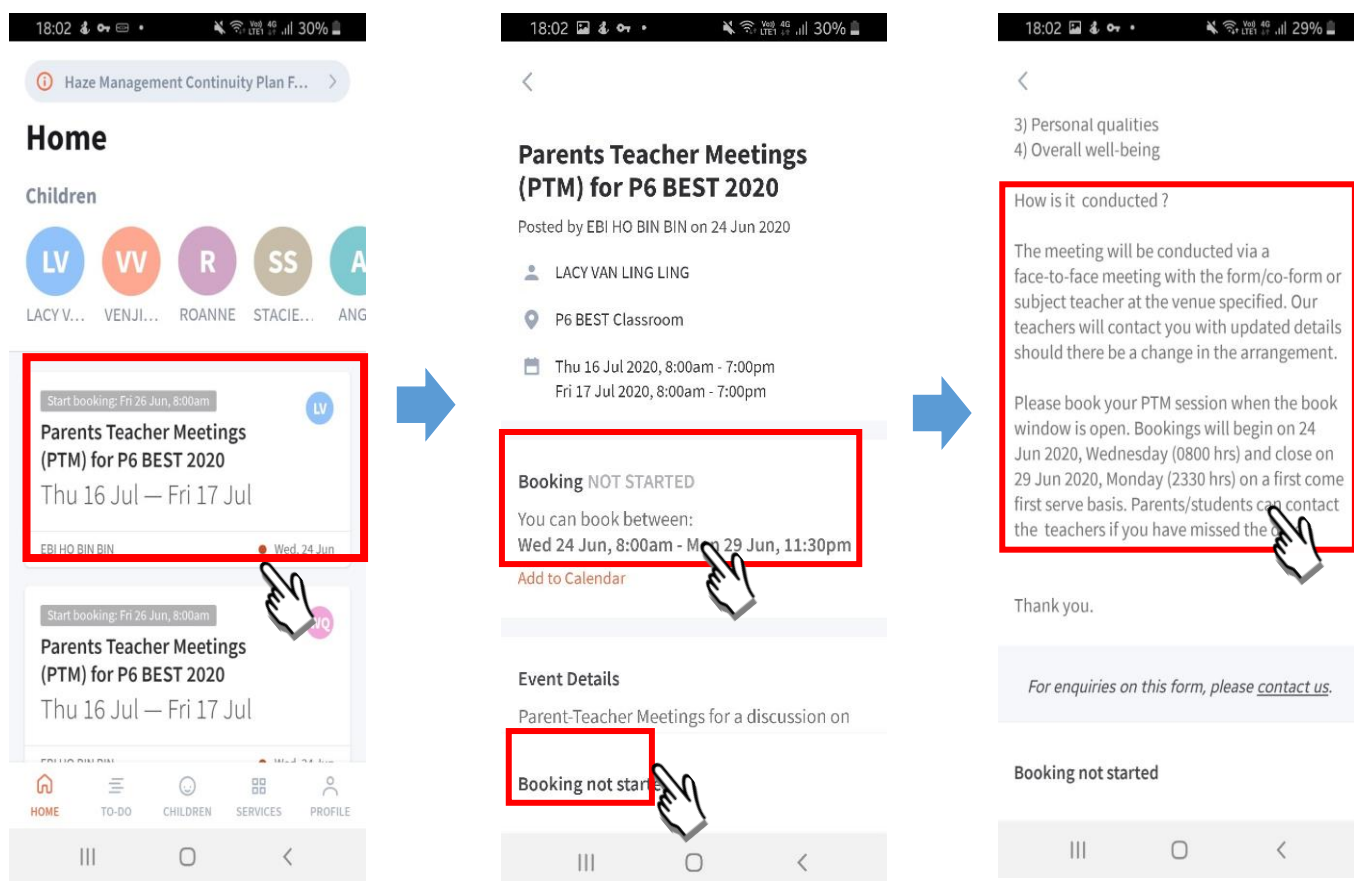
Tap on the message to open the meetings feature.

Booking has not started. Take note of the booking dates.

Take note that the meeting will be via video conferencing (ZOOM).

2.   Start of booking period.
When the booking has started, you will be notified via Parents' Gateway apps, as illustrated below.

