

PASIR RIS PRIMARY SCHOOL

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27 December 2024

Dear Parents/Guardians,

We would like to wish all a Happy New Year and welcome back to school to all our students, especially our Primary 1 students and new students who have just joined the PRPS family. We hope that you had a restful break with your families over the school holidays and looking forward to an exciting 2025!

1. Staff Movements and Key Appointments

We warmly welcome the following new staff joining the school with effect from 2 January 2025:

Mdm Kwan Wai Han
 English Language Teacher

Mdm Sri Yanti Bte Zain - Mathematics Teacher

Mdm Nurfitriah Bte Abdul Rahman - Art Teacher

We are pleased to announce the official appointment of the following Key Personnel:

Mr Tan Yew Shen, Sebastian Gerard - Subject Head (Student Management & Well-Being)

Mdm Nur'hazwani Bte Azman
 Assistant Year Head (Lower Primary)

We would also like to bid farewell and thank the following staff for their contributions to the school:

Mdm Quek Sr Ling
 Mr Vincent s/o Subramaniam David

■ Mdm Nur Izzah Bte Mohd Haron ■ Mdm Lim See Moi

2. School Terms & Vacation Dates in 2025

The following are the school terms and vacation dates in 2025 for your reference. Students should maintain regular school attendance to optimise their learning in school. We seek your co-operation in not planning overseas trips during school days, <u>especially towards the end of Terms 2 and 4</u>.

SCHOOL TERMS

Semester 1			
Term 1	Thursday 2 January to Friday 14 March		
Term 2	rm 2 Monday 24 March to Friday 30 May		
Semester 2			
Term 3 Monday 30 June to Friday 5 September			
Term 4	Monday 15 September to Friday 21 November		

SCHOOL VACATION

SCHOOL VACATION		
Between Terms 1 and 2	Saturday 15 March to Sunday 23 March	
Between Semesters 1 and 2	Saturday 31 May to Sunday 29 June	
Between Terms 3 and 4	Saturday 6 September to Sunday 14 September	
At the End of School Year	Saturday 22 November to Wednesday 31 December	

Please refer to the School Calendar (Annex A) for the activities planned for Term 1. More details will be provided nearer the dates of the activities.

3. School Hours

The flag-raising ceremony will begin daily at **7.30 a.m. sharp**. We appreciate your support in ensuring that your child/ward reaches school punctually and assembles with his/her class so that he/she can start the school day promptly.

School Curriculum Hours:

Mondays to Thursdays	7.30 a.m. to 1.30 p.m.
Fridays	7.30 a.m. to 12.40 p.m.

School Gate Operating Hours:

Main & Red Gates	Yellow & Blue Gates
Opens from Mondays to Fridays: 6.30 a.m. to 6.00 p.m.	Morning Arrival:
	Mondays to Fridays: 7.00 a.m. to 7.25 a.m.
Main Gate Closed For:	
Morning Arrival: 7.25 a.m. to 7.40 a.m.	<u>Dismissal:</u>
<u>Dismissal</u> : 1.20 p.m. to 1.50 p.m. (Mondays to Thursdays)	Mondays to Thursdays: 1.30 p.m. to 1.50 p.m.
12.30 p.m. to 1.00 p.m. (Fridays)	Fridays: 12.40 p.m. to 1.00 p.m.

For the safety of our students and to prevent overcrowding, we would like to remind parents/caregivers to avoid congregating at the school gates during arrival and dismissal whilst sending and/or waiting for your children.

School Recess Timings:

Level	Recess Timing
Primary 1 & 4	9.30 a.m. to 10.00 a.m.
Primary 2 & 5	10.00 a.m. to 10.30 a.m.
Primary 3 & 6	10.30 a.m. to 11.00 a.m.

Daily Snack Break:

A snack break is given to students daily (either before or after their recesses) to have a small bite to tide them over the school day. Students can snack on light and healthy food during this short break in their classrooms. You may refer to the list below for the suggested snack items.

Snacks which are encouraged

- Steamed Bun (e.g. red bean bun)
- Bread/Sandwich
- Cereal (small box)
- Vegetable sticks (e.g. carrot/cucumber)
- Fruit (e.g. apple, berries and banana)
- Dried fruit (e.g. raisins)
- Energy Bar (e.g. muesli bar or oats bar)
- Nuts
- Whole meal biscuits

General Office Opening Hours:

As a single-session school, the General Office operates between 7.00 a.m. and 5.30 p.m. from Monday to Friday.

