



# **RAFFLES GIRLS' PRIMARY SCHOOL**

21 Hillcrest Road, Singapore 289072. Tel: 64684377 Fax: 6469 2024

RGPS/N26/P3/001

30 December 2025

Dear Parents/Guardian

## **2026 P3 JANUARY CIRCULARS (PART 1)**

We would like to wish all a happy 2026 ahead and may every day of your life be filled with blessings. We would also like to welcome your child/ward back to school.

In this set of circulars, you will find the information on the following programmes. Please refer to the table below for a list of circulars which you will be receiving. We seek your cooperation to follow up accordingly and adhere to the submission dates.

If you require any clarifications, you may contact the General Office at 6468 4377 or email the teacher-in-charge as indicated accordingly.

<b>S/N</b>	<b>Item</b>	<b>Remarks</b>
1	Welcome Back to School & COE 2025	Refer to Annex A for COE 2026
2	RGPS-LTA and PUB Traffic Advisory	
3	Student Details Form	From 2 January to 31 January 2026
4	Repair and Replacement of School Uniforms	
5	Intent to Participate in National School Games 2026 – for CCAs not offered in RGPS	Deadline: 25 January 2026
6	P3 Online Parent-Teacher Meeting	6 January 2026
7	PG-SCM Student Absence	Refer to attached PDF for Parent User Guide
8	POSB Smart Buddy for Payment in Canteen and Bookshop	Refer to attached PDF for registration letter

Thank you.

Your Partner in Education  
Mrs Elaine Quek  
Principal

### 1. Welcome Back to School & COE 2026

We hope that you have had a good break with your child/ward and we would like to welcome her back to school on **5 January 2026, Monday**.

We are excited to begin a new year filled with fresh opportunities for learning and growth.

To help our students ease smoothly into the new year, we will be conducting Welcome Back to School Programme on the first day of school.

Through various engaging activities, the programme aims to promote a sense of belonging, re-establish routines and motivate students for a successful and fulfilling year ahead.

Please note that timetable will be suspended on this day. Please inform your child/ward to bring the following on her first day of school:

#### **Items to bring on first day of school on 5 January, Monday:**

- Report Book
- FTGP Book
- Stationery
- A story book
- A healthy snack for Snack Time
- Tissues, wipes and hand sanitiser (optional)

Subject teachers will advise your child on the collection of books and files during their lessons. We value our partnership with you and look forward to your continued support in making this year a successful one for your child.

As we start the new year, please take note of the following:

### **I. Safe Management Measures**

In line with MOH's advice and as part of our efforts to ensure the safety and well-being of our students and staff, please observe the following measures:

- If your child/ward is feeling unwell, please take her to see a doctor and do not allow her to come to school.
- If your child/ward is recovering from respiratory-related illnesses, she is advised to wear a mask and minimise social interactions with big groups.
- Maintain good personal hygiene and improve hand hygiene by using sanitizers and soap available in school.

Your vigilance and cooperation are important in keeping our school safe for all.

### **II. School Bookshop**

We would like to provide our reassurance to parents/guardians who are unable to purchase all the textbooks before school starts. Parents/guardians can walk into the school bookshop between 2.00pm and 3.00pm (Mon – Fri) to purchase books.

### **III. School Dismissal**

The school will continue to practise staggered dismissal times in the interest of the well-being of all students. The arrangements are as follow:

Dismissal Time	Levels
1.20pm	P1
1.25pm	P2, P3
1.30pm	P4, P5, P6

In the event of inclement weather, P1 and P2 students will be dismissed by class from the canteen, while P3 and P4 students will be dismissed from the unloading bay beside the canteen.

#### IV. No photos/videos

Please take note that parents/guardian are not allowed to take photos/videos of other students in school during arrival, recess & dismissal.

#### V. Traffic Matters

Please take note of the following traffic matters. Your cooperation and consideration will help to make arrival and dismissal safe and smooth for all.

