

# **PEIYING PRIMARY SCHOOL**

School Vision: Lifelong Learners, Leaders of Character School Mission: Building Character, Enriching Lives, Stretching Potential

> Keeping in Touch Letter to Parents 01/2024

3 January 2024

Dear Parents/Guardians,

# Welcome Back to School

New Year greetings to you and your family! We hope that you and your family have had a joyful and well-rested break over the school holidays. We will be sharing with you updates about the school in the first newsletter.

# 2023 PSLE Results

The students have done well in their PSLE. We would like to thank our staff for their contributions and parents for your continued support.

# Staff Movement

We would like to welcome the following staff to the school:

- Mdm Tan Shin Yuen Michelle (Mathematics and Science Teacher)
- Mdm Tan Ai Lin (Mathematics and Science Teacher)
- Mdm Tan Zu Xian (Art and Mathematics)
- Mdm Rahilah (English and Mathematics Teacher)
- Mdm Joyce Ng (English and Mathematics Teacher)

We hope to work with you to build your child's character through an enriching holistic education that fosters joy of learning and builds the foundation for lifelong learning. This is line with the school vision – Lifelong Learners, Leaders of Character.

# HOME-SCHOOL PARTNERSHIP

Our school website is a key resource to learn more about the school. You may access the school website at <u>https://peiyingpri.moe.edu.sg</u>. Should you have any feedback, you can email us at <u>peiying ps@moe.edu.sg</u>.

# 1. Keeping in Touch Letter and Calendar for Term 1

The Keeping in Touch Letter serves as a communication channel between home and school at the start of every term. The school will issue the letter via Parents Gateway (PG). The calendar for Term 1 is appended in **Annex A** for your reference. The term calendar, by month, can also be found on our school website <u>https://www.peiyingpri.moe.edu.sg/about-us/school-calendar/</u>

# 2. Parents Briefing 2024 Sessions

Our annual Virtual Parent Briefing sessions will be organised on Friday, 2 February.

Level	Time
P1 & P2	2 pm to 3.30 pm
P3 & P4	3 pm to 4.30 pm
P5 & P6	4 pm to 5.30 pm

In the briefing, you will learn about the following from the School Leaders, Year Heads, Form and Co-Form teachers:

- Learning programmes that your child will experience in school
- How you can support your child's development in school

Do look out for notifications of registration through PG nearer the date.

## 3. Parent Support Group (PSG)

Parents are valued as partners in your children's education. We would like to invite you to participate in the PSG to support your child and the school in its activities. We look forward to you volunteering your time, talents, and thoughts through PSG. Do indicate your interest areas through the link below:

Form	Link
Parent Support Group (PSG) Application Form	https://go.gov.sg/pypsg

We will be holding our PSG Welcome Tea on Friday, 26 January from 4.00 pm to 6.00 pm. Our PSG Chairman and members will be sharing details about the roles of PSG members, programmes and events that parent volunteers could participate in. It will also be an opportune time for parent volunteers to get to know one another.

You can find out more about the PSG on our school website <a href="https://www.peiyingpri.moe.edu.sg/partners/psg/welcome/">https://www.peiyingpri.moe.edu.sg/partners/psg/welcome/</a>

# 4. Personal Data Protection

The school holds personal data of our students and parents which include contact details, assessment and examination results, information on attendance, behaviour, special educational needs, medical conditions as well as photographs and/or video footage. In view of the Personal Data Protection Act, the school would like to share the following information with parents/guardians.

The school takes reasonable effort to ensure your personal data is protected and kept confidential. However, relevant data will be used to support the education of our students. For example, the school will:

 make available information to staff for the purpose of maintaining contact with students or for administration purposes;

- make use of photographs, videos, and/or sound recordings of students and/or parents/guardians in school publications, the school website, school social media channels, and other official school communication channels; and
- make personal data, including sensitive personal data, available to staff for planning activities and trips for students, both in and outside of Singapore.

If you do not wish for your child's photographs, videos, or sound recordings to be featured, please inform your child's Form and Co-Form teachers, or write to us immediately.

## 5. Channels of Communication with Teachers

The school would like to maintain regular communication with you and we strongly encourage you to read all the notifications from the school. Parents are also encouraged to use the Student Handbook to communicate with teachers.

