



# Radin Mas Primary School

A School Where All Work Hard, Play Hard and Make A Mark

## FEB 2018 - Notification for Parents and Guardians

### CONTENT

- A. THE WEEKS AHEAD
- B. HEALTH MATTERS - PERSONAL HYGIENE AND SOCIAL RESPONSIBILITY
- C. CHINESE NEW YEAR CELEBRATION
- D. P1 INTEGRATED LEARNING TRAIL
- E. P3 AND P4 PERSONALISED LEARNING THROUGH MULTI-DISCIPLINARY PROJECT WORK (PL-MDPW)
- F. P4 BRING YOUR OWN DEVICE (BYOD) INITIATIVE
- G. ANNEX 1 – P4 RMPS ACCEPTANCE USE POLICY (RMPS AUP) FOR BRING YOUR OWN DEVICE (BYOD)

### A. THE WEEKS AHEAD

Date	Event Description
Wed, 07.02.2018	Photo-Taking for P1 & P6 Students for the School Smart Card (SSC)
Thu, 08.02.2018 to Fri, 09.02.2018	P4 Outdoor Escapade and Leadership Camp with Mathematics and Science Trail
Thu, 15.02.2018	Chinese New Year Celebration <i>(Note: School functions from 7.45 am to 10.15 am)</i>
Fri, 16.02.2018 – Sat, 17.02.2018	Public Holiday – Chinese New Year
Mon, 19.02.2018	School Holiday in Lieu – Chinese New Year
Fri, 23.02.2018	P2 Integrated Learning Trail to KidZania, Sentosa
Thu, 08.03.2018	P1 Integrated Learning Trail to River Safari - 1R, 1A1, 1D, 1I
Fri, 09.03.2018	P1 Integrated Learning Trail to River Safari - 1N, 1M, 1A2, 1S

### B. HEALTH MATTERS - PERSONAL HYGIENE AND SOCIAL RESPONSIBILITY

(Mr Kwok KL, VP(A))

We seek your understanding and cooperation to keep your children/ wards at home, if they are unwell, after you have taken them to consult the doctor. They should return to school only after they have fully recovered to prevent others from being infected. Parents/ Guardians would be asked to take their children home if they report to school before they have fully recovered.

Teachers are also reminded to closely monitor students' health condition and to report to the General Office when there is a higher than normal absentee rate on a particular day. Students are reminded about the importance of social responsibility and personal hygiene, eg. washing of hands with soap and water after their visits to the toilet and before the handling of food.

### C. CHINESE NEW YEAR CELEBRATION

(Mdm Lee SW, HOD MTL)

The school will celebrate Chinese New Year from **7.45 am to 10.15 am** on **Thu, 15.02.2018**. All students are to come to school in their school uniform and school shoes. On that day, they are encouraged to bring mandarin oranges to greet their teachers. If your child does not take the school bus home, kindly make your own transport arrangements.

### D. P1 INTEGRATED LEARNING TRAIL

(Mrs Doreen Foo, YH LP)

To imbue in our students, a joy of learning and to provide students with the opportunity to apply the concepts that they have learnt in class to real-life scenarios, all P1 students will be going on an integrated learning trail to River Safari.

The P1 integrated trail to River Safari allows students to develop a deeper understanding of the different types of animals and their life cycles and to also be exposed to mathematical concepts such as measurement. This trail aims to develop the students' both critical and inventive thinking skills as well as communication, collaboration and



information skills as students learn best through an authentic setting.

#### **Details**

- Description : P1 Integrated Learning Trail  
Date : Thu, 08.03.2018 - 1R, 1A1, 1D, 1I  
Fri, 09.03.2018 - 1N, 1M, 1A2, 1S  
Venue : River Safari  
Time : 9.15 am – 1.30 pm  
Attire : PE Attire  
Things to bring : Small bag:  
Writing materials  
Storybook  
Snacks & water bottle  
Clipboard (Optional)  
Note : School reporting and dismissal time will be as normal.

The cost of the P1 Integrated Trail is \$20.70 per student. After school subsidy, students need to co-pay only \$15.70. The amount will be reflected in the consolidated Edusave/ Cash payment Form for 2018.

