



SENG KANG PRIMARY SCHOOL

A Vibrant Community of World-Ready Learners

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

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SKPS/2018/ P / VP/001

3 January 2018

Dear Parents / Guardians,

Happy New Year!

We hope that your child / ward had a good December break and is looking forward to begin the new academic year working with and connecting with peers and teachers as they continue their holistic education with us. We look forward to your partnership in helping your child set realistic and yet, challenging targets for himself / herself in both the academic and non-academic areas in 2018.

Last year, the school continued to do well in many areas such as Sports, Aesthetics, Language Arts, Character Development and of course the cognitive related competitions too. You may refer to our school website <http://sengkangpri.moe.edu.sg/> for the various achievements. Our 2017 PSLE results have continued the positive trend of improvements in the overall results and passes. This would not have been possible without the dedication and diligence of our teachers, hard work and commitment of our P6 students and strong support and encouragement of our parents. Let us continue to work closely together to optimise the learning of our students.

Guiding us forward in the new academic year will be the school's 4 Strategic Thrusts (ST):

ST 1: Academic Excellence - Every Child Can Learn

ST 2: Character Development – Every Child Can Serve/Every Child Is Special

ST3: Staff Development and Well Being – Every Teacher is a Professional

ST 4: Partnerships with Parents and the Community - Every Parent a Supportive Partner

In 2018, the school's broad directions will encompass ***'Motivating our Students through Joy and Success in Learning'; 'Empowering our Learners with Values and Skills; as well as 'Deepening our Teachers' Pedagogical Practices'***.

Through our purposeful programmes and learning experiences, we want to bring about deep learning and mastery, and lay a strong foundation for lifelong learning in our students. We seek to inspire in them the intrinsic motivation to desire to learn more, explore and develop their interests and strengths and through the process of learning, experience the sense of accomplishment.

Through a balance of structured and unstructured play and activities, we will instil in our students the spirit of daring to try, learning from setbacks, creating value in their own lives and in the lives of others. We provide opportunities to deepen their sense of belonging to the community so that they become

sensitive to the needs of others and use their talents and strengths to contribute positively to the community.

Our teachers will form professional learning teams to strengthen their pedagogy and continuously innovate and contextualise their practices, in order to meet the learning needs of the students. They will be supported by knowledge bases to enhance their theory-practices nexus in their daily teaching.

In support of the holistic educational experience of our students and staff, we will explore opportunities and platforms, work in close collaboration and leverage the expertise and resources of our parents and external stakeholders.

We will continue to strengthen our engagement with you through our various communication platforms such as school letters and websites, throughout the coming year.

As we begin the new academic year, we would like to bring your attention to the following housekeeping matters:

1. Important Information

Information regarding visiting the school, early dismissal and temperature taking exercise has been included here for your attention.

a. School hours

This is a reminder that **our school hours from Monday to Friday are 7.30 am to 1.45 pm.** Students should arrive in school by 7.20 am to enable them to settle down. **Students who arrive after the 7.30 am school bell has rung will be considered late.** Please make the necessary transport and child care arrangements to ensure your child is punctual for school.

b. School Arrival and Dismissal

Please refer to the following information to facilitate sending and fetching your child / ward without compromising their safety and security. Please also refrain from parking along the road outside the school to ensure smoother traffic flow during these times. If your child / ward cycles to school or uses the Personal Mobility Devices (PMD), do remind him / her to dismount and push his / her bicycle / PMD across pedestrian crossings, while on crowded pavements and adhere to the road safety rules. He / She should also wear safety equipment such as helmets, elbow / knee guards when riding his / her bicycles or PMDs.

To ensure the safety of your child / ward, **no student is allowed to enter the school by the main gate (Gate 1) in the morning.** If you drive, **please do comply with the permitted speed limit of (15 km/h)** within school grounds and avoid over taking. Please do understand that safety of every student is more important than convenience. The school reserves the right to stop errant drivers who do not adhere to our safety rules from entering the school.

