

Dear Parents and Guardians,

Please be reminded about our **Open House** taking place tonight from **6:00 PM to 8:30 PM**. We eagerly anticipate your presence and participation to this event.

- **Important Notice on MS Teams Accounts**

Please take note of a significant update regarding your child's MS Teams accounts. **Effective April 20, 2025, all accounts will be deactivated.** To ensure you have access to valuable resources, including PowerPoint presentations, task sheets, assignments, and the Discovery/Enquiry Trails, etc., we urge you to download any materials you wish to retain. The school will facilitate a backup period of one week for parents and guardians, after which all content will become inaccessible as our IT Department proceeds with the account deactivation.

We appreciate your attention to this crucial information and ask that you take the necessary steps.

- **Transition to Edunation Platform – Our New Learning Management System**

We are excited to inform you that our school will be completely transitioning from MS Teams to Edunation as our Learning Management System (LMS) in Term 3. This change is aimed at enhancing the teaching and learning experience by providing a more streamlined and user-friendly platform for students, teachers, and parents.

#### Key Information for Parents

##### Login Information:

- ✓ You will use the same **login credentials as MS Teams** to access the Edunation site.

##### Where to Find Lesson Materials?

- ✓ Study materials (Teaching Components) for English, Science, Social Studies, ICT, and PSHE will be uploaded every Friday under the "Course" section in Edunation.
- ✓ Additional task sheets, videos, and Bloom's Taxonomy questions will be added by the end of the week / once a lesson is complete.

##### Attendance & Communication:

- ✓ Teachers will mark attendance daily on Edunation.
- ✓ Parents can use the Messages feature for direct communication with teachers.
- ✓ Important school-wide updates will be shared via Announcements.

##### Quizzes & Assignments:

- ✓ You will receive notifications when teachers assign quizzes or assignments.
- ✓ Links for quizzes (initially on MS Forms) will be shared under the "Quiz" tab in Edunation.
- ✓ In later stages, quizzes and assignments will be conducted directly on Edunation

We appreciate your support as we move forward with this new system to enhance student learning. **If you feel that a brief training session on Edunation App for Parents would be necessary or helpful for you**, kindly answer this survey at <https://forms.gle/UMiRwdSd4F7YPC3C6>. Do not hesitate to reach out to us for any queries.

- **Dropping Off Students (Morning)**

We remind parents who use their own transport to refrain from dropping off their child or children on the sidewalks, as this poses a danger. For the safety of all, please utilize the designated drop-off areas near the school's front gate to disembark your child or children.

Thank you for your cooperation in keeping our school community safe!

- **No Hat, No Outdoor Play Policy**

Our pupils' health and safety are our top priorities, we want to make sure that they are safe at all times and still enjoy outdoor activities with the current weather conditions.

**Students must wear a hat that offers sufficient protection from the sun to be allowed for an outdoor play.**

Hats should provide as much coverage as feasible for the head, ears, and neck. We kindly ask parents to provide their children a proper hat correctly labeled with the student's name to avoid loss or misplacement.

[The school is enforcing a no hat – no play policy starting on Monday. 14.04.2025.](#)

The Discovery/Enquiry Trails for Term 3 – Week 2 is attached to this email.

Thank you for your attention and ongoing cooperation.

Best regards,

**EIS Administration**