4. Arrangements for First Day of School

All <u>Primary 1 (P1)</u> students will start school from <u>Thursday</u>, <u>2 January 2025</u>. On 2 January, parents/guardian will be allowed to accompany the child/ward into the school canteen to ease him/her into the school. This is to facilitate the onboarding of P1 students. More details have been provided to Primary 1 parents/guardians.

<u>Primary 2 (P2) to Primary 6 (P6)</u> students will attend school from <u>Friday, 3 January 2025 only.</u> However, Student Care Centres (SCCs) will be open for enrolled P2 to P6 students in the afternoon of 2 January. Parents/guardians who had requested for care arrangement for your child/ward on the morning of 2 January (reference to Parent Letter dated 30 October 2024, Notification PRPS2024/SM/019), you would have been informed of the arrangements made for your child/ward.

5. Health Matters

• Temperature Taking Exercise

To maintain the school's preparedness to activate its temperature-taking regime, as well as to educate our students to take personal responsibility for their own health and to practise social responsibility, the school will be conducting a temperature-taking exercise on <u>Wednesday</u>, <u>15 January 2025</u>.

To prepare for the exercise, we will be conducting a pre-exercise check on Oral Digital Thermometers (ODTs). Please ensure that your child/ward brings his/her ODT which is in good working condition to school on **Monday, 13 January 2025** and **Tuesday, 14 January 2025** for pre-exercise checks. Those who need to purchase new ODTs may do so from the school bookshop or any pharmacy.

All P1 students will be issued with an individual ODT on 13 January 2025.

• General Well-being

We seek parents' support to keep schools a safe environment for students.

If your child/ward is unwell, please ensure that he/she stays at home and seeks medical attention if necessary. If your child/ward is recovering from respiratory-related illnesses, please encourage him/her to exercise social responsibility (e.g. by wearing a mask, minimising social interactions with big groups).

We appreciate your support and will continue to work with you closely. Let us all do our part to exercise personal and social responsibility and stay safe.

6. Student Safety and Security

- a. To ensure safety and security of the school environment, we will minimise visitors, including parents, from entering the school. All non-school personnel to report to the security guards at the security post to register for a visitor's pass.
- b. Parents should use communication channels such as phone, email, student handbook or video conferencing platforms to get in touch with school staff. In circumstances where face-to-face communication is necessary, please make an appointment so that the teachers you wish to meet can make time for you.
- c. As part of our efforts to instil responsibility in our students, parents are advised not to send items that their children may have forgotten to bring to school. We will use these teachable moments to help our children learn to be prepared for their learning, whilst ensuring their overall well-being.

d. The school main gate will open at 6.30 a.m. from Monday to Friday. If you are driving or walking your child/ward to school, we seek your understanding to arrive at school from 6.30 a.m. onwards. The school premises will close at 6.00 p.m. daily. For parents who need to fetch your children/wards from the school-based Student Care Centre (SCC), you are advised to use the Red Gate before 6.00 p.m. and the Yellow Gate after 6.00 p.m.

Road Safety

Please reinforce good road safety habits in your children/wards. Do remind them to use traffic light outside the school when crossing the road. As part of LTA's continuous efforts in enhancing road safety for students, motorists are to adhere to the speed limit of 40 km/h and below when entering a School Zone. A lower speed environment would provide motorists with more reaction time and this helps to enhance safety of the various road users.



Parents/Guardians are reminded to adhere to LTA's 'No Right Turn' sign outside the school which prohibits motorists from turning right when they exit the school from **6.50 a.m. to 7.30 a.m.** on Mondays to Fridays.

Parents/Guardians who are driving to pick your children/wards up from school are to wait for their children/wards at the public car parks at Blk 242/243 or Blk 235/241. Please do not obstruct traffic by parking your vehicles along Pasir Ris Street 21 or along the driveway of Blk 227/228.

We seek your cooperation in observing the traffic rules and continuing to exercise consideration for other road users and our neighbouring community.

MOE Group Personal Insurance Plan for Students

Refer to the attached factsheet (Annex B) for the MOE GPA Insurance Plan for Students. Claims are to be submitted online at https://studentgpa.incomegroupins.com.sg and you may check the status of your claim at the same portal.

• Fire Evacuation Drill

To ensure staff and students remain prepared for emergencies that may arise, the school will be carrying out a fire drill on **24 January 2025 morning**. Staff and students will evacuate to an internal assembly area. Teachers will be on duty to guide the students and ensure their safety and well-being during the drill.

