



Radin Mas Primary School

A School Where All Work Hard, Play Hard and Make A Mark

MAY 2019 - Notification for Parents and Guardians

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A. THE WEEKS AHEAD

Date	Event Description
Wed, 01.05.2019	Public Holiday – Labour Day
Mon, 06.05.2019 – Fri, 10.05.2019	P2 PL-MDPW*
Mon, 13.05.2019	SA1** - EL/FEL/MT Paper 1
Tue, 14.05.2019	SA1** - HMT Paper 1 and Paper 2
Wed, 15.05.2019	SA1** - EL/ FEL LC and Paper 2
Thu, 16.05.2019	SA1** - Ma/ FMa
Fri, 17.05.2019	SA1** - MT/ FMT LC and Paper 2
Sun, 19.05.2019	Public Holiday – Vesak Day
Mon, 20.05.2019	Public Holiday in-lieu of Vesak Day
Wed, 22.05.2019	SA1** - Sc/ FSc
Thu, 30.05.2019	P1-P6 Parent-Child-Teacher-Conference (3.00 pm to 5.00 pm)
Fri, 31.05.2019	P1-P6 Parent-Child-Teacher-Conference (8.30 am to 5.00 pm) Note: No classes for all students on Fri, 31.05.2019. Parents/ Guardians are to be punctual and adhere to their schedule. Students should be accompanying parents/ guardians for the Parent-Child-Teacher-Conference.
Sat, 01.06.2019 – Sun, 30.06.2019	Term 2 June School Holidays
Wed, 05.06.2019	Public Holiday – Hari Raya Puasa
Wed, 26.06.2019 - Fri, 28.06.2019	P6 Remedial Classes (for selected students)
Mon, 01.07.2019 – Tue, 02.07.2019	P5 PL-MDPW*
Wed, 03.07.2019 – Thu, 04.07.2019	P5 PL-MDPW* P1 Registration – Phase 1 Sibling Priority (Parents need not come to school to register if they have submitted the required document sent in April.)
Fri, 05.07.2019	P5 PL-MDPW* P2 Integrated Learning Trail
Sun, 07.07.2019	School Holiday – Youth Day
Mon, 08.07.2019	School Holiday in-lieu of Youth Day P1 Registration – Phase 1 Sibling Priority Announcement of Result (Parents will be informed of the outcome of their registration by Short Messaging System (SMS). Parents need not return to the school to collect their results. Should parents not receive the outcome of their registration on Mon, 08.07.2019, they can contact the school directly in the afternoon to check on the results.)

* PL-MDPW - Personalised Learning through Multi-Disciplinary Project Work

** SA1 - Semestral Assessment 1 (Refer to SA1 Examination Circular 2019)

EL – English Language, MT – Mother Tongue, LC – Listening Comprehension, Ma – Mathematics, Sc – Science, H – Higher, F – Foundation



B. PARENTS GATEWAY

We are pleased to inform you that Radin Mas Primary School will be on board Parents Gateway from Semester 2 onwards.

Parents Gateway is a mobile app specially designed for parents by MOE and GovTech. Parent Gateway allows school to communicate with parents on updating them about school's programmes and activities and for parents to provide consent hence easing the administrative paperwork.

We would like to invite you to download the Parents Gateway mobile app on your mobile phone (available on iOS and Android platforms only) and experience the convenience and benefits that Parents Gateway brings. Please refer to Annex 1 on the instructional guide in setting up Parents Gateway and also Annex 2 for the FAQs on Parents Gateway.

From July 2019, parents who are onboard Parents Gateway will receive information via the mobile app but hardcopy will still be available at GO for parents who are unable to come on-board Parents Gateway. If you are an existing user of SNAAP, please note that SNAAP will still be in use until September 2019.

We look forward to your continued partnership to ensure that our students work hard, play hard and make a mark!

C. PRIMARY 1-6 PARENT-CHILD-TEACHER CONFERENCE (PCTC) 2019

(Mrs Doreen Foo, YH LP, Mdm Pauline Wong, YH MP & Mdm Malar Vizhi d/o Govindan, YH UP)

P1 – P6 Parent-Child-Teacher Conference (PCTC) will be held on **Thu, 30.05.2019 from 3.00 pm to 5.00 pm** and **Fri, 31.05.2019 from 8.30 am to 5.00 pm**. **There will be no classes for all students on Fri, 31.05.2019.** During the PCTC, our P1 – P6 students will be sharing their learning experiences in school. This process of feedback engages students more actively and complements the school's efforts to develop them into confident and self-directed learners.

We are pleased to invite you to celebrate your child's/ ward's learning success as well as discuss their holistic development with the Form and Mother Tongue Teachers. The Form Teacher will present updates on behalf of other Subject Teachers. Some of our teachers including Mother Tongue teachers may be teaching more than one level. We seek your understanding that they may not be able to accommodate to your preferred time slot. Alternatively, you may wish to email them or arrange to meet on another date.

Please book your time slots (on a first-come, first-served basis) via your or your child's/ ward's MC Online account. Please see Annex 2 attached step-by-step guide for the booking of slots. The booking system will be opened from **Sat, 04.05.2019 from 9.00 am to Sun, 19.05.2019 at 11.55 pm**. Should you encounter any technical difficulties, please contact MC Online Helpdesk at 67775198.

Parents who drive can park their cars at the HDB carparks at Block 112 or Block 108 Bukit Purmei Avenue. We strongly encourage all parents to be punctual and adhere to the 10-min slot. We seek your understanding and cooperation in keeping to the scheduled time.

