



ANDERSON PRIMARY SCHOOL

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24 February 2017

Dear Parents/Guardians,

1st Parent-Child-Teacher Conference (Friday, 10 March 2017)

As part of our continuous effort towards fostering closer collaboration with parents/guardians to develop our pupils to their potential, we have scheduled our Parent-Child-Teacher Conference on Friday, 10 March 2017.

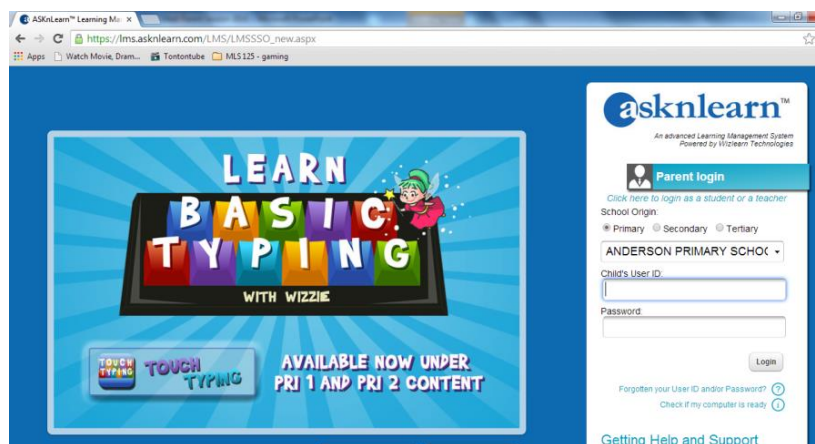
We would appreciate it if you can make time to attend the meeting as our teachers would like to get to know your child better, share your child's learning progress with you and discuss how we can work together in helping your child to reach his/her full potential. We would like to encourage you to bring your child along for the session so that immediate feedback to encourage and motivate him/her can be given by both teachers and parents.

1. Online Booking Slot via AskNLearn Parent Portal

We would be using the online booking system for parents/guardians to select their preferred time slots in meeting our teachers on 10 March.

Parents/Guardians may select the preferred appointment slot via the AskNLearn Parent Portal which will be made available from 24 February to 8 March. The steps to access the portal and select the time slot as are follows:

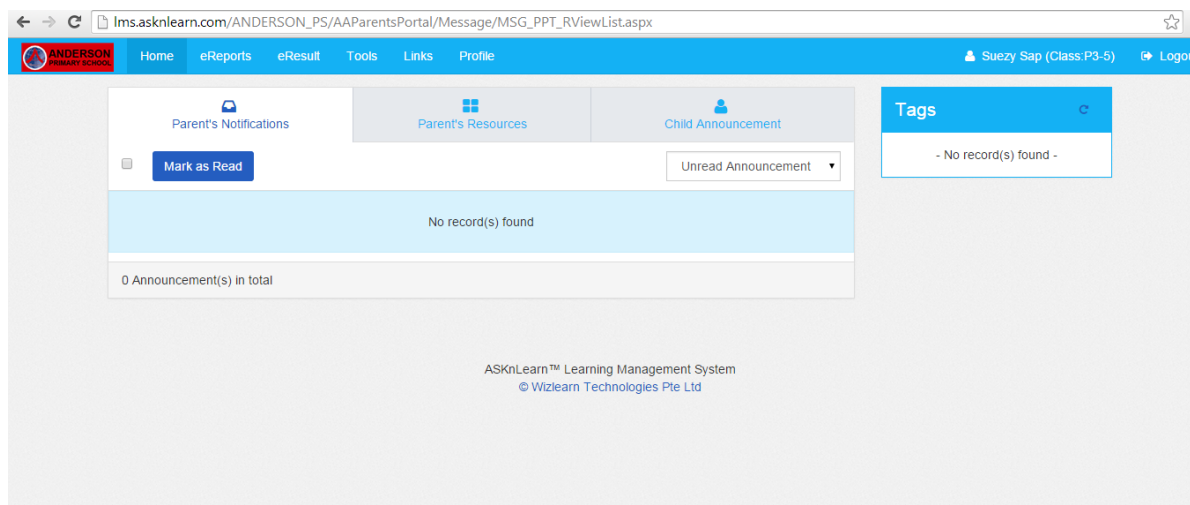
- a) Type in the web address: lms.asknlearn.com
 - Select Parent login
 - Select Anderson Primary School
 - Type in Child's User ID: Birth Certificate or FIN No. e.g T0123456A
 - Password (default): parents



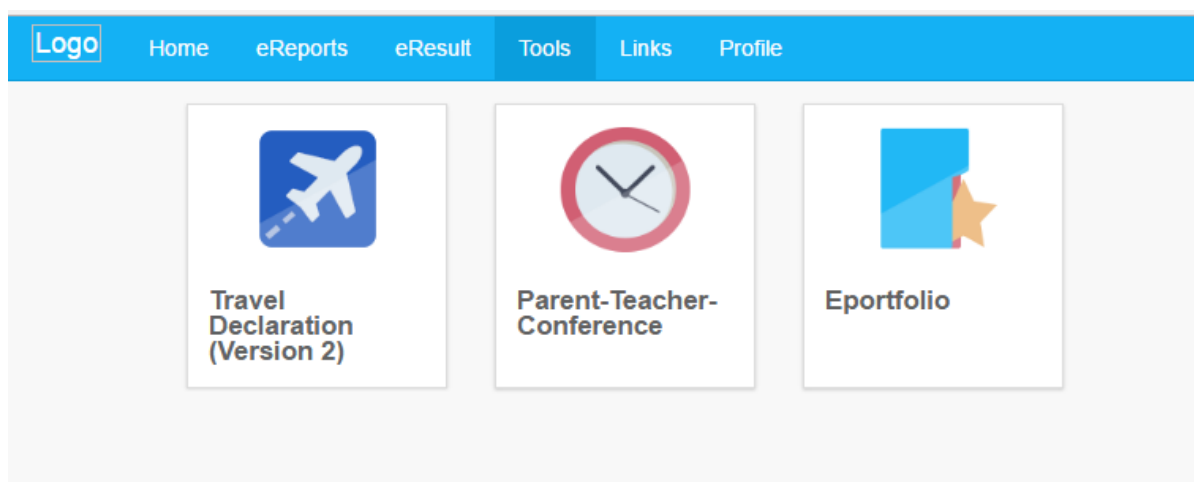
"Learners with Passion. Leaders with Heart. Citizens of Character."