SAMPLE ILLUSTRATION B:
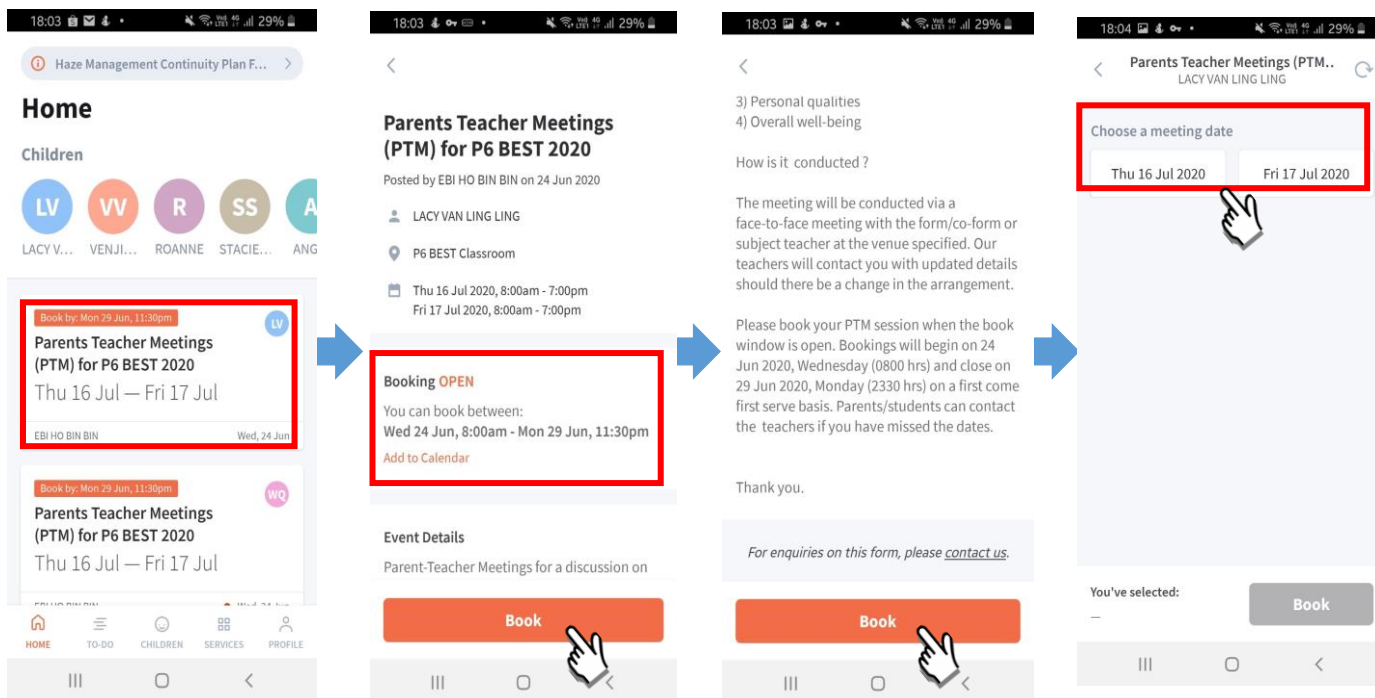
Tap on the message to open the meetings.

Booking is open. Tap on BOOK to start.

Tap on BOOK to start.

Tap on the MTP date and make your booking.

3. **Making Booking.**

You can make your booking as illustrated below.

SAMPLE ILLUSTRATION C:

Choose the time. Tap on BOOK.

Meeting confirmation. Tap on box to leave **COMMENTS**.

After saving comments, tap on DONE.

*Should you encounter any issues, please feel free to contact your child/ ward's Form Teachers.
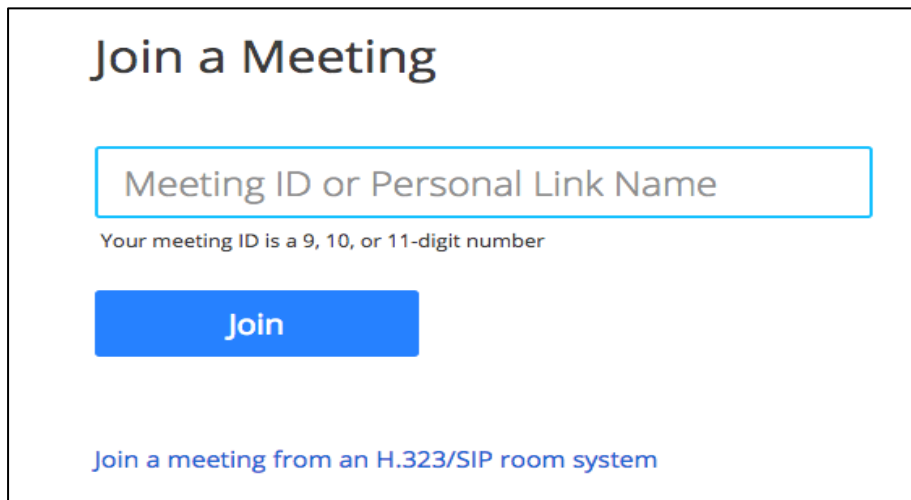
ANNEX C – Guide for Meet-the-Parent Session via Zoom

Please refer to the illustration below to guide you in launching the Zoom meeting if you have opted for Zoom for the Meet-the-Parent Session. Please note that you will be given the meeting ID and password for the Zoom Meeting via Parents' Gateway Announcement closer to the date.

