



義順中學

YISHUN SECONDARY SCHOOL

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

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

WE SEEK, WE STRIVE, WE SOAR

Annex A: Booking of Slots through AdminBreeze

Step 1:

ADMINBreeze

Announcements

User Name

Password

Forgot Password

Login

Report Vulnerability

1. Go to yss.adminbreeze.com
2. Username: YSS + last 6 characters of NRIC of your child/ward
e.g. YSS12345Z
3. Password: Yishun.2020

Step 2:

ADMINBreeze

Home

General Admin > My Panel > Home

Announcements

Student Admin >

General Admin >

Results >

Logout

Click General Admin -> PTM -> Book Slot

Step 3:

Book Slot
General Admin > PTM > Book Slot

No	Event	Date
1	Sec 4 and 5 PTM e-registration (Monday)	22 Jun 2020
2	Sec 4 and 5 PTM e-registration (Tuesday)	23 Jun 2020
3	Sec 4 and 5 PTM e-registration (Wednesday)	24 Jun 2020
4	Sec 4 and 5 PTM e-registration (Thursday)	25 Jun 2020
5	Sec 4 and 5 PTM e-registration (Friday)	26 Jun 2020

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

Step 4:

edit Slot
General Admin > PTM > edit Slot

Teacher

Time slot

Remarks (Please indicate relationship with the child and the contact number to call)

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:

Book Slot
General Admin > PTM > Book Slot

No	Event	Date	Staff	Slot	Delete
1	Sec 4 and 5 PTM e-registration	22 Jun 2020	Sriwanty Bte Ramli	13:30	<input type="button" value="delete"/>
2	Sec 4 and 5 PTM e-registration	23 Jun 2020			
3	Sec 4 and 5 PTM e-registration	24 Jun 2020			
4	Sec 4 and 5 PTM e-registration	25 Jun 2020			
5	Sec 4 and 5 PTM e-registration	26 Jun 2020			

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