



Ref: TNS/2018/Feb-010

21 February 2018

Dear Parent/ Guardian,

### Meet-the-Parents Session for Primary 6 Classes

The Meet-the-Parents Session for Primary 6 classes will be held on **Monday 12 March 2018**, from **7.45 a.m. to 4.15 p.m.** (Lunch break for teachers will be from 11.35 a.m. to 12.45 p.m.) The session aims to provide you with feedback on your child's/ ward's progress through the course of Term 1 so that we can continue to work together to further support your child/ ward in his/ her learning.

Kindly access Wizlearn's Learning Management System (ASKnLearn) to book your sessions with your child's/ ward's individual subject teachers. **Booking of 10-minute time slots will be made available from Tue 27 February 2018, 0900 hrs, to Friday 2 March 2018, 2359 hrs.** Please refer to the user guide overleaf for booking instructions.

Your child's/ ward's attendance at the session is **not required**.

We seek your kind understanding and cooperation in being punctual for the meeting and keeping to time so as to ensure that the entire session can run smoothly. We regret that our teachers will not be able to attend to you should you miss your booked slot if they have parents/ guardians scheduled for subsequent time slots. In the event that you are unable to secure a time slot with the subject teacher(s), you may contact the teacher(s) directly to obtain feedback on your child's/ ward's progress.

Kindly use the public carparks in the vicinity if you intend to drive on that day as the limited parking lots in school are reserved for staff use.

I would like to take this opportunity to wish you and your child/ ward an enjoyable one-week break filled with meaningful activities.

Thank you.

Yours faithfully,

Dr Chin Kim Woon  
Principal

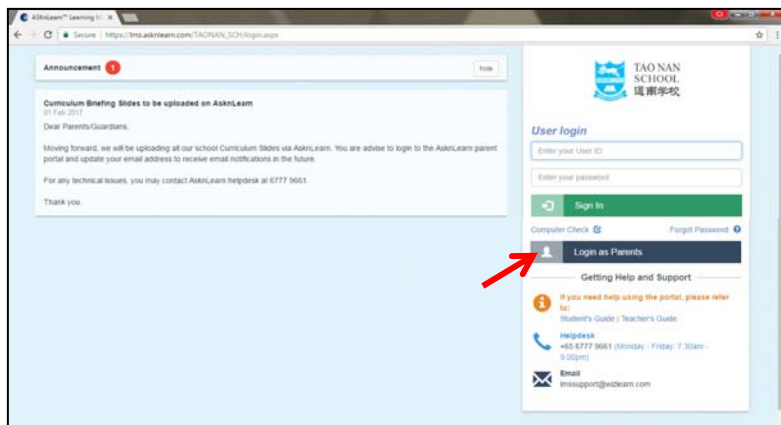


## Logging in for the first time

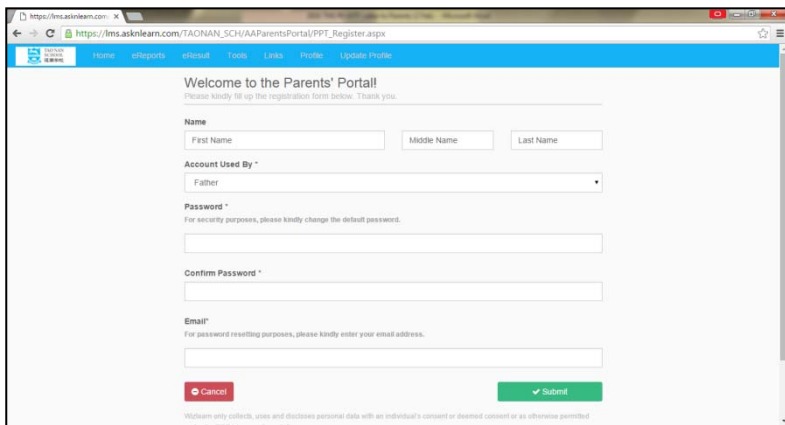
Go to [https://lms.asknlearn.com/TAONAN\\_SCH/](https://lms.asknlearn.com/TAONAN_SCH/)

