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9 October 2024

Dear Parents,

**P1 ORIENTATION BRIEFING PROGRAMME FOR 2025 P1 COHORT**

The details of the Orientation Programme are as follows:

Date and Time of P1 Orientation	Thurs, 14 November 2024 2pm to 5pm (Sale of textbooks and uniform will be from 1pm to 5pm)	
Programme	Time	Programme
	1pm onwards	Sale of Textbooks and Uniform
	1.30pm – 2pm	Parents to be seated at the hall for Briefing by School Leaders
		2025 P1 Students will gather at the hall according to their class.
	2.00pm	Welcome Address by Principal and Briefing on Riverside Primary School, P1 Curriculum & Preparing your child for Primary 1 and School Systems for Parents
		Note: When the briefing starts, teachers will lead your 2025 P1 child to their respective classrooms for activities.
	3.00pm	Briefing by Student Care Centre Operator, Commit Learning Schoolhouse Pte Ltd for parents who have registered their child for SCC in 2024
	<b>Note:</b> Parents who are not attending the SCC briefing can proceed to pick up your child at the classroom.	
3.30pm	Parents can proceed to pick up their child at the classroom after SCC briefing.	
3.30pm – 5pm	Submission of hardcopy forms (if any)	

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Things to take note	<ol style="list-style-type: none"> <li>1. Sale of textbooks and uniform will be from 1pm to 5pm.</li> <li>2. Parents and 2025 P1 student to be seated in the hall by 2.00pm.</li> <li>3. 2025 P1 Students will be participating in classroom activities while parents attend the briefing from 2.00pm – 3.00pm (or 3.30pm for parents staying back to attend SCC briefing).</li> <li>4. Submit all required forms online by the deadline. If you require assistance, please approach the enquiry counters at the canteen.</li> </ol>
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## ADMINISTRATIVE MATTERS

### 1. Parents Gateway

The Parents Gateway is a mobile app developed by MOE and GovTech for parents. It will be used by MOE and school to disseminate MOE-wide and school-wide initiatives, announcement, programmes and activities. It also allows parents to declare your child’s travel plans and parents to give consent for your child to participate in school’s programmes and activities. We strongly encourage you to download “Parents Gateway” on your mobile phone (available on iOS and Android platforms only). You will be required to use your SingPass 2-Step verification (2FA) to access Parents Gateway.


### 2. Orientation Group

The school is introducing a new initiative starting with the 2025 P1 students. Your child will begin in an Orientation Group and remain in this group until Fri, 10 Jan 2025. During this time, we have planned a range of induction programs that will give students the opportunity to engage with their peers and settle into school life. Parents will be informed of their child’s class placement by Fri, 10 Jan 2025.

### 3. Submission of Forms

#### (a) Mandatory Forms

The Ministry of Education (MOE) and school would like to collect some information about you and your child/ward for the purpose of providing educational services to your child/ward during the period your child/ward is in MOE schools. Parents are required to submit the following 4 forms online [except for the GIRO application for the banks not stated in S/N 4(a)].

S/N	Form	Details	Submission Link/Deadline
1.	MOE Student Details Form	Please submit the information through the online portal <b>from 10.00am, 25 Nov 2024</b> . The portal can be accessed via the given link or the QR code. Either parent can login to the portal	<a href="https://pg.moe.edu.sg/forms/sdf">https://pg.moe.edu.sg/forms/sdf</a> 

