



Ref No: PCPS 2023/192

25 October 2023

Dear Parents/ Guardians,

**PRIMARY 4 SUBJECT-BASED BANDING**

***REPORT BOOK & SUBJECT-BASED BANDING OPTION FORM***

1. Please note that the following documents will be returned to the Primary 4 students on Thursday, 9 November 2023: -
  - Report Book with Semester 2 Results
  - Subject-Based Banding Option Form
2. Please sign the result slips in the report book and Subject-Based Banding Option Form and have your child/ ward return the report book and option form to his/ her Form Teacher **by Tuesday, 14 November 2023**.

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

3. Selected parents/ guardians may be invited to a virtual Meet-The-Parent Session (Zoom) session with your child's/ ward's Form Teacher for P4 Subject-Based Banding **on Friday, 10 November 2023** starting from 2.30 p.m.
4. The session aims to address any concern or query you may have with regard to the subject combination recommended by the school for your child/ward so that the school can work collaboratively with you to better support your child's/ ward's learning.
5. Selected parents/ guardians will be engaged with the Form Teacher of your child/ ward. Please refer to the list of P4 Form Teachers and their email addresses in Annex A.
6. 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 Zoom meeting timeslot by Monday, 6 November 2023, 8.00 p.m.** The booking system will **open from Friday, 27 October 2023, 8.00 a.m. to Monday, 6 November 2023, 8.00 p.m.**
7. 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.

8. 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.
  - b. The session serves to address Subject Based Banding concerns and queries only. If you wish to speak with other subject teachers, you may contact them via email directly. A list of Form and Subject Teachers is made available in Annex A.

### **OTHER POINTS TO NOTE**

9. Parents/ Guardians who do not receive any notification following this letter, are not required to attend the 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.
10. School is as usual for **all** the students **on Friday, 10 November 2023**. The school-based Student Care Centre will remain open as well.
11. 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 – List of Form and Subject Teachers

### Form Teachers

Class	Form Teacher conducting Meet-the-Parent Session	Email Address
4 Amber	Ms Chin Ruey, Amanda (EL)	<a href="mailto:chin_ruey_amanda@schools.gov.sg">chin_ruey_amanda@schools.gov.sg</a>
4 Coral	Ms Chen Kang Li (SCI)	<a href="mailto:chen_kang_li@schools.gov.sg">chen_kang_li@schools.gov.sg</a>
4 Diamond	Mr M Prakash (EL, SCI)	<a href="mailto:m_prakash@schools.gov.sg">m_prakash@schools.gov.sg</a>
4 Emerald	Mdm Syazwani Jantan (EL, MA)	<a href="mailto:nur_syazwani_jantan@schools.gov.sg">nur_syazwani_jantan@schools.gov.sg</a>
4 Jade	Mr Lu Jie (EL, MA)	<a href="mailto:lu_jie@schools.gov.sg">lu_jie@schools.gov.sg</a>
4 Opal	Mdm Nur Sufriena Binte Suhaini(EL)	<a href="mailto:nur_sufriena_suhaini@schools.gov.sg">nur_sufriena_suhaini@schools.gov.sg</a>
4 Pearl	Mdm Murni Alidawati Bte Mohd Amin (EL)	<a href="mailto:murni_alidawati_mohamed@schools.gov.sg">murni_alidawati_mohamed@schools.gov.sg</a>

