



Ref No: PCPS 2023/192

25 October 2023

Dear Parents/ Guardians,

PRIMARY 4 SUBJECT-BASED BANDING

REPORT BOOK & SUBJECT-BASED BANDING OPTION FORM

1. Please note that the following documents will be returned to the Primary 4 students on Thursday, 9 November 2023: -
 - Report Book with Semester 2 Results
 - Subject-Based Banding Option Form
2. Please sign the result slips in the report book and Subject-Based Banding Option Form and have your child/ ward return the report book and option form to his/ her Form Teacher **by Tuesday, 14 November 2023**.

VIRTUAL MEET-THE-PARENTS SESSION (FOR SELECTED PARENTS)

3. Selected parents/ guardians may be invited to a virtual Meet-The-Parent Session (Zoom) session with your child's/ ward's Form Teacher for P4 Subject-Based Banding **on Friday, 10 November 2023** starting from 2.30 p.m.
4. The session aims to address any concern or query you may have with regard to the subject combination recommended by the school for your child/ward so that the school can work collaboratively with you to better support your child's/ ward's learning.
5. Selected parents/ guardians will be engaged with the Form Teacher of your child/ ward. Please refer to the list of P4 Form Teachers and their email addresses in Annex A.
6. Selected parents / guardians will receive two notifications through Parents Gateway as follows:
 - a. **Notification 1 – To inform parents that the meeting** with the Form Teacher will be a video conferencing Zoom session. Kindly indicate your interest in attending the session via Parents Gateway. Should you be unable to attend the Zoom session, you may make alternative arrangements with the Form Teacher.
 - b. **Notification 2 – To book the Zoom meeting timeslot by Monday, 6 November 2023, 8.00 p.m.** The booking system will **open from Friday, 27 October 2023, 8.00 a.m. to Monday, 6 November 2023, 8.00 p.m.**
7. Please refer to Annex B and C for the step-by-step guide to assist you in making the booking via Parents Gateway and logging into Zoom for video conferencing during the session.

8. In order to ensure a smooth running of the session, we seek your kind understanding on the following:
- a. Parents are advised to keep to the stipulated time of 10 minutes for the Zoom video conferencing session.
 - b. The session serves to address Subject Based Banding concerns and queries only. If you wish to speak with other subject teachers, you may contact them via email directly. A list of Form and Subject Teachers is made available in Annex A.

OTHER POINTS TO NOTE

9. Parents/ Guardians who do not receive any notification following this letter, are not required to attend the Meet-the-Parent session. Should you wish to discuss about your child's/ ward's development with the form and subject teachers, you may contact them via email to make arrangement.
10. School is as usual for **all** the students **on Friday, 10 November 2023**. The school-based Student Care Centre will remain open as well.
11. Please contact your child/ ward's form teacher should you have any further queries.

Thank you.

Yours sincerely,



Mrs Teo Whye Choo
Principal

ANNEX A – List of Form and Subject Teachers

Form Teachers

Class	Form Teacher conducting Meet-the-Parent Session	Email Address
4 Amber	Ms Chin Ruey, Amanda (EL)	chin_ruey_amanda@schools.gov.sg
4 Coral	Ms Chen Kang Li (SCI)	chen_kang_li@schools.gov.sg
4 Diamond	Mr M Prakash (EL, SCI)	m_prakash@schools.gov.sg
4 Emerald	Mdm Syazwani Jantan (EL, MA)	nur_syazwani_jantan@schools.gov.sg
4 Jade	Mr Lu Jie (EL, MA)	lu_jie@schools.gov.sg
4 Opal	Mdm Nur Sufriena Binte Suhaini(EL)	nur_sufriena_suhaini@schools.gov.sg
4 Pearl	Mdm Murni Alidawati Bte Mohd Amin (EL)	murni_alidawati_mohamed@schools.gov.sg

