



Ref No: PCPS 2023/100

12 May 2023

Dear Parents/ Guardians,

### PRIMARY 6 MEET-THE-PARENT SESSION (ZOOM)

1. You are cordially invited to the virtual Meet-the-Parent Session (Zoom) on **Friday, 26 May 2023**. The session aims to provide feedback on the holistic development of your child/ ward so that the school can work collaboratively with you to better support your child/ ward.
2. You will be engaged with the form teacher of your child/ ward. Please refer to the list of P6 form teachers and their email addresses in Annex A.
3. You will receive two notifications through Parents Gateway:
  - a. **Notification 1 – To inform parents that the meeting** with the form teacher will be via video-conferencing (Zoom).
  - b. **Notification 2 – To book the meeting timeslot** by **Monday, 22 May 2023, 5.00 p.m.** The booking system will be available **from Monday, 15 May 2023, 8.00 a.m. to Monday, 22 May 2023, 5.00 p.m.**
  - c. The meeting ID and password will be shared with you by the form teacher prior to the meeting via their selected communication platforms or Parents Gateway.
4. 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 for the session.
5. To ensure a smooth running of the session, we seek your kind understanding on the following:
  - a. You are advised to keep to the stipulated time of 10 minutes for the meeting.
  - b. For further queries on other subjects, please direct them to your child/ ward's form teacher who will share your queries with the relevant subject teachers. Please allow time for the subject teachers to connect with you. Alternatively, you may also email your queries directly to the relevant subject teachers.
  - c. For the video conferencing via Zoom, we seek your understanding to wait in the virtual 'waiting room' if you login before the scheduled meeting time.
6. Please contact your child/ ward's form teacher should you need further clarification on the above event.
7. We wish you a very fruitful conversation with your child/ ward's form and subject teachers.

Thank you.

Yours sincerely,

Mrs Teo Whye Choo  
Principal

## **ANNEX A – Form Teachers Conducting the Meet-the-Parent Session**

<b>Class</b>	<b>Form Teacher</b>	<b>Email Address</b>
6 Amber	Mdm Ellia Mardiana Binte Rahmat	<a href="mailto:ellia_mardiana_rahmat@schools.gov.sg">ellia_mardiana_rahmat@schools.gov.sg</a>
6 Coral	Mdm Norihsani Bte Tavant <i>Level Head / Science</i>	<a href="mailto:norihsani_tavant@schools.gov.sg">norihsani_tavant@schools.gov.sg</a>
6 Diamond	Mdm Goh Yan Ping Yvonne	<a href="mailto:goh_yan_ping_yvonne@schools.gov.sg">goh_yan_ping_yvonne@schools.gov.sg</a>
6 Emerald	Ms Tang Yu Ying	<a href="mailto:tang_yu_ying@schools.gov.sg">tang_yu_ying@schools.gov.sg</a>
6 Jade	Mdm Chua Swan Lynn <i>Level Head / English Language</i>	<a href="mailto:chua_swan_lynn@schools.gov.sg">chua_swan_lynn@schools.gov.sg</a>
6 Opal	Mdm Munawarrah Sultana <i>Senior Teacher / English Language</i>	<a href="mailto:munawarrah_sultana_unwar@schools.gov.sg">munawarrah_sultana_unwar@schools.gov.sg</a>
6 Pearl	Mdm Fatimah Bte Hashim <i>Senior Teacher / CCE</i>	<a href="mailto:fatimah_hashim@schools.gov.sg">fatimah_hashim@schools.gov.sg</a>
6 Ruby	Mdm Nur Alisa Binte Zanal	<a href="mailto:nur_alisa_zanal@schools.gov.sg">nur_alisa_zanal@schools.gov.sg</a>

