

WWPS 118/2017

24 April 2017



Dear Parents/Guardians

TEACHER-PARENT-PUPIL CONFERENCE (TUE, 23 MAY)

A strong Home-School partnership provides your child/ward with the environment to grow and flourish. As such, we have planned a Teacher-Parent-Pupil Conferencing session on 23 May (Tuesday) for the teachers to meet you and your child/ward. During the session, you will be discussing your child's/ward's holistic development in the first semester with your child's/ward's Form Teacher. Your child/ward will also be present at the session as an active participant to share with you his/her personal learning experience. Your child's Report Book and Portfolio File will also be given out on that day.

Each conferencing session is approximately 10 minutes in length. Please log into <https://www.mconline.sg> to book the time slot to meet your child/ward's Form Teacher. The booking system will be opened for booking from 25 April (0:00) to 5 May (23:59). Please refer to the instructions attached behind for more details. Do keep to the time slot that you have booked. If you miss your appointment, you will have to wait for the next available slot. If you are unable to attend the session, we will still need you to go into the booking system to indicate it.

Our Mother Tongue (MT), LSP and LSM teachers will also be available in the school hall on that day if you wish to meet them and discuss your child/ward's progress in the respective areas. There is no scheduled time to meet the MT, LSP and LSM teachers; it will be based on a first-come-first-served basis. Please note that there will be a lunch interval for teachers from 12:00 noon to 1:00 pm.

There will be no lessons on that day for the pupils. As your child/ward will be accompanying you to the conferencing session, please ensure that he/she is in school uniform on that day. Do note that the Proteach child-care services will continue as normal on that day. If your child is in Pro-Teach Student Care Centre, please proceed to the Pro-Teach Student Care Centre classrooms to fetch your child/ward for the conferencing session.

Thank you for your continual support in your child's/ward's education. We look forward to meeting you at our Teacher-Parent-Pupil Conference.

Ms Seow Wei Lin
HOD/Mathematics

Mr Ng Yeow Ling
Principal





Instructions to log into the Booking System

MC Online Helpdesk

Phone: (65) 6777 5198

Operating Hours: 7am – 9pm (Monday to Friday) 7am – 2pm (Saturday)

Step 1: Go to <https://www.mconline.sg>.

Login ID: wwpsXXXXXX (last 6 digits of your child's BC number)

Example: If the pupil's BC is T1234567A, the login will be wwps34567A

School: Westwood Primary School

Password: wwps2017a (default password)

(If you are locked out, please contact the MC Online Helpdesk to unlock and reset password.)



Step 2: You will see an announcement once you logged in.

Click on the link to access the booking system.

(Alternatively, you can go to the tab "School Admin" and click on "Parent-Teacher Meeting".)



Announcement

Announcement 1 of 1



Dear Parents,

Please click on the link below to book an appropriate time slot to meet your child/ward's form Teacher

<http://www.mconline.sg/LEAD/PTMeet/PTMeet.aspx>

The system will be opened for booking from 6 May (0:00) to 20 May (23:59).

Please note that the booking of timeslots is on a first-come-first-served basis.

Thank you

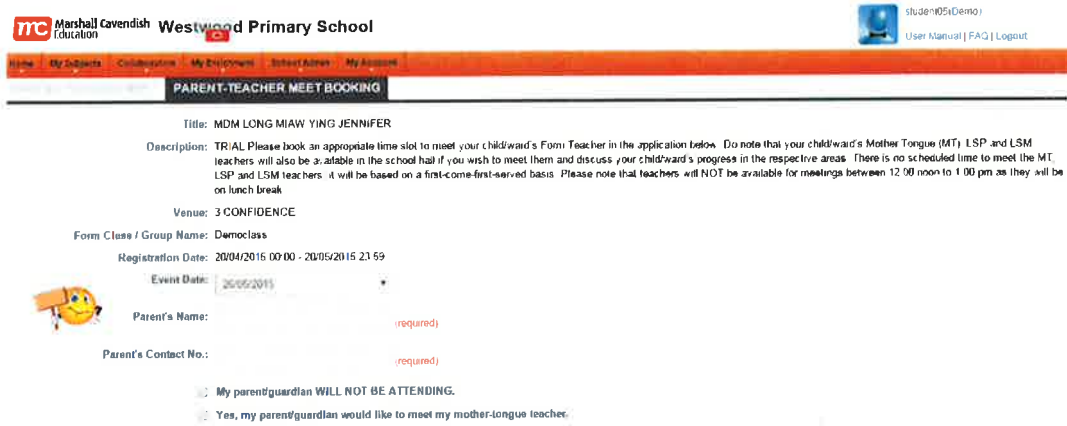
Do not show this message again

Previous Next Close

Step 3: Click on your child's Form Teacher name.



**Step 4: Key in your name and contact number.
Click the respective check boxes.**



**Step 5: Click on your preferred available time slot to meet the Form Teacher.
Click on the check box and the "Confirm" button.**



**Step 6: You have successfully booked a time slot to meet the Form Teacher.
You may want to print out the acknowledgement notice for your own reference.**

