



Radin Mas Primary School

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

MAR 2020 - Notification for Parents and Guardians

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A. THE WEEKS AHEAD

Date	Event Description
Mon, 02.03.2020	Photo-Taking For P1 and P6 Students for the School Smart Cards (SSC) <i>(Note: P1 and P6 Students to wear their school uniforms.)</i>
Sat, 14.03.2020 to Sun, 22.03.2020	March School Holidays
Mon, 23.03.2020	P4 PL-MDPW*
Tue, 24.03.2020	P4 PL-MDPW* P3 Cultural Camp
Wed, 25.03.2020 to Fri, 27.03.2020	P4 PL-MDPW*
Mon, 30.03.2020 to Fri, 03.04.2020	P5 PL-MDPW*

* PL-MDPW - Personalised Learning through Multi-Disciplinary Project Work

B. UPDATES ON SCHOOL'S ACTIVITIES/ PROGRAMMES

In light of the COVID-19 situation, Radin Mas Primary School has stepped up on our precautionary measures to protect our students and staff. The updates on school's activities are as follows:

Name of Activity/ Programme	Published Date	Remarks
Secondary Schools Fair	Mon, 09.03.2020 – Tue, 10.03.2020	Postponed to Semester 2
P3 Camp	Fri, 13.03.2020	
CDC ICT Bootcamp	Thu, 19.03.2020 – Fri, 20.03.2020	
STEAM Week	Mon, 23.03.2020 – Fri, 27.03.2020	
Sports and Wellness Hike	Fri, 27.03.2020	
P1 Integrated Learning Trail to River Safari	Thu, 02.04.2020 – Fri, 03.04.2020	
P5 Learning Journey to The Rock @ Blakang Mati (Sentosa/ Fort Siloso)	Thu, 02.04.2020 and Thu, 16.04.2020	
Jogawalk & Family Day	Sat, 04.04.2020	Cancelled
Sports & Games Day	Thu, 09.04.2020	Cancelled <i>(Note: Normal school day for P1 to P6 students.)</i>
P2 Integrated Learning Trail to Kidzania	Thu, 30.04.2020	Postponed to Semester 2

In the event that school's activities/ programmes are not postponed/ cancelled, precautionary measures would be taken to minimise contact between the classes and they would be conducted in smaller groups. Parents/ Guardians would be updated on any changes to the school's activities/ programmes via Parents Gateway.

C. HEALTH ADVISORY AND TRAVEL DECLARATION FOR MARCH SCHOOL HOLIDAYS

(Mr Kwok KL, VP(A))

Health Advisory

All parents/ guardians are encouraged to continue to monitor their child/ ward's health and to adopt good personal hygiene habits. Parents/ guardians are to remain vigilant and observe measures recommended by local health authorities. Parents/ Guardians should seek immediate medical attention for their child/ ward if they are unwell, and



ensure that their child/ ward recover fully before they return to school for classes.

Students are reminded to wash their hands regularly and to adopt the following precautions at all times:

- Avoid contact with live animals including poultry and birds, and consumption of raw and undercooked meats;
- Avoid crowded places and close contact with people who are unwell or showing symptoms of illness;
- Observe good personal hygiene;
- Practise frequent hand washing with soap (e.g. before handling food or eating, after going to toilet, or when hands are dirtied by respiratory secretions after coughing or sneezing);
- Wear a mask if you have respiratory symptoms such as a cough or runny nose;
- Cover your mouth with a tissue paper when coughing or sneezing, and dispose the soiled tissue paper in the rubbish bin immediately; and
- Seek medical attention promptly if you are feeling unwell.

Travel Declaration for March School Holidays

All parents/ guardians are encouraged to monitor the health situations in the countries of travel and to refer to the website of the Ministry of Foreign Affairs (MFA) and Ministry of Health (MOH) for travel advisories. MOE will continue to comply with MOH's advice to defer all travel to Hubei Province and non-essential travel to mainland China and Daegu city and/ or Cheongdo county of the Republic of Korea.

Please remain vigilant and observe measures recommended by local health authorities when travelling overseas. Parents/ Guardians travelling overseas should eRegister with MFA at <http://eregister.mfa.gov.sg/> to facilitate contact tracing in the event of an emergency.

In view of the upcoming March School Holidays, parents/ guardians are required to declare their travel plans if they are travelling overseas via Parents Gateway under SERVICE > DECLARE TRAVELS by **Fri, 06.03.2020**. Only one parent is required to declare. For non-Parents Gateway users, please complete the attached Travel Declaration Form and submit to the General Office by the same date. NIL returns is **NOT** required.

The details submitted are accessible only by authorised personnel and will facilitate health measures to be taken in the event of heightened concerns after the holidays.

Thank you for your assistance in making the school a safe and healthy environment for learning.