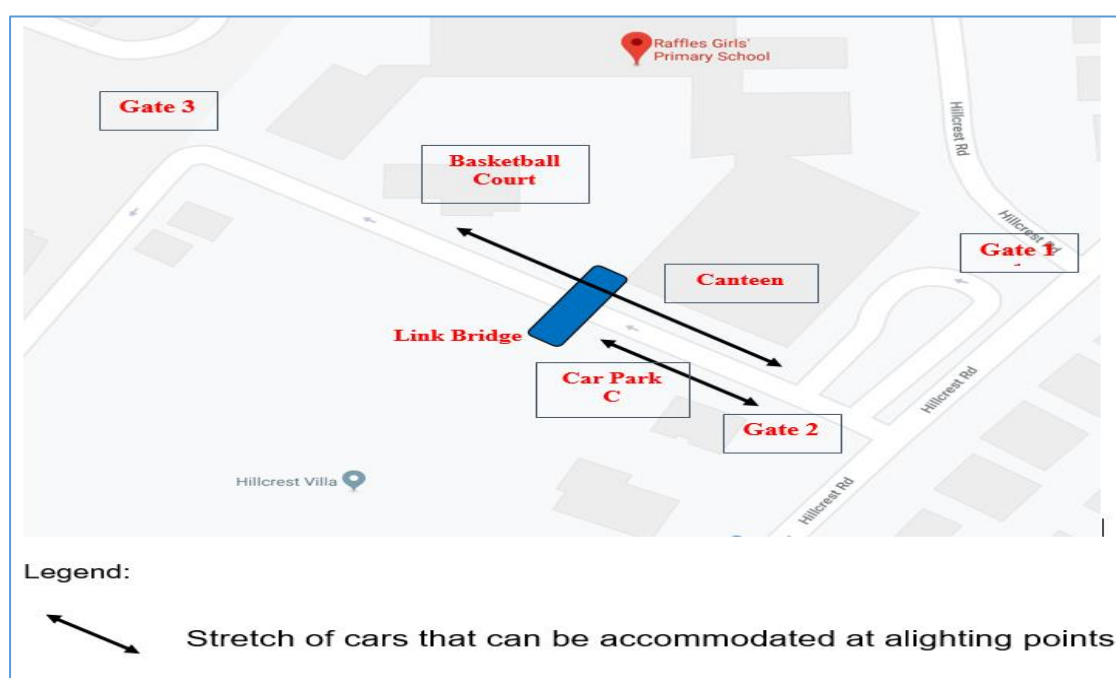
##### 5.1 Students Walking to School

Students coming from the direction of the MRT station or Dunearn Road should enter the school by Gate 2A. From Gate 2A, students can access the hall and classrooms safely via the sheltered walkway and link bridge.

##### 5.2 Drop-off & Pick-Up by Private Cars

Students can alight along the whole stretch from the canteen to the basketball court. This stretch can accommodate at least 10 cars at any one point, when parents **drive forward as far as possible**. Students can also alight at Car Park C (see map below) and use the sheltered link bridge to access the hall and classrooms directly. Please ensure that your child/ward is ready to alight promptly when your car stops. Parents should not disembark from the car.

Cars are allowed into the school for pick-ups at 1.40pm after the school buses leave. Cars are not allowed to wait outside the school before 1.35pm. Please do not come too early and note that partial one-way traffic along Hillcrest Road operates from 1.00pm – 2.00pm and 3.30pm – 4.30pm for CCAs. For school dismissal pick-ups, P1 to P4 parents should drive to the canteen pick-up point, while P5 and P6 parents should drive to the basketball court where the students gather to wait.



### 5.3 Indiscriminate Parking

Please do not park your cars indiscriminately along Hillcrest Road and Watten Rise during school dismissal. Indiscriminate parking makes traffic impassable and has resulted in a few near misses. LTA deploys officers to carry out ground enforcement of traffic rules and will issue summons to drivers who infringe the rules.

## VI. CCA & Enrichment Programmes

CCAs and Enrichment Programmes will start in week 3.