If queries are sent to teachers/school via email, we will try our best to respond within 3 working days for straightforward matters and general enquiries. For enquiries that require further investigation or consultation, the staff will send an interim reply within 3 working days and respond within 7 to 21 working days.

Please contact teachers during regular school hours (7.30 am to 5.00 pm) or contact the school's General Office for assistance on urgent matters if teachers are uncontactable.

While the school encourages teacher-parent communication, teachers are not expected to provide their personal telephone number to parents. Should parents have access to a teacher's personal contact numbers, we would like to advise parents to use the contacts only for important and urgent matters. We would like to appeal to parents to respect the privacy of our teachers and limit the calls to regular school hours on weekdays.

# 6. Eat with Your Family Day (EWYFD)

EWYFD is a nation-wide event, led by the Centre for Fathering and supported by the Ministry of Social and Family Development (MSF), to encourage Singaporeans to consciously set aside time on that day to be with their families. Through the practice of having a family meal, the event serves as a reminder to families to encourage them to eat together regularly. Our General Office will be closed at 4.30 pm on Friday, 8 March, so that our staff can leave work earlier to enjoy a meal with their family. We hope you could also take time from your work to have dinner with your family on this date.

## STUDENT WELL-BEING AND DEVELOPMENT

## 7. Orientation Programme

To orientate students back to school, we have planned the E3 (Experience, Explore & Engage) Day which comprises student well-being activities during the first week of school for all students. The timetable will be suspended to facilitate this programme. The school attire for the first week of school is PE attire, with school skirt for the girls. Students only need to bring their stationeries (e.g. pen or pencil, colouring materials) and water bottle to school. Please note that students should not bring any sharp-pointed scissors or penknives to school.

## 8. Updates of Information on Student Details Form & Student Well-Being Needs Survey

At the start of each new academic year, Ministry of Education (MOE) would request for an update of your information and your child's/ward's information via the Student Details Form (SDF) for the purpose of providing educational services to your child/ward. All parents/legal guardians are requested to login to the SDF portal using your Singpass account to submit your information and information of your child/ward. Authorised Caregivers can only submit

your own information. The SDF portal can be accessed via desktop computers or mobile devices such as laptops and mobile phones. You will be receiving a PG announcement by this week on the details of the exercise.

In the course of the year, do notify your child/ward Form and Co-Form teachers as soon as possible whenever there are changes/additions to home, office, emergency phone numbers, addresses and other relevant information throughout the year. This is vital to ensure on-going and prompt correspondence with parents/guardians.

To help us understand your child/ward better, we would also like to seek your assistance to complete the Student Well-Being Needs Survey via the link below by Wednesday, 10 January.

Form	Link
Student Well-Being Needs	https://go.gov.sg/swb2024
Survey Form 2024	

## 9. Student Health Matters

We seek parents' support to keep schools a safe environment for students and in inculcating personal and social responsibility in your child/ward. All students are to maintain a high standard of personal hygiene, including washing one's hands with diligence.

If your child/ward is unwell, please ensure that he/she stays at home and seeks medical attention if necessary. Students should only come back to school when they are well. After returning to school from their absence, students should submit the medical certificate or proof of Ag+ to their Form or co-Form Teacher promptly. For students who are Ag+, please inform their teachers immediately to obtain further instructions. If your child/ ward is recovering from respiratory-related illnesses, please encourage him/her to exercise social responsibility (e.g., by wearing a mask, minimising social interactions with big groups).

We would be having a temperature taking exercise on Wednesday, 10 January and students are expected to bring along their thermometers for the exercise. All P1 students will be issued a thermometer on the first day of school.

We appreciate your support and will continue to work with you closely. Let us all do our part to exercise personal and social responsibility and stay safe.

## 10. Leading Self

To support our students in leading self, we would like to seek your active partnership in the following matters:

## a) Punctuality

Punctuality is a value that the school wants to imbue in our students. All students must report to school for flag-raising and pledge-taking ceremony by 7.30 am. Students who arrive after 7.35 am (at the end of pledge-taking) would be considered late. Latecoming is considered a school offence.

We seek your support in teaching your child/ward the value of self-discipline and to ensure that your child/ward is in school on time every day. Your partnership is important in helping our students lead themselves and achieve high standards of self-discipline.

