

7 April 2022

Dear Parents,

P1 to P6 Online Parent-Child Teacher Conference (PCTC) & Home-based Learning (HBL)

Online Parent-Child Teacher Conference (PCTC)

The school will be organising an online PCTC session where you can discuss your child's strengths and areas for improvement in the areas of social-emotional development and learning progress with their Form Teachers (FTs).

Students are encouraged to join the PCTC session if they are able to.
Here are the details.

Date : Fri, 29 April 2022
Duration : 15 min per allocated slot
Platform : via Zoom video conference

If you are interested to attend, please book your time slot via Parents Gateway using the instructions found on **Annex A**. Booking can be done between **Tue, 12 April, 8am and Tue, 19 April, 11.30pm** on a first-come-first-serve basis. Details will be shared on a separate PG message by FTs.

Each session will be kept within the **15 min time slot**. FTs will admit you into the meeting room during your allocated time slot. We seek your understanding to keep the conversation within the time slot. If there are areas which you would like teachers to highlight during PCTC, please email your child's FTs.

Before your session, please ensure that you have your Zoom set up. Login details of the Zoom meeting will be sent out via PG nearer PCTC day.

Please use only your child's name as the nickname when you join the Zoom meeting for identification purpose. We will not be able to admit you into the Zoom meeting room if your child's name is not indicated. You may key in your child's name in the format of: **Index Number_Full Name** (e.g. 05_Mary Tang).

For parents who are unable to book a slot or are uncomfortable with the Zoom platform and prefer other modes of communication, please email your child's FTs. You can find their email address in our school website at

<https://springdalepri.moe.edu.sg/about-us/our-family/teaching-staff-2022>

Home-Based Learning (HBL)

There will be no school for P1 to P6 students on Fri 29 April. Students are required to complete Home-Based Learning (HBL) tasks assigned to them.

The learning plans for respective subjects will be available on the SDPS-HBL Google Site by 6pm the day before. You can access the SDPS-HBL Google Site at

<https://sites.google.com/moe.edu.sg/sdps-hbl-2022/home>

You may refer to our school website for more instructions on logging in to Student Learning Space (SLS) where access to SLS is required.

<https://springdalepri-moe-edu-sg-admin.cwp.sg/parents-infoweb/student-learning-space-sls/login-to-sls>

As our teachers are conducting PCTC, they may need some time to get back to you on your queries on the assignments. We seek your patience and understanding on the matter. If you have any difficulty accessing SLS, please refer to **Annex B** for the relevant contact details.

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

Yours sincerely

Mdm Neo Lay Wah
Principal

Springdale Primary School

71 Anchorvale Link Singapore 544799

63157600 (O) 63153351 (F)

