



COMMONWEALTH SECONDARY SCHOOL
Nurturing Champions of Today and Leaders of Tomorrow

29 April 2019

Dear Parents / Guardians

Parent-Teacher Meeting, Home-Based Learning and Parents Gateway

1. The Mid-Year **Parent-Teacher Meeting (PTM)** will be held on **Friday, 31 May** starting from **8 am**. There will be no lesson in school. Instead, students are expected to engage in home-based learning via the Student Learning Space (SLS) and other e-Learning platforms.

Parent-Teacher Meeting (PTM) for Secondary 1, 2 and 3

2. The objective of the meeting is to provide a platform for you to discuss your child/ward's holistic progress with the Champion Mentor (CM). We strongly encourage your child/ward to be present at the meeting with you. The duration of each appointment is **15 minutes** and we seek your cooperation to keep to the duration.

3. You will need to book an appointment for the meeting. The appointment slots are available on a first-come, first-served basis. Please make your booking via the school's Learning Management System (LMS) at <https://lms.asknlearn.com/cwss>, starting from **Monday, 29 April at 1 pm** till **Monday, 6 May at 1 pm**. If you do not have access to a computer, or encounter difficulties when booking an appointment, please call the support hotline at **6777 9661 (Monday - Friday, 7.30 am - 9 pm)**. You may refer to **Annex A** for a step-by-step guide to book an appointment.

4. As we have limited parking lots in school, you may park your car at the HDB car park between Block 412 & Block 414, Pandan Gardens S (600412 & 600414). Normal HDB parking charges apply.

Home-based Learning for Secondary 1, 2 and 3

5. Each level/stream will be assigned learning activities for 2 subjects. Activities for each subject will take about 1.5 hour. All online lessons will be made available from 8 am. Students are to complete their learning activities by **3 pm** on **31 May**.

6. We will be piloting synchronous online learning with Sec 1 Express classes. Students from these classes will be having an online discussion with their teachers at a specific time. Students will be informed of the arrangement via email.

7. Students who encounter problems with their e-learning can contact the school helpdesk via google chat. Students who do not have access to computers or internet may report to school from **9 am to 3 pm** to use computers in the computer laboratory, Sandbox 1. They must report in full school uniform. Details will be provided to students via email.

8. If you need any clarifications, please contact our HOD/ICT, Mrs Wong Sok Foon at wong.sokfoon@commonwealthsec.moe.edu.sg

Parents Gateway

9. Parents Gateway is a mobile app specially designed for parents. Developed by MOE and GovTech, the app allows parents to engage closely with schools, receive information and perform a range of administrative functions including giving consent for school trips.

10. From **1 June 2019**, the school will send notices and messages via the Parents Gateway app, and gradually stop the use of SMSes to notify parents. Hence, parents are encouraged to download the free Parents Gateway mobile app on your mobile phone (available on iOS and Android platforms only) and perform a simple one-time onboarding process. Please refer to **Annex B** for a step-by-step guide on the downloading of the app.

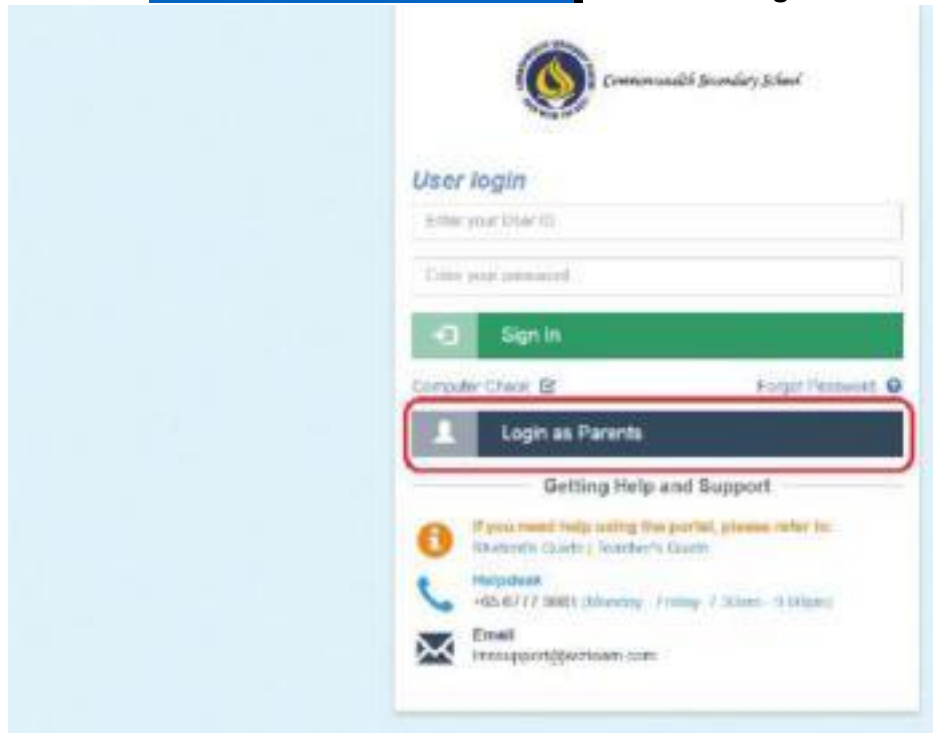
11. If you experience difficulty downloading the app, you may come by the General Office on **31 May 2019**, between **9 am** to **3 pm**. Our administrative staff will assist you in downloading the app onto your mobile phone (Singpass is required).

