



13 April 2018

Dear Parent/Guardian,

Parent-Teacher Conference (PTC) on Thursday, 24 May 2018

Greetings from SYAS!

Thank you for sending your child/ward to SYAS and having faith in us in imparting knowledge and skills and inculcating the school's core values, which are embedded in our vision and mission in your child/ward.

Our teachers would like to:

- Meet and update you about the performance of your child/ward in school
- Discuss the progress of your child/ward as shown in report slip

Your child/ward must be in school uniform if you would like them to attend the PTC with you.

To facilitate the smooth flow of the PTC and reduce waiting time, we strongly encourage you to book your preferred time slot to meet up with the form teacher of your child/ward. Booking of a timeslot is on a first-come-first-serve basis. The details of booking are as follow:

- Book your preferred timeslot through the AsknLearn portal, using your child's/ward's account at <https://lms.asknlearn.com/syas>, please refer to the attached Parents' Guide
- Date of booking: **13 April 2018, 8 am - 23 April 2018, 5 pm**
- You may book timeslots to meet the form teacher and up to a maximum of three subject teachers who are not form teachers of other classes
- Print a copy of your booking slip for reference

We seek your cooperation to bring along your booking slip and arrive punctually. If you arrive after your allocated timeslot, you will be placed at the end of the waiting list. Please note that parking in school compound is limited, hence you may want to park at Revenue House or the nearest shopping mall.

Thank you.

Yours sincerely,



Dr Shee Soon Chiew
Principal

Acknowledgement by Parent/Guardian: I have taken note of the letter dated 13 April 2018 and I shall attend the Parent-Teacher Conference on 24 May 2018 and make the booking accordingly.

*Name of Parent / Guardian

Signature

Name of Student

Class

Date

*Delete where applicable