www.springdalepri.moe.edu.sg

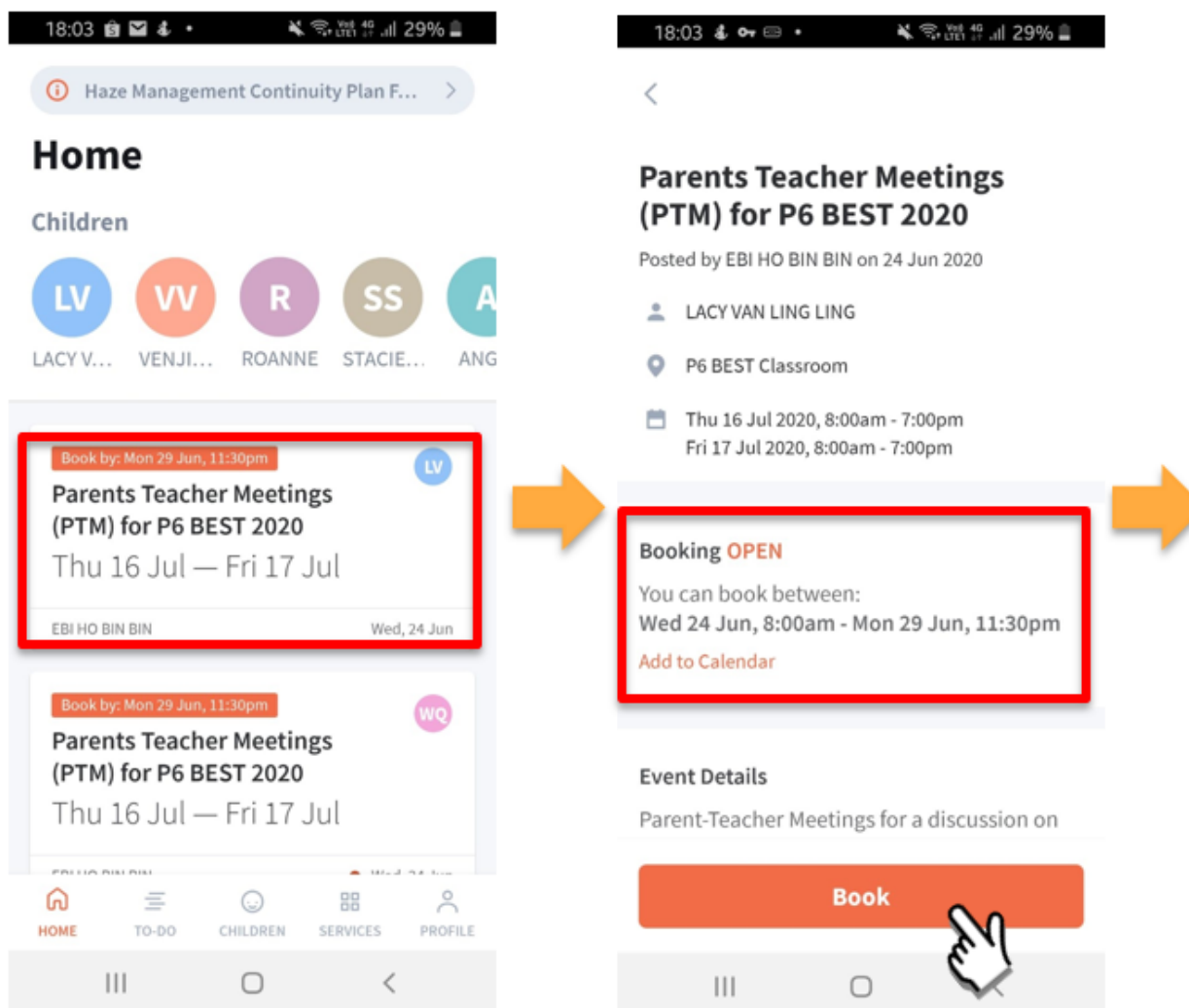
springdale_ps@moe.edu.sg



A Quickstart Guide for Parents on Meetings Feature on Parents Gateway

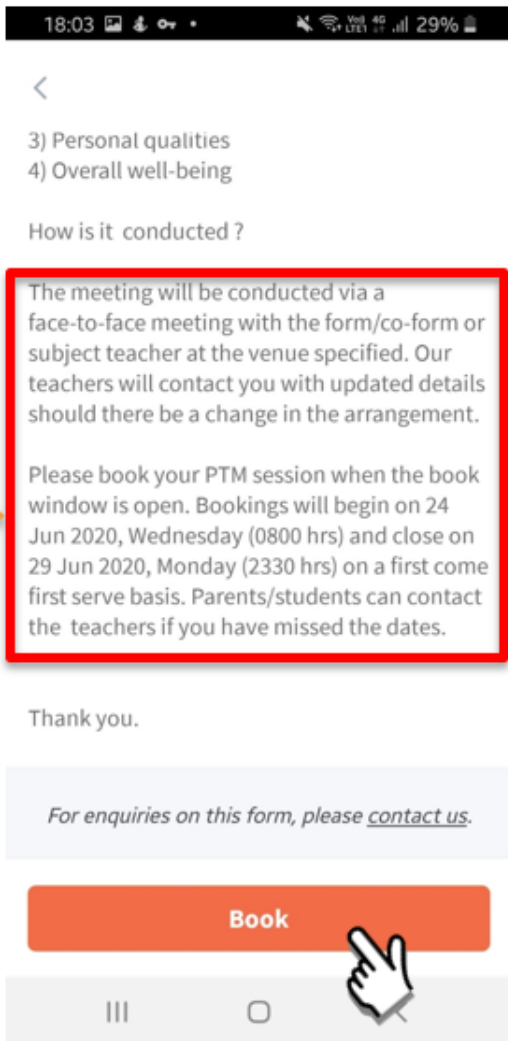
Before you book the meeting slot, please ensure that you have downloaded and installed the latest version of the Parents Gateway App.

1. Booking Open



Tap on the message to open the meetings feature.

Booking is **OPEN**.
Tap on **BOOK** to start.



Tap on **BOOK** to start.



Tap on the date that you are available.



