



3D2N Primary 6 Urban and Cultural Camp at Malacca

Group 1: 30 Oct - 1 Nov 2019

Group 2: 6 - 8 Nov 2019

Learning objectives of this trip:

- ▶ Create opportunities for our students to appreciate and understand the various cultures in Malacca.
- ▶ Learn about Malay architecture, agriculture, customs and traditions.
- ▶ Learn about Peranakan customs, traditions and architecture.
- ▶ Prepare our students for the challenges of a globalized world.
- ▶ Broaden the experience of our students so that they can appreciate Singapore's growth, development and constraints.

Trip Details

Group 1

Date: 30 Oct - 1 Nov 2019 (Wed - Fri)

Group 1 classes - 6A1, 6D, 6N, 6R

Group 2

Date: 6 - 8 Nov 2019 (Wed - Fri)

Group 2 classes - 6A2, 6I, 6M

General Information

Radin Mas Primary School

Address: 1 Bukit Purmei Ave,
Singapore 099840
Tel: (+65) 6681 0123 (Office Hours)

Hospital In Malacca

Mahkota Medical Centre

No. 3, Mahkota Melaka, Jalan Merdeka, 75000
Malacca, Malaysia
Tel: 60 6-285 9999

Putra Specialist Hospital (Melaka)

Address: 169, Jalan Bendahara 75100
Melaka Malaysia
Tel: 60 6-283 5888

GLOBAL INTERNATIONAL TRAVEL (Singapore Tour Agent)

Address:
195 Pearl's Hill Terrace #01-20
Singapore 168976
Tel: (+65) 6777 1067

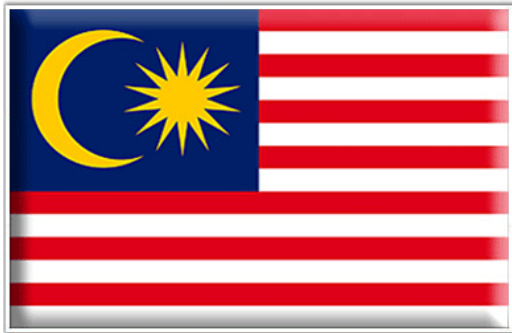
Contact: Ms Annie Low/
Ms Chris Ng

High Commission of the Republic of Singapore In Malaysia

****In case of emergency, please contact the numbers below:**
Address: 209 Jalan Tun Razak, 50400 Kuala Lumpur
Tel: (+6) 03 2161 6277 / +6 016-661 0400
(After office hours in an emergency)
Operating Hours: MON-FRI 8.30am - 5.00pm

HOTEL IN MALACCA

4* The Pines Melaka
Address: 33, Jalan Tun Sri Lanang, 75100
Melaka, Malaysia
Tel: (+60) 6-240 2323



MALACCA



General Information

| DATE / DAY | FROM | TO | ETD | ETA |
|-------------------|--------|--------|---------|---------|
| 30 Oct 2019 (Wed) | School | Melaka | 0700hrs | 1200hrs |
| 01 Nov 2019 (Fri) | Melaka | School | 1300hrs | 1730hrs |

DEPARTURE VENUE:

SCHOOL : Radin Mas Primary School

REPORTING TIME : 0615hrs

TOUR MANAGER : Ms Siti Hab

TOUR GUIDE : Ms Christina Wong, Ms Aishah, Ms Christine Tan

| DATE / DAY | FROM | TO | ETD | ETA |
|------------------|--------|--------|---------|---------|
| 6 Nov 2019 (Wed) | School | Melaka | 0700hrs | 1200hrs |
| 8 Nov 2019 (Fri) | Melaka | School | 1300hrs | 1730hrs |

DEPARTURE VENUE:

SCHOOL : Radin Mas Primary School

REPORTING TIME : 0615hrs

TOUR MANAGER : Ms Donna Tan

TOUR GUIDE : Ms Christina Wong, Ms Aishah, Ms Christine Tan

Have a light breakfast before coming to school

P6 CAMP (GRP 1)

