



05 February 2018

CTP/2018/P/VP/021

Dear Parents / Guardians

Photo-Taking Session for P1 and P6 Pupils for the School Smart Cards

1. TransitLink Pte Ltd has arranged for a photo-taking session to be held in our school on **12 February 2018 (Mon)** to capture pupils' photos for the School Smartcard (SSC). **Only P1 and P6 pupils** would be participating in this photo-taking session, which will be held during school hours. While P1 students will get their SSCs by end-March 2018, the photo-images captured for P6 will be used for the printing of Secondary SSCs when they are promoted to Secondary One in 2019.
2. We would like to seek your support to ensure that your children are properly attired, with their hair neatly combed or tied up, for the photo-taking session.
3. Please note that pupils who are absent will need to submit their own recent coloured, full-faced passport-sized photograph in school uniform against a white backdrop to the General Office. Transitlink Pte Ltd will only arrange another photo-taking session in school if the number of absentees is more than 20.
4. If you need any clarification, please contact Mr Henry Look, Administration Manager, at 6779 7449.

Thank you.

Yours sincerely
Ms Rebecca Chua
Vice Principal