



28 Jun 2018

Principal's Letter to Parents

Term 3, 2018

Dear Parents/Guardians,

I hope that your family had an enriching mid-year holidays. As we stand at the threshold of beginning of a new Semester together, let us continue to support our girls in learning self-management skills, taking responsibility and building resilience as they grow up a little more this year.

1. Guidelines on Parents' Communication with the School

With more parents giving feedback and queries to our staff, we have come together to develop a set of guidelines for parents to understand our school's policy when it comes to communicating with our parents. Our teachers' workload in partnering parents will be managed in balance with our core professional duties, particularly in teaching and learning.

A copy of the guidelines has been uploaded on the [school website](#) or see **Annex A** for details.

2. New Educational and Career Guidance (ECG) Counsellor

We thank Ms Adeline Yeo (our previous ECG counsellor) for her services to the school. We are happy to welcome our new ECG counsellor - Ms Tiang Ginn Wah, into our school. She will be in PL(Sec) on Thursdays only.

Name: Ms Tiang Ginn Wah
Email address: tiang_ginn_wah@moe.edu.sg
Availability: Every Thurs, 8.30 a.m. – 5 p.m.

Her roles are:

- To provide ECG counselling for students and/or parents, especially during critical decision-making junctures; including alumni students who are in transition from our secondary school to prior to admission to junior colleges/ centralised institute or PSEIs
- To support students through conducting ECG workshops to help them further explore their strengths, interests, aspirations, education and career pathways, including employment preparation (e.g. writing of personal statements, resume-reviews, mock interviews etc)

We encourage girls (especially Sec 2 and Sec 4/5) to make appointments with Ms Ginn to discuss and seek advice on their future career and educational options.



3. GCE O-Level MTL & GCE N-Level EL Oral Exams

GCE O-Level MTL & GCE N-Level EL Oral Exams will be from **4 July to 16 July**. Students to be tested for **CL & EL** oral in school will be dismissed from classes at **12.50pm**. This includes sec 3 HMT students taking O-Level MT oral exam. Students travelling to other schools will leave class at **12.15 pm**.

4. Car Parking Arrangements for Parents and Visitors to PLMGS(Sec)

Please be informed of the following with effect from 1 August 2018:

- Parents and visitors driving into PLMGS(Sec) must have a **valid (yellow) Car Decal** displayed prominently on the windscreen of the car. The Car Decals can be requested from the school General Office.
- Parents and visitors, who are picking up the girls during dismissal times and will need to wait temporarily, should park their cars in **available drawn carpark lots**. This is to prevent cars from blocking the main thoroughfare and to reduce the risks of accidents within our carparks. We would also like to remind drivers to switch off the engines when the cars are parked, to prevent air pollution.
- For information, the school staff and vendors will need to start paying for season parking within our school with effect from Aug 2018.
- Parents and visitors who are attending school events (such as Prayer meetings, PSSG activities) will be **directed to park at the visitors' lots** by the school security guards, subject to availability of lots.
- **Event-specific carpark decals** will be issued to parents and visitors for each school-organised activity. This should be displayed prominently on the cars' dash board during the activity. There will be no carpark charges for parents and visitors in such situations.
- There will be **no provision** for parents and visitors to park their cars in our school for any other unauthorised reasons. In cases like these, parents and visitors are advised to park their cars in nearby public carparks.

5. Highlights of Key School Events in Term 3

The following are highlights of our school's key programmes in Term 3 2018:

Date	Key Events
25 Jun 2018 (Mon)	School reopens for Term 3 Welcome Assembly
25 - 29 Jun 2018	Sec 2 NA/NT Elective Module Sec 3NT Elective Module
<ul style="list-style-type: none">• Tuesdays - 26 Jun 2018, 3, 10, 24, 31 Jul 2018• Fridays - 29 Jun 2018, 6, 13, 20, 27 Jul 2018, 3 Aug 2018	Night Study Programme (11 sessions)

