

Notification No: 058/ 2017

8 May 2017

Dear Parent / Guardian,



Parent-Teacher Conference (PTC) on 25 & 26 May 2017 for P4 – P6 Students

(I) Meeting Form Teacher/ Co-Form Teacher for Collection of Report Books

We are pleased to invite all parents to attend our mid-year PTC. PTC is a platform for the teachers to meet and update you on your child's/ward's progress and development since the beginning of the year, and how you can support him/her during the June holidays. Your child's/ ward's report book would also be released on that day. Please return the report book to your child's/ward's form teacher on the **first day of Term 3**. The details of the PTC are as below.

25 May 2017 (Thursday)	<ul style="list-style-type: none">• Lessons as per normal from 7:45am – 1:15pm• PTC from 2pm – 5pm
26 May 2017 (Friday)	<ul style="list-style-type: none">• No lessons• PTC from 7:30am – 4:30pm

All students are **required to attend the PTC with you, and they are to be attired in their school uniform**. Parents/ guardians will meet the Form teacher/ Co Form-teacher in the respective classrooms. We seek your understanding that sometimes though an appointment has been made with the Form Teacher, we may refer you to the Co-Form Teachers for the collection of report books so as to reduce waiting time for parents.

(II) Meeting Subject Teachers (OPTIONAL)

From the feedback given by parents, many have expressed that you would like to meet your child's/ ward's subject teachers to gain a better understanding of the specific strengths and weaknesses of your child/ ward in the respective subject area. As such, we have made arrangements for you to meet your child's/ ward's subject teachers this year. After meeting the form teacher, you may book an appointment with the various subject teachers whom you would like to meet through our online booking system. Please keep to a maximum of booking **2 sessions** for each child/ ward so that all parents/ guardians will have the opportunity to meet with the teachers that they wish to speak with. In the event that you are not able to secure a slot, please call the teacher at 67586472 to make an appointment on another day.

(III) Online Booking

Please indicate your preference for the sessions allocated via the Learning Management System (mconline). **Please note that you need to book appointments with the Form Teacher and Subject Teachers (optional)**. Each session is limited to 10 minutes so that all parents will have a chance to meet the teachers. To sign up for the session, please login to the school's LMS using your child's/ ward's account at www.mconline.sg between **9 May 2017 and 19 May 2017**.

To enable you to better plan and coordinate your appointments with the various teachers, we strongly encourage you to **book the appointments online**. However, should you encounter any difficulties logging in or have no internet access at home, you may also submit your preferred time slots to us **via the reply slip (Annex 2) given**. Please indicate **3** of your preferred time slots in the reply slip (Annex 2) and ask your child/ ward to submit it in the General office from 9 May 2017 - 19 May 2017. After we have booked the appointment for you, you will receive the confirmation slip informing you of your confirmed slot.

If you are unable to attend the session, please collect your child's/ ward's report book from the general office between 29 May 2017 (Monday) and 23 June 2017 (Friday) during office hours (Monday to Friday 8am – 5pm).

(IV) Security Measures

As this is a school event involving a big group of attendees, the school has put in place some measures to monitor and manage high volume of visitors. We seek your understanding and cooperation in adhering to the points below:

- Only parents/legal guardians (limited to 2 adults) are invited to attend this event.
- Upon confirming your attendance, we will be issuing a sticker with the school stamp to you through your child. Please put on the sticker on the day of the PTM for security clearance to enter our school premise.
- Entry to school is only allowed via the Front Gate.
- For parent/guardian who is driving, please park your vehicle at the nearby HDB carpark as we have limited parking lots in the school.

If you have any queries, you may contact the Year Heads at 62571772/ 67586472 or email them.

Mdm Jayasree	P3 & P4	jayasree_k_n_unnithan@moe.edu.sg
Mrs Tan Hwee Min	P5 & P6	tan_hwee_min@moe.edu.sg

Thank you for partnering us in your child's/ward's education and we look forward to seeing you.

