



10 Woodlands Drive 50
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Website: www.woodlandspri.moe.edu.sg
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Woodlands Primary School

Reference: 48 / 2018

Through P3/P4 Year Head

1 March 2018

Dear Parent/Guardian,

Windows Movie Maker Workshop for Primary 3 Pupils

As part of the school's efforts to enhance Information Communication & Technology (ICT) amongst our pupils, the school will be organising a **Windows Movie Maker Workshop** for our Primary 3 pupils during the March school holidays.

2 The workshop aims to familiarise the pupils with the software for various purposes. Refer to the table below for a detailed coverage of the workshop.

Activity	Objectives
Getting started with the laptop	Pupils will learn to operate the laptop
Introduction for Windows Movie Maker	Pupils will learn and find Windows Movie Maker from laptop desktop
Basic Operations for Windows Movie Maker	Pupils will learn how to start Windows Movie Maker Pupils will be introduced to the different functions of Windows Movie Maker
Basic editing	Pupils will learn how to input images, songs and title into the software
Picture Me	Pupils will learn to use their own photos and add in transitions
Making movie with Windows Movie Maker	Pupils will create a short movie clip with Windows Movie Maker



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3 The workshop for your child/ward will be held on **Wednesday, 14 March**. The timing for the different classes are stated below.

Wednesday, 14 March	
Class	Time
Passion 1	7.30 am - 9.00 am
Passion 6A & 6B	9.00 am - 10.30 am
Passion 2	10.30 am - 12.00 pm
Passion 4	12.30pm - 2.00 pm
Passion 3	2.00 -3.30 pm
Passion 5	3.30 pm - 5.00 pm

Details of workshop

Trainer	In-house ICT Executive
Workshop Fee	Free
Things to bring	<ul style="list-style-type: none">✓ Stationery✓ Encouraged to bring a thumbdrive / flashdrive to save completed works✓ Bring Photos of you and your family in a thumb drive✓ Water bottle
Where to assemble	<ul style="list-style-type: none">✓ Foyer area.✓ Wait for Mr Jeevan to fetch the class up to the venue of the workshop.

4 Please complete the attached Reply Slip if you wish for your child/ward to participate in the workshop. He/She has to submit the reply slip to his/her form teacher by **5 March, Monday**.

5 We encourage your child/ward to attend this ICT holiday workshop and look forward to your continued support in looking after your child's/ward's interest at school. We hope that you will take the opportunity to be part of your child's/ward's ICT learning experience.

Yours in partnership,
Lalitha Sathya Prasad (Mrs)
HOD-ICT



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Reply Slip

P3 Windows Movie Maker Workshop

I would like to enroll my child/ward in the Windows Movie Maker workshop during the March holidays.

Wednesday, 14 March	
Class	Time
Passion 1	7.30 am - 9.00 am
Passion 6A & 6B	9.00 am - 10.30 am
Passion 2	10.30 am - 12.00 pm
Passion 4	12.30pm - 2.00 pm
Passion 3	2.00 -3.30 pm
Passion 5	3.30 pm - 5.00 pm

Name of pupil : _____

Class : 3 Passion _____

Parent's name : _____

Contact number : _____(R) _____(HP)

Parent's signature : _____