

04 February 2016

Through: Principal

SA 4/2/16

Dear Sir / Madam

PHOTO-TAKING FOR P1 AND P6 PUPLS FOR SCHOOL SMART CARD 2016

The Ministry of Education (MOE) will be conducting the annual photo-taking exercise for all **Primary One (P1) and Primary Six (P6) pupils ONLY** for the issue of the School Smart Card (SSC) in school. MOE has engaged M/S Transit Link Pte Ltd to conduct the photo-taking sessions in the school. Your child/ ward will be arranged by class order for the photo-taking during school hours when the vendor is here.

2 Please be informed of the photo-taking session details, as follow:

Date	Time	Attire
17 Feb 2016 [Wednesday]	During School Hours	School Uniform Note: Pupils attending PE lessons on this date are required to bring their Uniform (Top) for the purpose of the photo taking.

3 Please note that should your child/ ward did not attend school during the scheduled photo taking date, we will inform you accordingly on the alternate arrangements.

- a. Alternate photo taking session (if any);
- b. Manual Submission of recent colour, full face passport size photograph (35mm by 45mm) taken in Dazhong Primary School Uniform against white backdrop; **or**
- c. Proceed to the TransitLink Concession Card Replacement Offices (CCROs) upon advice of the actual date by TransitLink.

4 For P1 pupils, they are scheduled to get their SSCs by **End of Mar 2016**. The photo-images taken for P6 pupils will be used for the printing of Secondary SSCs purpose when they are promoted to Secondary One in 2017.

Thank you.

Yours faithfully



Ms Tan Geok Hwa
Administration Manager



