



28 April 2025

Dear Parent/Guardian,

### Parent-Teacher Conference (PTC) via In-person (Face to Face) Meeting or Zoom Video Conferencing on Thursday, 29 May 2025

Greetings from SYAS! Thank you for your continued support and active involvement in your child's/ward's education. We appreciate the confidence you have placed in us to help nurture their learning and growth.

As we approach the midpoint of the academic year, we are delighted to invite you to our upcoming Parent-Teacher Conference (PTC). This event serves as an invaluable opportunity for us to discuss with you about the performance and progress of your child/ward at school.

You can register a **10-minute time slot** to meet up with the teacher of your child/ward, **either** through an **in-person (Face to Face)** meeting at the school in the morning (between 8.30am to 11.30am) **or** via **Zoom video conferencing** in the afternoon (between 1pm to 4pm).

Booking of a timeslot is on a first-come-first-serve basis. The details of booking are as follows:

- Date of booking: **From 8:00 AM on 29 April 2025 (Tuesday) to 2 May 2025 (Friday)**
- Book your preferred timeslot (**10-minute**) through the **MC Eduhub** ([www.mceduhub.com](http://www.mceduhub.com)) portal, using your child's/ward's account. You may scan the QR code to the *Parents'/Guardians' Guide for PTC Booking* for more information.
  - Please **choose only one mode of meeting** either (1) In-person (face to face) or (2) Zoom video conferencing.
  - Please remember to key in **your name and handphone number and your email address** under the **"Additional Info"** in the MC Eduhub portal.
- You may book timeslots to meet the form teacher and up to a maximum of three subject teachers who are not form teachers of other classes.
- Print a copy of your booking slip for reference.



More details for the ZOOM video conferencing (eg. Teacher's Zoom Meeting ID) will be provided at a later date.

We seek your cooperation to attend the PTC via in-person (face to face) at SYAS or Zoom video conferencing punctually. If you miss your allocated timeslot, you will have to contact your child's/ward's teacher to make another appointment.

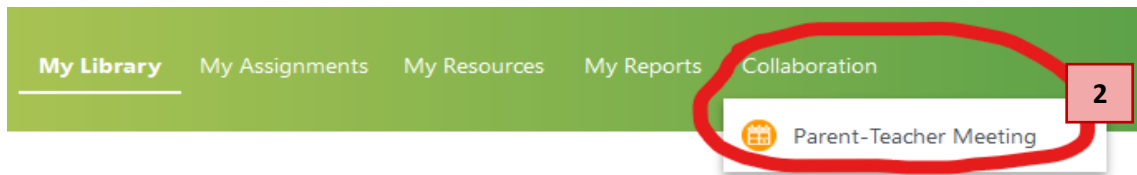
Thank you.

