



# Clementi Primary School

8 Clementi Avenue 3 Singapore 129903 Tel: 67797449 Fax: 67732898 Email: admin\_clementi\_ps@moe.edu.sg

CTP/2017/P/VP/006

6 January 2017

Dear Parents / Guardians,

## 1. Communication with Parents

With reference to the school notification dated 3 Jan 2017, we have informed you that the school has gone paperless to reduce paper and printing consumption. The school is pleased to inform you that we will issue notifications to you via the app "SNAAPP". This official communication platform will be complemented by our school website [www.clementipri.moe.edu.sg](http://www.clementipri.moe.edu.sg) and official Facebook page 'Clementi Primary School Official'. The instructions for installation of the app on your mobile device is in the Annex. Please create your child's account by **Tuesday, 10 January 2017** so that you would be able to receive information on the upcoming Networking Session with Form Teachers.

For technical assistance, please email [snaapp@mggsoftware.com](mailto:snaapp@mggsoftware.com) or call 6815 1210.

### Pupil Handbook

All Clementians will receive a free copy of the Pupil Handbook latest by early next week. We apologise for the error on the back cover, where some of the listed "Scheduled School Holidays" were not highlighted in the "Calendar 2017".

### Conduct of Temperature-Taking Exercise

We would like to thank you for ensuring that your child brought along his/her Oral Digital Thermometers (ODT) for the temperature-taking exercise today. We have noted that some of their ODT are faulty. We have a one-time exercise that allows Clementians to exchange their faulty thermometers for a new one at the general office from 9 to 13 January 2017, whilst stocks last.

## 2. School Programmes

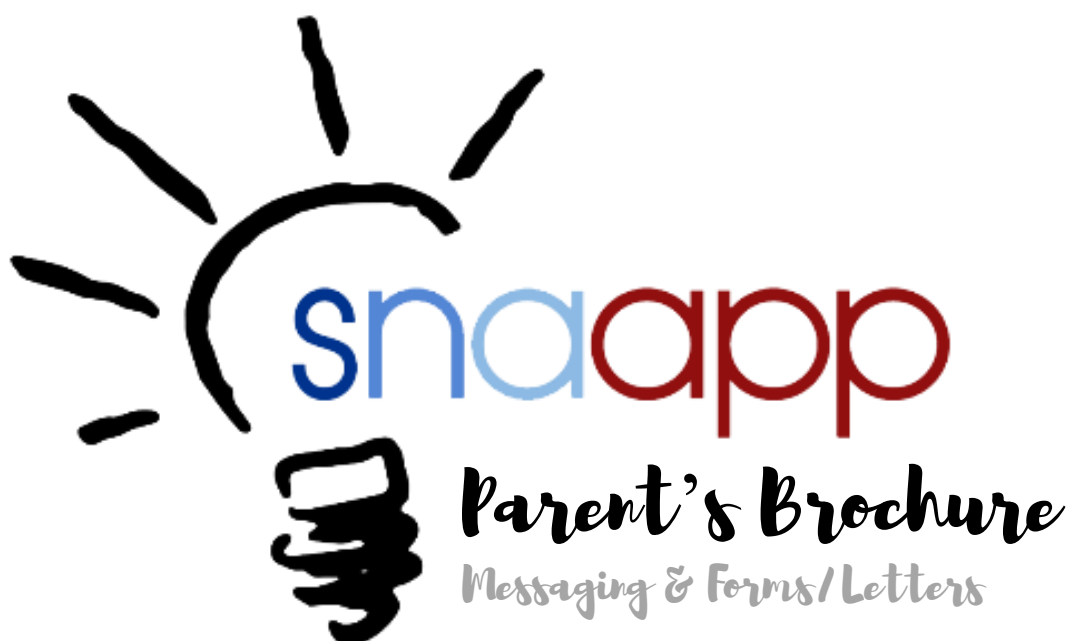
CCA for Primary Three to Primary Six and Programme for Active Learning (PAL) for Primary One and Two Clementians will commence in Term 1 Week 3. We will be having a CCA / PAL briefing in Term 1 Week 2 (Tuesday, 10 January 2017) at 7.30 a.m.

### **3. School Hours for Eve of Chinese New Year**

The school will be celebrating Chinese New Year on 27 January 2017, Friday. The school hours are from 7.30 a.m. to 10.00 a.m. All pupils are encouraged to be dressed in their traditional costumes and white school shoes.

We look forward to another year of strong partnership!

Yours sincerely,  
Mr Chia See Chew Albert  
Principal



### What is snaapp?

snaapp is an app with many **functions**, which includes **attendance taking** and **notifications** capabilities. It acts as the **communication** platform between school and parents.

snaapp allows parents to have *first-hand* updates of their children.

### Note

For attendance, please note that parents will only receive notifications in the event their child is late or absent.

Parents who do not have snaapp (eg. No smartphone) will miss out on the following:

- Receiving photos
- Reply to teacher/school
- Ease of updating the school their contact details

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For other matters, please contact the school's General Office: 67797449

# 1 INSTALL & ACCESS

Download "snaapp: school notification and attendance app".



Play Store



App Store

Enable notifications



Google Chrome

[snaapp.mggsoftware.com/app](https://snaapp.mggsoftware.com/app)

# 2 REGISTER & LOGIN

**Username & Password:**

Case-sensitive, 8-15 alphanumeric numbers, symbols allowed **-.#@\*!?**

**Fill in all blanks**, including Last Name, Email and Mobile number.

Tick  Keep me logged in to stay logged in.

# 3 FORGET PASSWORD

Click "Forget password" to change password.

Snaapp will send an email with a link to key in new password.

Please check your email's Inbox / Junk / Spam folders.

Please add [noreply@mggsoftware.com](mailto:noreply@mggsoftware.com) contact into your email.

# 4 ADD CHILD

Click "Add child to my account" to register as parent of a child in snaapp. The registration code follows the **acronym** of:

First 4 letters of **School Name** & **Child Name**, last 5 characters of **BC no.** & **P Farrer Park Primary School** Example:

John Huang Yong (Ng Yong)	---	S9876543Z	FPPSJHY6543ZP
Ruth Tani Bte Abdul Raja	---	T0123456A	FPPSRTBA3456AP
Wang Li, Ryan	---	T0333333Q	FPPSWLR3333QP
Yavinhri S/O Rosmus	---	T1001187P	FPPSYSR1187PP
Celia Pauline @ Gerinally	---	T1079876T	FPPSACP9876TP

# 5 MESSAGING

Click "Messaging blog" to communicate with teachers.

There are 3 types of messages:

**1 Public Reply** (Reply all) **2 Private Reply** (Reply teacher only) **3 No Reply**

# 6 FORMS & LETTERS

Click "Forms / Others" to access forms parents need to submit.

Click on the form title, choose options, acknowledge and sign to submit.