

1 November 2017

Dear Parents

Parent-Teacher Conference (PTC) 3 & Home-based Learning (HBL) on Fri, 10 Nov 17

In line with the school's continuous effort to foster home-school partnership, we would like to invite you to our Parent-Teacher Conference (PTC) 3 this year. The details are as follows:

Date : Fri, 10 Nov 17

Time : 15 min per parent

Venue : Respective classrooms & MPH

During this session, the Form 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 development and relationship management amongst his/her peers.

As the Form and Mother Tongue Teachers have been providing regular updates on your child's progress throughout the year, they will be meeting only selected parents during PTC 3. Parents will be informed if they are required to see the teachers. For these selected parents, you will need to book a time-slot to meet the Form teacher & another time-slot to meet the Mother Tongue Teacher, using the **Registration Form on MC Online**. Please check with your child for the name of his/her MT teacher. Please do so between **Thu, 2 Nov 17, 08:00 & Wed, 8 Nov 17, 23:59**. The registration and selection of time-slot is done on a **first-come-first-serve basis**. Instructions for registration could be found in the Letter to Parents (PTC3_Annex A) sent to you via email and the school website: [Parents Infoweb > Letter to Parents > 1 Nov 17 - Letter to Parents \(PTC3 Annex A\)](#).

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 publications.

Parents who are unable or are not selected to meet the Form or Mother Tongue Teachers for this PTC, 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 **Mon, 13 Nov 17** to complete all assigned tasks.

For Primary 1 & 2	
Time	Subject
9 am – 9.30 am	English
9.30 am – 9.45 am	Vision Break
9.45 am – 10.15 am	Mother Tongue
10.15 am – 10.30 am	Vision Break
10.30 am – 11 am	Mathematics

For Primary 3 to 5	
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.

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



Acknowledgement Slip

*(Please return this portion to the Form Teacher by **Fri, 3 Nov 17.**)*

Re: Parent-Teacher Conference (PTC) 3 on Fri, 10 Nov 17

You are kindly requested to meet:

- Form Teacher only (Venue: Form Classroom)
- MT Teacher only (Venue: MPH)
- Form Teacher & Mother Tongue Teacher (Venue: MPH)
- The Form Teacher & Mother Tongue Teacher need not see you at this PTC3.

Please tick where applicable.

	I have noted the contents of the letter & would register for a slot to meet the Teachers through MC Online.
	I have noted the contents of the letter & would <u>not be able</u> to attend PTC 3.
	As I am not selected/ not available to meet the Form Teacher, I would like him/her to contact me to update me of my child's progress.
	As I am not selected/ not available to meet the Mother Tongue Teacher, I would like him/her to contact me to update me of my child's progress.

Step-by-step guide to register for PTC3 can be found in the School Website <http://www.springdalepri.moe.edu.sg/>

Name of Child : _____ Class : _____
Name of Parent : _____
Contact No. : _____ Signature: _____

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