

## Ministry of Education Language Centre

Bishan Campus  
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4 January 2021

Dear Parents,

### USE OF STUDENTS' PHOTOGRAPHS, VIDEOTAPES AND AUDIOTAPES

We would like to inform you that the staff at MOE Language Centre (MOELC) will be taking photographs, videotapes and audiotapes of students engaged in various learning activities. The photographs, videotapes and audiotapes may be featured or uploaded on our website, social media, slideshows or any other form of publicity materials. At times, we may be asked to share some of these photographs, videotapes and audiotapes with the Ministry of Education and our other partners in education for their publications, presentations or broadcast via TV, newspaper, internet and other media sources.

In the use of students' photographs, videotapes and audiotapes, we will exercise discretion and responsibility. The materials will only be used for the purposes of enhancing the learning experience for students and creating greater awareness of our programmes and our students' achievements.

While we would like to celebrate the learning and achievements of our students at MOELC, we want to respect your privacy as well. If you do not wish for your child's photographs, videotapes and audiotapes to be used by MOELC, MOE or our partners in education on the above mentioned platforms during his/her course of study with us, please write in officially to us.

#### **Bishan campus**

Ms Jaynthi Krishnan (Corporate Support Officer) at [jaynthi\\_krishnan@schools.gov.sg](mailto:jaynthi_krishnan@schools.gov.sg)

#### **Newton campus**

Ms Teo Lak Sim (Corporate Support Officer) at [teo\\_lak\\_sim@schools.gov.sg](mailto:teo_lak_sim@schools.gov.sg)

Thank you for your kind understanding and support.

Regards,

Handwritten signature of Ms Mabel Goh.

Ms Mabel Goh  
Principal  
MOELC Bishan

Handwritten signature of Mrs Susan Cheng.

Mrs Susan Cheng  
Principal  
MOELC Newton