



# RAFFLES GIRLS' PRIMARY SCHOOL

21 Hillcrest Road, Singapore 289072. Tel: 64684377 Fax: 6469 2024

RGPS/N23/G/008

Dear Parents/Guardian,

## **Announcements for Information & Action**

### 1. Consent for the Use of Photographs and Videos

The school usually takes photographs and videos of students engaging in activities especially during special school events and celebrations. These are then archived in the school's repository. Sometimes, the photographs and videos may be used in school publications such as newsletters, school website and publicity materials.

We would like to seek your consent for the use of these photographs and videos should the need arise. No further action is required if you consent to the use of photographs and videos of your child/ward. Otherwise, please email the school ([rgps@moe.edu.sg](mailto:rgps@moe.edu.sg)) your child's/ward's name and class to indicate your non-consent by **16 January 2023**.

### 2. Guidelines on Use of Smart Watches

In recent years there is an increase in the number of students wearing smart watches to school. The capabilities of these smart watches range from calling, messaging to photo and video taking. We recognize the benefits of smart watches and seek parents'/guardian's support in ensuring that your child/ward adheres to the following guidelines on the use of smart watches in school.

To ensure that smart watches do not interfere with teaching and learning, and to safeguard the privacy of all students, students may only use their smart watches after school and at the canteen and pick-up point. During lessons and school programmes, students should switch off their smart watches and keep them in their bags. Smart watches are not allowed to be worn during weighted assessments and examinations. For time-telling purpose, students can refer to the clocks in school or wear a simple watch. As with the case for handphones, students are required to register their smart watches at the General Office.

The above guidelines do not apply to the POSB Smart Buddy watches.

### 3. Dates for P1 & P6 Photo Taking for School Smartcard

MOE will be conducting the yearly photo-taking exercise for all students in Primary One (P1) and Primary Six (P6) for the purpose of generating the School Smart Card (SSC). The photo-taking will be conducted by Transit Link's appointed vendor on behalf of MOE. The SSC serves as the student's identification card and can be used for concessionary travel on public transport and to borrow library books from the National Library Board and the school's library, amongst other usage.

The photo-taking session for our school is scheduled on 20 and 21 February 2023. Following the photo-taking, P1 students will receive their SSCs by end March 2023, while the photos for P6 students will be used for the printing of Secondary SSCs when they are promoted to Secondary One in 2024. For P1 students, while pending the receipt of the SSCs, students can continue to use the Child Concession Card for free travel on public transport until 30 April 2023.

Please be informed that all P1 and P6 students are required to be dressed in their school uniform for the photo-taking session. Please also ensure that your child's/ward's hair is neat and tidy.

If your child/ward is unable to attend the photo-taking session, the school will either arrange for him/her to have his/her photo taken on another day or request the parent/guardian to submit a softcopy photo to the school.

#### 4. Issue of Lockers

We are pleased to inform you that the pupils will be issued with a personal locker this year. Please indicate your interest by indicating a "Yes" on Parents Gateway if your child/ward would like to have a personal locker by **Thursday, 19 Jan 2023**.

The form teacher will issue one locker key to each student by end of Week 4 i.e. 27 Jan 2023. The lockers are for students' use.

The following are the rules for locker use:

- a. Cleanliness of locker. Students are to keep their lockers clean at all times. They are not to draw or paste any stickers on the lockers.
- b. Use of locker. The lockers are meant for students to put their books and stationery, which they do not wish to bring home. Students are not allowed to put personal items such as jewellery, cash, handphone, electronic or expensive items in the lockers. The school will not be responsible for the loss of such items. No food and snacks are to be put in the lockers.
- c. Loss of locker keys. Students are to be careful with their locker keys. If a key is lost, the student concerned will report the loss to General Office and pay **\$15.00** for a replacement lock. Replacement of locks will only be done in **Week 5 & Week 10 of each term**. Students who have lost their keys will be responsible for any item missing from their lockers during the interim period after school assists them to break open their lockers.
- d. Centralised Key Press in Classrooms for P1 & P2 Students. All P1 & P2 students are to keep their locker keys in a centralised key press situated at the back of the classrooms. The centralised key press will be locked by the teacher before dismissal every day and opened the next day. P1 & P2 students are not allowed to bring the locker keys home

The form teacher will educate students on the use of lockers. Please also help us to educate your child/ward to be responsible when using their lockers.

Your Partner in Education

Mrs Elaine Quek  
Principal