30 October – 1 November (Wed to Fri)

| Class | Teachers Involved |
|---------------------------------------|---|
| 6A1 & 6R | Mrs Mohd (FT), Mdm Wong Bing Sum and Mdm Noorizan |
| 6D | Mrs Anba (FT), Ms Chen Yanqi, Mr Paul Tan & Mdm Joyce Goh |
| 6N | Mdm Elaine Lim (FT), Mdm Lau Wai Ping (FT), Mr Teo Wai Chin and Ms Khairunisa |
| Including- Mr Low Min Chye & Mrs Mani | |

P6 CAMP (GRP 2)

6 November – 8 November (Wed to Fri)

| Class | Teachers Involved |
|---|--|
| 6A2 | Mdm Ariyanti (FT), Mdm Ng Mui Leng (AED), Mrs Doreen Foo |
| 6I | Ms Lydia Chin (FT), Mdm Wong Yu Ling (FT), Ms Joyce Tan & Mr Kenny |
| 6M | Mrs Tam Chay Huan (FT), Ms Chua Lean Woon (FT), Mr Chua Wee Nam & Mr Rapheal Yeong |
| Including - Mr Lee Beng Sern & Mr Izree | |

*** IMPORTANT NOTE ***

- 1) Your international passport must have a minimum validity of (06) six months from the date of departure from Malaysia. The date of expiry for the passport must be after **02nd May / 09th May 2020****
- 2) Please ensure the photo in the passport has been updated**
- 3) All Non-Singaporeans to bring along student permit (Green pass) / PR pass & re-entry permit**

Tour Package

- Travel by air-conditioned coach
- Full board with 3 breakfast, 3 lunches and 2 dinners
- Special arrangement will be looked into for individual student's needs (e.g. Vegetarian)
- 2 Nights Accommodation – Twin or Triple Sharing
- English speaking licensed local tour guide per coach
- 1 experienced MOE registered tour manager from Singapore to follow the tour and ensure timely delivery of service

Tour Package

- Unlimited bottles of 500ml mineral water per person per day
- Travel insurance plan that covers damaged/lost items, medical reimbursement and sightseeing. (NTUC)

If Students Fall Sick

- ▶ If your child is sick prior to the departure day and on the day itself, the child will not be deemed fit to travel. Please notify the Form Teacher immediately so that he/ she could be withdrawn from the trip.
- ▶ You **MUST** submit any medical certificates with memo 'Unfit to Travel' in support of the medical condition for insurance claims thereafter (Diagnosis of your child sickness MUST BE recorded) virus infection/ acute influenza/ stomach flu etc.)
- ▶ Parents should ensure that their children take good care of his/her health before the trip.

Information On Travel In Malacca

Weather:

Temperature ranges from **23°C to 33°C**

Electricity:

240 V, 50Hz

Time difference:

No Time Difference between Singapore and Malaysia

Currency:

- ▶ You are strongly advised to change Ringgit Malaysia RM in Singapore
- ▶ S\$ 1=RM 3 approximately.
- ▶ Advisable to bring not more than RM100

Food and Beverage

- ❖ **Tap water is NOT drinkable in Malaysia**
You are advised to drink only mineral water supplied in the bus.
- ❖ **DO NOT Buy anything from roadside stalls**
- ❖ **DO NOT Buy anything when getting up and down the coach**
- ❖ **Be alert and mindful of own safety**

MEDICATION

MEDICAL CHECK LIST

If your child is on medication, please ensure that he/she brings enough medicine to last him/her for the entire trip. **Your child is advised to bring his/her own medication.**



Students MUST bring their OWN THERMOMETERS.



Health / Medical and Dietary Needs

- ❖ Please declare to the accompanying teachers if your child
 - *Has any medical condition
 - *Needs prescribed medication
 - *Needs special diet
 - *Has allergic reactions to certain medication / food
- ▶ All medications are to be placed in a Ziploc bag together with instructions on taking them.