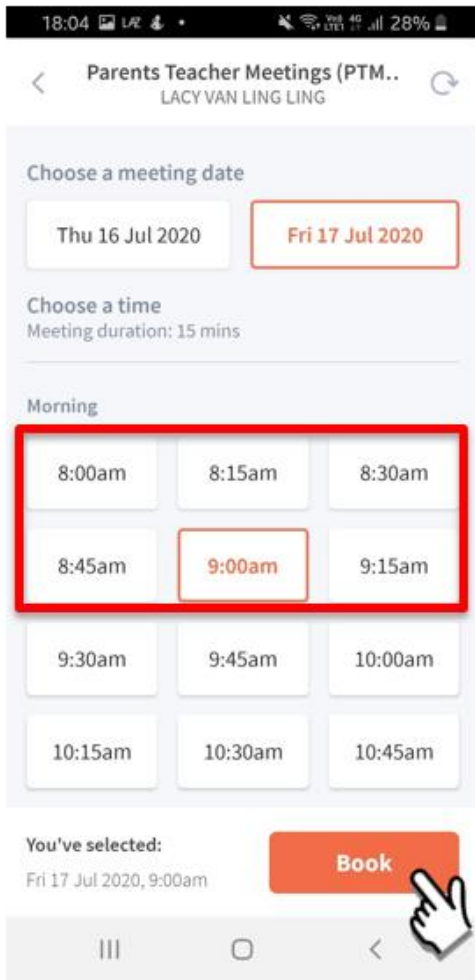
Springdale Primary School

71 Anchorvale Link Singapore 544799

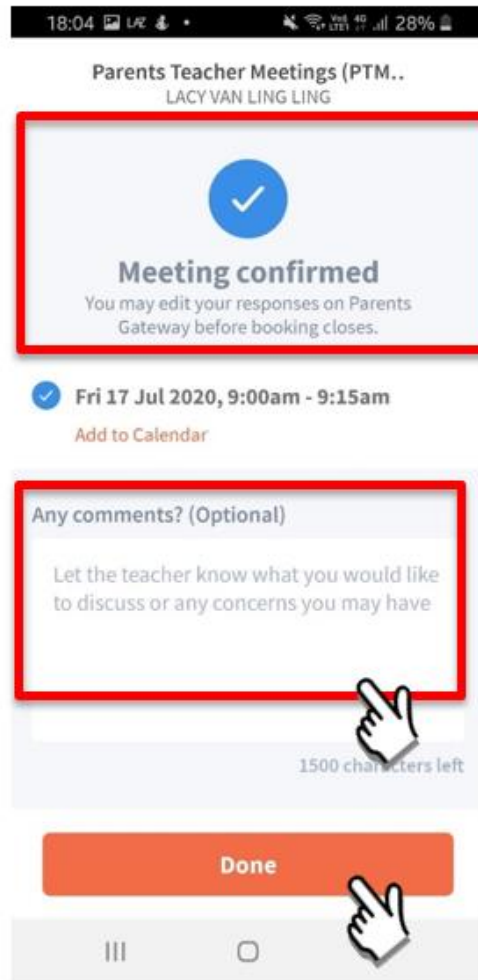
63157600 (O) 63153351 (F)

www.springdalepri.moe.edu.sg

springdale_ps@moe.edu.sg



Choose the time.
Tap on **BOOK**.



Meeting confirmation.
Tap on box to leave **COMMENTS**.

Springdale Primary School

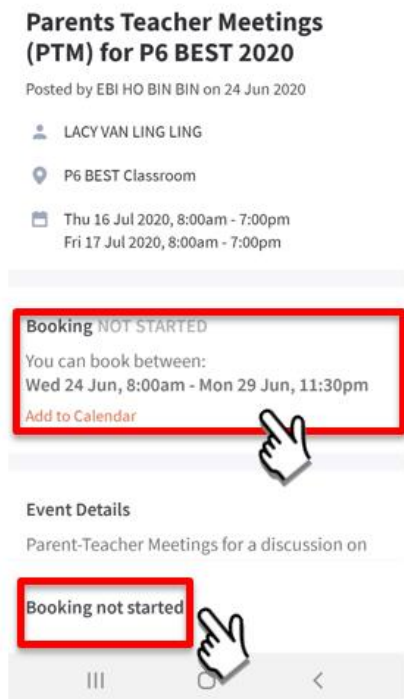
71 Anchorvale Link Singapore 544799
63157600 (O) 63153351 (F)
www.springdalepri.moe.edu.sg
springdale_ps@moe.edu.sg



After saving comments, tap on **DONE**.

NOTE: Booking Not Started

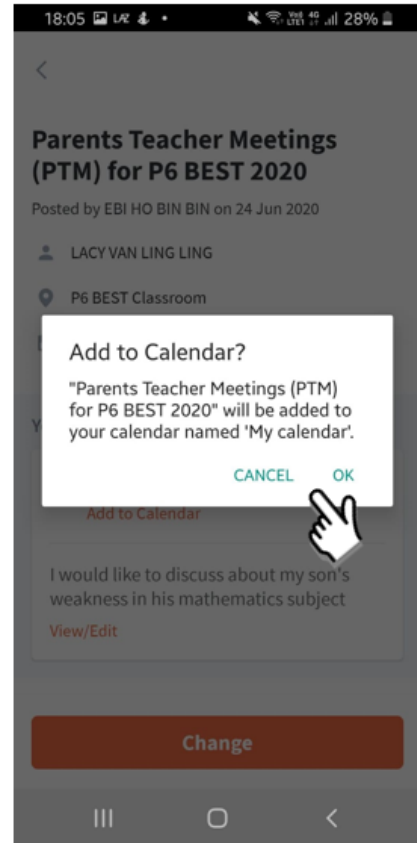
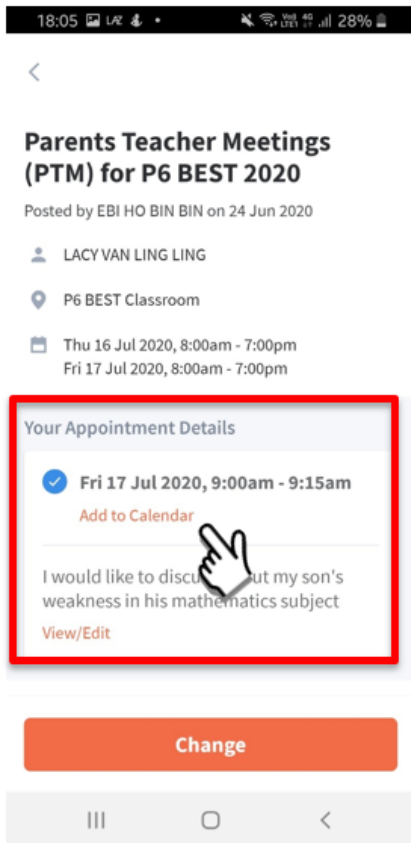
Do note that if you access the PCTC link before **Tue, 12 April, 8am**, you may see the following:



