



6 March, 2020

Dear Secondary Parents,

Re: Change of upcoming Parent-Teacher-Student-Conference (PTSC)

As you are aware the COVID-19 situation has impacted our day to day operations and we are following the guidelines of the Singapore Ministry of Education. As a result, Secondary will need to significantly modify our PTSC conferences scheduled for March 16-17. Our focus will primarily be on students with upcoming external assessments (Year 11 and Year 13).

We will modify conferences this semester by conducting a smaller-scale format via video conferencing.

Please only make a booking for a video conference on the basis of one of the following criteria:

- Your child is in Years 11 or 13
- A teacher has requested you make a booking
- You have contacted a teacher and they have agreed that a conference is necessary.

If you fit the above criteria, make a booking via our [Bukit Timah SchoolsBuddy portal](#). Booking slots are 20mins duration. Sign up is open from today 6 March until midnight on Thursday 12 March.

Teachers are currently working on reports, and report cards will be emailed out on March 6th, 2020.

Please note we have other student-related assessments (mostly MYP5) on campus during these days; information about these has been sent separately to those involved.

This plan is different from that at BT Primary and information will be shared separately related to how Primary is handling PTSCs on Friday the 6th March.

Sincerely,

Mark McCallum
Campus Principal
Head of Secondary