

39/2017



ST. STEPHEN'S SCHOOL
20 SIGLAP VIEW, SINGAPORE 455789
TEL: 62419513

11 May 2017

Dear Parent /Guardian,

MEET THE PARENTS SESSION 2017 (MID-YEAR)

There will be a Meet The Parents session on **Thursday, 25 May 2017**. This session serves to provide an opportunity for a one-to-one conference between **form teachers** and parents/guardians. Your child's/ward's form teacher will share with you his performance and progress made so far. Your child/ward does not need to come to school on this day.

Please make your booking for a ten-minute time slot to meet your child's/ward's **form teacher** and / or Mother Tongue Language teacher via MC Online following the step-by-step instructions appended. The booking system will be available from **17 to 23 May**.

Time: 7.30am to 3.30pm (Lunch Hour: 11am to Noon)	
Teachers	Venue
P1 to P6 Form Teachers	Classrooms
Mother Tongue Language Teachers and Non-Form Teachers	School Hall (Level 1)

Your child's/ward's form teacher : _____

Your child's/ward's Mother Tongue Language teacher : _____

If you wish to speak with your child's/ward's class subject teacher(s), please call or email him/her to make a separate appointment.

In addition, do note that **Friday, 26 May** is Affirmation Day. **Pupils will be dismissed at 9.45am**. Please make the necessary transport arrangements for your child/ward.

Thank you and God bless,

Frances Goh (Ms.)
HOD i/c MTP



Reply Slip: Meet The Parents Session (25 May 2017)

Please detach this portion and have your child/ward return it to his form teacher by **Wednesday, 17 May 2017**.

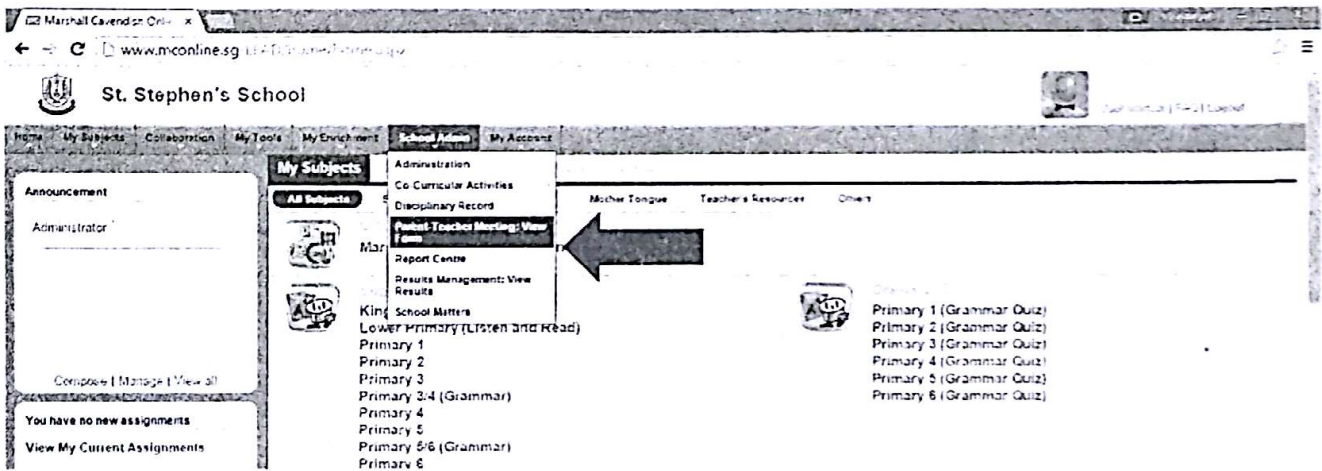
Name of Child/Ward : _____ Class : P _____

- I have taken note of the contents of the letter and will book a time slot online.
- I am unable to book a time slot online. Please contact me.
- I am unable to attend the Meet The Parents session.

Name & signature of parent: _____ Contact no.: _____

Instructions to book your preferred time online:

1. Launch your Google Chrome.
2. Type in the web address: <http://www.mconline.sg>
3. Log in using **your parent's account**
User ID: P_Child's User ID Example: P_STSS12345A
School ID: STSS
Password (default unless you changed it): parent01
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 "Parent-Teacher Meeting: View Form"



7. Tick on the box of the teacher you will be meeting.
 - Select from the Title:
 - 2017_FT01_P Student Class _ Name of Teacher (Form Teachers)
 - 2017_MT01_ Name of Teacher (MT Teachers)
 - 2017_RT01_ Name of Teacher (HODs and Other Teachers)