



Dear Class Adviser,

Please be reminded that **Bag Weight Monitoring** will be conducted **every day**. Kindly check and record students' bag weight according to the prescribed limit per grade level. If a bag exceeds the allowed weight, **remind the student/s** about the policy and **inform the parents** of the proper bag weight limit.

Thank you for your cooperation in ensuring our students' health and safety.

GRADE LEVEL	MAXIMUM BACKPACK WEIGHT(KG)
KG2	2.2
GRADE 1	2.4
GRADE 2	2.6
GRADE 3	3.0
GRADE 4	3.4
GRADE 5	3.8
GRADE 6	4.1
GRADE 7	4.5
GRADE 8	5.0
GRADE 9	5.8
GRADE 10	6.5
GRADE 11	7.3

### Bag Weight Monitoring Procedure

- The monitoring of students' bag weight shall be conducted everyday with the presence of the Class Advisers, Child Protection Officer, Compliance Officer, Prefect of Discipline, and Guidance Counselors.
- During the monitoring, the bag weight of each student will be checked and recorded according to the prescribed weight limit per grade level.
- If a student's bag exceeds the allowed weight, the Class Adviser shall:
  1. Educate the student about the importance of following the bag weight policy.
  2. Inform the parents regarding the excess weight and remind them of the maximum bag weight limit for their child's grade level.
  3. Coordinate with the Child Protection Officer and Compliance Officer to ensure students' health and safety.

Prepared by:

  
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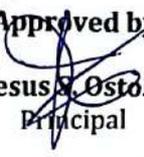
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