

PPS/003/2018  
3 January 2018



23 Jurong West  
Street 81  
Singapore 649076  
Tel: 6793 2397  
Fax: 6793 3974

Dear Parents / Guardians

## **COMMUNICATION 1/2018**

### **Happy New Year and welcome back!**

We wish you and your family a Happy New Year! We extend a warm welcome to your child as we enter into school year 2018 together. It is indeed my pleasure to pen this first note to you as the new Principal of Pioneer Primary School. As I receive the leadership baton, I would like to thank my predecessor principals for their strong leadership. The school impresses as one that nurtures students of good character with a passion for learning to be ready for the future. I hope to get to know you better through the various platforms, besides the regular Annual Briefings for Parents.

This letter serves to inform you of pertinent information about this school year and some pointers for you to take note of.

### **School Terms & Holidays**

Please refer to the Student Handbook 2018 (page D1) for the School Terms & Holidays

### **School Hours**

Please refer to the Student Handbook 2018 (p 15) for the reporting and dismissal timings, assembly areas and recess timings.

Parents/Guardians are not allowed to visit the school between 9.30 a.m. to 11.30 a.m. unless in emergencies. This is to allow our students to be independent, build relationship with their peers and develop social skills during recess. Our students will be able to patronise the bookshop in the shortest possible time without having to queue with adults.

In order for smooth dismissal of students, please adhere to the following:

- P1 to P3 will leave school using Gate C (in front of Blk 863).
- Students taking school bus/attending Student Care Centres will gather at the Multi-Purpose Hall.
- Students with siblings should meet in the canteen and may leave together using either Gate B or Gate C.

### **After-School Activities**

The 2018 after-school activities broad plan is tabulated below. Separate letters and details on these activities will be provided later.

<b>Days</b>	<b>Block timing</b>	<b>Activity</b>
Mondays	2.15 – 4.30 p.m.	Supplementary and Remedial Lessons Enrichment Programme
Tuesdays	2.15 – 4.15 p.m.	Co-Curricular Activities (CCAs)
Wednesdays	2.15 – 4.15 p.m.	Enrichment Programme
Thursdays	2.15 – 4.15 p.m.	Co-Curricular Activities (CCAs)
Fridays	1.15 – 4.30 p.m.	Supplementary and Remedial Lessons Enrichment Programme

## School Bags

Please be reminded that **trolley bags** are not allowed for school use as their heavy weight is bad for children's physical growth. It is better to buy a bag of lightweight material with padded straps and few compartments. Total weight of school bag should be less than 3.5 to 4 kg, or 10 to 15% of the child's weight. Please guide your child in the labelling of his/her belongings and packing of his/her school bag, which includes a light pencil case.

## Headphones

For hygiene reasons, students are expected to use their personal headphones for computer-based lessons. Please label your child's headphone for identification purpose and remind your child to take good care of it.

## Healthy Meals in Schools Programme (HMSP)

Since 2014, our school has partnered the Health Promotion Board in implementing the **HMSP** as we believe in educating our students about healthy eating and empowering them to practise good dietary habits. These set meals are specially designed by nutritionists, chefs and school canteen vendors to ensure that our students enjoy the benefits of a well-balanced and nutritious diet. Each meal comes with a good mix of food groups recommended by "My Healthy Plate", a guide for balanced and healthy meals (Refer to p 26 of the Student Handbook 2018). The meals cost \$1.20, \$1.50 and \$1.80 for small, medium and large servings respectively.

## Snack Break

For the well-being of our students, we are implementing snack break during lesson time, in addition to recess break. During the snack break, students are allowed to consume finger food (e.g. biscuits, muffins, sandwiches, fruit) while the lesson is ongoing. Snack break will be designated during one period, either before or after recess.

We hope to inculcate in students healthy eating habits and at the same time encourage them to take responsibility for the maintenance of the cleanliness of their classrooms. Parents are encouraged to prepare healthier snacks for their children to eat during lesson.

## Health Matters

In order to maintain a high standard of health in the school environment, students who are unwell will not be allowed to stay in the school. Hence, please do not let your child attend school if he/she is unwell with infectious diseases or symptoms such as Hand-Foot-and-Mouth disease (HFMD), red eye (conjunctivitis), gastric flu, fever, cough, vomiting. Do check your child's wellness at the start of each school day.

## Temperature-Taking Exercise (TTE)

School will continue the practice of conducting a TTE at the beginning of each semester to maintain preparedness should daily temperature-taking screening be re-activated at short notice. There will be a TTE conducted on Friday, 5 Jan 2018. We seek your assistance in ensuring that your child brings along his/her personal Oral Digital Thermometers (ODTs) daily. The school will give Primary 1 students a thermometer each before the exercise and teach them how to use them.

## Safety and Security Matters

The school has put in place procedures to ensure the safety and security of your children. Parents/Visitors are only allowed into the school premises if they:

- need to pick up their children home early (before dismissal time);
- have an appointment with the Principal, Vice-Principal and/or teachers;

- need to make any enquiry or conduct administration at the general office.

All Parents/Visitors must report to the Security Guard at Main Gate A to obtain a 'Visitor Pass' before proceeding to General Office. Parents/Visitors are not allowed to enter the school through Gates B and C. The Teaching Blocks and Canteen are out-of-bounds to all parents/visitors.

Parents are discouraged from delivering their children's personal items (e.g. pocket money, books, stationery, water bottle [*there are ample water dispensers in the school*] and food) through the general office and security post. Students should learn to be responsible for their own things. If they should forget, then they must learn through the consequences. This will train them to be responsible citizens of the future.

