



ANDERSON PRIMARY SCHOOL

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Email: anderson_ps@moe.edu.sg

21 February 2018

Dear Parents/Guardians,

1st Parent-Child-Teacher Conference (Friday, 9 March 2018)

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, 9 March 2018.

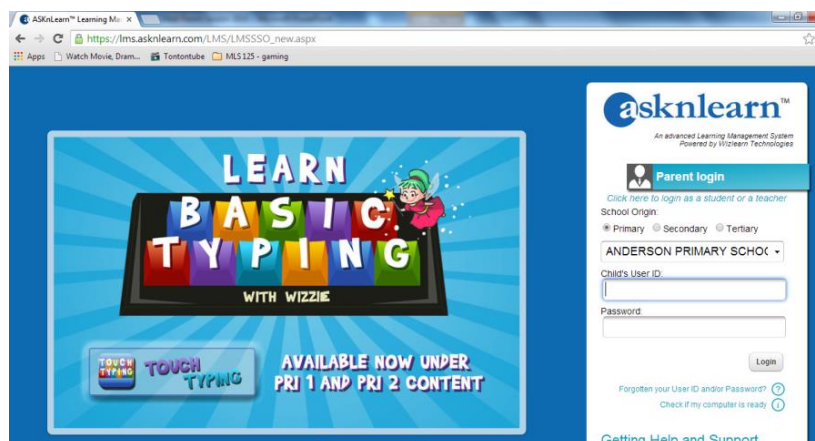
We would appreciate it if you can make time to attend the meeting as our teachers would like to get to know your child better, share your child's learning progress with you and discuss how we can work together in helping your child to reach his/her full potential. We would like to encourage you to bring 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 9 March.

Parents/Guardians may select the preferred appointment slot via the AskNLearn Parent Portal which will be made available from 21 February to 5 March. The steps to access the portal and select the time slot as are as follows:

- a) Type in the web address: lms.asknlearn.com
 - Select Parent login
 - Select Anderson Primary School
 - Type in Child's User ID and password

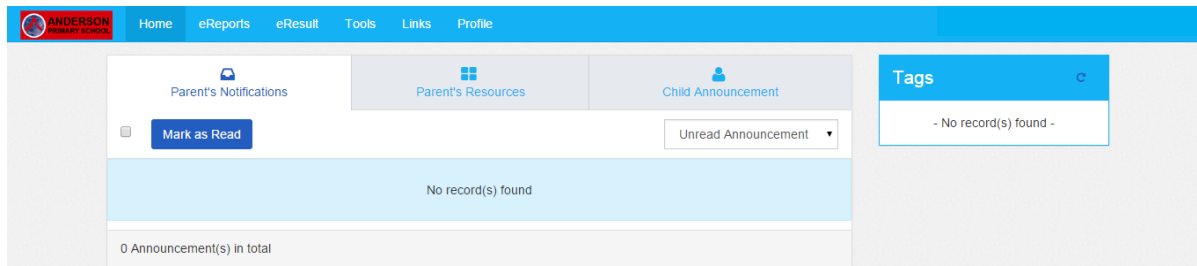


"Learners with Passion. Leaders with Heart. Citizens of Character."

