



SENG KANG PRIMARY SCHOOL

A Vibrant Community of World-Ready Learners

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

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SKPS/2017/ P / VP/001

3 January 2017

Dear Parents / Guardians,

Happy New Year!

We hope that your child / ward had a good December break and is eagerly looking forward to begin the new academic year working together with and connecting with peers and teachers as they continue their holistic education with us. As we begin the year under the leadership of our **new Principal Mrs Teo Whye Choo**, 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 2017.

Last year, the school did well in many areas such as Sports, Aesthetics, Language Arts and of course the cognitive related competitions too. Our 2016 PSLE results have continued a positive trend of improvements in the overall results and passes over the last few years. 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.

In 2017, we will continue with the school's theme "***Our School, Our Pride – Creating a N.I.C.E School***" focused on moulding the character, values and competencies of our students. Time and effort will be spent on engaging our staff and students on the following:

Nurturing Relationships
Internalising Values
Connecting with the Community
Empowering Learners

The school's focus on the 4 Strategic Thrusts will continue to be:
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

Through our purposeful structured programmes and learning experiences we will strive to achieve the desired student outcomes as shared by our Education Minister Mr Ng Chee Meng, of ***Fostering the Joy of Learning*** in our students by strengthening their intrinsic motivation to embrace lifelong learning, develop in our students, their ***'Entrepreneurial Dare'***, so that our students have the confidence to learn new things and take on new challenges in their life and continue to ***promote a strong Singapore Spirit***.

In 2017, we will continue to strengthen our engagement with you through our various communication platforms such as school letters and websites, throughout the 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. Change of school hours

This is a reminder that **with effect from 3 January 2017, our school hours from Monday to Friday are 7.30 am to 1.45 pm.** Students should arrive in school by 7.25 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 gates

Please refer to "School information" in our school website <http://www.sengkangpri.moe.edu.sg> for details regarding school hours and recess, opening of the school gates, 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.

Do note that **Gate 3A** will only be opened as follows :

Days	Time	Reason
Monday to Friday	1.45 pm to 2.15 pm	School dismissal
Monday, Tuesday, Thursday	3.45 pm to 4.30 pm	After remedial / supplementary lessons

This information is 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. Drive within the speed limit allowed within the school compound 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.

c. 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 that very day unless the teacher is away from school where we will respond the next working day.

To ensure the work-life harmony of teachers, teachers are not required to give their personal contact number to parents with the exception of students with special conditions.

While our staff will attend to you and assist you to their best ability, we would like parents / guardians to treat the staff with due respect. If there is any oversight on our end, please inform us and allow us to rectify the mistake so that we can do the best for our students. We are committed to working with you to help each child to our best ability.

On any issue, our school stand is that it is not important to assess who is right or wrong but how we can come together to help our students 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 students will also learn healthy social-emotional habits from us. As adults, we should educate the students that both the parents and teachers are on the same side to help develop them holistically, grounded in strong values.

d. 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.

e. Leaving school before the term ends

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 activities 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.

f. Temperature Taking Exercise – Friday 6 January 2017

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 **brings his / her oral digital thermometer to school everyday**. Please note that a temperature-taking exercise will be conducted on **Friday, 06 January 2017**.

g. Parental Consent for students who cycle to school

Please note that students who cycle to school would need to complete a consent form stating that they have obtained their parent's consent to cycle to and from school daily. Please ensure that you sign the consent form before allowing your child to cycle to school. The form can be downloaded from our school website or obtained from the school's General Office. Completed forms are to be submitted to the General Office or Mr Devindra, HOD CCE, by **Thursday 05 January 2017**.

2. Remedial and Supplementary Lessons

These will start from **16 January 2017 (Term 1 Week 3) for P3 to P6 students**. 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 13 January 2017

CCA will be conducted every Friday from 7.30 am to 9.30 am for pupils from P4 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-P3 will have a customized programme running concurrently for them during this period. CCA will begin from 13 January 2017 and **dismissal time on Fridays will be at 1.45 pm**.

4. School Uniform

This is a reminder that all students are to come to school in school uniform **every Monday**. 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 Companion handbook for expectations on attire. Girls with long hair must tie them up neatly with the correct colored hair clips and bands. Boys are not allowed to have their hair shaved close to the scalp on one side and longer on the other. Do take note that no part of the uniform can be modified.**

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. 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 so that you can get involved with the school's activities and get to know other parents and your child's friends in school. The networking is important as it helps you better understand the school's approach and also it will give a positive signal to your child that you are also involved in the school. You can sign up for activities that suit your schedule. We would like to partner you to develop your child to be the best that he or she can be.

7. 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.

On behalf of Mrs Teo and the staff, here's wishing one and all a Blessed and Fulfilling New Year! May we all look forward to a peaceful and healthy 2017.

Yours sincerely,



Mrs Winefrede Loo
Vice-Principal

cc Mrs Teo Whye Choo, Principal
Mr Hamri A Jalil, Vice-Principal Administration