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S/N	Form	Details	Submission Link/Deadline
		using his/her own Singpass account to submit the required particulars. We seek your help to complete the submission by <b><u>31 Dec 2024.</u></b>	Submission from 10.00am, 25 Nov 2024 to 31 Dec 2024.
2.	Riverside Primary School Student Information Form	Please provide more information to the school such as arrival and dismissal arrangement, areas which you would like the school to take note for your child, name to be reflected on your child's name tag and so on.	<a href="https://go.gov.sg/rsps2025p1">https://go.gov.sg/rsps2025p1</a> Please submit by <b><u>Monday, 4 Nov 2024</u></b>
3.	Edusave Standing Order Form	Parents may apply to pay their child's Approved Fees and/or Enrichment Programmes via Parents Gateway or through an Edusave Standing Order Form.	Parents/guardians can sign up for Edusave with MOE via Parents Gateway (under Services tab) or through an online Edusave Standing Order Form.  <b><u>Apply via Parents Gateway</u></b> <ul style="list-style-type: none"> <li>- Log in to Parents Gateway App using your SingPass</li> <li>- Tap the "Services Tab", then</li> <li>- Tap the "Edusave Standing Order" icon</li> </ul> Or Click <a href="#">here</a> to access to the Edusave Standing Form.  For more information on edusave, you may refer to the link <a href="#">here</a> .
4.	GIRO Form	From 1 January 2024, the standard miscellaneous fee and second-tier miscellaneous fee have merged into a single-tier miscellaneous fee to simplify the fee structure. The single-tier miscellaneous fee is S\$13, and can be fully paid for by Edusave.  If you are not using the Edusave Account to pay for the single-tier miscellaneous fee, you may pay via GIRO or other e-payment options available.	

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S/N	Form	Details	Submission Link/Deadline
		<p>All parents are <b>strongly encouraged</b> to apply for GIRO to facilitate payment of school fees (if you are not using Edusave Account) or other payments or processing refund (if there is any).</p> <p>You may refer to the link <a href="#">here</a> for the User guide for eGIRO application.</p>	
		<p>a) <b><u>Account holders from the following banks can sign up for the GIRO scheme with MOE through e-GIRO Portal</u></b></p> <ul style="list-style-type: none"> <li>- Bank of China</li> <li>- Citibank</li> <li>- DBS</li> <li>- HSBC</li> <li>- Maybank</li> <li>- OCBC</li> <li>- POSB</li> <li>- Standard Chartered</li> <li>- UOB</li> </ul>	<p>Parents/guardians can sign up for eGIRO with MOE via Parents Gateway (under Services tab).</p> <ul style="list-style-type: none"> <li>- Tap the “Services Tab”, then</li> <li>- Tap the “GIRO Setup” icon</li> </ul> <p>For more information on School fees and eGIRO, you may refer to the link <a href="#">here</a></p>
		<p>b) Other Banks not listed above will have to submit the hardcopy form to the school.</p>	<p>For other banks, please download the form <a href="#">here</a> and submit hardcopy to the school on the day of P1 Orientation, 14 Nov 2024.</p>
		<p>For <b><u>DBS/POSB, OCBC and UOB</u></b> account holders, who are applying for GIRO through your respective online banking portals, please take note of the following:</p> <ol style="list-style-type: none"> <li>1. Select billing organisation: 'Ministry of Education'.</li> <li>2. Use your child's student ID as the direct debit authorisation reference number.</li> <li>3. Do not set any deduction/payment limit.</li> </ol>	

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**(b) Optional Form (For Parents who wish to apply for MOE Financial Assistance and Student Care Services)**


**MOE Financial Assistance**

Parents may apply for the MOE Financial Assistance Scheme (FAS) if you meet the income criteria. If you are a ComCare recipient, there is no need for you to submit any application as you will be auto-granted MOE FAS. Please refer to the MOE website <https://go.gov.sg/fasmoe> for more details on the MOE FAS. Parents are reminded **not** to purchase any uniform or textbooks if you are applying for FAS. Items purchased prior to approval outcome of the application will not be reimbursed.

Parents who have applied MOE FAS for your other school-going children, you would need to include your 2025 P1 child in the same application. You need to submit only **1 application** to the school of any child.

**Student Care Services**

The School's appointed operator providing Student Care Services is Commit Learning Schoolhouse Pte Ltd. If you are interested to register your child for the school-based student care services, please access the form in the table below to submit your interest. SCC will inform you on the outcome of your application by the 1<sup>st</sup> week of Nov.