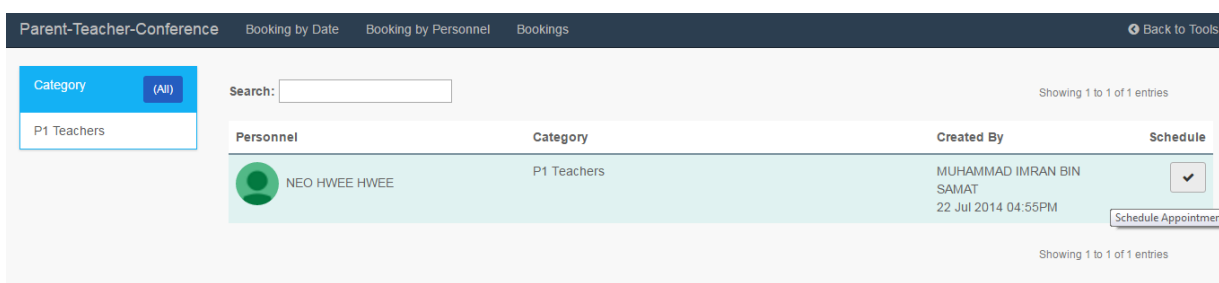
- b) To go to Parent-Teacher-Conference module
 - Click <Tools> tab



- Click < Parent-Teacher-Conference> icon



- c) To book the time slot to meet Form/ Subject/ Mother Tongue Language Teacher
 - Select Booking by Personnel tab
 - Select the Name of Teacher by clicking on the ✓ icon next the name



- Select Date of Appointment > 10 March 2017
- Click on an available booking slot
- Click on Schedule Appointment icon

Parent-Teacher-Conference Booking by Date Booking by Personnel Bookings [Back to Tools](#)

Calendar **March 2017**

Group: P1 Teachers
Personnel: NEO HWEE HWEE

I will not be attending this consultation.

Today Day Week Month


06 Mar 2017 - 12 Mar 2017 [Schedule Appointment](#)

Time Period	Mon 06/3	Tue 07/3	Wed 08/3	Thu 09/3	Fri 10/3	Sat 11/3	Sun 12/3
0800 - 0815	NA	NA	NA	NA	●	NA	NA
0815 - 0830	NA	NA	NA	NA	○	NA	NA
0830 - 0845	NA	NA	NA	NA	○	NA	NA
0845 - 0900	NA	NA	NA	NA	○	NA	NA
0900 - 0915	NA	NA	NA	NA	○	NA	NA

- Click on Confirm Appointment icon

Parent-Teacher-Conference Booking by Date Booking by Personnel Bookings [Back to Tools](#)

Schedule Appointment Process

 Personnel: NEO HWEE HWEE

Description:

Venue:

Additional Info:

[Repeat Additional Info for All](#) [Confirm Appointment\(s\)](#) [Cancel](#)

Date	Period	Additional Info:
10-Mar-2017	0800 - 0815	<input type="text"/>

- d) To book a time slot for another teacher
- Click on Booking by Personnel
 - Repeat step c and d

Parent-Teacher-Conference Booking by Date Booking by Personnel Bookings Reports Setup Approval [Back to Tools](#)

Appointment(s) Scheduled

[Back to Calendar View](#) [View Bookings](#) [Print](#)

Personnel: CHEONG HWEE HUA

Description:

Venue: Hall

Date	Period	Additional Info:
10-Mar-2017	08:00:00 - 08:10:00	<input type="text"/>

- e) To delete or change confirmed time slot
- Click on the Bookings tab
 - Select the name of the teacher
 - Uncheck the time slot to delete the confirmed time slot
 - Select the new available time slot (repeat step **b** to **d**)

Note:

- i. Each parent can only select one available slot per teacher up to a maximum of three slots to meet 3 different teachers.
- ii. Once the timeslots are filled, parents would have to contact Form Teacher or respective Subject Teachers to arrange for a session on another day.
- iii. The user guide for online booking can also be found in our school website, under the Parents Resource tab.
- iv. For any technical enquiries or further assistance needed in logging in to the parent’s portal, please contact our LMS helpdesk hotline at 6777 9661 (Monday - Friday: 7.30am - 6.00pm) or email lmssupport@wizlearn.com

2. Parking Facilities

For parents who are driving, we would like to seek your kind understanding to park at the nearest HDB public car parks due to site constraint.

For any query, you may approach your child’s Form Teacher or the following Year Heads:

Year Head	Ms Neo Hwee Hwee	neo_hwee_hwee@moe.edu.sg
Assistant Year Head	Mr Liang Shiau Ping Edmund	liang_shiau_ping@moe.edu.sg

We look forward to meeting you and thank you for your support as partners-in-education.

Yours sincerely,

Mrs Tan Wie Pin
Principal