Details of P1 – P6 PCTC are as follows:

Date & Time	:	Thu, 30.05.2019: 3.00 pm – 5.00 pm Fri, 31.05.2019: 8.30 am – 5.00 pm
Lunch Break for staff	:	12.30 pm – 1.30 pm
Tea Break for staff	:	3.00 pm – 3.30 pm
Venue	:	Form Teachers (Respective P1 – P6 Classrooms) MT Language Teachers (School Hall)
Note	:	Students should be accompanying parents for the PCTC

D. HEALTH ADVISORY & ONLINE TRAVEL DECLARATION FOR JUNE SCHOOL HOLIDAYS

(Mdm SH Nisaa, AM)

All parents/ guardians are encouraged to monitor the health situations in the countries of travel and to refer to the website of the Ministry of Foreign Affairs (MFA) for travel advisories. Please remain vigilant and observe measures recommended by local health authorities when travelling overseas. Parents/ Guardians travelling overseas should eRegister with MFA at <http://eregister.mfa.gov.sg/> to facilitate contact tracing in the event of an emergency.

Please inform the school of your child(ren)'s travel plans for the School Holidays, by indicating your travel details in SNAAPP under "Forms/ Others" – Travel Declaration from **Thu, 02.05.2019** onwards. Please note that you can submit Travel Declaration more than once if you are travelling to more than one country and sign on the space given before submitting the information. If you are not able to submit your reply through SNAAPP, please complete the attached form and submit it in hardcopy to the Form Teacher through your child by **Fri, 24.05.2019**. Nil return is necessary.

E. MID-AUTUMN FESTIVAL CELEBRATION 2019 – NEA/RMPS CREATIVE LANTERN MAKING COMPETITION (Mdm Lee SW, HOD MT)

Radin Mas Primary School and Radin Mas Citizens' Consultative Committee will be organising the Mid-Autumn Festival Celebration. It will be held on **Fri, 30.08.2019**. More information on the celebration will be provided at a later date.

In conjunction with this celebration, we are organising the **NEA/RMPS Creative Lantern Making Competition** to create awareness on the importance of conservation. This competition aims to create an avenue for the students and their parents to express creativity in using reused/ recycled materials to create lanterns.

We would like to invite **students and parents of Radin Mas Primary School** to participate in this Creative Lantern Making Competition. Attractive prizes sponsored by the National Environment Agency (NEA) will be awarded to the **TOP 3 Entries and 10 Consolation Entries**.

THEME:

This year, our theme for this Creative Lantern Making Competition is '**Towards Zero Waste Environment**'.

GUIDELINES:

- **Creativity and originality** in the design of the lantern.
- Capture the essence of the theme.
- Lanterns must be fabricated using **reused or recycled plastic materials** (such as plastic bottles, plastic takeaway containers) as the **main material**. Other recyclable materials such as straws, buttons etc. to be used as decoration for the lantern.
- **No restriction** on the number of recycled materials used for making the lantern.
- Lantern **size** should be **at least 40cm on one side** either in length, breadth or height.
- Lantern **should not weigh more than 3kg**.
- Provide a **short description** of the lantern.
- **Label your lantern** with your name, school and class. (Submit **Entry Form** with the lantern)

JUDGING CRITERIA:

- Creativity (40%)
- Use of reused or recycled materials (20%)
- The extent to which the lantern captures the essence of the theme (20%)
- Overall presentation (20%)

DUE DATE:

- **Wed, 14.08.2019**
- Students to submit their entries to their respective Form Teachers.
- Late entries will not be entertained and judges' decision will be final.

WINNING ENTRIES:

- **TOP 3 Entries and 10 Consolation Entries** will be awarded during the celebration.
- These lanterns will be displayed within the school compound after the celebration.
- Prizes are sponsored by the National Environment Agency (NEA).
- Lanterns will be returned to the students after being displayed.

OTHER INFORMATION:

- For this competition, our Art Teachers will brief the students during their art lessons.
- Details of the competition and Entry Form will be made available on our school website from **Fri, 03.05.2019** onward.

F. P2 INTEGRATED LEARNING TRAILS

(Mrs Doreen Foo, YH LP)

To imbue in our students, a joy of learning and to provide students with the opportunity to apply the concepts that they have learnt in class to real-life scenarios, all P2 students will be going on an integrated learning trail to KidZania.

The P2 integrated trail to KidZania provides an interactive platform for the students to learn through realistic role-play so that they can see the relevance of what they have learnt in school applied to the different occupations. The students will learn about the different careers and the concept of managing money. The students also develop life skills required for them to gain the confidence and inspiration to be great global citizens.

Students will have their packed lunch (provided) at KidZania. Do note that the food provided is halal. Please inform your child's form teacher of any special dietary requirement by **Fri, 10.05.2019**. As students will be dismissed from school at 5.00 pm, kindly make the necessary transport arrangement for your child after the trails.

Level	:	Primary 2
Date	:	Fri, 05.07.2019
Venue	:	KidZania
Time	:	9.00 am – 5.00 pm
Attire	:	PE Attire
Things to bring	:	Small bag: Writing materials Storybook Water bottle Clipboard (Optional) A jacket or cardigan (Optional)
Note	:	Students to report to school as per normal. Parents to make own transport arrangement for your child to be picked up from school at 5.00 pm

G. SCIENCE PRACTICAL TEST

(Mdm Chan HM, HOD Sc)

There will be a Science Practical Test conducted in July. The duration of the Science Practical Test is twenty minutes. This test will account for 5% of the SA2 marks. In this test, students will be assessed based on process skills such as Observing, Comparing, Classifying, Using Apparatus & Equipment, Inferring, Predicting, Analysing and Evaluating.

