10 May 2019

Through: Principal

Dear Parents / Guardian

Parent-Teacher Conference (May 2019)

1   The Parent-Teacher Conference (PTC) aims to provide an opportunity for you to meet your child / ward's Form Teachers and/or Subject Teachers to have deeper conversations on your child / ward's progress in school.

2   We would appreciate it if you could set aside time to attend the PTC session. Please note the following details:

Date	Time	Venue
30 May 2019	4:00 pm to 9:00 pm	Respective Classrooms
31 May 2019	1:00 pm to 4:00 pm	Respective Classrooms

3   There will be certain students where it is **absolutely imperative** that we meet i.e.

         a. Students who do not meet the promotion criteria based on Weighted Assessment (WA)

         b. Underperforming students in WA

4   If you are unable to attend on this day, please liaise with the form teacher to reschedule an appointment on another day.

5   Please book your preferred timeslot to meet your child / ward's Form Teachers using the school's Learning Management System – AdminBreeze by **24 May 2019 (Fri)**. Please see attached instruction sheet (Annex A) for assistance.

6   We look forward to forging a strong partnership with you for your child/ward's holistic development.

Thank you.

Yours in Education
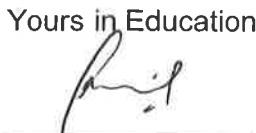
Alvin Hoo
Assistant Year Head (Sec 1)

Annex A: Booking of Slots through AdminBreeze

<table>
<tr>
<td>

Students' and Parents' Login

Go to https://yss.adminbreeze.com/

Login ID: YSS(NRIC last 5 digits and alphabet)
Example: **YSS12345A**

Password: student01

</td>
<td>

User Name

Password

Forget Password

Login

</td>
</tr>
<tr>
<td>

Go to:
1. General Admin
2. MTPS
3. Book Slot

</td>
<td>

Student Admin >
General Admin >
Results >
Logout

</td>
</tr>
<tr>
<td>

Do proceed and do the following:

1. Click on the link to open a new window for booking.
2. Choose the form teacher you want to meet
3. Choose the time slot
4. Write down confirming of your slot – "I confirm."
5. Click on "Save"
6. Close the window
7. Now can see the staff and slot you choose

If you are not coming, please do the following:

8. Click on "delete"

</td>
<td>

Book Slot
General Admin > MTPS > Book Slot

No	Event
1	PTC for 5N1, 5N2

edit Slot
General Admin > MTPS > edit Slot

Teacher	Azizah Bte Abdul Rahim
Time slot	15:00
Remarks (200 characters max)	I confirm

Save

</td>
</tr>
</table>
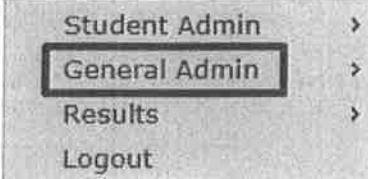
Book Slot

General Admin > MTPS > Book Slot

No	Event	Date	Staff	Slot	Delete
1	PTC for 5N1, 5N2	06 Apr 2018	Azizah Bte Abdul Rahim	15:00	delete
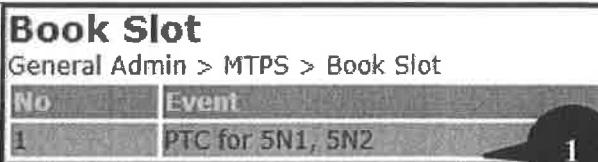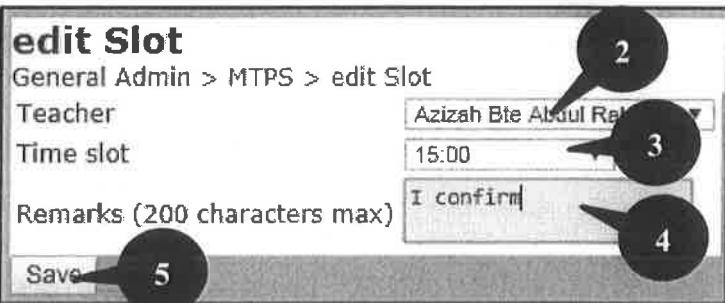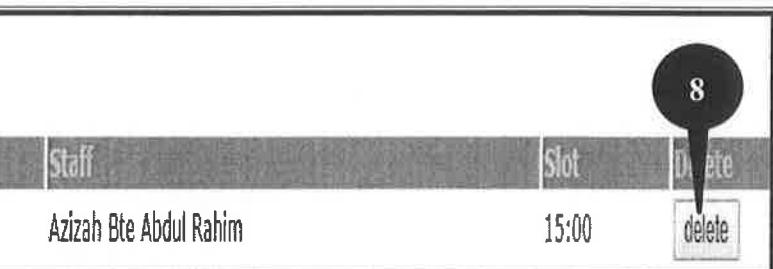
<table>
<tr>
<td>

Remember to logout from admin breeze.

</td>
<td>

Student Admin >
General Admin >
Results >
Logout

</td>
</tr>
</table>