



Radin Mas Primary School

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

JAN 2019 - Notification for Parents and Guardians

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A. THE WEEKS AHEAD

Date	Event Description
Mon, 07.01.2019	Temperature-Taking Exercise 2019
Mon, 14.01.2019	Start of Co-Curricular Activities
Thu, 17.01.2019	P2 Parent-Teacher Meeting
Fri, 18.01.2019	Start of Modular Co-Curricular Activities for selected P3 students P4 Parent-Teacher Meeting
Fri, 25.01.2019	P3 Parent-Teacher Meeting
Thu, 31.01.2019	P5 Parent-Teacher Meeting
Fri, 01.02.2019	P6 Parent-Teacher Meeting

B. GREETINGS FROM THE PRINCIPAL'S DESK

(Mr Muhammad Farizal, P)

Wishing all Parents, Students and Staff a blessed 2019 ahead.

2018 was indeed a meaningful and wonderful year for Radin Mas. As we looked back, we can clearly see the growth and progress of our students as they continued to work hard, play hard and make a mark. Our PSLE cohort of 2018 has done us proud with their results but more importantly, I am very pleased with how each and every one of our students has successfully internalised our school values and had made us proud with their actions, demeanour, and behaviour.



In 2019, we will continue to foreground the importance of academic excellence and to support and complement that with an equal focus and attention on character growth and development. 2019 will be an exciting year full of growth, opportunities and joy for all our students. We strive to continue building good ties with our parents and guardians, to walk together with all of you, in shaping and moulding our students to be good ambassadors for their families, their school, their community and eventually their nation.

C. TEMPERATURE-TAKING EXERCISE 2019

(Mdm SH Nisaa, AM)

As part of our measures to maintain schools' readiness to resume a temperature-taking exercise, the school will be conducting its first temperature-taking exercise in 2019 on **Mon, 07.01.2019 (Term 1, Week 1)**. Please ensure that your child's/ ward's Oral Digital Thermometer (ODT) is in good working condition. If the ODT is not working, a new one can be purchased from the RMPS bookshop at \$4.50 each. The school will be providing the 2019 Primary 1 students with new ODTs.

We seek your support and cooperation to ensure that your child/ ward brings his/ her ODT on the day of the Temperature-Taking Exercise. Together, we can conduct a successful temperature-taking exercise as part of our continuing efforts to provide a healthy and safe environment for all in our school.

D. USAGE OF PERSONAL DATA

(Mr Saravanan S, HOD ICT (Covering))

Under the Personal Data Protection Act (PDPA), photograph(s) and video image(s) of an individual are considered personal data.

This is to notify parents/ guardians that photograph(s) or video image(s) of students and parents/ guardians of RMPS may be captured during school activities and events such as classroom lessons, CCA, school camps, PrizeGiving Day, etc. The school may use and publish such photographs and/ or video recordings in school publications, website, social media channels, and other communication channels. However, these photographs and/ or video images will not be released to any third party without the individual's consent.

E. SNACK TIME

(Mdm Marianna MH, HOD CCE)

RMPS has implemented Snack Time since 2017. This move is in alignment with MOE's direction to promote well-being of our students by allowing our students to eat regularly during formal curriculum hours. Snack Time allows students to have time for a short break in class, to replenish their energy and refocus their attention.

As such, apart for the 30-minute recess break, all students will be allowed to have light snacks during Snack Time, which will take place each day, between 12.15 pm to 12.30 pm. During Snack Time, lessons will continue as usual, as the students have their snacks in the classrooms.

Parents may pack **healthy dry snacks** for your children. Examples of healthy dry snacks include biscuits, bread and fruits like grapes or banana. Based on observations from our teachers, some students are bringing food items which are unhealthy such as deep fried food and snacks like potato chips. We would like to encourage all parents to pack healthy dry snacks for their children.

In our efforts to encourage our students to make healthy food choices, and to assist the school in classroom maintenance, please note that only water is allowed during Snack Time. Packet drinks like milk, sweet drinks and Milo, will not be allowed in the classroom.