Yours sincerely,
Tan Boon Piang
Vice-Principal

Annex A

Instructions for making an appointment for PTM

1. Go to <http://lms.asknlearn.com/cwss> . Click on “Login as Parents”.



2. **Login to Parent Portal.**

Child's User ID :

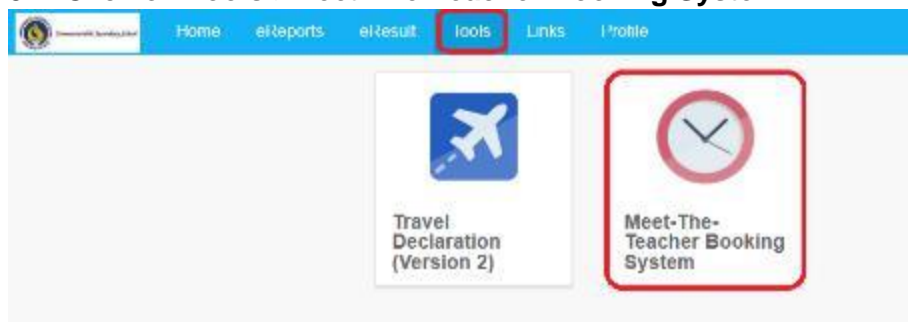
User ID: First 5 character of student's name as in NRIC/FIN + last 5 character of NRIC/FIN

(Example – Eve Tan Ming Yue T0683947E will be EVETA3947E) *Case sensitive

Password : **parents**

Note : If you are not able to login, please contact our Technical Helpdesk at 6777 9661 (Monday to Friday, 7.30am to 6pm)

3. **Click on Tools->Meet-The-Teacher Booking System.**



4. Follow the steps below to make booking :

Group: PTC 2018
Personnel: S1-A Class Mentor 01

27 May 2018 - 02 Jun 2019

Step 2: Click on "Schedule Appointment" button

Time Period	Mon 27/5	Tue 28/5	Wed 29/5	Thu 30/5	Fri 31/5	Sat 01/6	Sun 02/6
0800 - 0815	NA	NA	NA	NA	<input checked="" type="radio"/>	NA	NA
0815 - 0830	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0830 - 0845	NA	NA	NA	NA	<input type="radio"/>	NA	NA

Step 1: Select the desired timeslot

Schedule Appointment Process

Personnel: S1-A Class Mentor 01

Description:

Venue:

Additional Info:

Step 3: Click on "Confirm Appointment(s)" button to confirm

Date	Period
31-May-2019	0800 - 0815

Instructions to cancel an appointment for PTM

1. Click on "Bookings".

Home eReports eResult Tools Links Profile

Mid-Year Parent-Teacher Meeting Booking by Date Booking by Personnel **Bookings**

Bookings

View by Personnel

View My Bookings

List Mode Calendar Mode

Search:

Id	Personnel
----	-----------

2. Click on

Id	Personnel	Current Appointments	Past Appointments	Last Booked Date	Actions
407	S1-A Class Mentor 01	1	0	-	<input checked="" type="button" value=""/>

3. Follow the steps below to delete booking :

View Appointment(s) | Appointment Details with S1-A Class Mentor 01

Step 2: Click on "Remove Selected" button to confirm cancellation

Search:

<input type="checkbox"/>	Date	Period	Description	Status	Booked On
<input checked="" type="checkbox"/>	31 May 2018 (Fri)	08:00:00 - 08:15:00	Venue: Booking Info:	NA	29 Apr 2018 09:55AM

Step 1: Click on checkbox to select booking to cancel

Showing 1 to 1 of 1 entries

Annex B

Steps on – Download Parents Gateway Mobile App

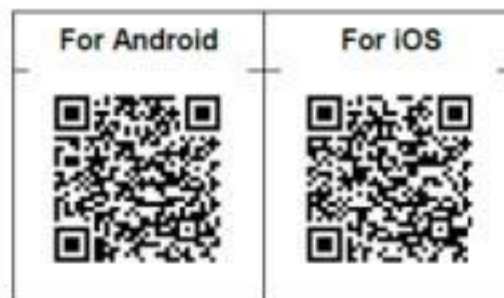
Step 1 – SingPass Registration and 2FA Setup

SingPass 2-Step Verification (2FA) is required for on-boarding. If you have not registered for a SingPass or have not set up the 2FA, please visit the SingPass website (<https://www.singpass.gov.sg>), or scan the QR codes below to do so. Should you require further assistance, please contact SingPass Helpdesk at 6643-0555.



Step 2 – Download Parents Gateway Mobile App

- Open the Apple App Store or Google Play Store app on your mobile phone.
- Search for the 'Parents Gateway' mobile app, or scan the QR code below.



- Download and install the app onto your phone.
- Enable '**Allow Notifications**' to receive push notifications.

Note: Supported OS Versions - **Android 6.0 or later & iOS 9.1 or later**

Step 3 – One-Time On-boarding

1. Tap on "Log in with SingPass"

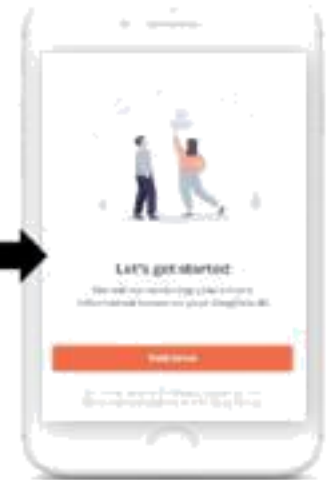


2. Log in with your SingPass (2FA)

1.



3. Tap on "Retrieve" to retrieve your child(ren)'s information



4. Tap on "Done" to complete on-boarding



5. You should see your child(ren)'s school announcements and activities (if any)

