



10 May 2019

Through: Principal

Dear Parents / Guardian


WFR/19

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 for the Mid-Year Examination (MYE)
 - b. Underperforming students in MYE
- 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.

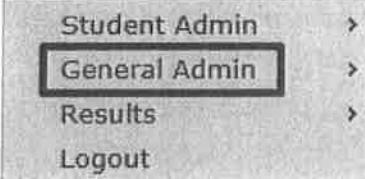
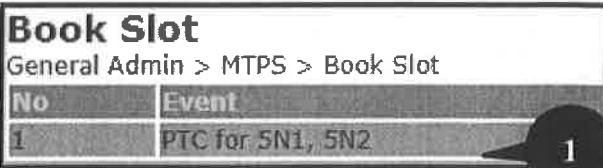
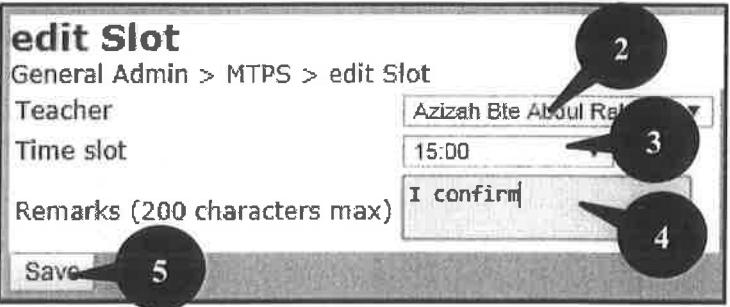
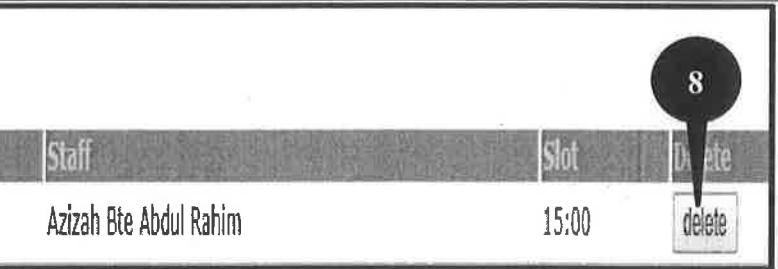
Thank you.

Yours in Education



Tan Hong Peng
Year Head (Lower Secondary)

Annex A: Booking of Slots through AdminBreeze

<p>Students' and Parents' Login</p> <p>Go to https://yss.adminbreeze.com/</p> <p>Login ID: YSS(NRIC last 5 digits and alphabet) Example: YSS12345A</p> <p>Password: student01</p>	
<p>Go to:</p> <ol style="list-style-type: none"> 1. General Admin 2. MTPS 3. Book Slot 	
<p>Do proceed and do the following:</p> <ol style="list-style-type: none"> 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 <p>If you are not coming, please do the following:</p> <ol style="list-style-type: none"> 8. Click on “delete” 	  
<p>Remember to logout from admin breeze.</p>	