Annex A

Shanghai School Uniforms Pte Ltd
63 Ubi Ave 1
#04-09 63@Ubi
Singapore 408937
Tel: 6352 2741 Fax: 6842 2741
Email: contact@shanghai-uniforms.com
Co. / GST Reg.: 200512781C

11 Oct 2026

Dear Parents and Guardians,

Re : Introducing Shanghai School Uniforms Pte Ltd

Shanghai School Uniforms is pleased to be in touch with all of you as the official uniform vendor for Punggol Cove Primary School. We take this opportunity to welcome you and give you a brief introduction about ourselves.

Shanghai School Uniforms has been supplying school uniforms to Singapore schools for over 50 years and is currently one of the leading players in the school uniform business in the nation. Central to our business are our **Product** and **Service QUALITY**.

Parents / Guardians may purchase school uniforms through our online store:

Website: https://shanghai-uniforms.sg/

1. **For Smart Locker Self-collection @ Ubi Option**
   Address: 63 Ubi Avenue 1, #04-09, 63 @ Ubi Singapore 408937
   - Place your order online and select **Smart Locker Self-Collection**.
   - Collection is **strictly limited to your selected collection date and time slot**.
   - **Walk-in purchases are not available.**
   - To ensure the hygiene and well-being of the students, we do not permit trying of uniform sample.

2. **For Home Delivery Option**
   - Please place your order online and select **Home Delivery**.
   - A delivery charge of **S$10 per trip** applies to orders weighing **below 10 kg**.

3. **For School Sales**
   - The available dates for school sales are as follows:

Month	Dates	Time	Location 1
Nov **(P1 ONLY)**	**For P1 ONLY** 26, 27 (Thur, Fri)	9am – 3pm	CCA Room 1
Dec	**For ALL Levels** 2, 3, 4 (Wed, Thur, Fri) 9, 10, 11 (Wed, Thurs, Fri) 14, 15, 16 (Mon, Tues, Wed)		
Dec **(ONLINE FAS COLLECTION ONLY)** **Financial Assistance Scheme**	**Online FAS Collection ONLY** FAS collection is strictly through appointment booking with a unique coupon code. School will notify parents/guardians of the coupon code via email.		
Jan	**Online Purchase**	https://shanghai-uniforms.sg/	

(School Uniform will be available for purchase at School Bookshop from February 2027 onwards)

Please refer to the next page for our Uniform Hub and operating hours.

Feel free to contact us should you need any further clarification. We appreciate your valuable feedback and look forward to serving you to the best of our ability.

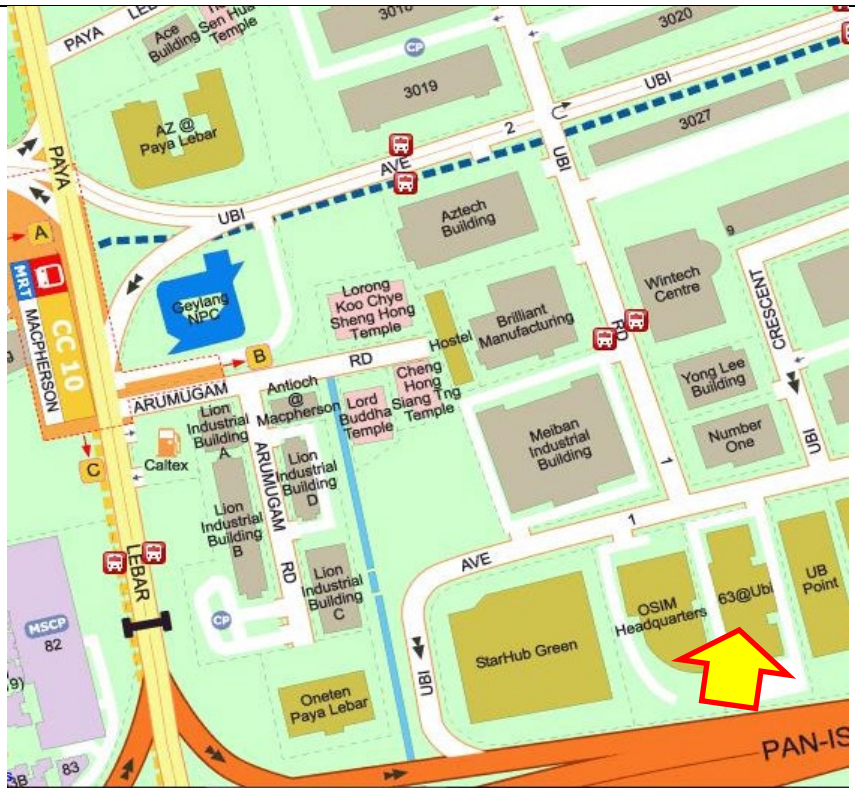
Thank you for your kind attention.

Yours sincerely,



Doris Yeo
Managing Director

Uniform Hub Location



Operating Hours (Walk-in purchases are NOT AVAILABLE.)

Monday – Saturday: 10.00am - 6.00pm, **Lunch Time: 1.00pm - 2.00pm**

Location : 63, Ubi Ave 1, #04-09, 63 @ Ubi (formerly Boustead House) Singapore 408937

Tel : 6747 8037 Monday – Saturday: 10.00am – 1.00pm, 2.00pm – 6.00pm

Closed on: Sunday, Public Holidays.

How to get there

Within 10 minutes walk from Macpherson MRT station, B exit (Circle & Downtown Line)

Bus Stops : Within 10 minutes walk from all bus stops

Ubi Rd 1, Opp Meiban Industrial Building Bus No: 63, 63M, 137	Bus Stop No. B71229
Ubi Rd 1, Meiban Industrial Building Bus No: 63, 63A, 63M, 137	Bus Stop No. B71221
Ubi Ave 2, Aztech Building Bus No: 8, 22, 61, 63, 63A, 63M, 65, 66, 137	Bus Stop No. B71169
Ubi Ave 2, Blk 3019 Bus No: 8, 22, 61, 63, 63M, 65, 66, 137	Bus Stop No. B71161
Paya Lebar Rd, Macpherson Stn Exit B Bus No: 24, 28, 43, 43e, 70, 70A, 70M, 76, 80, 80A, 135, 137, 154	Bus Stop No. B70259
Paya Lebar Rd, Macpherson Stn Exit C Bus No: 24, 28, 43, 43e, 70, 70M, 76, 80, 135, 154	Bus Stop No. B70251

