

20 February 2017

Dear Parents of Primary 3, 4 & 5 Students

**Parent-Teacher Conference (PTC) 1 & Home-based Learning (HBL) on Fri, 3 Mar 17**

In line with the school's continuous effort to foster home-school partnership, we would like to invite you to our first Parent-Teacher Conference (PTC) this year. The details are as follows:

**Date : Fri, 3 Mar 17**

**Time : 15 min slot**

**Venue : Respective classrooms & Hall**

During this session, the teachers will inform parents of their child's strengths and areas for improvement so that parents can better support their child at home during the school vacation. Areas for discussion include students' academic progress, their social-emotional and character development.

As both the Form and Mother Tongue Teachers are unable to see all the parents in one day, parents will be informed if they are required to see them. For these selected parents, please register your attendance and select your preferred time-slot, using the **Registration Form on MC Online**. Please do so between **Tue, 21 Feb 17, 08:00** and **Tue, 28 Feb 17, 23:59**. The registration and selection of time-slot is done on a **first-come-first-serve basis**. Please refer to **Annex A** for more details.

Please keep to the booked **15 min time slot**, so as not to incur prolonged wait time for the other parents who have booked time slots after you. Please take note that photographs would be taken during the PTC for use on our school website and school publications.

For selected parents who are meeting with the Mother Tongue Teacher only, you need not register via MC Online. Please proceed to the Hall directly and the meeting will be based on a first-come-first-serve basis.

As for parents of those students who are not meeting the Form or Mother Tongue Teachers for this PTC1, please rest assured that you can still get in touch with the teachers for feedback on your child's progress, behaviour and learning attitude by indicating in the Acknowledgement Slip if you require the teachers to follow-up.

There will be no school for students on that day. Instead, Home-Based Learning (HBL) will be conducted. Students are expected to access the **MC Online Learning Management System (MC Online LMS)** to complete the learning tasks assigned to them. The objectives of the HBL exercise are as follows:

1. To provide students with a different learning experience so as to equip them with the necessary disposition and skills for the changing education/work landscape.
2. To simulate school closure during an emergency period and ensure that students' learning is not disrupted.

The following timetable is a guide for students to complete the tasks assigned to them. Students have until **Thu, 9 Mar 17** to complete all assigned tasks.

For Primary 3 & 4	
Time	Subject
8 am – 8.40 am	English
8.40 am – 8.50 am	Vision Break
8.50 am – 9.30 am	Mother Tongue
9.30 am – 9.50 am	Vision Break
9.50 am – 10.30 am	Mathematics
10.30 am – 10.40 am	Vision Break
10.40 am – 11.20 am	Science

During the HBL exercise, students are required to perform the following:

Step 1: Login to MC Online LMS at [mconline.sg](http://mconline.sg) using their **BC number** as the user ID, **mconline1** as the password and **SDPS** for the school.

Step 2: Go to 'My Assignments' to view all the tasks that needs to be completed.

Step 3: Complete all the learning tasks assigned.

Should you have further queries, please feel free to call or email your child's Form Teacher. We look forward to a fruitful partnership with you in support of your child's holistic development.

Yours sincerely  
Mrs Lee-Koh SC  
Principal



## Steps to register for the Parent-Teacher Conference 1

1. Visit the website: [mconline.sg](http://mconline.sg)
2. Log in to the portal.

1. Open Google Chrome Browser
2. Website address: [mconline.sg](http://mconline.sg)
3. Fill in the following information at the login page:

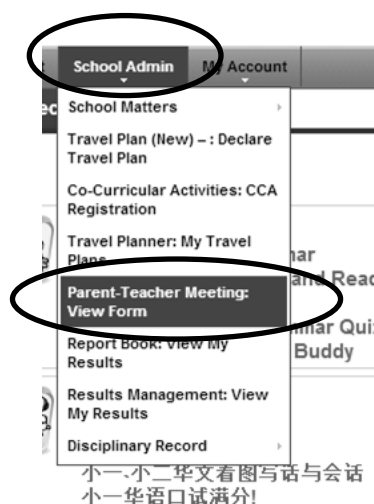
- User name → SDPSXXXXXX(ALL CAPITALS)  
XXXXXX → last 5 digit and 1 LAST letter of BC No

