



SENG KANG PRIMARY SCHOOL

A Vibrant Community of World-Ready Learners

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

21 Compassvale Walk, Singapore 545166; Tel: 6384 0809; Fax: 6384 0839

SKPS/2016/Admin/344

25 October 2016

Dear Parent / Guardian

Dear Parent of _____ (Class: _____),
A request to meet is made by
<input type="checkbox"/> Form Teacher <input type="checkbox"/> Mother Tongue Teacher

2016 End-of-Year Meet-The-Parents' (MTP) Session (Primary 1, 2, 3, 4 & 5)

Thank you for your strong support and partnership in enriching your child/ward's learning. 2016 End-of-Year Meet-The-Parents' (MTP) session will be held on **Friday, 11 November 2016**, from **8.00 a.m. to 4.30 p.m.** The session is intended for our teachers to discuss your child/ward's learning progress to date and any follow up actions required before the start of the new academic year. If a request to meet is made above by the Form teacher or the Mother Tongue teacher, we would strongly encourage you and your child to attend the session or to arrange for another meeting if you are unable to do so on that day.

Time	Activities	Venue
8.00 a.m. – 12.30 p.m.	Meet-the-Parents' session (10 min per timeslot)	<ul style="list-style-type: none"> Primary 1 to Primary 3 (Classrooms) Primary 4 & 5 (Multi-Purpose Hall, Level 2, above canteen) Mother Tongue Language Teachers (Multi-Purpose Hall, Level 2, above canteen)
12.30 p.m. - 1.30 p.m.	Lunch Time for Teachers	
1.30 p.m. – 4.30 p.m.	Meet-the-Parents' session (10 min per timeslot)	

Parents who are on our *School Notification and Acknowledgement Console (SNAC)* system, you will be receiving a notification alert on your smartphone on 27 October 2016, Thursday. Do ensure that you have updated your SNAC application to the latest version (SNAC 3.4). You may indicate your availability to attend the session via SNAC once you've received the notification. If you did not receive any SNAC notification, please indicate your attendance to the session via the acknowledgement slip and submit it through your child/ward to his/her Form teacher by Friday, 28 October 2016. (Kindly refer to Appendix A for more information required on SNAC booking. **Do not** indicate a slot in the manual booking form if you're using SNAC.)

For parents who do not have access to the SNAC application, some slots are reserved for manual booking. Please indicate your attendance for the session in the attached acknowledgement slip and submit the acknowledgement slip through your child/ward to his/her Form teacher by Thursday, 3 November 2016. The Form teachers will reply you on the confirmed appointment slot.

If you are unable to attend the MTP, please note that your child will receive his/her report book/ portfolio on Thursday, 10 November 2016.

We would like to take this opportunity to thank you for your support. If you have any concerns, do contact your child's Form Teacher or General Office at 63840809.

Yours sincerely,

Mrs Tracy Lee
Teacher i/c – MTP 2016

cc: Mrs Rabia Shahul (Principal), Mrs Winefrede Loo (Vice-Principal, Mr Hamri A Jalil (Vice-Principal, Admin)





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(Appendix A)

School Notification and Acknowledgement Console (SNAC) system Frequently Asked Questions (FAQ)

1. What must I take note of before using the SNAC system for booking of appointments?

You will need to ensure that your SNAC application is the most updated version (which is version 3.4). You will also need to get ready the SNAC authentication code. If you have forgotten the code, you can click on the link "send Authentication Code to my email" to retrieve it in your email.

2. When can I start the booking of appointments to meet my child/ward's teacher via SNAC?

You will be able to schedule appointments with teachers via our **SNAC** system from **27 October 2016, Thursday (from 2pm) to 3 November 2016, Thursday (by 23:59)**. Upon receiving the SNAC notification, you can then reserve a timeslot through the system. Once the timeslot is reserved, it will be confirmed. Thus, you will not receive a confirmation note from the teacher. **(Do note that any reservation after the cut-off time will not be captured by the system.)**

All parents are allocated **ONE (1) timeslot per child** and the **duration for each timeslot is 10 minutes**. We would appreciate it if you would take a maximum of 10 minutes for the meeting with each teacher so as not to disrupt the schedule. If you do need more time to engage the teacher concerned, please make an appointment on another day.