STEPS:
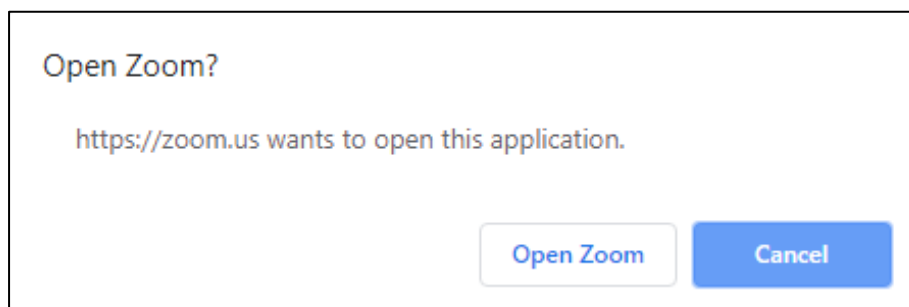
1. Open the Zoom desktop client.
2. Alternatively, using Chrome, Safari, Firefox or Internet Explorer, go to join.zoom.us.
3. Join a meeting using one of these methods:

    a) Enter the Meeting ID and Password provided.
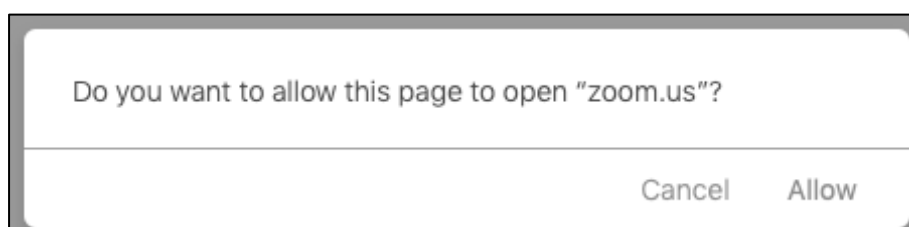
- *If this is your first time joining from website, you will be asked to open the Zoom client to join the meeting.*
- *You can check **Always open these types of links in the associated app** to skip this step in the future.*
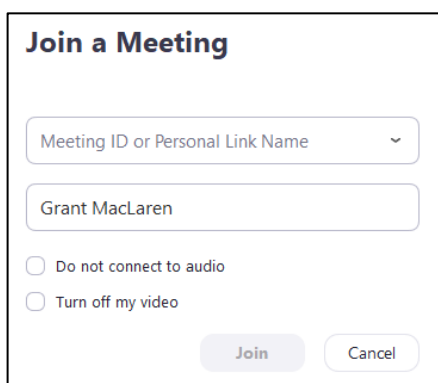- *Click **Open Zoom Meetings** (PC) or **Open zoom.us** (Mac) or click **ALLOW**.*

b) Click Join a Meeting if you want to join without signing in.
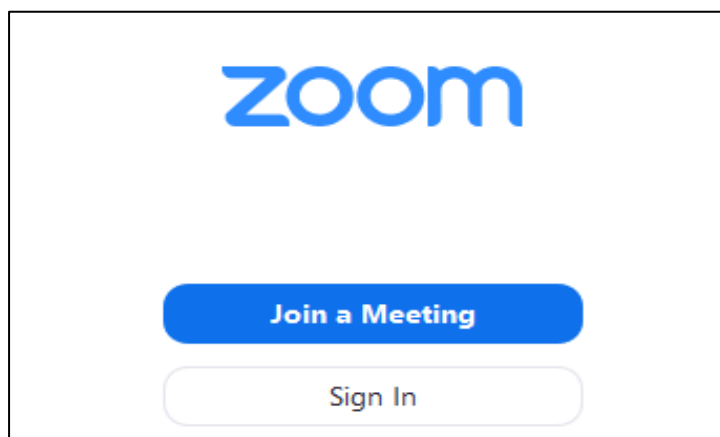
c) Sign in to Zoom then click Join.
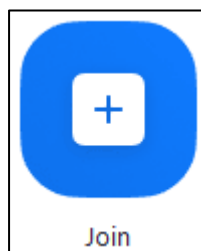
2. Enter the <u>meeting ID</u> number and your display name.
   - If you're signed in, change your name to your child's/ ward's name and class.
   - If you're not signed in, enter your child's/ ward's name and class as the display name.

3. Select if you would like to connect audio and/or video and click Join.