Monday	Tuesday	Wednesday	Thursday	Friday
CCA 2.15pm – 4.15pm*	CCA 2.15pm – 4.15pm*	Enrichment/Remedial 2.15pm – 3.15pm 3.15pm – 4.15pm*	CCA 2.15pm – 4.15pm*	Nil

\*Students taking school buses will be dismissed at 4pm.

## VII. Calendar of Events

Please refer to [Annex A](#) for the calendar of school events for Semester 1.

As we move into 2026, we look forward to your continued support and partnership in the holistic development of your child/ward.

**Calendar of Events – 2026 Term 1 & 2***\*accurate as 29 Dec 2025*

<b>Calendar of Events – 2026 Term 1</b>			
<b>Week</b>	<b>Date</b>	<b>Day</b>	<b>School Event</b>
0	2 Jan	Fri	First Day of School – P1
1	5 Jan	Mon	First Day of School – P2 to P6 P2 Parent-Teacher Meeting
	6 Jan	Tue	P3 Parent-Teacher Meeting
	7 Jan	Wed	P5 Parent-Teacher Meeting
	8 Jan	Thur	P4 Parent-Teacher Meeting
	9 Jan	Fri	P6 Parent-Teacher Meeting
2	12 Jan	Mon	P1 Parent-Teacher Meeting
3	Start of CCAs, Enrichment and after-school HMT Lessons		
4-5	Health Screening		
7	16 Feb	Mon	Chinese New Year Celebration <i>[Early Dismissal 10.30am]</i>
	17-18 Feb	Tue-Wed	Chinese New Year Holiday <i>[No School]</i>
8	<ul style="list-style-type: none"> <li>• P4 GEP Ma Investigative Task</li> <li>• P5 GEP Ma Investigative Task</li> <li>• P5 GEP SC Performance Task</li> <li>• P6 SC WA 1</li> <li>• P6 MT WA 1</li> </ul>		
9	<ul style="list-style-type: none"> <li>• P6 EL WA 1</li> <li>• P6 MA WA 1</li> </ul>		
	4 Mar	Wed	P4 Parents' e-Briefing on Subject-Based Banding
10	11 Mar	Wed	P6 Parents' e-Briefing on PSLE Scoring, S1 & DSA Posting

**March Holidays: 14 Mar to 22 Mar**

Calendar of Events – 2026 Term 2			
Week	Date	Day	School Event
1	23 Mar	Mon	Hari Raya Puasa off-in-lieu <i>[No School]</i>
2	3 Apr	Fri	Good Friday <i>[No School]</i>
4	<ul style="list-style-type: none"> <li>P4 EL WA 1</li> </ul>		
5	<ul style="list-style-type: none"> <li>P3 EL WA 1</li> <li>P3 MA WA1</li> <li>P4 MA WA1</li> <li>P4 SC WA 1</li> <li>P5 EL WA 1</li> <li>P5 MA WA1</li> <li>P6 MT WA2 – Oral</li> </ul>		
6	28-30 Apr	Tue - Thur	<ul style="list-style-type: none"> <li>Raffles Fiesta</li> <li>P5 Camp</li> </ul>
	1 May	Thur	Labour Day <i>[No school]</i>
7	<ul style="list-style-type: none"> <li>P3 MT WA 1</li> <li>P3 SC WA 1</li> <li>P4 MT WA 1 – Oral</li> <li>P5 MT WA 1</li> <li>P5 SC WA 1</li> <li>P6 EL WA2 – Oral</li> </ul>		
8	<ul style="list-style-type: none"> <li>P4 GEP MA CT</li> <li>P5 GEP MA CT</li> <li>P5 GEP SC CT</li> <li>P6 SC WA 2</li> </ul>		
9	<ul style="list-style-type: none"> <li>P6 MA WA 2</li> </ul>		
10	28 May	Thur	P5 Parents' e-Briefing on Direct School Admission
	29 May	Fri	Parent-Teacher Conference <i>[No School]</i>
	22-23 Jun	Mon-Tue	<ul style="list-style-type: none"> <li>P3, P4 &amp; P5 Conversational Chinese and Malay Programme (optional)</li> <li>P6 Supplementary Lessons</li> </ul>