Good walking shoes



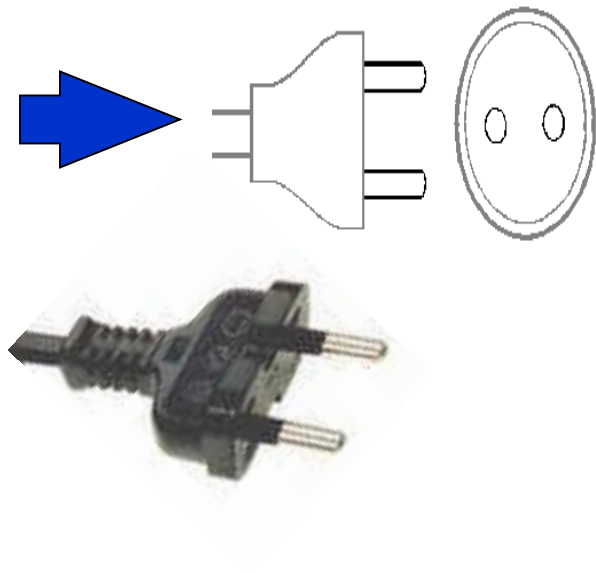
School / Track Shoes



ELECTRICITY

Bring along a Universal Plug (if necessary)

Round pin attachment plug



MOVEMENT

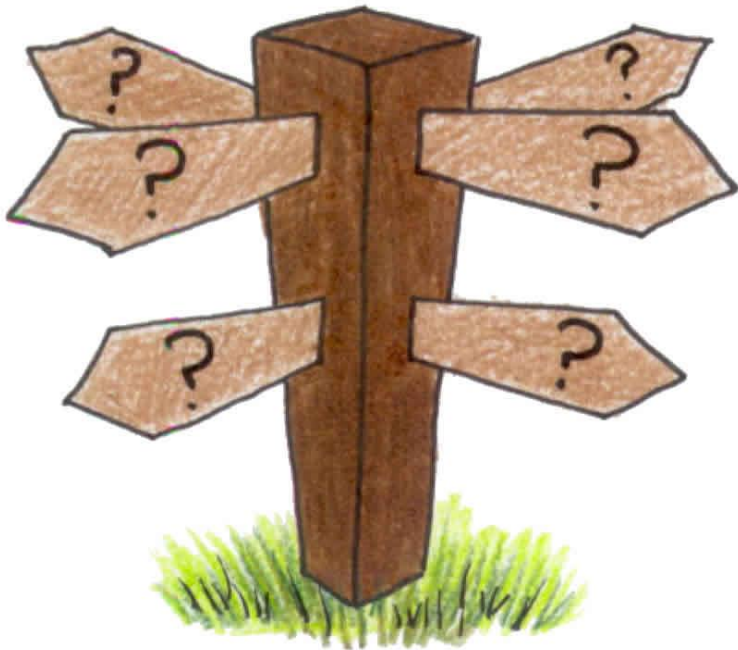
Students will:

- practice “Buddy system” wherever they travel
- move around in their respective groups
- inform teacher **IMMEDIATELY** in the event that his/her buddy is missing
- inform group leader and teachers if they need to use the washroom and movement to washroom in public places must be in pairs



**Where are the pupils
going for the 3 days?**

What is the attire for the 3 days?