Uniforms Measurement

SSU Sizing Guide

USING THE RIGHT MEASURING TAPE

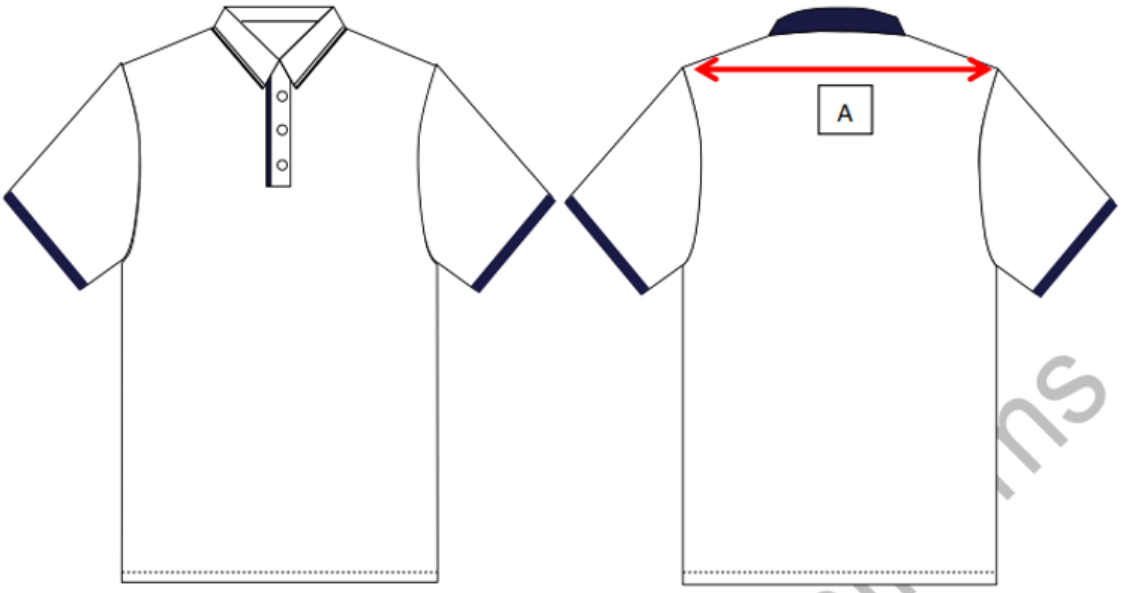
Dear Parents,

When measuring your child's uniform, it is important to use a measuring tape that adheres to the international standard for inches. The international standard defines an inch as exactly 2.54 centimetres. (1 inch = 2.54cm)

PLEASE DO NOT USE THE MEASURING TAPE THAT SHOWS CHINESE 寸(cùn) UNIT OF LENGTH (1 inch = ~ 3.33cm)



Shanghai School Uniforms



Shirt / Blouse - Measurement from **shoulder to shoulder** in inch.

Size		11	12	13	14	15	16	17	18	19	20	21
Shoulder Width	A	11"	12"	13"	14"	15"	16"	17"	18"	19"	20"	21"

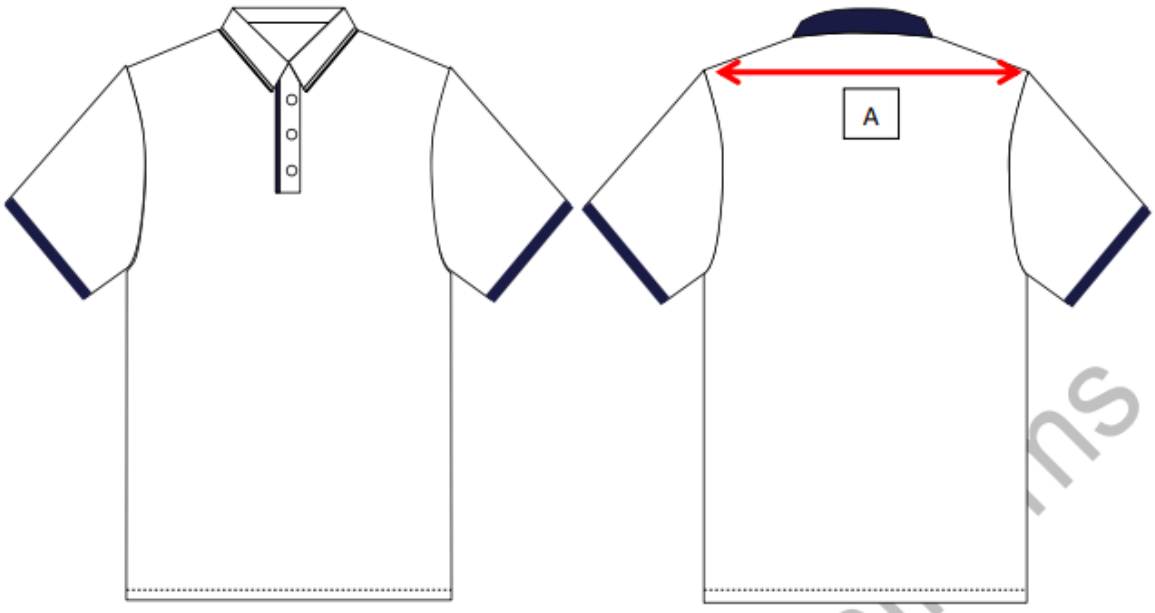
Tip: **Measure from the tip of each end of the shoulder bone.** However, if your child is fleshly, it is best to add 1 inch extra to accommodate. If the child is extremely skinny, minus 1 inch from the final measurement to avoid the clothing looking too baggy for the child.



Long pants / Shorts / Skirt / Skorts - Measurement of **waist circumference** in inch.

Size		20	22	24	26	28	30	32	34	36	38	40
Waist Circumference	B	20"	22"	24"	26"	28"	30"	32"	34"	36"	38"	40"

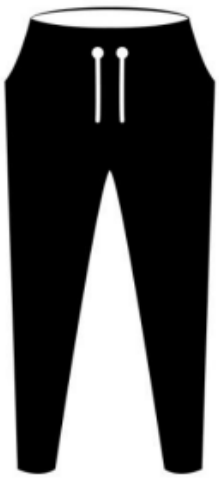
Tip: **Measure the circumference of the waist where your child normally rests the waist band on the body.** Do not cheat by wrapping the measuring tape tightly against the body or by breathing out to contract the stomach. Belt loop, adjustable side buttons and half elastic band bottom allows up to 2-inch adjustment. Thus, a size 30 bottom, with a waist circumference of 28 inch will be able to support without dropping off.



