26 Jun 2020

Dear Parents/Guardian

### e-Parent-Teacher Meeting (e-PTM) - Secondary 1

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 1 will take place during the following period:

Period	Time	Mode
13 July to 17 July 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:

- 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 <a href="https://yss.adminbreeze.com">https://yss.adminbreeze.com</a> from 29 June to 10 July 2020. Please refer to the attached instruction sheet for assistance on reservation of timeslots.

Parents/guardian may also pose questions online from 29 June to 3 July via this link on the school website: <a href="https://sites.google.com/moe.edu.sg/yss-ptm/home">https://sites.google.com/moe.edu.sg/yss-ptm/home</a>. Responses to the questions raised will be posted on the school website by 10 July 2020. Information slides for the e-PTM will also be made available on the school website on 26 June 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 this year.

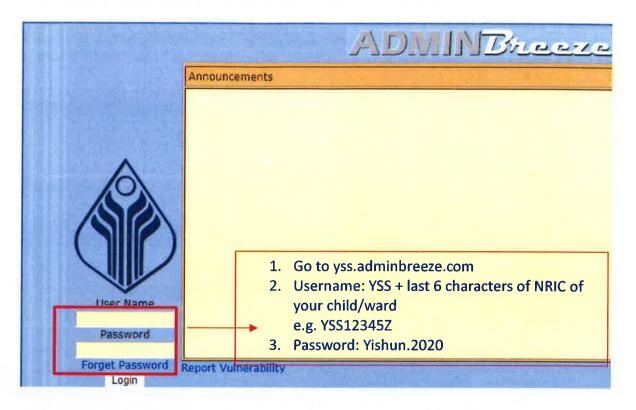
Please feel free to contact Mdm Evon Tan, AYH/Sec 1 at tan ee hoon evon@moe.edu.sg if you require any information or clarification.

Thank you and warmest regards

Mrs Regina Lee Principal

# Annex A: Booking of Slots through AdminBreeze

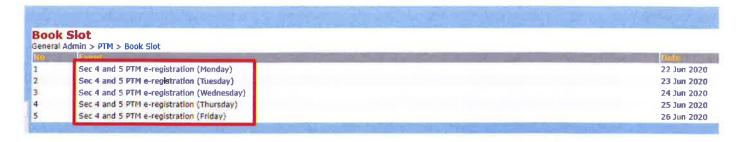
## Step 1:



Step 2:

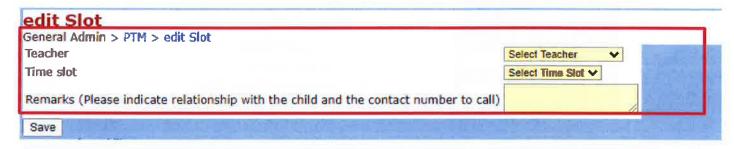


#### Step 3:



- 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.