Kampong Parit Penghulu





Peranakan Museum



Cheng Ho Museum



Local School Visit



Malacca Heritage Tour



St Paul's Hill Church



Christ Church Melaka



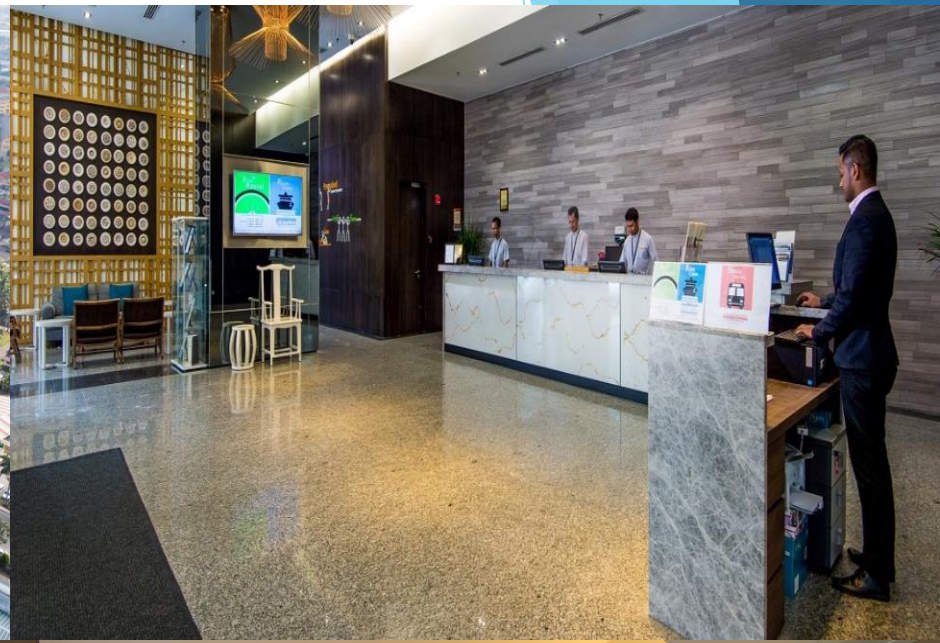
The Stadthuys



A Famosa

© Copyright

4* The Pines Melaka



Attire For 3 Days

▶ Day 1

Boys & Girls -> PE T-shirt with long track pants/jeans

▶ Day 2

Boys & Girls -> PE T-shirt with long track pants/jeans

▶ Day 3

Boys & Girls - Graduation T-Shirt with long track pants/jeans

PACK LIST

Please label all your belongings.

- Bring only one bag with luggage tags (for packing of clothes and other belongings).
- All travel documents, Visa / Student Pass / passport / Re-Entry Permit
- Money (Optional: not more than RM100)
- Stationery / Thermometer (ODT) / Umbrella or Ponchos / Insect Repellents
- Medication (as necessary)
- Prescription medication by doctor is compulsory.
- 1 day bag (writing materials, water bottle, personal medication and umbrella/ponchos for daily activities)

Clothing and Toiletries

- Underwear (at least 2 sets)
- T-shirts and long track pants/jeans (3 PE T-Shirts & Graduation T-Shirt)
- Toiletries (Soap, shampoo, toothbrush & toothpaste, personal toiletries)
- 2 pairs of socks / School Shoes or Sports Shoes
- Sleeping Wear (1set)/ Slippers
- Ziploc/plastic bags to store soiled clothing
- Souvenir (for buddy in school in Malacca - not more than \$5)

How to travel light

School Bag/Small Bag

- ▶ Water Bottle (1.5 l)
- ▶ Reflection Booklet
- ▶ Writing Materials
- ▶ Personal Medications
- ▶ Foldable Umbrella / Ponchos
- ▶ Thermometer



Customs Clearance

- ▶ Please ensure that your passport has been stamped before you leave the counter.
- ▶ Inform your teachers immediately if passport has not been stamped
- ▶ Singapore passport holders - Automated Clearance
- ▶ International passport holders - Meet Mrs Mani/Mr Izree before clearing customs
- ▶ Meet at designated point after clearing customs

In the bus

- ▶ Milo packets and buns will be distributed to you in the bus on day 1
- ▶ There should not be any consumption of hot food or beverages on the bus
- ▶ Please be gracious and do not litter in the bus
- ▶ Show your self-discipline and throw your litter in the trash bags

Hand phone & Other Electronic Devices Policy

- ▶ Students are strongly discouraged to bring or use their hand phones unless it is really necessary.
- ▶ Do not bring hand-held electronic games.
- ▶ You are **fully responsible** for your mobile devices
- ▶ Make sure you have switched off the data roaming
- ▶ Do not use devices when the teacher / guide is addressing you
- ▶ All hand phones are to be switched off when we are on the move
- ▶ Use hand phone only when instructed by teacher
- ▶ Group **will not go back to last location** to look for missing items

Communication Procedures

What do you need to do when your teacher/guide raises his/her hand?