F. COMMUNICATION APPLICATION

(Mdm SH Nisaa, AM)

F1 SNAAPP

RMPS is currently using SNAAPP, a communication application, to enhance home-school communication. We require all parents to download the SNAAPP application so as to enjoy the ease of receiving timely and 24-hour electronic access to important information pertaining to their children and the school. Please refer to the step-by-step guide attached, to set up the SNAAPP application if you have not done so. Please be assured that all registration information, including your mobile numbers and email addresses, will be kept strictly confidential.

F2 LAUNCH OF NEW COMMUNICATION APPLICATION: PARENTS GATEWAY

In partnership with the Government Technology Agency (GovTech) and as part of Singapore's Smart Nation and Digital Government efforts, the Ministry of Education (MOE) has developed Parents Gateway - a one-stop mobile app for parents and schools to better support their children's educational journey through improved communications. The centrally coordinated initiative, available on IOS and Android for parents, allows schools to send updates on programmes and activities. It also allows parents to perform administrative functions such as providing consent for their children to participate in school activities. Parents can use their SingPass accounts, SMS 2FA or OneKey Token to gain access to Parents Gateway. Through this dedicated account, parents will be able to receive information and perform administrative functions for their children, even if the children are in different classes, or from different schools.

RMPS will transit to Parents Gateway by the end of Term 1 and will keep parents/ guardians updated on the date of implementation. In the meantime, you may refer to the set of Frequently Asked Questions attached. RMPS will cease using SNAAPP once we are onboard the Parents Gateway.

G. READING BEFORE MORNING ASSEMBLY

(Mr Goh SE, HOD EL & Mdm Lee SW, HOD MTL)

RMPS would like to promote a love for reading in our students in order to raise their language proficiency. Therefore, students will need to bring a Mother Tongue Language story book each on Mondays and Tuesdays, and an English Language story book each on Wednesdays, Thursdays and Fridays, for reading before morning assembly.

H. SAFETY & SECURITY

(Mr Kwok KL, VP(A))

In our continuous efforts to strengthen the school's safety and security, the following have been implemented. We seek the understanding of all parents/ guardians to adhere to the structures and processes we have put in place, for the enhanced safety and security of our students.

H1 DESIGNATED WAITING AREA FOR P1 PARENTS/ GUARDIANS DURING SCHOOL DISMISSAL

P1 parents/ guardians are to wait at the waiting area located in the school canteen for their children/ wards during dismissal. Unauthorized personnel are not allowed beyond this designated waiting area. P2-P6 parents/ guardians are to wait at the waiting area nearer the school gate for their children's/ ward's dismissal.

H2 SCHOOL'S GATES OPENING HOURS

The opening hours for the gates on **official school days** are as follows:

Description	Main Gate (Gate 2)		Bukit Purmei Side Gate (Gate 1) Lower Delta Side Gate (Gate 3)	
	Day	Time	Day	Time
Daily Arrival	Mon – Fri	6.45 am – 7.45 am	Mon – Fri	7.15 am to 7.45 am
Daily Dismissal	Mon – Thu	1.45 pm – 2.30 pm	Mon – Thu	1.30 pm to 2.15 pm
	Fri	1.30 pm – 2.15 pm	Fri	1.15 pm – 2.00 pm
Dismissal After CCAs (Except Chinese Orchestra), Remedial & Enrichment Programmes	Mon – Fri	4.30 pm – 5.00 pm	Mon	4.00 pm to 4.45 pm
Dismissal After CCA (Chinese Orchestra)	Wed	5.30 pm – 6.00 pm	-	-

If you need to come to the school for other purposes, eg to buy school books, or for appointments with school staff, please call the phone number indicated on the signage at the main gate, for assistance.

H3 SEASON PARKING IN RMPS

All carpark lots in the school have been reserved for season parking holders. Due to limited lots available, the school may not be able to provide sufficient visitor parking to parents. The school seeks your cooperation to park at Blk 108 and Blk 112, and enter the school via the Bukit Purmei Avenue side gate and proceed immediately to the Security Guard Post for visitor's registration. We appreciate your understanding.

H4 TRAFFIC MATTERS

Students Alighting Along Lower Delta Road at Arrival

If you drive your child(ren)/ ward(s) to school in the morning, please do not to allow him/ her/ them to alight along the Lower Delta Road and/ or Bukit Purmei Avenue as it poses a danger to him/ her/ them and other road users and is a hindrance to smooth traffic flow. Please drive into RMPS via Bukit Purmei Avenue so that your child(ren)/ ward(s) can alight at the foyer safely. We seek your understanding and cooperation to ensure his/ her/ their safety and well-being, as well as to be socially responsible by playing your part to prevent traffic congestion along Lower Delta Road and Bukit Purmei Avenue.

