






BUKIT TIMAH PRIMARY SCHOOL
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 Singapore 598112
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 School Website: <http://www.bukittimahpri.moe.edu.sg>






18 October 2023

Dear Parents/Guardians,

2023 PRIMARY ONE BTPS ADMINISTRATIVE MATTERS

We would like to welcome your child/ward to Bukit Timah Primary School. To prepare for Primary One, please take note of the following:

<u>No.</u>	<u>For Who?</u>	<u>Form / Letter</u>	<u>Actions Required</u>	<u>QR Code</u>
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 information and services for your child/ward in our schools.</p> <p>Please submit the information through the online Student Details Form portal from 10.00 am, 27 Nov 2023 (Mon). The portal can be accessed via this QR code. Both parents must login separately to the portal using his/her own Singpass account to submit particulars of himself/herself. We seek your help to complete the submission by 29 Dec 2023 (Fri).</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 style="text-align: center;">GIRO</p>  <p style="text-align: center;">Edusave</p> 

<u>No.</u>	<u>For Who?</u>	<u>Form / Letter</u>	<u>Actions Required</u>	<u>QR Code</u>
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	Please refer to QR Code ¹ for the School Bus Information and Regulations. You may submit your request via the QR Code ² by 5 Nov 2023 (Sun).	<p data-bbox="1251 1256 1458 1352">¹School Bus Information and Regulations</p>  <p data-bbox="1230 1637 1479 1666">²Registration Form</p> 

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.

Please contact us at 64662863 during office hours for any clarifications.

Thank you.



Ms Lau Wan Sze
Principal