Other Subject Teachers

Class	Name of Teacher	Teaching Classes	Email Address
4 Amber	Ms Priya Govi	MA	priya_govi@schools.gov.sg
4 Amber 4 Emerald	Mr Adrian Liang	SCI	adrian_liang@schools.gov.sg
4 Coral	Ms Nellia Yesmin	EL	nellia_yezmin_shameer@schools.gov.sg
4 Coral	Ms Clarissa Yap	MA	munawarrah_sultana_unwar@schools.gov.sg
4 Diamond	Mdm Rehanna Binte Dawood	MA	rehanna_dawood@schools.gov.sg
4 Jade 4 Opal	Ms Chua Tien Wee	SCI MA	chua_tien_wee@schools.gov.sg
4 Opal	Mr M Prakash	SCI	m_prakash@schools.gov.sg
4 Pearl	Mr Edwin Koh	MA	koh_hoon_leong_edwin@schools.gov.sg
4 Amber 4 Opal	Mr Mohammed Hafiizh Bin Dzulkifli	PE	mohammed_hafiizh_dzulkifli@schools.gov.sg
4 Coral	Mr Ken Yeoh Ghim Boon	PE	yeoh_ghim_boon@schools.gov.sg
4 Diamond 4 Jade	Ms Debbie Huang	PE	debbie_huang_kaixin@schools.gov.sg
4 Emerald 4 Pearl	Mr Joshua Tan	PE	tan_kiat_fong_joshua@schools.gov.sg
4 Amber 4 Coral 4 Diamond 4 Emerald	Mr Kelvin Ting	ART	ting_jian_hong_kelvin@schools.gov.sg
4 Jade 4 Opal 4 Pearl	Ms Cheryl Ang	ART	cheryl_ang_wei_yu@schools.gov.sg
4 Amber 4 Diamond 4 Jade 4 Pearl	Mr Marvin Seah	MU	seah_kim_san_marvin@schools.gov.sg
4 Emerald	Mrs Sheryl Wong	MU	sim_jia_yun_sheryl@schools.gov.sg
4 Coral 4 Opal	Ms Low Si Hui Sofia	MU	low_si_hui@schools.gov.sg

Mother Tongue Teachers

Groups	Name of Teacher	Teaching Subjects	Email Address
4CL1 4HCL1	Ms Tan Sze Huey	CL HCL	tan_sze_huey@schools.gov.sg
4CL2	Ms Chia Yi Zhen	CL	chia_yizhen@schools.gov.sg
4CL3	Ms Lee Xiao Wei	CL	lee_xiao_wei@schools.gov.sg
4CL4	Mdm Chery Chew	CL	chew_wee_san@schools.gov.sg
4CL5	Mdm Monica Yeo May Peng	CL	monica_yeo_may_peng@schools.gov.sg
4ML1	Ms Nurin Nasyirah Binte Jahaya	ML	nurin_nasyirah_jahaya@schools.gov.sg
4ML2	Mdm Zahira	ML	zahira_abdul_majeed@schools.gov.sg
4ML3	Mdm Mulyati Binte Zailani	ML	mulyati_zailani@schools.gov.sg
4TL1	Mrs Haider	TL	shanthi_marimuthu@schools.gov.sg

