



SENG KANG PRIMARY SCHOOL

A Vibrant Community of World-Ready Learners

<http://www.sengkangpri.moe.edu.sg>

21 Compassvale Walk, Singapore 545166; Tel: 6384 0809; Fax: 6384 0839



SKPS/2013/P / VP/001

07 January 2013

Dear Parent / Guardian,

Welcome to a new academic year. After the restful December holidays, we hope your child / ward is all geared up and ready to leap into the new school year with enthusiasm and anticipation, especially with the imminent completion of some of the exciting new facilities the school will receive in 2013!



The school's theme, "*Let's Build Our School Together*", remains as our theme and cornerstone in 2013. We will continue to engage every staff and pupils to be involved actively in building the school together. I am sure you have noted the increased parental involvement in the school activities towards the end of 2012 and we look forward to more opportunities to foster a greater synergy between you and the school to further your child / ward's development in all domains as you too have a part in building our school with us.



The theme, "*Let's Build Our School Together*", is unpacked as such:

- Building Ourselves
- Building Relationships
- Building on Our Contributions
- Building our Dreams Together



As our tagline reads, *A Piece of Me, A Piece of Us*, we hope to consciously involve everyone in building a Good School through the various programmes and activities that will harness on the four criteria mentioned above.



Apart from stretching the pupils in their academics, the school will place premium importance in building their values and in developing their character. Discipline is key to building orderliness and a safe environment for all pupils and the school will instil this in our pupils. As parents and partners of the school, we hope you will support us on this journey by equally emphasising on values inculcation in your children at home through your appropriate actions and words.





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2012 has been a good year for our school. In the past year, the school's emphasis on holistic development of the pupils has been rewarded with the school garnering national awards in various areas. For instance, we were one of the 16 schools out of 311 participating schools in Singapore to win the CHERISH (CHampioning Efforts Resulting in Improved School Health) Gold Award and the school was also awarded the Gold Award (1st) under the Primary Category of the 3R (Reduce, Reuse, Recycle) Awards 2012 and the Sustained 3R Achievement Award for obtaining the Gold award for 3 consecutive years (2010, 2011, 2012), just to name a few. Our pupils have done us proud with good performance at the 2012 PSLE where we have witnessed more pupils attaining good grades and moving on to school of choice. We have certainly shown steady improvements in the academic areas over the past 3 years consistently.

With the full completion of PRIME upgrading by July 2013, the school looks forward to develop even better learning experiences for the pupils and attain better outcomes in the years to come so that we can be proud of our achievements in the neighbourhood. Hence, we want to continue to involve all our staff, pupils and parents in our journey to build the school together in 2013. We will need your support, encouragement and understanding as we go on this journey. Every decision that the school makes, we ensure that we have the best interests of our pupils at heart. If you would like to give us your feedback and suggestions please contact the office at **6384 0809** or drop us an email at skps@moe.edu.sg. We prefer to engage our parents directly as this is a partnership in supporting your child.

1. Important Information To Remember

In view of the completion of some of the facilities in the New Year, we have appended the updated details of the school opening hours and the opening times of the school gates. Information pertaining to the procedures on entering the school, early dismissal and temperature taking exercise has been included too. The information is to facilitate the sending and fetching of your child / ward without compromising their safety and security concerns. Please refrain from parking along the road outside the school to ensure smoother traffic flow during these times. We seek your understanding for any temporary inconvenience caused due to the on-site construction. Please do understand that safety of every pupil is far more important than convenience and we would like to be good role- models ourselves.

a. School Hours

Days	School Hours	Note for Parents
Monday to Thursday	7.25 am – 1.30 pm	Reporting time is 7.20 a.m. at the designated areas as pupils will need time to walk there. Prefects will
Friday	7.25 am – 3 pm	



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Days	School Hours	Note for Parents
		take down the particulars of the late pupils after 7.25 a.m. onwards when they do not attend the Flag Raising Ceremony. I would like to reiterate the importance of every child attending the flag raising ceremony every day. As such, we would like parents' assistance in ensuring punctuality at your end.
Mondays to Thursdays (Supplementary Lessons –To Be Confirmed)	2 pm to 3.30 pm	Pupils from P3 to P6 will have remedial/supplementary lessons after school hours. Remedial lessons will be conducted only on needs basis and pupils will be selected for the programme on a termly basis. Letters will be sent out with details of their schedule at a later date.

