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PPS/008/2022

21 January 2022

Dear Parents/Guardians

COMMUNICATION LETTER – TERM 1

We are very pleased to share that all students have started 2022 on a good note. They have settled into the new environment and adapted well to the school routines. The students are responding positively to their teachers and new friends.

Acting on your feedback, we have already made improvement to the traffic flow during the peak period during arrival and to manage the crowd during dismissal at the gates and bus-stops. We thank you for your cooperation and we seek your forbearance and support as we review school operations and processes to make further improvement.

Schedules and Operation

1. School Terms and Holidays

Please refer to Student Handbook 2022 (page 24) for the School Terms and Holidays.

2. School Hours and Dismissal

Reporting Time	All students should be in school by 7.25 am . <i>Pre-assembly programme will take place from 7.20 am to 7.30 am.</i>	
School Hours	7.30 am – 1.30 pm (CCA for P3-P6 on Fridays within curriculum hours)	
Recess	P2: 9.05 am – 9.35 am P3: 9.35 am – 10.05 am P4: 11.05 am – 11.35 am	P5: 10.35 am – 11.05 am P6: 10.05 am – 10.35 am
Staggered Dismissal	<ul style="list-style-type: none"> Primary 2 @ 1.20 pm Primary 3 and 4 @ 1.25 pm Primary 5 and 6 @ 1.30 pm 	

To ensure smooth dismissal of students, please adhere to the following:

P2 & P3	Gate 1
P4 to P6	Gate 4
<ul style="list-style-type: none"> Students taking school bus or attending external Student Care Centre will gather in the School Hall Students with siblings to meet in the canteen and may leave together using either Gate 1 or Gate 4 	

3. After-School Activities

More details and consent forms for these activities will be issued in due course.

After School Activities		
Remedial/Supplementary lessons <i>(on a needs basis)</i>	Monday and Thursday 2.05 pm – 2.50 pm 2.50 pm – 3.35 pm	For selected students only <ul style="list-style-type: none"> Consent forms will be issued Note: <ul style="list-style-type: none"> P6 supplementary begins in Term 1 Week 3 on 17 Jan P2 – P5 will begin in Term 1 Week 6 on 7 Feb
Enrichment Programmes	Wednesday and Friday 2.05 pm – 4.05 pm	For selected students only <ul style="list-style-type: none"> Separate letters will be issued to provide details of these programmes
Additional CCA Practice <i>(on a needs basis)</i>	Tuesday 2.05 pm – 4.05 pm	For competitive groups and CCAs that require extra training sessions <ul style="list-style-type: none"> Consent forms will be issued by the CCA teacher/s

4. Contact Information and Operating Hours of General Office

	Contact Details	Opening Hours
General Office	Address: 31 Jurong West St 91, S(649037) Tel: 6793 2039 (General office) Fax: 6793 2040 Email: pioneer_ps@moe.edu.sg Website: http://www.pioneerpri.moe.edu.sg	During school term: <ul style="list-style-type: none"> 7.30 am to 6.00 pm Office closes @5.30 pm During school holidays: <ul style="list-style-type: none"> 8.00 am to 5.00 pm <i>School is closed on weekends</i>

5. Media Resource Library (MRL)

The opening hours of the MRL are as follows:

Monday to Thursday	7.30 am to 4.30 pm
Friday	7.30 am to 5.00 pm
<i>Lunch time</i>	<i>12.35 noon to 1.05 pm</i>

All students are strongly encouraged to develop good reading habits. Each student is allowed to borrow up to 4 books from the MRL using their EZ link cards.

To support and monitor your child's/ward's reading habits, please access the Media Resource Library Online Portal (<http://pioneerpri.spydus.com.sg>). Information required for login is as follows:

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

To promote the reading habit, we will be organising the mass book borrowing activity with the National Library Board (NLB) in the school. In order to participate in this programme, students must be registered with NLB. Hence, we strongly encourage you to register your child/ward as an NLB member.

Schedule of Key Programmes and Activities

We have enclosed **two** schedules for your reference and planning purposes:

- Annex A – 2022 Calendar of School Activities (Term 1)
- Annex B – 2022 Main Activities Outside Curriculum Hours

Routines and Expectations

6. School Attendance

Students must **attend school daily**. They should not miss any lessons and activities conducted during or after curriculum time. Any request to extend holidays will not be granted and it will be recorded as "Absence without Valid Reason(s)". Hence, we seek your understanding and fullest support in this matter and appeal to **parents/guardians not to take your child/ward out of school without valid reasons**.

If your child/ward is absent from school, a **medical certificate** or a letter of excuse is to be promptly submitted to the Form Teacher upon his/her return to school. A valid* medical certificate must be produced by students who misses any scheduled school examinations, tests or other forms of graded assessment, failing which, a zero mark will be recorded. (**medical certificates from TCM are not valid for absence from tests and examinations*)

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

7. School Bags

Please be reminded that **trolley bags** are not allowed for school use as they are too heavy for primary school children. Your child should have a bag of lightweight material. The recommended total weight of a school bag should be less than 4 kg, or 10- 15% of the child's weight. Please guide your child/ward in the labelling of his/her belongings and packing of his/her school bag.

8. Headphones

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

9. 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 good dietary habits. The canteen vendors prepare well-balanced and nutritious meals. Each meal comes with a good mix of food groups recommended by "My Healthy Plate", a guide for balanced and healthy meals. The food costs \$1.20, \$1.50 and \$1.80 for small, medium and large servings respectively.

10. 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, fruits). Parents/Guardians are strongly encouraged to prepare healthier snacks for their children/wards to eat during the short break.

