



HENRY PARK PRIMARY SCHOOL

1 Holland Grove Road, Singapore 278790. Tel: 6466 3600 Fax: 6469 1840

<http://www.henryparkpri.moe.edu.sg>

16th Feb 2017

Dear Parents/Guardians,

Parent-Teacher- Meeting (PTM) P1- P6

Our Parent-Teacher-Meeting for all levels will be held on **10th March (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 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 PTM booking system will be available from **Monday, 20th Feb (8.00 p.m.) to Friday 3rd March (5.00 p.m.)**.

Should you encounter any difficulties with your booking, please email your child's Form Teachers for assistance.

For parents who do not have online access, you may call your child's Form Teacher 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 meeting with you.

Yours sincerely,

Ms Nathalie Chen
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

Parent monitoring account login ID

P_[Level] + HPPS + [last 5 *characters* of child's BC Number]

For example: A **Parent of a Primary 1 Pupil** with BC Number **t1029335e** will have a login ID as **P_1HPPS9335E**

All parent monitoring account passwords have been reset to **parent01**

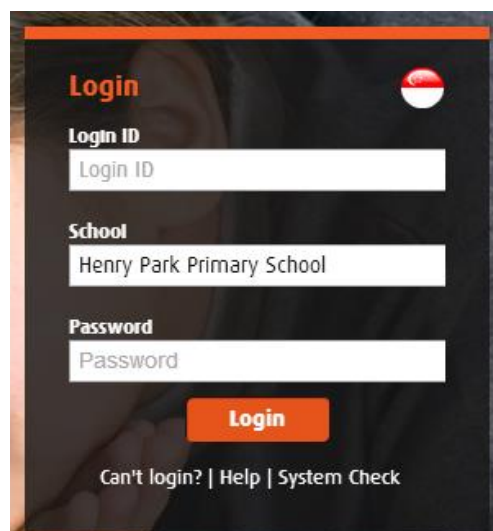
Child's account

Student account login ID

[Level] + HPPS + [last 5 *characters* of their BC Number]

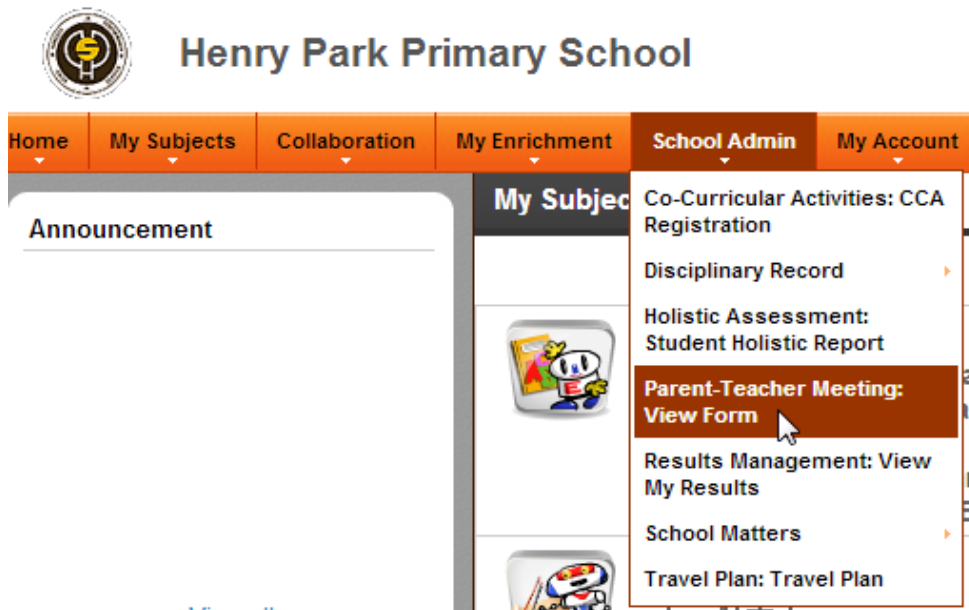
For example: A **Primary 1 Pupil** with BC Number **t1029335e** will have a login ID as **1HPPS9335E**

All student account passwords have been reset to **Hpps2017**



The image shows a login interface for the mconline.sg website. It features a dark background with a red and white circular logo in the top right corner. The word "Login" is displayed in orange at the top left. Below it, there are three input fields: "Login ID" (containing "Login ID"), "School" (containing "Henry Park Primary School"), and "Password" (containing "Password"). An orange "Login" button is positioned below the password field. At the bottom, there are links for "Can't login?", "Help", and "System Check".

