



BUKIT TIMAH PRIMARY SCHOOL

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16 October 2024


Dear Parent/Guardian

2025 PRIMARY ONE BTPS ADMINISTRATIVE MATTERS

We would like to welcome your child/ward to Bukit Timah Primary School. To prepare your child/ward as our Primary One student, please take note of the information in the table below.

No.	For Whom?	Form / Letter	Actions Required	QR Code
1	All	Students Details Form	<p>The Ministry of Education (MOE) would like to collect necessary information about you and your child/ward to provide educational services for your child/ward in our schools.</p> <p>Please <u>submit the information</u> through the online Student Details Form portal from 10.00 am, 25 Nov 2024. The portal can be accessed via this <u>QR code</u> below. Either parent can login to submit the <u>required particulars</u>. We seek your help to complete the submission <u>by 31 Dec 2024</u>.</p>	
2	All	GIRO and Edusave Standing Order	<p>We would like to invite you to join our GIRO scheme for a hassle-free and convenient payment arrangement. In this way, you and your child/ward will not need to make payment in person at the school monthly. This GIRO arrangement can be used to pay fees, enrichment programmes and any charges, national examination fees (if applicable) and for disbursement/refund purposes (e.g. payment of school awards or refund of excess paid). You may refer to the attached user guide for eGIRO application.</p> <p>All Singapore Citizen students will have an Edusave account automatically opened for them and receive a yearly contribution from the Government. Parents can sign up for the Edusave standing order to use your child's Edusave account to pay miscellaneous fees and enrichment programmes to reduce out-of-pocket expenses.</p> <p>You can read more about the GIRO and Edusave schemes and sign up for the respective standing orders online via the QR Code.</p>	<p>For Singapore Citizens</p>  <p>For Non-Singapore Citizens</p> 

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3	All	Booklist and Purchase of Books	Parents are to purchase via the respective online platforms provided by our vendors. Parents are encouraged to purchase online. Please refer to the attached letter for more information.	
4	All	Purchase of Uniforms and Name Tags		
5	If interested	Indication of Interest in School-based Student Care Centre (SCC)	Please refer to attached brochure for information on our school-based SCC and indicate your interest via the QR code.	
6	If interested	School Bus Service	<p>Please refer to QR Code¹ for MOE Terms and Condition Governing the Request for Services.</p> <p>Parents may may submit your request via the QR Code² by 20 Nov 2024 (Wednesday).</p>	<p>MOE Request for School Bus Service and T&C Governing the Requests for Services</p>   <p>²Bus Vendor Registration Form and Regulations</p>

<u>No.</u>	<u>For Whom?</u>	<u>Form / Letter</u>	<u>Actions Required</u>	<u>QR Code</u>
7	All	Invitation to Parents Gateway (PG)	Please refer to the attached letter and Annex A (Step by Step Guide to Parents Gateway Onboarding) which are attached in this package. We will be using Parents Gateway (PG) for all future communications with you.	
8	All	Lanyard with Name	P1 students are to wear the lanyard for identification during the first month in school. Please indicate the mode of transport back home (i.e., School Bus/Private Transport). If your child/ward is taking the school bus, please indicate the bus number.	
9	If Applicable	Financial Assistance Scheme	Singapore Citizen students may apply for MOE Financial Assistance Scheme (MOE-FAS) if they meet the gross household income or per capital income criteria. Please refer to the QR code for more information on the scheme.	

Please contact us at 64662863 during office hours or email us at bukittimahps@moe.edu.sg for any clarification.

Thank you.

Ms Lau Wan Sze
Principal