Legend

EL	English Language
MA	Mathematics
SCI	Science

CL	Chinese Language
ML	Malay Language
TL	Tamil Language

ART	Art & Craft
MU	Music
PE	Physical Education

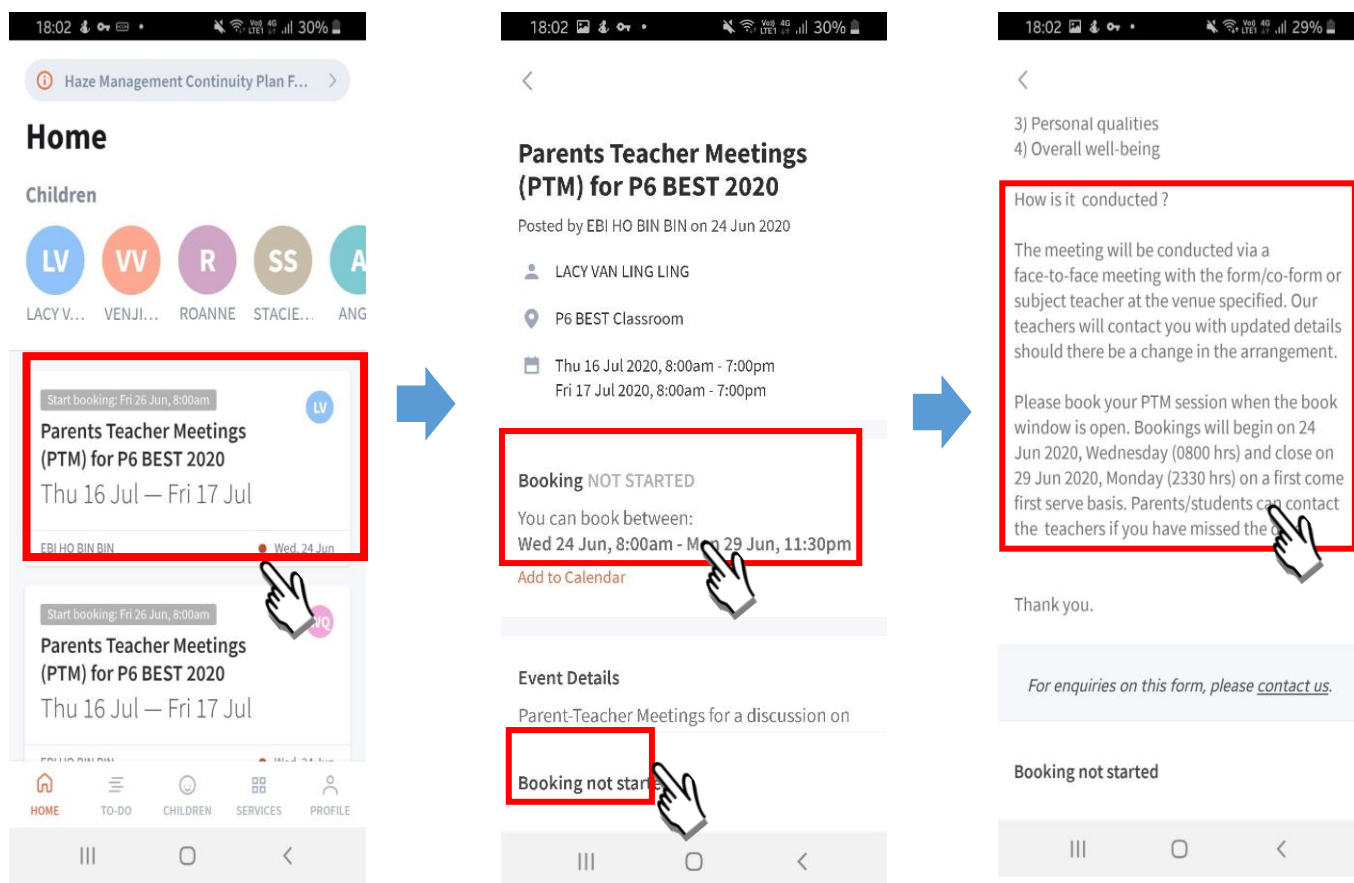
ANNEX B – Guide for Meet-the-Parent Booking on Parent Gateway (PG)

Attached below are some illustrated guide on how you can do your booking with us for the Meet-the-Parent Session.

1. Pre-booking announcement.

You would have receive a notification about the meeting via Parents' Gateway as below.

SAMPLE ILLUSTRATION A:



The illustration consists of three sequential screenshots of the Parent Gateway app, connected by blue arrows. The first screenshot shows the 'Home' screen with a notification for 'Parents Teacher Meetings (PTM) for P6 BEST 2020' from EBI HO BIN BIN. A hand icon points to the notification. The second screenshot shows the 'Parents Teacher Meetings (PTM) for P6 BEST 2020' details page. It lists the organizer as LACY VAN LING LING, the location as P6 BEST Classroom, and the dates as Thu 16 Jul 2020, 8:00am - 7:00pm and Fri 17 Jul 2020, 8:00am - 7:00pm. A red box highlights the 'Booking NOT STARTED' message and the booking window: 'You can book between: Wed 24 Jun, 8:00am - Mon 29 Jun, 11:30pm'. A hand icon points to the 'Add to Calendar' link. The third screenshot shows the 'How is it conducted?' section, which states: 'The meeting will be conducted via a face-to-face meeting with the form/co-form or subject teacher at the venue specified. Our teachers will contact you with updated details should there be a change in the arrangement.' and 'Please book your PTM session when the book window is open. Bookings will begin on 24 Jun 2020, Wednesday (0800 hrs) and close on 29 Jun 2020, Monday (2330 hrs) on a first come first serve basis. Parents/students can contact the teachers if you have missed the...'. A hand icon points to the text. Below the screenshots are three text boxes providing instructions.

Tap on the message to open the meetings feature.