The dates are as stated below.

Level		Date
Primary 3	:	23.07.2019
Primary 4	:	22.07.2019
Primary 5	:	24.07.2019

Do note that there will be **no make up** for the test. Any absence must be supported with a valid Medical Certificate.

H. P3 SWIMSAFER SWIMMING PROGRAMME

(Mr Idham AA, HOD PE/ CCA/ Aes)

The school will be conducting the newly enhanced SwimSafer 2.0 programme for all Primary 3 students. This programme aims to teach swimming proficiency and water survival skills to children in a fun and safe manner. It comes with a revised syllabus and assessment which includes an online theory test component. Lessons will be customised to suit students' ability level. These lessons are part of the school's Physical Education (PE) curriculum and students will attend the swimming lessons during their PE periods. For all swimming classes, there will be an instructor-child ratio of 1:10. Teachers and parent volunteers will also be present during the lessons to ensure that your child/ ward is well-supervised.

All P3 students, except those with valid medical reasons, are required to attend these swimming lessons which will be conducted at Queesnstown ActiveSG Swimming Complex. If you would like to seek exemption for your child/ ward, please submit a letter of excuse with supporting documents to his/her PE teacher by **Fri, 10.05.2019**.

The cost of the programme is \$82.00 per student. After school subsidy, students need to co-pay only \$12.00. The amount payable will be reflected in the School Bill for P3 for 2019.

There will be a total of 8 practical sessions. The schedule of the swimming lessons for the respective P3 classes is shown in the table below:

Class	Day/Time	1	2	3	4	5	6	7	8
3R/3A1/3A2	Tue 7.45 – 9.45am*	2 Jul	23 Jul	30 Jul	20 Aug	27 Aug	3 Sep	17 Sep	24 Sep
3M/3D	Thu 7.45 – 9.45am*	4 Jul	25 Jul	1 Aug	22 Aug	29 Aug	5 Sep	19 Sep	26 Sep
3N/3I	Fri 7.45 – 9.45am*	5 Jul	12 Jul	2 Aug	23 Aug	30 Aug	27 Sep	11 Oct	18 Oct

* The time reflected above includes travelling and changing time. Swimming lessons are from 8.00 am to 9.15 am. The school will notify parents/ guardians if there are any changes to the schedule in the future.

P3 students need to bring the following list of items for their swimming lessons:

S/N	Item	Recommended quantity
1	Swimwear	1 set
2	Goggles	1
3	Towel	1
4	Plastic bag for wet clothing	1
5	Bag for dry clothes & items above	1

Students must label **ALL** their personal belongings. The school and service provider will not be liable/ responsible for any loss/ damage to personal belongings.

Students are to wear their PE Attire with their swimwear worn inside and to report to the school hall by 7.35 am in the morning. Students will keep their school bags in a secured room near the school hall before leaving for Queenstown ActiveSG Swimming Complex. They only need to carry a small bag containing their swimming apparels and towel for the swimming lessons. Due to time constraint, we encourage our students to take a quick rinse after each swimming lesson. We appreciate your understanding on this matter.

Please acknowledge that you have received this information by filling in your details via SNAAPP under 'Forms/ Others' by **Fri, 10.05.2019**. For non-SNAAPP users, please fill in the attached Acknowledgement Slip and submit the hard copy to your child's/ ward's Form Teacher, by the same date.

I. P5 ADVENTURE CAMP 2019

(Mr Idham AA, HOD PE/ CCA/ Aes)

The school will be organizing a residential 3D2N Adventure Camp for all Primary 5 students. Our P5 students will be visiting MOE Jalan Bahtera Outdoor Adventure Learning Centre to experience a variety of Outdoor Education activities. The goal is to challenge themselves and put into practice the culmination of skills they have acquired from their P1 to P4 camp. As part of the school's Outdoor Education programme, students will get to participate in team-building activities, experience the high elements (rock wall, abseil, zipline, tower circuit), campfire, caving and a night trust walk.

By participating in the camp, students will be able to:

- Develop ruggedness and resilience through common challenging outdoor experiences;
- Forge camaraderie and instil values of teamwork and individual responsibility, and actively help each other to achieve team goals in an inclusive manner; and
- Enhance their sense of adventure and curiosity with the outdoors.

The details of the camp are as follows:

Start Date	:	Thu, 18.07.2019 Report to school by 7.30 am
End Date	:	Sat, 20.07.2019 Dismissal from school is at 12.00 pm Parents and guardians will have to make your own transport arrangements
Venue	:	MOE Jalan Bahtera Outdoor Adventure Learning Centre

We would like to assure you that the safety and well-being of your child/ ward will be our highest priority during the camp. All necessary precautions will be taken to ensure the safety of our students as our instructors are proficient in outdoor skills and trained in Wilderness First Aid. Our students will also be sleeping in dormitories and a camp packing list will be given to them.

As the P5 Camp is part of our school's co-curriculum, every student is required to attend the camp. Students who are unable to attend the camp due to medical reasons are required to submit a letter of excuse with supporting document(s) to their form teachers. Please note that students who are unable to attend the camp will be required to report to school as usual. An alternative programme will be arranged for them.

The cost of the camp is \$111.00 per student. After school subsidy, students need to co-pay only \$17.00. The amount payable will be reflected in the School Bill for P5 for 2019.

Please complete the acknowledgement under 'Forms/ Others' in SNAAPP, by **Fri, 10.05.2019**. For non-SNAAPP users, please fill in the attached Acknowledgement Slip and submit the hard copy to your child's/ward's Form Teacher by the same date.