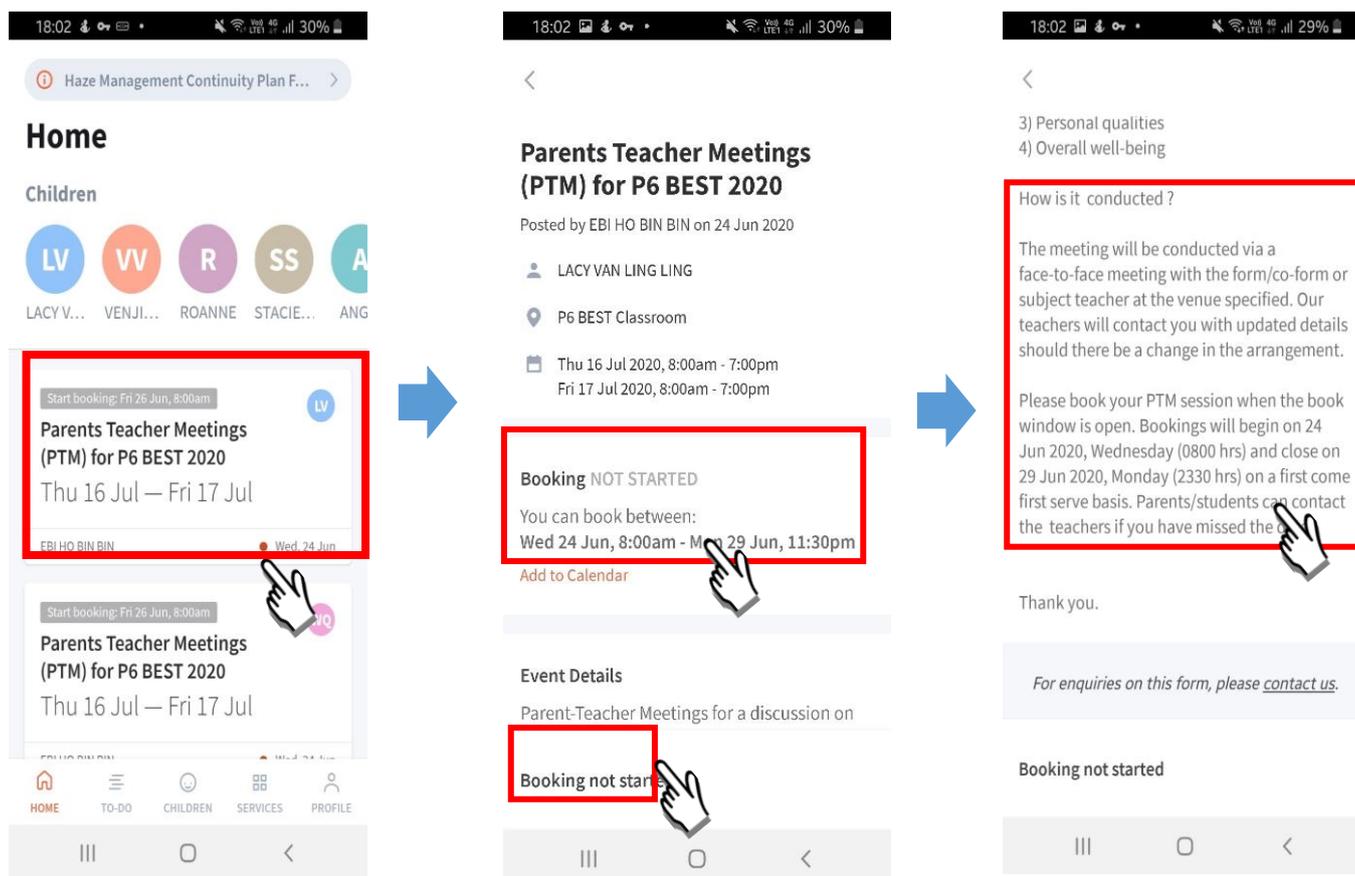
## ANNEX B – Guide for Meet-the-Parent Booking on Parents Gateway (PG)

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 received a notification about the meeting via Parents Gateway as below.

#### **SAMPLE ILLUSTRATION A:**



Tap on the message to open the meetings feature.