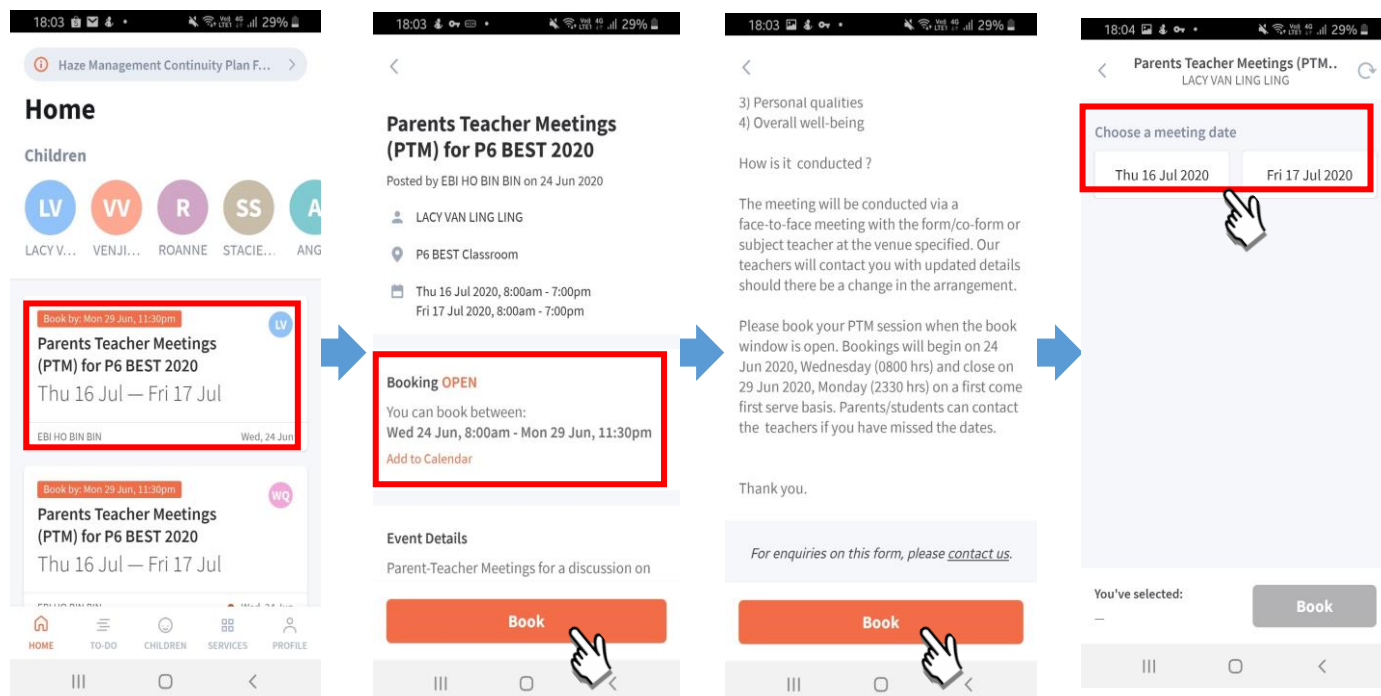
Booking has not started. Take note of the booking dates.

Take note that the meeting will be via video conferencing (ZOOM).

2. Start of booking period.

When the booking has started, you will be notified via Parents' Gateway apps, as illustrated below.

SAMPLE ILLUSTRATION B:



Tap on the message to open the meetings.

Booking is open. Tap on **BOOK** to start.

Tap on **BOOK** to start.

Tap on the MTP date and make your booking.

3. Making Booking.

You can make your booking as illustrated below.

SAMPLE ILLUSTRATION C:

The illustration shows three sequential steps of the booking process on a mobile app interface. The first screenshot shows the 'Parents Teacher Meetings (PTM..)' screen for 'LACY VAN LING LING'. It has a 'Choose a meeting date' section with 'Thu 16 Jul 2020' and 'Fri 17 Jul 2020' (the latter is highlighted). Below is a 'Choose a time' section with a 'Meeting duration: 15 mins'. A grid of time slots for 'Morning' is shown, with '9:00am' highlighted. At the bottom, it says 'You've selected: Fri 17 Jul 2020, 9:00am' and has a red 'Book' button. The second screenshot shows the 'Meeting confirmed' screen. It features a blue checkmark icon, the text 'Meeting confirmed', and a note: 'You may edit your responses on Parents Gateway before booking closes.' Below this, it shows the confirmed meeting: 'Fri 17 Jul 2020, 9:00am - 9:15am' with an 'Add to Calendar' link. There is a text input area for 'Any comments? (Optional)' with a placeholder 'Let the teacher know what you would like to discuss or any concerns you may have' and a '1500 characters left' indicator. At the bottom is a red 'Done' button. The third screenshot shows the 'Any comments? (Optional)' screen. It has a text input area with the example comment: 'I would like to discuss about my son's weakness in his mathematics subject'. Below the input is a red 'Save comments' button. A keyboard is visible at the bottom of this screen.

