

Dear Parent / Guardian,

You had previously indicated that you would like to collect the personal learning device (PLD) personally or appoint a proxy to collect the PLD on your behalf.

Your child/ward would be participating in a school workshop that would equip him/her with the knowledge and skills to use the PLD on 9 March, Wednesday afternoon. Hence, we would like you to consider authorising your child/ward to collect the PLD in school on 9 March 2022 so that he/she could use his/her PLD for the workshop. If you would like to authorise your child/ward to collect his/her PLD, please respond by selecting 'YES'.

We would like to assure you that teachers would be around to guide your child / ward to check that the PLD is in mint condition. Furthermore, there is a 7 day exchange policy if there is any defect with the PLD.

However, if you wish to collect the PLD personally or appoint a proxy, you may arrange an appointment by calling the collection centre at 6272 0088 from 10 March 2022. The address of the collection centre is 219 Henderson Road, Henderson Industrial Park, #05-01, Singapore 159556. After collecting the PLD, your child/ward would need to bring the PLD to school and arrange for the school's IT department to install the device management application (DMA).

Please feel free to contact me via email (loh_yan_xiang@schools.gov.sg) if you have any queries.

Thank you.

Regards,
Mr Loh Yan Xiang
HOD ICT