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Woodlands Primary School

Reference 85 / 2018

15 May 2018

Dear Parents/Guardians of _____ Collaboration ()

CULTURAL IMMERSION PROGRAMME TO CHIANG MAI, THAILAND FOR P5 PUPILS - 28 JUNE TO 1 JULY 2018

We would like to congratulate your child for being selected to participate in the cultural immersion programme to Chiang Mai.

- 2 The objectives of this cultural immersion programme are to:
 - develop in our pupils the 21st Century Competencies of global awareness and cross cultural skills and sensitivities;
 - provide an opportunity for pupils to experience the vibrant culture unique to Chiang Mai; and
 - encourage pupils to display the school core values of Respect, Resilience, Adaptability and Collaboration in this trip.

- 3 Pupils will also be hosted by a local school in Chiang Mai, where they will get an opportunity to interact with local pupils and understand their culture.

- 4 The entire programme costs \$898. The package includes a round-trip air ticket, accommodation, food (all meals), land tour (inclusive of admission to places of interest), school visits and group insurance. Please refer to Annex B (Payment Advice) for the breakdown of school's subsidy and co-payment amount.

- 5 Your child/ward has been selected for this overseas learning journey as he/she has met the selection criteria set by the school. If you consent to your child's/ward's participation, please complete the attached **Consent Form (Annex A)** and **Payment Advice (Annex B)** and submit them together with the necessary documents through your child's form teacher by **Friday, 18 May 2018**.

- 6 In the event that you do not wish for your child/ward to participate in this overseas learning journey, please complete the Reply Form (Annex C) and return it to your child's form teacher.

7 There will be a briefing for parents/guardians on **Thursday, 31 May 2018** at 4 p.m. in the school.

8 You may contact the teachers in-charge, Ms Marcia Koh or Ms Doreen Chan at 62697410 during office hours should you need any clarification or assistance.

9 We look forward to your child's/ward's participation in this enriching learning journey. Thank you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Winnie Tan', with a stylized flourish at the end.

Winnie Tan (Ms)
Principal

CONSENT FORM**CULTURAL IMMERSION PROGRAMME TO CHIANG MAI, THAILAND FOR P5 PUPILS -
28 JUNE TO 1 JULY 2018****A) PARENTAL CONSENT AND AGREEMENT**

I, _____, parent of _____ (5 Col)
(Name of Parent / Guardian) (Child's name) (Class)

- (i) allow my child to participate in the learning journey to Chiang Mai and any other meetings relating to the preparation for this programme.
- (ii) agree to pay the full package cost of \$898.00 (w GST) should my child/ward be absent on the day of trip without any valid reason.

Signature of Parent/Guardian

Date

B) PERSONAL PARTICULARS OF CHILD

Name in Block Letters: _____ Class: Collaboration ____
(according to Passport)

BC No: _____ Date of Birth: _____ Gender: F / M

Nationality: Singapore Citizen Passport No: _____ Expiry Date: _____

Religion: _____ Blood Group: _____

C) CONTACT DETAILS

Residential Address: _____

_____ Postal Code: _____ Home Tel: _____

Emergency Contact Person (Please provide at least one contact person) :

No	Name of Next-of-Kin	Relationship to Pupil	Contact No
1			
2			

D) MEDICAL HISTORY AND CONDITIONS

No	Medical Condition	Please CIRCLE	If yes, please state the special precaution to take for your child/ward. <i>[Please attach supporting medical information from the attending doctor(s)]</i>
1	Epilepsy	Y / N	
2	Periodic Loss of Consciousness	Y / N	
3	Heart Condition E.g. blood pressure, circulatory condition	Y / N	
4	Ear Disorder	Y / N	
5	Respiratory Disorder E.g. Asthma	Y / N	
6	Is your child/ward on <u>regular</u> medication?	Y / N	
7	Has your child/ward been specifically told to modify his/her physical activity or exercise participation due to his/her medical condition?	Y / N	
8	Has your child/ward ever had any injury or bone/joint condition that may be aggravated by vigorous exercises or activities? E.g. arthritis	Y / N	
9	Other relevant medical information E.g. diabetes, high cholesterol	Y / N	
10	Food Allergies E.g. egg, peanuts	Y / N	
11	Other Allergies E.g. drug, medication, insect bites and stings	Y / N	
7	Does your child/ward have a special dietary requirement? If no, your child will be having non-vegetarian meal (Halal).	Y / N	Please tick: <input type="checkbox"/> Vegetarian <input type="checkbox"/> Others: _____

E) BRIEFING FOR PARENTS

Please indicate whether you are able to attend the briefing on Thursday, 31 May 2018 from 4.00 p.m. to 5.00 p.m. in school.