# b) School Uniform

All students should put on their full school uniform on non-PE days. On days when there are PE lessons, PE attire (school shorts and House T-shirt) is to be worn. P1 and P2 girls can wear their House T-shirt and shorts. P3 to P6 girls must wear their skirts over their shorts for the other lessons.

Please note that iron-on nametag must be placed and ironed above the pocket of shirt/blouse and above the school badge on the PE shirt. We seek your help to ensure that your child/ward has the iron-on nametag on their attires. This would make it easier for any staff to address your child/ward by name during interactions. To purchase the iron-on nametag, you may get an order form from the school bookshop.

Please refer to the full school rules and regulations in the Student Handbook 2024. We seek your cooperation to go through the rules with your child/ward and sign to acknowledge in the handbook that you and your child/ward have read and understood.

## **11. Lunch Arrangement and Adjustment in Food Prices**

There will be staggered lunch timing for selected levels who are staying in the afternoons for lessons. Some lunch timing will be within curriculum time. More information will be provided in separate notifications.

The school would like to reiterate that students who need to stay back for school activities are <u>NOT allowed</u> to leave the school premises. Students should take their lunch in school. Students with special dietary needs can make a request through their Form or Co-Form teachers. We would also like to inform that due to the rising costs of ingredients and GST, there would be an upward adjustment in the prices of canteen food, up to a maximum of \$2.50 per set meal purchased.

# 12. Snack Break

The school has in place a 'Snack Break' programme to cater to the well-being of our students and it is during lesson time. The timing for the recess and snack break are as follows:

	Level	Day(s)	Time
	P1 & P4		9.00 am to 9.30 am
Recess Period	P2 & P5	Monday to Friday	9.30 am to 10.00 am
	P3 & P6		10.00 am to 10.30 am
Snack Break	P1 to P6	Monday to Friday	11.45 am to 12.00 pm

The intent of the snack break is to promote the well-being of students and ensure that they have a consistent level of energy throughout the day. We would like to encourage parents/guardians to support your child/ward well-being by adopting the following good practices for Snack Time:

- Ensure what your child/ward brings as a snack is healthy, and the amount is reasonable for consumption within 15 minutes,
- To pack the snack in a small container so that it is easier for him/her to eat; with a small spoon/fork, and
- To support the school's effort to encourage students to drink plain water (flavoured drinks and milk are not allowed in the classroom to prevent spillage)

We have enclosed in **Annex B**, a list of possible healthy snacks for your reference and examples of how the snacks can be packed.

# STUDENT SAFETY AND SECURITY

School safety is fundamental to the well-being of staff and students in carrying out their duties and participating in learning activities respectively. The school has put in place safety and security measures and we seek your cooperation in providing a safe environment for all our students.

# 13. Road Safety

## a) For all pedestrians

All parents/guardians and students should practise road safety and use the designated zebra crossings outside the school to cross the road. We appeal to all parents/guardians to avoid jaywalking across the road outside the school main gate opening as it is a dangerous and illegal way of crossing the road. We seek your cooperation to role-model the right behaviour for our students.

## b) For drivers

Parents/guardians can drive into the school to drop off their child/ward from 6.50 am to 7.30 am. Please remind your child/ward to alight quickly at the drop-off point near the front porch to prevent the building up of car queue and traffic jam. The vehicular gate will be closed at 7.30 am sharp. Hence, please be early if you are driving in to let your child/ward alight.

## c) For cyclists

As the traffic outside the school is heavy in the morning, we strongly discourage students to cycle to school. However, if parents/guardians allow their child/ward to do so, please educate them to exercise caution.

For student cyclists, they should park their bicycles in the school compound. If your child/ward is cycling, please indicate using the link below. Our school staff will also conduct a safety talk for your child/ward.

Form	Link
Information on Child Cycling to School	https://bit.ly/3pxmKdR

# 14. MOE Group Personal Accident (GPA) Insurance Plan

MOE has established a contract with Income Insurance Limited (Income Insurance) for GPA insurance for students. The insurance plan covers death, permanent and total/partial disability and medical expenses due to an accident. Please refer to Annex C for details on the insurance plan. The proximate or triggering causes of injuries must be reasonably attributed to an accident. Information on claims, FAQs and other details pertaining to the MOE GPA Insurance Plan for students can be found on Income's website at https://www.income.com.sg/studentgpa.