7. School Letters to Parents via Parents Gateway (PG)

As part of our environment-friendly practices, all letters and notifications to parents will be paperless and they will be issued via PG, a one-stop portal for parents introduced by Ministry of Education (MOE). This portal provides digital services for parents to enhance administration, student record management, consent requirements and communications for their children.

All parents are to download the PG app on your mobile devices via Play Store or App Store. You may also view the *MOE Parents Gateway* video for a step-by-step guide on how to download and use the app: https://www.youtube.com/watch?v=tW9jwyuovOo&feature=youtu.be

8. School Facebook and Instagram

In our ongoing efforts to enhance communication and engagement, we are proud to share the links to our school's official Facebook and Instagram. These platforms will serve as a space for us to share important announcements, updates, and highlights of our school activities. We invite you to like, follow and share our pages to stay connected and engaged with the school community.

Join us today, via the QR codes or links provided, and be part of our vibrant school community! https://go.gov.sg/officialprpsig
https://go.gov.sg/officialprpsig





https://go.gov.sg/officialprpsi

We look forward to a fulfilling and engaging year with you and your child/ward. We will continue to forge a strong home-school partnership to support our students' learning and growth to help them fulfill their potential.

Yours sincerely,

Ms Liza **R**ahmat

Principal

SCHOOL CALENDAR FOR TERM 1 2025

Month	Date	Day	Events		
	2 to 9	Thu - Thu	iEmbark Programme for P1 (during curriculum)		
	3 to 7	Fri - Tue	Class Cohesive Programme for P2-P6 levels - Transition to new		
	3 10 7		class/level (during curriculum)		
	7	Tue	Commencement of CCA for P4 – P6 School Teams only		
			Commencement (after school hours):		
	8	Wed	- P3 to P6 Higher Malay Language classes		
	8		- P6 Higher Tamil Language class		
			Student Leadership Meeting (Prefects & PSLs)		
			Commencement (after school hours):		
	10	Fri	- P3 to P6 Higher Chinese Language classes		
	10	111	- P4 Higher Tamil Language class		
			Student Leadership Workshop (Session 1)		
			Mother Tongue Support Programme (MTSP) Briefing for selected P3/P4		
January	14	Tue	Parents		
	14	rue	Photo Taking for Smart Card for P1 & P6 (during curriculum)		
			*Students are to be attired in school uniform		
	15	Wed	Temperature Taking Exercise (during curriculum)		
	15 & 22	Wed	Applied Learning Programme (ALP) for P6: D2C@PRPS		
	20 & 27	Mon	Applied Learning Programme (ALP) for P5: D2C@PRPS		
	20, 22, 24, 27 &	Mon, Wed	P3 & P4 School Dyslexia Remediation (SDR) for selected students		
	31	& Fri	1.5 & 1.1 School Bysickia Nemediation (SBN) for Selected students		
	20 & 22	Mon &	P4 Traffic Games @ Road Safety Community Park		
		Wed Fri	School Emergency Exercise (during curriculum)		
	24		P1 & P2 LSP & LSM Briefing for Selected Parents		
	28	Tue	Chinese New Year School Celebration (school hours: 7.30 am-10.30 am)		
	29 & 30	Wed & Thu	Chinese New Year Public Holidays		
	23 & 30	vveu & mu	·		
		Mon & Wed	For Selected Students:		
	2 5 40 42 47		P6 Remedial Programme on Mondays P3 8 P4 Reading Paradiation Programme (RRR)		
	3, 5, 10, 12, 17		P3 & P4 Reading Remediation Programme (RRP) P4 F3K Maths & Science Programmes on Mondays		
	19, 24 & 26		P4 E2K Maths & Science Programmes on Mondays P4 & R6 Math Olympiad on Mondays		
			P4 & P6 Math Olympiad on Mondays P4 & P5 English Language Literagy Programme on Wednesdays		
	2 5 7 40 42		 P4 & P5 English Language Literacy Programme on Wednesdays 		
February	3, 5, 7, 10, 12,	Mon, Wed	D2 9 D4 Cabaal Dualouis Bornadiation (CDD) for coloated students		
	14, 17, 19, 21,	& Fri	P3 & P4 School Dyslexia Remediation (SDR) for selected students		
	24, 26 & 28		Commencement of CCA for all P3-P6 students		
	4	Tue			
	2 10 17 9 24	N.4 a. r.	P3 Science Learning Journey to Zoo (during curriculum)		
	3, 10, 17 & 24	Mon	Applied Learning Programme (ALP) for P5: D2C@PRPS		
	5, 12, 19 & 26	Wed	Applied Learning Programme (ALP) for P6: D2C@PRPS		
	5 & 6	Wed & Thu	Class Photo Taking for P1 to P6 (during curriculum)		

