



LA SALLE PRIMARY SCHOOL

Points to Note for External Prizewinning Record Application

2025-2026

(1st , 2nd or 3rd Place ONLY)

1. The prize to be recorded must be a first, second or third prize or equivalent awarded by a non-profit organisation. It will be published in the School Magazine.
2. The “External Prizewinning Record Application Form” must be filled in by the prizewinner’s parent.
3. Complete Part I of the form, making sure that the student’s name provided is the same as given in his birth certificate/ID card. Then hand in the form to the relevant Department Head together with proof of the prize such as a copy of the certificate and information about the organiser.
4. The form, proof of the prize and information about the organiser should be handed in to the **Subject Department Head** within **one month** of the competition for approval.
5. The Department Head will inform the parent if the application is not approved or further information about the prize is required.
6. Consult the class teacher or teacher-in-charge if there is doubt as to which department head to hand in the form to.