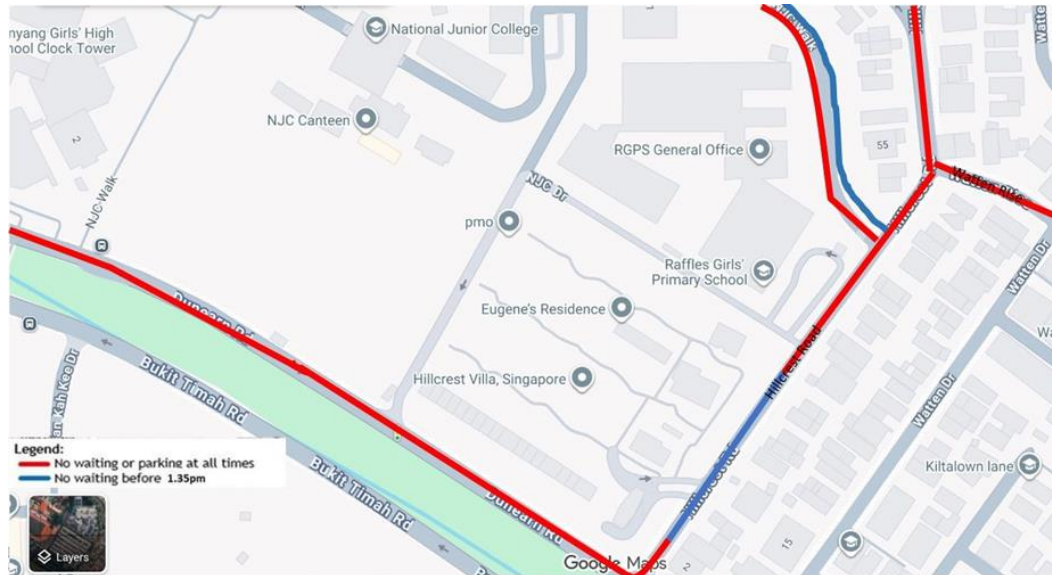
**June Holidays: 30 May to 28 Jun**

## 2. RGPS-LTA and PUB Traffic Advisory

### **PARKING REGULATIONS ALONG DUNEARN ROAD & HILLCREST ROAD OF RAFFLES GIRLS' PRIMARY SCHOOL**

Our office has received feedback regarding vehicles waiting/parking indiscriminately around the vicinity of Raffles Girls' Primary School, before the actual school dismissal hours, since the year 2020.

When the next school term starts on **2 January 2026**, we seek the parents'/guardians' understanding **not to arrive early and park indiscriminately**, as such inconsiderate act will cause inconvenience, obstruction and danger to other road users.



To prevent traffic congestion and crowding outside the school gate, **we will continue the arrangement of not allowing any vehicles at all times to wait ahead of time before the school gate is open along Dunearn Road and Hillcrest Road. LTA will take enforcement action against vehicles found waiting/parking before the school gate opens (please refer to the map)**. We strongly encourage you to arrive on time and should you arrive early, please **wait at any nearby parking facilities** before making your way down to pick your child/ward.

In addition, for the safety of the members of public, we would like to urge all drivers to exercise care and consideration by **not parking** at these critical areas:

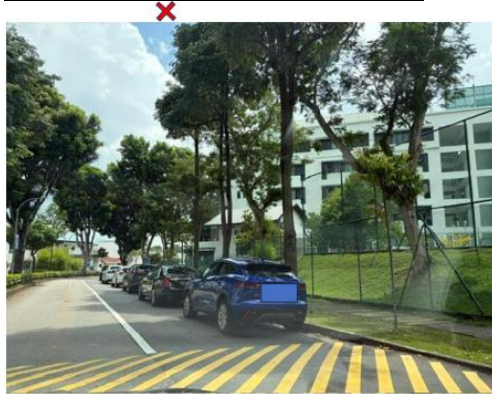
- 3 metres within a fire-hydrant;
- 6 metres within a junction;
- 9 metres within a bus stop or in front of bus stop;
- Single white zig-zag line (zebra-controlled zone);
- Entrance and exit of any premises;
- No double parking along Hillcrest minor road (leading to NJC); and
- No waiting or parking against the traffic flow.
- No parking or waiting along Hillcrest Road at all times.
- No waiting or parking along Dunearn Road at all times.

