



武吉班讓政府中學
BUKIT PANJANG GOVT HIGH SCHOOL
7 Choa Chu Kang Avenue 4, Singapore 689809
Tel: 67691031 Fax: 67626576 <http://www.bpghs.moe.edu.sg>

BPGHS/2017/34

12 May 2017

Dear Parent/ Guardian

Meet-the-Parents Sessions for Secondary 4 and 5

On 25 and 26 May, the school will be having the Meet-the-Parents (MTP) sessions for you to meet with the form teachers to discuss the progress of your child/ ward in school.

On these days, your child/ ward may be attending the Chinese Language and Malay Language lessons in preparation for their GCE 'O' Level Mother Tongue Language written papers on 29 May. Arrangements will be made for your child/ ward to be with you during your scheduled appointment with the form teachers.

If your child/ ward is not required to attend the Mother Tongue lessons in school, he/ she would not need to report to school. Please bring him/ her along with you to meet the form teachers for the scheduled appointment.

The details on how to make an appointment to meet your child's/ ward's form teachers are listed in **Annex A**.

We look forward to seeing you at the MTP sessions. For enquiries, please contact the respective Form Teachers or Year Head (Upper Secondary), Ms Alina Bte Sany at alina_ahmad_sany@moe.edu.sg

Yours faithfully

Ms Chan Wan Siong
Principal





Bukit Panjang Government High School

Meet the Parents

25 and 26 May 2017

Annex A

Booking Period: 12 May 2017 – 19 May 2017

Instructions on Booking an Appointment for Meet the Parents

To log in,

- 1) Go to <http://lms.asknlearn.com/bpghs>
- 2) Click on “Click here to log in as a parent”
- 3) Enter your child’s user ID (your child’s NRIC no.). The default password is **parents** (in lower case)
- 4) Register your details
- 5) Upon successful registration, re-login to the Parent’s Portal again using your reset Password

- 6) After logging on, click on “Tools” at the top of the page
- 7) Click on “Meet-the-Teachers” icon
- 8) Scroll to the actual appointment date on the calendar. Select the appointment slot on the calendar. Note that the appointment is to meet the Form Teacher. Meeting the subject teachers will be on a walk-in and needs basis
- 9) To book an appointment, click on “Schedule Appointment”
- 10) Click on “Confirm Appointment” if the date and time reflected is correct

To cancel the appointment,

- 11) Log in and go to “Tools” and then “Meet-the-Teachers” icon
- 12) Click on “Bookings”



13) Click on

- 14) Click on the checkbox shown, located next to the date of appointment
- 15) Click “x” on your appointment slot to cancel.

If you need technical help, please call 67779661 or email lmssupport@wizlearn.com