Polo / T-shirt - Measurement from **shoulder to shoulder** in inch.

Size		26	28	30	32	34	36	38	40	42	44	46
Shoulder Width	A	11"	12"	13"	14"	15"	16"	17"	18"	19"	20"	21"

Tip: **Measure from the tip of each end of the shoulder bone. Use (Shoulder Width x 2) + 4 for the recommended Polo or T-shirt size.** If the wearer is fleshly, it is best to add 1 size up to accommodate.



PE Shorts/ PE Trackpants

Size	XS	S	M	L	XL	2XL	3XL	4XL	5XL

Tip: **As a rule of thumb, follow the size of your child's Polo / T-shirt.** If your child is fleshly at the butt, add 1 size up; For very skinny build, minus 1 size down.

Socks / Shoes – Shoe measurement based on **Euro size**.

Socks Size	S					M				L			XL
Shoes Size	29	30	31	32	33	34	35	36	37	38	39	40	41 >

Notes: Only laced shoes are available from size 38 onwards.

Annex C

Sfx Transport Pte Ltd
Blk 31 Sin Ming Drive #01-299, Singapore 575705
Tel : 6282 0262 Email : enquiry@sfxtransport.com.sg

To: Parents/Guardians of Punggol Cove Primary School

Subject: School Bus Registration for Year 2027

Dear Parents/Guardians,

We are pleased to inform you that the school bus registration for Year 2027 will be open for registration from 15 October 2026 to 30 November 2026.

Please take note of the following important details:

1. **New Registrations**
   - Parents who wish to register their child for school bus services may do so during the registration period from **15 October 2026 to 30 November 2026**.
   - The registration portal will only accept new registrations during this period.
   - The registration portal will be closed from 1 December 2026 to 15 January 2027 for route planning and bus arrangements for the new academic year. New registrations will reopen after this period, subject to availability.

   For your reference, please refer to the attached **Parents' Guide for New School Bus Registration**, which provides step-by-step instructions on how to complete the registration.

2. **Existing Students**
   - Parents of existing students will receive a renewal option via the SFX SchoolBus App or email from 15th October 2026 onwards.

3. **School Bus Fares for the Year 2027**
   A. Daily School Bus Services based on Not to Exceed Price (i.e. for sending pupils from home to school and vice versa.)
   B. Bus Service for after school activities (i.e. sending pupils home from school after enrichment programmes, supplementary classes or CCA).

Distance	1 way	2 way	After School Activities/CCA
Up to 2km	$140.00	$160.00	$5
2km – 4km	$180.00	$200.00	$8
4.1km – 6km	$220.00	$240.00	$10

Note: Bus Services for after school activities (para 3B) are only available to students taking the Daily School Bus Services (para 3A) either 2 way or 1 way return.

The applicable bus fare will be shown during the registration/renewal process for parents' reference.

Sfx Transport Pte Ltd
Blk 31 Sin Ming Drive #01-299, Singapore 575705
Tel : 6282 0262 Email : enquiry@sfxtransport.com.sg

4. **Bus Schedule**

   The school bus service is provided for trips to and from the school before and after the official school hours as follows:

   - Latest bus arrival time in school: 07:15am
   - Latest bus departure time from school (time which the buses depart from school):
     I. Regular Bus Service: 1:45pm
     II. Students with scheduled after school activities: 4:10pm

5. **Payment Terms**

   - Payment must be received by the 5th of each month.
   - The annual bus fares will be collected over 9 months in January, February, March, April, May, July, August, September and October. There will be no collections for the months of June, November and December.
   - If payment is not received by this date, we reserve the rights to terminate the bus service immediately without further notice**.**

6. **Terms & Conditions of Bus Services.**

   - Parents are advised to go through the operator's terms & conditions from SFX School Bus app.

We strongly encourage all parents to complete the registration within the stipulated period to secure your child's placement for the new academic year.

For school bus enquiries, please contact:
School Bus Coordinator: Jasmin
Mobile: +65 8777 0262 | Email: punggolcovepri@sfxtransport.com.sg

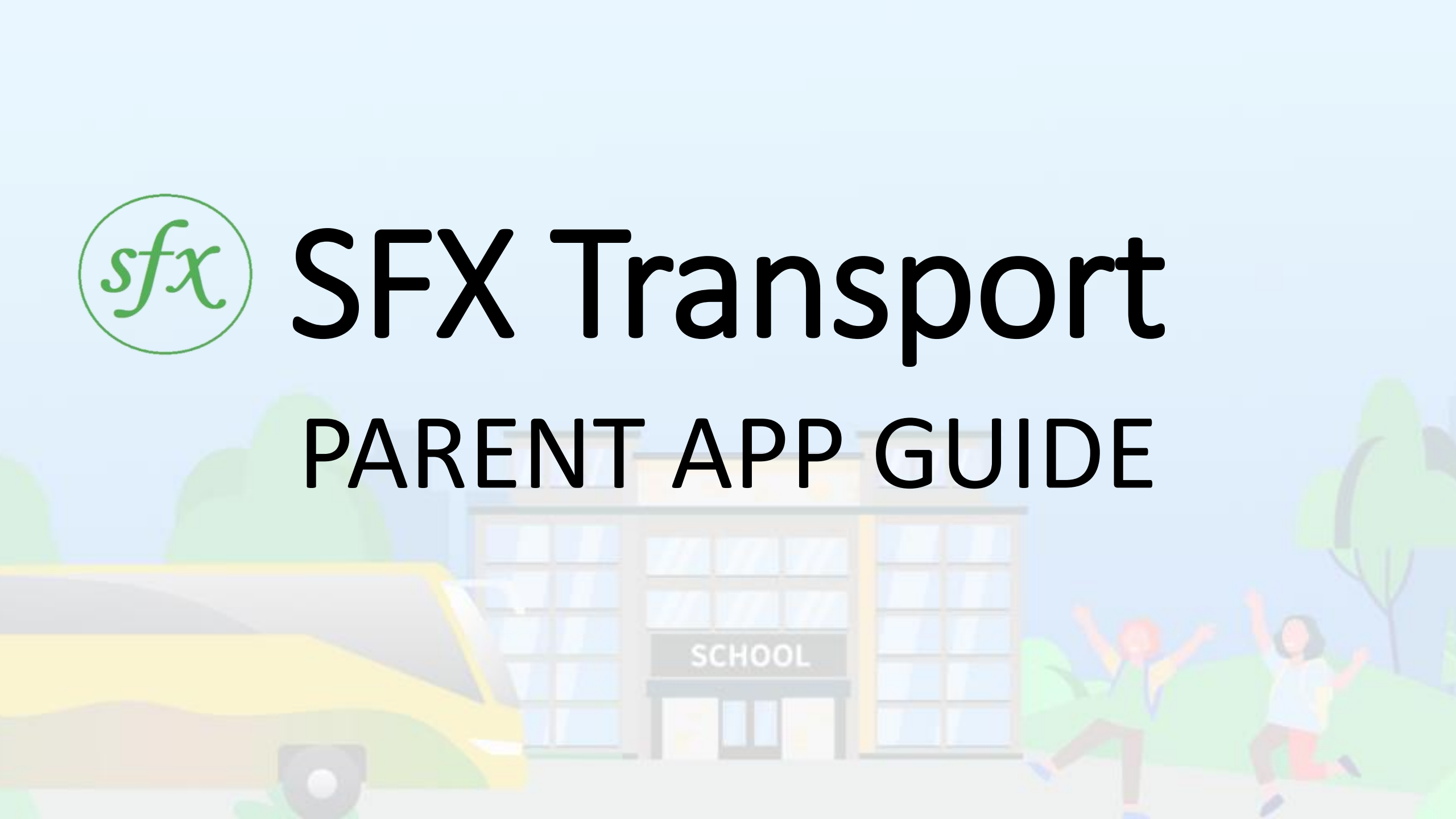
Thank you for your cooperation and for entrusting us with your child's transportation needs.

