



BUKIT TIMAH PRIMARY SCHOOL

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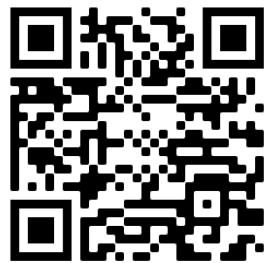




21 October 2021

Dear Parents/Guardians of from ,

2022 PRIMARY ONE BTPS ADMINISTRATIVE MATTERS

We wish to congratulate your child/ward for the successful admission to Primary One cohort in 2022 in Bukit Timah Primary School. In preparation for our new Primary One students, there are a few administrative tasks that you are required to complete. You may refer to the table below:

No.	For Who?	Form / Letter	Actions Required	QR Code
1	All	Collection of Pupil Data (from 29 Nov to 17 Dec 2021)	<p>As your child/ward will be starting primary one in January 2022, the Ministry of Education (MOE) would like to collect some information about you and your child/ward for the purpose of providing educational services to your child/ward during the period your child/ward is in MOE schools.</p> <p>Please submit the information through the online portal from 10.00 am, 29 Nov 2021. The portal can be accessed via this URL: https://pg.moe.edu.sg/forms/sdf or the QR code given. Each parent must individually login to the portal using his/her own Singpass account to submit particulars of himself/herself. We seek your help to complete the submission by 17 Dec 2021.</p>	
2	All	BTPS - My Child Profile	<p>We will need parents to share with us the Emergency Contact Person, pupil's Medical Conditions, Allergies or Special Educational Needs. Please complete the form - https://go.gov.sg/btps-mychildprofile and submit all relevant medical reports/social, emotional, learning or physical needs as diagnosed by the relevant specialist's (if any) by 5 Nov 2021.</p>	
3	All	Schools Fees - Giro Payment	<p>Parents are strongly encouraged to join the GIRO Scheme for School and Miscellaneous Fees. For more information you may visit this URL, - https://www.moe.gov.sg/financial-matters/fees</p>	

4	For Singapore Citizens Only	Enrichment Program Standing Order (EPSO)	<p>All Singapore Citizen students will have an Edusave account and receive a yearly contribution for their educational use. Your child can use his/her Edusave funds for:</p> <ul style="list-style-type: none"> • Enrichment programmes organised by their schools. • 2nd-tier miscellaneous fees. <p>To use your child's Edusave funds, you will need to submit the online Standing Order Form - https://form.gov.sg/#!/5be24a1bb3f842000fdc4e59 with either parent's SingPass login.</p>	
5	All	Invitation to Parents Gateway (PG)	Please refer to the attached letter and Annex A: Step by Step Guide to Parents Gateway Onboarding is attached in this package. We will be using Parents Gateway (PG) for all future communications.	
6	All	Booklist and Purchase of Books	Parents are to purchase via their respective online platform. Please refer to the attached letter for more information.	
7	All	Purchase of Uniform and Name Tags		
8	If Applicable	Indication of interest in school-based Student Care Centre (SCC)	Please refer to attached brochure for information and to indicate your interest in the school-based student care via the QR code.	
9	If Applicable	School Bus	Please refer to the attached information sheet on school bus and the vendor's regulations. Please complete and submit request via the google form https://forms.gle/XmUYAVrxP9dvRBzs5 by 10 Nov 2021 .	
10	All	Pupil's Name Lanyard	Pupil is to wear the lanyard for identification purpose during the first month in school. Please indicate the mode of transport back home (i.e. if you're taking the school bus, please indicate the bus number)	

P1 Orientation Day

The P1 Orientation Day will be on Friday, 19 November 2021 via an online platform. We will release more details via Parents Gateway (PG) in due course.

Please contact us at 64662863 for any clarifications.

Thank you.

Your Partner-in-Education,

A handwritten signature in blue ink, appearing to be 'Teresa', with a circular flourish at the end.

Mdm Teresa Kelly Len
PRINCIPAL