



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 4 Express and Sec 5 Normal (Academic) students on **Wednesday, 30th May 2018 from 8.00 am to 1.30 pm, at Block G and H ground floor 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 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, 21st May** (instructions are given on the back page and on our school website). The booking will commence on **Monday 7th 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.

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** 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** 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 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. At the top, there is a navigation bar with tabs: Home, My Subjects, Collaboration, My Enrichment, **School Admin**, and My Account. The 'School Admin' dropdown menu is open, listing various options: Co-Curricular Activities: CCA Registration, Disciplinary Record, Holistic Assessment, National Youth Achievement Award: My NYAA, **Parent-Teacher Meeting (New): PTM List** (highlighted), Results Management: View My Results, School Matters, and Travel Plan: Travel Plan. On the left side of the page, 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 4 or 5 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. Below the navigation bar, the page title is 'PTM List'. The main content area contains 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 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

6. Submit your booking.