



Communication Update

3 January 2007

Dear Parents/Guardians,

IMPORTANT FINANCE AND ADMIN MATTERS TO NOTE

This letter serves to keep you posted on the key finance and admin matters.

SCHOOL UNIFORMS

For parents who did not manage to purchase textbooks or uniforms during the earlier designated sale dates, the school bookshop will be opened from **7.30 to 8.30 am** and **12.30 to 1.30 pm** for the month of **January 2007** to allow you to make the purchase.

Simply go to the bookshop during the above timeslots and our admin staff will help you.

STUDENT HANDBOOK

The student handbook for 2007 will be passed to the form teacher on the first day of school.

2007 FEE PAYMENT POLICY REMINDER

Please be reminded that each year's December school fees will be collected in January or in the first month of admission.

June's school fees are collected in May.

For those who have no financial problem, please support the above policy. Please do not forget that the school still needs to maintain staff salaries and facilities during school holidays. Please help us ensure this school's long term feasibility.

FAMILIES IN FINANCIAL DIFFICULTIES

Families who have genuine financial problems should apply for **school fee subsidy** through Ms Candace Quek, our School Counsellor. If you have applied for fee subsidy and have not heard from Ms Quek, you do not need to pay up first.

Current families receiving MILK subsidy must note that we have not obtained approval for next year's MILK funds yet. Ms Candace Quek will let you know if the external MILK agency is extending the subsidy to your child for next year.

No child who needs an education in Pathlight will be deprived due to their family financial conditions. Please apply for help if you need. Please do not apply if you can manage so that another child can benefit.

MONIES OWING TO SCHOOL

If you have not paid up for the following:

- **\$5** for the Student Handbook
- January cum December 2007 school fees or
- **\$3** for the yearly Student Accident Insurance

please kindly submit the outstanding monies in a sealed envelope labeling child's name and class to your class teacher by **8 January 2007.**

If you are paying school fees by GIRO, please ensure that you have adequate funds in your bank account by 15th of every month. For new students who have applied to pay via GIRO/CDA account, we will inform you that your application is successful upon confirmation from the bank. Meanwhile, please pay the school fees via cash or cheque.

The time we spend to chase for payment can be better spent to support the education of our children in more productive ways. Thank you for your co-operation and I look forward to your continuous support in the coming year.

Best regards,

Ms Anne Chew
Head, Students Affairs & Operations

Cc: Ms Denise Phua, School Supervisor/Acting Principal
Ms Alina Chua, Head, Outreach Therapy Services
Ms Annie Tan, Track Head
Ms Loy Sheau Mei, Track Head
All Staff