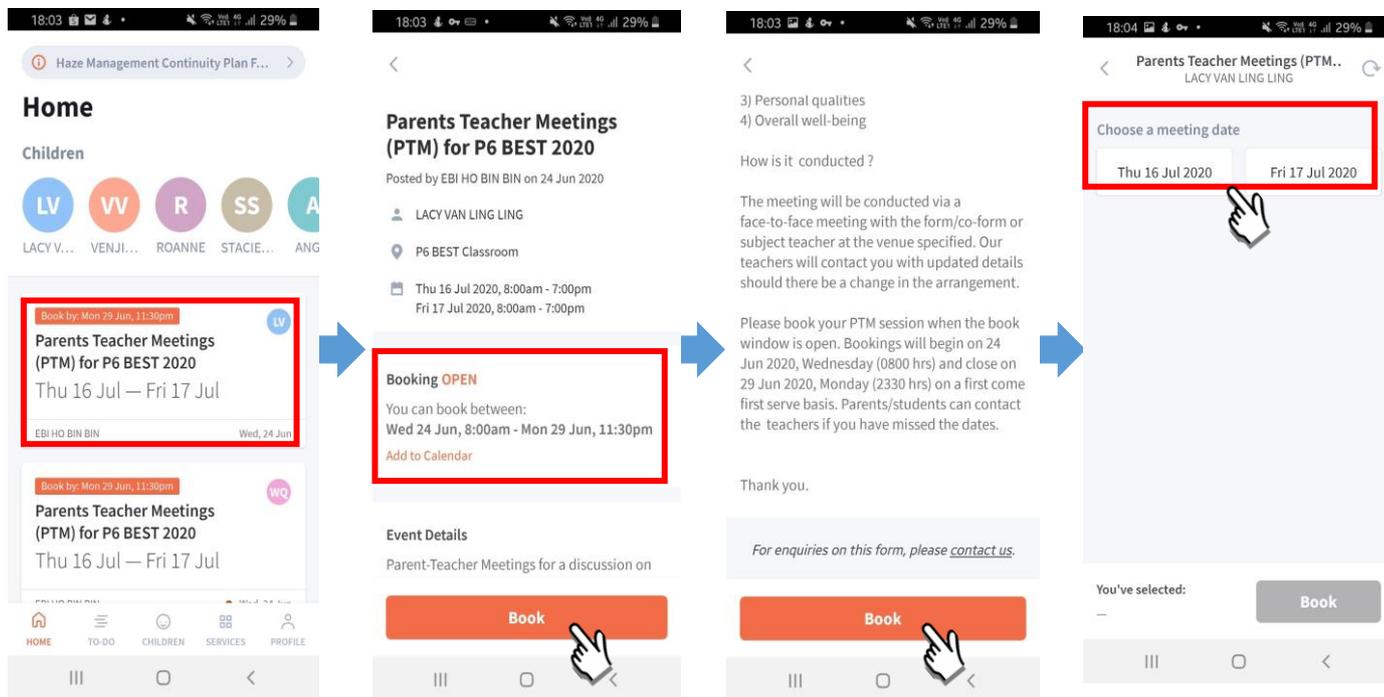
Booking has not started. Take note of the booking dates.

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.

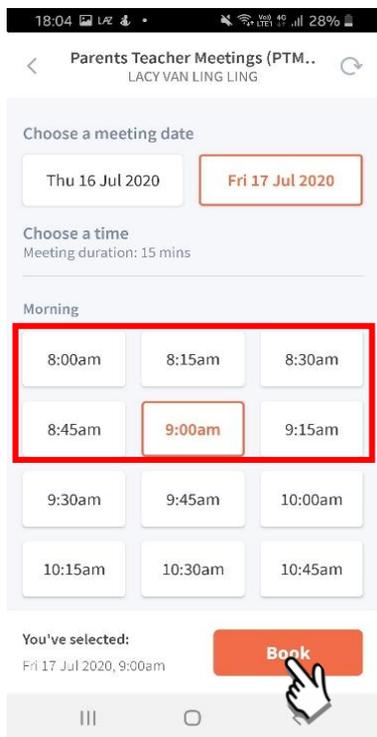
Tap on **BOOK** to start.

Tap on the MTP date and make your booking.