### Other Subject Teachers

Class	Name of Teacher	Teaching Classes	Email Address
4 Amber	Ms Priya Govi	MA	<a href="mailto:priya_govi@schools.gov.sg">priya_govi@schools.gov.sg</a>
4 Amber 4 Emerald	Mr Adrian Liang	SCI	<a href="mailto:adrian_liang@schools.gov.sg">adrian_liang@schools.gov.sg</a>
4 Coral	Ms Nellia Yesmin	EL	<a href="mailto:nellia_yezmin_shameer@schools.gov.sg">nellia_yezmin_shameer@schools.gov.sg</a>
4 Coral	Ms Clarissa Yap	MA	<a href="mailto:munawarrah_sultana_unwar@schools.gov.sg">munawarrah_sultana_unwar@schools.gov.sg</a>
4 Diamond	Mdm Rehanna Binte Dawood	MA	<a href="mailto:rehanna_dawood@schools.gov.sg">rehanna_dawood@schools.gov.sg</a>
4 Jade 4 Opal	Ms Chua Tien Wee	SCI MA	<a href="mailto:chua_tien_wee@schools.gov.sg">chua_tien_wee@schools.gov.sg</a>
4 Opal	Mr M Prakash	SCI	<a href="mailto:m_prakash@schools.gov.sg">m_prakash@schools.gov.sg</a>
4 Pearl	Mr Edwin Koh	MA	<a href="mailto:koh_hoon_leong_edwin@schools.gov.sg">koh_hoon_leong_edwin@schools.gov.sg</a>
4 Amber 4 Opal	Mr Mohammed Hafiizh Bin Dzulkifli	PE	<a href="mailto:mohammed_hafiizh_dzulkifli@schools.gov.sg">mohammed_hafiizh_dzulkifli@schools.gov.sg</a>
4 Coral	Mr Ken Yeoh Ghim Boon	PE	<a href="mailto:yeoh_ghim_boon@schools.gov.sg">yeoh_ghim_boon@schools.gov.sg</a>
4 Diamond 4 Jade	Ms Debbie Huang	PE	<a href="mailto:debbie_huang_kaixin@schools.gov.sg">debbie_huang_kaixin@schools.gov.sg</a>
4 Emerald 4 Pearl	Mr Joshua Tan	PE	<a href="mailto:tan_kiat_fong_joshua@schools.gov.sg">tan_kiat_fong_joshua@schools.gov.sg</a>
4 Amber 4 Coral 4 Diamond 4 Emerald	Mr Kelvin Ting	ART	<a href="mailto:ting_jian_hong_kelvin@schools.gov.sg">ting_jian_hong_kelvin@schools.gov.sg</a>
4 Jade 4 Opal 4 Pearl	Ms Cheryl Ang	ART	<a href="mailto:cheryl_ang_wei_yu@schools.gov.sg">cheryl_ang_wei_yu@schools.gov.sg</a>
4 Amber 4 Diamond 4 Jade 4 Pearl	Mr Marvin Seah	MU	<a href="mailto:seah_kim_san_marvin@schools.gov.sg">seah_kim_san_marvin@schools.gov.sg</a>
4 Emerald	Mrs Sheryl Wong	MU	<a href="mailto:sim_jia_yun_sheryl@schools.gov.sg">sim_jia_yun_sheryl@schools.gov.sg</a>
4 Coral 4 Opal	Ms Low Si Hui Sofia	MU	<a href="mailto:low_si_hui@schools.gov.sg">low_si_hui@schools.gov.sg</a>

## Mother Tongue Teachers

Groups	Name of Teacher	Teaching Subjects	Email Address
4CL1 4HCL1	Ms Tan Sze Huey	CL HCL	<a href="mailto:tan_sze_huey@schools.gov.sg">tan_sze_huey@schools.gov.sg</a>
4CL2	Ms Chia Yi Zhen	CL	<a href="mailto:chia_yizhen@schools.gov.sg">chia_yizhen@schools.gov.sg</a>
4CL3	Ms Lee Xiao Wei	CL	<a href="mailto:lee_xiao_wei@schools.gov.sg">lee_xiao_wei@schools.gov.sg</a>
4CL4	Mdm Chery Chew	CL	<a href="mailto:chew_wee_san@schools.gov.sg">chew_wee_san@schools.gov.sg</a>
4CL5	Mdm Monica Yeo May Peng	CL	<a href="mailto:monica_yeo_may_peng@schools.gov.sg">monica_yeo_may_peng@schools.gov.sg</a>
4ML1	Ms Nurin Nasyirah Binte Jahaya	ML	<a href="mailto:nurin_nasyirah_jahaya@schools.gov.sg">nurin_nasyirah_jahaya@schools.gov.sg</a>
4ML2	Mdm Zahira	ML	<a href="mailto:zahira_abdul_majeed@schools.gov.sg">zahira_abdul_majeed@schools.gov.sg</a>
4ML3	Mdm Mulyati Binte Zailani	ML	<a href="mailto:mulyati_zailani@schools.gov.sg">mulyati_zailani@schools.gov.sg</a>
4TL1	Mrs Haider	TL	<a href="mailto:shanthi_marimuthu@schools.gov.sg">shanthi_marimuthu@schools.gov.sg</a>