Best Regards,

Joycelyn Koh
SFX Transport Administrative Manager
Office: +65 6282 0262

SFX Transport

PARENT APP GUIDE



Download App

Please download our app from the Apple App Store or Google Play Store. You can search for “SFX Schoolbus" or scan the QR code provided below.

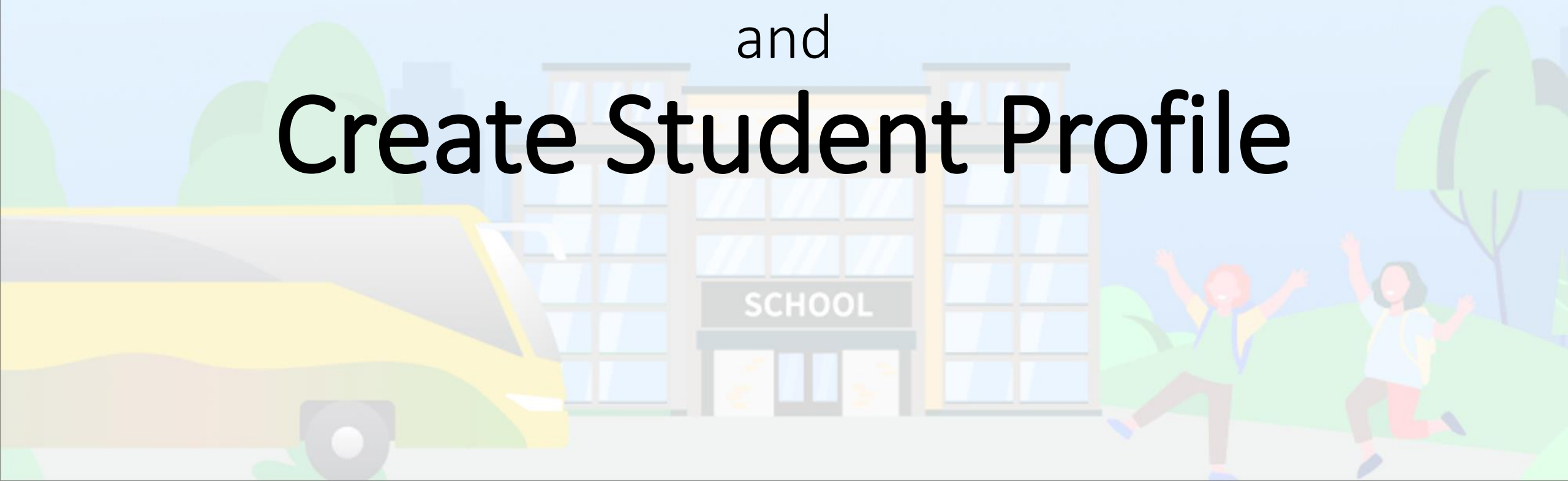
Android Version

IOS Version

Register Parent Account

and

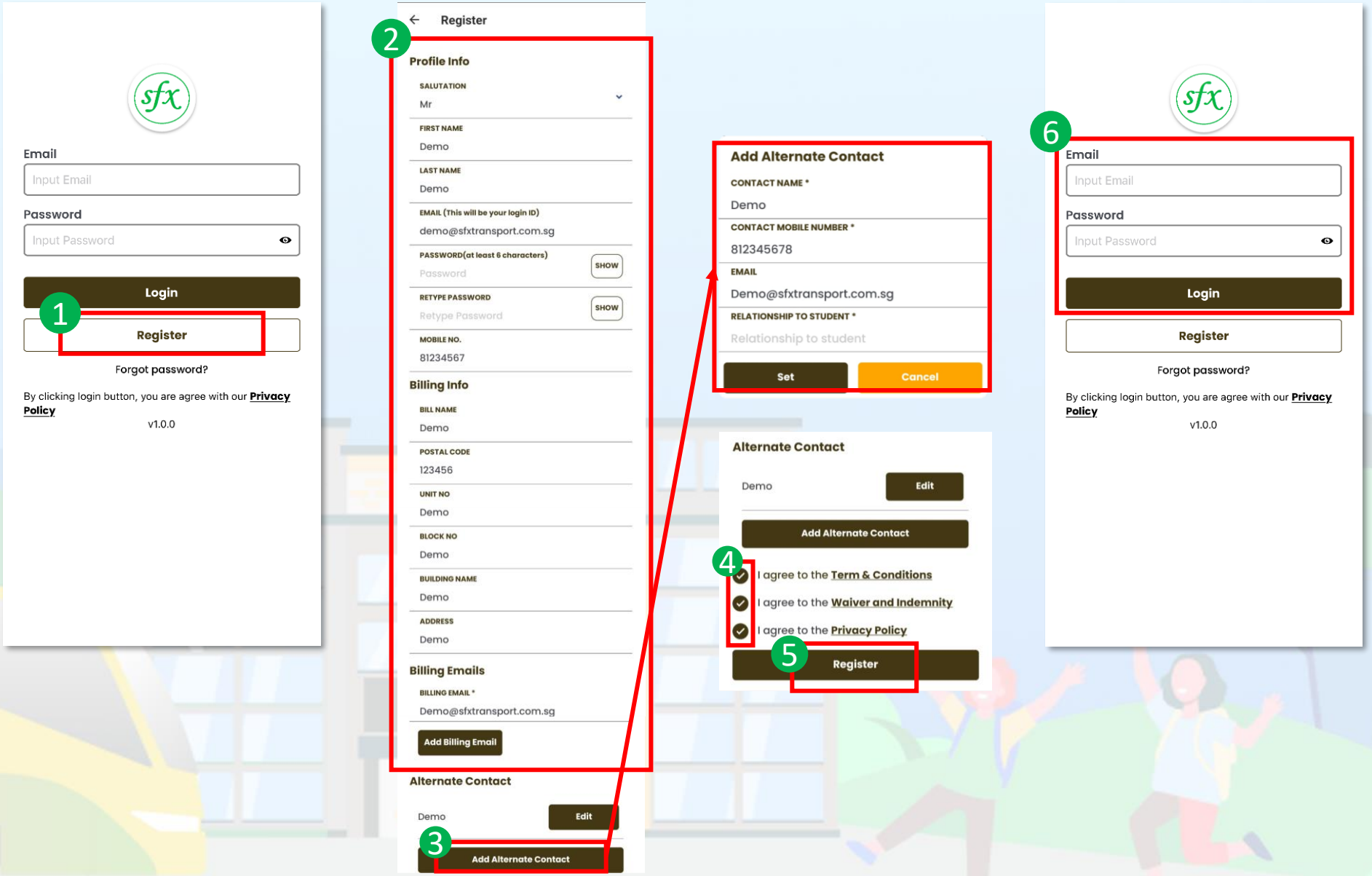
Create Student Profile



Register Parent Account/ Log in

If you are a first-time user, please follow the steps below to register your account:

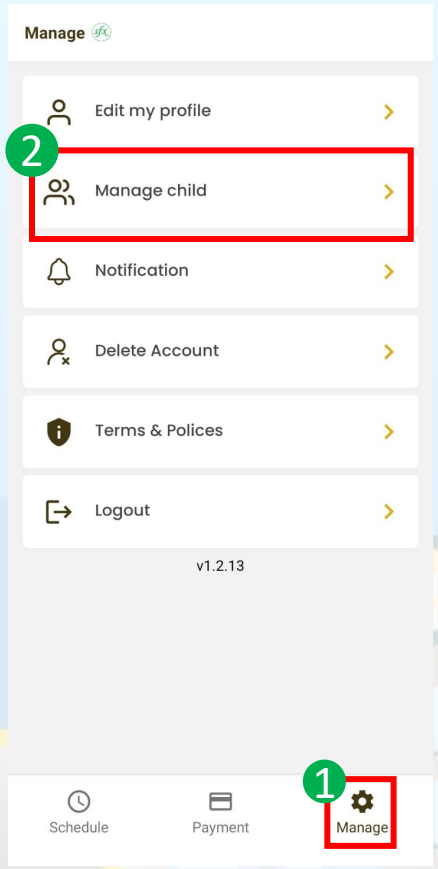
1. Click the 'Register' button.
2. Provide necessary details.
3. Include an 'Alternate Contact' (mandatory field).
4. Read and click if you agree to the Terms & Conditions, Waiver and Indemnity, and Privacy Policy by ticking the respective boxes.
5. Click 'Register'.
6. Login with your registered account.

