

Annex C: Administration Matters

1. Sale of Textbooks and Uniforms

Textbooks can be purchased from the school bookshop in the canteen and uniforms can be purchased from Level 1 of the classroom block. Sale of textbooks and uniforms is also available on these dates:

Date/Day	Time (hrs)
20 Dec/ Thu, 21 Dec/ Fri	0900-1500
22 Dec/ Sat, 24 Dec/ Mon, 29 Dec/ Sat	0900-1200
24 Dec/ Mon, 27 Dec/ Thu, 28 Dec/ Fri	0900-1500

2. Continued Use of School Smart Cards for Concessionary Travel

All Sec 1 students will be issued with a new Secondary level School Smart Card (SSC). While Sec 1 students are waiting for their Secondary level SSCs to be ready, they can continue to use their Primary level SSCs for concessionary travel till end Apr 2019. Students can purchase the Bus Concession Pass (BCP) using their Primary level SSCs but they would need to purchase the BCP for Secondary School students.

3. Financial Assistance

To apply for financial assistance, please see our school Administration Manager Mdm Magdalene Peh. Other than MOE Financial Assistance Scheme, students may also apply for discretionary financial assistance, Opportunity Funds for enrichment programmes and NEU PC Plus Bundle for computers and broadband service.

4. Health-Related Matters

Every student must bring his/ her thermometer to school every day. He/ she should seek medical help immediately should he/ she be unwell, and not report to school. Students who report sick during curriculum time will only be sent home if accompanied by parent/ guardian. This procedure is important for the safety of the child/ ward and we seek parent's/ guardian's understanding to adhere to this procedure strictly.

During school holidays, if your child/ ward has travelled to other countries, please inform the school. We also depend on you to emphasise to your child the importance of maintaining a high standard of personal hygiene.

Should your child/ ward have any health-related issues such as allergies, and pre-diagnosed medical conditions such as diabetes, heart disease, high-blood pressure, please indicate in the profile form provided in the file. If there should be reasons for your child/ ward to be exempted for prolonged periods from physical activity, such as PE and CCA, please inform Mdm Foong Sau Wan, HOD PE & CCA at foong_sau_wan@moe.edu.sg.