## **Administration**

	Forms	Remarks
1	Letter for Use of Parents Gateway (PG) App for Notification and Consent Forms	Complete on-boarding process for the PG App by <u>31</u> Oct 2024.
		Invitation to Parents Gateway.pdf
		Note: Your child's name will appear only when her data is synced to PG.
2	Pupil Data capturing for P1 students via Student Details Form (SDF) Portal	Details will be made available before <b>25 Nov 2024</b> via the PG App.
		Please <u>submit the information</u> through the online Student Details Form portal <u>from 10.00 am, 25 Nov 2024</u> . Only one parent (father or mother) is required to submit the pupil data to MOE. He/she can submit his/her own education level and that of the spouse's. We seek your help to complete the submission <u>by 31 Dec 2024</u> .
3	Edusave Standing Order (Singapore Citizen Students)	• The details on signing up for Edusave Standing Orders will be available on MOE internet website.
		Edusave Account: Usage of Funds https://www.moe.gov.sg/financial-matters/edusave- account
		<ul> <li>Parents to submit only one application (online or hardcopy) per student.</li> </ul>
		Standing Order for Use of Edusave Account At Govt / Govt-Aided School   FormSG
		More information
		Applications received by <b>30 Nov 2024</b> will be processed for first MOE bill in Feb 2025.
4	GIRO form	<ul> <li>GIRO applications for the new P1.</li> <li>The details are available via PG App, please refer to the</li> </ul>
		attached eGIRO user guide.
		<ul> <li>Complete application by <u>31 Oct 2024</u>.</li> <li>User Guide for eGiro Application.pdf</li> </ul>
		<ul> <li>MOE e-GIRO portal weblink <u>https://www.moe.gov.sg/financial-matters/fees/egiro</u></li> </ul>

	Forms	Remarks
5	Mother Tongue Language (MTL) (If applicable) • NON-MOTHER TONGUE LANGUAGE - CHINESE/ MALAY/ TAMIL (MTL) • NON-TAMIL INDIAN LANGUAGE (NTIL)	<ul> <li>Submit application form and supporting document to school via email at lim_gek_suan@schools.gov.sg by <u>31 Oct 2024</u>.</li> <li>Form 1 MTL.pdf</li> </ul>
6	Financial Assistance Scheme (MOE FAS) *If applicable. This scheme applies only to <u>Singaporean students</u> in Government or Government-aided schools	<ul> <li>Submit application form and supporting documents to the school via email at lim_gek_suan@schools.gov.sg by <u>31 Oct 2024</u>.</li> <li>MOE FAS Application Form.pdf</li> <li>MOE FAS 2025 MOE FAS 2025 English.pdf</li> <li>MOE FAS 2025 Chinese.pdf</li> <li>MOE FAS 2025 Tamil.pdf</li> </ul>
7	School Bus Registration Form	<ul> <li>Letter and Terms &amp; Conditions governing the request for service.</li> <li>2025 School Bus.pdf School Bus Annex A.pdf</li> <li>Online or QR code registration till <u>31 Oct 2024</u>. QR code:</li> <li>Intps://form.gov.sg/66ff46636938c2fb83eee229</li> </ul>
8	Indication of interest in school-based Student Care Centre (SCC)	<ul> <li>Interest Reply Form hyperlink is in the letter.</li> <li>Submit your interest by <u>18 Oct 2024.</u></li> <li>Nascans 2025.pdf</li> <li>QR code:</li> </ul>

	Forms	Remarks
9	Parent Volunteer Letter and Application Form	Submit application form via email chijkcpcpc@gmail.com

## <u>Purchases</u>

	Purchases	Remarks
1	Purchase of School Books	<ul> <li>Purchase of books is available online starting from 7<u>Oct</u> to 11 Oct 2024.</li> <li><u>https://www.pacificbookstores.com</u></li> <li>Bookstore purchase information and guide: <ul> <li>Pacific Bookstore P1</li> <li>Pacific Bookstore</li> <li>Online Purchase.pdf</li> </ul> </li> <li>Self-collection is strictly by appointment (Limit to parent and child) or Home Delivery (delivery fee applied).</li> <li>Purchase at bookstore is available 14 – 16 Oct 2024.</li> <li>Please note that the Vendor accept <u>Cash, PayLah, PayNow and DBS Nets Pay / Nets Tap payments</u> for additional purchases such as stationery and exercise books at the bookshop.</li> </ul>
2	Purchase of PE & Art Apron Name Tag * PE & Art Apron Name Tag to be distributed in class in Jan 2025.	<ul> <li>Ordering of Name Tag is available via online using the same link as the Purchase of School Books.</li> <li>Please click on the itemised Name Tag in the booklist and key in your child's name and class.</li> <li>Please order the name tag by end Nov 2024 to receive it in Jan 2025</li> </ul>

3	Purchase of Uniform and PE Attire	Purchase of School Uniform and PE Attire is available online.
		Purchase guide on-line: <u>https://www.magdalene.com.sg/copy-of-</u> instructions
		Store Link: <u>https://www.magdalene.com.sg</u>
		<ul> <li>Please choose House Colour for PE Attire when ordering.</li> </ul>
		<ul> <li>Example: GREEN (ST ANNE) – House Colour stated in the email.</li> </ul>
		<ul> <li>Please note that the payments are as follows:</li> <li>Online payment: Credit Card</li> <li>Walk-in: Cash &amp; PayNow</li> </ul>
		<ul> <li>Purchase at school is strictly between 14 – 16 Oct 2024, 9.00am to 3.00pm (Avoid lunch hour 12.00pm to 12.30pm)</li> </ul>
		• For walk-in to the retail office, please check the website for information. An e-appointment is required starting from mid November 2024.
		<ul> <li>Home Delivery Charges:</li> <li>\$50.00 and below: \$6.00</li> </ul>
		<ul> <li>\$50.10 - \$80.00: \$8.00</li> <li>\$80.10 - \$120.00: \$10.00</li> </ul>
		<ul> <li>\$120.10 - \$150.00: \$12.00</li> <li>\$150.10 &amp; above: \$15.00</li> </ul>
		Uniform Magdalene.pdf