



2 May 2018

Dear Parents/Guardians

### **MEET-THE-FORM-TEACHER (MTFT) SESSIONS AND ISSUE OF REPORT BOOKS**

The school is organising a Meet-The-Form-Teacher (MTFT) session for parents / guardians of all Sec 1-3 and Sec 4N students on **Saturday, 26th May 2018 from 8.00 am to 1.30 pm**, in the respective form classrooms. The Form or Co-Form Teacher will issue your child/ward's report book and discuss with you your child/ward's progress in academic studies, CCA and character development. Due to time constraint, we seek your kind understanding that discussion will be kept to **15 minutes** for each parent/guardian. Heads of Departments and Subject/Level Heads will be available in school to answer any queries pertaining to departmental/subject matters.

Please login to [www.mconline.sg](http://www.mconline.sg) using **your child's / ward's account** to book your preferred time slot on a first-come-first-served basis to meet with the Form or Co-Form Teacher by **Monday, 21<sup>st</sup> May** (instructions are given on the back page and on our school website). The booking will commence on **Monday 7<sup>th</sup> May, 3pm**. Please keep to the time of appointment that you have booked and be punctual to avoid inconveniencing other parents/guardians. For parents/guardians who do not wish to attend MTFT session or are unable to attend on that day, please tick on the reply 'My parent/guardian WILL NOT BE ATTENDING' in the on-line form and the Form Teacher will contact you before the MTFT session to arrange for an alternative date & time if necessary.

### **Talks/Briefings for Parents/Guardians**

We have also organised the following talks/briefings for parents/guardians of students in various levels/streams on the same day. Please indicate your interest in attending in the on-line booking form.

Levels	Time	Venue	Talk/Briefing
Sec 1 (All Streams) Sec 2 NT	1030 - 1130	North Star Room	Talk on "Strengthening Resilience in Your Child" by School Counsellor & Subject Head (Pastoral Care)
Sec 2 Exp & 2 NA	0900 – 1000 1030 – 1130 (Repeat session)	Compass Room 1 & 2	Briefing on 2019 Sec 3 Subject Combination Options Exercise cum ECG talk <b>*Important for parents/guardians to attend so as to help your child/ward make an informed choice</b>
Sec 3 NA & 4 NA Sec 3 NT & 4 NT	1030 – 1130	ALC Room	Talk on Progression Pathways for Normal Course - PFP (Polytechnic Foundational Programme) - DPP (Direct Entry to the Polytechnics Programme) - ITE EAE (Early Admission Exercise)
Sec 3 Exp	1030 - 1130	AVA Room	Talk on Poly EAE (Early Admission Exercise) including sharing by an ex-student who applied successfully for EAE

If you have any queries, please feel free to contact the Form Teacher through the General Office. We value strong school-home partnership and look forward to meeting you at the session.

### **Education and Career Guidance**

Schools and communities are working together to better prepare young people for the transition from the school environment to the world of work. During secondary school and beyond, children continue to develop their self-identity and their future aspirations. Career exploration is a crucial component in a student's career development process. In career exploration, students need to know their interests, strengths and values. As a parent, you can have a significant impact on your child's future success by helping him to learn more about his personal strengths, interest and the world of work. Together, you and your child can explore career options and develop plans for the future.

You are encouraged to make use of the [myskillsfuture.sg](http://myskillsfuture.sg) portal together with your child. It is a creative tool that helps your child to be more aware of the relevance of education to his career goals and supports in developing plans to successfully achieve the goals. The [myskillsfuture.sg](http://myskillsfuture.sg) portal is designed to allow students to explore their career interests, skills and values; explore possible educational paths after secondary school; and gather information on possible careers and post-secondary educational institutions. You can also encourage your child to make an appointment with our **school-based ECG counsellor, Ms Wang Pheck Hoon**, if he needs further guidance to explore and understand his needs, interests and values, in order to make more informed decisions about his educational, career, and occupational future. **Ms Wang will be in our school every Thursday, 8am-5pm, during term time in the ECG/PSG room.** Your child can book an appointment via this website <http://tinyurl.com/ECGappointment>. By making more informed decisions, your child can identify careers in which he will thrive and exponentially contribute to the workforce and society.

Thank you.

Mr Chia Chor Yann, Principal

## Instructions on booking of time slot to meet with Form/Co-Form Teacher

1. Login to [www.mconline.sg](http://www.mconline.sg) using your child's / ward's account.
2. Under the **School Admin** tab, click on *Parent-Teacher Meeting(NEW): PTM List*

The screenshot shows the Compassvale Secondary School website interface. The navigation bar includes 'Home', 'My Subjects', 'Collaboration', 'My Enrichment', 'School Admin', and 'My Account'. The 'School Admin' dropdown menu is open, listing various options such as 'Co-Curricular Activities: CCA Registration', 'Disciplinary Record', 'Holistic Assessment', 'National Youth Achievement Award: My NYAA', 'Parent-Teacher Meeting (New): PTM List' (which is highlighted), 'Results Management: View My Results', 'School Matters', and 'Travel Plan: Travel Plan'. On the left side, there are sections for 'Announcement' (stating no announcements are currently present) and 'You have 2 new assignment(s): Lesson (2)'.

3. Click on either 'Meet The Form Teacher (MTFT) for Sec X Parents' to book a time slot.

The screenshot shows the 'PTM List' page on the Compassvale Secondary School website. The navigation bar is the same as in the previous screenshot. The page title is 'PTM List'. Below the navigation bar, there is a table with the following columns: Title, Registration Period, Teacher, Venue, and Status.

Title	Registration Period	Teacher	Venue	Status
Meet The Form Teacher (MTFT) for Sec 1 Parents	27 Apr 2017 8:00AM - 29 Apr 2017 11:55PM	JENNY SHEA KA YAN	G1-01	Booked (27/5, 8:00AM-8:15AM)
		LEONG MENG WAI	G1-01	20/20 slots available

4. Select your preferred time slot. If you are unable to attend, please tick on "NOT ATTENDING".

### PTM Event Details

The screenshot shows the 'PTM Event Details' page. The event name is 'Meet The Form Teacher (MTFT) for Sec 1 Parents'. The event description reads: 'Dear Parents / Guardians, Please select the time slot you wish to see the form teacher / co-form teacher of your child / ward. If you are not able to attend, a NIL return is appreciated.' The event start date is 27/05/2017 and the event end date is also 27/05/2017. The event start time is 08:00 AM and the event end time is 01:30 PM. A date selector is set to 27/05/2017.

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

Time	JENNY SHEA KA YAN	LEONG MENG WAI
NOT Attending	<input type="checkbox"/>	<input type="checkbox"/>
08:00 AM - 08:15 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
08:15 AM - 08:30 AM	<input type="checkbox"/>	<input type="checkbox"/>
08:30 AM - 08:45 AM	<input type="checkbox"/>	<input type="checkbox"/>
08:45 AM - 09:00 AM	<input type="checkbox"/>	<input type="checkbox"/>
09:00 AM - 09:15 AM	<input type="checkbox"/>	<input type="checkbox"/>

5. Opt in / out of the talk / briefing planned for your child's / ward's level. Please provide details of your name & contact number.

#### Attending Other Events?

1. **Strengthening Resilience in Your Child** [hide info](#)  Yes  No

Date: 27 May 2017

Time: 1030 - 1130 am

Venue: North Star Room

Objective of this talk:

-To share parenting strategies & tips on building resilience in the child

#### My Parent / Guardian Details

\* Name

\* Phone

Email

[Back](#)

[Submit](#)

6. Submit your booking.