

14 May 2018

Dear Parents

Parent-Teacher Conference (PTC) 1 & Home-based Learning (HBL) on Fri, 25 May 18

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) 1 this year. The details are as follows:

Date : Fri, 25 May 18

Time : 15 min per parent

Venue : Respective classrooms & School Hall

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 (MT) Teachers are unable to see all the parents in one day, 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 MT 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 **Wed, 16 May 18, 08:00 & Wed, 23 May 18, 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 attached **Annex A** and the school website.

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 MT 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, 4 Jun 18** 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 6	
Time	Subject
8 am – 8.45 am	English
8.45 am – 9 am	Vision Break
9 am – 9.45 am	Mother Tongue
9.45 am – 10 am	Vision Break
10 am – 10.45 am	Mathematics
10.45 am – 11 am	Vision Break
11 am – 11.45 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 or MT Teachers. We look forward to a fruitful partnership with you in support of your child's holistic development.

Yours sincerely
Mrs Lee-Koh SC
Principal

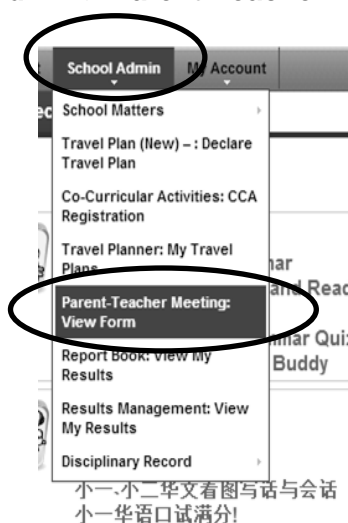


Steps to Register for Parent-Teacher Conference 1

1. Visit the website: mconline.sg
2. Log in to the portal.

1. Open Google Chrome Browser
2. Website address: 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 → [2018sdps02](#)

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



4. Click on the name of the event **“2018 Parent-Teacher Conference”**
Important: Registration can only be done between **Wed, 16 May 18, 08:00** and **Wed, 23 May 18, 23:59**. You would not be able to register before and after these dates.

TITLE	DESCRIPTION	VENUE
Parent-Teacher Conference		Springdale Prima

5. If you are attending the session

(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 at the time of submission."

(d) Click on the button: **Book Selected**.

Parent's Name: (required)

Parent's Contact No.: (required)

My Parent/Guardian 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

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.



6. **If you are not attending the session**

- (a) Fill in the necessary details:
- Parent's Name
 - Parent's Contact No
 - Select "My Parent/Guardian WILL NOT BE ATTENDING."
- (b) Tick the disclaimer: "I declare that all the information entered here is correct and accurate at the time of submission."
- (d) Click on the button: **Book Selected**.

Title: Parent Teacher Conference (Test)
Description:
Venue:
Form Class / Group Name: 1 Discernment (1D)
Registration Date: 20/10/2014 00:00 - 21/10/2014 23:59
Event Date: 07/11/2014
Parent's Name: (required)
Parent's Contact No.: (required)
 Yes, my parent/guardian would like to meet my mother-tongue teacher.
 My Parent/Guardian WILL NOT BE ATTENDING.
 I declare that all the information entered here is correct and accurate at the time of submission.
[Book Selected](#) [Return](#)

7. You should receive a confirmation of your booking. Please ensure that the information on the right side is correct. You may click on **PRINT, EDIT BOOKING** or **CLOSE** button. Do note that you are **not required** to bring the acknowledgement notice for the session.



Acknowledgement Notice

Thank you for using our online PTM booking.

Kindly print and present this acknowledgement notice to the person in charge on your scheduled meeting.

The same acknowledgement notice has been sent to your e-mail account.

NAME OF PARENT
Test
NAME OF CHILD
Lin Keyue
CLASS
P2 DISCERNMENT (P2D)
EVENT / DESCRIPTION
Parent-Teacher Conference (Test) -
EVENT DATE
26/01/2015
BOOKED TIME
09:00 - 09:15
VENUE
Springdale Primary School

[Print](#) [Edit Booking](#) [Close](#)

Springdale Primary School

71 Anchorvale Link Singapore 544799
63157600 (O) 63153351 (F)
www.springdalepri.moe.edu.sg
springdale_ps@moe.edu.sg

8. You may go back to the same page to view your acknowledgement/ cancel your booking.

Select Form:

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

Title:

Description:

Venue:



Springdale Primary School

71 Anchorvale Link Singapore 544799

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springdale_ps@moe.edu.sg

Acknowledgement Slip

*(Please return this portion to the Form Teacher by **Wed, 16 May 18.**)*

Re: Parent-Teacher Conference (PTC) 1 on Fri, 25 May 18

You are kindly requested to meet:

- Form Teacher only (Venue: Form Classroom)
- MT Teacher only (Venue: School Hall)
- Form Teacher & Mother Tongue Teacher
- The Form Teacher & Mother Tongue Teacher need not see you at this PTC 1.

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 1.
	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.

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