Parents/guardians are to submit the claims for their child/ward online and check the claims status through Income Insurance's online claims portal (<u>https://studentgpa.incomegroupins.com.sg</u>).

Parents/guardians will have to pay for medical treatments upfront, before submitting claims to Income Insurance Limited (Income Insurance) for reimbursement. Please note the applicable limits and coverage for medical expenses. Ineligible expenses or expenses in excess of the limits will be borne by the students/parents/guardian. Parents/guardian should also take note that medical treatments at private hospitals will typically cost higher, and parents/guardian may need to pay more out-of-pocket expenses if treatment costs exceed the policy's coverage limits.

# 2024 SCHOOL OPERATING MATTERS

# 15. School Operating Hours 2024

The school hours for 2024 are as follows:

Day	Start Time	Dismissal Time
Mon, Thu & Fri	7.30 am	1.30 pm
Tue & Wed	7.30 am	1.00 pm

Students should report to school after 7.00 am as most staff will only report to school at 7.00 am. School closes at 6.00 pm and no students should stay in school beyond 6.00 pm unless they are in the school-based Student Care Centre.

# 16. Dismissal arrangement

The dismissal timing during the first week of school will be:

Level	Tue, 2 Jan	Wed, 3 Jan	Thu, 4 Jan	Fri, 5 Jan
P1	1W & 1P: 12.30 pm 1R & 1I: 12.40 pm 1C, 1D & 1E: 12.50 pm			
P2	No school         12.55 pm         1.25 pm			
P3 & P4	1.05 pm 1.35 pm			
P5 & P6		1.05 pm 1.35 pm		

The dismissal timing from the second week of school to the rest of the year will be:

Level	Mon	Tue	Wed	Thu	Fri
P1 & P2	1.30 pm	1.00 pm		1.30 pm	
P3 & P4	1.35 pm	1.05 pm		1.35	j pm
P5 & P6	1.35 pm	1.05 pm		1.35	pm

We would be dismissing the P1 students before we dismiss the students from the other levels in week 1. We would appreciate that parents/guardians give priority access at Gate 3 to parents/guardians of P1 students so that they can pick up their child/ward with the greatest convenience. To allow a smooth dismissal and to prevent overcrowding, parents/guardians of P3 to P6 should wait for your child/ward at the void deck of Blk 808, near Gate 3 or at the neighbouring blocks. For security reasons, Gate 1A will not be opened during school dismissal. This is to prevent congestion where parents/guardians crowd at the narrow link-way and prevent the students from moving out of the school.

# 17. Visitor Sign-in

Visitors (e.g. parents, guardians) entering the school must register at the Guard Post with proof of identity e.g. NRIC, driver's licence, work permit pass or passport. Any personal data collected will be treated with the strictest confidence and will only be accessed by authorised school personnel for security checks when necessary. Upon registration, they will be issued with a visitor's pass (red). After obtaining the pass, visitors are to directly proceed to the General Office for assistance.

We discourage parents/guardians to come to the school unless there are needful situations such as picking up your child/ward from the sick bay. If parents/guardians need to purchase books from the bookshop, please inform your child/ward to purchase by himself/herself. For parents/guardians who need more assistance, do contact the General Office to make an appointment before coming to the school.

# 18. Payment of School Fees

For payment of school fees, we strongly encourage parents/guardians to use e-payment such as via GIRO, SAM machines or SGQR codes.

# CURRICULUM MATTERS

# 19. After-school Programme

The school will carry out remedial, supplementary lessons, enrichment, and support programme for students. Please refer to the table below for the schedule. Details will be shared by the respective teachers via PG before the start of the programmes.