Example: Student's BC No: T0981276F

Login ID will be: SDPS81276F

- School code → [sdps](#)
- Password → [Windows7](#)

3. Look for the tab: **School Admin > Parent-Teacher Meeting: View Form** and click.



4. Click on the radio button of the event and click on **View Time Slots**.  
**Important:** Registration can only be done between **Tue, 21 Feb 17, 08:00** and **Tue, 28 Feb 17, 23:59**. You would not be able to register before and after these dates.

TITLE	DESCRIPTION	VENUE	CLASS	REGISTER
<input checked="" type="radio"/> Parent Teacher Conference		Springdale Primary School	1 INITIATIVE	12/05/20

**View Time Slots**

5. (a) Fill in the necessary details:
  - ✓ Parent's Name
  - ✓ Parent's Contact No
- (b) Select your preferred time slot.
- (c) Tick the disclaimer: "I declare that all the information entered here is correct and accurate as of the time of submission."
- (d) Click on the button: **Book Selected**.

Group Name:  
 Registration 03/05/2013 - 04/05/2013  
 Date:  
 Event Date: 03/05/2013

Parent's Name:

Parent's Contact No.:

I will NOT be attending.

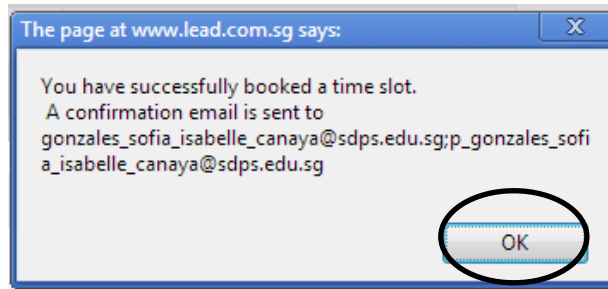
Time Slots:	07:30 - 07:45	Available	07:45 - 08:00	Available
	08:00 - 08:15	Available	08:15 - 08:30	Available
	08:30 - 08:45	Available	08:45 - 09:00	Available
	09:00 - 09:15	Available	09:15 - 09:30	Available
	09:30 - 09:45	Available	09:45 - 10:00	Available
	10:00 - 10:15	Available	10:15 - 10:30	Available
	10:30 - 10:45	Available	10:45 - 11:00	Available
	11:00 - 11:15	Available	11:15 - 11:30	Available
	11:30 - 11:45	Available	11:45 - 12:00	Available
	12:00 - 12:15	Available	12:15 - 12:30	Available
	12:30 - 12:45	Available	12:45 - 13:00	Available
	13:00 - 13:15	Available	13:15 - 13:30	Available
	13:30 - 13:45	Available	13:45 - 14:00	Available
	14:00 - 14:15	Available	14:15 - 14:30	Available
	14:30 - 14:45	Available	14:45 - 15:00	Available
	15:00 - 15:15	Available	15:15 - 15:30	Available
	15:30 - 15:45	Available	15:45 - 16:00	Available

Slots are disabled by School Admin.  
 Slots are booked.

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

**Book Selected** Return

6. You should receive a confirmation of your booking. Click the **OK** button.



7. You may print the acknowledgement form for your reference. You are not required to bring it for the session.

**Acknowledgement Notice**

Name of Child:  
Form Class / Group Name:

Your booking information is as follows:

**Title:** Parent Teacher Conference 2

**Description:**  
**Date:** 06/05/2013  
**Time:** 13:30 - 13:45  
**Venue:**

Please bring along this Acknowledgement Notice for the Parent-Teacher Meeting.

If you need to change your booking, please cancel your booking before selecting another time slot.  
Please note that bookings are based on a first-come-first-served basis

[Print Acknowledgement](#) [Close](#)

8. You may also access the confirmation email via the Email link at the left side of the main page.