Springdale Primary School

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

2. Add to Calendar



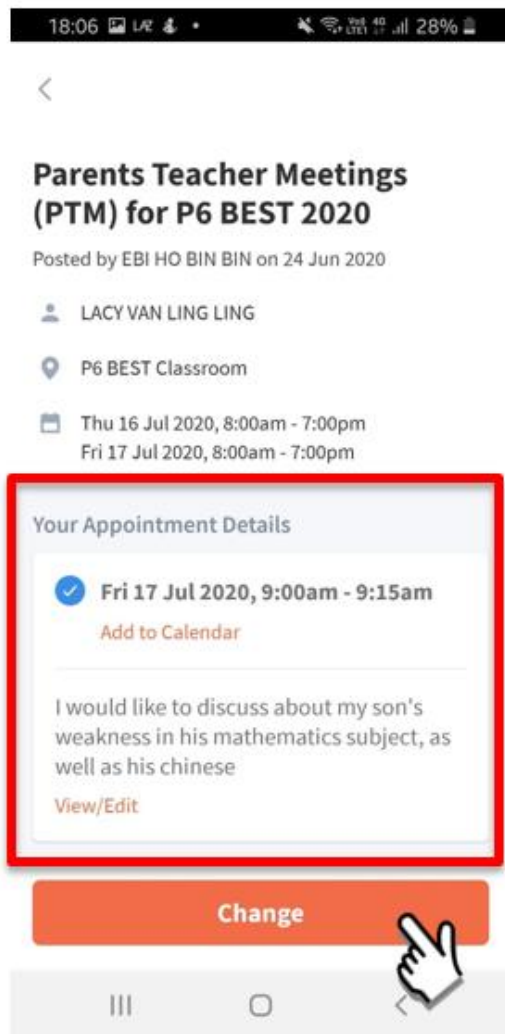
Tap on **Add to Calendar**.

Tap on **OK** or **Cancel**.