Choose the time. Tap on **BOOK**.

Meeting confirmation. Tap on box to leave **COMMENTS**.

After saving comments, tap on **DONE**.

*Should you encounter any issues, please feel free to contact your child/ ward's Form Teachers.

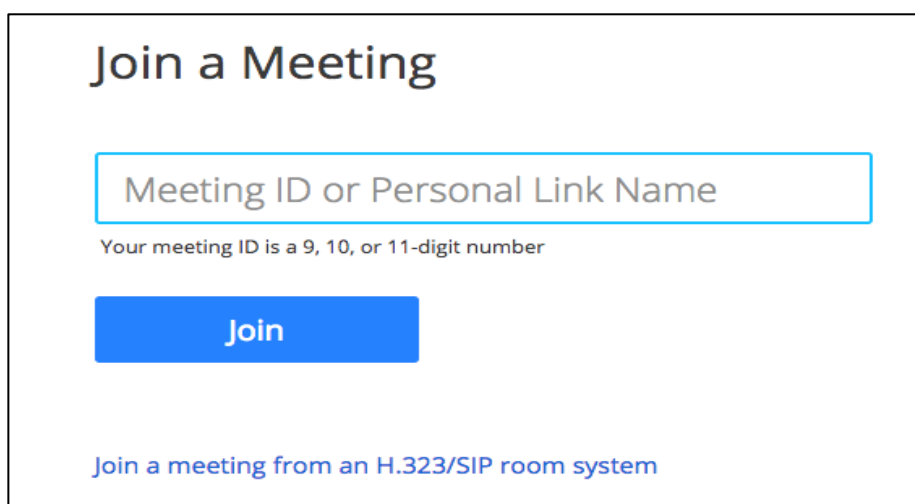
ANNEX C – Guide for Meet-the-Parent Session via Zoom

Please refer to the illustration below to guide you in launching the Zoom meeting if you have opted for Zoom for the Meet-the-Parent Session. Please note that you will be given the meeting ID and password for the Zoom Meeting via Parents' Gateway Announcement closer to the date.

STEPS:

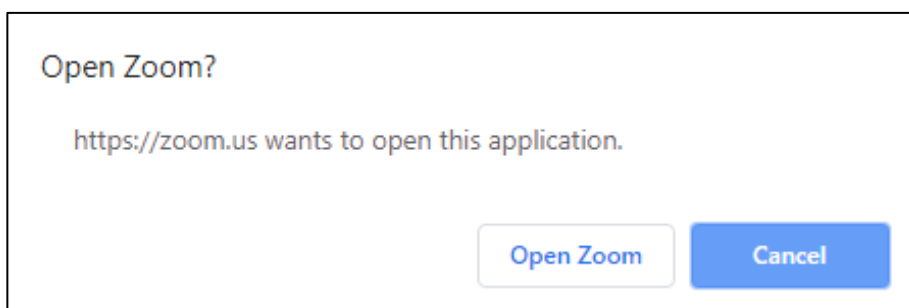
1. Open the Zoom desktop client.
2. Alternatively, using Chrome, Safari, Firefox or Internet Explorer, go to join.zoom.us.
3. Join a meeting using one of these methods:

- a) Enter the Meeting ID and Password provided.

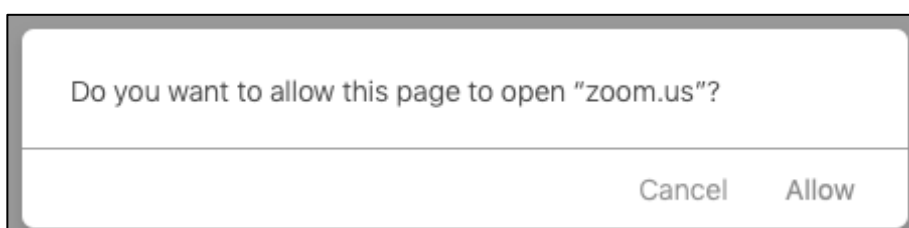


The screenshot shows the 'Join a Meeting' page on the Zoom website. At the top, the title 'Join a Meeting' is displayed. Below it is a text input field with the placeholder text 'Meeting ID or Personal Link Name'. Underneath the input field, a note states 'Your meeting ID is a 9, 10, or 11-digit number'. A prominent blue 'Join' button is centered below the input field. At the bottom of the form, there is a link that reads 'Join a meeting from an H.323/SIP room system'.