Do take note of the gates which students should arrive and leave the school depending on whether they walk to school or are dropped off by private vehicles.

Arrival :

- Children walking to school are to enter the school by Gates 2A or 3A only .
- Children coming by cars, taxis, motorcycles are to be dropped off at the front porch after vehicle enters via Gate 1.

Dismissal :

The following gates will be opened during the following times for dismissal

Days	Gate 1	Gate 2A	Gate 3A	Remarks
Monday to Friday	1.45 pm to 6 pm	1.45 pm to 2.15 pm	1.45 pm to 2.15 pm	Gate 2A is opened for Dismissal only
Monday, Tuesday, Thursday			3.45 pm to 4.30 pm	For dismissal after remedial / supplementary lessons

Please refer to "School information" in our school website

<http://www.sengkangpri.moe.edu.sg> for more details regarding overview of the vehicle movement if you are dropping or picking your child /ward before / after school and the locations of the school gates, car parks and void decks for the waiting areas.

c. Assembly points for students

Students are to assemble at the following Assembly points as indicated below for the different days :

Days	Remarks
Monday, Wednesday and Friday	Assemble at Parade Square
Tuesday and Thursday	Block Assembly : Lower Block (P1 and P2) – Basketball Court Middle Block (P3 and P4) – Indoor Sports Hall Upper Block (P5 and P6) – Multi Purpose Hall

d. Visitors to the School

All visitors to the school are to report at the Security Post to obtain a Visitor's Pass issued by the security guard. Visitors are to proceed to the General Office for assistance and **not allowed** to proceed to any other part of the school building. This is for the safety and security of our students and we appreciate your cooperation.

Except in special cases, visitors are not allowed to make appointments with teachers during curriculum time. Parents / Guardians are requested to make prior appointments via the school's General Office (GO) at 6384 0809 **during office hours** (8 am to 5.00 pm) from Mondays to Fridays, if they would like to meet teachers regarding their child / ward. Otherwise, please connect via e-mail or call up the GO and leave a message for the teachers concerned. We will connect with you within 3 working days.

While our staff will attend to you and assist you to their best ability, we request that parents / guardians treat our staff with due respect. If there's any feedback, please contact us and allow us to work with you to help each child to our best ability. 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

e. Early Dismissal of Students

Parents / Guardians who wish to take their child / ward home before dismissal must seek 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 / ward. If your child is unwell, parents/guardians must take time to fetch the child from school. No unwell child will be allowed to make his/her own way home.

f. Honouring Curriculum Time

We would also like to remind parents / guardians that **students are to be in school during term time and not allowed to leave the country earlier** as they will miss tests, examinations or learning experiences being carried out during that time. Do note that teachers would not be obliged to provide students with the materials, tests or examinations they missed without valid reasons. Parents / guardians are to consult the form teacher or Year Head / Assistant Year Head for advice in advance on this.

g. Temperature Taking Exercise – Friday 5 January 2018

To inculcate responsibility and instil in students the need to stay healthy and prepared, we seek parents' / guardians' co-operation to **ensure your child / ward has a serviceable personal oral digital thermometer available for their use at all times** of the year in their school bag and not only for temperature-taking exercises. Please note that a temperature-taking exercise will be conducted on **Friday, 05 January 2018**.

h. Cessation on the use of Smart Notification Acknowledgement Console (SNAC)

With effect from 2 January 2018, the school will terminate the SNAC services. For any urgent messages from the school, the school would be using the GRID system to send SMS to parents / guardians. Parents / Guardians are encouraged to update their contact number via the student updating form which will be given out at a later date.

2. Remedial and Supplementary Lessons

Remedial lessons will start from **22 January 2018 (Term 1 Week 4) for P3 to P6 students**. Supplementary lessons will be conducted for P6 students only. Students who are selected for these lessons will receive a letter to inform them of the date, time and venue and to seek their parent's consent. Please ensure that your child/ward attends all remedial/supplementary lessons.