b. Recess and Lunch Schedule

Days	Time	Levels	Notes for Parents
Monday to Fridays Recess	9.30 am – 10 am	P1 & P3	Parents are advised to schedule the purchasing of materials during this slot as pupils will be at the canteen
	10 am – 10.30 am	P2 & P4	
	10.30 am to 11 am	P5 & P6	
Fridays Lunch Break	12.00 – 12.30 pm	P1 & P3	Pupils are to bring enough money to buy lunch.
	12.30 – 1.00 pm	P2 & P4	
	1.00 - 1.30 pm	P5 & P6	



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c. Opening of School Gates (For Vehicle Entry)

Gate	Opening Hours	Notes	Waiting Area for Pick Up
1 (Entry and Drop Off only)	6.30 am – 7.20 am	Parents are allowed to drive into the school to drop off their child. Parents are <u>not allowed</u> to park in the school premise due to limited parking lots. If there is a need to proceed into the premise, please use Gate 3 and register before entry. Gate will be closed after 7.25 a.m.	Car park 236A or 233A
2 (Entry and Visit)	6.30 am – 7.20 am	For Visitors and Guests. Please park at the HDB car park and register at the security counter. <u>Please proceed to the General Office</u> thereafter for entry into other parts of the school unless proceeding to the bookshop. As there are limited car par lots, please park at the nearby HDB car parks. Gates will be closed between <u>7.30 am to 8 am</u> for safety reasons as there will be pupil movement.	Car park 224E or 226D
	8 am – 6 pm		

d. Opening of School Gates (For Pedestrian Entry)

Gate	Functioning Hours	Notes	Alternate Waiting Areas
1A (Entry &	6.30 am – 7.20 am	Parents can drop off the children at the entrance of the gates.	Void Deck of



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Gate	Functioning Hours	Notes	Alternate Waiting Areas
Pick Up)	1.30 pm to 2 pm (Mon – Thurs)	<ul style="list-style-type: none"> - Parents can pick up their children from this Gate. - Parents of Primary 1 pupils can proceed to the waiting bay to pick their children up. 	Block 226C
3A (Entry & Pick Up only)	6.30 am – 7.20 am	<ul style="list-style-type: none"> - Pupils may enter and exit by this Gate. Parents will not be allowed entry unless they need to proceed to the General Office. The same applies during dismissal. - This will be the only exit for pupils to use after CCA. - Parents who have pupils in the After School Care will have to pick up their children from this exit. 	Void Deck of Block 236
	8 am – 6 pm		

You may refer to our school website via <http://tinyurl.com/SKPS-GettingInTouch> for the overview of the vehicle movement if you are dropping or picking your child before / after school and the locations of the school gates and the locations of the car parks and void decks for the waiting areas.

e. Visitors to the School

All visitors to the school are to report at the Security Post. Visitors are not allowed to proceed to any part of the school building without a Visitor's Pass which is issued by the security guard in exchange for the Identity Card. This is for the safety and security of our pupils and we appreciate your cooperation.

Except in special cases, visitors are not allowed to see teachers when they are teaching in class. Visitors are requested to make prior appointments via the school's office number **during office**



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hours if they would like to meet up with the teachers to discuss about their child/ward. To ensure the work-life balance of my teachers, teachers will not be required to give their personal contact number to parents with the exception of pupils with special conditions. On that note, while my staff will attend to you and assist you in their best ability, I would like parents/guardian to treat the staff with due respect. On any issue, our school stand is that it is not important to assess who is right or wrong but more so how can we come together to help our pupils better. Hence, your feedback and suggestions are important to us and we will review our own processes, and if possible, we will implement your suggestions after careful evaluation. If we take this approach, our pupils will also learn good social-emotional habits from us.

f. Early Dismissal of Pupils

Parents who wish to take their children home before dismissal shall seek the permission from the General Office. Upon approval, they must fill in the required details in the Early Dismissal File before leaving the school with their child.

g. Temperature Taking

We seek parents' co-operation by ensuring that your child brings along his / her thermometer on **Monday, 7 January 2013**, for the temperature taking exercise. Please refer to Annex A for the detailed instructions.

h. Purchase of 2013 Pupil Companion Book

We are pleased to inform you that the 2013 Pupil Companion Book will be ready for purchase from **Thursday, 3 January 2013**, onwards. The book includes the key policies of the school with interesting tidbits of information for you to go through with your child / ward and also serves as a key communication tool between you and the teacher. Please ensure that your child brings along **\$5.50** on that day and the Form Teacher will arrange for them to buy the book from the bookshop.