D. CHINESE READING PROGRAMME

(Mdm Lee SW, HOD MTL)

To promote a love for reading Chinese storybooks amongst our students, the MTL Department has subscribed to ETutor iReading Levelled eBook by e-Com Digital International Pte Ltd. The CL teachers will assign e-readers for their students to read regularly and students are required to do an online assignment upon completion of the reading task. These e-Readers will enable the students to read independently with confidence, great interest and ease.

Your child can access these e-readers by logging in to website: www.ezhishi.net OR downloading mobile APP to your iPad/iPhone/Android Tablet/ Smart Phone for convenient log in. The CL teacher would be informing your child the username and password to log in.

We hope to work in partnership with you to help your child develop a joy in reading Chinese storybooks.

If you encounter any technical issue in accessing Ezhishi portal, you may contact the Ezhishi helpdesk at 6742 7555 or email to service@ecombay.com.

E. P3 CULTURAL CAMP

(Mdm Lee SW, HOD MTL)

The MTL Department is organising a Cultural Camp for Primary 3 students in order to enrich their learning of the Mother Tongue Language and appreciation of the related culture.

Date	:	Tue, 24.03.2020
Time	:	2.00 pm – 4.30 pm

As students will be dismissed at 4.30 pm, kindly make the necessary transport arrangement for your child after the session. Precautionary measures would be taken to minimise contact between the classes.

F. P4 AND P5 PERSONALISED LEARNING THROUGH MULTI-DISCIPLINARY PROJECT WORK (PL-MDPW)

(Mdm Wong Pauline, YH MP & Mdm Malar Vizhi d/o Govindan, YH UP)

RMPS embarked on PL-MDPW to better engage students and enhance their learning through Self-Directed Learning (SDL) and Collaborative Learning (CoL) activities. Through planned activities facilitated by teachers, the Primary 4 and 5 students will be involved in an exciting time of personalized learning.

Date	: Mon, 23.03.2020 – Fri, 27.03.2020
Venue	: Classrooms

G. P4 AND P5 BRING YOUR OWN DEVICE (BYOD) INITIATIVE

(Mr Saravanan s/o Shanmugam, HOD ICT Covering)

BYOD aims to create a 21st 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 T2Wk3.

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.

Operating System	Windows Vista / 7 / 8, Apple MacOS, Apple IOS or Android
Updated Web Browser	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.
Software Applications	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 give your consent in Parents Gateway by **Fri, 06.03.2020** by clicking on "YES" if your child is bringing his/ her own authorized technology device. For non-Parents Gateway users, please complete the attached Response Slip and submit the hard copy to your children's/ wards' form teachers by the same date.

H. P5 CERAMICS WORKSHOP

(Mr Idham AA, HOD PE/CCA/Aes)

For an enriching art-making experience, our P5 students will participate in a hands-on Ceramics workshop where they will be given the opportunity to explore and gain a deeper understanding of this traditional fine arts medium. This Ceramics workshop (8-sessions) will be conducted during Art curriculum lessons in Term 2.

Students will be able to acquire fundamental technical skills and express their creativity in handling ceramics clay. To recognise our students' passion and talent in the arts, their collective artwork will eventually be mounted and displayed in school. Cost of the programme will be borne by the school.

Prepared by

Mdm Siti Hidayatun Nisaa
Administration Manager

Endorsed by

Mr Muhammad Farizal Bin Umar Effendi
Principal

SUMMARY OF DEADLINES				
Item No.	Level	Description	Remarks	Deadline
C	P1 – P6	TRAVEL DECLARATION FOR MARCH SCHOOL HOLIDAYS	Submit via Parents Gateway or hardcopy	Fri, 06.03.2020
G	P4 and P5	P4 AND P5 BRING YOUR OWN DEVICE (BYOD) INITIATIVE	Submit via Parents Gateway or hardcopy	Fri, 06.03.2020

INFORMING SCHOOL OF CHILD'S /WARD'S TRAVEL PLANS

(Submit to the General Office by Fri, 06.03.2020)

Name of Child/Ward: _____

NRIC / BC No. : _____

Class: _____

My child/ ward will be travelling to the following country/ countries during the March School Holidays (Sat, 14 March 2020 to Sun, 22 Mar 2020). The details are listed below:

Country and City of Intended Travel	Period of Stay		Reasons (Holidays/ Transit etc)
	From	To	

Important Notes:

1. You need not fill in the form if you have submitted your travel plans using Parents Gateway.
2. Where possible, please also provide details of country and date of transit if your child/ward will be stopping over at any other country while travelling.