3. Co-curricular Activity (CCA) every Friday, 7.30 – 9.30 a.m. from 12 January 2018

CCA will be conducted every Friday from 7.30 am to 9.30 am for pupils from P3 to P6. This will be implemented with the intent to give every student in the school an opportunity to take part in one CCA to hone their skills, deepen interests and learn commitment, for at least 3 years. As CCA is part of the school curriculum, all students from P1 to P6 are expected to

report to school as per normal on Fridays. P1-P2 will have a customized programme running concurrently for them during this period.

4. School Uniform

This is a reminder that all students are to come to school in school uniform every Monday and on days that they do not have PE. Coming to school at the beginning of each week in their school uniform will enable the school to establish a stronger school identity in our community and set the school's expectations of Attendance, Attire, Attitude and Achievements (4As) clearly to our students. Students are also expected to be in school uniform during school examinations, formal school functions and certain competitions when they represent school. Please refer to the Student Handbook for expectations on attire. Do take note that no part of the uniform can be modified.

If you have a child taking PSLE this year, do note that he / she is also expected to be in full school uniform on the exam days.

Only P1 to P3 students will be allowed to wear their current PE attire to school on days when they have PE and will not be required to change back to school uniform after PE. As part of developing personal responsibility towards hygiene and social etiquette, P4 to P6 students will be taught by their PE teachers to change in and out of their school uniform for PE lessons in Term 1, Week 1.

This has been communicated to parents since 2014. Hence, we would like parents to teach their child to pack their PE attire in clear plastic bags that can be sealed so that students can easily retrieve and pack. Students must take responsibility for their uniforms at all times.

5. NEA's Media Advisory on Vehicle Idling

On 19 November 2014, NEA issued a media advisory to remind parents / guardians who pick their children from school to **switch off their engines while waiting for their children**. This is a reminder that under the Environmental Protection and Management (Vehicular Emissions) Regulations, it is an offence to leave the engine of a motor vehicle running when it is stationary for reasons other than traffic conditions. As a stationary motor vehicle with a running engine wastes fuel, causes smell, air and noise pollution to the public and our students, we would appreciate if parents / guardians who pick their child from school adhere to the above advisory.

6. Communication with the school

As the school has the best interests of our students at heart, we will continue to involve all our staff, students and parents in developing and nurturing our students into good individuals and concerned citizens that we can be proud of. We will need your continued support, encouragement and understanding in this journey. As we prefer to engage our parents directly, 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**. Thus far, we have established good relationship with most of our parents who have been directly engaging us to provide feedback and suggestions for improvement.

You can also contact your child's form teacher via email (please refer to school website or level letters for the email addresses). Do note that teachers are not required to give their personal contact number to parents with the exception of students with special conditions.

7. Parental involvement and support

Research has shown that when parents are involved in nurturing their child's social and emotional competencies, children are likely to improve academically, have greater enthusiasm for learning and experience increased self-esteem and responsibility towards others. As parents play an important role in their child's growth, your child will benefit most when both the school and home, places the child at the heart of what we do and when we understand our shared responsibilities for your child and work together to bring out the best in your child. Working in partnership with us will help you to better understand your child's learning experience in school, so that you can provide your child the necessary family care, support and reinforcement at home. We must be mindful though that supporting is different from over indulgence and being over protective of them. We encourage you to join the school's Parent Support Group (PSG) so that you can be involved with the school's activities. Do refer to the PSG letter for more information.

On this note, as part of each child's learning process, we would also like parent's support in working with us to **inculcate independence and personal responsibility. Starting this new academic year, the school will not entertain requests from parents/guardians to hand over forgotten items and homework to their children in school.** Let us teach our children this important lifeskill of taking personal responsibility and ownership of their own things. We look forward to working with you to develop your child to be the best that he or she can be.

Here's wishing one and all a Blessed and Fulfilling New Year! May we all look forward to a peaceful and healthy 2018.

Yours sincerely,



Mrs Teo Whye Choo
Principal