

Reference No. MOECFSLTP\_2023\_0050

27 April 2023

Dear Parents/Guardians

### Meet-The-Parents (MTP) Session 2023

The Meet-The-Parents (MTP) session is a wonderful opportunity for us to meet you and provide updates on the progress that your child/ward has made since the beginning of the year. Through this session, we hope that it provides the opportunities for parents and teachers to have meaningful conversations so that we can continue to support the students holistically.

All students will attend the MTP session with their parents/guardians and they are to be in their school uniform. You would also be receiving your child's/ward's progress report during the session. Please return the report book to the Form Teacher on the first day of Term 3.

Details of the session are as follows:

	Remarks
<p>Date: 26 May 2023, Friday Time: 8 a.m. to 4 p.m.* Venue: Respective classrooms</p> <p><i>*Please note that teachers will be having their lunch break from 12 noon to 1 p.m.</i></p>	<ul style="list-style-type: none"> <li>Parents will meet with the Form Teacher/ Co-form Teacher.</li> <li>Each session will take about 15 minutes.</li> <li>For parents/guardians who are driving, please park your vehicle at the nearby HDB carpark and enter the school via Gate 1.</li> </ul>
Focus of the session	<ul style="list-style-type: none"> <li>Holistic development of the child such as social emotional competencies, learning attitude and learning progress</li> <li>Subject teachers' feedback</li> <li>Child's learning experience in school</li> <li>Home-school support for the child</li> </ul>

To sign up for the session, please login to Parents Gateway. You may refer to the attached guide for more details and indicate your preferred time slot for the meeting. Please note that you will be able to sign up for the session from **8 May 2023, Monday (from 3pm) to 15 May 2023, Monday (12pm)**.

Booking period via Parent Gateway	<ul style="list-style-type: none"> <li>• Start: 8 May 2023, Monday (from 3 p.m.)</li> <li>• End: 15 May 2023, Monday (registration ends at 12 noon)</li> </ul>
Confirmation of appointment	<ul style="list-style-type: none"> <li>• The system will notify you upon successful registration. <b>You may still make changes to your appointment slot within the booking period, subjected to availability.</b></li> <li>• Your child's/ward's Form Teacher will contact you by <b>Monday, 22 May 2023</b>, to propose alternative time slots if your preferred time slots cannot be scheduled.</li> <li>• We seek your understanding that should you not be able to keep to the appointed time, priority would be given to parents/guardians who adhere to their appointment time.</li> </ul>

If you are unable to attend the session, please make alternative arrangements to meet up with your child's/ward's Form Teacher to discuss your child's/ward's progress.

Thank you for your support and we look forward to a meaningful session at the MTP 2023.

Yours Sincerely,



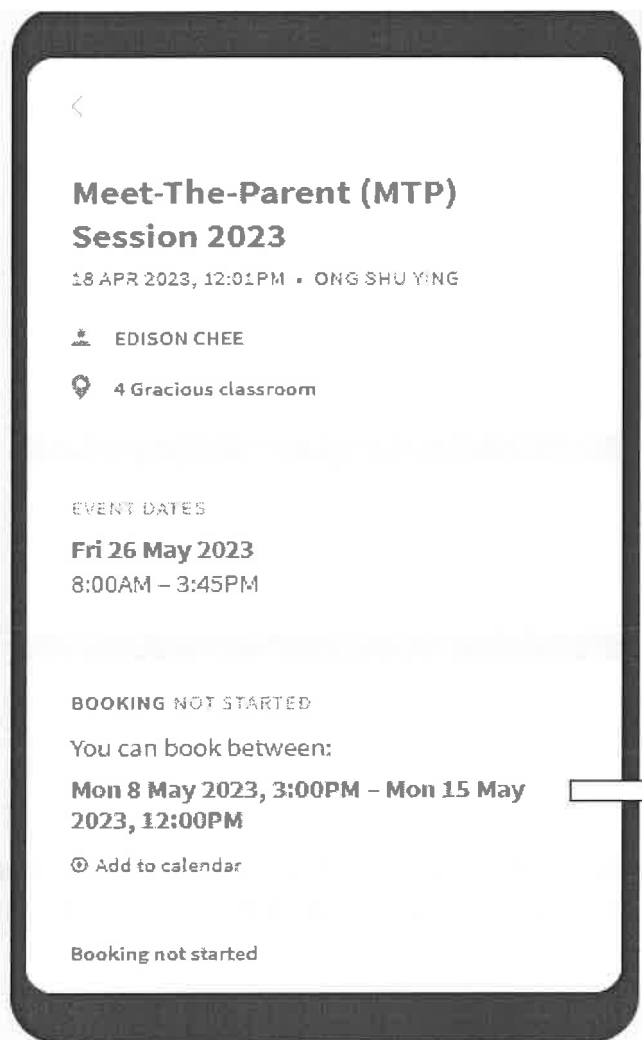
Mdm Foo Mui Chuw  
Principal

## Guide to book an appointment via Parent Gateway

### Step 1: Go to Parents Gateway

Click on 'Meet-The-Parent (MTP) Session 2023'

Screenshot of an example



Read the announcement and take note of the date (8 May 2023) to start booking for the session.

**Step 2:** When booking starts, choose a time slot available.

Choose a time

Meeting duration: 15 min

Morning

Booked 7:50am	8:00am	8:10am
8:20am	8:30am	8:40am
8:50am	9:00am	9:10am
9:20am	9:30am	9:40am
9:50am	10:00am	10:10am

Change to:

Change

**Step 3:** Take note of the appointment booked

The system will notify you upon successful registration. Your child's/ward's Form Teacher will contact you by **Monday, 22 May 2023**, to propose alternative time slots if your preferred time slots cannot be scheduled.