



## **RAFFLES GIRLS' PRIMARY SCHOOL**

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

RGPS/N26/P4/006

21 January 2026

Dear Parents/Guardian

### **2026 P4 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
3	2026 P4 Overseas Immersion Programme (Melaka- Malaysia)	Application will close on 30 January Refer to Annex A for the summary of the programme

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 Jan 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.

3. 2026 P4 Overseas Immersion Programme (Melaka- Malaysia)

A. As part of our school's Global Education Programme, our Primary 4 students will be participating in a two-day, one-night overseas immersion programme to Melaka, Malaysia, in June 2026.

B. Your child/ward had been briefed on this learning journey by her Social Studies teacher last week.

C. The objectives of this overseas immersion programme are to:

- i. develop our students' 21st Century Competencies and build their confidence and independence;
- ii. enrich our students' educational experiences, while enhancing people-to-people ties and mutual understanding between youths of Singapore and Malaysia; and
- iii. provide our students with opportunities to appreciate the cultural heritage of Melaka, a UNESCO World Heritage City.

D. A brief summary of this overseas immersion programme can be found in Annex A.

E. A potential participant would be a student who is:

- medically fit (parents/guardian will need to declare their child's/ward's medical condition at the time of application);
- exemplary of our RGPSS Girl values;
- independent, a good team-player and has initiative;
- very interested and able to commit fully to the programme;
- able to share her knowledge about Singapore with her overseas buddies;
- committed to sharing her experience during our school's commemoration of International Friendship Day in April 2027;
- able to host her overseas buddies in school should the partner school visit Singapore.

F. Singapore Citizens will receive a 50% subsidy from the MOE TIE Fund and may use their Edusave Funds for the payment of this trip (via Edusave Enrichment Programme Standing Order (EPSO), where applicable). The school will also provide financial assistance to eligible students. Please do take note of the cancellation policy in Annex A.

G. We are currently inviting applications from potential participants for this overseas immersion programme to Melaka. In order to provide all students with a fair opportunity to benefit from our school's overseas immersion programmes, each student is entitled to participate in only one overseas learning journey during her upper primary years (Primary 4 to Primary 6).

H. If your child/ward is keen in applying for this programme, please complete the digital form via this link: <https://forms.moe.edu.sg/forms/vRa9Ww>

I. As part of the application process, there will be a selection procedure to ensure fairness and transparency. This will involve two stages:

- i) Writing Activity: All interested students will participate in an impromptu writing activity conducted during school hours.
- ii) Balloting: Based on the quality of submissions, a shortlist of candidates will be drawn up. If the number of shortlisted candidates exceeds the available slots, a balloting process will be conducted to select the final participants.

Please note that the outcome of the ballot and the school's decision are final.

- J. Application for this programme will close on Friday, 30 January 2026 (11.59 pm).
- K. All students selected for this overseas immersion programme are required to attend pre-trip preparatory sessions, which will typically be conducted on Friday afternoons. Separate arrangements will be made for students who have scheduled school-based activities. These preparatory sessions are intended to prepare students for the cultural exchange programme. In addition, selected students will be required to share their learning experiences with the RGPS community during International Friendship Day in April 2027.
- L. Should you need further clarification on this overseas immersion programme, please email the following staff:

Mdm Zairinah Faizal, SH (Social Studies): [zairinah\\_faizal@schools.gov.sg](mailto:zairinah_faizal@schools.gov.sg)

Mrs Elicia Tay, AYH (P1/P2): [lim\\_Pheh\\_Fuen@schools.gov.sg](mailto:lim_Pheh_Fuen@schools.gov.sg)

**P4 Overseas Immersion Programme 2026 (Melaka, Malaysia)**

<b>Proposed Date</b>	22 -23 June 2026 (tentative)
<b>Duration</b>	2 days / 1 night
<b>No. of students</b>	22
<b>Partner School</b>	SK Sacred Heart (Melaka)
<b>Sample Activities</b>	<ul style="list-style-type: none"> <li>• Visit to cultural/historical sites</li> <li>• Batik painting</li> <li>• School Visit/ Interactive activities</li> </ul>
<b>Transport</b>	<ul style="list-style-type: none"> <li>• By Land (Coach)</li> </ul>
<b>Accommodation</b>	At least 3* hotel (Twin sharing)
<b>Meals</b>	All meals catered for (with vegetarian/halal/special dietary options)
<b>Cost</b>	The estimated cost of this trip is about \$350. Singapore Citizens will receive a 50% subsidy from the MOE TIE Fund and may use their Edusave Funds for the payment of this trip (via Edusave Enrichment Programme Standing Order (EPSO), where applicable). The school will also provide financial assistance to eligible students. Please do take note of the cancellation policy.
<b><u>Cancellation Policy</u></b>	
<ul style="list-style-type: none"> <li>• If parents decide to withdraw from the trip after confirmation, they will have to bear the penalties as listed in the travel agency's cancellation policy.</li> <li>• Any student who is unable to proceed with the trip because of medical / compassionate reasons will be refunded based on the terms stated in the insurance policy.</li> </ul>	