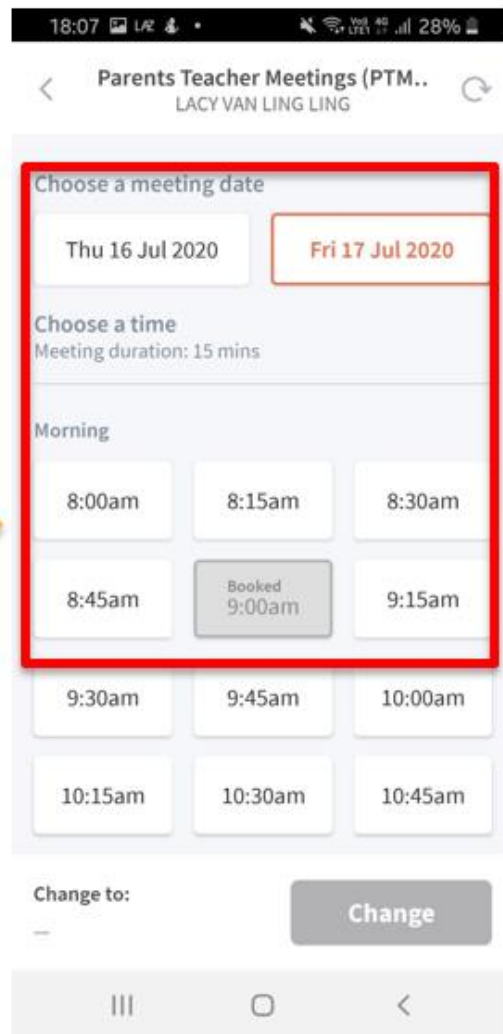
Springdale Primary School

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

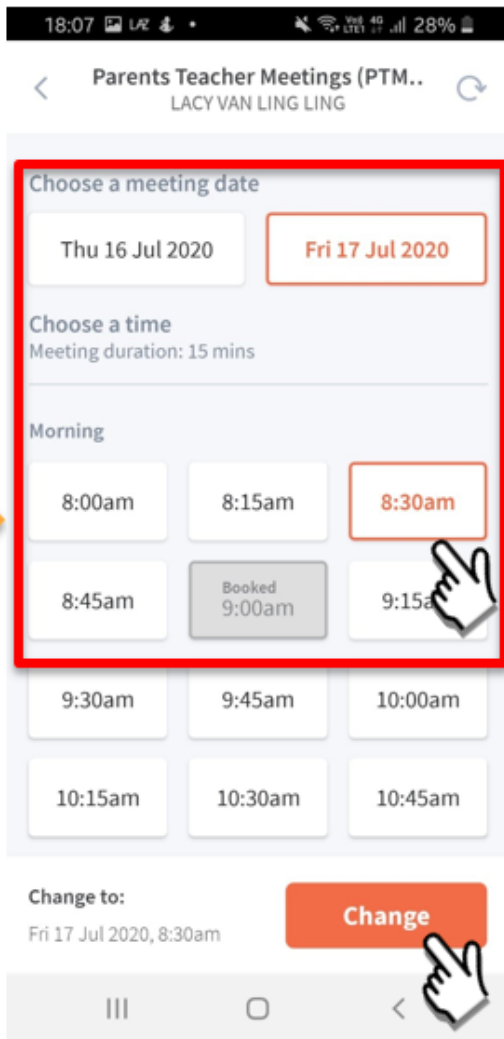
3. Change Booking



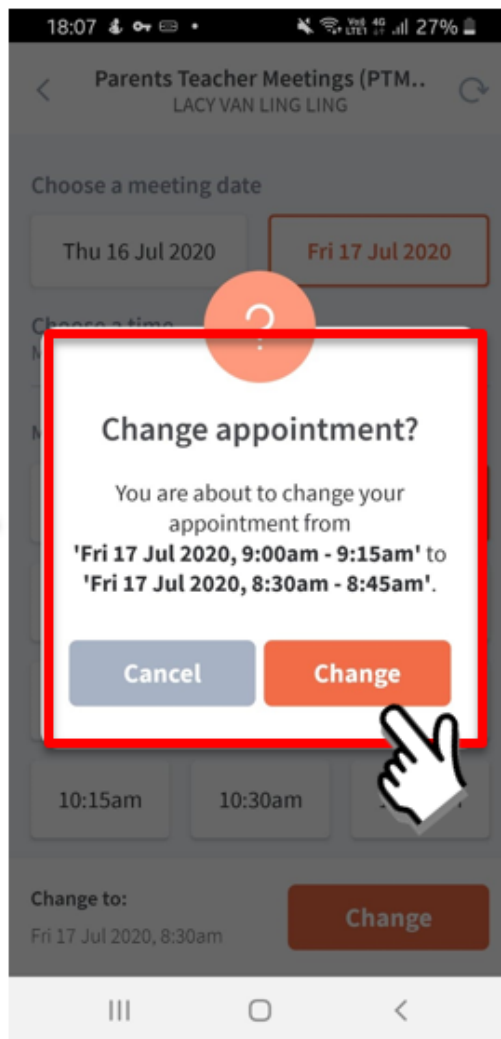
Tap on original message & press **Change**.



Original booking is shown.



Select new date & time.
Press **Change**.



Press **Change** to confirm new appointment.