As the last booking slot is 4.20 p.m., the MTP session will end by 4.30 p.m. We seek your understanding and cooperation in this matter.

3. If I have more than one child in the school, what should I do?

Should you have more than one child in the school, you will receive a notification for each child. Should you wish to meet both their teachers, you'll need to book an appointment slot with both teachers **separately**. Do ensure you stagger the timing so as to give yourself ample time to move between classes. We encourage parents (especially those with more than 1 child in the school) to book their timeslots early so as to ensure availability of preferred timeslots.

4. Can I make changes to my appointment timeslot?

You have been given up to 2 attempts to amend your timeslots. However, do note that the preferred timeslots would depend on the availability of the slot and by making that change; your previous timeslot will be released for others' booking.

Please be punctual for your appointment. Priority will be given to parents who arrive at the appointed time. Late-comers may need to wait if they miss their slot. Parents who come to school without reserving a timeslot will have to wait for the next available timeslot.

5. What can I do if I have forgotten my appointment timeslot?

You can access your SNAC notification and it should reflect your appointment slot.

6. Will I be able to book a timeslot to meet my child's Mother Tongue teachers?

The booking of timeslots does not apply to Mother Tongue Language (MTL) teachers who will be stationed at the School Hall. You can meet MTL teachers (i.e. Chinese/ Malay/Tamil subject teachers) stationed at the School Hall either before or after your allocated appointment time with the Form teacher(s).

Note:

- You may refer to our school's website for the "SNAC step-by-step Installation Guide 2014 (Updated Version)" to install the SNAC application on your smartphone or tablet. This installation guide can be found on our website (<http://www.sengkangpri.moe.edu.sg>) under "Partners", followed by "Parents' Resources".



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Acknowledgement Slip

2016 END-OF-YEAR MEET-THE-PARENTS' SESSION (Primary 1, 2, 3, 4 & 5)

I have noted the content of the letter dated 25 October 2016.

Name of Child: _____

Form Class: _____

Name of Child (in Chinese characters if any):

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MTL Class: CL/ML/TL_____

Name of Parent: _____ Contact number: _____ Parent's signature: _____

Please tick accordingly (If applicable)

- I **will be attending** the Meet-the-Parents' Session and I will book an appointment via SNAC.
- I **will be attending** the Meet-the-Parents' Session. Please find my preferred slot reflected below.
- I wish to meet the Mother Tongue Language (MTL) Teacher (*Please note that the booking of timeslot does not apply to MTL teachers who will be stationed at the School Hall*)
- I **will not be** attending the Meet-the-Parents' Session.
- I would like to the teacher to contact me by e-mail: _____ (E-mail Address)
or by phone: _____ (HP no.)

Time	To be completed by Parent	To be completed by Form Teacher		Venue
	*Preference of Time Slots <i>(Please limit your choice to 2 only. Indicate 1st for Priority 1 & 2nd for Priority 2)</i>	Confirmation of Slot by Form Teacher	Time allocated	
8.30 a.m. – 8.50 a.m.				• Primary 1 to Primary 3 (Classrooms)
9.00 a.m. – 9.20 a.m.				
10.30 a.m. – 10.50 a.m.				• Primary 4 to Primary 5 (Multi-Purpose Hall, Level 2, above canteen)
11.00 a.m. – 11.40 p.m.				
12.30 p.m. - 1.30 p.m.	LUNCH TIME FOR TEACHERS			• Mother Tongue Teachers (Multi-Purpose Hall, Level 2, above canteen)
1.30 p.m. – 2.00 p.m.				
3.00 p.m. – 3.20 p.m.				
3.30 p.m. – 3.50 p.m.				

Please return reply slip to the form teacher via your child / ward by Thursday, 3 November 2016.

Note to parents: The Form teacher will return this acknowledgement slip to you with the confirmed timeslot allocated latest by 7 November 2016, Wednesday.