Strictly For Drop Off And Pick Up At The School Foyer

To facilitate the smooth flow of vehicles driving into RMPS for students to alight at arrival and for parents to fetch him/ her/ them at dismissal, please note of the "STRICTLY FOR DROP OFF AND PICK UP" signs at the foyer. If you drive your child(ren)/ ward(s) to school, please ensure that his/ her/ their bags are with them so that he/ she/ they can alight quickly on his/ her/ their own, at the foyer. This will ease traffic congestion leading into RMPS and minimise the wait time of other parents who are also driving their child(ren)/ ward(s) to school. Similarly, if you drive to school to fetch your child(ren)/ ward(s) at the foyer, he/ she/ they should board the vehicle quickly and minimise the wait time of other parents who also drive to school to fetch their child(ren)/ ward(s).

No Right Turn

Please take note of the "NO RIGHT TURN" sign in front of the school. Parents/ Guardians are not allowed to make a right turn upon exit from the school on Mondays to Fridays from 6.45 am to 7.45 am.

Parking Along Bukit Purmei Avenue at Dismissal

If you fetch your child(ren)/ ward(s) after school by car, please park at the HDB carparks at Blk 108 and Blk 112, and walk to the Bukit Purmei side gate to wait for him/ her/ them. Alternatively, you may time your arrival after 1.45 pm so that you can drive into RMPS after the school buses have left. Please refrain from parking your vehicles along Bukit Purmei Avenue as it poses a danger to other road users and is also a hindrance to smooth

traffic flow. We seek your co-operation and understanding to alleviate the inconvenience to the Bukit Purmei Avenue community, caused by illegal parking along the road, leading to traffic congestion

H5 EARLY DISMISSAL OF STUDENTS

If there is a need for your child(ren)/ ward(s) to be dismissed early from school for valid reasons, please inform his/ her/ their Form Teachers at least one day in advance and make arrangements for him/ her/ them to be fetched by an adult. Please note that the school will not allow your child(ren)/ ward(s) to go home on his/ her/ their own before dismissal, in the absence of an accompanying adult. The adult designated to fetch him/ her/ them must sign him/ her/ them out at the General Office.

H6 DELIVERY OR COLLECTION OF PERSONAL BELONGINGS DURING OR AFTER SCHOOL HOURS

Ensuring the upkeep of personal belongings is a key strand in developing personal responsibility. To further cultivate and nurture this to be a personal habit, RMPS will enforce a non-delivery practice of **non-essential** items to your children and wards during curriculum hours. However, we recognize that some items, eg wallets, spectacles or medication, are critical for our students. Therefore, the school will only facilitate delivery of critical items if necessary. In addition, students will only be able to retrieve items left in the classrooms on the next school day. We will remind teachers not to ask students to call home and request for the delivery of items they have forgotten to bring to school. Together, teachers and parents must stress to the students that they must take personal responsibility and face the consequences of their actions or non-actions. We seek the understanding and cooperation of parents/ guardians to reinforce this important expectation of personal responsibility.

H7 BIRTHDAY CELEBRATIONS

While we acknowledge the joy children have in celebrating their birthdays with their peers, this practice may pose a challenge to the school, in ensuring the hygiene standards of the food brought in and the well-being of our students, some of whom have specific food allergies. This practice may also lead to undesirable expectations amongst our students which may in turn, result in unnecessary pressure on their parents. Birthday celebrations in school is not allowed. We seek your understanding and cooperation to partner the school in this matter.

H8 COLLECTION OF SCHOOL FEES AND OTHER PAYMENTS

The General Office has set aside a specific days for parents to make payments personally. Please adhere to the following stipulated days and times if you would like to make payments to the school.

DAY	TIME
Tue, Wed & Thu	11.30 am – 12.30 pm

H9 ACCESSIBILITY OF SCHOOL BOOKSHOP TO PARENTS/ GUARDIANS

For the safety and security of our students, and also to facilitate a smooth purchase flow at the School Bookshop, we have issued instructions to our Security Officers to allow parents access to the School Bookshop only during stipulated times. Please adhere to the following stipulated times if you would like to purchase items personally from the School Bookshop.