### Legend

EL	English Language
MA	Mathematics
SCI	Science

CL	Chinese Language
ML	Malay Language
TL	Tamil Language

ART	Art & Craft
MU	Music
PE	Physical Education

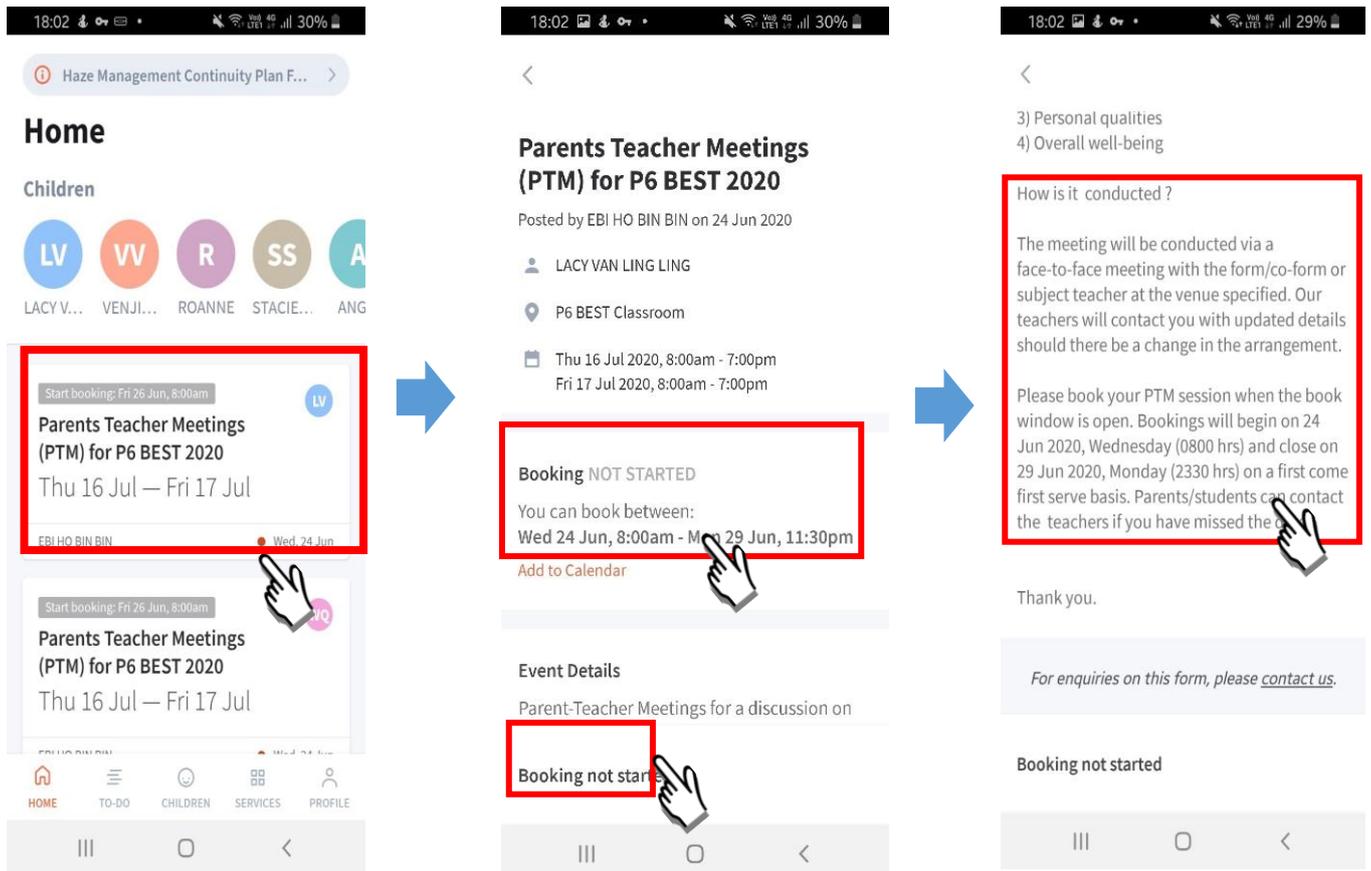
## ANNEX B – Guide for Meet-the-Parent Booking on Parent Gateway (PG)

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.