Yours Faithfully,

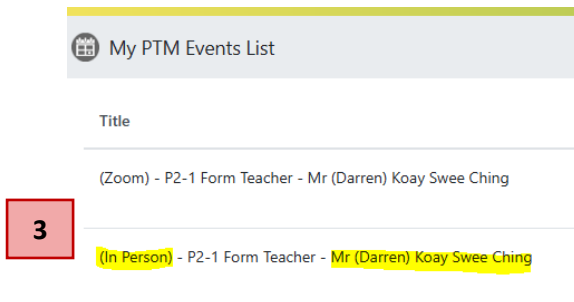
**School Management**

# How to make booking for Parent Teacher Conference

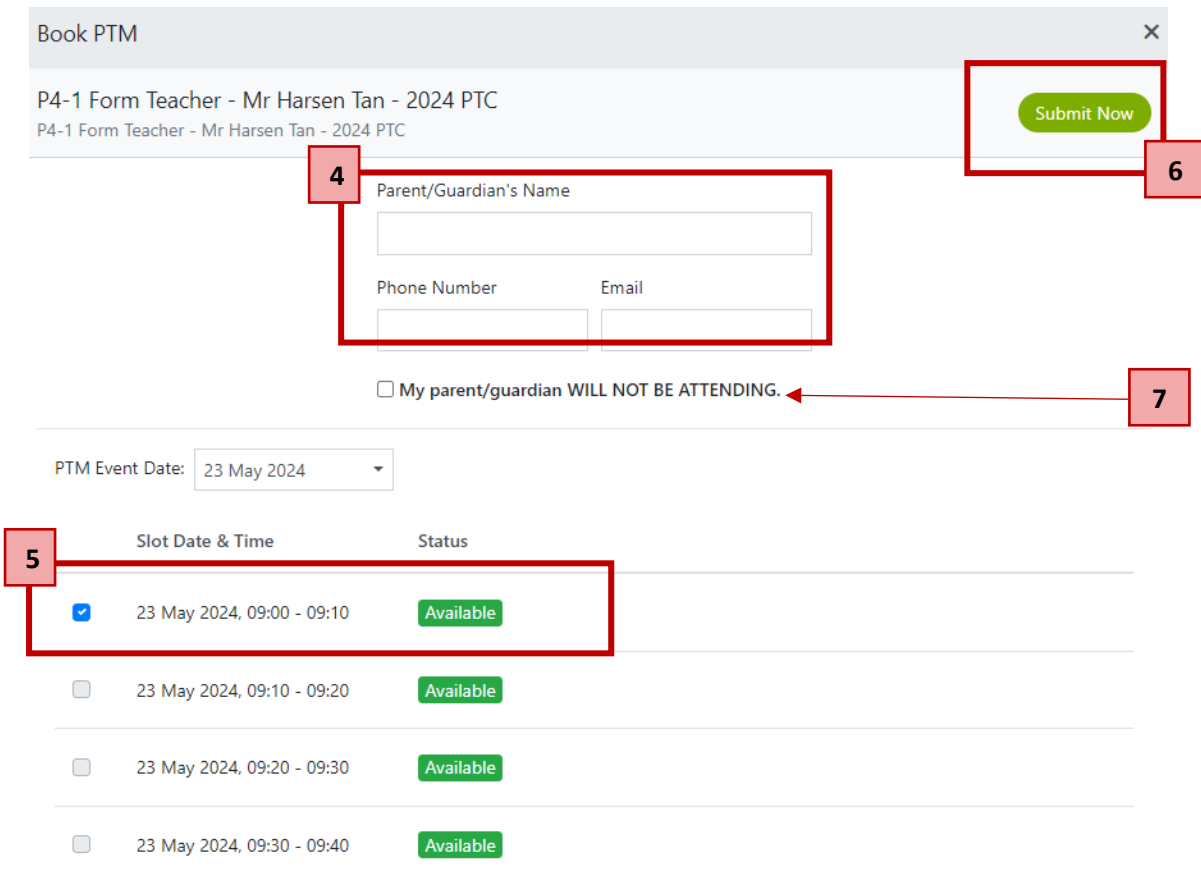
- 1) **Login** to MC Eduhub (<https://www.mceduhub.com/>)
- 2) After you had logged onto your account, move your mouse cursor to **“Collaboration”** and click onto **“Parent-Teacher Meeting”**



- 3) Click onto the **name of the teacher and the mode of meeting (In-person or Zoom)** you would like to make an appointment for: *\*Important: Please choose **only one** mode of meeting*



- 4) **Enter** your parent’s /guardian’s details;
- 5) **Select** your preferred time slot; and
- 6) Click on **“Submit Now”** to proceed with the booking.
- 7) If parent/guardian is unable to make it for PTC, please **select** “My parent/guardian WILL NOT BE ATTENDING.”



- 8) Check through the details and make sure all details are correct and click onto “Confirm” to make your booking.

### Booking Confirmation ×

NAME OF PARENT/GUARDIAN  
**demo student parent**

NAME OF STUDENT  
**student1**

CLASS/GROUP  
**Demo P4**

EVENT  
**P4-1 Form Teacher - Mr Harsen Tan - 2024 PTC**

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BOOKING SLOT  
**23 May 2024, 10:00 - 10:10**

TEACHER  
**syasadmin**

VENUE  
**Zoom**


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Cancel **Confirm**

8

- 9) You will see your booking summary at the following page.

### Booking Summary ×



Thank you for using our online PTM booking.

Kindly print and present this acknowledgement notice to the person in charge on your scheduled meeting.

NAME OF PARENT/GUARDIAN  
**demo student parent**

NAME OF STUDENT  
**student1**

CLASS/GROUP  
**Demo P4**

EVENT  
**P4-1 Form Teacher - Mr Harsen Tan - 2024 PTC**

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BOOKED DATE/TIME  
**23 May 2024, 10:00 - 10:10**

