

Guide on How to Make an Appointment for the Parent-Teacher Meeting on Parents Gateway

- 1) Go to your device and tap on Parents Gateway app



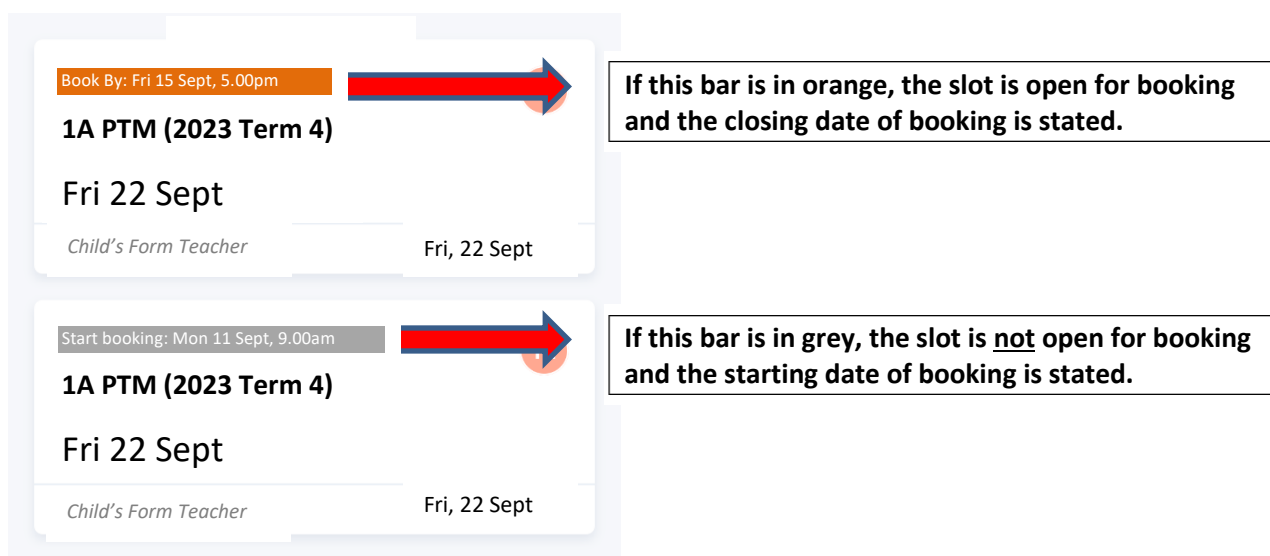
- 2) You should see the notice(s) on your phone for the PTM. Click on it/them.

Home

Children




- 3) Choose the meeting that you would like to book once the booking has started.




- 4) This is the next screen that you will see once the booking is opened. Booking slots are on a first-come, first-served basis.

1A PTM (2023 Term 4)

Posted by Teacher on 8 Sept 2023

 Your child's name

 Fri 22 Sept, 7.30a.m. - 1.30p.m.

Booking **OPEN**

You can book between:

Mon 11 Sept, 9.00a.m. - Fri 15 Sept, 5.00p.m.

[Add to Calendar](#)

Event Details

1A PTM (2023 Term 4)

For enquiries on this post, please [contact us](#).

You can click this to send an email to Your child's teacher for enquiries.

Book

Click 'Book' when you are ready to book.

5) This screen shows you the available slots. Booking slots are first-come, first-served basis.

The screenshot shows a mobile app interface for booking a Parent-Teacher Meeting (PTM). At the top, there is a back arrow, the text "1A PTM (2023 Term 4)", a refresh icon, and a red arrow pointing to a text box. Below this is a field for "Your child's name". The main section is titled "Meeting date" and shows "Fri 22 Sept 2023". Under "Choose a time", the "Meeting duration" is set to "15 min", with a red arrow pointing to a text box. The "Morning" section displays a grid of time slots: 7:30 am, 7:45 am, 8:00 am, 8:15 am, 8:30 am (greyed out), and 8:45 am. A red arrow points from the 8:30 am slot to a text box. At the bottom, there is a "You've selected:" field, a "Book" button, and a horizontal line.

