

## Ministry of Education Language Centre

Bishan Campus  
11 Bishan Street 14  
Singapore 579782  
Tel: (65) 6258 7794  
Fax: (65) 6258 3913



Newton Campus  
136 Cairnhill Road  
Singapore 229722  
Tel: (65) 6515 8320  
Fax: (65) 6686 3560

2 January 2025

Dear Parents/Guardians

### **USE OF STUDENTS' PHOTOGRAPHS, VIDEO AND AUDIO RECORDINGS**

We would like to inform you that in the course of the year, the staff at MOE Language Centre (MOELC) may be taking photographs and 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.

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 abovementioned platforms during his/her course of study with us, please write in officially to us.

**For the Bishan campus, please write to:**

Mdm Cindy Lee at [lee\\_eng\\_king@schools.gov.sg](mailto:lee_eng_king@schools.gov.sg)

**For the Newton campus, please write to:**

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

Thank you for your kind understanding and support.

Regards

Mr Kevin Ho  
Principal  
MOELC Bishan

Ms Berlina Tan  
Principal  
MOELC Newton