Under the Road Traffic Act, any of the above acts constitutes to a parking offence. Upon receiving feedback of such occurrences, **LTA will take enforcement action against vehicles found parking indiscriminately.**

Offenders are liable to face the following penalties:

S/n	Offences	First timer	Repeated offender	Demerit Points
a	Parking a vehicle on a road with an unbroken double yellow line	\$70	\$110	-
b	Parking at any entrances or exits of any other premises	\$70	\$110	-
c	Parking a vehicle within 3m of a fire hydrant, 6m of a road or street junction, or 9m of a bus stop	\$70	\$110	-
d	Stopping a vehicle in a manner which causes unnecessary obstruction to other road users	\$70	\$110	-
e	Stopping a vehicle without facing the direction in which the traffic moves	\$70	\$110	-
f	Parking abreast to another vehicle	\$120	\$180	3
g	Stopping a vehicle in a zebra-controlled area	\$120	\$180	3

**Bad Practices along NJC Walk**



Let us play our part to make the road safe for all motorists. Thank you for your kind cooperation.

**IMPROVEMENT TO OLD ROADSIDE DRAINS IN BATCH 10 OF THE ESTATE UPGRADING PROGRAMME- CONTRACT 4 (WATTEN ESTATE)**

Please be advised that there are currently ongoing drainage works at parts of Watten Rise and Watten Drive. The existing footpath next to the mentioned work sites would be closed off during our drainage works for safety reasons.

We apologise for the inconvenience caused during this period, and we seek your understanding. PUB will also work closely with RGPS and NJC during this period of time to minimize inconvenience, especially to traffic conditions. For more information on the lane closures please refer to Annex 1 enclosed.

We look forward to your support for the drainage improvement works in Watten Estate. If you have any queries, please do not hesitate to call upon our project team below or myself at 8614 0715 or [ng\\_kai\\_qi@pub.gov.sg](mailto:ng_kai_qi@pub.gov.sg).



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Mr. Tan Xuan Heng	AECOM Singapore Pte Ltd	Project Engineer	9753 8547 XuanHeng.Tan@aecom.com

### 3. Student Details Form

- I. The Ministry of Education (MOE) would like to request for an update of your information and your child's/ward's information via the Student Details Form (SDF) for the purpose of providing educational services to your child/ward in MOE schools. Form will be opened **2 Jan 2025**.
- II. Please submit the information through the SDF portal which can be accessed via this URL: <https://pq.moe.edu.sg/forms/sdf> or the QR code below. Parents/Legal Guardians may login to the SDF portal using your Singpass account to submit your information and information of your child/ward. Authorised Caregivers can only submit your own information. *(Note: Parents of Primary 1 students do not need to resubmit information on the SDF portal if they have already done so at the end of last year, unless there are updates.)*



- III. The SDF portal can be accessed via desktop computers or mobile devices such as laptops and mobile phones.
- IV. We seek your help to complete the submission by **31 Jan 2026**.
- V. You may also wish to know that the SDF portal will be accessible till the last day of Term 4 for you to provide timely updates of your information and/or your child's/ward's information.
- VI. Please contact us at [rgps@moe.edu.sg](mailto:rgps@moe.edu.sg) or **6468 4377** if you encounter any problems in accessing the portal. Thank you.

### 4. Repair and Replacement of School Uniforms

As we approach the end of another successful school year, we would like to take a moment to express our gratitude for your ongoing support and cooperation. Your dedication to your child's/ward's education is greatly appreciated.