Please complete the acknowledgement under 'Forms/ Others' in SNAAPP, by **Friday, 09.02.2018**. For non-SNAPP users, please complete the attached Acknowledgement Slip and submit the hard copy to your children's/ wards' Form Teachers by the same date.

#### **E. P3 AND P4 PERSONALISED LEARNING THROUGH MULTI-DISCIPLINARY PROJECT WORK (PL-MDPW)**

*(Mdm Wong Pauline, YH MP)*

RMPS embarked on PL-MDPW to better engage students and enhance their learning through Self-Directed Learning (SDL) and Collaborative Learning (CoL) activities. Students will be allowed to select a theme of their choice to further engender a sense of ownership. We are writing to seek your support and participation in facilitating the week-long PL-MDPW programme as Parent Facilitators.

Parent Facilitators will:

- provide consultation to students on how to search for appropriate information online,
- guide the students to do a presentation on their preferred theme and

Parent facilitators will be required to be in school for the duration of the PL-MDPW week. If you are able to partner us on this exciting journey with RMPS teachers and students as a Parent Facilitator, please complete your response under 'Forms/ Others' in SNAAPP, by **Wed, 14.02.2018**. For non-SNAPP users, please fill in the attached Response Slip and submit the hard copy to your children's/ wards' form teachers by the same date.

The schedule for the briefing session for parent facilitators is as follows:

<b>Level</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
P3 & P4	Wed, 07.03.2018	7.00 pm	PAL Room

Primary 3 Schedule																							
	0800	0815	0830	0845	0900	0915	0930	0945	1000	1015	1030	1045	1100	1115	1130	1145	1200	1215	1230	1245	1300	1315	1330
Mon 02.04.2018	Session 1						Recess			Session 2													
Tue 03.04.2018							Recess			Session 1													
Wed 04.04.2018	Session 1						Recess																
Thu 05.04.2018	Session 1						Recess			Session 2													
Fri 06.04.2018				Setting up			Recess			Celebration of Learning													

Primary 4 Schedule																								
	0800	0815	0830	0845	0900	0915	0930	0945	1000	1015	1030	1045	1100	1115	1130	1145	1200	1215	1230	1245	1300	1315	1330	
Mon 19.03.2018				Session 1						Recess			Session 2											
Tue 20.03.2018				Session 1						Recess			Session 2											
Wed 21.03.2018				Session 1						Recess						Session 2								
Thu 22.03.2018	Session 1									Recess						Session 1								
Fri 23.03.2018	Setting up			Recess			Celebration of Learning																	

#### F. P4 BRING YOUR OWN DEVICE (BYOD) INITIATIVE

(Miss S Thivyaa Tharrshini, HOD ICT)

BYOD aims to create a 21<sup>st</sup> century learning environment in which students will be provided with equitable access to technology for them to become self-directed learners and collaborative team players. In addition, they will also learn how to handle computing devices in a productive and responsible manner. RMPS implemented BYOD at P4 and P5 successfully in 2016. Many students brought their own authorized technology devices and had an exciting time of engaged learning with their friends during the PL-MDPW week.

Once again, we ask for parents' support in allowing P4 students to bring their own authorised technology devices to school to enhance learning in the classroom during their PL-MDPW Week in T2Wk1.

#### Specifications of Authorized Technology Devices

Laptops, netbooks, eReaders, iPads and android tablets with either Windows or Apple operating systems are permitted on the school's network. The device should have a minimum display screen size of 7.9 inches (diagonal).




In order to connect to the RMPS Segregated Wireless Network (SWN), the device must meet the prerequisite requirements stated in the table below.


<b>Operating System</b>	Windows Vista / 7 / 8, Apple MacOS, Apple IOS or Android
<b>Updated Web Browser</b>	Internet Explorer (Version 9 or newer), Firefox (Version 15 or newer) and/ or Google Chrome. All of these web browsers can be downloaded free of charge.
<b>Software Applications</b>	Microsoft Office 2007 or newer with Microsoft Word, Microsoft Excel and Microsoft PowerPoint

Please ensure that all technology devices are fully charged so that battery life will not affect proper operation during the school day. Please complete your response under 'Forms/ Others' in SNAAPP, by **Wed, 14.02.2018**. For non-SNAAPP users, please fill in the attached Response Slip and submit the hard copy to your children's/ wards' form teachers by the same date.

