27th Feb 2015

Dear Parents / Guardians,

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

Our Parent-Teacher-Meeting for parents of students from **Primary 3 to 6** will be on **13th March (Friday)** from **7.30 a.m. to 4.30 p.m.**, with a lunch break from 11.30 a.m. to 12.30 p.m. for our teachers. 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, P6 students are strongly encouraged to attend the meeting with their parents.

Please indicate your preferred time slots using the online system via MC Online, attached (Annex A) are the instructions on how to log on and make your booking. In order to be able to meet with as many parents as possible, we seek your understanding that each meeting will be allocated 10 minutes. Time slots are allocated based on a first-come-first served basis.

For parents who do not have online access, you may call the respective Form Teachers to make arrangements to meet.

Our Mother Tongue teachers are available to meet with you, booking can be made via the online system. However, as most of our Mother Tongue teachers are teaching more than one class, we seek your understanding that they may not be able to accommodate your preferred time slot. Likewise, subject teachers may not be able to meet with you on the same day as priority will go to their form classes. You may wish to email them for feedback on your child’s progress or schedule another appointment date, subject to the teachers’ availability.

The meetings will be held in your child’s classroom. Mother Tongue teachers will be in the hall.

Our online system will be open for booking on **Wednesday 4th March (8.00 p.m.)** and will be closed on **Monday 9th March (5.00 p.m.)**. If you encounter any difficulties with your booking, please email the respective Form Teachers for assistance.

We look forward to our discussion with you.

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 the pupil’s account. Log-in ID is the pupil’s BC Number and the default password is mconline.

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

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DESCRIPTION</th>
<th>VENUE</th>
<th>CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTM 6C2 (Ms Grace Chan)</td>
<td>Level 7</td>
<td>6C2 Classroom</td>
<td>6C2</td>
</tr>
<tr>
<td>PTM 3A &amp; 6C4 (CL - Ms Michelle Lim)</td>
<td>Level 4</td>
<td>School Hall</td>
<td>3A &amp; 6C4</td>
</tr>
</tbody>
</table>

4) Select the available timeslot

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

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DESCRIPTION</th>
<th>VENUE</th>
<th>CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTM 6C2 (Ms Grace Chan)</td>
<td>Level 7</td>
<td>6C2 Classroom</td>
<td>6C2</td>
</tr>
<tr>
<td>PTM 3A &amp; 6C4 (CL - Ms Michelle Lim)</td>
<td>Level 4</td>
<td>School Hall</td>
<td>3A &amp; 6C4</td>
</tr>
</tbody>
</table>

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 the pupil’s account. Log-in ID is the pupil’s BC Number and the default password is mconline.

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

3) Choose the meeting and click on the form title

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DESCRIPTION</th>
<th>VENUE</th>
<th>CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTM 6C2 (Ms Grace Chan)</td>
<td></td>
<td>Level 7</td>
<td>6C2</td>
</tr>
<tr>
<td>PTM 3A &amp; 6C4 (CL - Ms Michelle Lim)</td>
<td></td>
<td>School Hall</td>
<td>3A &amp; 6C4</td>
</tr>
</tbody>
</table>
4) Click on Edit Booking

5) Click on Cancel My Booking

6) Click OK
7) Click OK