S/N	Form	Details	Submission Link/Deadline
1.	MOE Financial Assistance	Parents may apply for MOE FAS if you meet the income criteria.	<a href="https://go.gov.sg/moe-efas">https://go.gov.sg/moe-efas</a>  Submission deadline: 18 Oct 2024
2.	Student Care Services	Parents may submit the form to indicate your interest to register your child for the student care services. Please refer to the <a href="#">link</a> here for their welcome letter and FAQs.	<a href="https://form.jotform.com/242742101188451">https://form.jotform.com/242742101188451</a>

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## PURCHASE OF TEXTBOOKS AND SCHOOL UNIFORM

Parents may proceed to the school for purchase of textbooks and school uniform. Alternatively, you may order online and have them delivered to you or arrange for collection at the school. Please refer to the following guide for the purchase of textbooks and school uniform:

### Purchase of Textbooks

Option	Mode of Purchase	Instructions
1	Online  (Available from 7 Nov 2024 onwards)	Please order the textbooks online using this link <a href="http://www.pacificbookstores.com/">http://www.pacificbookstores.com/</a>  Parents may opt for delivery at a charge or self-collect in school during the orientation day on 14 November 2024 or other sales dates indicated on the booklist.
2	Purchase in School	Parents may purchase textbooks in school during the orientation day itself or other sales dates indicated on the booklist.  <b>(a) <u>Purchase on the day of Orientation (14 Nov 2024)</u></b> Parents who wish to purchase textbooks on the day of the orientation may purchase the books from 1.00pm to 5.00pm.  Do note that the bookshop will <b>not</b> be selling before 1.00pm.  <b>(b) <u>Purchase textbooks on other sales dates</u></b> If you are unable to purchase the textbooks on the day of orientation, you can purchase them on the other sales dates indicated on the booklist.  Please click <a href="#">here</a> for P1 2025 booklist and tick the items required on the booklist before making your purchase. This will effectively reduce the waiting & queue time.

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## Purchase of School Uniform

Option	Mode of Purchase	Instructions
1	Online  (Available from 1 Nov 2024 onwards)	Please visit the vendor's website at <a href="https://finestuniform.com/">https://finestuniform.com/</a> for your online purchase of the school uniform. Password : RS22b  Parents may opt for delivery or self-collection during the orientation day on 14 November 2024 or other sales dates indicated on the booklist (the uniform vendor will also be in school on these dates).  Please click <a href="#">here</a> to see the Steps on Online Ordering School Uniform for reference.
2	Purchase in School	Parents may purchase the uniform in school during the orientation day itself or other sales dates indicated on the booklist (the uniform vendor will also be in school on these dates).  Please refer to the size measurement chart and fill up the order form <a href="#">here</a> before you join in the queue.  Please note that uniform purchases can be done through the School Bookshop from 3 February 2025 onwards.

Our current uniform vendor's (Finest Fashion Centre) contract is until 31 Dec 2024 and our new vendor (Jeep Sing Fashion) will start operations from 01 Jan 2025.

Jeep Sing Fashion will be selling school uniform in the school Canteen on the following days/date:

- Every Tuesday & Thursday in Jan 2025 (9.00am to 3.00pm) &
- 3 Jan 2025 (9.00am to 3.00pm)

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## CLASS AND HOUSE

Your child will belong to a Class and House. You will be informed of your child's class by 10 Jan 2025. The house that your child has been allocated to will be emailed to you. This is to facilitate your purchase of the PE T-shirt. The House colour is the colour of the PE T-shirt you should purchase for your child. Sibling(s) should be in the same house.

House	Colour of PE T-Shirt
Sapphire	Blue
Emerald	Green
Topaz	Yellow
Ruby	Red

## NO PARKING SPACE IN THE SCHOOL

If you are driving on orientation day, please park your vehicle in the public car parks in the neighbouring estate and walk to the school. There is no parking in school.

Should you need clarification, please contact the school at (email) [riverside\\_ps@moe.edu.sg](mailto:riverside_ps@moe.edu.sg) or (tel) 63654490.

Thank you.

*For Riverside and Riverians! From Good to Great!*

Mr Tony Tan  
Principal

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