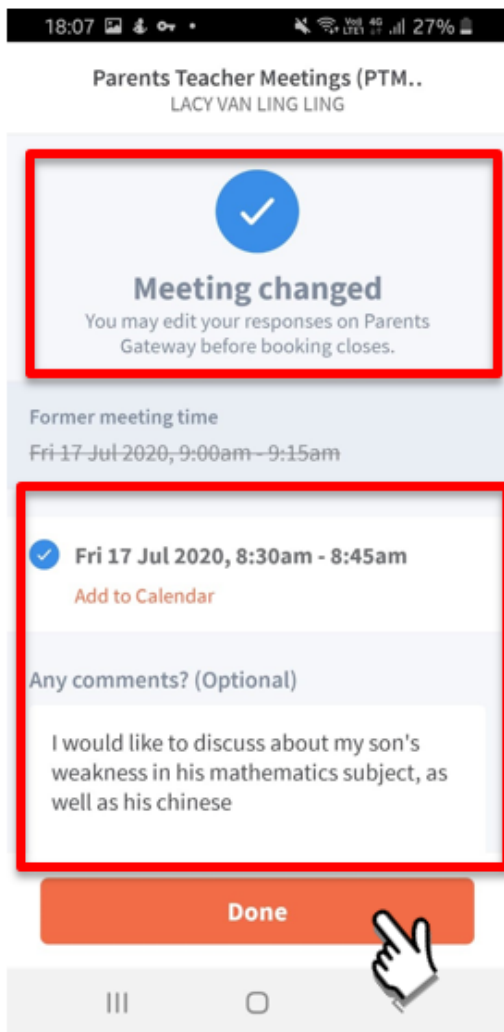
Springdale Primary School

71 Anchorvale Link Singapore 544799

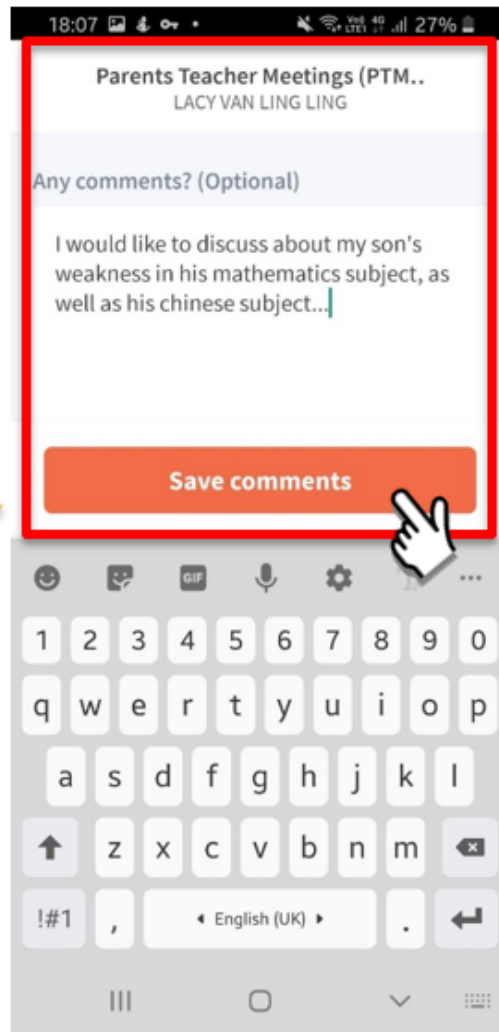
63157600 (O) 63153351 (F)

www.springdalepri.moe.edu.sg

springdale_ps@moe.edu.sg



Meeting confirmation.
Tap on box to leave/update
COMMENTS.



Update comments if required.



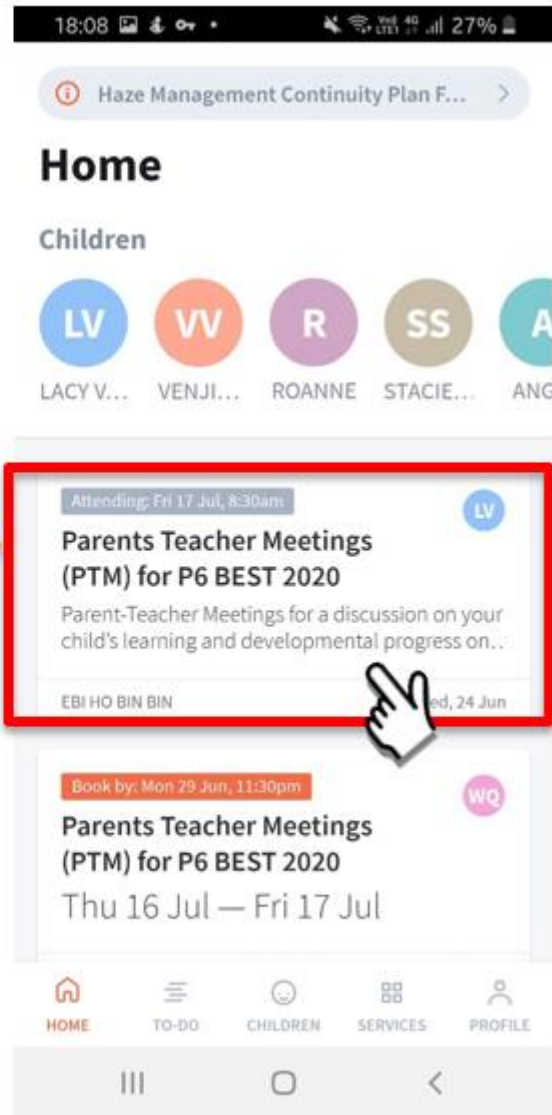
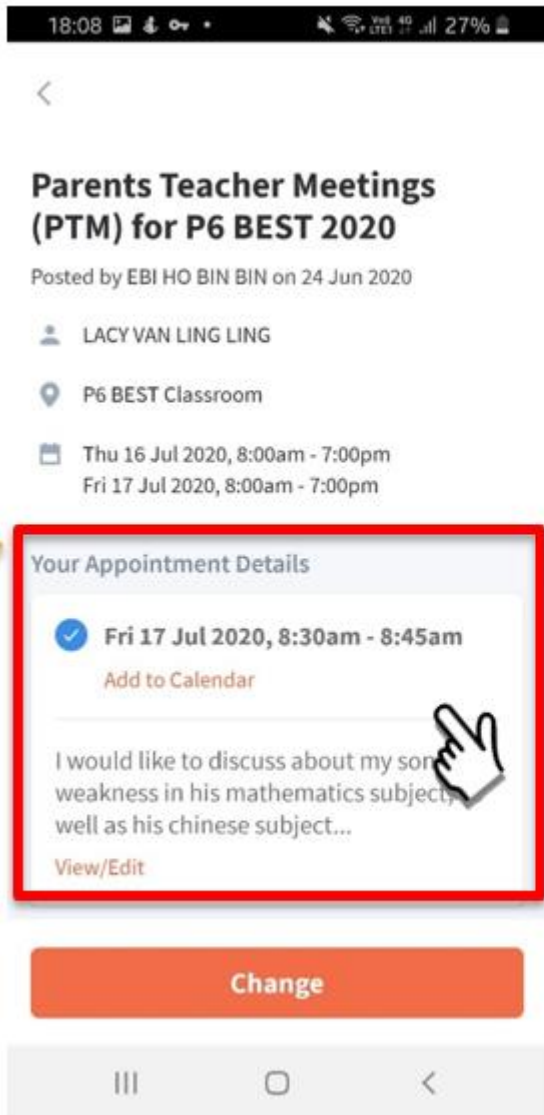
Springdale Primary School