With the current academic year coming to a close, we want to remind you about the importance of maintaining and replacement of your child's/ward's school uniform. Proper uniforms not only contribute to the overall image and identity of our school but also help create a conducive learning environment. To ensure your child/ward is well-prepared for the upcoming school year, please consider the following:

**a. Uniform Maintenance:**

It is essential that uniforms remain in good condition. Please take the time to inspect your child's/ward's uniforms and make any necessary repairs or replacements. This may include sewing up tears, replacing the velcro on school belts, replacing missing buttons, or lengthening their pinafores.

**b. New Uniforms for the Next School Year:**

To guarantee your child/ward has the required uniforms for the upcoming academic year, we recommend checking for proper fit and condition. Growth spurts happen, and it is essential that uniforms fit comfortably and are of an appropriate length. If your child/ward has outgrown their current uniforms, please plan accordingly and purchase new ones during the December school holidays.

**c. Uniform Guidelines:**

Please remember to adhere to our school's uniform guidelines, which can be found on our school website or in the student handbook. This also applies to school shoes which must be white and socks which reach the ankle. This will help ensure that your child/ward is dressed appropriately for school and follows our established uniform policy.

**d. Uniform Exchange or Donation:**

If you have gently used uniforms that your child/ward has outgrown, we encourage you to consider donating them to the school. This helps our pupils who may get caught in sudden changes in weather or who have accidents in school which would require a change of uniform.

Your cooperation in maintaining and replacing your child's/ward's uniforms is greatly appreciated. It ensures that they are comfortable, confident, and ready to focus on their studies when they return for the next school year.

We wish you a safe and enjoyable break with the girls and look forward to welcoming your child/ward back in 2026. If you have any questions or concerns regarding uniforms or any other school-related matters, please do not hesitate to reach out to our school office.

Thank you for your continued support, and we wish you a wonderful end to the current school year.

**5. Intent to Participate in National School Games 2026- for CCAs not offered in RGPS**

This notification is meant for students who have been training externally for sports that are recognized by the Singapore Primary Schools Sports Council and not being offered as a CCA in RGPS. Some examples of such sports competitions are Wushu, Swimming, Track & Field, Sailing, Golf.

If your child's/ward's coach deems her fit and prepared for participation in competition and would like to take part in the National School Games (NSG), **please complete the form by 25 January 2026.**

Any late submission will not be accepted.

The link to the form is <https://go.gov.sg/rgpsnsg2026>

We will contact you once we have received news of the NSG registration.

#### 6. P3 Online Parent-Teacher Meeting (PTM) on 6 January, Tuesday

We hope you have had a good break with your child/ward and we look forward to a safe and enriching year journeying with you in support of your child/ward in 2026.

The school believes in the importance of maintaining a close partnership with parents/guardian for the growth of our students and has established different channels to communicate with you throughout the year.

We have organised PTM at the beginning of the year to brief you on school matters. Parent-Teacher Conference (PTC) will also be held in the later part of this semester to forge closer home-school partnership. Subject teachers will use Parents Gateway (PG) to update you regularly on subject matters. Form and subject teachers may call or email you to discuss about your child's/ward's growth and progress in school.

Please refer to the schedule below for our upcoming PTM. It will be conducted virtually via Microsoft Teams. You may refer to the guide for parents to use Microsoft teams from the RGPS school website: <https://www.rafflesgirlspri.moe.edu.sg/ms-teams>

The slides on all curriculum matters will be made available on our school website on 2 January 2026.