- I will be able to attend (Number of parents attending: _____)
- I will not be able to attend

F) SUBMISSION OF DOCUMENTS AND PAYMENT

- Consent Form (Annex A)
- Payment Advice (Annex B)
- Standing Order For Use of Edusave Account
- Application Form for Opportunity Fund (For pupils who are eligible for Opportunity Fund)
- Photocopy of child's passport (particulars page). Passport must be valid for a minimum of 6 months from date of departure
- Cash/ Cheque payment (For pupils with insufficient funds in their edusave account)

PAYMENT ADVICE**CULTURAL IMMERSION PROGRAMME TO CHIANG MAI, THAILAND FOR P5 PUPILS -
28 JUNE TO 1 JULY 2018**

Pupil's Name: _____ Class: Collaboration _____

A) PAYMENT MODE

Tick	Category	School Subsidy	Opportunity Fund	Parent's Co-Payment using Edusave Fund #	Document(s) to complete
	S'pore Citizen who are under MOE / School-Based Financial Assistance Scheme.	\$500	\$303	\$95	Standing Order For Use of Edusave Account
	S'pore Citizen who are not under MOE / School-Based Financial Assistance Scheme with Gross Household Income less than or equal to \$6,000 ; or Per Capital Income less than or equal to \$1,500 .	\$500	\$199 (Subject to approval)	\$199	Standing Order For Use of Edusave Account Application Form for Opportunity Fund
	S'pore Citizen who are not under MOE / School-Based Financial Assistance Scheme with Gross Household Income above \$6,000	\$500	Nil	\$398	Standing Order For Use of Edusave Account

Note:

- All cheques to be made payable to "Woodlands Primary School"
- Call 62697410 for enquiry on Edusave account balance.
- # Pupils with insufficient Edusave Fund balance will be required to pay the difference in cash or cheque.

B) PAYMENT DETAILS
 Cash: \$ _____ Cheque: \$ _____ Bank: _____ Cheque No: _____

Name of Parent/Guardian_____
Signature_____
Date

**CULTURAL IMMERSION PROGRAMME TO CHIANG MAI, THAILAND
FOR P5 PUPILS – 28 June to 1 July 2018**

Date / Day	Tentative Itinerary
Day 1 (28 June) Meal on board / Lunch / Dinner	Parents/Guardians to send their children to Changi Airport by 06 15 Depart from Changi Airport at 08 25 Arrival at Chiang Mai International Airport
	Umbrella and Local Handicraft Tour
	Check in Hotel
	Dinner, Reflection & Debrief
Day 2 (29 June) Breakfast / Lunch / Dinner	School Visit – Cultural Immersion Programme
	Lunch
	Elephant Poo Poo Paper Making Centre
	Learning Journey to local supermarket
	Dinner, Reflection & Debrief
Day 3 (30 June) Breakfast / Lunch / Dinner	Mae Sa Elephant Camp & Conservatory Centre - Elephant Show
	Lunch
	Traditional Lanna Musical Cultural Centre
	Dinner
	Thai Cultural Performance
	Back to Hotel (Packing, Reflection & Debrief)
Day 4 (1 July) Breakfast / Lunch / Meal on board	Check out from Hotel
	City Tour – City Moat, 3 Kings Monument, Wat Phra Singh Temple, National Museum
	Lunch
	Depart from Chiang Mai International Airport at 18 00
	Arrive in Singapore
	Parents/Guardians to fetch their children from Changi Airport

To:
The Principal
Woodlands Primary School

**CULTURAL IMMERSION PROGRAMME TO CHIANG MAI, THAILAND FOR P5 PUPILS -
28 JUNE TO 1 JULY 2018**

REPLY SLIP

I, parent/guardian* of _____ from
Collaboration _____, have taken note of the letter on the Cultural Immersion Programme to Chiang
Mai Thailand for P5 pupils, dated 15 May 2018.

I do not allow my child/ward* to participate in this programme.

Name of Parent/Guardian* Signature Date

Contact No. _____ (Home) _____ (HP)

**Please delete accordingly*



MINISTRY OF EDUCATION
STANDING ORDER FOR USE OF EDUSAVE ACCOUNT
AT GOVT / GOVT-AIDED SCHOOL

Please note: This form is to be used by parent/guardian of a Singapore citizen student who wishes to use the Edusave account of his/her child/ward to pay for 2nd tier miscellaneous fees by MOE and/or enrichment programme charges incurred by the child/ward in a Government or Government-aided School and billed by the School. Please submit the completed form to your child's/ward's school.

Student NRIC/BC No: [grid]

Student Name: _____

School: WOODLANDS PRIMARY SCHOOL

Student Level / Class: PRIMARY 5/ COLLABORATION

STANDING ORDER1 INSTRUCTION FROM PARENT/GUARDIAN
(Please tick as appropriate.)

1 I wish to use my child's /ward's* Edusave account for payment of:

[checked] 2nd-tier miscellaneous fee2

Charges for Enrichment Programmes3

[checked] Local and Overseas Programmes

[] Local Programmes only

2 I hereby give a standing instruction to authorise the school to withdraw from my child's/ward's* Edusave account to pay for the fees/charges indicated above.

3 If the balance in my child's/ward's* Edusave account is insufficient for the deduction, I agree to pay the shortfall in cash or from my GIRO account.

