



義順中學

YISHUN SECONDARY SCHOOL

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

8 Jun 2020

Dear Parents/Guardian

e-Parent-Teacher Meeting (e-PTM) – Secondary 4 & 5

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 ePTM instead.

The e-PTM for Secondary 4 and 5 will take place during the following period:

| Period | Time | Mode |
|-------------------|--------------------|-------------------|
| 22 to 26 Jun 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:

- post-secondary school pathways
- curriculum and assessment matters
- coursework matters
- strategies to help students prepare for the national examination

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 8 to 19 Jun 2020. Please refer to the attached instruction sheet for assistance on reservation of timeslots.

Parents/guardian may also pose questions online from 8 to 12 Jun 2020 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 22 Jun 2020. Information slides for the e-PTM will also be made available on the school website on 8 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 towards the coming national examinations.

Please feel free to contact Mr P. Tamil Selvam, AYH/Sec 4 & 5 at p_tamil_selvam@schools.gov.sg if you require any information or clarification.

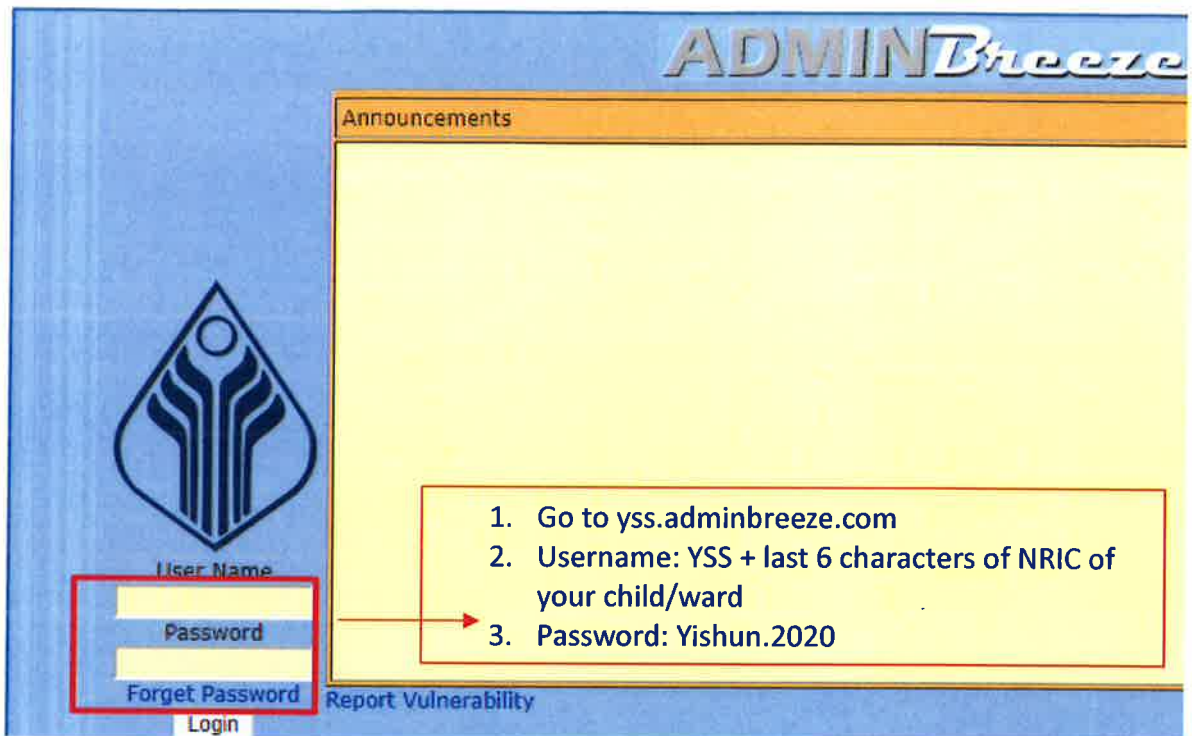
Thank you and warmest regards

Mrs Regina Lee
Principal

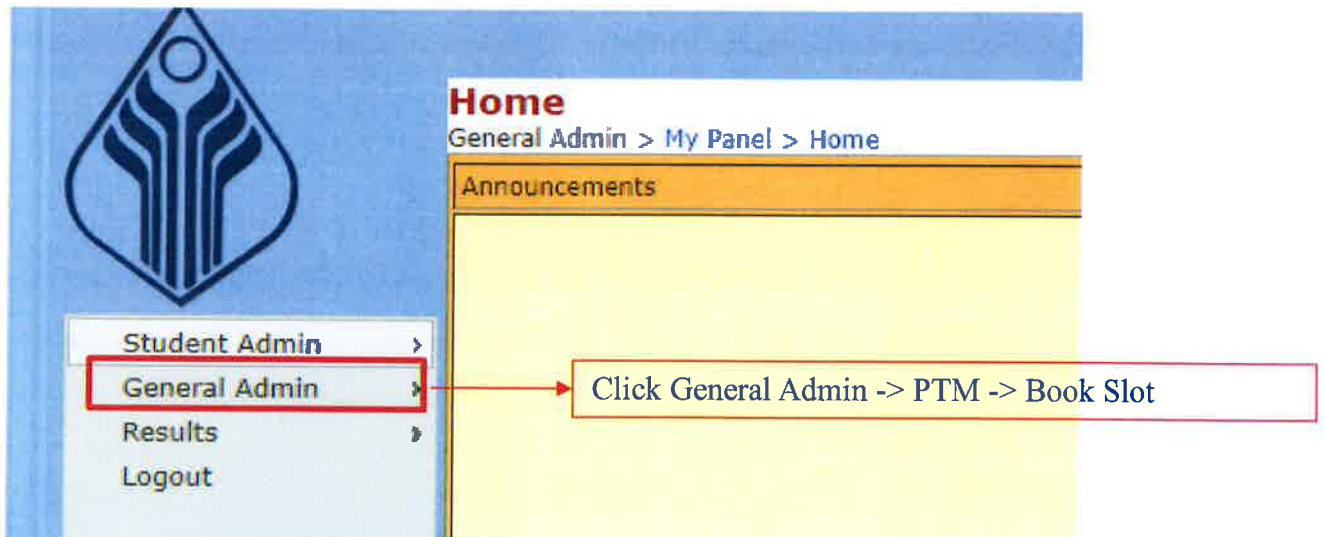
WE SEEK, WE STRIVE, WE SOAR

Annex A: Booking of Slots through AdminBreeze

Step 1:



Step 2:



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 | Sriwandy Bte Ramli | 13:30 | 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.