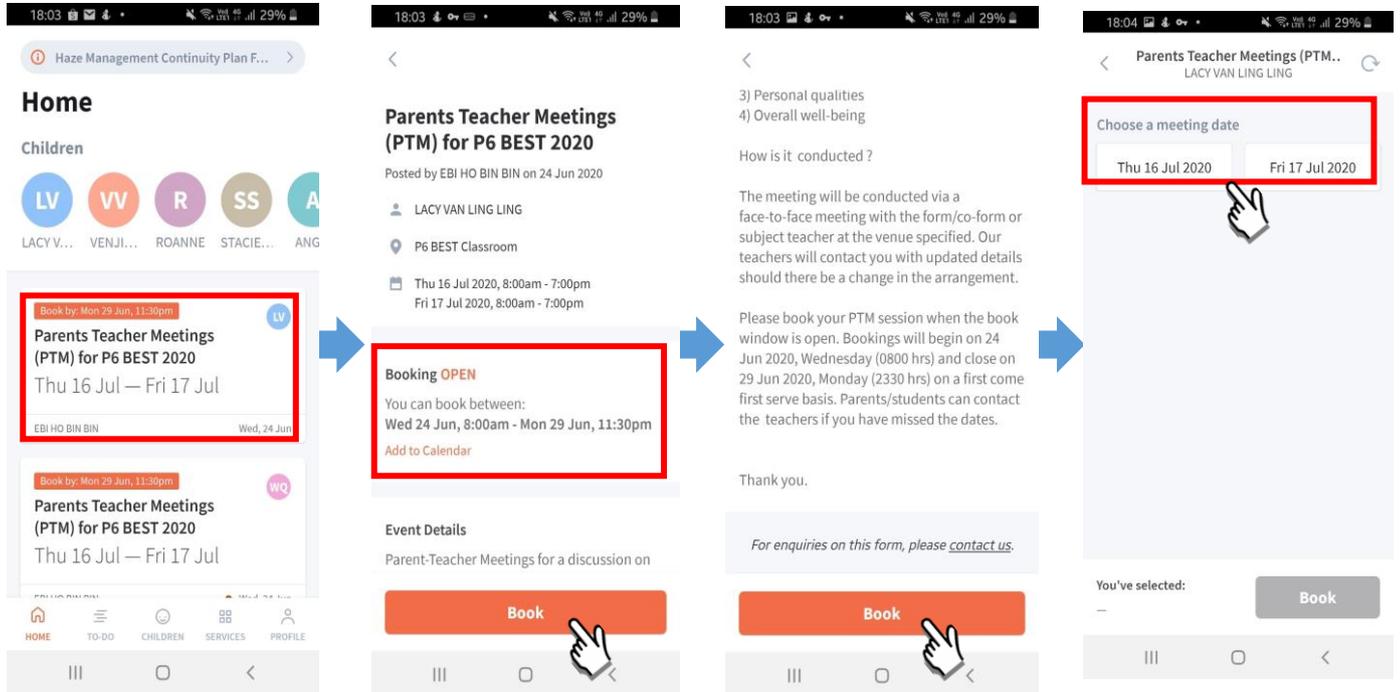
Booking has not started. Take note of the booking dates.

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.

