



Clementi Primary School

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10 November 2017

CTP/2017/Admin/99

Through the Principal

Dear Parents/Guardian,

SAFEKEEPING OF REPORT BOOK

With effect from this year, the school will not keep the Clementians' report book after it is being issued after every examination. Having piloted this initiative with the upper primary Clementians last year, the school will implement this school-wide from P1 to P6 this year onward. This initiative will facilitate parents who may need the report book at any point in time to apply for bursaries, scholarships and Direct School Admission (DSA) to secondary schools.

The school will require your child to bring back the report book when the result slips are released. The movement flow of your child's report will be as follows:

- (i) The report book will be returned for parents' signature.
- (ii) The signed report book will be shown to their Form Teacher the following day.
- (iii) The report book will be brought back home for safekeeping.
- (iv) The report book will be brought back to school after the mid-year and final-year assessments for the result slips to be slotted in for parents' signature.

We appreciate your partnership in ensuring that your child will bring back his/her report book before they collect their result slips for the next examination. Thank you.

Yours sincerely,

Student Development Team

(Mdm Siti Aisha Said, Mr Tan Wee Khiang & Miss Nurul Huda Yazid)