15 Jun 2020

Dear Parents/Guardian

e-Parent-Teacher Meeting (e-PTM) - Secondary 2

We see much value in working with you to provide the best education for your child/ward and would like to continue to provide feedback on the performance of your child/ward and to address any concerns that you might have. As we are unable to have a face-to-face PTM, like in previous years, we will have an e-PTM instead.

The e-PTM for Secondary 2 will take place during the following period:

Period	Time	Mode
29 Jun to 3 Jul 2020	1:30 pm to 5:10 pm	Tele-conversation

During the e-PTM we would also like to provide information or address concerns that you might have in the following areas:

- subject streaming matters
- · curriculum and assessment matters
- feedback on your child's/ward's progress

The e-PTM will be conducted via tele-conversation. The Form Teacher of your child/ward will contact you at the specified time to provide you with valuable feedback on your child/ward's performance in the respective subject areas and to address any concerns that you might have in addition to the above.

Timeslots for the e-PTM will be available for booking via the following link https://yss.adminbreeze.com from 15 to 26 Jun 2020. Please refer to the attached instruction sheet for assistance on reservation of timeslots.

Parents/guardian may also pose questions online from 15 Jun to 22 Jun via this link on the school website: https://sites.google.com/moe.edu.sg/yss-ptm/home. Responses to the questions raised will be posted on the school website by 26 Jun 2020. Information slides for the e-PTM will also be made available on the school website on 15 Jun 2020 for your reference.

We sincerely hope that you will take time to be part of this e-PTM as we journey with your child/ward during this streaming year.

Please feel free to contact Mr Alvin Hoo, AYH/Sec 2 at hoo yin hong alvin@moe.edu.sg if you require any information or clarification.

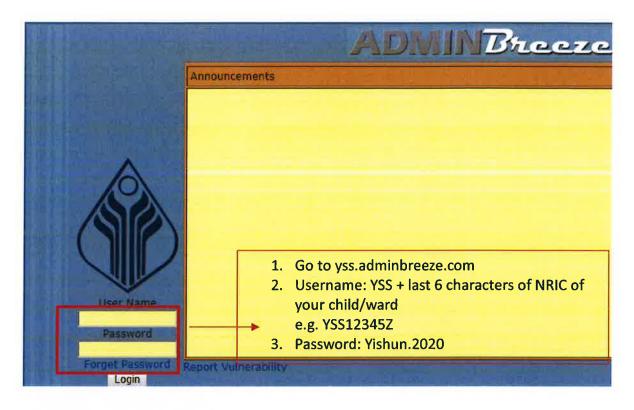
Thank you and warmest regards

Mrs Regina Lee

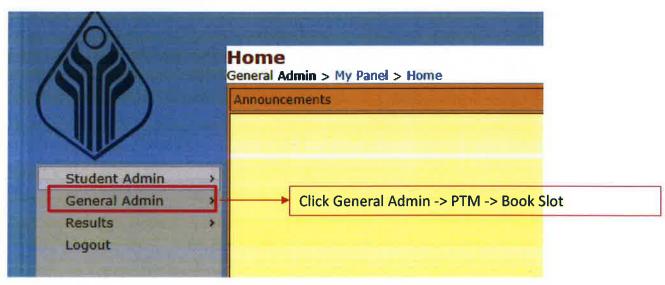
Principal

Annex A: Booking of Slots through AdminBreeze

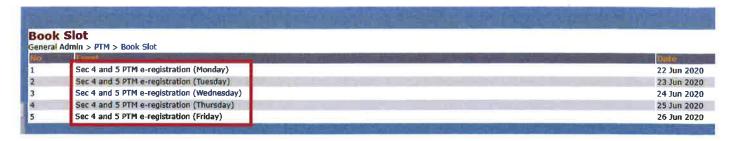
Step 1:



Step 2:

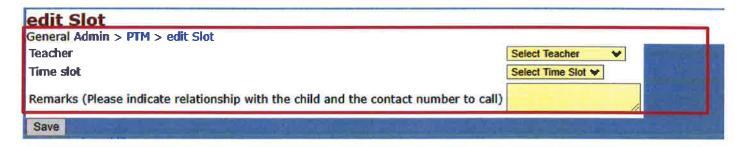


Step 3:



- 1. Please select ONLY ONE date.
- 2. Click on the Event.

Step 4:



- 1. Select the FT whom your parents want to speak to. You only need to select one FT.
- 2. Select the time slot that for your FT to call.
- 3. Parents, please key in relationship with child and the contact number to call under *Remarks*.

Step 5:



- 1. Once selected, your booking will be reflected on this page.
- 2. You may delete the booking if there is a need to change.