



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/2016/P / VP/ 207

11 May 2016

Dear Parents / Guardians,

As we approach the end of term 2, we hope your child had a purposeful and engaging term. With the June holidays round the corner, we wish you and your child a meaningful holiday spending quality time together, bonding, pursuing your child's interests and enabling him / her to get some rest so as to be recharged and ready for the new semester on **Monday, 27 June**. To assist you in planning for next semester, please take note of the following administrative details.

Administrative Information

Term 2

1. Change of Administrations Manager (AM)

With effect from 16 May 2016, please note that we will be having a change of Administrations Manager. We would like to welcome our new Administrations Manager, Mdm Halinah Halil to the school. She was formerly working at a Primary School before joining MOE HQ as a Senior Manager in Human Resource Division. Mdm Tan Pei Lun, our former AM, has joined MOE HQ in March this year. We wish her all the best in her new posting.

2. School Holiday on Monday 23 May 2016

As Vesak Day falls on Saturday 21 May 2016, please note that Monday 23 May 2016 is a school holiday. The Student Care Centre @ Seng Kang Primary will remain open and will be operating from 7.00 a.m. to 7.00 p.m. on that day. Pupils will **return to school on Tuesday 24 May 2016**.

3. Submission of Travel Declaration Forms by Thursday 19 May 2016

All pupils are to submit their travel declaration forms to their form teachers. Pupils who intend to travel overseas must submit their travel declaration forms. **A Nil return is required** for pupils who do not intend to travel overseas. If there is a change of plans, you may download a new form from our school website, complete the new information, address it to Mdm Halinah Halil, Administrative Manager, and post, fax or email it to the school at skps@moe.edu.sg.



4. **Dismissal at 1.30 pm on Fridays 20 and 27 May 2016**

To help you in your transport and child care arrangements, please note that all pupils from P1 to P6 will be dismissed at 1.30 p.m on Friday 20 and 27 May 2016. There will be no Friday morning co-curricular activities (CCA) for P3 to P6 pupils on these dates due the post examination activities.

Term 3 and 4

5. **Attire and hairstyle**

With the commencement of term 3 on 27 June, we seek your help to ensure your child / ward returns to school in proper attire and hair styles. Boys **are not allowed** to shave their heads in fanciful patterns and no long fringe is allowed. Girls with long hair are to tie it up neatly wearing only black hair accessories. Any religious items worn **must not be visible** as it is not part of the school uniform. Do refer to the Pupil Companion Book for details on expected attire.

6. **Temperature-Taking Exercise on Thursday, 30 June 2016**

To inculcate responsibility and instill in pupils the need to stay healthy, please remind your child / ward to bring his / her oral digital thermometer that morning.

7. **Revision of Time-table and No CCA for P6 pupils from Term 3**

To enable our P6 pupils to have full concentration on their upcoming PSLE examinations, P6 pupils will have a revised time table customized to their learning needs. They will also no longer be required to participate in CCA activities except for pupils still participating in national competition or with performances, from Term 3 so as to give them ample time for rigorous practice.

8. **PSLE Examination Dates**

If you have a child preparing for the PSLE, the dates are given below to help you guide your child / ward in planning his / her revision schedule.

Date	Event
18 & 19 Aug 2016 (Thursday & Friday)	Oral Examinations
16 Sep 2016 (Friday)	Listening Comprehension Examinations
29 Sept to 05 Oct 2016 (Thursday – Wednesday)	Written Examinations

9. School Closure during PSLE Listening Comprehension and Oral Examinations and PSLE Marking Days

Please note that there will be school closure for the PSLE Listening Comprehension, Oral examinations and PSLE Marking Days for different groups of pupils. Please refer to point 14 below for the details. On these days, the school will provide learning instructions and homework to engage the pupils at home.

10. Preliminary Exams for P6

The P6 Preliminary exams are tentatively scheduled from **26 July to 25 August 2016** for the oral and written papers. The exact dates and subjects tested for each level will be disseminated nearer to date.

11. SA2 for Primary 2 to Primary 5

The SA2 oral and written examinations have tentatively been scheduled from **10 to 27 October 2016**. The exact dates and subjects tested for each level will be disseminated nearer to date.

12. Dismissal at 1.30 pm in Term 4.

To help you in your transport and child care arrangements, please note that with effect from Term 4, all pupils will be dismissed at 1.30 p.m. on Fridays. There will be **no Friday morning co-curricular activities (CCA)** for all P3 to P6 pupils due to the examinations or scheduled holidays indicated in point 14. However, **there will be CCA on 23 September, 28 October and 4 November**. Dismissal will still be at 1.30 pm. even on these days.

