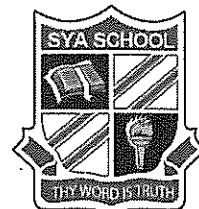


19 June 2020



SAN YU ADVENTIST SCHOOL
三育中小学

Dear Parent/Guardian,

Parent-Teacher Conference (PTC) Via Zoom Video Conferencing on Friday, 17 July 2020

Greetings from SYAS!

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

We would like to invite you to attend the PTC via Zoom video conferencing. Our teachers would like to discuss with you about the performance and progress of your child/ward in school.

To facilitate the smooth flow of the PTC via Zoom video conferencing, please book your preferred time slot to meet up with the form teacher of your child/ward. Booking of a time slot is on a first-come-first-serve basis. The details of booking are as follow:

- Book your preferred time slot through the AsknLearn portal, using your child's/ward's account at <https://lms.asknlearn.com/syas>, please refer to the attached Parents'/Guardians' Guide: PTC Booking.
- Date of booking: **23 June 2020, 8 am - 26 June 2020, 5 pm**
- You may book time slots to meet the form teacher and up to a maximum of three subject teachers who are not form teachers of other classes. Please print a copy of your booking slip for reference.

We seek your cooperation to attend the PTC via Zoom video conferencing punctually. You need to refer to the attached list for the **teachers' Zoom Meeting ID number and Password**.

Please activate your audio and video before joining the Zoom meeting. You need to use your **child's/ward's name** and **class** so that our teachers can recognize and let you into the room. Kindly join the teacher's Zoom meeting a few minutes before the actual session and wait in the Zoom Waiting Room.

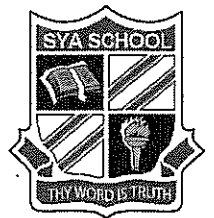
If you miss your allocated time slot, you will have to contact your child/ward's teacher to make another appointment.

Please refer to the attached **Guide on how to install Zoom** to help you to be prepared for the Zoom video conferencing.

Thank you.

Yours sincerely,

Dr Shee Soon Chiew
Principal



SAN YU ADVENTIST SCHOOL
三育中小学

REPLY SLIP

To: Form Teacher

Acknowledgement by Parent/Guardian: I have taken note of the PTC letter dated 19 June 2020.

Please tick one,

- I will be able to attend the PTC via Zoom video conferencing on 17 July 2020 and make the booking accordingly.
- I will not be able to attend the PTC via Zoom video conferencing on 17 July 2020.

*Name of Parent/Guardian

*Handphone number of Parent/Guardian Signature

Name of Student Class

Date

*Delete where applicable

