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Woodlands Primary School

Reference 54 / 2017

5 May 2017

Dear Parents/Guardians

2nd MEET-THE- PARENTS SESSION – Primary 4 to Primary 6

We are pleased to invite you to meet your child's / ward's teacher during the **2nd Meet-the-Parents Session on 25 May 2017 (Thursday)** from 8am to 12pm and 1pm to 4pm. This day has been set aside for teachers to share with you about your child's/ward's progress. It is a non-school day for our pupils so they do not need to come to school.

2 The school is using a new online platform this year 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.

3 For parents who are unable to access MC Online, you can indicate your preferred session on the reply slip. The reply slip is to be returned to the form teacher by **Thursday, 11 May 2017**. The form teacher will issue notification stating the confirmed time of your appointment though your child / ward a week before the session.

4 Should you wish to meet the Mother Tongue teachers, they will be available to meet you in the hall on a **first-come-first-served basis** on 25 May 2017 (Thursday) between 8am and 12pm or 1pm and 4pm. No booking of appointments via MC Online or reply slip is needed in the case of Mother Tongue teachers.

5 In Term 3 and Term 4, while the school does not conduct any formal 'Meet-the-Parents Session', parents can make appointments with the respective teachers to find out more about the progress of your child/ward.

6 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

Winnie Tan (Ms)
Principal

PARENT'S RESPONSE (Please reply by 11/05/2017)
(only for parents who are unable to log on via MC online)

2nd Meet-the-Parents Session for Primary 4 to Primary 6 on 25 May 2017

Name of Child: _____

Class: _____

Please choose a preferred time slot and put a tick beside it. Your child's form teacher will confirm the meeting time at a later date via a notification.

I am **available to meet** the Form/Co-Form Teacher on

25 May 2017 (Thursday) :

8am – 12pm

1pm - 4pm

I **will not be** attending the Meet-the-Parents session.

I would like the Form /Co-Form Teacher to contact me at this number: _____.

Name of Parent: _____

Date: _____

Step 1:
Log in using your child's/ward's account

Login ID :

WDPS + Last 6 CHARACTERS of pupil's NRIC number

(For eg. If child's BC number is T0123456B, the log in will be) : **WDPS23456B**

School ID: WDPS

For information on the format of your login ID, please check with your

***Password : student01**
(DEFAULT PASSWORD FOR STUDENTS)

Woodlands Primary School

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Announcement

There is current

[View all](#)

You have no new assignments

[View My Current Assignments](#)

Step 2:
Click "School Admin" and then "Parent-Teacher Meeting: View Form"

Co-Curricular Activities: CCA Registration

Disciplinary Record

Holistic Assessment

Parent-Teacher Meeting: View Form

Results Management: View My Results

School Matters

Travel Plan: Travel Plan

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PARENT-TEACHER MEET

Step 3:
Click "Meet-Parents-Session 2"

| TITLE | DESCRIPTION | VENUE | CLASS | REGISTRATION DATE |
|------------------------|-------------|--------------------------------|----------------------|-------------------------------------|
| Meet-Parents-Session 2 | | Woodlands Pri Sch - Classrooms | 6 INNOVATION 3 | 02/05/2017 00:00 - 19/05/2017 23:59 |

Venue: Classroom

Form Class / Group Name: 6 INNOVATION 3

Registration Date: 07/04/2017 00:00 - 09/04/2017 23:59

Event Date: 10/04/2017

Parent's Name: (required)

Parent's Contact No.: (required)

My parent/guardian WILL NOT BE ATTENDING.

Time Slots:

| | | | |
|---------------|-----------|---------------|-----------|
| 08:00 - 08:15 | Available | 08:15 - 08:30 | Available |
| 08:30 - 08:45 | Available | 08:45 - 09:00 | Available |

Step 4:
Enter 'Parent's Name',
'Parent's Contact Number'

Step 5:
Click 'My parent/guardian
WILL NOT BE ATTENDING'
if you are not attending.

Click on the preferred time
slot if you are attending.

| | | | |
|---------------|-----------|---------------|-----------|
| 14:40 - 14:50 | Available | 14:50 - 15:00 | Available |
| 15:00 - 15:10 | Available | 15:10 - 15:20 | Available |
| 15:20 - 15:30 | Available | 15:30 - 15:40 | Available |
| 15:40 - 15:50 | Available | 15:50 - 16:00 | 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.

Confirm

Return

Step 6:
Click 'I declare that all information...'.
Click 'Confirm' to save the booking.



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
NAME OF CHILD
CLASS
EVENT / DESCRIPTION
Meet-Parents-Session 2
EVENT DATE
25/05/2017
BOOKED TIME
15:30 - 15:45
VENUE
Classroom

You should see this message
upon submission

Print

Close