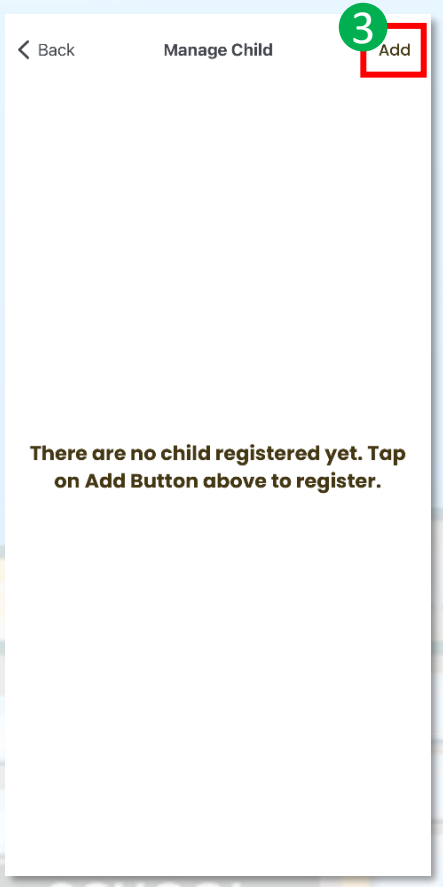


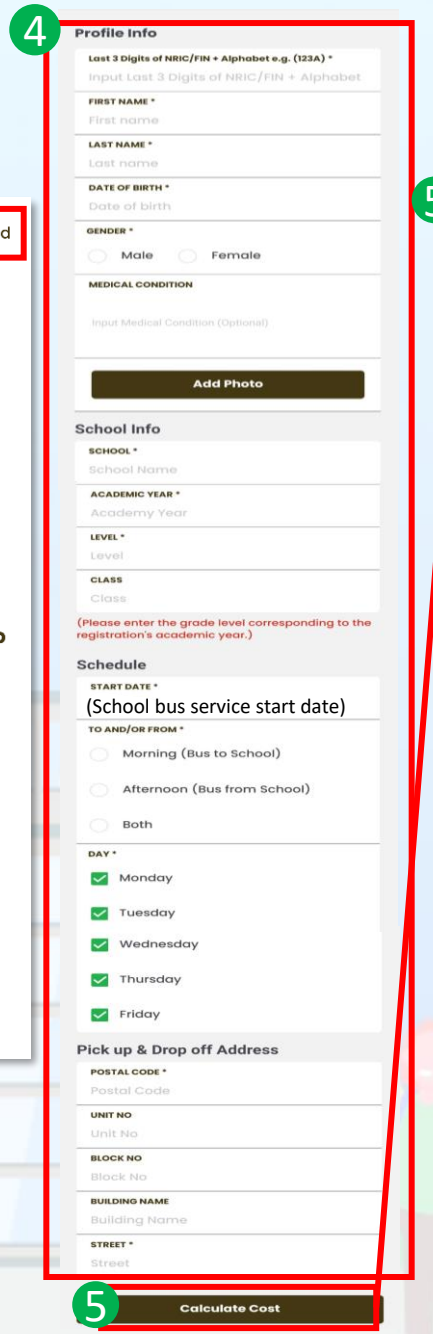
Create Student Profile

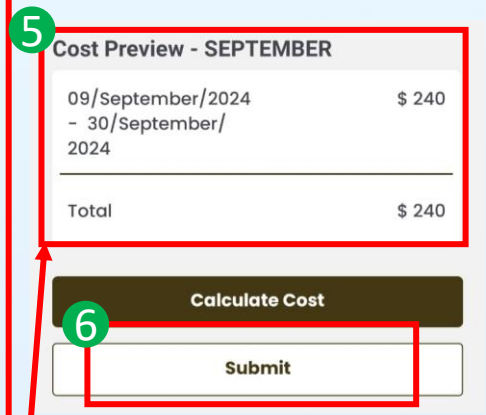
To add your child's profile, please follow these steps:

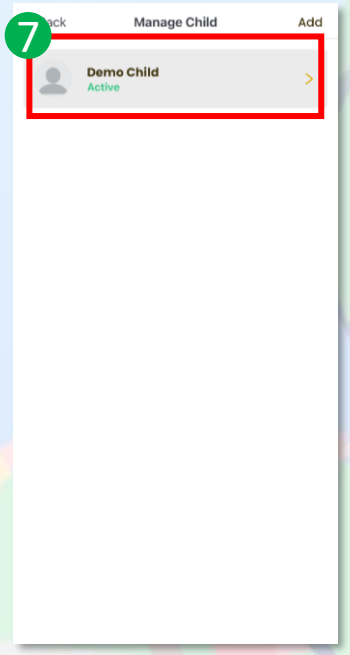
1. Select 'Manage' tab.
2. Select 'Manage child'.
3. Click the 'Add' button located at the top right corner.
4. Input the necessary details.
5. Click 'Calculate Cost' and you will see the monthly bus fare.
6. Complete the process by clicking 'Submit'.
7. Student profile created.







