



## JURONG WEST SECONDARY SCHOOL

61 Jurong West Street 65 Singapore 648348

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School Reference No: JWSS/2018/0330

18 May 2018

Dear Parents/Guardians

### Meet-the-Parents Session 2018

1. We are coming to the end of the first semester of the year and as part of our on-going efforts to work in close partnership with you in your child's/ward's education, the school will be having our Meet-the-Parents Session (MPS) on Saturday, 26 May 2018.
2. The objectives of the meeting are as follows:
  - (a) To provide you with a holistic picture of your child's/ward's progress and development in school
  - (b) To discuss your child's/ward's performance in the Mid Year Examinations in greater detail
  - (c) To address queries and/or concerns you may have with regard to your child's/ward's academic performance, co-curricular pursuits or general well-being
3. Given the objectives of the MPS as indicated above, we strongly encourage you to attend the session so we could work together to enable your child/ward to reach his/her full potential. The details of the session are as follows:

**Day / Date** : Saturday / 26 May 2018  
**Time** : 8:00am – 12:30pm  
**Venue** : Respective classrooms  
**Attire for students** : School Uniform with proper school shoes (No PE attire)

4. To facilitate the booking of the appointment slots for the meeting, please book your session via our school website at <http://jurongwestsec.moe.edu.sg/> by **Wednesday, 23 May 2018**. A step-by-step guide is attached for your reference.
5. We seek your understanding to be punctual for the session you have booked so as to ensure the smooth running of the entire MPS. Please be informed that if you are late for your appointment, you may have to wait until the next available time slot as the Form Teachers may have other parents being scheduled for the subsequent time slots.
6. You may contact your child's/ward's Form Teachers or the General Office at 62623593, should you need further details.
7. We look forward to meeting you and continue working in close partnership with you to enable your child/ward to perform to his/her full potential.
8. Thank you.

Yours sincerely

Mr Michael Muhunthan  
Principal

*Jurong West  
Secondary School*

## Instructions to book your preferred time for Meet-the-Parents Session 2018:

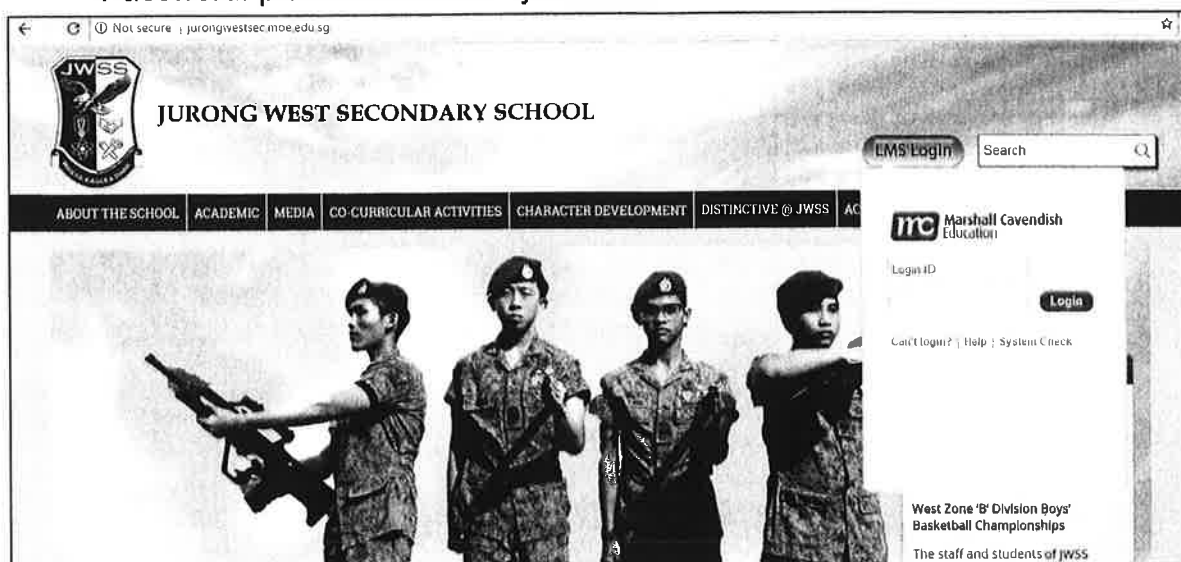
Step1: Launch your Internet Browser (Google Chrome preferred)