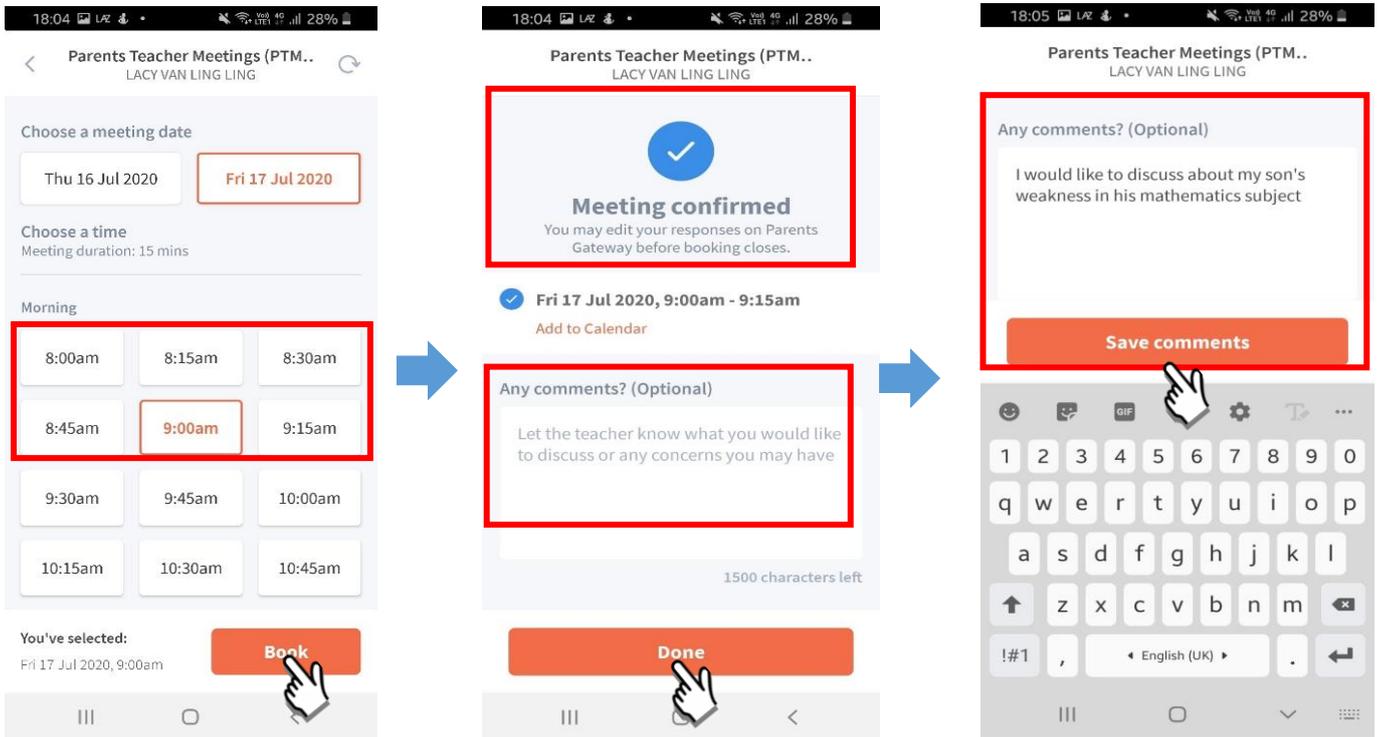
Tap on **BOOK** to start.

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**.

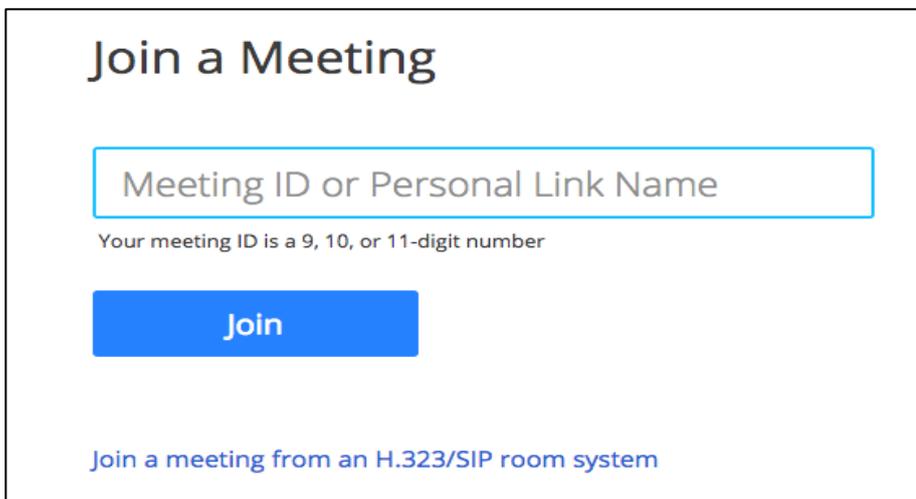
\*Should you encounter any issues, please feel free to contact your child/ ward's Form Teachers.