J. P6 REMEDIAL CLASSES DURING THE JUNE HOLIDAYS

(Mdm Malar Vizhi d/o Govindan, YH UP)

There will be remedial classes for selected P6 students on Wed, 26.06.2019 to Fri, 28.06.2019. Subject teachers will issue consent forms to the selected students.

K. P6 SUPPLEMENTARY LESSONS IN LIEU OF CO-CURRICULAR ACTIVITIES (CCAs) FOR TERM 3

(Mdm Malar Vizhi d/o Govindan, YH UP)

In Term 3, P6 students will attend supplementary lessons on English, Mathematics and Science in lieu of their CCAs on Mondays. Attendance is compulsory. Schedule for these lessons are as follows:

Time	:	2.15 pm to 4.15 pm			
Dates	:	01.07.2019	22.07.2019	05.08.2019	16.09.2019
	:	15.07.2019	29.07.2019	02.09.2019	23.09.2019

L. P6 PRELIM ORAL EXAMINATION

(Mdm Lee SW, HOD MT)

Prelim Oral Examination will be conducted after school from **2.00 pm to 5.00 pm** on **16.07.2019** and **17.07.2019**.

Important Notes:

- Please make your own transport arrangement for your child/ ward on the days of Oral Examination if he/ she is taking school bus home.
- Only absentees with valid reasons will be eligible to sit for the make-up Oral Examination on Fri, 19.07.2019. Supporting documents or medical certificates must be submitted to the respective Form Teachers upon student's return to school. Parents' letters of excuse will **NOT** be accepted.

Prepared by

Mdm Siti Hidayatun Nisaa
Administration Manager

Endorsed by

Mr Muhammad Farizal Bin Umar Effendi
Principal

SUMMARY OF DEADLINES				
Item No.	Level	Event Description	Remarks	Deadline
C	P1 – P6	PRIMARY 1-6 PARENT-CHILD-TEACHER CONFERENCE 2019	Registration via MC Online	Sun, 19.05.2019
D	P1 – P6	ONLINE TRAVEL DECLARATION FOR JUNE SCHOOL HOLIDAYS	Submission via SNAAPP or hardcopy	Fri, 24.05.2019
E	P1 – P6	MID-AUTUMN FESTIVAL CELEBRATION 2019 – NEA/RMPS CREATIVE LANTERN MAKING COMPETITION	Submit entries to Form Teachers	Wed, 14.08.2019
F	P2	P2 INTEGRATED LEARNING TRAIL	Acknowledgement via SNAAPP or hardcopy	Fri, 10.05.2019
H	P3	P3 SWIMSAFER SWIMMING PROGRAMME	Acknowledgement via SNAAPP or hardcopy	Fri, 10.05.2019
I	P5	P5 ADVENTURE CAMP 2019	Acknowledgement via SNAAPP or hardcopy	Fri, 10.05.2019

TRAVEL DECLARATION: JUNE SCHOOL HOLIDAYS

(For non-SNAAPP users, please submit the completed Response Slip to your children's/ wards' Form Teachers by **Fri, 24.05.2019**)

Name of Student : _____
 BC No. : _____
 Class (if applicable) : _____
 Gender : F / M

This is to inform the school that I / my child / my ward will be traveling to the following country / countries during the school vacation. The details are listed below:

Country of Intended Travel	Period of Stay	
	From	To

Important Notes:

1. Where possible, please also provide details of country and date of transit if you/ your child / your ward will be stopping over at any other country while travelling.
2. If your child / ward will not be traveling, please return the form with a NIL return.

Name of *Parent/ Guardian : _____
 Signature : _____

P2 INTEGRATED TRAIL
Acknowledgement Slip

(For non-SNAAPP users, please submit the completed Acknowledgement Slip to your child(ren)/ ward(s) s' Form Teachers by **Friday, 10.05.2019**)

I have read Item F of the May 2019 Notification for Parents/ Guardians and have taken note of the contents.

Name of Child:	_____	Class:	_____
Name of Parent:	_____	Contact No:	_____
E-mail Address:	_____	Signature:	_____

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P3 SWIMSAFER PROGRAMME
Acknowledgement Slip

(For non-SNAAPP users, please submit the completed Acknowledgement Slip to your child(ren)/ ward(s) s' Form Teachers by **Friday, 10.05.2019**)

I have read Item H of the May 2019 Notification for Parents/ Guardians and have taken note of the contents.

Name of Child:	_____	Class:	_____
Name of Parent:	_____	Contact No:	_____
E-mail Address:	_____	Signature:	_____

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P5 ADVENTURE CAMP
Acknowledgement Slip

(For non-SNAAPP users, please submit the completed Acknowledgement Slip to your child(ren)/ ward(s) s' Form Teachers by **Fri, 10.05.2019**)

I have read Item I of the May 2019 Notification for Parents/ Guardians and have taken note of the contents.

Name of Child:	_____	Class:	_____
Name of Parent:	_____	Contact No:	_____
E-mail Address:	_____	Signature	_____

Towards Zero Waste Environment

[illegible]

Annex 1 – Parents Gateway Instructional Guide

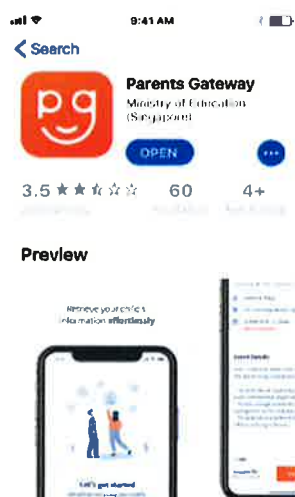
Step 1 – SingPass Registration and 2FA Setup

SingPass 2-Step Verification (2FA) is required for on-boarding. If you have not registered for a SingPass or have not set up the 2FA, please visit the SingPass website (<https://www.singpass.gov.sg>), or scan the QR codes below to do so. Should you require further assistance, please contact SingPass Helpdesk at 6643-0555.