< 1A PTM (2023 Term 4) ↻

Your child's name

Meeting date

Fri 22 Sept 2023

Choose a time

Meeting duration: 15 min

Morning

7:30 am 7:45 am 8:00 am

8:15 am 8:30 am 8:45 am

You've selected:

Book

Click refresh to get the most updated available slots. Bookings are real-time.

For P1-P5 – 15 min per slot

These greyed-out slots are teacher's breaks or slots that have been booked by others.

6) Select the available timeslot and click “book” to confirm the slot.

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1A PTM (2023 Term 4)

↻

Your child's name

Meeting date

Fri 22 Sept 2023

Choose a time

Meeting duration: 15 min

Morning

7:30am

8:15 am

8:30 am

8:45 am

Your selected slot, if available, will be highlighted in orange.

You've selected:

Fri 22 Sept 2023, 7:30am

Book

Click 'Book'.

7) Your time slot is successfully booked if you see the following message.

1A PTM (2023 Term 4)

Your child's name



Meeting confirmed

You may edit your responses on Parents Gateway before booking closes.



Fri 22 Sept 2023, 7:30am-7.45am

[Add to Calendar](#)

Do check that this is the timeslot that you have chosen.

Any comments? (Optional)

Let the teacher know what you would like to discuss or any concerns you may have

1500 characters left

Done

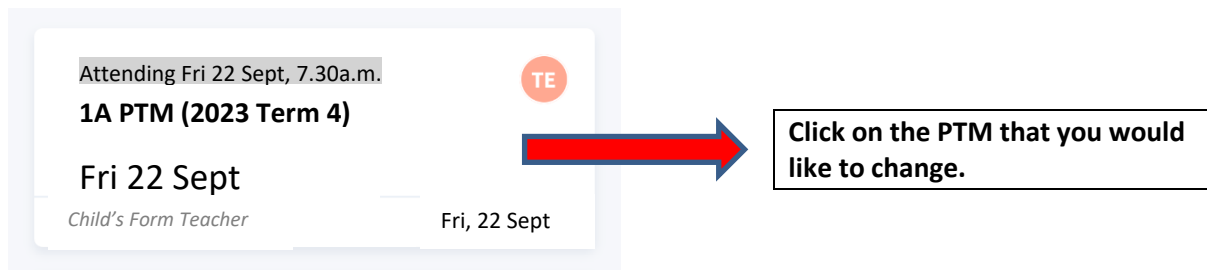
Click 'Done' to exit the booking.

Guide on How to Change a Booking for the PG PTM Slot

1) Go to your device and tap on Parents Gateway app



2) You should see the notice(s) for the PTM. Click on the one you would like to change.



- 3) You should see the notice(s) for the PTM. Click on the new available timeslot that you would like to change to.

Meeting date

Fri 22 Sept 2023

Choose a time

Meeting duration: 15 mins

Morning

Booked 7:30am	7:45am	8:00am
8:15am	8:30am	8:45am
9:00am	9:15am	9:30am
9:45am	10:00am	10:15am
10:30am	10:45am	11:00am

Change to:

Fri 22 Sept 2023, 8:00am

Change

Click on the new available timeslot that you would like to change to.

Click "Change".

- 4) You will receive a message prompt to confirm your change.

Choose a time

M

M

Change appointment?

You are about to change your appointment from


'Fri 22 Sept 2023, 7:30am' to

'Fri 22 Sept 2023, 8:00am'

Cancel **Change**

Click "Change" to confirm the change.

5) The following prompt is your confirmation that the meeting slot has been changed.




Meeting changed

You may edit your responses on Parents Gateway before booking closes.

Former meeting time

~~Fri 22 Sept 2023, 7:30am-7.45am~~



Fri 22 Sept 2023, 8:00am- 8:15am

[Add to Calendar](#)

Any comments? (Optional)

Let the teacher know what you would like to discuss or any concerns you may have

[Done](#)

Cancel a meeting

To cancel a meeting, please contact the sender of the PTM booking slot.