DAY	TIME
Mon - Fri	11.30 am – 12.30 pm
	1.45 pm – 2.30 pm

I. P2-6 PARENT-TEACHER MEETINGS

(Mrs Doreen Foo, YH LP, Mdm Wong Pauline, YH MP, Mdm Malar Vizhi, YH UP)

As part of our on-going efforts to work in close partnership with parents to better support our students in their educational journey, RMPS will be conducting Parent-Teacher Meetings in Jan and Feb. The objectives of the

meeting are to share with parents on:

- The changing education landscape;
- Level programmes for the level;
- Awareness at the academic demands/ expectations at the level;
- Building partnership with Form Teachers.

The schedule for the respective levels is shown in the table below.

Level	Primary 2	Primary 3	Primary 4	Primary 5	Primary 6
Date	Thu, 17.01.2019	Fri, 25.01.2019	Fri, 18.01.2019	Thu, 31.01.2019	Fri, 01.02.2019
3.00 pm – 3.15 pm	Principal's Address – School Directions (Hall)				
3.15 pm – 3.30 pm	Year Head's Address – Level Programmes (Hall)				
3.30 pm – 4.30 pm	Academic Programme Head's Addresses – English, Mathematics, Mother Tongue and Science (if applicable) (Hall)				
4.30 pm – 4.45 pm	Break and movement to classroom				
4.45 pm – 5.30 pm	Form Teacher's Address – Class Focus (Classroom)				
5.30 pm	End of session				

To facilitate seating arrangements, please confirm your attendance by filling in the details and your questions/ concerns (if any) under 'Forms/ Letters' in SNAAPP, by **Friday, 11.01.2019**. 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. A NIL reply is required.

Please note that these sessions are for parents/ guardians only and no students will be allowed into the hall/ classroom. As these sessions are meant to be Form Teachers' address to parents/ guardians, we do seek parents'/ guardians' understanding to book another appointment if they wish to speak to the Form Teachers individually regarding their child.

We request parents who drive, to park their cars at the HDB carparks at Block 112 or Block 108 Bukit Purmei Avenue as there is no available parking in school. Your understanding is greatly appreciated.

J. PHOTO-TAKING FOR P1 & P6 STUDENTS FOR THE SCHOOL SMART CARDS (SSC)

(Mdm SH Nisaa, AM)

The Transilink Pte Ltd will be conducting the yearly photo-taking exercise for all P1 and P6 students for the issue of the SSC on Tue, 12.02.2019. P1 students will get their SSCs by the end of March 2019. The photo-images captured for P6 students will be used for the printing of Secondary SSCs when they progressed to Secondary One in 2020. Please ensure that your child/ ward in P1 and P6 wear their school uniforms to school on **Tue, 12.02.2019**.

K. CHINESE NEW YEAR CELEBRATION

(Mdm Lee SW, HOD MTL)

The school will celebrate Chinese New Year on Mon, 04.02.2019. On that day, students will be in school from **7.45 am to 10.15 am**. They are encouraged to bring mandarin oranges to school to greet their teachers. If your child does not take the school bus home, kindly make your own transport arrangements. Do also ensure that your child reports to school in school uniform for the celebration.

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
I	P2-P6	P2-6 PARENT-TEACHER MEETINGS	Acknowledgement via SNAAPP or hardcopy	Fri, 11.01.2019

Fax : 6547 4900
Tel : 6547 0000

TRAFFIC POLICE
SINGAPORE POLICE FORCE
10 UBI AVENUE 3
SINGAPORE 408865



January 2019

Parents/ Guardians of Radin Mas Primary School Students
Through Mr Muhammad Farizal Bin Umar Effendi
Principal
Radin Mas Primary School
1 Bukit Purmei Ave
Singapore 099840

Dear Sir/ Madam,

TRAFFIC POLICE ADVISORY ON ALIGHTING OF PASSENGERS

Traffic Police has received numerous feedback from residents of Teresa Ville Condominium regarding vehicles stopping in the yellow box outside of their gate to alight passengers. Vehicles have also been observed to be remaining in the yellow box in front of bus stop B07 along Lower Delta, impeding the exit of the bus bay. This causes difficulty to motorists entering/ exiting from the compound/ bus bay.

