

HWS/26/001

2 January 2026

Dear Parents/Guardians,

Administrative Matters at the Start of School Year 2026

As we begin the new school year, I would like to extend a warm welcome back to our students and families. We look forward to working closely with you in 2026 to support the well-being and learning of our children.

To ensure a smooth start to the year, please note the following four important administrative matters. For ease of reference, the relevant attachments are labelled according to the item numbers below.

(1) Student Absence Notification on Parents Gateway (PG)

Our school will be using the Student Absence Notification feature on Parents Gateway (PG) with effect from 5 January 2026. With this feature, parents will be notified of student's absence via PG, as well as able to submit reason(s) for their child's absence and upload supporting documents (e.g. medical certificates) via the PG app. Please refer to the attachments for details:

- *"1. Student Absence Notification Feature - User Guide & FAQ"*

(2) Updating of Student Details via Student Details Form (SDF)

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.

Please submit the information through the SDF portal which can be accessed via this URL: <https://pg.moe.edu.sg/forms/sdf> or the QR Code below **by 31 January 2026**.

Please note that 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. Please refer to the following below:

- *"2. SDF_Letter to Parents For P1-P6_S1-S5_PU2-PU3"*
- *QR code for the portal:*



(3) Photo-taking for Primary 1 and Primary 6 Students for the School Smart Cards (2026)

MOE will be conducting the yearly photo-taking exercise for all students in Primary 1(P1) and Primary 6 for the issuance of the School Smart Card (SSC) on Wednesday, 14 January 2026. More details will be made known.

(4) For Information: Briefing for Parents of Primary 4, 5 and 6 students

Please be informed that the briefing for Parents of Primary 4, 5 and 6 students will be held on Saturday, 31 January 2026. More details will be made known at a later date.

Thank you for your cooperation and continued support. Your timely attention to the above matters will help ensure a smooth and well-organised start to the school year.

In Partnership with you,

Mrs Theresa Hong
Principal