

Monmouth Chinese School
P.O. Box 430
Marlboro, New Jersey 07746

November 5, 2011
From the PTO

Open Class and Parent-Teacher Conference

To encourage open communications and greater understanding between parents and teachers, we are having an Open Class and Parent-Teacher Conference on Saturday, December 3, 2011. We cordially invite you to a classroom sit-in with your child. The sit-ins are intended to allow you to observe your children study in the classroom and to get acquainted with their teachers. To minimize distraction in the classroom, we insist that no other young children be allowed in the classroom.

The following schedules will be observed:

9:30 - 10:00: PreK, CK1, CK2, C1A\B, MK1A\B, MK2A\B, M1A\B

10:15 - 10:45: C3, C4, C5, C6, C7, C8, M2, M3, M4, M6, M7 and MS

Individual conferences with teachers will be held after school in the classroom from 12:15 p.m. It is a great opportunity for you to review and discuss your child's progress and address any questions you may have with your child's teacher. All conferences with teachers must be pre-registered and are scheduled for **5 minutes** per student. **To help us with scheduling, please fill out the form below and return it to the teacher by November 19, 2011.** Please list the names of any other child/children you have at the school to avoid any scheduling conflicts. The schedule will be posted on the day of the conference.

Please note that while we are providing scheduled conferences at this time, you may request a conference with your child's teacher at any time during the school year. Please arrange for an appointment with your child's teachers should you have any concerns.

Each teacher reserves the right to request meetings with parents also. Please be prepared to come and meet the teachers when you receive such request to discuss the academic progress of your children.

Thank you for your cooperation.

Please return this form to your teacher by November 19th if you wish to schedule a conference.

Parent-Teacher Conference - 12/3/2010

Class	Student's name*	Names and classes of other child/children in the school

Note: * *If a student's name is already filled in and initialed by a teacher, that means a conference is requested by the teacher to discuss the academic progress and/or behavioral discipline of the student.*

孟華中文學校

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課堂觀摩和家長會議

為鼓勵家長和老師有進一步的交流和溝通，學校將在十二月三日舉行課堂觀摩和家長會議。課堂觀摩使你們對老師的教學情況有進一步的了解和認識，並可觀察貴子弟上課時的學習態度，為避免分散學生上課的注意力，請勿在當日攜帶幼童進入教室。

課堂觀摩的時間如下：

9:30 – 10:00: 幼兒 至 粵一、國幼一 至 國一

10:15 – 10:45: 粵三 至 粵八、國二、國三、國四、國六、國七 及 國特

個別家長和老師會議將於下課後在教室進行，家長可直接和老師討論貴子弟學習情況或提出有關的問題。時間是從中午十二時十五分開始。個別會議為時**五分鐘**。**參加者需要預先報名。有興趣的家長請填妥下表，在十一月十九日交回老師，以便安排會議。**為免有時間上的衝突，請列出你們其他在本校就讀的子弟姓名。會議的時間表將會在會議當日在學校張貼。

雖然學校舉行了是次個別家長和老師會議，各位家長在學年期間如有任何問題，仍然可以約見老師商議。

如有任何其他意見，歡迎家長直接向教務主任或學校行政人員提出。

孟華學校家長會
二零壹壹年十一月五日

有興趣的家長請填妥表格在十一月十九日交回老師

課堂觀摩和家長會議： 十二月三日

班級	學生姓名*	其他就讀學生姓名和班級

*備註：如學生姓名已被填妥並有老師簽名，表示老師需要約見家長。請安排赴會。