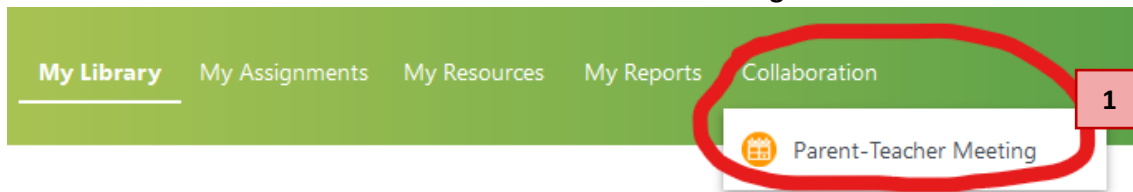
TEACHER  
**syasadmin**

VENUE  
**Zoom**

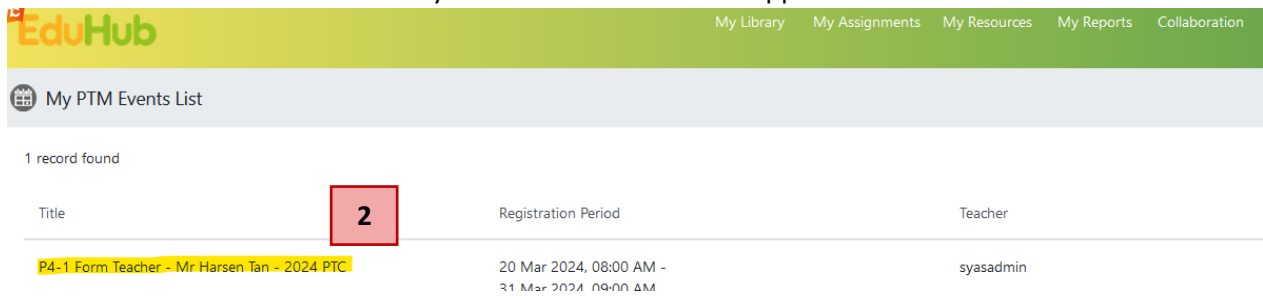
Close Edit My Booking Print

# To edit the booking

- 1) Click on “Collaboration” and click onto “Parent-Teacher Meeting”



- 2) Click onto the **name of the teacher** you would like to make an appointment for:



- 3) Click onto “Edit My Booking”



- 4) To update your time slot, you would need to **uncheck** your current booking before you are able to click on the new timing

Book PTM ✕

P4-1 Form Teacher - Mr Harsen Tan - 2024 PTC Submit Now

P4-1 Form Teacher - Mr Harsen Tan - 2024 PTC

Parent/Guardian's Name

Phone Number  Email

My parent/guardian WILL NOT BE ATTENDING.

PTM Event Date:

Slot Date & Time	Status
<input type="checkbox"/> 23 May 2024, 09:00 - 09:10	Available
<input type="checkbox"/> 23 May 2024, 09:10 - 09:20	Available
<input type="checkbox"/> 23 May 2024, 09:20 - 09:30	Available
<input type="checkbox"/> 23 May 2024, 09:30 - 09:40	Available
<input type="checkbox"/> 23 May 2024, 09:40 - 09:50	Available
<input type="checkbox"/> 23 May 2024, 09:50 - 10:00	Available
<input checked="" type="checkbox"/> 23 May 2024, 10:00 - 10:10	My Booked Slot

- 5) **Select the new timing** and  
6) Click **“Submit Now”** button once you have done so

Book PTM ✕

P4-1 Form Teacher - Mr Harsen Tan - 2024 PTC Submit Now

P4-1 Form Teacher - Mr Harsen Tan - 2024 PTC

Parent/Guardian's Name

Phone Number  Email

My parent/guardian WILL NOT BE ATTENDING.

PTM Event Date:

Slot Date & Time	Status
<input checked="" type="checkbox"/> 23 May 2024, 09:00 - 09:10	Available
<input type="checkbox"/> 23 May 2024, 09:10 - 09:20	Available
<input type="checkbox"/> 23 May 2024, 09:20 - 09:30	Available
<input type="checkbox"/> 23 May 2024, 09:30 - 09:40	Available
<input type="checkbox"/> 23 May 2024, 09:40 - 09:50	Available
<input type="checkbox"/> 23 May 2024, 09:50 - 10:00	Available
<input type="checkbox"/> 23 May 2024, 10:00 - 10:10	My Booked Slot

- 7) Confirm the details for the new booking and click on “**Confirm**” to proceed with the updating of the new time slot.

Booking Confirmation ✕

NAME OF PARENT/GUARDIAN  
**demo student parent**

NAME OF STUDENT  
**student1**

CLASS/GROUP  
**Demo P4**

EVENT  
**P4-1 Form Teacher - Mr Harsen Tan - 2024 PTC**

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BOOKING SLOT  
**23 May 2024, 09:00 - 09:10**

TEACHER  
**syasadmin**


VENUE  
**Zoom**

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Cancel **Confirm** 7

- 8) You should be able to see the updated information, click on “X” to close this dialog box 8

Booking Summary ✕ 8



Thank you for using our online PTM booking.

Kindly print and present this acknowledgement notice to the person in charge on your scheduled meeting.

NAME OF PARENT/GUARDIAN  
**demo student parent**

NAME OF STUDENT  
**student1**

CLASS/GROUP  
**Demo P4**

EVENT  
**P4-1 Form Teacher - Mr Harsen Tan - 2024 PTC**

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BOOKED DATE/TIME  
**23 May 2024, 09:00 - 09:10**

TEACHER  
**syasadmin**

VENUE  
**Zoom**

Close Edit My Booking Print