



Ref: TNS/2018/Apr-003

27 April 2018

Dear Parent/ Guardian,

Meet-the-Parents Sessions for Primary 3 to 5 Classes

The Meet-the-Parents Sessions for Primary 3 to 5 classes will be held on **Friday 25 May 2018 and Monday 28 May 2018, from 7.45 a.m. to 4.15 p.m.** (Lunch break for teachers will be from 11.45 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 Semester 1 so that we can continue to work together to further support your child/ ward in his/ her learning.

2. Kindly access Wizlearn's Learning Management System (ASKnLearn) to book your meeting slot with your child's/ ward's Subject Teachers. **Booking of 10-minute time slots will be made available from Tuesday 8 May 2018, 0900 hrs, to Friday 11 May 2018, 2359 hrs.** Please refer to the user guide overleaf for booking instructions. You may contact the AsknLearn Helpdesk (Monday to Friday – 7.30 a.m. to 9.00 p.m.) at 6777 9661 for assistance should you encounter any problems.

3. Your child's/ ward's attendance at the session is **not required**. Kindly use the **public carparks** in the vicinity if you intend to drive on those two days as the parking lots in school are reserved for staff use only.

4. 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.

5. Last Day of School (Term 2)

In view of the Meet-the-Parents Session for Primary 3 to Primary 5 classes on Friday 25 May 2018, kindly note that the last day of the term for **Primary 1 to Primary 5** levels is on **Thursday 24 May 2018**.

6. I would like to take this opportunity to wish you and your child/ward an enjoyable June holiday filled with meaningful activities.

Yours faithfully,

Dr Chin Kim Woon
Principal

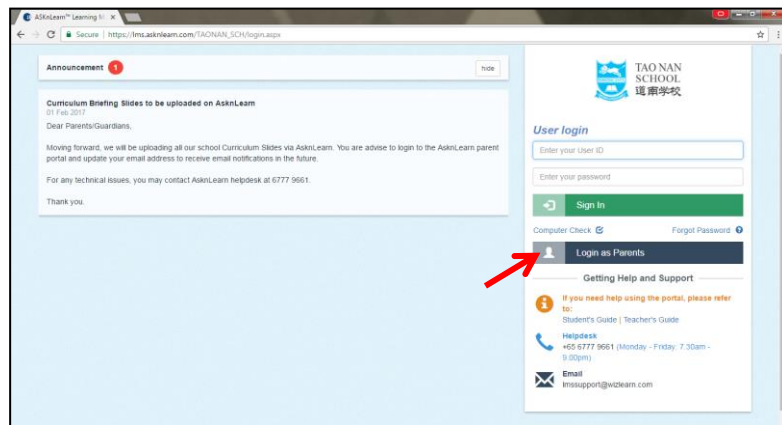


Logging in for the first time

Go to https://lms.asknlearn.com/TAONAN_SCH/

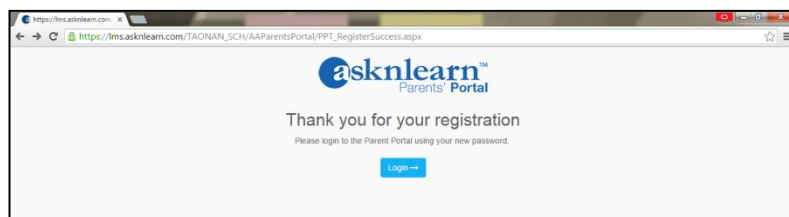
Click: 'Click here to login as a parent'

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



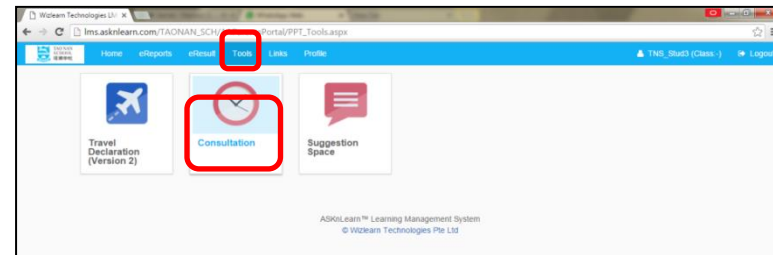
You will be prompted to register. Please fill in the respective fields

Congratulations! You have successfully created your Parents' account.

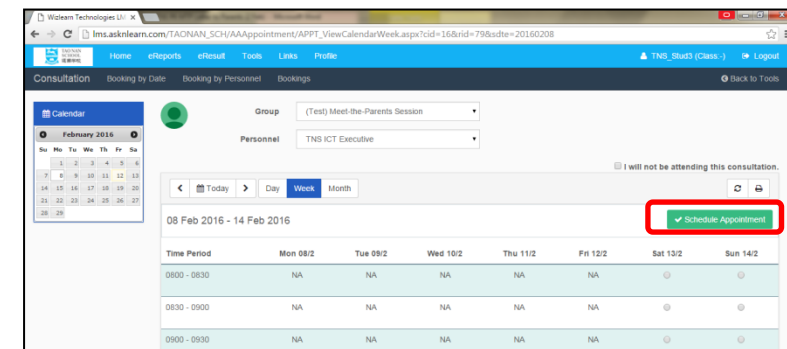


Booking Your Teacher-Parent Meeting Slots

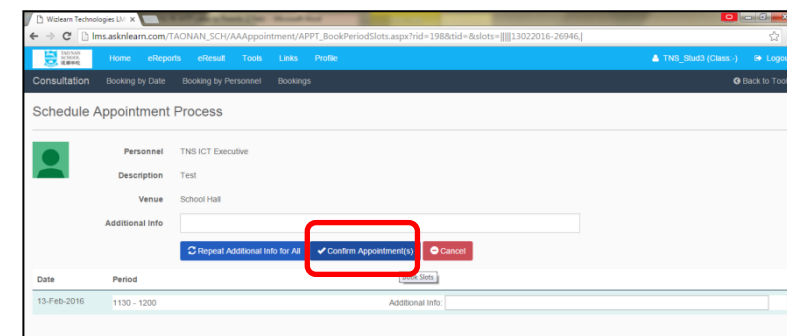
Step 1: Click 'Tools' and Select 'Consultation Booking'.



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.