Day	Programme
Mon	<ul> <li>P3 &amp; P4 remedial lessons, enrichment and support programme (i.e. English and Maths remedial, P3 SwimSafer, P4 English Enrichment Programme, P4 E2K Science, School Dyslexia Programme and Reading Remediation Programme)</li> <li>P5 &amp; P6 remedial/supplementary lessons, enrichment and support programme (i.e. P5 MTL and Maths remedial, P5 SwimSafer, P5 English Enrichment Programme, P5 STEM Programme, P6 supplementary lessons)</li> </ul>
Tue	P3 to P6 CCAs for all students
Wed	<ul> <li>P5 &amp; P6 Foundation Mathematics Lessons</li> <li>P3 to P6 Higher Mother Tongue Lessons</li> </ul>
Thu	<ul> <li>P3 &amp; P4 remedial lessons, enrichment and support programme (i.e. English and Maths remedial, P3 English Enrichment Programme, P3 SwimSafer, P4 E2K Maths, School Dyslexia Programme and Reading Remediation Programme)</li> <li>P5 &amp; P6 remedial/supplementary lessons, enrichment and support programme (i.e. P5 EL and Sci remedial, P5 SwimSafer, P5 English Enrichment Programme, P5 E2K Sci, P6 supplementary lessons)</li> </ul>

Fri	<ul> <li>For selected P3 to P6 students</li> <li>P3 &amp; P4 School Dyslexia Programme</li> <li>Sports Groups, Performing Arts &amp; Visual Arts CCAs</li> <li>Project STARS</li> <li>Active Youth Programme</li> <li>Student Leadership Programme</li> </ul>
	<ul><li>For selected P1 to P2 students</li><li>KidsRead Programme</li></ul>

For learning journeys, some will take place during curriculum time while others will take place after curriculum time (depending on availability of venue). More details will be given nearer the date.

# 20. Co-Curricular Activities (CCA)

CCA is an important aspect of the curriculum to build skills and values in our students. Students will be receiving consent forms from their CCA teachers in week 2. The table below shows the CCA timing.

CCA	Day & Time
Netball	Tuesdays: 1.30 pm to 3.30 pm
Rope-skipping	
Sepak Takraw	Fridays: 2 pm to 3.30 pm (for selected students/school
Volleyball Choir	team only)
Ensemble Angklung	
International Dance	
Outdoor Education	Tuesdays:1.30 pm to 3.30 pm
Brownies	
Singapore Red Cross Society	
Library Physical Science	
Infocom	
Photography	
Visual Arts	Fridays: 2 pm to 3.30 pm

# 21. Assessment

# a) Holistic Assessment (HA)

There would be no weighted assessments for P1 and P2 students. This allows P1 and P2 students to enjoy the process of learning and develop dispositions for lifelong learning. To ensure rigour in what students learn and at the same time ensure joy of learning, the school conducts a range of formative and summative assessments. There would be a separate notification on HA details for P1 and P2 students.

**b)** Weighted Assessment (WA) and End-of-Year (EOY) Examinations for P3 to P6 For P3 to P6 students, the WA and EOY Examinations details are shown below.

Level	Term 1	Term 2	Term 3	Term 4	
P1	Non-weighted Formative Assessment				
P2					
P3	WA1 (10%)	WA2 (15%)	WA3 (15%)	EOY Exam (60%)	
P4	WA1 (10%)	WA2 (15%)	WA3 (15%)	EOY Exam (60%)	
P5	WA1 (10%)	WA2 (15%)	WA3 (15%)	EOY Exam (60%)	
P6	WA1 (15%)	WA2 (15%)	Prelim (70%)	PSLE	

# Absence for P3 to P6 WA/EOY Exam

Students must be covered with a medical certificate (MC) from a licensed medical officer. Please note that:

- A parent's letter is not acceptable. The only exception would be on compassionate grounds i.e., family bereavement.
- For students who are unwell, they should **not** turn up in school at all but should see a doctor. When they are well, students would be given the WA task to do as practice. The paper would be marked to enable your child/ward to learn and gauge his/her performance. However, the marks would not be recorded.
- A zero mark would be awarded for students who are absent for invalid reasons such as overslept, away on overseas trip etc.

# 22. P3 Gifted Education Programme (GEP) Identification Exercise

Please note that the tentative dates for the GEP Identification exercise for P3 students are as follows:

- Thursday, 15 August: GEP Screening Exercise (English Language and Mathematics)
- Tuesday & Wednesday, 15 & 16 October: GEP Selection Exercise (English Language, Mathematics and General Ability) for shortlisted students

SCHOOL EVENTS

# 23. Term 1 School Programme Highlights

We would like to bring your attention to the following events:

# a) House Practice and Track & Field Meet

In preparation for the annual Track & Field Meet, our P3 to P6 students would be having House Practice after school on Tuesday, 16 January. They would have the opportunity to bond with school mates of the same House, prepare for the cheers and participate in the heats to be short-listed for the Track & Field Meet.

