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Woodlands Primary School

Reference 79 / 2018

3 May 2018

Dear Parents/Guardians

PARENT - CHILD - TEACHER CONFERENCE (PCTC)

We are pleased to invite you to meet your child's / ward's teacher during the Parent - Child - Teacher Conference (PCTC) which is scheduled to take place on

- 23 May 2018 (Wednesday) from 2.15pm to 4pm (After school)
- 24 May 2018 (Thursday) from 9am to 12pm and 1pm to 4pm (Non-school day)

2 During the **15-minute session**, the form / co-form teacher will be sharing with you our observations about your child's / ward's progress and development in school. Your child / ward will also be communicating about his / her own learning and performance and sharing the support he / she needs.

3 Kindly take note that the PCTC is a 3-way conferencing session among the teacher, the parent(s) and the child. Therefore, **it is important that you attend the session with your child / ward.**

4 The school is using the **Marshall Cavendish (MC) Online** platform to facilitate booking of appointment slots. Parents who would like to meet the form teachers are to indicate your preferred time slots via MC Online. A step-by-step guide is attached for your reference. Please complete your booking by 10 May 2018. You are encouraged to contact your child's/ ward's teacher to make alternative arrangements if you are not able to attend any of the sessions.

5 The programme for both days is as follows:

Date	Time	Activity	Venue
23 May Wednesday	2.15pm - 4pm	Parent - Child - Teacher Conference <i>(by appointment only)</i>	Respective classrooms
24 May Thursday	9am -12pm 1pm - 4pm	Parent - Child - Teacher Conference <i>(by appointment only)</i>	Respective classrooms

6 We will not be scheduling any formal parent-teacher meetings in Term 3 and Term 4. We welcome you to make appointments with the respective teachers should you need to speak with them.

7 Thank you for your continued partnership in the development of your child / ward. We look forward to meeting you together with your child / ward at the confirmed appointment time.

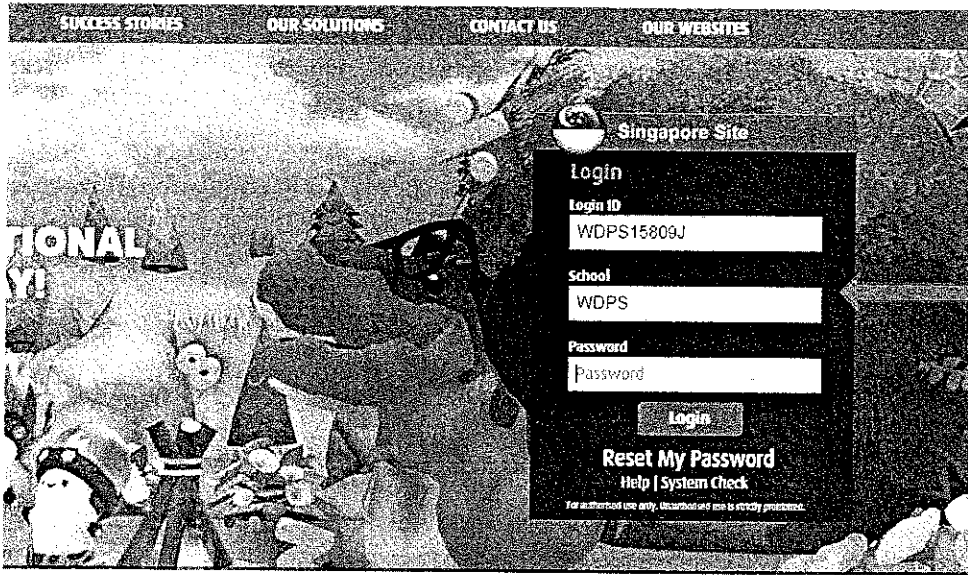
Yours sincerely

A handwritten signature in black ink, appearing to read 'Winnie Tan', written in a cursive style.

Winnie Tan (Ms)
Principal

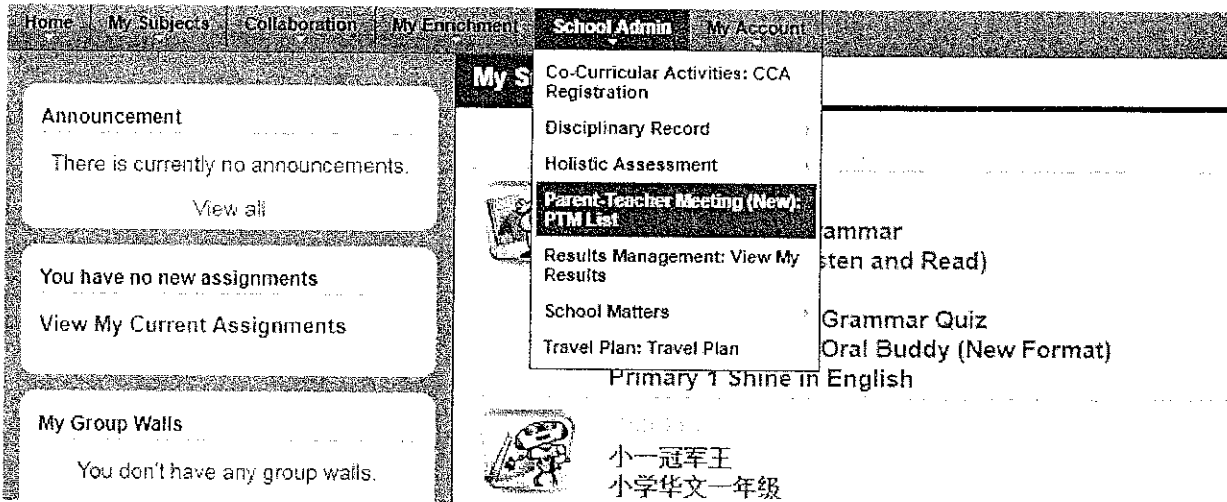
Parents' Guide for Booking of Slots for Parent – Child - Teacher Conference