SingPass Registration	2FA Activation
	

Step 2 – Download Parents Gateway Mobile App

- Open the Apple App Store or Google Play Store app on your mobile phone.
- Search for the 'Parents Gateway' mobile app, or scan the QR code below.



For Android	For iOS
	

- Download and install the app onto your phone.
- Enable 'Allow Notifications' to receive push notifications.

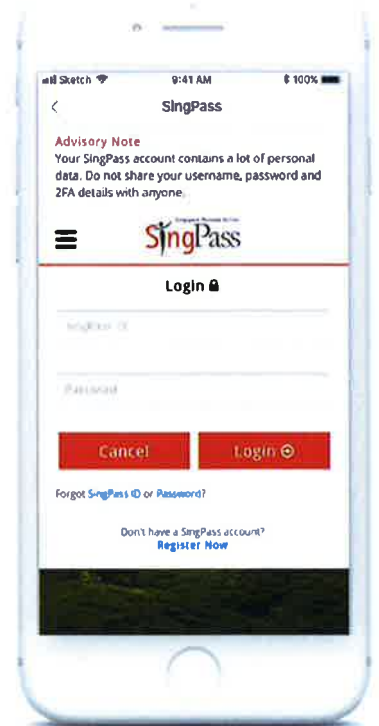
Note: Supported OS Versions - **Android 5.0 or later & iOS 9.1 or later**

Step 3 – One-Time On-boarding

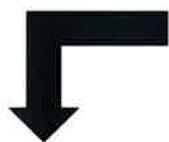
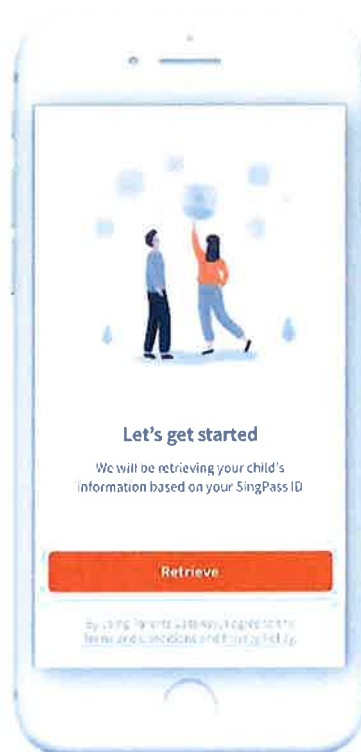
1. Tap on “Log in with SingPass”



2. Log in with your SingPass (2FA)



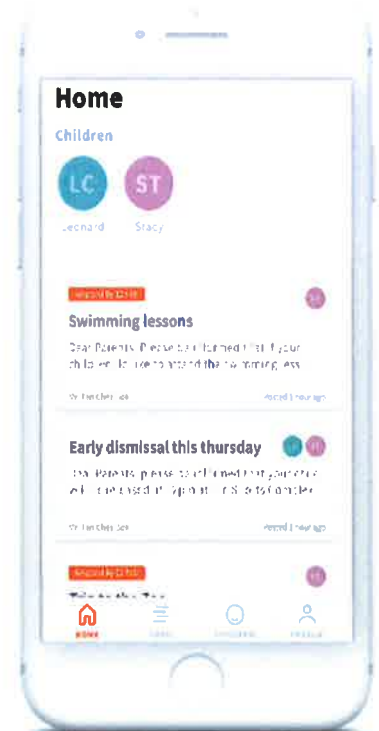
3. Tap on “Retrieve” to retrieve your child(ren)’s information



4. Tap on "Done" to complete on-boarding



5. You should see your child(ren)'s school announcements and activities (if any)



Annex 2 – PARENTS GATEWAY FREQUENTLY ASKED QUESTIONS (FAQs) (FOR PARENTS)

1. What is Parents Gateway?

Parents Gateway is a mobile app available on iOS and Android for parents. It affords schools the convenience of updating parents of your schools' programmes and for parents to provide consent for their children to participate in school activities.

2. Why Parents Gateway?

The digitalisation of administrative paperwork (such as issuing, collating of forms) will help alleviate the administrative load of teachers and allow them to devote more time to nurture their students.

3. Who can access Parents Gateway?

Parents Gateway contains sensitive information about students and their parents. Access to the mobile app is restricted to parents and legal guardians who are Singpass holders.

If you fall into any of the following categories, you are eligible to apply for SingPass:

- i. Singapore Citizen and Permanent Resident
- ii. Employment Pass and Personalised Employment Pass holders
- iii. EntrePass holders
- iv. S-Pass holders
- v. Dependant Pass holders (of EP, PEP, EntrePass and S-Pass holders)
- vi. Long Term Visit Pass-Plus (LTVP+) holders
- vii. Long Term Visit Pass holders
- viii. Selected Work Permit Holders who require SingPass to access government digital services. Visit [WPOL Enquiry Service](#) to check your status.

[WPOL link: http://www.ifaq.gov.sg/SINGPASS/apps/fcd_faqmain.aspx#FAQ_2101385]

Schools will continue to issue hardcopy letters and consent forms to parents and legal guardians who are unable to onboard Parents Gateway.