Name of Parent / Guardian: _____

Signature: _____

Date: _____

For Official Use	
Acknowledged by Form Teacher	_____
Date	_____

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P4 AND P5 BRING YOUR OWN DEVICE (BYOD) INITIATIVE RESPONSE SLIP

(For non-Parents Gateway users, please submit the completed Response Slip to your children's/ wards' Form Teachers by Fri, 06.03.2020)

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

Please indicate with a accordingly:

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

Name of Child: _____

Class: _____

Name of Parent: _____

Contact No: _____

P4 AND P5 RMPS ACCEPTANCE USE POLICY (RMPS AUP) FOR BRING YOUR OWN DEVICE (BYOD)

(Mr Saravanan S/O S, HOD ICT Covering)

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 discomfoting 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.



Ministry of Education
SINGAPORE

Information on Primary School Transfer Service for Change of Address

What is the Primary School Transfer Service

The aim of the Primary School Transfer Service is to centrally facilitate the transfer of primary school students who are Singapore Citizens or Permanent Residents and have relocated to another address, to schools nearer to their new residences. For your convenience, you can apply by submitting the online application for your child to the Ministry of Education. Learn about this online process and the key dates from our MOE website at www.moe.gov.sg/admissions/schooltransfer.

Under this online service process, all transfer applications will be considered for available vacancies in a primary school. Provisions will not be allowed to select a particular school for the transfer, as your child will automatically be considered for available vacancies in the nearer school in the first instance.

When are the key dates and stages

Overall School Transfer Period	Application Period	Application Outcome	Reporting Period
March 2020	2 – 13 March 2020	23 March 2020	24 – 27 March 2020
May to June 2020*	May – June 2020	June 2020	June 2020
August to September 2020*	August – September 2020	September 2020	September 2020
October to December 2020*	October – November 2020	December 2020	December 2020

*Indicated periods are tentative; please obtain the confirmed actual dates from our website nearer to the application periods.

Please be familiar with the above stages and timeline when relocating to your new residence to minimise the disruption to your child's studies and ease their integration into the new school. Application periods are planned to ensure that the transfer is completed in time for your child to start in the offered school at the new school term. If you have missed the application period for school transfer, you may wish to apply during the next application period or approach your child's current primary school for assistance.

How to apply

You can apply to transfer your child to a primary school near to your new residential address that you have relocated or will be relocating to.

You can apply for your child's primary school transfer through our online form at www.moe.gov.sg/admissions/schooltransfer.

Requirements to apply for primary school transfer:

- Your child is a Singapore Citizen (SC) or Permanent Resident (PR).
- Your child is currently in Primary 1 to 5 of the current academic year.

Your child will be offered a primary school near to your new residential address with available vacancies.

- We will require your child to report to the new school by the end of the reporting period to complete the school transfer.
- You are required to have your NRIC updated with your new residential address when reporting to the new school.

What are the key points to note

What you need to know **before** applying online:

- Your child will be offered a primary school near to your new residential address with available vacancies. You will not be able to indicate your choice of school for transfer.
- You will need your SingPass to log in. You are advised to set up your SingPass early if you have not done so. Find out how to register for a SingPass and 2-Factor Authentication (2FA) if you have not done so.
- It will take approximately 5 to 10 minutes to complete the online form.

The submission of this online service will depend on parents/guardians furnishing correct information in the application. Any school transfer request resulting from false or incorrect information furnished in the application will be nullified and in such an event, the child affected may be allocated to any school as directed by the Ministry of Education (MOE).

If your child already has a set of Primary 5 subject combination, your child will be offered the same combination in the new primary school offered.

Primary 6 students are discouraged from seeking school transfers given that it is a critical year for them to prepare for the national primary school leaving examinations. If there are special circumstances, you should directly approach your child's current school.

What to do when I receive school offer outcome

You will receive the primary school offer outcome of your child's application through an email issued by MOE.

Your child will remain in the current school if you decide not to accept the school offer or if you miss the reporting deadline.

You and your child must first report to the current primary school to initiate the transfer process, and then report to the offered primary school to complete the transfer process. This transfer process must be completed within the reporting period.

You will need to bring the following documents to the current school for verification:

- Your child's Birth Certificate / entry or re-entry permit
- Singapore NRICs / entry or re-entry permit of both parents

Any other reasons for school transfer

If you are seeking a primary school transfer due to reasons other than change of residential address, e.g. medical conditions, you should directly approach your child's current primary school for assistance. Transferring your child to another primary school is an important decision and can disrupt the quality of his/her educational experience. Any decision to transfer schools should be made in consultation with your child's current primary school. We encourage you to work with the school as they are best placed to advise on your child's learning needs.

If you are currently caring for the child (e.g. legal guardians, foster parents, grandparents, or guardians whom the parents have authorised) and are seeking a primary school transfer, you should directly approach the child's current primary school. Our schools are committed given their strong sense of ownership to help students pursue their education goals.