



Friday 1 March, 2019

# SchoolsBuddy

## Primary and Secondary PTSC Signup Portal

Dear parents and guardians,

SchoolsBuddy is the portal that we now use for all PTSC signups in both Primary and Secondary at Bukit Timah campus. Most parents of our primary students have already used SchoolsBuddy for Semester 1 PTSCs as well as each CCA session sign up. If you have children in both Primary and Secondary you can now make your bookings via the one portal at the same time.

### **Activation steps for new primary parents and secondary parents**

An activation email will be sent today to any parents yet to access our SchoolsBuddy portal (new primary parents or parents of Secondary students only). If you are one of these parents new to SchoolsBuddy but you do not receive an activation email by the end of today, please contact the school:

- Primary office - [primaryoffice.bt@chatsworth.com.sg](mailto:primaryoffice.bt@chatsworth.com.sg)
- Secondary office - [secondary@chatsworth.com.sg](mailto:secondary@chatsworth.com.sg)

We will ensure that you receive the activation email as soon as practicable.

### **SchoolsBuddy, Bukit Timah Portal**

The SchoolsBuddy platform works online through a website, and is also accessible through an app available on Android and iOS devices. The Chatsworth Bukit Timah SchoolsBuddy portal address is: <https://chatsworth-bt.schoolsbuddy.net>. **We suggest you sign-up for the first time using the website instead of the app.**

### **Making a booking**

Once you have signed up for all PTSCs you are able to view or cancel bookings by logging back into SchoolsBuddy. [Click here to access a 'how to guide' for making a booking](#). Kindergarten to Year 10 bookings are 1 time-slot per teacher, with teachers of Year 11, 12 and 13 students accepting double bookings.

### **Beyond PTSCs**

In addition to PTSCs, SchoolsBuddy will provide every family at Bukit Timah campus with access to CCA sign ups, ECA sign ups as well as other special event sign-ups. Please do install the SchoolsBuddy iOS or Android app and remember your sign in details - as we continue to maximise the use of this application, having ready access will make signing up for school events more convenient.

Thank you for your support and understanding as we continue to work towards providing a more seamless experience for all.

Sincerely,

**Secondary Office**

---

**Chatsworth International School Pte Ltd**  
UEN: 199405288W | GST Reg No.: M2-0126395-6

**Bukit Timah Campus (K1 - Y13)**  
72 Bukit Tinggi Road, Singapore 289760  
Tel: (65) 6463 3201 | Fax: (65) 6463 3202 | Email: [information.bt@chatsworth.com.sg](mailto:information.bt@chatsworth.com.sg)

**Orchard Campus (K1 - Y6)**  
37 Emerald Hill Road, Singapore 229313  
Tel: (65) 6737 5955 | Fax: (65) 6737 5655 | Email: [information.orchard@chatsworth.com.sg](mailto:information.orchard@chatsworth.com.sg)

[www.chatsworth.com.sg](http://www.chatsworth.com.sg)



Cert No: EDU-2-2047  
Validity: 12-11-2016 to 11-11-2020