- ▶ Switch off your mobile devices, if you are using it.
- ▶ Keep quiet and face the teacher/guide.
- ▶ Pay attention to him/her.
- ▶ Show your readiness by raising your hand.

Safety (General)

- **Inform teachers of any strangers who try to join the group / hassle you.**
- **Be responsible for your own health. Always inform the teacher if you are unwell.**
- **Avoid consuming food and drinks that are unsuitable.**
- **Take only prescribed medicine when you are unwell and with a teacher's supervision.**

Discipline & General Conduct

DO NOT..

- Carry things for strangers
- Put your money in any check-in luggage
- Wander off alone anywhere
- Visit other rooms without the teacher's permission
- Leave the room in the evening without informing your teacher-in-charge
- Admit any strangers into your room at any time of the day
- Remove/damage any items from the hotel room
- Show your money unnecessarily
- Wear any jewellery on the trip

During the trip (For students):

- You are representing the school and Singapore so please behave yourself.
- Therefore, exchange of rooms is strictly prohibited without the approval of the teachers in charge. **Boys are not allowed to go to girls rooms, vice versa.**
- **Never speak to any strangers. Inform your teachers IMMEDIATELY.**
- Accidents, illnesses, incidents and injuries, however minor, **MUST** be reported to the teachers immediately.
- **Punctuality** must be observed at all times for all activities
- **Never leave your luggage unattended** in public places
- Always be alert and be aware of what is going on around you.
- You are responsible for your own belongings such as your valuables.

Important Points for Students

- ▶ Check that your room is securely locked before you leave the room and before you sleep at night. Call the teachers promptly on the phone when you suspect something is wrong.
- ▶ When in doubt, speak to your teacher. Do not take matters into your own hands.
- ▶ If you feel unwell, inform your teachers immediately.
- ▶ Safety and Hotel Etiquette Briefing will be given just before we check into the hotel.

CANCELLATION

- ▶ The Client may cancel the reservation at any point of time however the notice of cancellation provided must be in writing. As the Company would have already proceeded with the necessary arrangements for the trip agreed before, the following cancellation charges must be borne by the Client and the travelling party.
- ▶ Personal Cancellation due to a valid reason (i.e. medical/ injury/ passing on of an immediate family member). Valid medical certificate with diagnosis, 'unfit to Travel' advice and death certificates must be available for cancellation. Penalty will be charged accordingly to GIT cancellation policy.
- ▶ Group Cancellation due to a valid reason (i.e. memorandum from Ministry of Education and/ or Ministry of Foreign and other relative Singapore Government department issues a travel advisory/restriction to the destination). Valid memorandum must be provided for GIT for cancellation. Penalty will be charged accordingly to GIT cancellation policy.

CANCELLATION POLICY

- ▶ FOR CANCELLATIONS RECEIVED LESS THAN 30 DAYS - 75% OF TOUR PRICE PER PERSON OR THE DEPOSIT AMOUNT, WHICHEVER IS HIGHER
- ▶ FOR CANCELLATIONS RECEIVED LESS THAN 14 DAYS - 100% OF TOUR PRICE PER PERSON

REFUND CANCELLATION

- ▶ FOR PERSONAL CANCELLATION DUE TO ANY VALID REASON, WE WILL ASSIST IN THE TRAVEL INSURANCE CLAIM PROCEDURES.
- ▶ FOR GROUP CANCELLATION DUE TO ANY VALID REASON, WE WILL ASSIST IN THE TRAVEL INSURANCE CLAIM PROCEDURES AIRLINES CLAIM.

***NTUC Travel Insurance
Student
(Plan A)***

Important Contact and Information

Radin Mas Primary School

Address: 1, Bukit Purmei Ave

Singapore 099840

Tel: +65 6681 0123 (Office Hours)

GLOBAL INTERNATIONAL TRAVEL PTE. LTD.