Month	Date	Day	Events		
			*Students are to be attired in school uniform		
	7	Fri	Parents Connect for P5 & P6		
	13	Thu	Parent Support Group: Tea Session		
	13 to 21	Thu - Fri	Annual School Health Service for All Levels (during curriculum)		
	14	Fri	Parents Connect for P3 & P4		
	21	Fri	Parents Connect for P1 & P2		
	24 – 28	Mon - Fri	P1-P6 Health Fun Challenge Week (during curriculum)		
	3, 5, 7, 10, 12 & 14	Mon, Wed & Fri	P3 & P4 School Dyslexia Remediation (SDR) for selected students		
March	3, 5, 10 & 12	Mon & Wed	For Selected Students: P6 Remedial Programme on Mondays P3 & P4 Reading Remediation Programme (RRP) P4 & P5 E2K Maths & Science Programmes on Mondays P4 to P6 (P6 on 3 rd only) Math Olympiad on Mondays P4 & P5 English Language Literacy Programme on Wednesdays		
	10 to 14	Mon – Fri	ArtsMania, Aesthetic Week (during curriculum)		
	10 & 11	Mon & Tue	ALP: P5 D2C@PRPS Day (during curriculum)		
	12 & 13	Wed & Thu	ALP: P6 D2C@PRPS Day (during curriculum)		
	14	Fri	P6 Education & Career Guidance Day (during curriculum)		
	15 - 23		Term 1 School Vacation		



GROUP PERSONAL ACCIDENT INSURANCE FOR STUDENTS

(Applicable to accident date on and after 1 January 2024)

This is a Group Personal Accident (GPA) Insurance which covers death, permanent and total/partial disability and medical expenses due to an accident. The proximate or triggering causes of injuries must be reasonably attributed to an accident.

Parents/guardian will have to pay for medical treatments upfront, before submitting claims to Income Insurance Limited (Income Insurance) for reimbursement. Please note the applicable limits and coverage for medical expenses. Ineligible expenses or expenses in excess of the limits will be borne by the students/parents/guardian.

Parents/guardian should also take note that medical treatments at private hospitals will typically cost higher, and parents/guardian may need to pay more out-of-pocket expenses if treatment costs exceed the policy's coverage limits.

1. Benefit/ Sum Insured for GPA Insurance

No.	Key Areas	Benefit/ Sum Insured
1.	Accidental Death Benefit	\$50,000
2.	Permanent Disablement (including Second and Third Degree Burns)	Up to 150% of Accidental Death Benefit (as per Schedules of Benefits in Tables 2-4)
3.	Funeral Benefit	\$5,000
4.	Medical Expenses (sum of outpatient and inpatient medical expenses)	 Up to \$13,000 for medical expenses incurred up to 365 days from date of accident, and with the following sub-limits: a. Outpatient expenses (up to \$2,150 with \$400 sub-limit for treatment by Traditional Chinese Medicine (TCM) practitioners) for outpatient and follow-up medical treatments due to an accident including minor/day surgery at a clinic/hospital, physiotherapy at Specialist Outpatient Clinics (SOCs) in Restructured Hospitals or at any centres operated by the Singapore Sports Council, treatment by TCM practitioners and ambulance fees. b. Inpatient expenses (up to \$10,850) for inpatient and follow-up treatments after hospitalisation due to an accident including daily room and board expenses (including ICU), capped at \$120 per day, in-hospital consultation, surgery and expenses for other hospital services (e.g. X-rays, MRI, prescription, medical supplies, operating theatre.) c. Reconstructive surgical expenses arising from an accident (up to \$13,000) including medical consultation, test, surgical procedure and medical treatment before/after the surgery. d. Dental treatment expenses (up to \$4,000) for outpatient, inpatient and follow-up treatments due to an accident including minor/day surgery at a clinic/hospital. For accident overseas, the insured must seek treatment within 7 days of returning to Singapore.



No.	Key Areas	Benefit/ Sum Insured
		 Note: 1st treatment must be sought within 30 days from date of accident. TCM Practitioners must be registered with the TCM Practitioners Board & possess a valid practising certificate. Private physiotherapy treatments are not covered.
5.	Hospitalisation Allowance (overseas and upon return)	\$50 per day of hospitalisation stay (up to a maximum of 50 days)
6.	Temporary/Permanent Mobility Aid, Prosthesis and Other Implants	Up to \$5,000 Note: A doctor's prescription or memo to support the purchase of mobility aids, prosthesis or implants is required. Purchase(s) must be made in the name of the insured.