4. How do I apply for SingPass?

Please visit the SingPass website (<https://www.singpass.gov.sg>), or scan the QR codes below to register for a SingPass and set up the 2-Step Verification (2FA).

Should you require further assistance, please contact SingPass Helpdesk at 6643-0555.

SingPass Registration	2FA Activation
	

Please note that SingPass Mobile login is currently not yet supported for Android version of Parents Gateway. Parents using Android devices are advised to login using SMS 2FA or OneKey token in the meantime.

5. I forgot my SingPass password. How do I reset it?

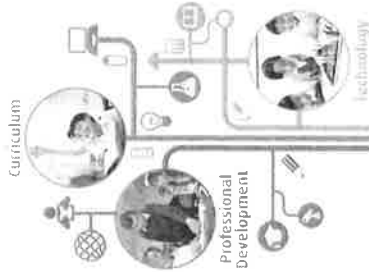
If you have set up your SingPass 2FA, you can reset your password instantly online:

- i. Visit <https://www.singpass.gov.sg>
- ii. Select "**Reset Password**" icon on the scroll bar. Enter your NRIC/FIN details, followed by your SMS/Token One-Time Password.
- iii. Create your new SingPass password.

- 6. I have to use my SingPass for login. Is it secure?**
SingPass is an online account management for access to Singapore Government e-services. It allows you to access hundreds of government services easily and securely online.
- 7. Must I pay for the app?**
Parents Gateway is free-of-charge.
- 8. I have more than 1 child, do I require multiple accounts?**
No, you do not need multiple accounts. You will be able to access all your children's information through a single platform on Parents Gateway, even if your children are attending different schools.
- 9. Can I receive information on both Parents Gateway and through hardcopy forms so that I can pin up the forms as reminders?**
Parents are encouraged to view the school announcements and consent forms using the app. For parents who wish to receive reminders on upcoming events, there is an "Add to Calendar" feature. Upon selection, the event would be synced with your phone calendar.
- 10. Can I access Parents Gateway on the computer?**
Parents Gateway is only available as a mobile application. Supported OS Versions: Android 5.0 or later & iOS 9.1 or later.
- 11. Are the access rights limited to one parent only?**
No, both parents can access their children's information simultaneously from their respective Parents Gateway accounts.
- 12. Do both parents have to reply to consent forms?**
Only a single consent is required. Once consent has been given, it cannot be edited by either parent. Should there be a change in decision, parents have to inform the school directly.
- 13. Does the usage of the app require large data consumption?**
Parents Gateway does not require large data consumption.
- 14. Can I communicate with my child's teacher directly via the app?**
This feature is not available at this point in time.
- 15. I am experiencing difficulty using the app, who should I go to?**
You may approach your child's school for assistance.
- 16. I have more than one child in school. I can see only my first child's school's notices on Parents Gateway. My second child's school's notices are not visible on Parents Gateway. Why is this so?**
Initial implementation of Parents Gateway involved implementation in 66 pilot schools.

Your first child's school might have been one of these schools which piloted Parents Gateway. Your second child's school may not have onboarded yet because it was not part of the initial 66 schools who implemented Parents Gateway. Your child's school will notify you on the date of implementation.
- 17. When can I start using Parents Gateway?**
Parents are advised not to rush to download Parents Gateway until the school has notified them of its date of implementation.
- 18. Will Parents Gateway be available to Independent Schools?**
Yes, Parents Gateway will be available to all government / government-aided and independent schools.

Holistic Educational Solutions



Parent-Teacher Meeting (for Students and Parents)

Updated on Feb 2019

Contents

- Where is the PTM Form
- Booking a PTM Time Slot
- Declaring Non-Attendance
- Changing your PTM Booking

LOGGING IN TO MC Online PORTAL (Students)

URL: www.mconline.sg (password will expire every 90 days)

The screenshot shows the login interface of the MC Online Portal. It includes a navigation bar with 'OUR SOLUTIONS' and 'CONTACT US'. The main content area has a large image of a student and a login form. The form has fields for 'Login ID' (labeled 'rmmps +last 6 char of'), 'School ID' (labeled 'RMPS'), and 'Password' (labeled 'rmmps2@19'). A 'Login' button is at the bottom right. A 'Forgot login? Help | System Check' link is also present. Four numbered steps are overlaid on the image:

- Step 1:** Child's loginid(not case sensitive (RMPS + last 6 characters of BC)
- Step 2:** Enter your school name (RMPS)
- Step 3:** Enter your password (Student01)
- Step 4:** Click "Login"

URL: www.mconline.sg (password will expire every 90 days)

Parent's account

The screenshot shows the login interface for a parent's account. It includes a navigation bar with 'Products and Services'. The main content area has a large image of a parent and a login form. The form has fields for 'Login ID' (labeled 'p_rmmps12345a'), 'School ID' (labeled 'rmmps'), and 'Password' (labeled 'xxxxxxx'). A 'Login' button is at the bottom right. A 'Forgot Password | System Check' link is also present. Four numbered steps are overlaid on the image:

- Step 1:** Parent's loginID (eg. p_rmmps12345a)
- Step 2:** Input your School ID (rmmps)
- Step 3:** Input your password (your current password)
- Step 4:** Click "Login"

Below the login form, there is a section for 'Channel Series' and 'Infocomm Club'.

