HIPS/2016/42 (Hardcopy)
19 May 2016

Dear Parents/Guardians,

Please note the following contents in this letter:

1. Parent-Teacher-Meeting for Parents of P1-P5 Pupils

Parent-Teacher Meeting (PTM) in classrooms
This year, we would also like to invite you, together with your child/ward, to meet up with your childʼs/wardʼs teachers. Your child/ward would need to be appropriately attired in school uniform for the meetings. We have attached Annex A, a step-by-step guide for you to book a slot.

If your child/ward is in any banded class for Mathematics and Chinese language, you will be able to see the teacherʼs name. Otherwise, you will see your childʼs/wardʼs form class and you will only need to book a time slot for both English Language and Science teachers. The booking is on a first-come-first-served basis. If you are not able to meet your childʼs/wardʼs teachers on that day, please email the teacher to arrange for another appointment.

The online booking system for PTM will be opened on Friday 20 May 2016 from 8.00 p.m. and closed on Tuesday 24 May 2016 at 11.59 p.m.

We would like to seek your cooperation to be punctual for the meetings and adhere to the time slot allocated to you.

- Do take note that the following teachers will not be around as they will be going for an Overseas Immersion Programme:

<table>
<thead>
<tr>
<th>Mr Ng Cher Hwa</th>
<th>Chinese Teacher 6R1/6R4 Banded Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Chandran</td>
<td>Co-Form Teacher 6R6</td>
</tr>
<tr>
<td>Mdm Faith Leong</td>
<td>Form Teacher 4I2</td>
</tr>
<tr>
<td>Mdm Muhamudha</td>
<td>Form Teacher 1S9</td>
</tr>
<tr>
<td>Mdm Lau Lay Kiang</td>
<td>Co-Form Teacher 1S7</td>
</tr>
</tbody>
</table>

You may wish to contact them via email to arrange for another appointment.

We look forward to seeing you.

Yours sincerely

Mdm Quek Seok Noi
Principal
Dear Parents,

Please book your appointment with your child’s subject teachers by logging in to the MC Online Learning Management System and filling up the form. Please refer to the step-by-step guide below.

**Step-by-step guide:**

**Step 1: BEFORE LOGGING INTO MC Online LMS**
Please perform a system check to ensure that your computer system is able to fully support the portal.

- At the Portal login page, under the ‘Login’ button, click on the words ‘System Check’.
- You will be directed to a page called ‘System Check Summary’.
- You will have the option to download any plugin that is not presently installed.
- Click on the ‘Download’ button to install any plugins that are missing in your system.

To have a full experience of the MC Online Learning Portal, please ensure that all plugins listed in the ‘System Check Summary’ page are installed or updated. Do note that there are periodic updates to the “LEAD Flash Player” plugin due to enhancements to the portal.

**Login ID:** P_your child’s BC number (e.g. P_T0123456A)

**School:** Holy Innocents’ Primary School

**Password:** mconline

**Step 2: LOGGING INTO MC Online**

![Login page screenshot]
Step 2: Accessing the PTM Module

Holy Innocents’ Primary School

Announcement

School Admin
- Co-Curricular Activities: CCA Registration
- Disciplinary Record: My Incentives
- Parent-Teacher Meeting: View Form
- Report Book: View My Child’s Results
- Results Management: View My Child’s Results
- School Matters

View all

Step 3: Selecting the Teacher-in-charge

PTM P3-G2

Parent-Teacher Meeting...

Venue: 41
Class: P41
Registration Date: 20/01/2015
Event Date: 07/02/2015
Start Time: 08:30
End Time: 09:30
Duration: 10 min
Slots Available: 8

Step 4: Booking of available slots

Title: PTM P3-G1
Description: (MATHS, SCI)
Venue: 3G1
Registration Date: 20/05/2016 20:00 - 24/05/2016 23:59
Form Class / Group Name: P3-G1
Student: [select a student]
Event Date: 27/05/2016

Time Slots:
- 08:10 - 09:20 (Available)
- 08:20 - 09:30 (Available)
- 08:40 - 09:50 (Available)
- 09:00 - 09:10 (Available)