



March 1st, 2019

Dear Secondary Parents, Guardians, Students,

### Re: Mid Semester 2 (Quarter 3) - Parent/Guardian-Teacher-Student Conferences

In the next few days, our Mid Semester 2 (Quarter 3) Advisory reports will be ready on Managebac, to give parents a mid-semester advisory / indicative report on how their children are faring as we approach the midpoint of Semester 2. We expect to have these reports available for viewing via your parent portal on Friday 8th March.

As a follow up to these reports, we will hold Parent/Guardian-Teacher-Student Conferences (PTSC) to discuss in detail your child's/ward's progress on Monday March 18th and Tuesday 19th March, between 8:30am and 4:30pm. These conferences are meant to complement report cards.

#### Further information regarding reports:

- **Please attend PTSCs together with your son/daughter/ward.**
- These conferences are particularly important for Year 11 and Year 13 students and parents to speak directly with subject teachers about the upcoming MYP eAssessment/ e-portfolio or IB Diploma examinations.
- Year 11 (going into IB Diploma next year) parents/students - these conferences are an excellent time to speak briefly with subject teachers about next year if you wish (e.g. do you think my child can do Math Higher Level next year?).
- PTSCs are an excellent time for NEW PARENTS (especially of brand new students at Chatsworth who have started the school year mid-year) to speak directly with teachers about progress. New students, who have just joined Chatsworth in the past few weeks, will not receive a report card.
- Appointments are in 10 minute slots. Parents in Years 11 and 13 (MYP5 and IB Diploma Exam Classes) are able to book for 20 minute blocks (i.e. a double PTSC block). (Note in the event other year levels book longer slots, the appointment slots will be adjusted to 10 minutes).
- All Secondary Reports are available in electronic format, via your parent Managebac portal. Please be sure to save these reports and print them for your future use. Managebac access is available for all currently enrolled students and parents in Secondary. If you have issues logging into Managebac please contact Ignatius Lee, our IT Manager at [klee@chatsworth.com.sg](mailto:klee@chatsworth.com.sg)
- For MYP students (Year 7-10) note that for **Language Acquisition - Mandarin, French, and English**, students are placed in a phase (1-6) according to their language proficiency level. The phase your child is achieving in their Language Acquisition class has been indicated on their report card.

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**Chatsworth International School Pte Ltd**  
UEN: 199405288W | GST Reg No.: M2-0126395-6

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- Please be sure to meet with teachers where low grades (i.e. below “4”) or low ratings for effort, collaboration or organisation have been given. It is important that you understand where the gaps are in your child’s effort, skills and achievement.
- Teachers will *mostly* be based from their classrooms, and locations will be highlighted *in your Parent-Teacher Conference Booking process (process outlined below in this letter)*. Your sons and daughters will know where they have their classes (another reason to bring them along!)
- **Guardians** are expected to attend these conferences, and to feedback to parents living overseas.
- Please do not book appointments back-to-back as you will need a few minutes to get from room to room. A Bukit Timah campus map can be found on our website [here](#).
- **Parking is available next door**, at the Institute of Engineers carpark. Normal parking rates apply. There is no parking on campus. Shuttle busses will run as usual; the current schedule is on our website.
- Our IB Diploma Coordinator Mrs Harparsh Saxena ([hsaxena@chatsworth.com.sg](mailto:hsaxena@chatsworth.com.sg)) is available to discuss overall academic concerns/ progress of students in the IB Diploma in years 12-13.
- Our MYP Coordinator Ms Phavana Silva ([phsilva@chatsworth.com.sg](mailto:phsilva@chatsworth.com.sg)) is available to discuss overall academic concerns / progress of students in MYP.
- Our Dean of Students Mr Rob Newberry ([rnewberry@chatsworth.com.sg](mailto:rnewberry@chatsworth.com.sg)) is available to discuss behavioural concerns / progress of students in Secondary.
- Our Head of Student Services, Ms Shira Fisher ([sfisher@chatsworth.com.sg](mailto:sfisher@chatsworth.com.sg)), is available to meet regarding social / emotional issues of secondary students, as is our K-12 counselor Ms Frannie Stewart ([fstewart@chatsworth.com.sg](mailto:fstewart@chatsworth.com.sg))
- Homeroom teachers are also available for discussions, and these meetings should be booked directly with the Homeroom teacher please.

**Secondary conferences will be held in various classrooms** (with suitable breaks and a lunch period for teachers in the middle of the day). We have also allotted, on a rotational basis, time for much needed staff meetings during these two days as well. As such, teachers may be blocked out (unavailable to meet) for approximately 2 hour blocks at some point during the 2 day period.

Please make it a priority to visit the school to meet with teachers during the PTSC dates. Due to teachers’ teaching, meeting, and activity schedules, it is very difficult, and sometimes not possible, for us to schedule parent meetings at other days/times when parents are unable to attend (in these cases, email or phone calls will be used to substitute).

## Online Parent-Teacher-Student-Conference Registration Process booking starts 4th March 2019.

This semester bookings will be made via SchoolsBuddy. Parents of primary students will be familiar with this platform and will be able to make both Primary and Secondary bookings at the same time. If this is your first time using SchoolsBuddy, you will soon receive an email from the system asking to register your account. An introductory letter to the SchoolsBuddy Portal is attached. If you have any trouble with accessing SchoolsBuddy, please contact [secondary@chatsworth.com.sg](mailto:secondary@chatsworth.com.sg)

When bookings open on Monday 4 March, sign-in to SchoolsBuddy and follow the link to bookings. This will remain active until Sunday 17 March. Parents who wish to make changes after that time should contact teachers by email directly.

### Note for Year 11 (MYP 5) Students

All Year 11 **French and Mandarin Language Acquisition** students will be conducting their Interactive Oral assessments for ePortfolio on **Monday, March 18th**. Everyone will need to be at school by **9:00am** the latest on **Monday, 18th March**. A letter with a detailed schedule on the Interactive Oral assessments has been sent out.

During both PTSC days Year 11 students who are behind on their Arts e-portfolio tasks will be asked to come to school to complete assessment tasks. They will receive details of those tasks and specific times for their individual schedules from their teachers.

Yours sincerely,

### Mark McCallum

Campus Principal  
Head of Secondary

PS Please see the enclosed attachment for an invitation to our IB Diploma Visual Arts Exhibition, held on Monday afternoon of the conferences. Please support our community and come check out amazing artwork from our students!

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