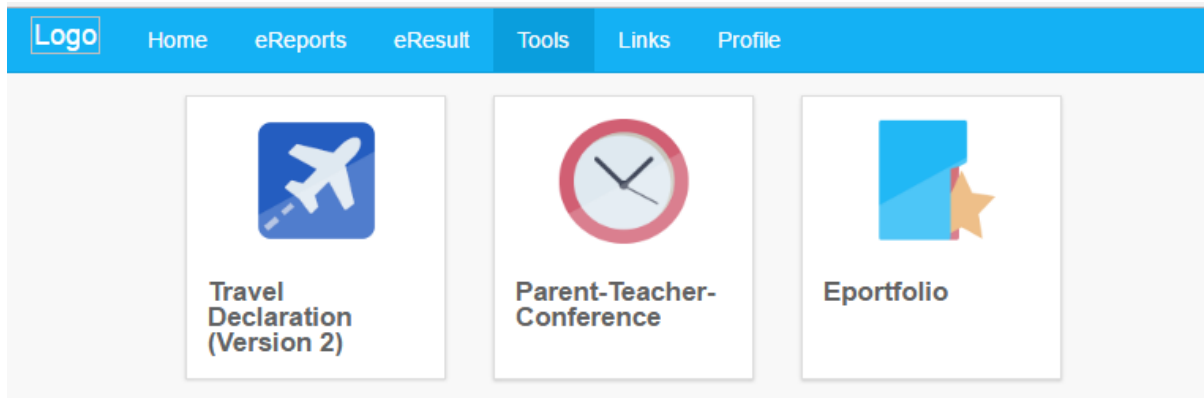


b) To go to Parent-Teacher-Conference module

- 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 to the name

Personnel	Category	Created By	Schedule
DENG LIQIANG	MT	Chui Chin 23 Feb 2017 11:30AM	<input checked="" type="checkbox"/>
FAN FAN WENJUAN	MT	Chui Chin 23 Feb 2017 11:33AM	<input checked="" type="checkbox"/>
LEE SEH LAT	MT	SUZANAH BTE SAPARWAN 18 Aug 2014 11:11AM	<input checked="" type="checkbox"/>
MUHAMMAD HAFEEZ BIN HASSAN	MT	MUHAMMAD IMRAN BIN SAMAT 24 Jul 2014 08:46AM	<input checked="" type="checkbox"/>
SUZANAH BTE SAPARWAN	P3 - P6	MUHAMMAD IMRAN BIN SAMAT 22 Jul 2014 04:55PM	<input checked="" type="checkbox"/>
WONG MEI TING	MT	SUZANAH BTE SAPARWAN 04 Aug 2014 02:07PM	<input checked="" type="checkbox"/>

- Select Date of Appointment > 9 March 2018
- Click on an available booking slot
- Click on **Schedule Appointment** icon

Calendar

Group: P3 - P6

Personnel: SUZANAH BTE SAPARWAN

I will not be attending this consultation.

Today Day Week Month

05 Mar 2018 - 11 Mar 2018 Schedule Appointment

Time Period	Mon 05/3	Tue 06/3	Wed 07/3	Thu 08/3	Fri 09/3	Sat 10/3	Sun 11/3
0800 - 0810	NA	NA	NA	NA	<input checked="" type="radio"/>	NA	NA
0810 - 0820	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0820 - 0830	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0830 - 0840	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0840 - 0850	NA	NA	NA	NA	<input type="radio"/>	NA	NA

- d) To confirm booking
- Click on **Confirm Appointment** icon

Schedule Appointment Process

Personnel: SUZANAH BTE SAPARWAN

Description:

Venue: CLASSROOM 4.6

Additional Info:

Date	Period	Additional Info:
09-Mar-2018	0800 - 0810	<input type="text"/>

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

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

Appointment(s) Scheduled


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

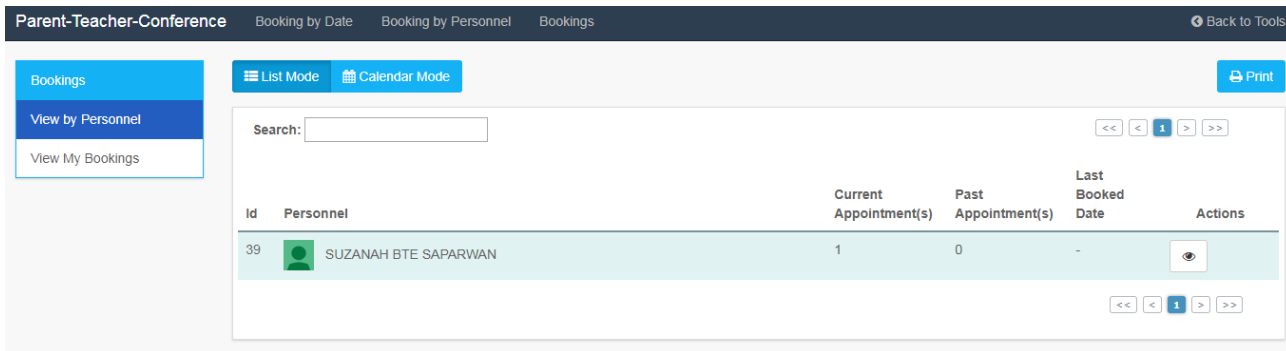
Personnel: SUZANAH BTE SAPARWAN

Description:

Venue: CLASSROOM 4.6

Date	Period	Additional Info:
09 Mar 2018	08:00:00 - 08:10:00	<input type="text"/>

- f) To delete or change confirmed time slot
- Click on the **Bookings** tab
 - Select the name of the teacher
 - Click on the  icon





Parent-Teacher-Conference Booking by Date Booking by Personnel Bookings Back to Tools

Bookings List Mode Calendar Mode Print

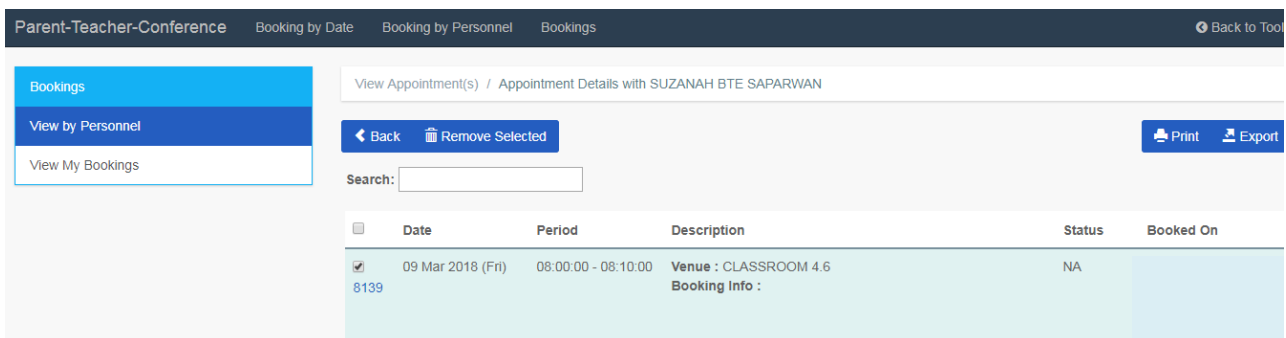
View by Personnel View My Bookings

Search: [] [<< < 1 > >>]

Id	Personnel	Current Appointment(s)	Past Appointment(s)	Last Booked Date	Actions
39	 SUZANAH BTE SAPARWAN	1	0	-	

[<< < 1 > >>]

- Select and check on the time slot to be deleted
- Click on the Remove Selected icon
- Select the new available time slot (repeat step **b** to **d**)



Parent-Teacher-Conference Booking by Date Booking by Personnel Bookings Back to Tools

Bookings View Appointment(s) / Appointment Details with SUZANAH BTE SAPARWAN

View by Personnel View My Bookings

Back Remove Selected Print Export

Search: []

Date	Period	Description	Status	Booked On
<input checked="" type="checkbox"/> 09 Mar 2018 (Fri) 8139	08:00:00 - 08:10:00	Venue : CLASSROOM 4.6 Booking Info :	NA	

Note:

- Each parent can only select one available slot per teacher up to a maximum of three slots to meet 3 different teachers.
- Once the timeslots are filled, parents would have to contact Form Teacher or respective Subject Teachers to arrange for a session on another day.
- The user guide for online booking can also be found on our school website, under the Parents Resource tab.
- For any technical enquiries or further assistance needed in logging in to the parents' 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 (Lower Pri)	Ms Neo Hwee Hwee	neo_hwee_hwee@moe.edu.sg
Year Head (Middle Pri)	Mrs Vimala Ratnaraja	vimala_ratnaraja@moe.edu.sg
Year Head (Upper Pri)	Mrs Serene Soh	lim_jie_ling_serene@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