Time	Programme	Remarks
2.30pm to 3.15pm	<ul style="list-style-type: none"> <li>Principal's Address</li> <li>Briefing on Level Matters by Year Head/ Assistant Year Head</li> <li>Briefing on Character &amp; Citizenship Education by Head of Department/ Subject Head</li> </ul>	<p>Please click on the following link and key in the password 15 minutes before the start time as we will start promptly at 2.30pm.</p> <p><u>Link:</u> Please click the link below to join the Microsoft Teams:</p> <p><a href="https://teams.microsoft.com/meet/41548781177390?p=zHY03RbwuObXr1kNUn">https://teams.microsoft.com/meet/41548781177390?p=zHY03RbwuObXr1kNUn</a></p> <p>Meeting ID: 415 487 811 773 90 Passcode: EG7KH7vY</p>
3.30pm to 3.50pm	<ul style="list-style-type: none"> <li>Meeting with Form Teachers</li> </ul>	Microsoft Teams details will be shared by respective form teachers via PG by 31 December 2025

## 7. PG- SCM Student Absence

As shared in our November circular in 2025, the new Student Absence feature on Parents Gateway (PG) will be made available to our school in 2026.

With this feature, you will be able to submit reasons for your child's/ ward's absence and attach medical certificates and documents on the PG app.

Attached are the user guide and FAQ for your reference.

We hope this new feature makes absence reporting more convenient for you.

## FREQUENTLY ASKED QUESTIONS (FOR PARENTS)

### Advance Submission

- a. **My child has a medical appointment next month. Can I submit an absence notification in advance?**

Yes, parents may submit a notification of absence in advance through the "services" tab in the Parents Gateway App.

- b. **I had made a submission in advance, but the appointment date has been changed. Can I edit my submission?**

Yes, you may click on to services tab and search for the submission that you would like to edit. You can update the details and click on submit edits.

### Editing Submissions of Absence

- c. **I had submitted the wrong document. What should I do?**

You may click on the 'services' tab, search for the wrong submission. Click into the post and search for the field "Supporting document", Click on the delete icon and upload the correct document. Then click on submit edits.

- d. **Can my spouse edit a submission that I had made?**

Your spouse can edit the submission if it is within 2 weeks of your submission.

### Delayed Submission

- e. **My child was absent a few weeks ago. Can I still use this service to submit the reason for my child's absence?**

Yes, you may still submit the reason if you had not done so within the calendar year.

### Withdrawal of Submission

- f. **When I withdraw the submission, can the school still see what I had submitted?**

The school will be notified of the withdrawal, but they will no longer be able to see the submission or file submitted previously.

### Rejection / Deletion of Submission

- g. **Why did the teacher reject / delete my submission?**

The supporting documents that you have submitted are sensitive in nature (eg. detailed medical health information or court documents, etc).

### No Notification of Absence

- h. **Why am I not getting notifications from the school about my child's absence?**  
Your child's school may not have activated the notifications of absence for parents.

### Unavailability of Feature for Other Child in Other Schools

- i. **Why is this service not available for my other child who is in another school?**  
Currently, this service is only available to parents of the pilot schools participating in this pilot scheme. This service will be available to all schools progressively once enhancements have been updated based on the pilot schools' feedback.

### Availability of Submission on Parents Gateway

- j. **How long will the submission be stored in Parents Gateway?**  
All submitted absences created in the current year will be deleted on and after 16 December.

### 8. POSB Smart Buddy for Payment in School Canteen and Bookshop

RGPS has been partnering with POSB to implement the world's first in-school wearable tech programme, POSB Smart Buddy since 14 August 2017. With this programme, you will be able to pre-set your child's/ward's daily allowance, and monitor her expenses and savings conveniently with a mobile app. Your child/ward will be able to make payments at the school bookshop, canteen and selected merchants outside of school with the Smart Buddy watch. In addition, you may choose to automatically transfer your child's/ward's savings into her ePOSBkids Account every month.

This initiative aims to help our pupils develop financial literacy and better saving habits. They will also learn about contactless payment as they experience using the wearable tech to pay for their purchases in the school canteen and bookshop.

You may refer to the attached digital registration letter by POSB for more details on the programme and sign-up process. Upon successful sign-up, POSB will post the welcome pack consisting of the wearable watch and other information to your mailing address. Your child/ward will be able to begin making purchases with the POSB Smart Buddy watch from **2 January 2026** onwards.

We look forward to your support in this initiative.