Channel Series
LEAD LMS
The LEAD Portal is a feature-rich Learning Management System for delivering, tracking and managing online learning... Read More

Infocomm Club
To foster an engaging learning experience through the innovative use of Infocomm, LEAD's exclusive Infocomm Club ensures students acquire creative and technical skills in the latest Digital Media software.

Infocomm Club
(65) 6777 5198
Monday-Friday 8am-9pm
Saturday 8am-1pm

(for Students and Parents)

WHERE IS THE PTM FORM

Where is the PTM Form

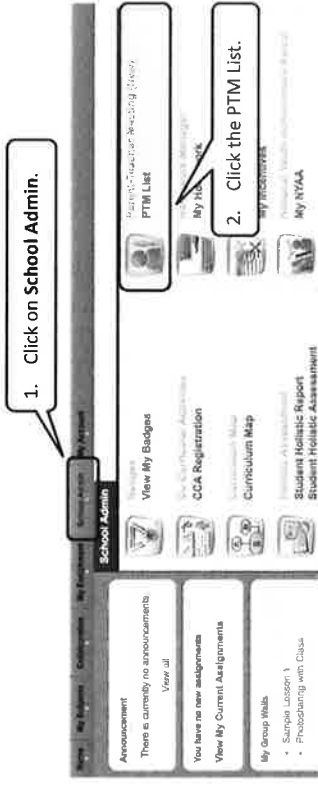
3. Click on the **Title** of the PTM event.

PTM List	Title	Registration Period	Teacher	Venue	Status
	2017 PTM	12 Jun 2017 1:00AM - 30 Sep 2017 11:50PM	Cornia Tan	Classroom	Booked (1111, 9:00AM-9:15AM)
			Haryani	Music Room	Booked (1111, 10:30AM-10:45AM)
			Patsak Guy Ching Lun	Classroom	Booked (1111, 10:00AM-10:15AM)

Note

- If you do not see the PTM event, this may be because the registration date has not started. Please check with your school for information regarding the PTM.

Where is the PTM Form



These steps are the same for both parents and students.

BOOKING A PTM TIME SLOT

Booking a PTM Time Slot

The PTM Event details are displayed at the top.

If the PTM event is over several dates, you can select the date using the drop-down list.

Click on the checkboxes to make your booking with the teachers. Scroll down to the bottom of the page.

PTM Event Details

Event Name: 2017 PTM
Event Start Date: 01/11/2017
Event End Date: 01/11/2017
Event Start Time: 03:30 PM
Event End Time: 04:00 PM

Parent: Patrick Gay Ching Lun

Available: Not Available

NOT Attending

08:00 AM - 09:15 AM
09:15 AM - 09:30 AM
09:30 AM - 09:45 AM
09:45 AM - 10:00 AM
10:00 AM - 10:15 AM
10:15 AM - 10:30 AM

Booking a PTM Time Slot

3. If there are additional events during the PTM event, parents can opt to attend by selecting "Yes" or "No".

4. The details of these additional events can be revealed by clicking on the info button next to the event title.

5. The PTM Event may request for your details. You will need to fill in the mandatory information marked in "*".

6. Click the **Submit** button.

7. Click the **Show Acknowledgement** button if you already have a booking and wish to reprint the Acknowledgement slip.

Attending Other Events?

1. Parents Talk 1 (03:30 PM - 03:45 PM)
Topic: How to study for PSLE
Teacher: Mr. Tan
Synopsis: This talk will help you learn how to prepare your child for PSLE.

2. Parents Talk 2 (04:00 PM - 04:15 PM)
Topic: How to study for PSLE
Teacher: Mr. Tan
Synopsis: This talk will help you learn how to prepare your child for PSLE.

My Parent's Guardian Details

* Name: Parent of Mr. Edwards
* Phone: 968743724
* Email: mrs. edwards

Back

Booking a PTM Time Slot

8. The Booking Confirmation will summarize your booking.

9. Click the **Confirm** button to complete your booking, or else click the **Cancel** button to amend your booking.

Note

Booking is on a first-come-first-served basis. There is no indication showing if another parent/student is booking the same time slot concurrently. The person who clicks confirm before the others get the time slot.

confirm

Booking a PTM Time Slot

10. If the confirmation is successful, an Acknowledgement Notice will be generated.

11. Click on the **Print** button to create a hard copy of the Acknowledgement notice.

12. Click the **Edit** button to change your booking time slot. This will bring you back through steps 1 to 10.

Marshall Cavendish Online

Acknowledgement Notice

Thank you for using our online PTM booking. Kindly print and present this acknowledgement notice to the person in charge on your scheduled meeting.

NAME OF PARENT/GUARDIAN: Connie Tan
NAME OF STUDENT: Cameron Rhee
CLASS: C1A
EVENT: 2017 PTM
ATTEND OTHER EVENT(S):
Parents Talk 1

BOOKED DATE / TIME: 01/11/2017 (03:30 AM - 04:15 AM)
TEACHER: Connie Tan
VENUE:

Edit Print Close

DECLARING NON-ATTENDANCE

Declaring Non-Attendance

PTM Event Details

The screenshot shows the PTM Event Registration page. At the top, there is a header with the PTM logo and navigation links. Below the header, the event details are displayed: Event Name: 2017 PTM, Event Description: Hear the parents' insights, Event End Date: 01/11/2017, Event End Time: 04:00 PM, Event Start Date: 01/11/2017, and Event Start Time: 08:00 AM. A table lists the event schedule, showing a period from 08:00 AM to 09:30 AM on 01/11/2017, with a status of 'NOT Attending'. A callout box points to the 'NOT Attending' status, stating: '1. Click on the "NOT attending" checkbox under the teacher's name if you are not meeting with the teacher.' Below the table, there is a section for 'My Parent / Guardian Details' with fields for Name (Parent of Lynn Edwards), Phone (9267-43724), Email, and Postal Address. A callout box points to the 'Name' field, stating: '2. You will still need to fill in your information even if you are NOT attending the PTM Event.' At the bottom right, there is a 'Back' button and a 'Done' button. A callout box points to the 'Done' button, stating: '3. Click the Submit button.'