Safety and Security

11. Hygiene and Health Matters

Please check that your child/ward is well daily before he comes to school. Students who are unwell especially with Acute Respiratory Infection (ARI) symptoms including runny nose, sore throat, flu, cough and/or fever, and/or diagnosed with infectious diseases or symptoms such as Hand-Foot-and-Mouth disease (HFMD), red eye (conjunctivitis) etc are to remain at home to recuperate and should return to school only when he/she has completely recovered.

12. Daily Temperature-Taking

Daily temperature checking will be conducted once a day. It is important for your child/ward to have his/her own Oral Digital Thermometer (ODT) and we will require your assistance to ensure the ODT remains in good working condition.

13. Safe Management Measures

- Wearing of Face Masks and Face Shields
All students are to put on their face masks but maybe allowed to wear their face shields during lesson time. Please ensure he/she has at least one spare mask in his/her mask box at all times.
- Wipe Down Routines
As part of Safe Management Measures (SMM), we will continue to enforce wipe down routines.

14. Safety and Security Matters

- Visitors (including parents and guardians) are only allowed into the school premises if they:
 - need to pick up their children/ward home early (before dismissal time);
 - have an appointment with the Principal, Vice-Principal and/or teachers;
 - need to make enquiry or conduct administration at the General Office.
- Visitors must report to the Security Guard at Gate 2 to obtain a 'Visitor Pass' before proceeding to General Office. Visitors should not enter the school through Gates 1, 3 and 4. The Teaching Blocks and Canteen are out-of-bounds to all visitors.
- Students should learn to be responsible for their own things. Parents/Guardians should not deliver their child's/ward's personal items (e.g. pocket money, books, stationery, water bottle and food) through the General Office and security post.
- Students must not bring excessive amount of money to school and should learn to spend wisely. Parents/guardians can teach budgeting habits to their child/ward.

- Students are not allowed to bring expensive personal belongings, such as electronic games, tablets, iPads, handphones, to school. The school will not be held accountable for any loss and/or damage of these items.
- Should any student require early dismissal, parents/guardians are to pick him/her at the General Office. This is to ensure our students leave the school under proper supervision.
- We appeal to all parents/guardians to demonstrate good road safety habits by using the pedestrian crossing when crossing the road in front of our school gates.

Partners in Education

15. School-Home Partnership

We welcome parents/guardians to be our partners in education by:

- ensuring that your child/ward attends school punctually everyday
- informing teachers of your child's/ward's medical conditions and allergies (if any)
- informing teachers of changes in contact numbers and address
- contacting teachers to discuss matters concerning your child/ward
- meeting your child/ward at the gate during dismissal times
- directing any matters relating to student discipline to your child's/ward's teacher for follow-up actions, where necessary and appropriate

You may also approach the Year Heads, if the teachers are not available.

Lower & Middle Primary	Ms Revathi	suppiah_revathi@schools.gov.sg
	Mdm Siti Aisyah	siti_aisyah_jamal@schools.gov.sg
Upper Primary	Mr Christopher Tan Hung Choon	tan_hung_choon@schools.gov.sg

16. Supervision at Home

Active participation in your child's/ward's learning journey is important. Please help to supervise your child's/ward's homework. Your child's/ward's assignments will be returned regularly to keep you updated about his/her progress. Please endorse the assignments after inspecting them. Please do not hesitate to contact the teachers should you need information /clarification. Parents/Guardians who wish to meet any teacher are requested to make an appointment by writing 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.

Photography and Videography at School Events / Publication of Students' Work

Photographs/videos of students/parents taken at all school events may be published on the school's official media platforms (eg newsletters, publications and school website) and used for briefings, workshops and/or other educational purposes. The school may publish photographs, videos and students' work/achievements together with their names (initials only) from time to time.

Communication Policy

The Student Handbook 2022 is a useful tool for communication between parent and teacher. Please use it for communication with the teachers. Students are required to bring their handbooks to school daily and must inform their parents/teachers when there are new entries in the handbooks. Alternatively, you may contact the school at 6793 2039 or email at pioneer_ps@moe.edu.sg.

Consent forms will be issued for your information and consent when your child/ward is required to attend any after-school activities. Please take note of letters issued by the school to parents/guardians. These letters will be uploaded to the Parents Gateway (PG). We seek your cooperation to check all school announcements posted on PG promptly.

School Hours on Chinese New Year Eve

School hours are as follows on 31 Jan 2022:

Levels	Reporting Time	Staggered Dismissal Time
P2	7.25 am	9.40 am
P3		9.45 am
P4		9.50 am
P5 & P6		9.55 am

Please note that the canteen will not operate on this day and students are advised to bring their own snacks/food for consumption.

Thank you and we look forward to your continuous support in working together to help your child/ward grow and enjoy an enjoyable and meaningful academic journey with us.

Yours faithfully



Lee Wan Ling (Mrs)
Principal

Annex A

2022 Calendar of School Activities (Term 1)

School Term	4 January to 11 March
School Vacation	14 March to 18 March

Date	Day	Events	Remarks
4 – 7 Jan	Tue - Fri	Back-To-School Programme	
31 Jan	Mon	Lunar New Year Celebration	<ul style="list-style-type: none"> Chinese traditional costumes or school uniform or PE attire (for carnival), with school shoes Students to bring a small bag with a story book, water bottle and stationeries Staggered dismissal time: Primary 2: 9.40 am Primary 3: 9.45 am Primary 4: 9.50 am Primary 5 & 6: 9.55 am
1 & 2 Feb	Tue & Wed	Lunar New Year	No school for all
8 Feb	Fri	2022 Parents' Briefing	P5 & P6 only
25 Feb	Fri	Phototaking for School Smart Card	For Primary 6 only