



29 October 2019

Dear Parents, Guardians, Students in Secondary,

### Re: Parent-Teacher-Student Conference - Further Information - 4-5 November

Quarter 1 ended very quickly, and we have just started Q2. **Quarter 1 Advisory Reports are already available via Managebac since before the break.** If you have issues logging into Managebac please contact Ignatius Lee, our IT Manager at [klee@chatsworth.com.sg](mailto:klee@chatsworth.com.sg).

The report card is one of several ways that we present student progress to parents. The full reporting process involves feedback on assignments (given regularly over the quarter), report cards, *and parent-teacher-student conferences*. A guide for parents on Understanding Reporting is available [here](#). We also have two sessions during the PTSC to help parents understand reporting.

### Further Information Regarding Reports (sent out before the break)

- The purpose of this Quarter 1 report is to let you know about the progress your child has made thus far and alert you to any issues in their subjects. You have access to specific and precise teacher comments all quarter on tasks in Managebac.
- All Secondary Reports are available in electronic format, via your parent Managebac logins. We strongly recommend that you print hard copies for future use.
- Parents may print reports free of charge directly from Managebac as long as their children are current students at Chatsworth. *Please be sure to print hard copies for your future records.*
- 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.
- Quarter 1 reports include **student-written goals** for the year, and the Semester 2 reports will include a student-written reflection on how well the goals have been met. The purpose of this is to focus the students in reflecting upon their own learning strengths and areas for improvement in relation to the Approaches to Learning. Please use them in conversations with your sons/daughters in terms of their thinking about grades and school work in general.

## Further Information Regarding Parent Teacher Student Conferences (PTSC)

- PTSCs are scheduled over two days, 4-5 November 2019 there are no regular classes on these days.
- Appointments are in 10-minute slots. Parents in Years 11, 12 and 13 (MYP5 and IB Diploma Classes) are able to book for 20-minute blocks (ie a double PTSC block). (Note in the event other year levels book longer slots, the appointment slots will be adjusted to 10 minutes).
- We require students (your sons and daughters) to attend these conferences with you as well. This is an important part of their learning. **Please be sure to bring your sons/daughters.**
- Guardians are required to attend and to report back to parents about their ward's progress.
- If you are a parent of a student in Years 12 or 13 and are not planning on attending, we ask that you request your son/daughter to make appointments for them to meet with teachers privately. We do, however, strongly advise every parent to attend.
- Please be sure to meet with teachers where low grades (ie. below “4”) have been given. It is important that you understand where the gaps are in your child’s achievement.
- Teachers will *mostly* be based in their classrooms, and locations will be highlighted *in your Parent-Teacher Conference Booking process on SchoolsBuddy*. Your sons and daughters will know where they have their classes.
- 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](#) as well.
- Please note that Ms Goss and Ms Tansey will be away on Tuesday 5th November. They will be setting up a major visual art installation at the Australian High Commission.
- For MYP 1-5 **Physical and Health Education** appointments, please note the following teacher class allocation:
  - Mr Serong: Year 7, 9 and 10
  - Mr Louis: Year 8 and 11
- **Parking is available next door**, at the Institute of Engineers carpark. Normal parking rates apply. There is no parking on campus.

- **PTSC Shuttle Schedule**

Note: 7:15am - 3:35pm timings commence at Sixth Avenue MRT

		During PTSC Days		
		Shuttle bus (1 x 40 seater)		
No of trips	Continuous from 7.15am - 6.10pm with 20 mins turn around			
29	7.15, 7.35, 7.55	8.15, 8.35, 8.55	9.15, 9.35, 9.55	
	10.15, 10.35, 10.55	11.15, 11.35, 11.55	12.00 - 1.00pm lunch break	
	1.15, 1.35, 1.55	2.15, 2.35, 2.55	3.15, 3.35	
From BT to Sixth ave	4.15, 4.35, 4.55pm	5.10, 5.40	6.10pm (last bus)	

### Events on Campus During PTSCs

- We have a group of Visual Arts students working on a giant jungle mural painting in the hallway of Block B. Please stop by to chat with our great students who will be hard at work on Monday, November 4th. Some of your children will be involved in this production.
- Our English as an Additional Language and Mother Tongue departments will hold a special workshop for parents on language learning and language development. Parents will hear how they can help support their bilingual (or multilingual) children to succeed in both their Mother Tongue language and in English. The workshop will be in the main library from 10:00-10:45 a.m. on Tuesday, 5th November. A Japanese-speaking teacher will also be present to help any Japanese-speaking parents with translation. Please RSVP [here](#) so we can plan for numbers.
- MYP Assessment workshop for parents (students also welcome). The workshop will address the following questions: How do I make sense of MYP assessment criteria? How do assessment processes support learning? How can parents support students to do their best? How does the Late Work Procedure work? Feel free to bring with you printouts of your child's report and any other assessment feedback that your

child has received thus far. To get the most from the workshop, please make sure you are already logged into Managebac. Please RSVP [HERE](#).

- 4 Nov at 12:00pm-12:45pm and
- 5 Nov 12:00pm-12:45pm
- While you are on campus for PTSCs, we invite you to stop by the MYP 5 **Personal Project Interim Exhibit in the Hall**. Please engage with the year 11 students, ask questions about their project goal and progress so far. Feedback regarding the product would also be greatly valued. Year 11 (MYP 5) students will present their projects between 13.30-15.30 on both days. The final exhibit will be held later in the year, this is preparation. **All MYP 1-4 and 5 parents please plan to stop by to see what your sons and daughters, and our students, are working towards at the culmination of their program in MYP5.**
  - 4 Nov 13.30-15.30
  - 5 Nov 13.30-15.30

### Online Parent-Teacher-Student-Conference Registration Process

Please refer to our [other letter](#) for information on using SchoolsBuddy for the registration process.

Best wishes,

**Mark McCallum**

Campus Principal (Bukit Timah) & Head of Secondary