

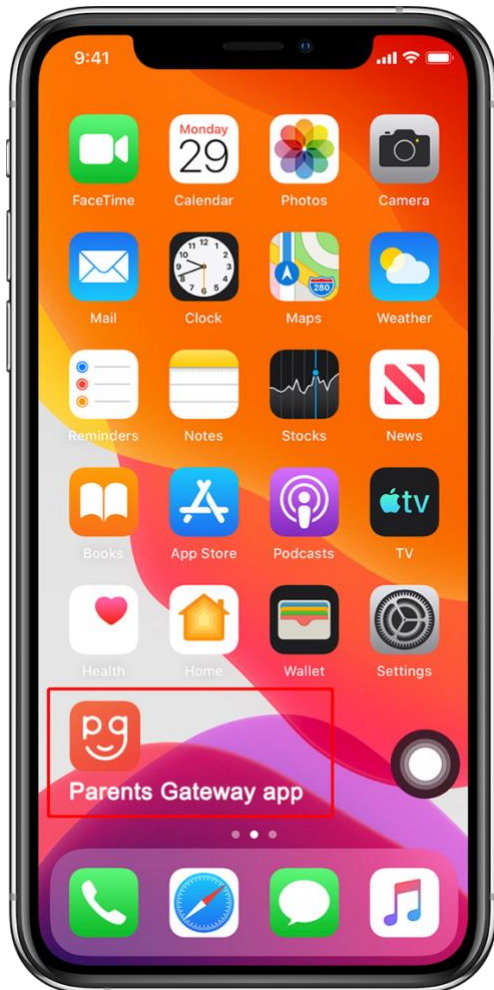
## Teachers-Meet-Parents (TMP) Session

Instructions to **Booking** a meeting slot on Parents Gateway

*(\*all screen shots captured in 2022)*

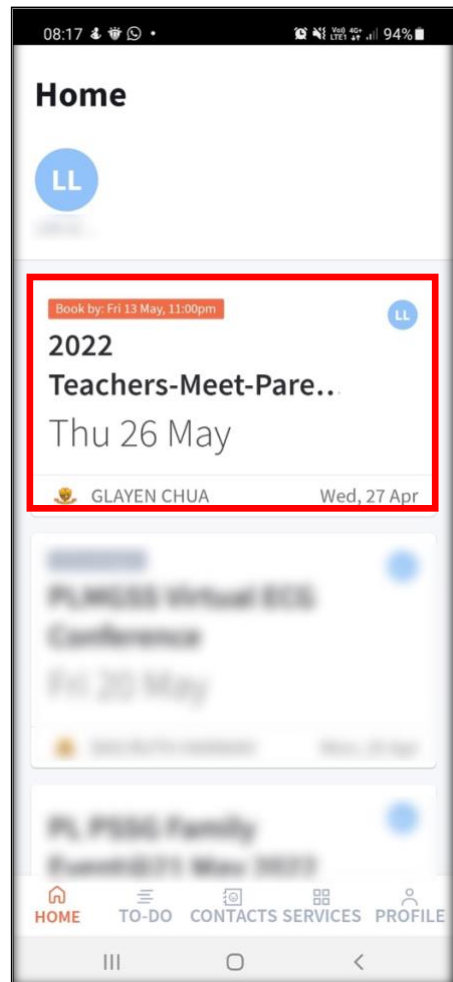
Step 1:

Launch PG app on mobile phone

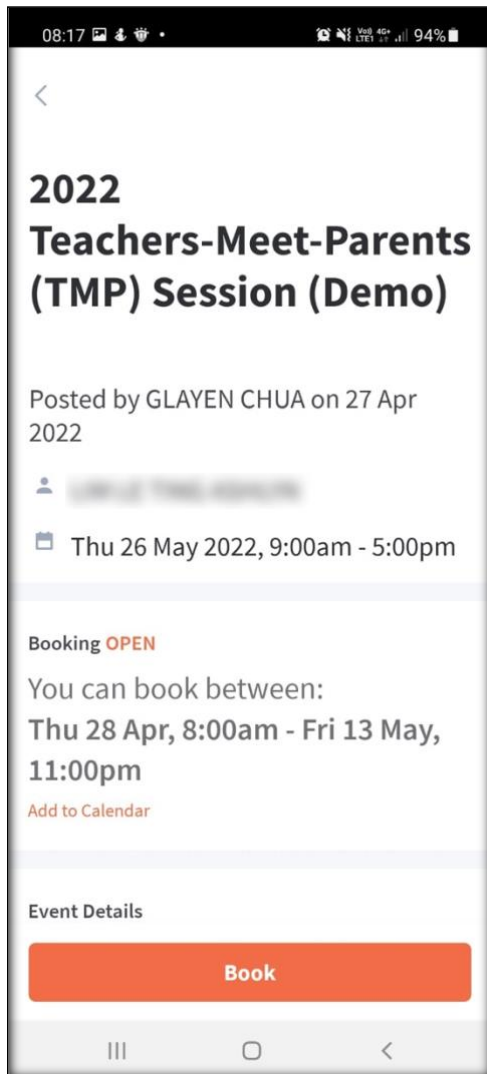


Step 2:

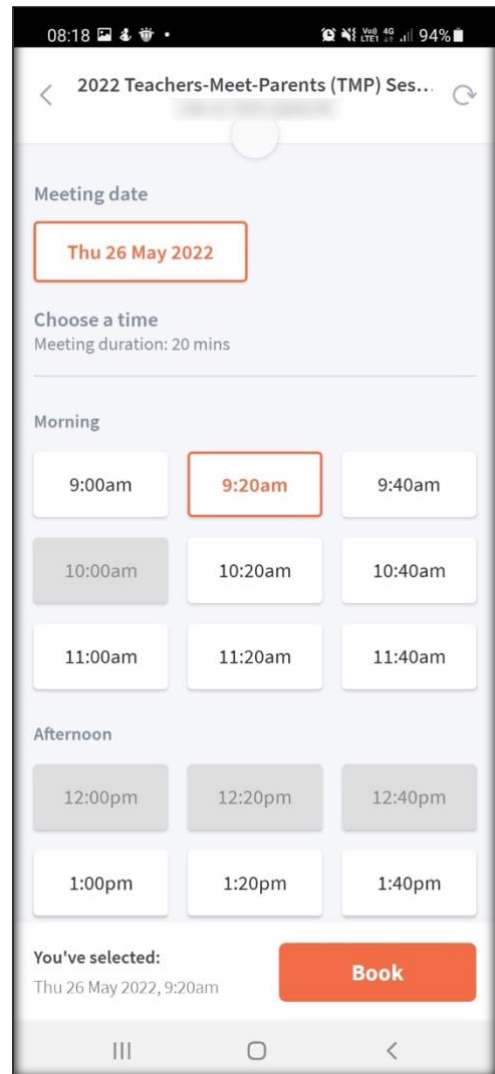
Click on the TMP announcement



Step 3:  
Read the details and click “**Book**” to  
proceed booking a meeting slot



Step 4:  
Choose your preferred time to meet  
the Form-teacher and click “**Book**”  
to secure the selected timing




Step 5:  
Meeting confirmed with details.  
Click **“Done”** to close

*\*You may add in comments for the Form-  
teacher (optional)*


08:19 4G+ 94%

2022 Teachers-Meet-Parents (TMP) Ses...



**Meeting confirmed**

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

 **Thu 26 May 2022, 9:20am -  
9:40am**

[Add to Calendar](#)

Any comments? (Optional)