Name of Parent/Guardian* Signature of Parent/ Guardian* Date

* Delete whichever is not applicable

1 This standing order will remain in force until terminated by your written notice sent to the school.

2 If your child/ward is admitted to an autonomous school, this standing order will also cover Autonomous School fee.

3 If your child/ward is also using the Edusave account to pay for his/her 2nd-tier miscellaneous fees, the total amount required for the whole year will be reserved and the balance can then be used to pay for his/her enrichment programmes charges billed by a Govt/Govt-aided school.

Note: If you wish to extend your existing Standing Order for local enrichment programmes to cover overseas programmes as well, you can just indicate your latest choice in the form. This will supercede your existing Standing Order for local enrichment programmes.

**WOODLANDS PRIMARY SCHOOL
OPPORTUNITY FUND
APPLICATION FORM**

Important Notes:-

1. This scheme applies only to Singaporean students in Woodlands Primary Schools.
2. Application must be supported with documents specified in Annex 1.

Section I: Particulars of child or children studying in Government or Government-aided schools

BC/NRIC No	Name (Underline Surname)	Class
Home Address:		Contact No:

Section II: Information on Other Household Members

Please include details of the parents, unmarried siblings, grandparents and any legal guardians of the child if they are living in the same household.

S/No	Name & BC/NRIC No	Relationship & Marital Status	Age	Occupation	Gross Monthly Income*
1					
2					
3					
4					
5					
6					
7					
Gross Household Income					

Section III: Documents to be submitted

Please submit the following documents together with the application form:

- a. For household members who are **employed** - latest payslip or a letter from the employer certifying gross income, and CPF Transaction Statement or Contribution History for past 12 months.
- b. For household members who are **self-employed** :
 - (i) latest Income Tax Notice of Assessment and CPF Transaction Statement or Contribution History for past 12 months;
 - (ii) If the member is not required to pay tax or the latest tax assessment does not reflect his or her current income status, the member is to complete an **additional** declaration at Annex II.
- c. For household members who are **unemployed and below age 62** at the point of application and are not undertaking full-time studies or are undergoing full-time National Service – to complete declaration as enclosed in Annex II and CPF Transaction Statement or Contribution History for past 12 months.
- d. Copies of NRIC of household members, other than parents and unmarried siblings of the child. If there are other dependent children without NRIC, please submit copies of legal documents to show that they are staying in the same household.
- e. **Any other documents as and when required by the school for the purpose of verifying the income.**

Section VI: Declaration by Parent or Legal Guardian

1. I, the parent / legal guardian of the child identified in Section I above, hereby declare that the information provided above is true to the best of my knowledge. I undertake to refund the value of benefits received in respect of my child if any of the information is subsequently found to be false.
2. I accept that MOE, or any school(s) in which the child identified in Section I above are enrolled in, may at any time in their sole and absolute discretion request for additional information to:
 - (i) assess or reassess the financial situation of my household
3. I acknowledge that any financial assistance provided to the child identified in Section I above as a consequence of this application may be withdrawn or withheld should I fail to provide any such additional information as required pursuant to paragraph 2 above to the satisfaction of either MOE or the relevant school(s).
4. I understand that the information given by me in this form or any part thereof may be shared with other Government departments, statutory boards, or entities involved in the administration of social assistance, and I consent, and have obtained the consent from the rest of my household for, to this being done.

Name, NRIC No & Signature

Date

DECLARATION OF UNEMPLOYMENT OR SELF-EMPLOYMENT**Section A: Declaration of Unemployment**

I / We declare that I am / we are currently unemployed.

Name & NRIC No.	Period of Unemployment	Signature of Household Member and Date

Section B: Declaration of Self-Employment

Household members must complete this section if they are either

- (a) **Self-employed** and are not required to pay tax; or
- (b) The latest tax assessment does not reflect their current income status.

I / We declare that I am / we are currently self-employed and I am / we are not required to submit Income Tax Return or my / our latest Income Tax Notice of Assessment submitted does / do not reflect my / our current income status.

Name & NRIC No.	Current Income & Type of Employment	Signature of Household Member and Date

For Official Use:

Computation & Recommendation by Processing Officer

GHI	No. of Household Members	PCI	Eligibility for Opportunity Fund
\$		\$	<input type="checkbox"/> YES <input type="checkbox"/> NO

Action by Approving Officer: Mdm Wong Yen Ling / VP

<input type="checkbox"/> Approved <input type="checkbox"/> Not - Approved	Signature:	Date:
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Recommendation / Remarks:

**WOODLANDS PRIMARY SCHOOL
OPPORTUNITY FUND
APPLICATION FORM**

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Home Address:		Contact No:

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Please include details of the parents, unmarried siblings, grandparents and any legal guardians of the child if they are living in the same household.

S/No	Name & BC/NRIC No	Relationship & Marital Status	Age	Occupation	Gross Monthly Income*
1					
2					
3					
4					
5					
6					
7					
Gross Household Income					