

29 October 2018

Dear Parents of P1 to P5 Students

Parent-Teacher Conference (PTC) 2 & Home-Based Learning (HBL) on Fri, 9 Nov 18

Before the year comes to a close, we would like to invite you to our last Parent-Teacher Conference (PTC) for the year. The details are as follows:

Date : Fri, 9 Nov 18

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 for this PTC. 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 and another time-slot to meet the Mother Tongue (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 **Thu, 1 Nov 18, 08:00 and Wed, 7 Nov 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 Letter to Parents (PTC2_Annex A) sent to you via email and the school website: [Parents Infoweb > Letter to Parents > Year 2018 - Letter to Parents \(PTC2\) 29 Oct 18](#).

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 will be taken during the PTC for use on our school website and publication.

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, all students can review their learning for the year using the rich resources that are available in SLS portal (<https://vle.learning.moe.edu.sg/login>) that has been rolled out to them at mid-year. We do encourage you to get your child to try logging in to the portal a few days before the actual day to ensure that they are able to log in successfully.

If your child is unable to login, please help your child to reset his/her password by clicking on the "Forget Password" link on the login page after the second try. The answer to the security questions can be found in the SLS slips he/she has been issued at mid-year. If the account has been locked, please alert his/her Form Teacher as soon as possible so that the necessary unlocking can be done.

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

Re: Parent-Teacher Conference (PTC) 2 & Home-based Learning (HBL) on Fri, 9 Nov 18
*Please return this portion to the Form Teacher by **Fri, 2 Nov 18.***

Part A

- You are **kindly requested to meet the following staff:**
- Form Teacher** only (Venue: Form Classroom)

 - MT Teacher** only (Venue: MPH)

 - Form Teacher & MT Teacher** (Venue: MPH)
- The Form Teacher & MT Teacher **need not see you for this PTC 2.**

Part B

Please tick (✓) where applicable.

1. For parents who have been **selected to meet the Form/ MT Teacher:**
 - 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 but would not be able to attend PTC 2. I would like him/her to contact me to update me on my child's progress.

2. For parents who have not been **selected to meet the Form/ MT Teacher:**
 - I would **like the following teacher(s)** to contact me to update me of my child's progress:
 - Form Teacher**
 - MT Teacher**
 - I **do not need** the Form / MT Teacher to contact me.

*Step-by-step guide to register for PTC2 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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