



COMMONWEALTH SECONDARY SCHOOL
Nurturing Champions of Today and Leaders of Tomorrow

28 April 2017

Dear Sec 2 Parent / Guardian

Mid-Year Parent-Teacher Meeting (PTM)

The Mid-Year Parent-Teacher Meeting will be held on Friday, 26 May from 8am to 5.30pm. The objectives of the session are to provide a platform for teachers and yourself to discuss:

- i. Your child/ward's academic performance and progress
 - ii. Your child/ward's holistic development
2. You will need to book an appointment to see your child/ward's Class Mentors (CMs). The appointment slots will be available on a first-come, first-served basis.
3. Please make your booking via the school's Learning Management System at <https://lms.asknlearn.com/CWSS>. Online Booking will be from **28 April (Friday) to 6 May (Saturday)** till 5pm. The login details are as follows:
- User ID: 16CWSS followed by the last 4 digits of your child/ward BC / NRIC number as well as the alphabet.
(E.g. if your child/ward BC/NRIC no. is T012**3456A**, then the User ID will be 16CWSS**3456A**)
 - Password: parents

Please click on the following link for an instructional video on how to go about booking an appointment slot: <http://tinyurl.com/CW17PTMguide>.

4. If you do not have access to a computer, or encounter difficulties when booking an appointment, please call the support hotline at 67779661 (Mon-Fri, 7.30am-6pm).
5. As we have limited parking lots in school, you may wish to use the car park between Block 412 and Block 414, Pandan Gardens S(600412 & 600414) if you are driving. Normal HDB parking charges apply.

We look forward to meeting with you soon.

Yours sincerely,

Aaron Loh
Principal