- *If this is your first time joining from website, you will be asked to open the Zoom client to join the meeting.*
- *You can check **Always open these types of links in the associated app** to skip this step in the future.*
- *Click **Open Zoom Meetings (PC)** or **Open zoom.us (Mac)** or click **ALLOW**.*

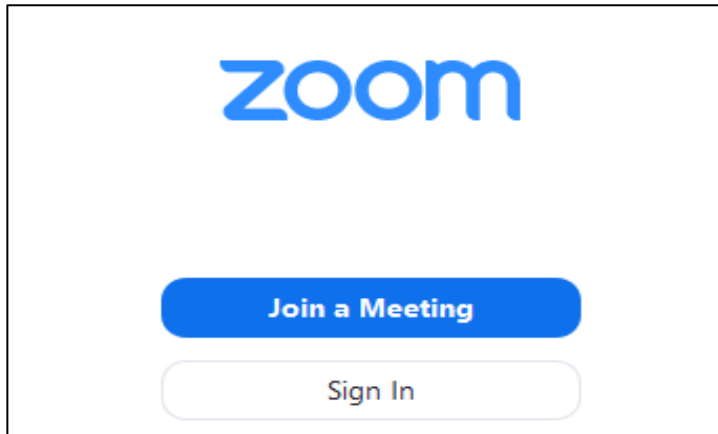


This screenshot shows a system dialog box titled 'Open Zoom?'. The message inside reads 'https://zoom.us wants to open this application.' At the bottom right of the dialog, there are two buttons: 'Open Zoom' and 'Cancel'.

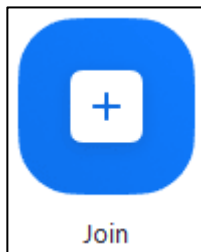


This screenshot shows a browser permission dialog box. The question asked is 'Do you want to allow this page to open "zoom.us"?'. At the bottom right, there are two buttons: 'Cancel' and 'Allow'.

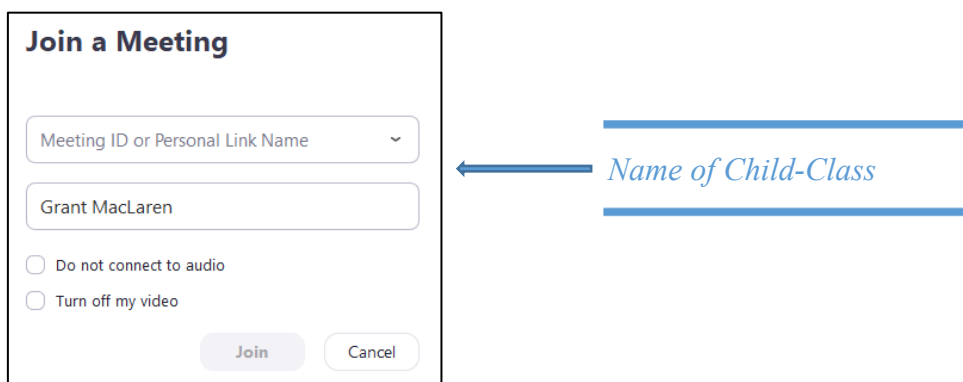
- b) Click Join a Meeting if you want to join without signing in.



- c) Sign in to Zoom then click Join.



2. Enter the meeting ID number and your display name.
- If you're signed in, change your name to your child's/ ward's name and class.
 - If you're not signed in, enter your child's/ ward's name and class as the display name.

The image shows the "Join a Meeting" dialog box from Zoom. It has a title bar that says "Join a Meeting". Below the title bar is a dropdown menu labeled "Meeting ID or Personal Link Name" with a downward arrow. Below that is a text input field containing the name "Grant MacLaren". To the right of the input field, there is a blue arrow pointing from a blue box containing the text "Name of Child-Class". Below the input field are two checkboxes: "Do not connect to audio" and "Turn off my video", both of which are unchecked. At the bottom of the dialog box are two buttons: "Join" and "Cancel".

3. Select if you would like to connect audio and/or video and click Join.