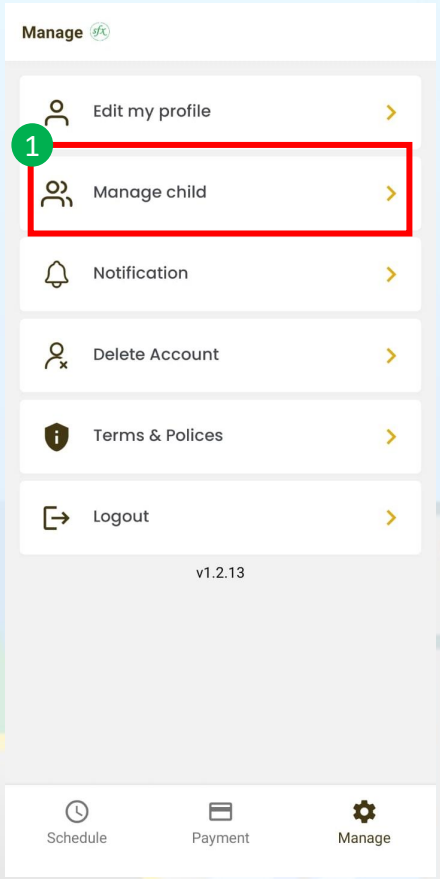


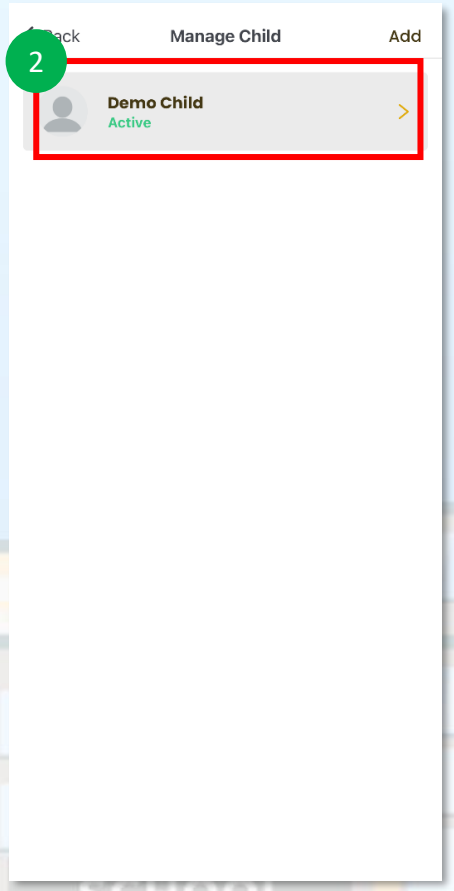


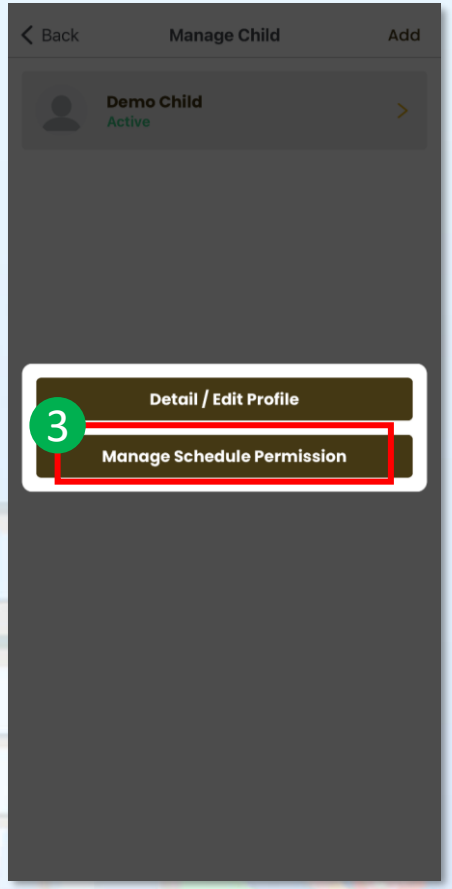
Share Permission

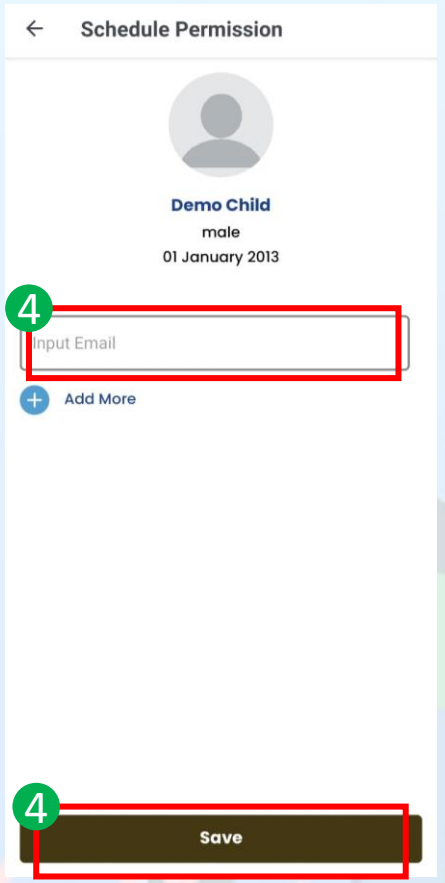
To share your child's **schedule details** to another parent's account, follow these steps (please ensure that the recipient parent's account is registered before proceeding):

1. Navigate to the 'Manage Child' tab.
2. Click on your pre-registered child.
3. Choose 'Manage Schedule Permission'.
4. Enter the email address of the parent who you want to share, then save.