71 Anchorvale Link Singapore 544799

63157600 (O) 63153351 (F)

www.springdalepri.moe.edu.sg

springdale_ps@moe.edu.sg

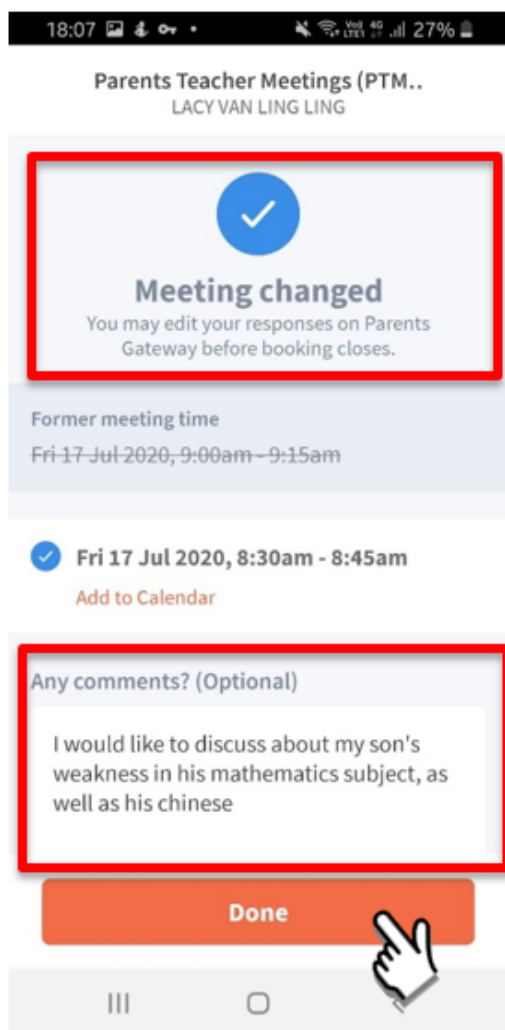


Appointment details will be updated.

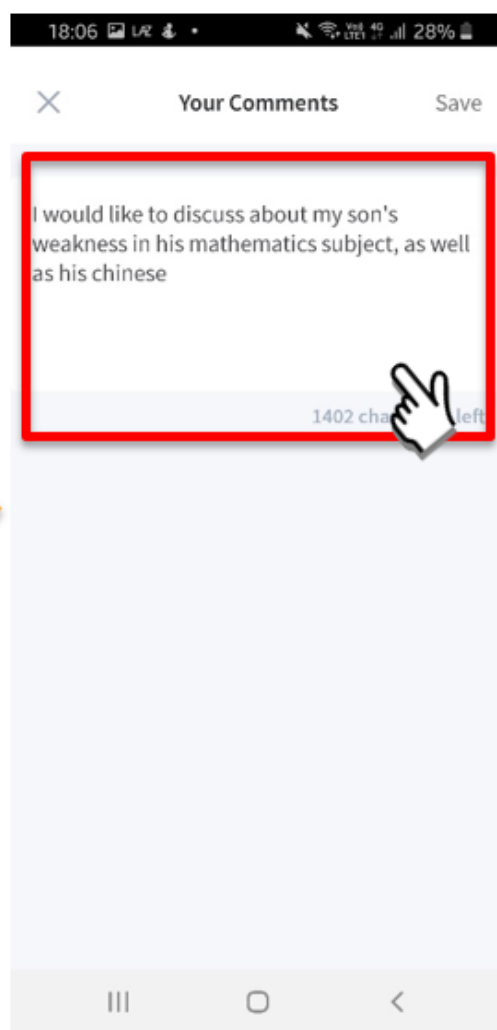
Springdale Primary School

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

4. Edit Comments



Tap on **COMMENTS** to edit the comments.

