



Cambridge
International
School

1st Parent Teacher Conference
2 November 2019



Cambridge
International
School

Parent Teacher Conference 1 Guidelines

English Version

Ref. No: 219/MS-HS PRI/X/2019

Tangerang, 21 October 2019

Dear Middle-High School Parents:

As we continue to work hand in hand with you in educating your children, we would like to take this opportunity to invite you to our first **Parent-Teacher Conference (PTC)** scheduled on the **02nd of November 2019**. At this time, we would like to give you an update of your child's progress in school in the last three months. It is also an opportune time for you to share your thoughts on how the school and home can work closer together to ensure a more positive learning environment for your child. It is also an opportunity for us to get to know each other better as partners as well as for you to meet your child's teachers in a more personal manner.

In order for us to meet everyone on a per family basis as well as manage the time better, please be advised of the enclosed schedule. Kindly take note of the time allotment per child and should you require a longer time for discussion with any of the teachers, we request for you to set a follow up session on a different date so that we can attend to everyone on that day.

Thank you for your kind support as we continue to work with you as partners in your child's education.

Sincerely,

Sherrirose G. Gonzales

Middle – High School Principal
BINUS SCHOOL Serpong

Indonesian Version

Ref. No: 219/MS-HS PRI/X/2019

Tangerang, 21 October 2019

Yth. Orang tua/Wali Siswa SMP-SMA,

Dengan hormat,

Sebagaimana kita bekerjasama dalam mendidik siswa/siswi secara berkesinambungan, kami ingin menggunakan kesempatan ini untuk mengundang Bapak/Ibu pada **PTC** pertama kami yang telah dijadwalkan pada tanggal **02 Nopember 2019**. Kami bermaksud memberikan informasi mengenai perkembangan putra/putri Bapak/Ibu di sekolah pada tiga bulan terakhir. Ini merupakan waktu yang tepat bagi Bapak/Ibu untuk dapat memberikan masukan tentang bagaimana antara sekolah dan lingkungan rumah dapat bersinergi untuk memastikan lingkungan belajar yang lebih positif bagi putra/putri Bapak/Ibu. Hal ini merupakan kesempatan yang tepat bagi kami untuk dapat lebih mengenal Bapak/Ibu sebagai mitra dan juga Bapak/Ibu dapat bertemu dengan guru dari putra/putri Bapak/Ibu secara pribadi.

Agar kami dapat menemui semua orang tua/wali berdasarkan kedatangan per keluarga dan juga dapat mengatur waktu dengan lebih baik, silahkan melihat jadwal terlampir. Mohon perhatikan alokasi waktu per siswa dan apabila Bapak/Ibu masih memerlukan waktu yang lebih lama untuk berdiskusi dengan guru yang lain, kami berharap Bapak/Ibu dapat mengatur pertemuan di lain waktu sehingga kami dapat menemui semua orang tua/wali pada hari tersebut.

Terima kasih atas dukungan Bapak/Ibu yang baik karena kami terus bekerjasama dengan Bapak/Ibu secara berkesinambungan sebagai mitra dalam pendidikan putra/putri Bapak/Ibu.

Hormat kami,

Sherrirose G. Gonzales

Kepala Sekolah SMP-SMA
BINUS SCHOOL Serpong



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Dear MSHS Parents,

Please be guided with the PTC procedure for this academic year:

1. The schedule of the 1st PTC is on the 2nd of November, from 07:10 – 12:00 only
2. Students and parents/guardians will be meeting various teaching staff and other school personnel based on the sample arrangement outlined below.

No	Teaching Staff / Personnel	Venue
1.	All Class Advisors (CAs)	Respective Classrooms
2.	Ms. Sherrirose Garcia Gonzales (Principal)	CAB Building 2F, Conference Room
3.	Ms. Regina Raj (Vice Principal for Academic Studies)	CAB Building 1F, Room I-104 (next HC)
4.	Ms. Mariza Agnes T. Lardizabal (Vice Principal for Affective Education)	HS Building 1F, Vice Principal Office
5.	Mr. Adi Handoyo (Coordinator for Student Programmes)	MS Building 3F, Vice Principal Office
6.	Mr. Mulyadi (Coordinator for Student Development & Level Head Grade 9)	MS Building 1F, A-113
7.	Mr. Danilo E. Buday (Head of Department for Sciences)	HS Building 4F, Coordinator Office
8.	Ms. Masnida L. Simanjuntak (Level Head Grade 7)	MS Building 3F, A-315
9.	Ms. Barbara Lourdes Quiogue-Recibe (Level Head Grade 8)	MS Building 3F, A-314
10.	Ms. Angela C. Tijam (Level Head Grade 10)	HS Building 1F, E-107
11.	Mr. Zinclaire D. Sultan (Level Head Grade 11)	HS Building 1F, E-107
12.	Mr. Lukas Kurnia (Level Head Grade 12)	HS Building 1F, E-107
13.	MS Teachers who are Non-CAs	Admission Building 2F
14.	HS Teachers who are Non-CAs	Sjuman Hall

3. Please bring your child when you meet his/her class advisor/subject teacher.
4. To allow yourselves time to move to different venues and meet class advisors/subject teachers, kindly remember to keep your conference with each Class Advisor/Subject Teacher to 10 minutes.
5. There is no fixed schedule for appointments. It is on a **'first-come-first-served'** basis. Should you need more time to discuss with the class advisor/subject teacher, you will be advised to re-schedule to another day for further discussion regarding your child.
6. Parents are requested to sign up on the sheet placed at the entrance of the classrooms. Please take a seat outside the teachers' venues.

Thank you for your attention. We look forward to seeing you on the 2nd of November 2019.

Warm Regards,
BINUS SCHOOL Serpong

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