2) Click on School admin > Parent-Teacher Meeting: View Form



3) Choose the meeting and click on the form title

TITLE	DESCRIPTION	VENUE	CLASS
PTM 3D (Mdm Yvonne Lee)	Parent-Teacher Meeting	3D Classroom (Level 4)	3D
PTM: CL 2I (Yang Liman)	PTM	Hall	2I

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

TEACHER MEET **PARENT-TEACHER MEET BOOKING**

Select Form: PTM 3D (Mdm Yvonne Lee) - F



Other Bookings:
Title: PTM 3D (Mdm Yvonne Lee)
Description: Parent-Teacher Meeting
Venue: 3D Classroom (Level 4)
Form Class / Group Name: 3D
Registration Date: 24/02/2016 00:00 - 03/03/2016 17:00
Event Date: 11/03/2016

Parent's Name: (required)
Parent's Contact No.: (required)

My parent/guardian WILL NOT BE ATTENDING.
 Yes, my parent/guardian would like to meet my mother-tongue teacher.

Time Slots:

07:30 - 07:40	Available	07:40 - 07:50	Available
07:50 - 08:00	Available	08:00 - 08:10	Available
08:10 - 08:20	Available	08:20 - 08:30	Available
08:30 - 08:40	Available	08:40 - 08:50	Available
08:50 - 09:00	Available	09:00 - 09:10	Available
09:10 - 09:20	Available	09:20 - 09:30	Available
09:30 - 09:40	Available	09:40 - 09:50	Available
09:50 - 10:00	Available	10:00 - 10:10	Available
10:10 - 10:20	Available	10:20 - 10:30	Available
10:30 - 10:40	Available	10:40 - 10:50	Available
10:50 - 11:00	Available	11:00 - 11:10	Available
11:10 - 11:20	Available	11:20 - 11:30	Available
11:30 - 11:40		11:40 - 11:50	
11:50 - 12:00		12:00 - 12:10	
12:10 - 12:20		12:20 - 12:30	
12:30 - 12:40	Available	12:40 - 12:50	Available
12:50 - 13:00	Available	13:00 - 13:10	Available
13:10 - 13:20	Available	13:20 - 13:30	Available
13:30 - 13:40	Available	13:40 - 13:50	Available
13:50 - 14:00	Available	14:00 - 14:10	Available
14:10 - 14:20	Available	14:20 - 14:30	Available
14:30 - 14:40	Available	14:40 - 14:50	Available
14:50 - 15:00	Available	15:00 - 15:10	Available
15:10 - 15:20	Available	15:20 - 15:30	Available
15:30 - 15:40	Available	15:40 - 15:50	Available
15:50 - 16:00	Available	16:00 - 16:10	Available
16:10 - 16:20	Available	16:20 - 16:30	Available

 Slots are disabled by School Admin.
 Slots are booked.

I declare that all the information entered here is correct and accurate at the time of submission.

5) Click on Book Selected to confirm the time slot.

I declare that all the information entered here is correct and accurate at the time of submission.


Appointment Booking with Mother Tongue Teachers

1) Repeat Steps 1 and 2

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

TITLE	DESCRIPTION	VENUE	CLASS
PCTC 2I (Mdm Yvonne Lee)	PCTC 2015	2I Classroom	2I
PTM: CL 2I (Yang Liman)	PTM	Hall	2I
PTM: CL 2I (Yang Liman)	PTM	Hall	2I

3) Select the available timeslot

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PARENT-TEACHER MEET **PARENT-TEACHER MEET BOOKING**

Select Form:

Other Bookings:

Title: PTM: CL 2I (Yang Liman)
Description: PTM
Venue: Hall
Form Class / Group Name: 2I
Registration Date: 26/08/2015 20:00 - 31/08/2015 17:00
Event Date: 18/09/2015

Parent's Name: (required)
Parent's Contact No.: (required)

My parent/guardian WILL NOT BE ATTENDING.