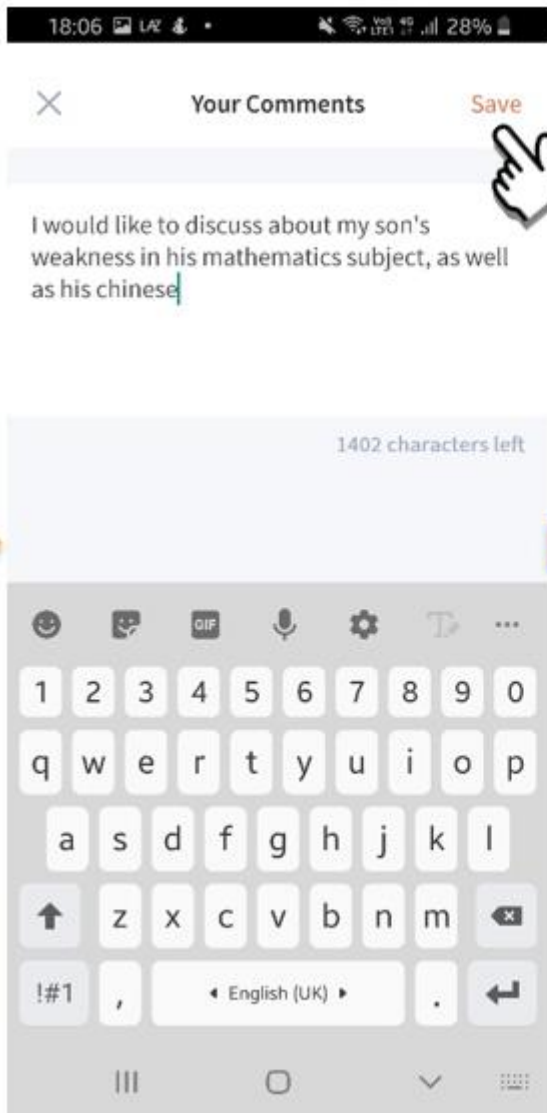


Tap on comment box.

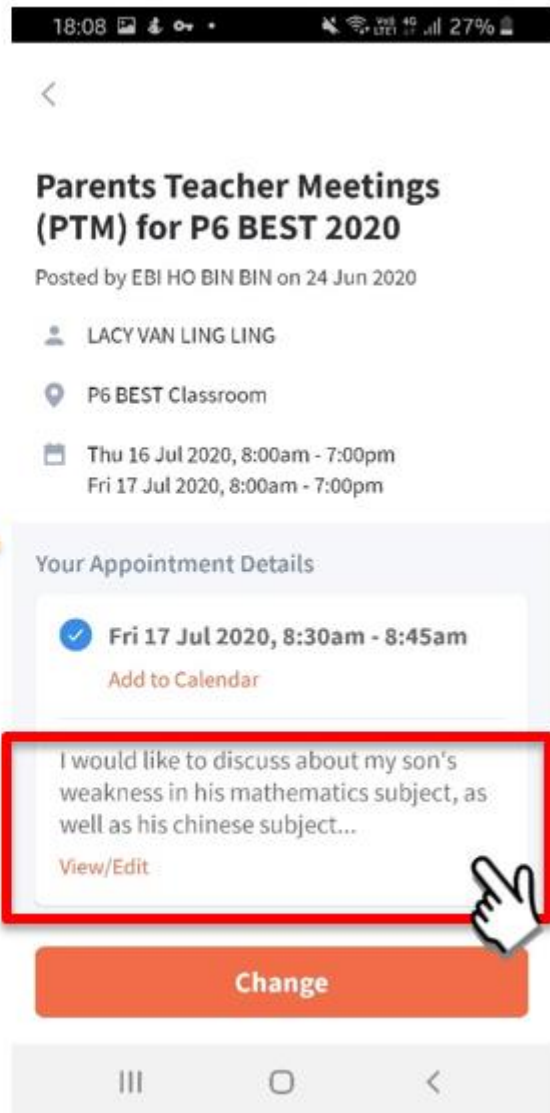


Springdale Primary School

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



Enter new comments and click **SAVE**.



Updated comments will be reflected.

Springdale Primary School

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

SLS Support for Home-based Learning

School Operating Hours

During school operating hours, parents/students should contact the **School-based Helpline** for SLS queries including all SLS access matters such as password reset and unlocking of accounts, as well as queries about lesson assignments.

School-based Helpline: 6315 7600

Email: springdale_ps@moe.edu.sg

Mondays - Fridays: 8:00 am - 4:00 pm

For other matters, parents/students can email the SLS Helpdesk at helpdesk@sls.ufinity.com. When emailing the SLS Helpdesk, they should include their full name, name of school and form class.

Non-School Operating Hours

Students can only contact the **SLS Helpdesk** outside the school operating hours.

SLS Helpdesk: 6702 6513

Mondays - Fridays: 4:00 pm - 9:00 pm

Saturdays: 9:00 am - 9:00 pm

***Closed on Sundays & Public Holidays**

Alternatively, students can email the SLS Helpdesk at helpdesk@sls.ufinity.com. When emailing the SLS Helpdesk, they should include their full name, name of school and form class.

You may visit the **SLS Login Troubleshooting page** for responses to common issues:

<https://static.learning.moe.edu.sg/UserGuide/login-troubleshooting.html#>