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

1500 characters left

**Done**

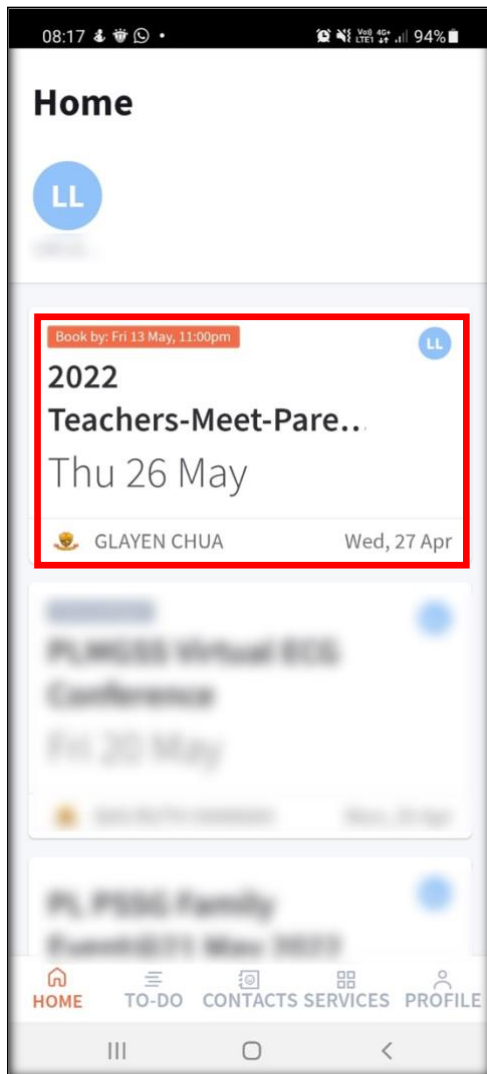
## Teachers-Meet-Parents (TMP) Session

Instructions to **Changing** the meeting slot on Parents Gateway

*(\*all screen shots captured in 2022)*

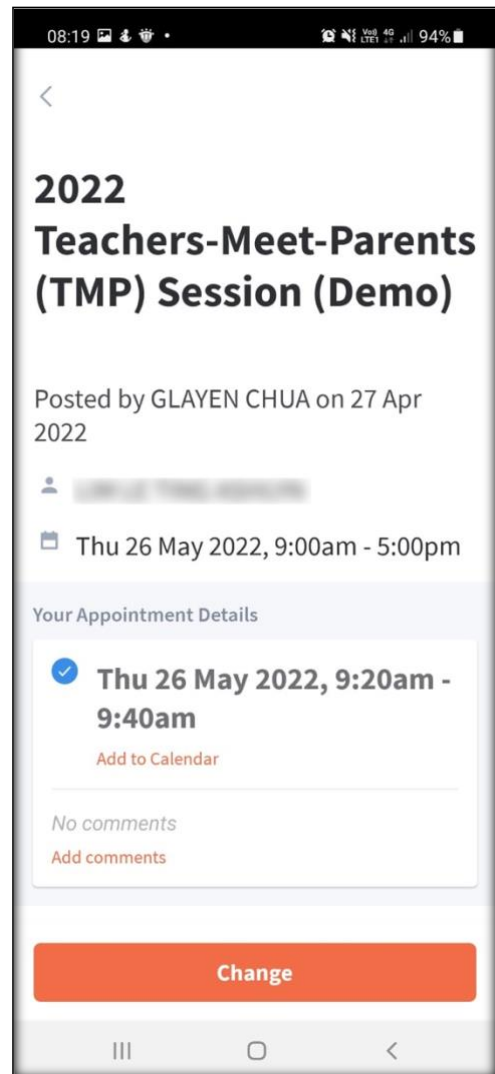
Step 1:

Click on the TMP announcement



Step 2:

Click **“Change”** to amend the booked meeting slot



Step 3:  
Select another preferred timing and  
click **“Change”**

The screenshot shows the '2022 Teachers-Meet-Parents (TMP) Sessions' app interface. At the top, the status bar shows 08:20, 4G+, and 94% battery. The app title is '2022 Teachers-Meet-Parents (TMP) Ses...'. Below the title, the 'Meeting date' is 'Thu 26 May 2022'. Under 'Choose a time', the 'Meeting duration' is '20 mins'. The 'Morning' section shows a grid of time slots: 9:00am (Booked 9:20am), 9:40am, 10:00am, 10:20am (selected with a red border), 10:40am, 11:00am, 11:20am, and 11:40am. The 'Afternoon' section shows a grid of time slots: 12:00pm, 12:20pm, 12:40pm, 1:00pm, 1:20pm, and 1:40pm. At the bottom, the 'Change to:' section shows 'Thu 26 May 2022, 10:20am' and a red 'Change' button.

Step 4:  
A pop up box will appear to confirm  
the change of appointment, click  
**“Change”** to proceed


The screenshot shows the same app interface as the previous one, but with a confirmation pop-up box. The pop-up box has a red circle with a white question mark at the top. The text inside the box reads: 'Change appointment? You are about to change your appointment from 'Thu 26 May 2022, 9:20am' to 'Thu 26 May 2022, 10:20am''. At the bottom of the pop-up box are two buttons: 'Cancel' and 'Change'.

Step 5:  
Meeting changed with new details.  
Click **“Done”** to close

*\*You may add in comments for the Form-  
teacher (optional)*

08:20 94%


2022 Teachers-Meet-Parents (TMP) Ses...



**Meeting changed**

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

Former meeting time  
Thu 26 May 2022, 9:20am - 9:40am

 **Thu 26 May 2022, 10:20am -  
10:40am**

[Add to Calendar](#)

Any comments? (Optional)

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

**Done**

### **Cancelling a booked slot**

No cancellation will be allowed after  
the booking has been made in the  
PG app.

Kindly email the Form Teacher by  
clicking on **“contact us”** at the end  
of the page if you need to cancel  
your booking.

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