Declaring Non-Attendance

Booking Confirmation

NAME OF PARENT/GUARDIAN
Parent Of Iryn Edwards

NAME OF STUDENT
Iryn Edwards

CLASS
C1B

EVENT
2017 PTM

ATTENDING OTHER EVENT?
None

BOOKED DATE / TIME
Not Attending

TEACHER
Cennie Tan

VENUE
Classroom

REASON NOT ATTENDING


4. A Booking confirmation will appear declaring your non-attendance for the PTM Event. You can respond with a reason for not being able to attend.

5. Click the **Confirm** button to declare your Non-Attendance for the PTM Event.

Confirm

Cancel

Declaring Non-Attendance



Marshall Cavendish

Online

Acknowledgement Notice

Thank you for using our online PTM booking

Kindly print and present this acknowledgement notice to the person in charge on your scheduled meeting.

NAME OF PARENT/GUARDIAN

Parent Of Ivin Edwards

NAME OF STUDENT

Ivin Edwards

CLASS

C1B

EVENT

2017 PTM

BOOKED DATE / TIME

Not Attending

REASON

Working Event.

TEACHER

Connie Tan

VENUE

Classroom

Exit

Print


Close

6. The Acknowledgement notice will indicate that you are not attending the PTM event.

7. Click on the **Print** button to create a hard copy of the Acknowledgement notice.

CHANGING YOUR PTM BOOKING

Changing your PTM Booking


Marshall Cavendish Online

Acknowledgement Notice
 Thank you for using our online PTM booking.
 Kindly print and present the acknowledgement notice to the person in charge on your scheduled meeting.

NAME OF PARENT/GUARDIAN Cornelia Tan	BOOKED DATE / TIME 01/11/2017 (09:30 AM - 09:45 AM)
NAME OF STUDENT Cameron Nee	
CLASS CIA	
EVENT 2017 PTM	
ATTEND OTHER EVENT(S) Parents Talk 1	
	<input type="button" value="Edit"/> <input type="button" value="Print"/> <input type="button" value="Cancel"/>

- If you have made a prior booking, the Acknowledgement notice will appear.
- To change your booking, click on the **Edit** button.

Changing your PTM Booking

1. Find your PTM Event and click on the Title.

Title	Registration Period	Teacher	Venue	Status
2017 PTM	12 Jan 2017 1:00AM - 30 Sep 2017 11:55PM	Cornelia Tan	Classroom	Booked (11/11, 9:00AM - 9:15AM)
		Haryani	Music Room	Booked (11/11, 10:30AM - 10:45AM)
		Patrick Goy Chang Lun	Classroom	Booked (11/11, 10:30AM - 10:45AM)

Booking a PTM Time Slot

PTM Event Details

Event Name: 2017 PTM	Event Description: Meet the parents teacher
Event Start Date: 01/10/2017	Event End Date: 01/11/2017
Event Start Time: 09:30 AM	Event End Time: 04:00 PM

*Note: Move your mouse pointer over the tooltip icon to view more details.

Time	Teacher	Venue
NOT Attending	Cornelia Tan	Patrick Goy Chang Lun
09:00 AM - 09:15 AM		Available
09:15 AM - 09:30 AM		Not Available
09:30 AM - 09:45 AM		Available
09:45 AM - 10:00 AM		Available
10:00 AM - 10:15 AM		Available
10:15 AM - 10:30 AM		Available

3. Click on a new time slot for each teacher you have to meet.

Changing your PTM Booking

03:15 PM - 03:30 PM
 03:30 PM - 03:45 PM
 03:45 PM - 04:00 PM

Attending Other Events?
 1. Parents Talk 1 ☐ Yes ☐ No
 Title: How to study for PSLE
 Speaker: Chuan Guan
 Synopsis: This talk will help you learn how to prepare yourself for PSLE.
 2. Parents Talk 2 ☐ Yes ☐ No

My Parent / Guardian Details
 * Name: Parent of Kelvin Tan
 * Phone: 92121204
 Email: parent@marshallm.com

4. Click the **Submit** button.
 5. A new Booking confirmation will be shown where you will need to click the **Confirm** button to re-book the PTM event for the new time slot.

Changing your PTM Booking

Marshall Cavendish Online
Acknowledgement Notice
 Thank you for using our online PTM booking.
 Kindly print and present this acknowledgement notice to the person in charge of your schedule meeting.

NAME OF PARENT/GUARDIAN: Cornelia Tan
 NAME OF STUDENT: Cameron Rue
 CLASS: C1A
 EVENT: 2017 PTM
 ATTENDING OTHER EVENTS: ☐ Yes ☒ No

6. Reprint the new Acknowledgement notice after you have re-booked for a new time slot for the PTM event.

Helpdesk contact and operating hours



Marshall Cavendish Education Technical Support
 Phone: (65) 6777 5198
 Operating Hours: Monday - Friday, 9am - 5pm
 Email: techsupport@mceducation.com
 Recover Login ID & Reset Password: [Click Here](#)
 Need a new email address? [Click Here](#) to recover your login ID or reset your password.

Click "Print" to create a Response Ticket

THE END