Extensions

- Act of God/ convulsion of nature
- Automatic additions, deletions & promotions
- Disappearance, including disappearance resulting from an act of god or convulsion of nature. (Limit: 365 days)
- Comatose state benefit (50% of Accidental Death benefit as an additional pay out; refer to Table 1)
- Drowning, suffocation by smoke, poisonous fumes, gas
- Domestic and nursing assistance expenses (Limit: \$1,000)
- Double indemnity for Accidental Death or Permanent and Total/ Partial Disability whilst on a public conveyance or due to a natural catastrophe
- Exposure
- Food poisoning
- Hijack
- Murder and assault
- Motorcycling
- Strike, riots and civil commotion
- Terrorism including losses caused by terrorist attacks by nuclear, chemical and/or biological substances
- Trauma counselling, psychiatric and psychological treatment for insured's next-of-kin, should insured suffer from death or total/ partial disability from an accident (Limit: \$1,000)
- Injury, illness, disease or Death resulting from complications or related to attacks by venomous or disease transmitting insects, reptiles, amphibians, sea creatures and animals.
- Competitive Sports and Activities of Higher Risks
- "Infectious disease" under the Infectious Diseases Act 1976 due to and arising from exposure in the insured's school premises or during any school-related activity, whether in Singapore or elsewhere.
- Claims arising directly or indirectly or in consequence of invasion, act of foreign enemy, hostilities, acts of terrorism, civil war, civil unrest, civil commotion, strike, riot, rebellion, revolution, insurrection, mutiny, uprising, military coup or other usurpation of power, confiscation, detention, nationalisation, requisition, martial law or state of siege or any events or causes which result in the proclamation or maintenance of martial law or state of siege.
- Heat related injuries (heat stroke and heat exhaustion).



Table 1: Comatose State Benefit Schedule

Duration of Comatose	Schedule of Benefits
At least 3 months	25% of Comatose state benefit
At least 6 months	50% of Comatose state benefit
At least 9 months	75% of Comatose state benefit
At least 12 months	100% of Comatose state benefit

Table 2: Schedule of Benefits for Partial/ Total Disability

Schedule of Benefits for Partial/Total Disability			
Permanent Total Disablement	150%		
Permanent unsound mind to the extent of loss of legal capacity	100%		
Loss of 2 limbs or more	100%		
Loss of 1 limb	100%		
Loss of both eyes	100%		
Loss of 1 eye, except perception of light	75%		
Loss of 1 limb and 1 eye	100%		
Loss of speech and hearing	100%		
Loss of speech	50%		
Loss of hearing in both ears	75%		
Loss of hearing in 1 ear	25%		
Loss of 4 fingers and 1 thumb on 1 hand	70% either Right or Left		
Loss of 4 fingers on 1 hand	40% either Right or Left		

Loss of 1 thumb (2 phalanges)	30% either Right or Left
Loss of 1 thumb (1 phalange)	15% either Right or Left
Loss of 1 finger (3 phalanges)	10% either Right or Left
Loss of 1 finger (2 phalanges)	7.5% either Right or Left
Loss of 1 finger (1 phalange)	5% either Right or Left
Loss of all toes on 1 foot	15%
Loss of big toe (2 phalanges)	5%
Loss of big toe (1 phalange)	3%
Loss of any one other toe	1%
Fractured leg or patella, with established non-union	10%
Shortening of leg by 5cm	7.5%

Table 3: Schedule of Benefits for Third Degree Burns

Schedule of Benefits for Third Degree Burns		
Damaged as a % of total surface area of Head		
Equal or greater than 8%	100%	
Equal or greater than 5% and less than 8%	75%	
Equal or greater than 2% and less than 5%	50%	
Damaged as a % of total surface area of Body		
Equal or greater than 20%	100%	
Equal or greater than 15% and less than 20%	75%	
Equal or greater than 10% and less than 15%	50%	



Table 4: Schedule of Benefits for Second Degree Burns

Schedule of Benefits for Second Degree Burns		
Damaged as a % of total surface area of Head		
Equal or greater than 8%	8%	
Equal or greater than 5% and less than 8 %	6%	
Equal or greater than 2% and less than 5%	4%	
Damaged as a % of total surface area of Body		
Equal or greater than 20%	8%	
Equal or greater than 15% and less than 20%	6%	
Equal or greater than 10% and less than 15%	4%	

