



## **RAFFLES GIRLS' PRIMARY SCHOOL**

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

RGPS/N26/P1/003

21 January 2026

Dear Parents/Guardian

### **2026 P1 JANUARY CIRCULARS (PART 3)**

In this set of circulars, you will find the information on the following programmes. Please refer to the table below for a list of circulars which you will be receiving. We seek your cooperation to follow up accordingly and adhere to the submission dates.

If you require any clarifications, you may contact the General Office at 6468 4377 or email the teacher-in-charge as indicated accordingly.

<b>S/N</b>	<b>Item</b>	<b>Remarks</b>
1	Issuance of Locker Keys	Parents indicate interest in PG by 26 January
2	Assembly Talk and Distribution of Vitagen	On 2 February

Thank you.

Your Partner in Education

Mrs Elaine Quek

Principal

## 1. Issuance of Locker Keys

We are pleased to inform you that the students will be issued with a personal locker this year. Please indicate your interest by indicating a “Yes” on Parents Gateway if you would like your child/ward to have a personal locker by **Monday, 26 January 2026**.

The form teacher will issue one locker key to each student by end of Week 5 i.e. 6 February 2026. 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 sticker on the lockers.
- b. Use of locker. The lockers are meant for the 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 and P2 Students. All P1 and 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. P1and P2 students are not allowed to bring the locker keys home.

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

## 2. Assembly Talk and Distribution of Vitagen

We would like to inform you that an assembly talk has been scheduled for our students on **Monday, 2 February**.

As part of the programme, students will be given a serving of **low-sugar Vitagen**. This is provided as part of the talk and is aligned with our school’s efforts to promote healthier food choices among students.

If your child/ward has any dietary restrictions or allergies, please inform the form teacher in advance.