



義順中學

**YISHUN SECONDARY SCHOOL**

4 Yishun Street 71, Singapore 768516 Tel: 68767129 Fax: 67557748

10 May 2019

Through: Principal

Dear Parents / Guardian

*Handwritten signature*  
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 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.


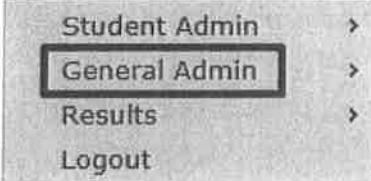

Yours in Education

*Handwritten signature*

Tan Hong Peng  
Year Head (Lower Secondary)

**WE SEEK, WE STRIVE, WE SOAR**

## 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>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Book Slot</b></p> <p>General Admin &gt; MTPS &gt; Book Slot</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">No</th> <th style="width: 90%;">Event</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>PTC for 5N1, 5N2</td> </tr> </tbody> </table> </div> <div style="border: 1px solid black; padding: 5px;"> <p><b>edit Slot</b></p> <p>General Admin &gt; MTPS &gt; edit Slot</p> <p>Teacher <span style="float: right;">Azizah Bte Abdul Rah</span></p> <p>Time slot <span style="float: right;">15:00</span></p> <p>Remarks (200 characters max) <span style="float: right;">I confirm</span></p> <p style="text-align: left;">Save</p> </div>	No	Event	1	PTC for 5N1, 5N2								
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<p>Remember to logout from admin breeze.</p>	