## 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.

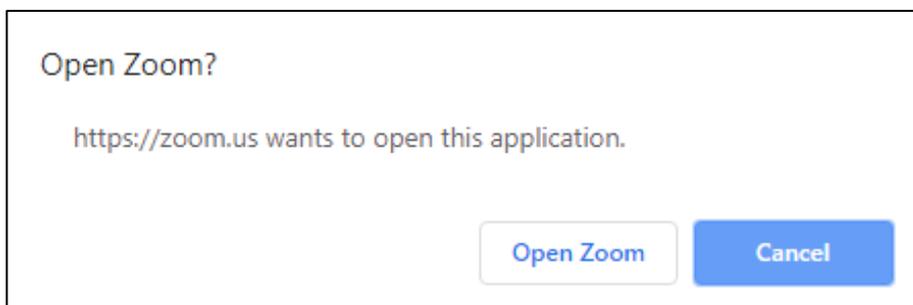
### STEPS:

1. Open the Zoom desktop client.
2. Alternatively, using Chrome, Safari, Firefox or Internet Explorer, go to [join.zoom.us](https://join.zoom.us).
3. Join a meeting using one of these methods:
  - a) Enter the Meeting ID and Password provided.

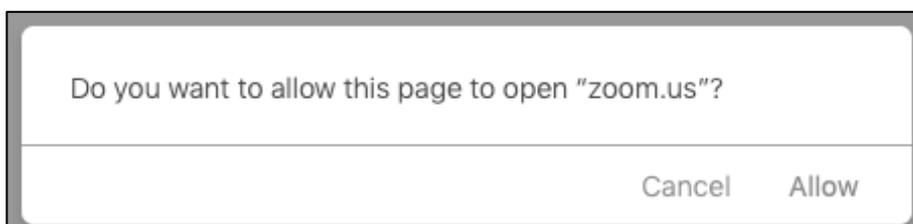


The screenshot shows the 'Join a Meeting' web form. At the top, it says 'Join a Meeting'. Below that is a text input field with the placeholder text 'Meeting ID or Personal Link Name'. Underneath the field, it says 'Your meeting ID is a 9, 10, or 11-digit number'. There is a blue 'Join' button. At the bottom, there is a link that says 'Join a meeting from an H.323/SIP room system'.

- *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**.*

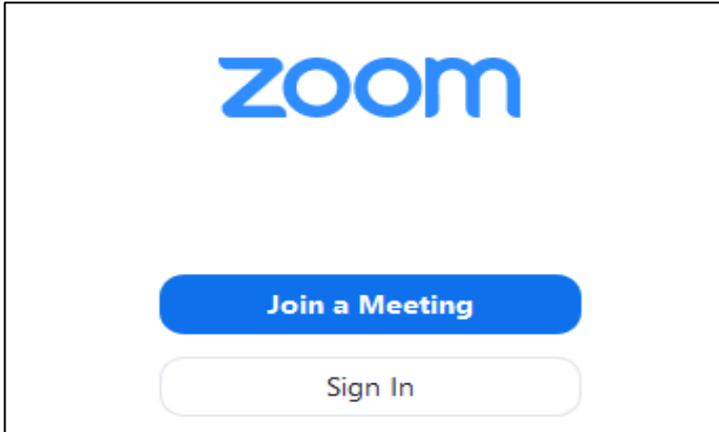


The screenshot shows a dialog box titled 'Open Zoom?'. The text inside says 'https://zoom.us wants to open this application.' There are two buttons: 'Open Zoom' and 'Cancel'.

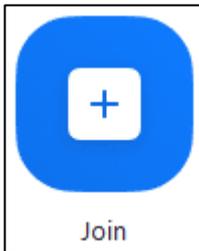


The screenshot shows a dialog box with the text 'Do you want to allow this page to open "zoom.us"?'. There are two buttons: 'Cancel' and 'Allow'.

b) Click Join a Meeting if you want to join without signing in.



c) Sign in to Zoom then click Join.



2. Enter the meeting ID 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.

The image shows the "Join a Meeting" dialog box. It has a title "Join a Meeting" at the top. Below the title is a dropdown menu labeled "Meeting ID or Personal Link Name". Underneath is a text input field containing "Grant MacLaren". To the right of this field, there is a blue arrow pointing from a blue horizontal line to the text "Name of Child-Class", which is also underlined with blue lines. Below the input field are two radio buttons: "Do not connect to audio" and "Turn off my video". At the bottom are two buttons: "Join" and "Cancel".

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