

Ministry of Education Language Centre

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3 January 2023

Dear Parents/Guardians,

USE OF STUDENTS' PHOTOGRAPHS, VIDEO AND AUDIO RECORDINGS

We would like to inform you that, in the course of the academic year, the staff at MOE Language Centre (MOELC) may be taking photographs as well as making video and audio recordings of students engaged in various learning activities. The photographs, video and audio recordings may be featured or uploaded onto our website, social media, slideshows or any other form of publicity materials. At times, we may be asked to share some of these photographs, video and audio recordings with the Ministry of Education (MOE) 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, video and audio recordings, 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/ward's photographs, video and audio recordings 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.

For Bishan campus, please write to:

Ms Jaynthi Krishnan (Corporate Support Officer) at jaynthi_krishnan@schools.gov.sg

For Newton campus, please write to:

Ms Teo Lak Sim (Corporate Support Officer) at teo_lak_sim@schools.gov.sg

Thank you for your kind understanding and support.

Regards,

A handwritten signature in black ink, appearing to be 'Kevin Ho'.

Mr Kevin Ho
Principal
MOELC Bishan

A handwritten signature in black ink, appearing to be 'Berlina Tan'.

Ms Berlina Tan
Principal
MOELC Newton