



Greendale Primary School

绿苑小学

50 Edgedale Plains Singapore 828848

Tel: 6886 - 1413 Fax: 6886 - 1419

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

Our Ref: 2018/April/216

30 April 2018

Dear Parents/Guardian,

Parent-Teacher Meeting

Parent-Teacher Meeting is scheduled every year for you to meet up with your child's teachers. The objective of the conference is to provide an opportunity to discuss the holistic development of your child. Details of the session are as follow:

Day/ Date: Friday, 25 May 2018
Time: 8.00a.m. to 5.00p.m. (Form teachers and MT teachers)
Levels: P1 – P6
Venues: P1 – P6 classrooms (Form teachers)
School Hall (MT teachers)
Break times: Teachers' tea-break 9.30a.m. – 10.00a.m. and 3.00p.m. – 3.30p.m.
Teachers' lunch-break 12.00p.m. – 1.00p.m.

To book your appointment slots for both your child's Form teacher and MT teacher, you will need to log on to the MC Online portal. The window period for booking is **from Friday 11 May 2018 to Tuesday 23 May 2018**. We have attached a guide to help you with the booking of your appointment. Please note that each slot is 10 minutes so as to allow all parents to have the opportunity to meet the teachers. You will be notified through an SMS broadcast message if the teacher you are seeing is unavailable on that day due to unforeseen circumstances.

Please note that all pupils are not required to come on that day as it is a non-school day. Work will be assigned for them. However, if your child is accompanying you for the conference, he/she must come in his/her **school attire**. The entrances to the school are via Gate A and B only. Do note that if you are driving to school, you will need to park your vehicle at the multi-storey carpark at Blk 172 Edgedale Plains.

There will be sales of books, e-dictionaries and resources on that day and only cash payment will be accepted.

Mr Jonathan Chean
Internal Year Head & Subject Head of Aesthetics

Mdm Ng Soh Hua
Principal

Instructions to book your preferred time online:

1. Launch your Internet Browser.
2. Type in the web address: <http://www.mconline.sg>
3. Log in using **the parent account**

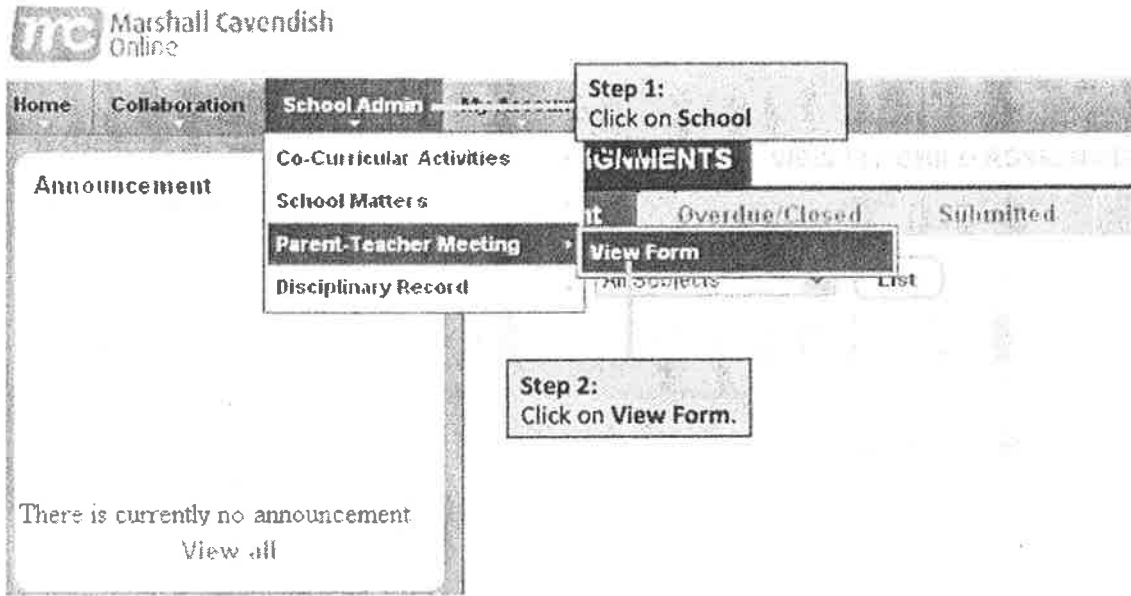
User ID: p_<Child's Login ID > (eg. p_GDPS12345A)

****Note: Child's Login ID starts with GDPS + last 6 characters of BC**

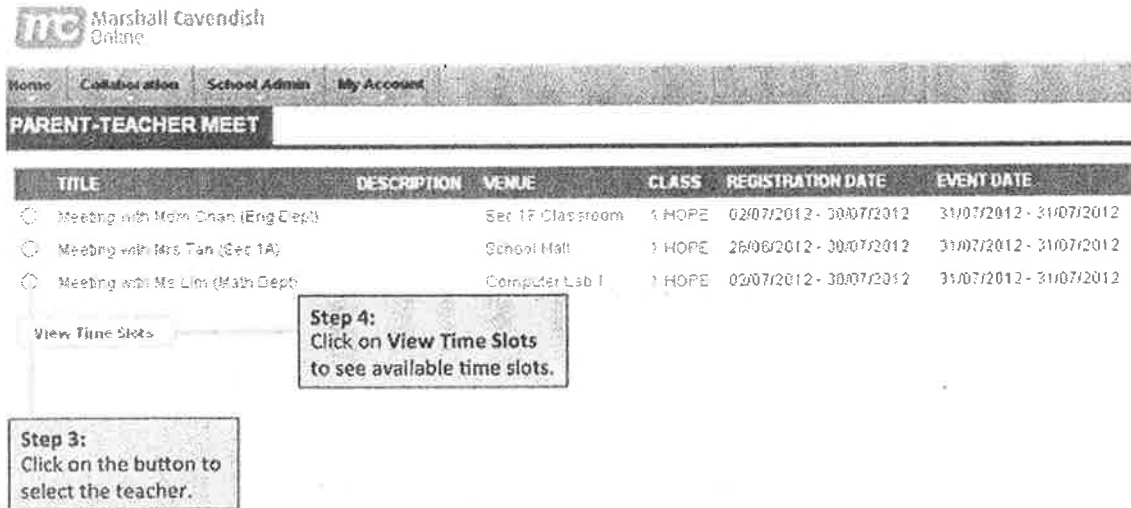
School ID: GDPS

Password: Parent123

4. If you have **more than 1 child**, please log on to all your children's accounts.
5. Select "School Admin" tab on top of menu bar.
6. Click "View Form"



7. Select the teacher you will be meeting.



8. Enter YOUR name and YOUR contact number.
9. Click on available slots (non-available are blocked)
10. Check box showing, "I declare that the information entered here is correct and accurate as of time of submission."
11. Click "Book select" to complete booking.