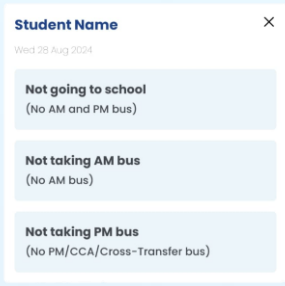
App Functions (Part 1)

Schedule

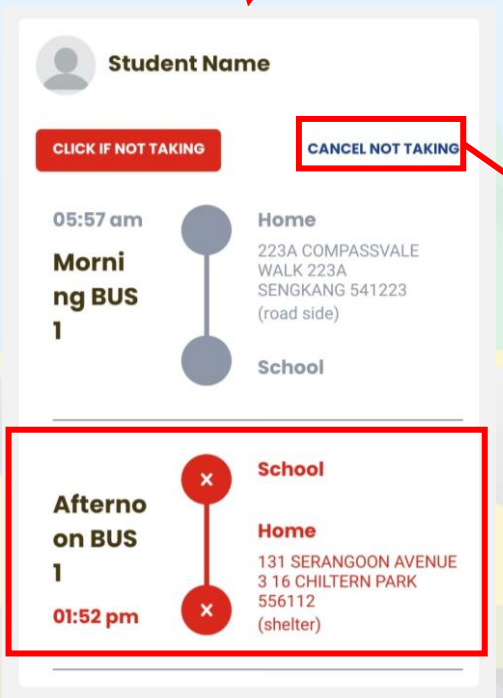


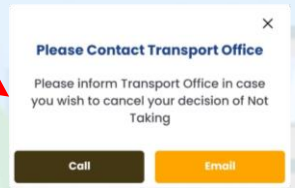
Schedule

Click ‘CLICK IF NOT TAKING' if your child doesn't use the bus.

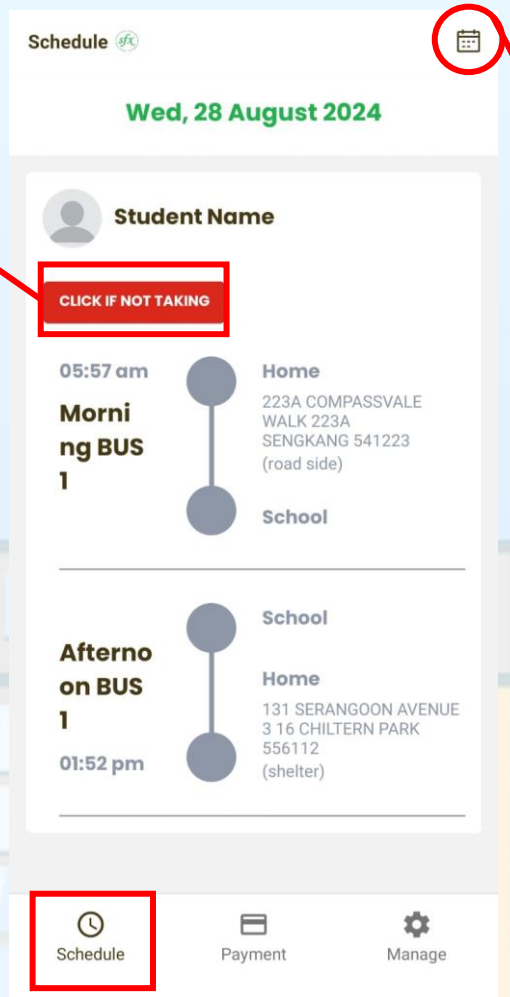


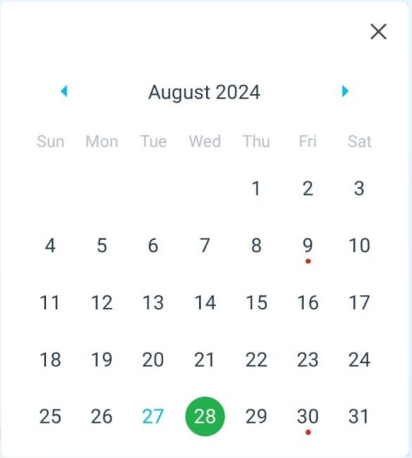
Select which section that your child is not taking.





Please contact coordinator if you wish to cancel ‘Not Taking’.





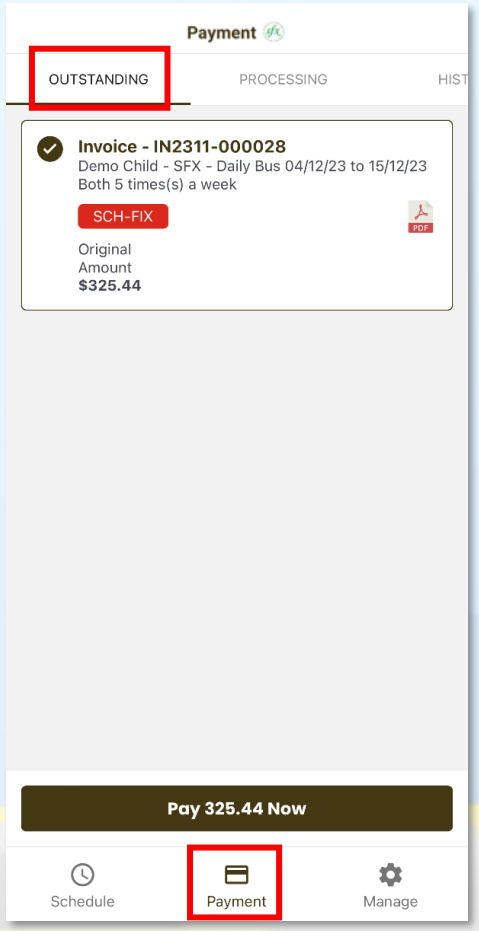
View child’s bus schedule for a selected date.