The Track & Field Meet for the P3 to P6 students will be held on Friday, 1 March. P1 & P2 students would have Home-Based Learning (HBL). More details will be provided nearer to the date.

# b) Friendship Week from 29 Jan to 2 Feb

To encourage our students to celebrate the importance of friendship and develop strong bonds with their peers, we will be commemorating Friendship Week. Through the series of activities, students will strengthen in values such as kindness, empathy, and gratitude. They will also be equipped with skills to build and maintain healthy friendships to cultivate a supportive and inclusive environment within the school community.

# c) Cyberwellness Week from 5 Feb to 9 Feb

To increase students' awareness of cyber-related issues such as netiquette and to guide them to navigate the cyber space in a safe and responsible manner, the school will be organising a series of activities during the Cyberwellness Week.

# d) Chinese New Year (CNY) Celebrations on 9 Feb

CNY school celebrations will be held on Friday, 9 February. The school hours on that day will be from 7.30 am to 10.30 am. Students are invited to wear their festive wear to school. Students will return to school after the CNY holidays on Wednesday, 14 February.

# e) Total Defence Day on 15 Feb

Total Defence Day (TDD) 2024 will mark 40 Years of Total Defence (TD40). The theme for this year is 'Together We Keep Singapore Strong' and the focus will be on Singaporean's readiness and resilience in the face of crises and disruptions. To prepare our students to be agile and responsive to disruptions and be a positive influencer, all schools will conduct a TD40 Exercise, simulating a disruption. Our school will commemorate TD40 on Thursday, 15 February and would be turning off electricity school-wide for 1 hour. We hope you would help us reiterate to your child/ward the importance of every Singaporean playing a part in our daily lives to ensure that Singapore is prepared for crises and disruption.

Thank you and on behalf of all staff in Peiying Primary School, we wish you a good year ahead!

Your Partner-In-Education,

Mrs Peh-Wong Wei Yong Principal

# Annex A

# <u>Term 1 Calendar</u>

Date	Events / Activities	Remarks
Tue 2 Jan	First Day of School for P1	<ul><li>For P1 only</li><li>No school day for P2 to P6</li></ul>
Wed 3 Jan to Fri 5 Jan	E3 Day	
Wed 10 Jan	Temperature Taking Exercise	<ul> <li>Students are to bring a working thermometer</li> </ul>
Tue 16 Jan	House Practice	After school for all P3 to P6 students
Fri 26 Jan	Student Leadership Training	For selected students only. More information would be provided nearer to the date.
Fri 26 Jan	PSG Welcome Tea	For PSG members and parents interested to join PSG
Mon 29 Jan to Fri 2 Feb	Friendship Week	
Fri 2 Feb	Parents Briefing (Virtual Sessions)	P1 & P2: 2.00 pm to 3.30 pm P3 & P4: 3.00 pm to 4.30 pm P5 & P6: 4.30 pm to 6.00 pm
Mon 5 Feb to Fri 9 Feb	Cyberwellness Week	
Tue 6 Feb	Student Leadership Training	For selected students only. More information would be provided nearer to the date.
Fri 9 Feb	Chinese New Year Celebrations	Dismissal will be at 10.30 am
Sat 10 Feb to Tue 13 Feb	Chinese New Year	Mon 12 Feb will be a public holiday and Tue 13 Feb will be a school holiday
Thu 15 Feb	Total Defence Day on 15 Feb	
Fri 1 Mar	Track & Field Meet	<ul> <li>For P3 to P6 only</li> <li>No school day for P1 &amp; P2 (Home-Based Learning)</li> </ul>
		More details will be release nearer to the date.
Thu 7 Mar	Parent-Teacher Meeting (PTM) for selected P6 students only	Selected P6 students from 2 pm to 5 pm
Sat 9 Mar to Sun 17 Mar	First Term School Holiday	
Mon 18 Mar	School re-opens	

# Annex B



# **SNACKS FOR BREAK TIME**

The following examples are snacks for students that are easy to prepare and pack for consumption during class breaks.



\*where possible, choose the Healthier Choice Symbol (HCS) 後 or lower fat/lower sugar options