2. Please note the penalty for the following offence:
 - C. Stopping a vehicle in such a manner as to cause unnecessary obstruction to other road users (yellow box) – compoundable fine of \$70.
3. Traffic Police would not hesitate to take necessary action against errant road users who flout traffic rules and regulations.
4. We seek your cooperation to alight your child/ ward at the designated drop-off points in the school or the surrounding vicinity without causing inconvenience to other road users. We believe that such considerate behaviour would go a long way to help make Singapore roads safer for all.
5. We thank you for your continued support and cooperation.

Yours faithfully,
Choy Chan Hoe
Commanding Officer, Patrol Unit
Traffic Police

**PARENT-TEACHER MEETINGS
RESPONSE SLIP**

(For non-SNAAPP users, please submit the completed Response Slip to your children's/ wards' Form Teachers
by Wednesday, 11.01.2019)

Please tick the appropriate box to indicate your response.

- I will attend the briefing with my spouse. (2 attendees)
- I will attend the briefing myself. (1 attendee)
- I will not be attending the briefing. (0 attendee)

My question(s)/ concern(s)

Name of Child:	
Name of Parent:	
E-mail Address:	

Class:	
Contact No:	



What is snaapp?

snaapp is an app with many functions, which includes attendance taking and notifications capabilities. It acts as the **communication** platform between school and parents.

snaapp allows parents to have *first-hand* updates of their children.

Note

For attendance, please note that parents will only receive notifications in the event their child is late or absent.

Parents who do not have snaapp (eg. No smartphone) will miss out on the following:

- Receiving photos
- Reply to teacher/school
- Ease of updating the school their contact details

For technical assistance, email to snaapp@mggsoftware.com or call 6815 1210

For other matters, please contact the school's General Office: 6273 3937

1 INSTALL & ACCESS



snaapp: school notification & attendance app
MGG Mobileapps

Download "snaapp: school notification and attendance app".



Play Store



App Store
Enable notifications



Google Chrome

snaapp.mggsoftware.com/app

Create your Account



Already have snaapp account

LOGIN

Your Details

Username / Email

Password

Keep me logged in

LOGIN

2 REGISTER & LOGIN

Username & Password:

Case-sensitive, 8-15 alphanumeric numbers, symbols allowed -.#@*!?

Fill in all blanks, including Last Name, Email and Mobile number.

Tick Keep me logged in to stay logged in.

3 FORGET PASSWORD

Click "Forget password" to change password.

Snaapp will send an email with a link to key in new password.

Please check your email's Inbox / Junk / Spam folders.

Please add noreply@mggsoftware.com contact into your email.



Add child to my account

Associate with School

Your child's school *

AI TONG SCHOOL 爱同学校

Your child's full english name as printed on BC/FIN/NRIC

Last 5 characters of your child's BC/FIN/NRIC [Click For example](#)

* Required to fill in.

CLEAR

SUBMIT

4 ADD CHILD

Click "Add child to my account" to register as parent of a child in snaapp.

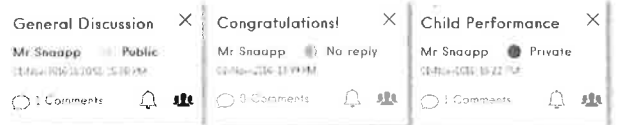
Fill in all the blanks in this order:

1. Child's School
2. Child's Name (as stated in your child's Birth Certificate/NRIC)
3. Child's Birth Certificate Number / NRIC last 5 characters (including last letter)

S9876543Z

T0123456A

5 MESSAGING



Click "Messaging blog" to communicate with teachers.

There are 3 types of messages:

- 1 Public Reply (Reply all)
- 2 Private Reply (Reply teacher only)
- 3 No Reply

6 FORMS & LETTERS



Forms / Others

Lightning / PSI

Results (Parent)

Click "Forms / Others" to access forms parents need to submit.

Click on the form title, choose options, acknowledge and sign to submit.

FREQUENTLY ASKED QUESTIONS (FOR PARENTS)

1. What is Parents Gateway?

Parents Gateway is a mobile app available on iOS and Android for parents. It affords schools the convenience of updating parents of your schools' programmes and for parents to provide consent for their children to participate in school activities.