Students are strongly discouraged from carrying too much pocket money. They are not allowed to bring expensive personal belongings, such as electronic games, tablets, iPads, handphones, to prevent distraction and loss of or damage to items. The school will not be held accountable for the loss of these items.

Should any child require early dismissal, parents/guardians are to pick the child at the General Office. This is to ensure that the child leaves the school under proper supervision.

To prevent traffic congestion and accidents during the hours of arrival to and dismissal from school, unauthorised vehicles are not allowed to enter via the Main Gate A, except during rainy days.

Parents/Guardians who drive or ride are requested to park next to block 863 to drop off or pick up their child using the sheltered linkway at Gate C during its opening hours. Please do not stop your vehicle along the road outside the school as it will obstruct traffic and is a safety issue.

We appeal to parents who ride bicycles/motorised bicycles to dismount and push their vehicles along the footpath next to the school fence line as well as at the traffic lights. This is for the safety of our students and their parents/guardians, and preventing accidents.

We urge parents/guardians to set a good example for your child by using the pedestrian crossing when crossing the road in front of our school gates.

### Contacts and Opening Hours of General Office

	Contact Details	Opening Hours <i>(Weekdays only, closed on weekends)</i>
General Office	Address: 23 Jurong West St 81, Singapore 649076 Email: pioneer_ps@moe.edu.sg Website: <a href="http://www.pioneerpri.moe.edu.sg">http://www.pioneerpri.moe.edu.sg</a> Tel: 67932397 (General office) Fax: 67933974	7.30 a.m. to 5.30 p.m.  During school holidays: 8.00 a.m. to 5.00 p.m.

### School Library

The opening hours of the School Library are as follows:

8.00 a.m. to 4.30 p.m.  
Lunch time – 12.00 to 12.30 p.m.

All P2 to P6 students can borrow books using their EZ link cards. Each student is allowed to borrow up to 4 books. (Note: As P1 students will only be issued their EZ link cards in March, the librarian will key into the library system their loan records.)

Please use the Media Resource Library Online Portal (<http://pioneerpri.spydus.com.sg>) to view your child's borrowing status, overdue status, or to reserve books. Information required for login is as follows:

- ID: **Birth Certificate Number** (key in letters in CAPS)
- Pin: **Birth Certificate Number without the first letter**

As the school will be organising mass book borrowing programme from National Library Board (NLB) for our students in our school, we strongly encourage you to register your child as an NLB member which is a requirement to participate in this programme.

### **Home-School Partnership**

The school welcomes parents/guardians to be our partners in education by:

- ensuring that your child is punctual for school.
- informing teachers of your child's strengths and area of concerns,
- informing teachers of your child's medical conditions (if any) during the annual updating exercise (via the "Individual Student Details Report For Year 2018" form)
- informing teachers of changes in telephone/handphone numbers for the purpose of communication and emergency use.
- contacting teachers to discuss matters concerning their child.
- meeting your child at the gate during dismissal times.
- directing any concerns relating to students' discipline to your child's teacher for follow-up actions.

You may also approach the Year Head/ Asst Year Head, if the teacher is not available. The school will follow up based on your feedback. Please do not approach other students directly for information or clarification.

Please help to supervise your child's homework. Your child's written assignments will be returned to you regularly for you to assess his/her progress. Kindly endorse the assignments after inspecting them.

Please do not hesitate to contact your child's teachers should you need information /clarification on your child's progress. Parents/Guardians who wish to meet any teacher are requested to make an appointment with the teacher concerned by writing a note in the Student Handbook or sending an email. Teachers will only be able to meet parents /guardians in the afternoon after the school hours so as not to affect the curriculum lessons.

Consent forms will be issued for your information and consent when your child is required to attend after-school activities.

Please take note of letters issued by school to parents/guardians through your child as they contain important information for your attention.

### **Absenteeism / Late-coming**

When your child is absent from school, the **medical certificate** or a letter of excuse is to be submitted to the form teacher when your child reports back to school.

For examinations and formal tests, a valid\* medical certificate must be produced by a student who has missed any school scheduled tests or examinations; otherwise zero mark will be given to his/her paper. (***Medical certificates from TCM are not valid for absence from tests and examinations***)

If your child is going to be absent from school for three or more days, please contact the form teacher to make arrangements regarding schoolwork.

Students must **attend every school day**. They should not miss lessons and activities conducted during the curriculum time. Leave to extend holidays will not be granted and it will be recorded as absence without valid reason(s). We seek your understanding in this matter and appeal to **parents not to take your child/children out of school without valid reasons**.

### **Communication**

There are a number of ways for parents to communicate with the school. For general school matters, please contact the school through telephone at 67932397 or email at pioneer\_ps@moe.edu.sg.

The Student Handbook 2018 is an important mean for communication between parent and teacher. Please use the relevant section in the handbook for communication. Students are required to bring along their handbooks to school daily and must inform their parents/teachers when there are new entries in the handbooks.

Please make prior appointments to meet the Principal/Vice Principals/Year Heads/Heads of Departments to ensure that they are available. For meeting with teachers, please make arrangements directly with them. As the teachers' schedules are tight, they can only meet you after school hours so as not to affect the curriculum lessons.

### **Parent Support Group (PSG)**

Our PSG aims to promote parental involvement in the school programmes and their children's education as well as provide opportunities for networking among parents. We need and value parents' support highly in helping the school to achieve our goals. We invite all parents to partner with us in our journey together, helping our students enjoy and succeed in school.

If you like to contribute to the school as a Parent Volunteer, you can call the school office at 67932397 to provide your contact details. A PSG Executive Committee member will contact you subsequently for follow-up.

We look forward to your continuous support and working together in helping your child to succeed in school. Thank you.

Yours Sincerely,



Lee Wai Ling (Mrs)  
Principal