Click: 'Click here to login as a parent'

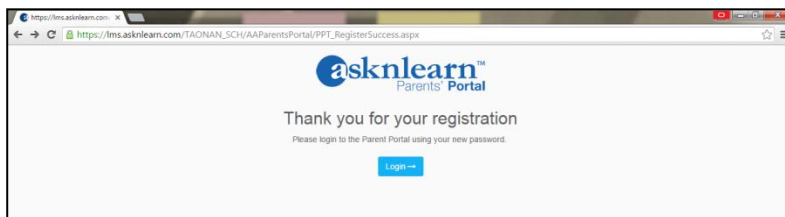
Enter your child's ID. The default password is "parents" (case-sensitive).



You will be prompted to register. Please fill in the respective fields

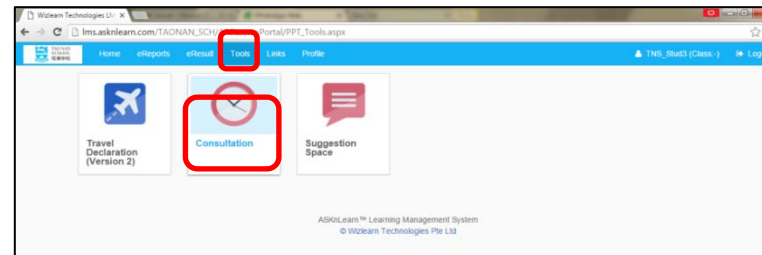


Congratulations! You have successfully created your Parents' account.

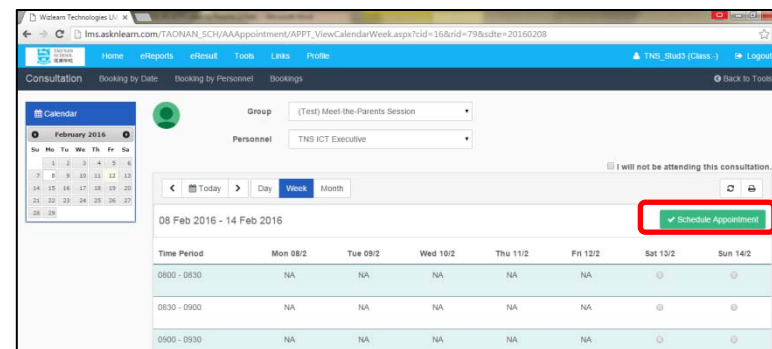


## Booking Your Teacher-Parent Meeting Slots

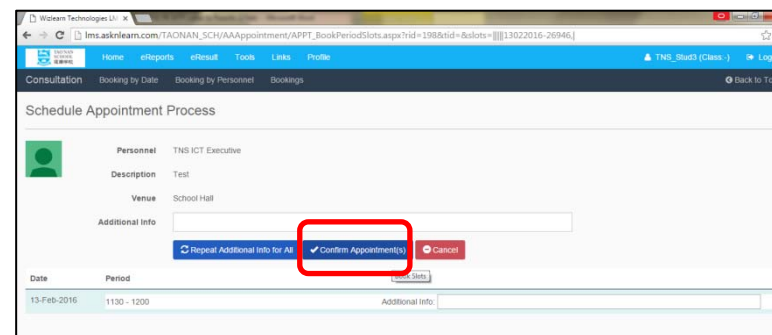
Step 1: Click 'Tools' and Select 'Consultation Booking'.



Step 2: Select the 'Date' in the calendar, 'Personnel', and book the appropriate slot. Click 'Schedule Appointment'.



Step 3: Click 'Confirm Appointment'.



Step 4: After confirming the appointment, an acknowledgement message will be displayed. You can print this page by clicking 'Print'. Then click 'Back to Calendar View' to book a slot with another teacher.

