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Woodlands Primary School

Reference 98 / 2017

12 October 2017

Dear Parent/Guardian,

Pupil Survey 2017

In line with the school's continual efforts to improve its programmes and processes, we would like to gather feedback from our pupils. Their inputs are valuable and will provide the information for the school to do better next year.

- 2 Please allow your child some time to complete the survey in our MC Online Portal.
- 3 A step-by step guide is provided along with this letter to assist your child in the completion of the survey.
- 4 Your child can complete the survey **from 12 October to 24 October 2017.**
- 5 Please complete the survey online by the closing date.

Thank you.

Yours in partnership,

Ms Winnie Tan
Principal

Step – by step guide to complete the surveys online

Step 1:

Log in to [www. mconline.sg](http://www.mconline.sg) using your child's log in ID and password

Step 5:

All questions are mandatory. Click 'submit' after completing all the questions.

Step 2:

Click on survey

Step 6:

Click 'OK'

Step 3:

Click on 'Parents' survey' to complete the survey for parents and click on 'Pupil Survey' to get your child to complete the survey for pupils

Step 7:

Click 'OK' when the above dialogue box appears.

Step 4:

Complete ALL the questions by rating how strongly you agree or disagree with each of the survey questions.