General

13. Road Safety

We would also like to remind parents / guardians to **drive carefully** and drop your child off at the **appropriate areas** within the school or at the proper drop off points at the HDB blocks. If you or your helper walk or cycle with your child to school, please remember to role model and use the designated pedestrian crossings. If you drive, please do comply with the permitted speed limit within school grounds. If your child cycles to school, do remind him / her to dismount and wheel bicycles across pedestrian crossings and adhere to the road safety rules.

We have also noted that **during dismissal**, parents park their **vehicles illegally** outside the school along Compassvale Walk as well as along the service road near Gate 3A of the school while waiting for their children. The illegal parking will pose a potential safety hazard to motorists, children and pedestrians using the road.

We appeal to parents to park their vehicles at the designated parking lots instead. The school will submit the car plate numbers to LTA if these vehicles pose a danger to our pupils.

14. Early Dismissal and Scheduled School Holidays in Terms 3 and 4, 2016

Please take note of the following important information regarding early dismissals and scheduled school holidays in terms 3 and 4 which require your necessary attention and action.

Date	Event	Remarks
4 Jul 2016 (Monday)	Youth Day School Holiday	All pupils do not need to attend school on this day.
6 July 2016 (Wednesday)	Hari Raya Puasa (Public Holiday)	All pupils do not need to attend school on this day
8 Aug 2016 (Monday)	National Day Celebrations	All pupils will be dismissed at 10.00 am on this day.
9 & 10 Aug 2016 (Tuesday & Wednesday)	National Day Public Holiday and Day after National Day	All pupils do not need to attend school on these days.
18 & 19 Aug 2016 (Thursday & Friday)	PSLE Oral Examinations	Only P6 pupils need to be in school. (No School Day for P1-P5 pupils)
01 Sep 2016 Thursday	Teachers' Day School Celebrations	All pupils will be dismissed at 12.30 pm so that our teachers can attend a celebratory Lunch.
02 Sep 2016 (Friday)	Teachers' Day (School Holiday)	All pupils do not need to attend school on this day.
12 Sept 2016 (Monday)	Hari Raya Haji (Public Holiday)	All pupils do not need to attend school on this day.
16 Sep 2016 (Friday)	PSLE Listening Comprehension Examinations	Only P6 pupils need to be in school. (No School Day for P1-P5 pupils)
29 Sept to 05 Oct 2016 (Thursday – Wednesday)	PSLE Written Examination	Only P6 pupils will be dismissed immediately after their exams.
7 Oct 2016 (Friday)	Children's Day (School Holiday)	All pupils do not need to attend school on this day.
17, 18, 19 and 20 Oct 2016 (Monday – Thursday)	PSLE Marking Days	All pupils do not need to attend school on these days.
31 October 2016 (Monday)	Deepavali (School Holiday)	All pupils do not need to attend school on this day.
11 Nov 2016 (Friday)	Meet-the-Parents Day (P1 to P5)	All pupils do not need to attend school on this day.
14 to 17 Nov 2016 (Monday to Thursday)	Post Exam Activities	All pupils will be dismissed at 12.30 pm
18 Nov 2016 (Friday)	Staff Learning Day	All pupils do not need to attend school on this day.

We would appreciate it if you could make the necessary childcare / transport arrangements in view of the mentioned dates.

15. Communication with the school

Should parents / guardians need any help, or have any concerns or clarifications regarding school or pupil matters, we would appreciate it if you could approach the **school directly** so that we can assist you. If there is a need to meet a teacher, we seek parent's cooperation to make appointments because our teachers have a teaching schedule to follow and can only meet parents during their free time. The contact number for the General Office is 6384 0809. Alternatively you can e-mail the relevant form or subject teachers. Their e-mail addresses can be found in the school website: <http://www.sengkangpri.moe.edu.sg>.

We would like to take this opportunity to thank parents for role-modelling respect towards others whenever they meet with our staff. We have observed that there is a deeper understanding and trust developed between staff and parents through our "Seek To Understand" approach. If you would like to show your appreciation to our teaching or non-teaching staff, you may use the attached reply slip to pen a few words to tell them and us how this staff member or members have helped you or your child. Do indicate in the reply slip which staff you are referring to. We are very appreciative of your compliments and encouraging words in support of the school.

Thank you for your continued support and collaboration with our staff in Nurturing your child, Internalising the appropriate values, Connecting with our school community and working with us to Empower your child to be an independent and a reflective learner. We appreciate your partnership in making Seng Kang Primary a N.I.C.E. school for your child to learn and grow.

Yours sincerely,



Mrs Winefrede Loo
Vice-Principal

cc Mrs Rabia Shahul, Principal
Mr Hamri A Jalil, Vice-Principal (Admin)