Time Slots:

13:30 - 13:40	<input type="button" value="Available"/>	13:40 - 13:50	<input type="button" value="Available"/>
13:50 - 14:00	<input type="button" value="Available"/>	14:00 - 14:10	<input type="button" value="Available"/>
14:10 - 14:20	<input type="button" value="Available"/>	14:20 - 14:30	<input type="button" value="Available"/>
14:30 - 14:40	<input type="button" value="Available"/>	14:40 - 14:50	<input type="button" value="Available"/>

Slots are disabled by School Admin.
 Slots are booked.

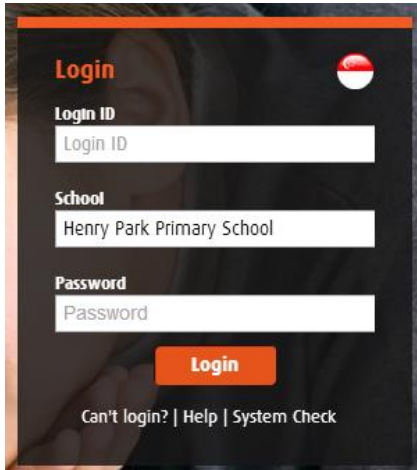
I declare that all the information entered here is correct and accurate at the time of submission.

4) Click on Book Selected to confirm the time slot.

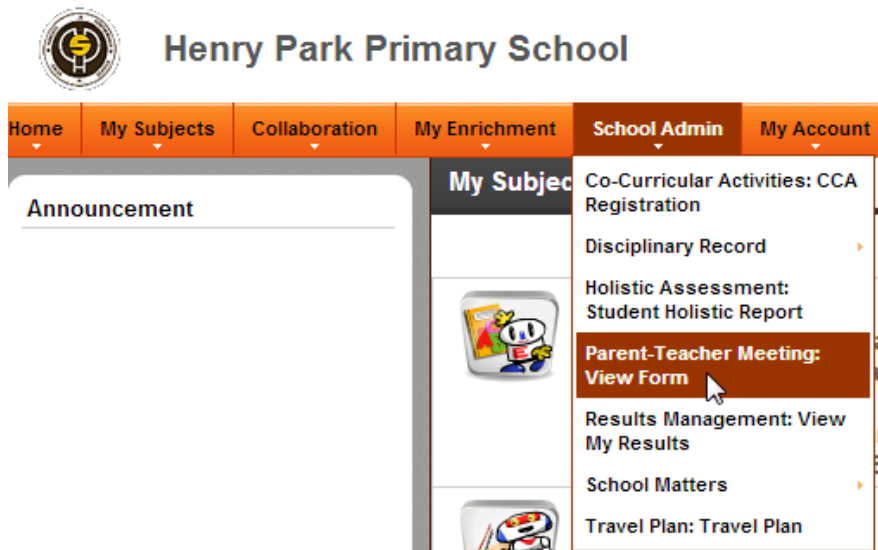
I declare that all the information entered here is correct and accurate at the time of submission.

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




- 1) Click on School admin > Parent-Teacher Meeting: View Form



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

TITLE	DESCRIPTION	VENUE	CLASS
PCTC 2I (Mdm Yvonne Lee)	PCTC 2015	2I Classroom	2I 26/08/2015 20:00 - 3
PTM: CL 2I (Yang Liman)	PTM	Hall	2I 26/08/2015 20:00 - 3
PTM: CL 2I (Yang Liman)	PTM	Hall	2I

3) Click on Cancel My Booking

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PARENT-TEACHER MEET **PARENT-TEACHER MEET BOOKING**

Select Form:

[View Acknowledgement](#) [Cancel My Booking](#)

Other Bookings:

Title: PTM 3D (Mdm Yvonne Lee)

Description: Parent-Teacher Meeting

Venue: 3D Classroom (Level 4)

Form Class / Group Name: 3D

4)

Confirm x

Are you sure you want to cancel your current booking? Click on OK to confirm your cancellation.

Yes, my parenoguardian would like to meet my mother-tongue teacher.

5)

Status x

Your booking is cancelled successfully.

Time Slots:	07:30 - 07:40	07:40 - 07:50	07:50 - 08:00	08:00 - 08:10	08:10 - 08:20	08:20 - 08:30
	<input type="button" value="Available"/>	<input type="button" value="Cancel My Booking"/>	<input type="button" value="Available"/>	<input type="button" value="Available"/>	<input type="button" value="Available"/>	<input type="button" value="Available"/>