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2. Co-curricular Activity (CCA) for All on every Friday, 7.30 – 9.30 a.m.

Different dismissal on Fri – 4/1, 11/1 and 18/1

We are pleased to inform you that the school will conduct CCA on every Friday, from 7.30 to 9.30 a.m. This will be implemented with the intent to give every pupil in the school an opportunity to take part in one CCA and optimise the use of the additional facilities after the PRIME upgrading. CCA is part of the school curriculum and hence all pupils are expected to report to school as stated. P1-P3 will have a customised programme running concurrently for them during this period. As stated above, the dismissal time on Friday for all pupils will be at 3.00 p.m. Please note, however, that the dismissal time on Fridays (4/1), 11/1 and 18/1 in **Term 1** will be at **1.30 p.m.** as the programme will only begin with effect from **25 January 2013 (Term 1 Week 3)**. Subsequently, we will notify you in advance the days where we will dismiss the pupils early on Friday.

3. 2012 PSLE Performance

Congratulations to all our 2012 P6 pupils for having reaped the fruits of their good effort! We have consistently been performing well in our PSLE. We have more pupils being enrolled in schools of their choice. As we extend our appreciation to our teachers for their hard work and sincere dedication, we also like to thank all the parents for giving the school the needed support to achieve our children's learning outcomes. You have trusted us and we will continue to deliver the best for our pupils.

In view of all-round education SKPS has provided for the pupils in the six years they were with us, we are proud to share with you the schools that some of our talented pupils have gone to for their secondary school education through the merit of their PSLE results or via Direct Schools Admission (DSA), either in the domain of academics or sports. Please refer to our school website via <http://tinyurl.com/SKPS-PSLE2012Excel> for the list of pupils in 2012, who have managed to secure a place in a secondary school of their choice through DSA.

4. New School Uniform

To develop a common sense of school identity the pupils will start wearing the new school uniform with effect from Jan 2013. However, please do not be unduly worried about the change in the school uniform as the current T-shirt and shorts will continue to be worn as our PE attire. **P6 pupils of 2013 will not be**



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required to buy the school uniform and pupils of the other levels will be given till **end of 2013** to switch over to the new school uniform.

The new school attire, as depicted in the 2013 Pupil Companion Book, will go with the school shoes (which must be completely black if purchased externally) and the school socks with the school acronym, "SKPS", embossed on them. They can be purchased from the appointed school vendor every Wednesday at the school canteen.

As part of our pupils' education to develop their personal responsibility towards hygiene and social etiquette, pupils will be taught to change back to their school uniform after their PE lessons. To ease the transition of changing into the school uniform after PE lessons, Primary 1 and 2 pupils will have three days of PE lessons and one day of Health Education lesson a week. As such, pupils at these levels (P1-P2) will put on their PE attire for three days and the school uniform for the other two days. As for the other levels, as part of the Orientation, the respective PE teachers will teach pupils how to change in and out of their school uniform. We would like parents to pack the child's PE attire in clear plastic bags that can be sealed so that pupils will find it easy to retrieve and pack them back. Pupils must take responsibility for their uniforms at all times.

5. Meet-The –Parents Session

I am sure you are anxious of the curriculum, teaching methods and assessments for the level that your child is at. Hence, we will be having the MTP during week **10**. The schedule will be as follows:

Mon 11/3: P1 & P2 (5 p.m. – 7 p.m.)

Wed 13/3: P3 & P4 (5 p.m. – 7 p.m.)

Fri 15/3: P5 & P6 (5 p.m. – 7 p.m.)

Do make yourself available during this period as I will be engaging you on important aspects to note for that level so that you can better prepare your child. You will also have the opportunity to engage the respective Form teachers in the classroom to learn more about the classroom procedures and expectations and moreover you will be given a guided tour of the school's new facilities. We will furnish you with more details nearer to the date.