2. Why Parents Gateway?

The digitalisation of administrative paperwork (such as issuing, collating of forms) will help alleviate the administrative load of teachers and allow them to devote more time to nurture their students.

3. Who can access Parents Gateway?

Parents Gateway contains sensitive information about students and their parents. Access to the mobile app is restricted to parents and legal guardians who are Singpass holders.

If you fall into any of the following categories, you are eligible to apply for SingPass:

- i. Singapore Citizen and Permanent Resident
- ii. Employment Pass and Personalised Employment Pass holders
- iii. EntrePass holders
- iv. S-Pass holders
- v. Dependant Pass holders (of EP, PEP, EntrePass and S-Pass holders)
- vi. Long Term Visit Pass-Plus (LTVP+) holders
- vii. Long Term Visit Pass holders
- viii. Selected Work Permit Holders who require SingPass to access government digital services. Visit [WPOL Enquiry Service](#) to check your status.

[WPOL link:

http://www.ifaq.gov.sg/SINGPASS/apps/fcd_faqmain.aspx#FAQ_2101385]

Schools will continue to issue hardcopy letters and consent forms to parents and legal guardians who are unable to onboard Parents Gateway.

4. How do I apply for SingPass?

Please visit the SingPass website (<https://www.singpass.gov.sg>), or scan the QR codes below to register for a SingPass and set up the 2-Step Verification (2FA).

Should you require further assistance, please contact SingPass Helpdesk at 6643-0555.



Please note that SingPass Mobile login is currently not yet supported for Android version of Parents Gateway. Parents using Android devices are advised to login using SMS 2FA or OneKey token in the meantime.

5. I forgot my SingPass password. How do I reset it?

If you have set up your SingPass 2FA, you can reset your password instantly online:

- i. Visit <https://www.singpass.gov.sg>
- ii. Select "**Reset Password**" icon on the scroll bar. Enter your NRIC/FIN details, followed by your SMS/Token One-Time Password.
- iii. Create your new SingPass password.

6. I have to use my SingPass for login. Is it secure?

SingPass is an online account management for access to Singapore Government e-services. It allows you to access hundreds of government services easily and securely online.

7. Must I pay for the app?

Parents Gateway is free-of-charge.

8. I have more than 1 child, do I require multiple accounts?

No, you do not need multiple accounts. You will be able to access all your children's information through a single platform on Parents Gateway, even if your children are attending different schools.

9. Can I receive information on both Parents Gateway and through hardcopy forms so that I can pin up the forms as reminders?

Parents are encouraged to view the school announcements and consent forms using the app. For parents who wish to receive reminders on upcoming events, there is an "Add to Calendar" feature. Upon selection, the event would be synced with your phone calendar.

10. Can I access Parents Gateway on the computer?

Parents Gateway is only available as a mobile application. Supported OS Versions: Android 5.0 or later & iOS 9.1 or later.

11. Are the access rights limited to one parent only?

No, both parents can access their children's information simultaneously from their respective Parents Gateway accounts.

12. Do both parents have to reply to consent forms?

Only a single consent is required. Once consent has been given, it cannot be edited by either parent. Should there be a change in decision, parents have to inform the school directly.

13. Does the usage of the app require large data consumption?

Parents Gateway does not require large data consumption.

14. Can I communicate with my child's teacher directly via the app?

This feature is not available at this point in time.

15. I am experiencing difficulty using the app, who should I go to?

You may approach your child's school for assistance.

16. I have more than one child in school. I can see only my first child's school's notices on Parents Gateway. My second child's school's notices are not visible on Parents Gateway. Why is this so?

Initial implementation of Parents Gateway involved implementation in 66 pilot schools. Your first child's school might have been one of these schools which piloted Parents Gateway. Your second child's school may not have onboarded yet because it was not part of the initial 66 schools who implemented Parents Gateway.

Your child's school will notify you on the date of implementation.

17. When can I start using Parents Gateway?

Parents are advised not to rush to download Parents Gateway until the school has notified them of its date of implementation.

18. Will Parents Gateway be available to Independent Schools?

Yes, Parents Gateway will be available to all government / government-aided and independent schools.