App Functions (Part 2)

Payment

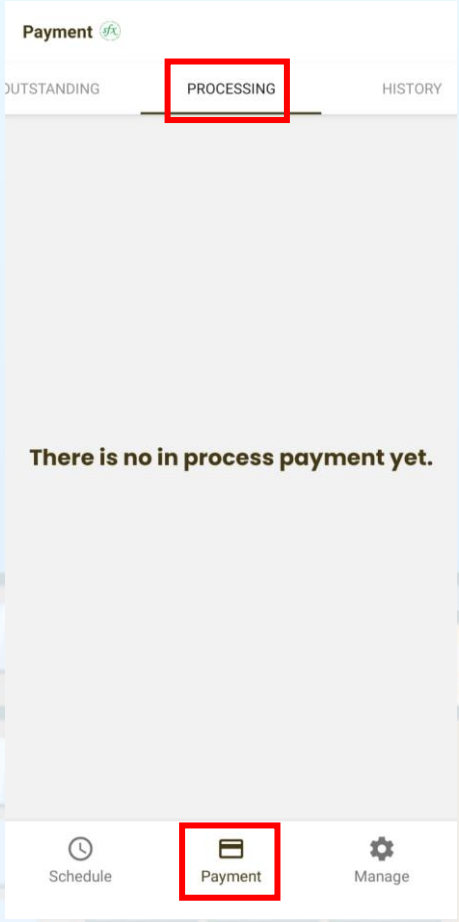


Payment



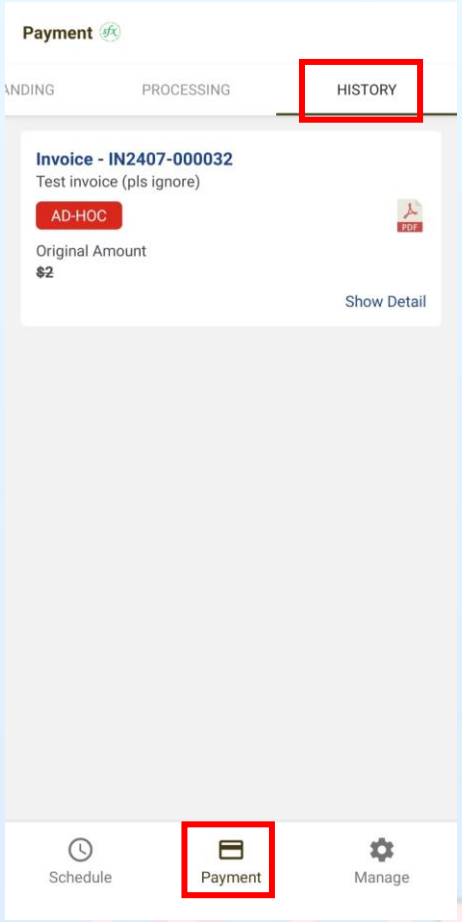
Outstanding:

Review unpaid invoices.
Please request instruction video for payment from coordinator if you need.



Processing:

Check pending or interrupted payments.



History:

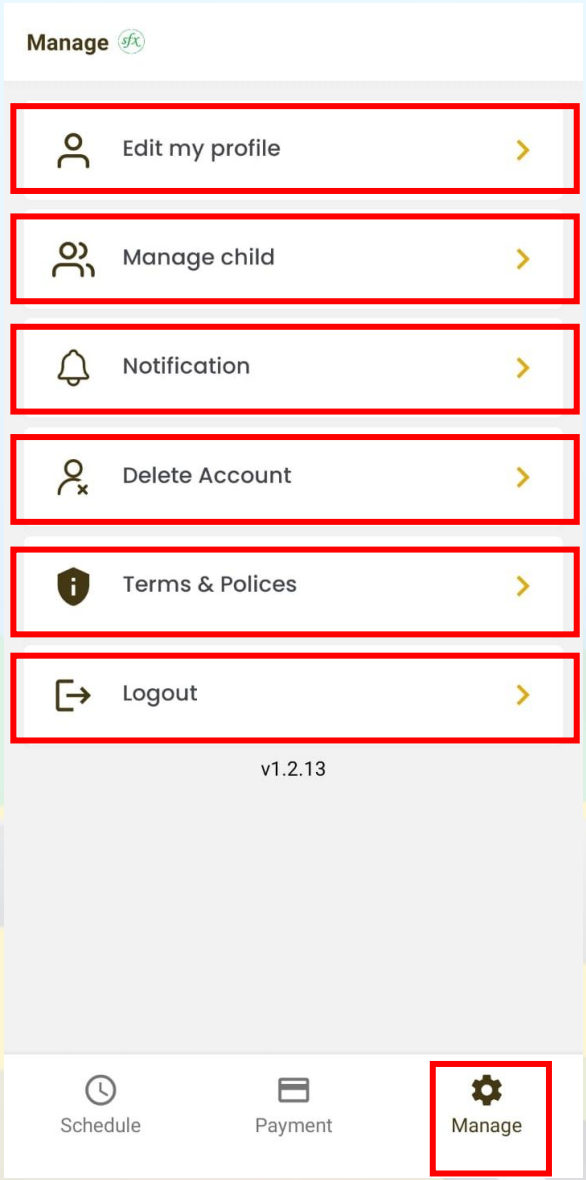
View invoices that have been paid.

App Functions (Part 3)

Manage



Manage



Edit my profile: For parent to edit profile information.

Manage child: Please refer to page 5.

Notification: Notifications regarding school bus service will be sent through here. Kindly enable the permission of notification for this app.

Delete Account: Please DON'T click this unless your child is not taking our school bus anymore.

Terms & Policies: Terms & Conditions regarding school bus service.

Logout: Log out from current account.

Thank You