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6. Receiving Parent Notifications via Email

In a bid to raise the school's efforts to educate our pupils the importance of protecting our fragile environment, we are inviting you to be an active partner of the school to reduce the paper and printing consumptions by allowing the school to send our regular parent notifications directly to your email account. This is in view of the fact that many of our parents are already holding smart phones which allow access to your mail easily for easy reference.

If you are keen to participate in this meaningful exercise, simply fill in the attached reply slip (Annex B) and ask your child / ward to pass it to his / her form teacher for our collation and you will receive the next parent notification via your inbox! We look forward to your active participation.

Do look out for more information and news from us in the coming weeks. We look forward to partnering you in our exciting journey in 2013 to help our pupils discover and build on their strengths in both the curricular and co-curricular areas and continue to experience great joy in their learning.

Let's Build Our School Together

On behalf of my staff, here's wishing one and all a Blessed and Fulfilling New Year!

Yours sincerely,

Mrs Rabia Shahul
Principal

c.c Mr Albert Chia
Vice Principal



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Annex A

2 Jan 2013

Dear Parents / Guardians of Primary 1 Pupils,

ORAL DIGITAL THERMOMETERS AND TEMPERATURE-TAKING EXERCISE

1. We would like to inform you that an Oral Digital Thermometer (ODT) has been given out to your child in readiness for health screening checks when required by the school. Your child's form teacher will also guide him/her on the use of the thermometer.
2. We would appreciate your help in ensuring that the thermometer is kept safely and made available when needed.
3. A twice yearly health exercise will be conducted where your child will be required to bring along the thermometer. This thermometer is to be kept for the next 6 years of his/her education in Seng Kang Primary School. No replacement will be given by the school.
4. Schools have continued to maintain vigilance by ensuring that processes are in place for the swift re-activation of temperature-taking measures as and when necessary.
5. As part of measures to maintain schools' preparedness to resume the temperature-taking regime, there will be a temperature-taking exercise on **Monday, 7 Jan 2013.**
6. We would like to seek your assistance in ensuring that your child brings his/her personal Oral Digital Thermometer to school that day when he/she reports to school.
7. Thank you and best regards.

Yours sincerely

Mr Dexter Lee
Head of Mathematics
Head of Safety and Security

cc: Mrs Rabia Shahul, Principal
Mr Albert Chia, Vice-Principal



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Annex A

2 Jan 2013

Dear Parents / Guardians of Primary 2 to Primary 6 Pupils,

CONDUCT OF TEMPERATURE-TAKING EXERCISE

1. A twice-daily temperature-taking regime was instituted in schools in 2003 as part of nation-wide control measures against SARS. Daily temperature-taking was suspended from July 2003 when the need for these control measures declines. Since then, schools have continued to maintain vigilance by ensuring that processes are in place for the swift re-activation of temperature-taking measures should it be necessary.
2. As part of the measures to maintain schools' preparedness to resume a temperature-taking regime, there will be a temperature-taking exercise conducted on **Monday, 7 January 2013** by the school.
3. If your child is found to be having a fever, we will contact parents/ guardian and request that you bring your child back to consult a doctor immediately.
4. To prepare for this exercise, we will be conducting a pre-exercise check on Oral Digital Thermometers (ODTs) on Wednesday, 9 January 2013 and Wednesday, 10 January 2013. We would like to seek your assistance in ensuring that your child brings his / her personal ODT on the three days mentioned.
5. If your child has lost / damaged the thermometer, you can purchase a new one from the school bookshop at a cost of \$4.20 before 6 January 2013
6. Thank you for your support and cooperation. Together, we can conduct a successful temperature-taking exercise as part of our continuing efforts to provide a healthy and safe environment for all in our school.

Yours sincerely

Yours sincerely
Mr Dexter Lee
Head of Mathematics
Head of Safety and Security

cc: Mrs Rabia Shahul, Principal
Mr Albert Chia, Vice-Principal



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Annex B

Reply Slip for "Receiving Parent Notifications via Email"

I have noted the content of the letter dated **2 January 2013**

(Please tick one ONLY)

I wish to receive the school's circulars via email
(Please provide a valid email address below)

I wish to receive the hardcopy of the school's circulars.

Name of Child: _____ Class: _____

Name of Parent: _____

Parent's signature: _____

Contact number: _____

Email Address:

(please write legibly to avoid confusion)

**Please return this reply slip to your child's / ward's Form Teacher by
Friday, 4 January 2013.**