



Thursday 24 October 2019

Dear parents and guardians,

Re: Primary and Secondary PTSC Signup Process

Parent-Teacher-Student Conferences (PTSCs) are now open for booking. This is a valuable opportunity to meet with your child's teachers and discuss their academic progress. **Please note that further information will be sent out to Secondary Parents about the PTSCs to help coordinate the day.**

What: Primary and Secondary PTSC
When: Monday 4 November and Tuesday 5 November, 2019
Time: 8:20am - 4:30pm (both days)
Sign-up opens: Friday 25 October at 10am.
Sign-up closes: Friday 1 November at 12pm.

SchoolsBuddy, Bukit Timah Portal

Make your PTSC Bookings using The SchoolsBuddy platform, either through the website or via the mobile app available on Android and iOS devices. The Chatsworth Bukit Timah SchoolsBuddy portal address is: <https://chatsworth-bt.schoolsbuddy.net>. **If you're signing up for the first time, we suggest you do so using the website instead of the app (see below).**

Making a booking

Once you have signed up for all PTSCs you are able to view or cancel bookings by logging back into SchoolsBuddy. [Click here to access a 'how to guide' for making a booking](#). Kindergarten to Year 10 bookings are 1 time-slot per teacher, with teachers of Year 11, 12 and 13 students accepting double bookings.

Activation steps for any parents new to Bukit Timah campus

An activation email will be sent to any parents yet to access our SchoolsBuddy portal. If you are one of these parents new to SchoolsBuddy but you do not receive an activation email by the end of today, please contact the school:

- Primary office - primaryoffice.bt@chatsworth.com.sg
- Secondary office - secondary@chatsworth.com.sg

We will ensure that you receive the activation email as soon as practicable.

Sincerely,

Adrian Smith
Head of Primary

Mark McCallum
Campus Principal & Head of Secondary

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

www.chatsworth.com.sg

Bukit Timah Campus (K1 - Y13)
72 Bukit Tinggi Road, Singapore 289760
Tel: (65) 6463 3201 | Fax: (65) 6463 3202 | Email: information.bt@chatsworth.com.sg

Orchard Campus (K1 - Y6)
37 Emerald Hill Road, Singapore 229313
Tel: (65) 6737 5955 | Fax: (65) 6737 5655 | Email: information.orchard@chatsworth.com.sg



Cert No: EDU-2-2047
Validity: 12-11-2016 to 11-11-2020