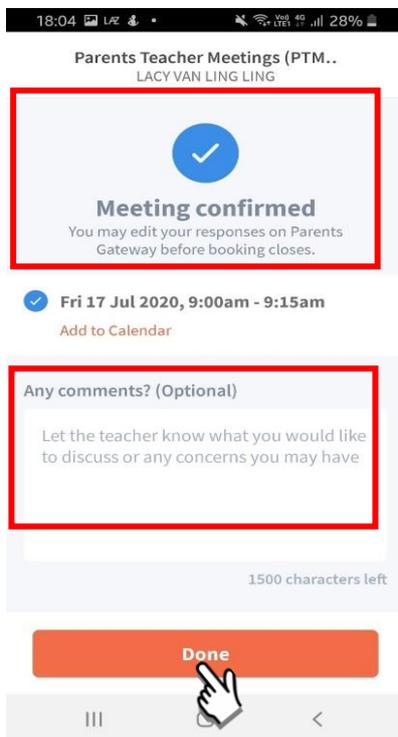
### 3. Making Booking.

You can make your booking as illustrated below.

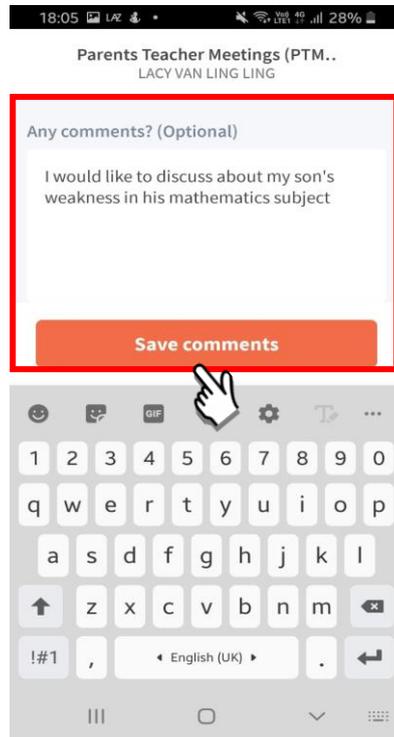
#### SAMPLE ILLUSTRATION C:



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



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



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

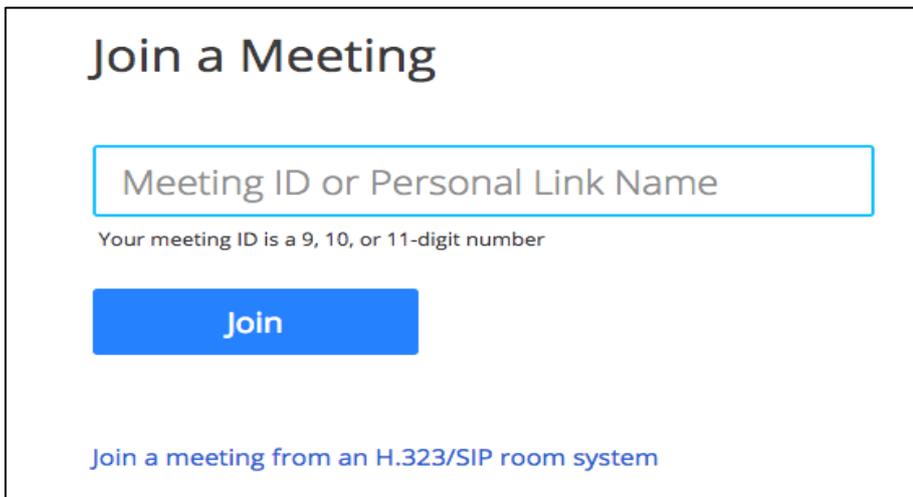
\*Should you encounter any issues, please feel free to contact your child/ ward's form teachers.