Prepared by

  
Mdm Siti Hidayatun Nisaa  
Administration Manager

Endorsed by

  
Mr Muhammad Farizal Bin Umar Effendi  
Principal

SUMMARY OF DEADLINES				
Item No.	Level	Event Description	Remarks	Deadline
D	P1	P1 INTEGRATED LEARNING TRAIL	Acknowledgement via SNAAPP or hardcopy	Fri, 09.02.2018
E	P3 – P4	P3 AND P4 PERSONALISED LEARNING THROUGH MULTI-DISCIPLINARY PROJECT WORK (PL-MDPW)	Acknowledgement via SNAAPP or hardcopy to volunteer for Parent Facilitator	Wed, 14.02.2018
F	P4	P4 BRING YOUR OWN DEVICE (BYOD) INITIATIVE	Acknowledgement via SNAAPP or hardcopy	Wed, 14.02.2018

### P1 INTEGRATED LEARNING TRAIL

#### Acknowledgement Slip

(For non-SNAAPP users, please submit the completed Response Slip to your children's/ wards' Form Teachers by **Friday, 09.02.2018**)

I have read Item D of the February 2018 Notification for Parents/ Guardians and have taken note of the contents.

Name of Child: \_\_\_\_\_

Class: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Contact No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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**P3 PERSONALISED LEARNING THROUGH MULTI-DISCIPLINARY PROJECT WORK (PL-MDPW)  
RESPONSE SLIP**

(For non-SNAAPP users, please submit the completed Response Slip to your children's/ wards' Form Teachers by **Wed, 14.02.2018**)

I am able to volunteer as a **Parent Facilitator** for the P3 Personalised Learning through MDPW.  
(From: 02.04.2018 to 06.04.2018).

Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_  
Name of Parent: \_\_\_\_\_ Contact No: \_\_\_\_\_

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**P4 PERSONALISED LEARNING THROUGH MULTI-DISCIPLINARY PROJECT WORK (PL-MDPW)  
RESPONSE SLIP**

(For non-SNAAPP users, please submit the completed Response Slip to your children's/ wards' Form Teachers by **Wed, 14.02.2018**)

I am able to volunteer as a **Parent Facilitator** for the P4 Personalised Learning through MDPW.  
(From: 19.03.2018 to 23.03.2018).

Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_  
Name of Parent: \_\_\_\_\_ Contact No: \_\_\_\_\_

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**P4 BRING YOUR OWN DEVICE (BYOD) INITIATIVE  
RESPONSE SLIP**

(For non-SNAAPP users, please submit the completed Response Slip to your children's/ wards' Form Teachers by **Wed, 14.02.2018**)

I have read and will educate my child/ ward to adhere to the **RMPS Acceptable Use Policy** for BYOD.

Please indicate with a  $\checkmark$  accordingly:

- My child/ ward **will be** bringing his/ her technology device to school, for use during the MDPW.  
 My child/ ward **will not** be bringing his/ her technology device to school, for use during the MDPW.

Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_  
Name of Parent: \_\_\_\_\_ Contact No: \_\_\_\_\_

## ANNEX 1

### **P4 RMPS ACCEPTANCE USE POLICY (RMPS AUP) FOR BRING YOUR OWN DEVICE (BYOD)**

*(Miss S Thivyaa Tharrshini, HOD ICT)*

The RMPS AUP is an agreement which outlines the responsibilities for students and parents concerning BYOD. The document addresses concerns and provides guidelines for the proper usage of the technology devices. In order for a student to use his or her technology device in BYOD, parents/ legal guardians must read and acknowledge that they have read the attached RMPS AUP. When a student brings his/ her own devices to school, it is mandatory that he/ she utilise the RMPS Segregated Wireless Network (SWN) only.

We thank you in advance and look forward to your support in making your child's Personalised Learning through MDPW an even more enriching experience.