2. Coverage

The GPA Insurance covers each student when that student is:

- (a) In his or her school;
- (b) Participating in the school's activities, or any activity related to the school, including Home-Based Learning (HBL), Co-Curricular Activities ("CCAs") and sports, regardless of the time at which such activities are conducted and whether the activity is conducted in the school, in Singapore, or elsewhere;
- (c) Commuting from (or to) his or her place of residence, including a hostel, to (or from) either the school's premises or the place where an activity covered by the GPA Insurance will be conducted, including any reasonable deviations. For the avoidance of doubt, the student's place of residence may include a place that is not in Singapore;
- (d) In the case of a primary-level student, in addition to sub-paragraphs (a), (b) and (c):
 - i) In the student care centre located in his or her school;
 - ii) Participating in any activity conducted by the abovementioned student care centre, regardless of the time at which such activity is conducted and whether the activity is conducted in the student care centre, in Singapore, or elsewhere; and
- (e) In the case of a kindergarten-level student, in addition to sub-paragraphs (a), (b) and (c):
 - i) In the KCare Centre associated with his or her MOE Kindergarten located in his or her school; and
 - ii) Participating in any activity conducted by the abovementioned KCare Centre, regardless of the time at which such activity is conducted and whether the activity is conducted in the KCare Centre, in Singapore, or elsewhere.

3. What is not covered?

- a) Treatment incurred more than 365 days from date of accident.
- b) Treatment for an injury not as a result of an accident.
- c) Private Physiotherapy or alternative treatment (e.g. chiropractor, herbalist, podiatrist, naturopathy, Ayurveda).
- d) Non-prescribed medication or mobility aids (such as crutches, wheelchair, etc).



4. SUMMARY OF CLAIMS PROCEDURES

All claims should be submitted as soon as possible subjected to a cap of 365 days from the date of accident.

New Claim Submission

- 1. Go to Income Insurance's GPA portal at https://studentgpa.incomegroupins.com.sg
- 2. Click on "New/Follow up Accident Claim"
- 3. Select "New Claim" Under "Claim Type"
- 4. Complete online claim form
- 5. Upload tax invoice(s), receipts (outpatient/inpatient claims) and required documents
- 6. Confirmation email will be sent to parents or students, and school administrator

Follow Up Claim Submission

- 1. Go to Income Insurance's GPA portal at https://studentgpa.incomegroupins.com.sg
- 2. Click on "New/Follow Up Accident Claim"
- 3. Select "Follow Up Claim" Under "Claim Type"
- 4. Upload tax invoice(s), receipts (outpatient/inpatient/dental claims) and required documents
- 5. Confirmation email will be sent to parents or students, and school administrator

Enquiry on Status of Claims

- 1. Go to Income Insurance's GPA portal at https://studentgpa.incomegroupins.com.sg
- 2. Click on "Check Accident Claims Status"

Required Documents

- 1. For hospitalisation or day surgery, a copy of Inpatient discharge summary/ Day surgery form/ Attending physician's medical report
- 2. Police report, if applicable
- 3. If you have submitted a claim to any third party who has reimbursed your bills (e.g. other insurance policies/insurers/ your employers), please submit copies of the following documents:
 - a. Reimbursement letter/ claim settlement letter from other source
 - b. Copy of the Shield Plan's settlement letter if there is any payment by Medisave-approved Integrated Shield
- 4. School incident report with simple case description of nature of accident for all claims (To be submitted by Schools).

Please note that the list of documents above is not exhaustive. Other documents may be requested if necessary.

CONTACT DETAILS

CLICK on www.income.com.sg

CALL our hotline at 6788 1777 Mon – Fri 9.00am to 6.00pm Sat, Sun & Public Holiday – Closed

ZONE REPRESENTATIVES

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IMPORTANT NOTES

This is for general information only. The terms and conditions of Group Personal Accident Insurance for Students are found in the master policy contract.

This policy is protected under the Policy Owners' Protection Scheme which is administered by the Singapore Deposit Insurance Corporation (SDIC). Coverage for your policy is automatic and no further action is required from you. For more information on the types of benefits that are covered under the scheme as well as the limits of coverage, where applicable, please contact Income Insurance or visit the GIA/LIA or SDIC websites (www.gia.org.sg or www.gia.org.sg or www.gia.org.sg or www.sdic.org.sg).

Information is correct as of May 2024.