## 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.

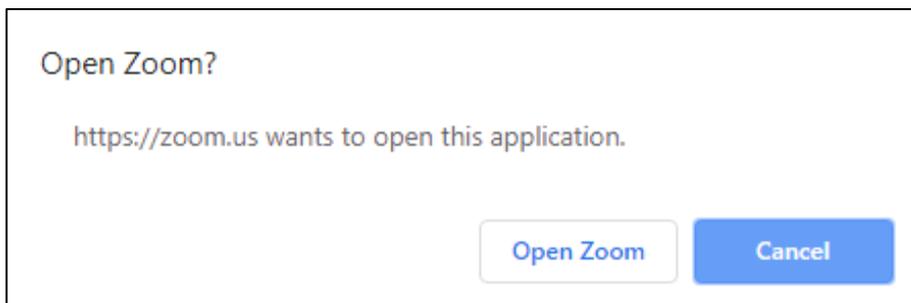
### STEPS:

1. Open the Zoom desktop client.
2. Alternatively, using Chrome, Safari, Firefox or Internet Explorer, go to [join.zoom.us](https://join.zoom.us).
3. Join a meeting using one of these methods:
  - a) Enter the Meeting ID and Password provided.

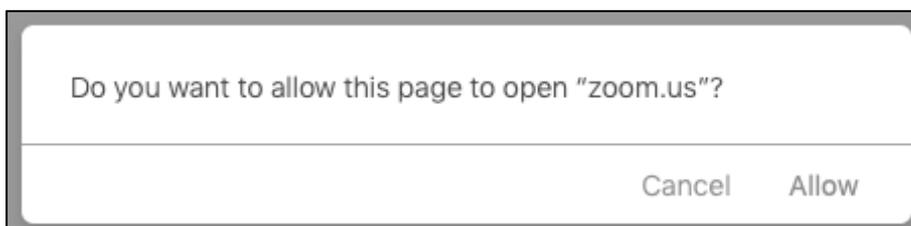


The screenshot shows the Zoom 'Join a Meeting' interface. At the top, it says 'Join a Meeting'. Below that is a text input field with the placeholder text 'Meeting ID or Personal Link Name'. Underneath the field, it says 'Your meeting ID is a 9, 10, or 11-digit number'. There is a blue 'Join' button. At the bottom, there is a link that says '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**.*

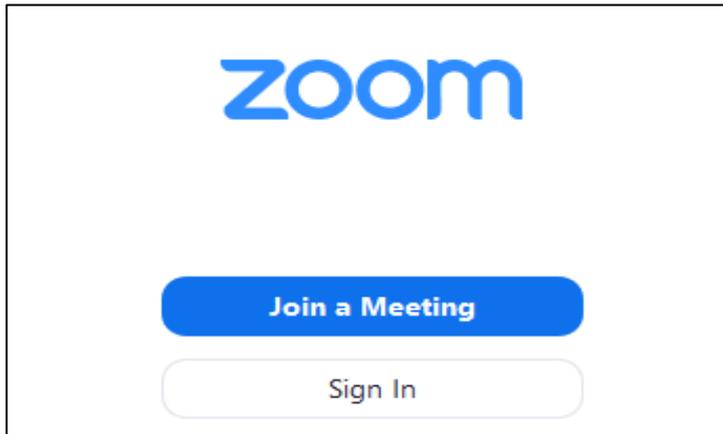


The screenshot shows a dialog box titled 'Open Zoom?'. The text inside says 'https://zoom.us wants to open this application.' There are two buttons: 'Open Zoom' and 'Cancel'.

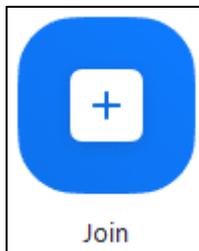


The screenshot shows a dialog box with the text 'Do you want to allow this page to open "zoom.us"?' and two buttons: 'Cancel' and 'Allow'.

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/ ward's name and class.
- If you're not signed in, enter your child/ ward's name and class as the display name.

The image shows the "Join a Meeting" dialog box. It has a title "Join a Meeting" at the top left. Below the title is a dropdown menu labeled "Meeting ID or Personal Link Name". Underneath is a text input field containing the name "Grant MacLaren". To the right of this field, a blue arrow points from a label "Name of Child-Class" which is flanked by two horizontal blue lines. Below the name field are two radio button options: "Do not connect to audio" and "Turn off my video". At the bottom of the dialog are two buttons: "Join" and "Cancel".

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