11 May 2016

Dear Parents/Guardians,

**Parent-Teacher- Meeting (PTM) P3- P6**

Our Parent-Teacher-Meeting will be held on **27 May (Friday)** from **7.30 a.m. to 4.30 p.m.** with a lunch break for teachers from 11.30 a.m. to 12.30 p.m. All parents are invited to attend the one-to-one meeting with the form teachers to discuss the holistic development of your child. There will be no classes for all students on that day. However, P5 and P6 students are strongly encouraged to attend the meeting with their parents.

Please indicate your preferred time slot to attend the meeting via **MC Online**, attached (Annex A) are the instructions on how to log on and make your booking. Time slots are allocated based on a first-come-first-served basis.

Our online system will be open for booking on **Monday, 16 May (8.00 p.m.)** and closed on **Thursday 19 May (5.00 p.m.).** Should you encounter any difficulties with your booking, please email the respective Form Teachers for assistance.

For parents who do not have online access, you may call the respective Form Teachers to arrange for a slot.

Our Mother Tongue teachers will be available to meet to discuss the progress of your child. Booking is to be made via the online system as well. However, as most of our teachers may be teaching more than one level, we seek your understanding that they may not be able to accommodate your preferred time slot. Alternatively, you may wish to email them to enquire on your child’s progress or arrange to meet on another date.

The meeting will be held in your child’s form class. Mother Tongue teachers will be in the Hall.

We look forward to our continued partnership in the holistic development of your child.

Yours sincerely,

Mrs Cheryl Tan

Vice-Principal
Annex A: Guide on How to Make an Appointment for the Parent-Teacher Meeting

1) Go to mconline.sg and log-in using either parent’s account or child’s account:

   **Parents’ account**
   User id: p_child’s bc
   Password: learning (1st time access)

   **Child’s account**
   User id: child’s bc
   Password: mconline1 (1st time access)

2) Click on School admin > Parent-Teacher Meeting: View Form
3) Choose the meeting and click on the form title

4) Select the available timeslot and enter your name and contact number.

5) Click on Book Selected to confirm the time slot.
Appointment Booking with Mother Tongue Teachers

1) Repeat Steps 1 and 2

2) Choose the MT meeting and click on the form title

3) Select the available timeslot

4) Click on Book Selected to confirm the time slot.
Guide on How to Cancel a Booking for the Parent-Teacher Meeting Form

1) Go to mconline.sg and log-in using either parent’s account or child’s account:
   
   **Parents’ account**
   User id: p _child’s bc
   Password: learning (1st time access)
   
   **Child’s account**
   User id: child’s bc
   Password: mconline1 (1st time access)

1) Click on School admin > Parent-Teacher Meeting: View Form
2) Choose the meeting and click on the form title

3) Click on Cancel My Booking

4) Click OK

5) Click OK