



# MAYFLOWER PRIMARY SCHOOL

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<http://www.mayflowerpri.moe.edu.sg>

26 April 2018

Notification: 042/2018

Dear Parents / Guardian,

## Parent-Child-Teacher Conference (PCTC), Briefing on Subject-Based Banding (SBB) for Primary 4 Parents

### 1. Parent-Child-Teacher Conference (PCTC)

PCTC is a time for parents, students and teachers to come together to find out more about the students' learning experiences in school. The objectives of PCTC for the various stakeholders are as follows:

Parents/Guardian:

- to understand the holistic development and progress of child/ward;
- to be involved in child's/ward's learning; and
- to see child's/ward's authentic work in progress.

Child/Ward:

- to enable him/her to reflect and share his/her learning and progress for the semester and set goals for the new semester; and
- to allow him/her to take ownership of his/her learning.

Teachers:

- to be better-informed on students' strengths, needs, behaviours, and learning style;
- to share on students' progress and challenges that may be interfering with his/her learning; and
- to discuss intervention strategies to stretch or better support students' learning.

Please note the date and time for PCTC:

Day	Date	Time
Thursday	24 May 2018	2.30 p.m. – 4.45 p.m.
Friday	25 May 2018	8.00 a.m. – 3.45 p.m.

Students need not report to school for lessons on **25 May 2018**. However, we strongly encourage you to attend the PCTC with your child/ward as he/she will be sharing his/her progress with you with guidance and input from teachers. We hope that by actively involving your child/ward in the conference, we can encourage him/her to take greater ownership for his/her learning. Please note that your child/ward is expected to come in his/her school uniform.

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## Online Booking of Appointments

You will need to book an appointment for PCTC through McOnline. Please access the website at [www.mconline.sg](http://www.mconline.sg) and refer to the Step-by-Step Guide (Annex A) to book a time slot for the upcoming PCTC. The portal is open for booking from 5.00 p.m., 26 April 2018, Thursday till 12.00 noon, 4 May 2018, Friday. Please note that booking will be on a **first-come-first-served basis**. Only 1 booking is allowed per child/ward. You will be able to book an appointment slot with the Form/Co-Form teacher. Mother Tongue teachers will be in the School Hall to meet you.

Each parent/guardian will be allocated **15 minutes** to meet your child's/ward's Form/Co-Form teacher. As such, we seek your understanding and cooperation in keeping to the scheduled time. Please also note that there will be a short break for teachers from **10.30 a.m. to 10.45 a.m.** and a 45-minute lunch break between 1.00 p.m. and 1.45 p.m. on 25 May 2018, Friday.

We have arranged for Hindi Language teachers to be in school to meet parents of pupils who are taking Hindi as their Mother Tongue Language in our school. No online booking is required to meet the Hindi Language teachers. The schedule for Hindi Language teachers is as follows:

Levels	Day/Date	Time	Venue
All levels	Friday, 25 May 2018	8.00 a.m. – 10.00 a.m.	School Hall

Due to limited car park lots in the school, parents who drive are kindly requested to park their vehicles at the neighbouring public car parks.

Please continue your communication with your child's/ward's teachers via emails, telephone calls, school handbook or pre-arranged face-to-face meetings throughout the year.

## 2. P4 Parents/Guardians ONLY - Briefing on Subject-Based Banding @Heritage Gallery

As part of our school's efforts to engage parents in providing support for their children's learning and development, the school will be conducting a briefing on Subject-Based Banding for **P4 parents only** on 25 May 2018, Friday. There will be two sessions for your selection:

Session 1: 8.00 am. – 8.45 am.

Session 2: 12.00 noon – 12.45 pm.

Parents who would like to attend the briefing are to indicate their preferred session online. Please refer to the QR code on **Annex B** for online access. Alternatively, you may also want to use the website reflected in Annex B.

Thank you for your support.

Yours sincerely,

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Mrs Lim-Chua Siow Ling  
Principal

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**Step-by-Step Guide to Book a Time Slot for PCTC on 24 and 25 May 2018**

1. Login using Parent **OR** Pupil Mconline Account  
<http://mconline.sg>  
**Parent Account**  
 UserID: P\_MFPS23456A  
 (P\_MFPS is a default login followed last 6 characters of child BC number T0423456A)  
**Password for Parent: parent01**

1.

Mconline.sg

Login ID

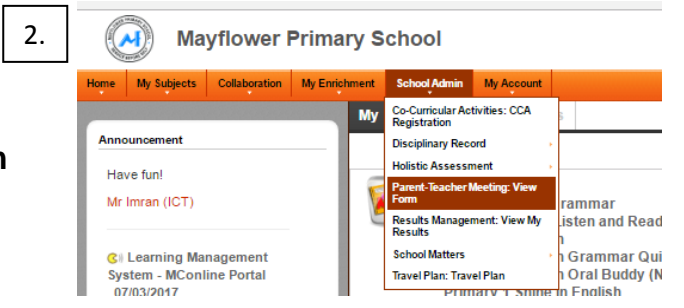
School

Password

**Pupil Account**

UserID: MFPS23456A (mfps is a default login followed by last 6 characters of pupil BC number e.g. T04234567A)  
**School ID:** Mayflower Primary School  
**Password for Pupil:** 2018mfps2 (2018mfps2 is a default password for pupils in term 2)

2. Select **School Admin**
3. Select **Parent-Teacher Meeting: View Form**
4. Select **PCTC Form**
5. Select **Event Date**



6. Enter **Parent's Name**
7. Enter **Parent's Contact No**
8. Select **Time Slot Available**
9. If you are not attending the PCTC session, please **tick** the box indicating **"My parent/guardian WILL NOT BE ATTENDING"**.

5.

**TEACHER MEET PARENT-TEACHER MEET BOOKING**

Select Form: Parent-Child-Teacher Conference

Title: Parent-Child-Teacher Conference (PCTC)

Description: Thu, 24 May 2.30pm - 5.00pm Fri, 25 May 8.00am - 4.00pm Form Teacher:Mr Lim)

Venue: 1 Commitment

Form Class / Group Name: 1 COMMITMENT

Registration Date:

Event Date:  24/05/2018  25/05/2018

Parent's Name:  (required)

Parent's Contact No.:  (required)

9.  My parent/guardian WILL NOT BE ATTENDING.

10.  Yes, my parent/guardian would like to meet my mother-tongue teacher.

10. If you would like to meet the Mother Tongue teacher, please **tick** **Yes, my parent/guardian to meet mother-tongue teacher.**

11. **Tick** I declare that the information entered here is correct and accurate at the time of submission.

14:00 - 14:15	Available	14:15 - 14:30	Available
14:30 - 14:45	Available	14:45 - 15:00	Available
15:00 - 15:15	Available	15:15 - 15:30	Available
15:30 - 15:45	Available	15:45 - 16:00	Available
16:00 - 16:15	Slots are disabled by School Admin.	16:15 - 16:30	Slots are disabled by School Admin.
16:30 - 16:45	Slots are disabled by School Admin.	16:45 - 17:00	Slots are disabled by School Admin.

12. Select **Confirm**

11.  Slots are disabled by School Admin.

12.  I declare that all the information entered here is correct and accurate at the time of submission.

**FOR PARENTS/GUARDIAN**

**ANNEX B**

**Subject-Based Banding for P4 Parents/Guardians ONLY**

You can select Session 1 or Session 2 via:

- <https://goo.gl/nwl9Vi>
- **Announcement Page** on Monline and click on the link given OR
- Scan the QR code



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