Step2: Type in the web address: <http://jurongwestsec.moe.edu.sg/>

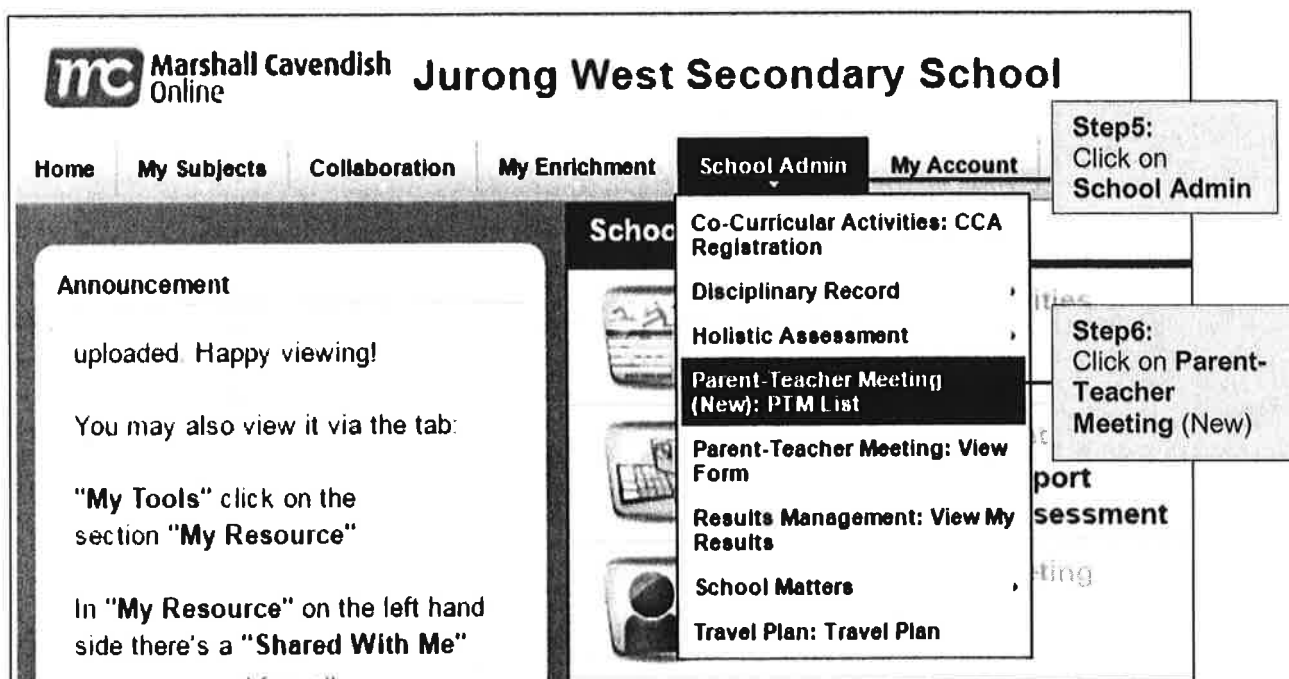
Step3: Log in using **your child's account** by clicking on LMS Login

User ID: jwss+last 6 characters of your child's NRIC

Password: please check with your child



Step4: If you have **more than 1 child**, please log in to **all** your children's accounts to make an appointment.



*Our Vision: A Gracious, Creative and Innovative Community that finds joy in learning and sharing.*

← → ↻ ⓘ www.mconline.sg/LEAD/PTMeet/PTMStudentList.aspx

**mc** Marshall Cavendish Online **Jurong West Secondary School**

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### PTM List

Title	Registration Period	Teacher	Venue	Status
<u>2018 Mid-Year Meet-the-Parents</u>	06 Apr 2018 7:00AM -	3E1 Form Teacher 2	3E1-CLASSROOM	27/27 slots available
		3E1 Form Teacher 1	3E1-CLASSROOM	27/27 slots available

**Step7:**  
Click on 2018 Mid-Year MPS

Step8: Choose only one slot from either Form Teacher 1 or Form Teacher 2.

Index x E-appointment Booking x Marshall Cavendish Edu x

← ↻ ⓘ www.mconline.sg/LEAD/PTMeet/PTMEvent.aspx?id=1D307203-F645-4BA1-A0B9-35F574A3346E

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### PTM Event Details

Event Name: 2018 Mid-Year Meet-the-Parents

Event Description: Please make a booking with either Form Teacher 1 or Form Teacher 2.

Event Start Date: 26/05/2018 Event End Date: 26/05/2018

Event Start Time: 08:00 AM Event End Time: 12:30 PM

Date: 26/05/2018

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

Time	1E2 Form Teacher 2 ⓘ	1E2 Form Teacher 1 ⓘ
12:00 PM - 12:15 PM	<input type="checkbox"/>	<input type="checkbox"/>
12:15 PM - 12:30 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12:30 PM - 12:45 PM	<input type="checkbox"/>	<input type="checkbox"/>

**Step9:**  
Click on any available time slot.

**\*Note:**  
Buttons which are greyed out indicates time slots when the teacher is unavailable.

### My Parent / Guardian Details

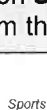
\* Name

\* Phone

**Step10:**  
Enter your name and contact number

Back **Submit**

**Step11:**  
Click on **Submit** to confirm the booking.



Step12: After submission, you will see a **confirmation page** showing your booking details.

Step13: Please **take note of the date and time slot** selected.

If you encounter any problem, please call MC Online hotline at 6777 5198 on

Monday – Friday: 7.00 a.m. – 9.00 p. m.

Saturday 7.00 a.m. – 2.00 p.m.

or submit your enquiry by clicking on the icon “Technical Support” on the login page.



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