



10 May 2019

Through: Principal

Dear Parents / Guardian

*luyie  
10/5/19*

**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 Teacher 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

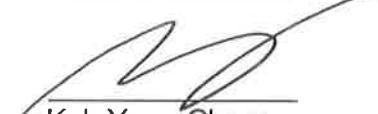
- 3 There will be certain students where it is **absolutely imperative** that we meet i.e.
  - a Students whose L1R5 aggregate is more than 26 points for their First Preliminary Examinations (Prelim 1)

The respective Form Teachers will be contacting you separately at an appropriate time.

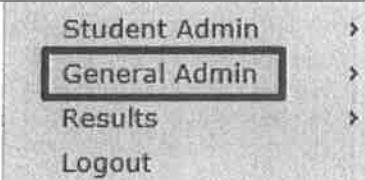
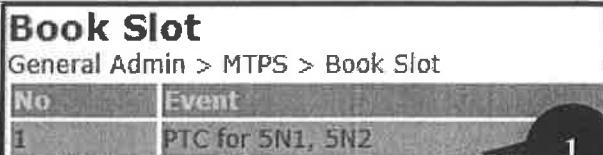
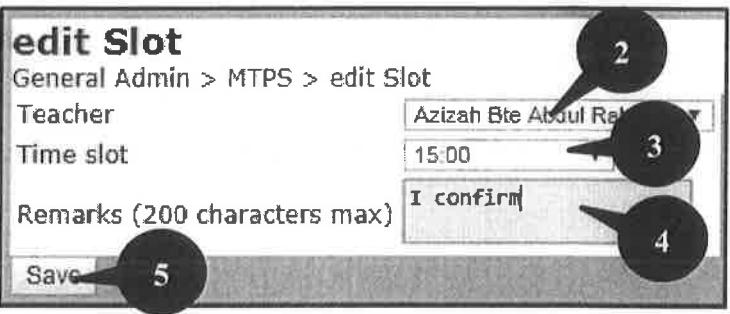
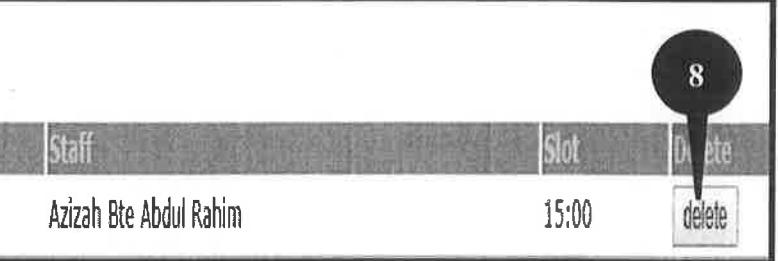
- 4 Please book your preferred timeslot to meet your child / ward's Form Teacher using the school's Learning Management System – AdminBreeze by **24 May 2019 (Fri)**. Please see attached instruction sheet (Annex A) for assistance.
- 5 We look forward to forging a strong partnership with you for your child/ward's holistic development.

Thank you.

Yours in Education

  
Koh Yong Cheng  
Assistant Year Head (Sec 4&5)

## Annex A: Booking of Slots through AdminBreeze

<p><b>Students' and Parents' Login</b></p> <p>Go to <a href="https://yss.adminbreeze.com/">https://yss.adminbreeze.com/</a></p> <p><b>Login ID:</b> YSS(NRIC last 5 digits and alphabet)  <b>Example:</b> YSS12345A</p> <p><b>Password:</b> student01</p>	
<p>Go to:</p> <ol style="list-style-type: none"> <li>1. General Admin</li> <li>2. MTPS</li> <li>3. Book Slot</li> </ol>	
<p>Do proceed and do the following:</p> <ol style="list-style-type: none"> <li>1. Click on the link to open a new window for booking.</li> <li>2. Choose the form teacher you want to meet</li> <li>3. Choose the time slot</li> <li>4. Write down confirming of your slot – “I confirm.”</li> <li>5. Click on “Save”</li> <li>6. Close the window</li> <li>7. Now can see the staff and slot you choose</li> </ol> <p>If you are not coming, please do the following:</p> <ol style="list-style-type: none"> <li>8. Click on “delete”</li> </ol>	  
<p>Remember to logout from admin breeze.</p>	