(Singapore Tour Agent)

Address: 105 Pearl's Hill Terrace #01-20

Singapore 168976

Office Tel: +65 6777 1067

Mobile : +65 9170 0651 (Ms. Chris Ng - Director)

+65 9189 4378 (Ms. Annie Low – Manager)

Prohibited & Controlled Items

- Chewing gum (except oral dental and medicated gum)
- Replica of weapons
- Alcohol
- Tobacco products and cigarettes
- Endangered species of wildlife and their by-products
- Firecrackers
- Obscene articles, publications, discs and software

You will be detained by ICA officers if you are found in possession of these items.

Other Information

Briefing for students on expected behaviour and SOPs has been conducted by the school on 22.10.2019

Communication From School to Parents

Parents will be notified via Parents Gateway

- Day 1 - after clearing Johor customs
- Day 3 - after clearing Singapore customs

*including other messages to update on children's activities

Communication From Parents to School

Parents can call the school in case of emergency:

During Office Hours

6681 0123

After office hours

8457 3073

Mr Kwok Keng Lian (VP) - 30th Oct - 1st Nov

Mr Low Min Chye (VP) - 6th Nov - 8th Nov

Note: The contact number (after office hours) is strictly for emergency use. Do not call to check on child, pass messages, check on arrival time, ask child to call home using their own mobile phone, just to mention some examples.

Q&A

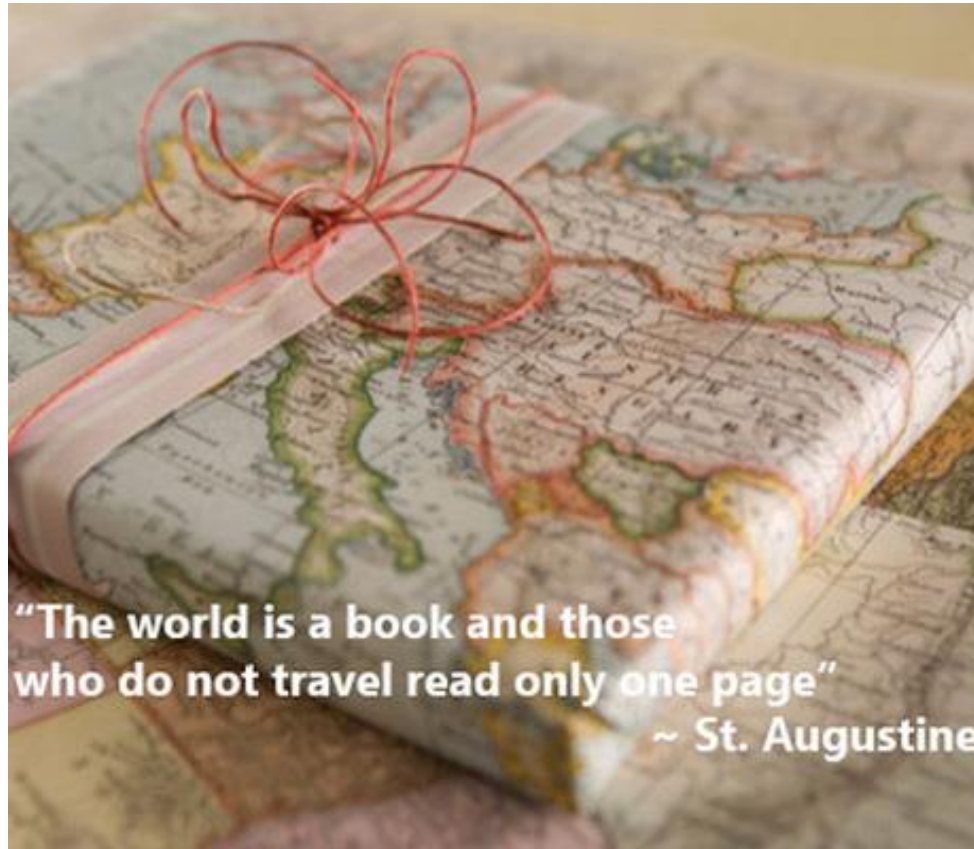
You have

Questions

We have

Answers





**"The world is a book and those
who do not travel read only one page"**
~ St. Augustine

Thank You for Your Time