1. Login to your child's MC Online account.



Login ID: WDPS + (Last 6 Digits of BC No.)
School: WDPS
Password: student01 (Default Password)

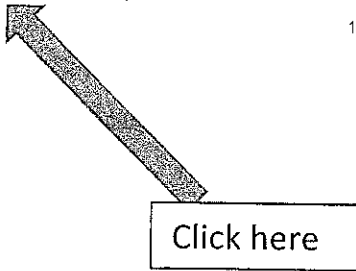
2. Under the 'School Admin' tab, Click on 'Parent-Teacher Meeting (New): PTM List'.



3. You will see this screen. Click on the title.

PTM List

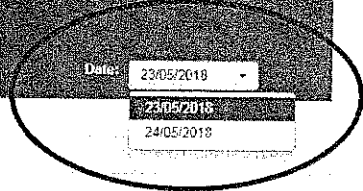
Title	Registration Period	Teacher	Venue	Status
Parent - Child - Teacher Conference	27 Apr 2018 8:00AM - 27 Apr 2018 11:55PM	1 Respect 1.2	D01-01	43/43 slots available
		1 Respect 1.1	D01-01	43/43 slots available
		1 Respect 1.3	D01-01	43/43 slots available



4. Choose your preferred date.

PTM Event Details

Event Name: Parent - Child - Teacher Conference
 Event Description:
 Max Booking: 1
 Event Start Date: 23/05/2018 Event End Date: 24/05/2018
 Event Start Time: 09:00 AM Event End Time: 05:00 PM



Note: Move your mouse pointer over the tooltip icon ⓘ to view more details.

Time	1 Respect 1.2 ⓘ	1 Respect 1.1 ⓘ	1 Respect 1.3 ⓘ
NOT Attending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:00 AM - 09:15 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:15 AM - 09:30 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:30 AM - 09:45 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Choose an available timeslot.

Note: Move your mouse pointer over the tooltip icon ⓘ to view more details.

Time	1 Respect 1.2 ⓘ	1 Respect 1.1 ⓘ	1 Respect 1.3 ⓘ
NOT Attending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:00 AM - 09:15 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:15 AM - 09:30 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:30 AM - 09:45 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:45 AM - 10:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00 AM - 10:15 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:15 AM - 10:30 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:30 AM - 10:45 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10:45 AM - 11:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00 AM - 11:15 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Please note that you can only choose 1 timeslot, across both days.

6. Scroll down and enter your particulars. Click on Submit once you are done.

04:20 PM - 04:40 PM



04:40 PM - 05:00 PM



My Parent / Guardian Details

* Name

Mr XYZ

* Phone

91234567

Back

Submit

7. A 'Booking Confirmation' will appear. Click on 'Confirm' if the details are correct.

Please confirm your booking

NAME OF PARENT/GUARDIAN

Mr XYZ

NAME OF STUDENT

A [REDACTED] D

CLASS

RESPECT 1

EVENT

Parent - Child - Teacher Conference

ATTEND OTHER EVENT(S)

None

BOOKED DATE / TIME

24/05/2018 (10:30 AM - 10:45 AM)

TEACHER

1 Respect 1.1

VENUE

D01-01

Confirm

Cancel

8. If your booking is successful, an 'Acknowledgement Notice' will appear. You can print this for your own reference.

mc Marshall Cavendish Online

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.

NAME OF PARENT/GUARDIAN
Mr XYZ

QUESTIONS/COMMENTS

NAME OF STUDENT
A [REDACTED] D

CLASS
RESPECT 1

EVENT
Parent - Child - Teacher Conference

BOOKED DATE / TIME
24/05/2018 (10:30 AM - 10:45 AM)

TEACHER
1 Respect 1.1

VENUE
D01-01

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

9. Once done, you will be brought back to this screen, where you can view your booking again.



PTM List

Title	Registration Period	Teacher	Venue	Status
Parent - Child - Teacher Conference	27 Apr 2018 8:00AM - 27 Apr 2018 11:55PM	1 Respect 1.2	D01-01	43/43 slots available
		1 Respect 1.1	D01-01	Booked (24/5, 10:30AM-10:45AM)
		1 Respect 1.3	D01-01	43/43 slots available

10. Your booking is now confirmed.