#### **SWN Guidelines**

1. Students must use the school's SWN network and not a cell phone or service provider's data network (e.g. 3G, 4G, LTE) or any other wired or wireless network.
2. They must log into SWN using their wireless ID, and sign in using their assigned username and password.
3. By authenticating and logging into the wireless network, the student agrees to comply with the terms of the user policy.
4. Students must use the SWN only for school-related activities and not tamper with the network outlets in any way.
5. Students should be considerate and not engage in actions or activities that interfere with the functions of the systems, cause congestion to the network or interfere with the work of others.
6. Students are responsible for abiding by the guidelines set out in this AUP.
7. Students may access social media for educational use in accordance with their teacher's approved plan.
8. Students who disregard this policy and its accompanying procedures may have their user privileges suspended or revoked, and disciplinary action taken against them.

#### **Students must respect and protect the privacy of others by doing the following:**

1. Use only assigned network and user accounts.
2. Seek a file's owner's permission for using or altering his/ her file.
3. Refrain from distributing private information about others or themselves.
4. Using the camera function only with the permission of the teachers and upon permission granted by the subject of the photo or video.

#### **Students must respect and protect the intellectual property of others by doing the following:**

1. Seek permission and acknowledge the owners of the materials in their presentation.
2. Report any copyright infringement; do not assist or participate in such activities.
3. Respect the rights of others by complying with all the school policies regarding the protection and use of intellectual property.
4. Ask for permission if they need to install any software in the local hard disk or server drives.
5. Comply with the guidelines of any third party organization that the School may from time to time agree to adopt for its implementation.

*Failure by users to observe the abovementioned policies may result, whether directly or indirectly, in the school being involved in claims and/ or suffering damages, losses and expenses. A user shall indemnify the school and its officers for any such claims, damages, losses and expenses resulting from the user's failure to observe any of the above stated policies.*

**Students must respect and practise the principles of online community by doing the following:**

1. Communicate only in ways that are kind and respectful.
2. Report threatening or discomforting materials to a teacher.
3. Encourage others not to access, transmit, copy, or create mobile apps, websites, or other material with inappropriate information, content, ads, or any material that is not age or school appropriate.
4. Discourage and report any accessing, transmitting, copying, or creating of material that violates the school's code of conduct (such as messages/ content that are pornographic, threatening, rude, discriminatory, or meant to harass).
5. Discourage and report any online acts that are criminal or violate the school's code of conduct.
6. Use another student's device only when specifically permitted by that student and with the permission of a school administrator or teacher.
7. Avoid spam, chain letters, or other mass unsolicited mailings.
8. Refrain from involvement in buying, selling, advertising or other businesses.

**Accounts & Passwords**

1. Accounts and passwords are assigned to individual users and are not to be shared. Users are solely responsible for all functions performed from their assigned accounts and passwords.
2. Using another person's accounts and passwords, with or without the person's permission, is a serious violation.
3. Users should avoid, discourage or report any attempts to crack, copy and/or capture another person's computer password or email account.

**Email, Web and Learning & Management Systems**

The following conduct and actions are strictly prohibited:

1. Sending/ posting of pornography or defamatory materials/ messages.
2. Sending forged email or posting forged messages, impersonating another person or sending email anonymously.
3. Making changes to one's personal learning device's system configuration that would interfere with the school's management and monitoring systems.
4. Flooding a user or a site with a very large volume of email.

**Students must ensure the safety of their own devices by doing the following:**

1. Be responsible and exercise care in carrying and using their devices.
2. Ensure that all classroom doors are locked whenever the class has to move to another venue for lessons.
3. Report any suspicious character inside or near the classroom to any teacher or at the General Office.
4. Secure their devices and not leave them in the school premises overnight.

**Students must ensure that their devices have sufficient battery life by doing the following:**

1. Charge the technology devices fully before coming to school.

*Violations of the above policies, regulations, or school rules involving a student's personal electronic device may result in the loss of use of the device in school and/ or disciplinary action. The school reserves the right to inspect a student's personal electronic device if there is reason to believe that the student has violated board policies, regulations, school rules or has engaged in other misconduct while using their personal electronic device. Any search will be conducted in compliance with school policies.*