Yours sincerely



Ms Cheah Poh Lian
Principal

INSTRUCTIONS FOR BOOKING A PARENT-TEACHER MEETING TIME SLOT

STEPS	ACTIONS	REMARKS
TO MAKE A BOOKING		
1	Go to www.mconline.sg	
2	Login to MC online portal	ID: jpsXXXXX (XXXXX = last four digits and alphabet of your child BC number) School ID: jps Password: XXXXXXXX (If your child has not changed his password, the default password is Student01)
3	Click on School Admin from the top menu	
4	Select Parent-Teacher Meeting:View Form from the dropdown menu.	
5	Click on the name of the teacher that you want to meet.	The teaching subject of the teacher is indicated under description.
6	Enter your (parent) name and contact number.	
7	Select your preferred time slot by clicking on Available .	
8	Click on Confirm .	Check the details of your booking.
9	Repeat Step 5 to 8 to book a meeting with another teacher	
TO CANCEL A BOOKING		
	Click on School Admin from the top menu	
	Select Parent-Teacher Meeting:View Form from the dropdown menu.	
	Click on the name of the teacher that you want to meet.	The teaching subject of the teacher is indicated under description.
	Click on Cancel My Booking	
	Click on OK	

ONLY PARENTS/ GUARDIANS WHO ARE NOT DOING ONLINE BOOKINGS NEED TO FILL IN.

REPLY SLIP

PARENT-TEACHER CONFERENCE (P4 – P6 ONLY)

I, parent/ guardian of _____ of class _____ will be attending PTC. Other than the form teacher, I would like to meet the following subject teachers (maximum of 2 subject teachers).

Subjects	Please tick accordingly	Teacher
English		
Mathematics		
Mother Tongue		
Science		

- Please turn over to the next page to choose your preferred time slot for conference with Form Teacher.
- Our staff will assist your child to book slots with the subject teachers whom you wish to meet either before or after seeing the Form Teacher.

-----CONFIRMATION SLIP (FOR OFFICIAL USE)-----

To: Parent/ Guardian of _____ of class _____.

This is to confirm that the time allocated to you for the PTC is:

Subjects	Please tick accordingly	Teacher	Date/ Time Slot
Form Teacher			
English			
Mathematics			
Mother Tongue			
Science			

Name of Staff: _____

Date of booking: _____

REPLY SLIP (P4 – P6 ONLY)

**Please only indicate your preference on either one of the days.

25 May 2017 (Thursday)

Time Slot	Please indicate your 3 preferred time slots (1 st , 2 nd & 3 rd choice)	Time Slot	Please indicate your 3 preferred time slots (1 st , 2 nd & 3 rd choice)
2pm – 2:10pm		3:50pm – 4pm	
2:10pm – 2:20pm		4pm – 4:10pm	
2:20pm – 2:30pm		4:10pm – 4:20pm	
2:30pm – 2:40pm		4:20pm – 4:30pm	
2:40pm – 3pm		4:30pm – 4:40pm	
3pm – 3:10pm		4:40pm – 4:50pm	
3:10pm – 3:20pm		4:50pm – 5pm	
3:20pm – 3:30pm			

26 May 2017 (Friday)

Time Slot	Please indicate your 3 preferred time slots (1 st , 2 nd & 3 rd choice)	Time Slot	Please indicate your 3 preferred time slots (1 st , 2 nd & 3 rd choice)
7:30am – 7:40am		12:50pm – 1pm	
7:40am – 7:50am		1pm – 1:10pm	
7:50am – 8am		1:10pm – 1:20pm	
8am – 8:10am		1:20pm – 1:30pm	
8:10am – 8:20am		1:30pm – 1:40pm	
8:40am – 8:50am		1:40pm – 1:50pm	
8:50am – 9am		1:50pm – 2pm	
9am – 9:10am		2pm – 2:10pm	
9:10am – 9:20am		2:10pm – 2:20pm	
9:20am – 9:30am		2:20pm – 2:30pm	
9:50am – 10am		2:30pm – 2:40pm	
10am – 10:10am		2:40pm – 2:50pm	
10:10am – 10:20am		2:50pm – 3pm	
10:20am – 10:30am		3pm – 3:10pm	
10:30am – 10:40am		3:10pm – 3:20pm	
10:40am – 10:50am		3:20pm – 3:30pm	
10:50am – 11am		3:30pm – 3:40pm	
11am – 11:10am		3:40pm – 3:50pm	
11:10am – 11:20am		3:50pm – 4pm	
11:20am – 11:30am		4pm – 4:10pm	
11:30am – 11:40am		4:10pm – 4:20pm	
11:40am – 11:50am		4:20pm – 4:30pm	
11:50am – 12pm			

Name of parent/ guardian: _____

Signature: _____

Contact number: _____

Date: _____