



15 May 2005

Dear Parents/Guardians

Holiday Classes

Thank you very much for your understanding and support for the above project. We are indeed very appreciative of all those parents and guardians who have called in to thank us for this initiative.

On your behalf, I wish to thank all the teachers for so willingly giving up 2 weeks of their school holidays to help their students.

The schedule for the Holiday classes is attached for your info.

Please note that attendance will be taken for all the classes. The teachers will conduct re-teaching of those topics that the students have shown weakness in, based on their mid year examinations results.

The canteen will operate from 7.30am to 11.30am, to cater for the students' breakfast meals. The School Bus will operate as per normal school days till 7 June 2005.

Please remind your child/ward that they are expected to attend school in their school uniforms.

Meet The Parents Programme

This is a reminder that the Meet the Parents session will be held on Saturday 4 June 2005. The teachers will be in school from 10.00 am to 3.00pm to meet you.

The arrangement for the day is as follows:

1. The Care Teachers will be in their respective classrooms to meet parents/guardians of their students.
2. You will be met by our Student Councilors on your arrival at the school. They will usher you to the respective classroom to meet the respective Care teachers
3. You are requested to sit on the numbered chairs in the classroom. That will serve as your Queue number to meet the teacher.
4. The teacher will spend an approximate 20 minutes with each parent. If you require more time to discuss with the teacher, we seek your understanding in making arrangements with the teacher to meet another time.

5. The teacher will present a photocopy of your child's progress report to you. You will be asked to endorse on the original copy of the progress report and it will be kept by us.
6. There will be light refreshment at Level 6(the Learning Centre) for you. You are welcome to help yourselves to the light refreshment.
7. Our Officers at The Learning Centre(formerly known as the Library) will conduct activities that will allow you to know more of how the Learning centre can be used by your child/ward to enhance their learning.
8. Level 5 will be cordoned off and it will be out of bounds to all as we are conducting the SATS examinations there.

Students barred from Mid Year Exams

We have a group of students who have been barred from taking their mid year examinations due to poor attendance. The reason for this action is to inculcate into our students the importance of regular attendance. It is our belief that achievements in academic assessment are very closely related to attendance in class.

The students have a responsibility to do well academically and to ensure that we are able to help them achieve the above goal, all those barred from the Mid Year Exams will take an assessment (of the same mid year exam papers) based on the schedule that is attached. Their answer scripts will be marked and the teachers will identify their areas of weaknesses and help them through remediation.

The progress reports of these students will not reflect the marks scored at the assessment. It would reflect that they have been barred from the mid Year Examinations due to poor attendance.

Please help us to monitor your child/ward during the period when they do not report to school. They have to be at home doing their revision and preparing for their assessment from the 24 May onwards.

The assessment time table is attached for your info. Please ensure your child/ward turns up for the assessment.

Happy Holidays

On behalf of the Principal, I wish to extend our best wishes for a relaxing and meaningful school holidays to all our students. We hope that they will be well rested and be 'recharged' to take the challenges of the following terms. ***The new school term begins on Monday 27 June 2005***

Yours sincerely

Mr James Teo
Chief Operating Officer
St Francis Methodist School.

Attached: Holiday Time Table
Assessment Time Table for those barred from Exams.

Assessment Time Table for those barred from Exams.

Date	Time	Subjects	Remarks
Tues 24/5	0830 to 1130 1230 to 1500	English/GP Maths/ManagementP1/Econs	For all days, the students will take Paper 1,2 or 3 at one sitting
Wed 25/5	0830 to 1130 1230 to 1500	Accounts/Biology/Hist/ManagementP2 Physics/Geography/	
Thurs 26/5	0830 to 1130 1230 to 1500	Mother Tongue/ESL Literature/BK	
Fri 27/5	0830 to 1130 1230 to 1500	Science/Chemistry/Commerce Com Humanities/	
Sat 28/5	0830 to 1130	Art/A Maths/Calculus	

Assessment Venue: Computer Room