

17 January 2020




Dear Parents/Guardians,

Use of Tok-Tok! Communication System (P2 to P6)

Thank you for your support in using Tok-Tok! communication system. Jiemin Primary School will continue to use Tok-Tok! in 2020 as a communication channel between parents and teachers. For parents who are using Tok-Tok! for the first time, Tok-Tok! Communication app is a smartphone-based application similar to What's app but restricted to parents and staff of Jiemin Primary School. Tok-Tok! allows users to join a class using a PIN issued by the form teacher. If you have children from different classes, you will receive separate PINs from their respective Form Teachers to join their classes.

If you have **not** installed the Tok-Tok! app, go to <http://tok-tok.me>. (If you are already using Tok-Tok!, proceed to STEP 1) Tap the respective app store badge (iOS or Android) to install Tok-Tok! on your iPhone or Android phone. Tok-Tok! will guide you to register and verify your mobile number. Upon successful installation of the Tok-Tok! communicator app, follow the steps below to join your child's class.

STEP 1

- Launch the Tok-Tok! app on your phone.
- Tap the menu button () at the top left of the screen.
- Tap "Enter PIN".

STEP 2

- Enter the PIN

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- Tap "Next" at the top right corner of the screen.

STEP 3

A screen will be displayed showing which group (eg. 2C) you will be joining. Below this information you will see 2 fields:

1. Group Display Name:

Enter your child's name (not your name) and indicate your relationship by adding (F) for father, (M) for mother or (G) for guardian at the end of your child's name. e.g. John Tan Cong Meng (F).

2. Additional Info:

You may enter your email address (optional)


- When done, tap "Submit" at the top right corner of the screen (or tap the "Submit" button below the Additional Info field in the Android version).

STEP 4

A pop-up message will show that your request has been submitted. Tap "OK".

Once the form teacher has approved your request, you will receive a notification to inform you that you have been added to the class.

CHECKING THE STATUS OF YOUR REQUEST

- Tap the menu button () at the top left corner of the screen
- Tap "My Requests" to view the status of your request.

For existing users, please note that we will be removing all 2019 chats, you **will not** be able to reply or receive any messages in those chats anymore. Unlike Parents' Gateway which was intended for announcement and consent approval, Tok-Tok! is meant for exchanging messages to enhance the partnership between parents and school. Should you encounter any problem with installing Tok-Tok! or joining your child's class, please contact Mr Simon Low, ICT HOD at simon_low_thong@moe.edu.sg or call the general office (67586472) to leave your contact. Thank you.

Yours sincerely,



Mr Andy Mickey Choong
Principal