



# **NORTHLAND PRIMARY SCHOOL**

## ***Firm Foundations, Future Learnings***

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12 April 2017

Letter to Parents: 52/2017 (P1 to P3 students)

Through: The Principal

Dear Parent/Guardian,

### **PARENT-CHILD-TEACHER CONFERENCE**

The school will be holding the Parent-Child-Teacher Conference on **Thursday, 25 May and Friday, 26 May 2017, from 8.00 a.m. to 4 p.m. Your child must be present.**

The objectives of the session are as follows:

- To share and discuss the student's academic performance, work attitude and behaviour based on teacher's observation and interaction;
- To allow teachers to discuss intervention strategies with parents in supporting students' learning and well being
- To allow exchange of knowledge about the students' strengths, weakness, needs and expectations.

The school will be using the MC Online Learning Management System (LMS) as the platform to book your sessions with the respective Form, Subject and Mother Tongue Teachers. The booking system will be made available from **Saturday, 22 April 2017, 9 a.m. to Friday, 28 April 2017, 9 p.m.** The venue of the teacher you would like to meet will be indicated next to his/her name.

Appointments are booked on a first-come-first-served basis. If you encounter any problems, please call our service provider's hotline as indicated below. Alternatively, you may submit your query by clicking on the '**Technical Support**' icon on the main login page.

- **Monday to Friday:** 7.00 am – 9.00 p.m.
- **Saturday:** 7:00 a.m. – 2.00 p.m
- **Helpdesk:** 6 777 5198

We seek your kind understanding and cooperation in being punctual for the meeting. **Please keep to the time allocated** so as to ensure the smooth running of the entire session. We regret that our teachers will not be able to attend to you should you miss your booked slot if they have parents / guardians being scheduled for the subsequent time slots.

Our teachers will make alternative arrangements to meet you on another day if you are unable to secure any appointment.

We look forward to meeting you.

Thank you.

**P1 to P3 Year Heads  
Northland Primary School**

**Instructions for Online Booking at MCOonline:**

1. Launch your Google Chrome.
2. Go to school website Useful Links for Students or type in the web address:  
<http://www.mconline.sg>
3. Key in your child's login details:  
User ID: NLPS12345X (last 6 characters of BC, or just remove the T and year of birth)  
School ID: NLPS  
Password: Change termly, please check with your child for Term 2 password.
4. Select "School Admin", a tab on top of the website.
5. Select "Parent-Teacher Meeting Form".
6. Select the session with your child's / ward's class.
7. Enter name of parent / guardian and contact number.
8. Click on available slots. The non-available slots will be blocked.
9. Check the box showing:  
*"I declare that the information entered here is correct and accurate as of time of submission."*
10. Click "Book Selected" found at the bottom of the form to complete booking.
11. You are advised to print the acknowledgement slip as reference.

To make any changes to your booking, click "Edit Booking" and repeat Steps 8 -11 (new bookings are subjected to availability of slots).