Date	Key Events
29 Jun 2018 (Fri)	SAF Rededication day
2 Jul 2018 (Mon)	Youth Day Holiday
3 – 6 Jul 2018	PLMGS Leadership Week
4 – 16 Jul 2018	GCE O-Level MTL Oral Exams GCE N-Level EL Oral Exams
6 Jul 2018 (Fri)	Installation of CCA Leaders
9 – 13 Jul 2018	Student Leaders and Mother-Tongue Cultural Immersion Trip@ Penang Schools
20 Jul 2018 (Fri)	PLMGS Racial Harmony Day 2018 Commemoration
21 Jul 2018 (Sat)	National Schools Literature Festival
21 Jul 2018 (Sat)	PSSG Family Day
30 Jul – 3 Aug 2018	School Annual Health Visit
1 – 3 Aug 2018	GCE N-Level MT Oral Exams
2 – 7 , 13 – 17 Aug 2018	School N-Level Prelim Exams
8 Aug 2018 (Wed)	PLMGS National Day Celebrations & Prize-giving Ceremony
9 – 10 Aug 2018	National Day and National Day School Holiday
13 – 28 Aug 2018	School O-Level Prelim Exams GCE O-Level EL Oral Exams
16 Aug 2018 (Thur)	PL E-Learning Day 2 (Sec 1-3 Students stay at home to complete e-learning tasks)
22 Aug 2018 (Wed)	Hari Raya Haji
24 Aug 2018 (Fri)	Methodist Schools Staff Get-Together 2018
27 – 30 Aug 2018	PL Health Week
30 Aug 2018 (Thurs)	Last day of Term 3 Farewell Assembly Teacher's Day Celebration ACES Day
31 Aug 2018 (Fri)	Teacher's Day School Holiday

Every Mon morning, 7.30 a.m. – 8.30 a.m.	<i>PrayingParents@PL</i> meets every Monday morning, 7.30 a.m. – 8.30 a.m. at the SFE room for a time of prayer and fellowship
Every 3 rd Wed of the month 7.30 a.m. – 8.30 a.m.	<i>Fathers@School</i> holds its monthly breakfast bonding session every third Wednesday of the month, 7.30 a.m. – 8.30 a.m. at the SFE room

Please check the school website (<http://plmgss.moe.edu.sg/>) for regular updates on the school programmes and other administrative matters. Do also follow us on our Youtube Channel (<https://www.youtube.com/channel/UCYt7DqDzahirCcpQI7hcxo9g>) and our Facebook page for the happenings in and around the school (<https://www.facebook.com/PLMGSAumni/>).

Thank you for your support and for partnering us to care for your daughters.

Have a fruitful Term 3!

Warmest Regards,

Mrs Quek

Principal, PLMGS (Sec)

Guidelines on Parents' Communication with the School

Guiding Principles

- PLMGS(Sec) seeks to work closely with our parents for the holistic well-being of our girls.
- Our teachers' workload in partnering parents will be managed in balance with our core professional duties, particularly in teaching and learning.
- We will work closely with parents to nurture self-management skills, a sense of responsibility and resilience in our girls. These are necessary to prepare them for life.

1. PLMGS (Sec)'s official modes of communication with parents are:
 - School phone (General Office: Tel: 6281 6606)
 - School email (Email: plmgss@moe.edu.sg)
 - School mailing address (296, Lor Ah Soo, Singapore 536742)
 - Staff official school email addresses
<http://www.plmgss.moe.edu.sg/articles/staff/staff-emails>
2. Parents should only communicate and engage with teachers within school hours (7.30 a.m. - 6 p.m.), on working weekdays, and during school terms.
3. Teachers are not expected to respond to parents' and students' queries after school hours, during the weekends and school holidays.
4. Urgent messages to teachers may be directed to the school's General Office, should the teachers be in class and are uncontactable during school hours.
5. Teachers are not expected to provide their personal mobile numbers to parents / students.
6. Appointments for face-to-face meetings with teachers should be made in advance. Parents should email the teachers or contact the General Office at least 3 days in advance, to minimise disruption to their teaching duties.
7. Parents will receive a response to their email queries within a reasonable period of time so that sufficient time is given to teachers to ensure that the queries are addressed well:
 - 3 working days (Simple query)
 - 7 working days (Query that needs some investigation)
 - 21 working days (Complex query)
8. The school reserves the right not to engage with any parent who is disrespectful, rude or abusive to our staff.



All Civil Servants are protected by **Protection from Harassment Act (PoHA)**.
For details, please read

[https://sso.agc.gov.sg/Act- Rev/PHA2014/Published/20150525?DocDate=20150525](https://sso.agc.gov.sg/Act-Rev/PHA2014/Published/20150525?DocDate=20150525)