



ANDERSON PRIMARY SCHOOL

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30 December 2024

Dear Parents/Guardians,

Welcome to a new academic year at Anderson Primary School! To those who are joining us for the first time, a heartfelt welcome to the Anderson family—we are delighted to have you with us.

The year 2025 is particularly meaningful for our school as we celebrate our Silver Jubilee, marking 25 years of excellence in nurturing young minds and shaping the pioneers of the future. This significant milestone is a testament to the collective efforts of our students, staff, and parents/guardians over the years. At this juncture, we would like to express our heartfelt gratitude to Mdm. Delia Hoo for her dedicated service and exceptional leadership. We wish her continued success in her new role as a Cluster Superintendent.

As we start the new term for 2025, we would like to draw your attention to the following school matters:

1. Staff Update

- a) We welcome the following new staff who have joined the school:
 - Ms Leng Yip, Jean
 - Ms Loh Cheng Hwan
 - Ms Kee Wai Ying
 - Ms Thio Puan Kin
 - Ms Erfa Riizah Binte Razi
 - Mr Steven Aw Kian Chang
 - Mr Leong Jing Xiong Merrill
- b) We would like to extend our heartfelt thanks to the following staff members for their valuable contributions to the school, as they move on to new opportunities:
 - Ms Gracia Lim
 - Ms Serena Goh
 - Mdm Neo Hwee Hwee
 - Mr Soh Wei Xuan

2. First Day of School for 2025

The table below outlines the reporting and dismissal times for the different student segments.

| | Primary 1 students | Primary 2 to 6 students |
|----------------|---|-------------------------|
| Reporting Date | 2 January 2025 Thursday | 3 January 2025 Friday |
| Reporting Time | 8 a.m. | 7.30 a.m. |
| Attire | School uniform with black shoes and black socks | |
| Dismissal Time | 12 noon | 1pm |

| | Primary 1 students | Primary 2 to 6 students |
|-----------------|--|---|
| Dismissal Modes | Gate A: for P1 students walking home or being picked up | <ul style="list-style-type: none"> • Gate C: for P2 students • Gates A & E: for P3 to P6 students |
| | Canteen: for students taking school buses | |
| | Basketball Court: for students enrolled in Student Care Centre | |

P1 parents are warmly invited to attend a curriculum briefing on 2 January 2025 Thursday, at 8 a.m. in the school hall. Following the briefing, you may take the opportunity to observe your child during recess. Please note that entry into the school premises will not be permitted after this period.

3. Start Right Programme

To help our students settle into the new academic year and familiarize themselves with their teachers and peers, the START Right programme will be held on 3 January 2025 Friday for all students.

Students only need to bring basic stationery such as a pencil box, coloured pencils, and their water bottles. The timetable will be provided on 3 January, and teachers will gradually introduce the bringing of files and books throughout the following week.

4. Attendance and Punctuality from 6 January 2025 onwards

- Curriculum time is invaluable for your child/ward's academic progress and holistic learning experiences. Any absence not supported by a medical certificate will be recorded as '**Absent Without Valid Reasons**'. We will only accept a maximum of two parent letters per term. We appreciate your support in ensuring your child/ward's regular and consistent attendance at school.
- All students are expected to arrive on time for school and school-organized programmes/activities, as punctuality is an important reflection of respect and responsibility. We would like to remind you that students should be in school by 7.25 a.m. and will be marked late if they are not in the hall by 7.30 a.m. for the National Anthem and pledge-taking. For security and safety reasons, we kindly ask parents not to send your children to school too early, as there are limited staff available for supervision. To ensure their safety and well-being, we recommend **sending your children after 7.00 a.m.**

5. Recess and Snack Breaks

For the well-being of our students, the school has scheduled a daily recess and snack break. Please note that only dry snacks, such as biscuits, sandwiches, or fruits, are permitted to be consumed in class during the snack break. Students are also not allowed to visit the canteen to purchase food during this time.

| Levels | Recess | Snack Breaks |
|--------|--------------------------|--------------|
| P1 | 8.30 a.m. to 9.00 a.m. | 12 noon |
| P2 | 9.00 a.m. to 9.30 a.m. | 12 noon |
| P3 | 10.00 a.m. to 10.30 a.m. | 8.30 a.m. |
| P4 | 10.30 a.m. to 11.00 a.m. | 8.30 a.m. |

| | | |
|----|-------------------------|-----------|
| P5 | 11.00 am to 11.30 am | 8.30 a.m. |
| P6 | 9.30 a.m. to 10.00 a.m. | 12 noon |

6. Dismissal Modes and Timing from 6 January 2025 onwards

a) The official dismissal timings are as follows:

| Level | Gate (for those on foot) | Mon – Wed Dismissal | Thu & Fri Dismissal |
|-------|--|---------------------|---------------------|
| P1 | A | 1.30 p.m. | 1.00 p.m. |
| P2 | C | 1.30 p.m. | 1.00 p.m. |
| P3 | A & E | | |
| P4 | P3 to P6 students will exit only after P1 students have been dismissed | | |
| P5 | | | |
| P6 | | | |

We will closely monitor the situation and make any adjustments as needed.



b) Parents/guardians requiring vehicular access to the school compound for pick-up or drop-off must display a **registered serialized car decal** on the windscreen. If you have not registered yet, please complete a short road safety quiz at <https://go.gov.sg/roadsafetyquiz> or via the QR code. You will be prompted to submit the car decal application form after completing the quiz. Our admin team will process your application and pass the decal to your child/ward once it is ready. **Please be advised that entry to the school for the purpose of picking up your child will only be permitted once all school buses have departed.**

c) Students attending the Student Care Centre should assemble in the basketball court, while those taking the school buses should gather in the canteen.

7. Student Well-Being & Temperature-Taking Exercise on 15 January 2025

A school-wide temperature-taking exercise will be held on 15 January 2025 Wednesday. All students must report their temperature to their Form Teachers using their personal thermometers. Please ensure your child/ward brings a working thermometer to school daily. P1 students will receive an Oral Digital Thermometer (ODT) during the first week.

If your child/ward is unwell (e.g., sore throat, cough, fever, or runny nose), please keep them at home and seek medical advice. They may return to school after the prescribed period with a medical certificate.

8. Safety & Security

For the safety and security of our students, we kindly ask parents/guardians to refrain from entering the school compound unless for official matters. All visitors must sign in at the Security Guard Post for a visitor pass, which must be worn at all times.

Visitors should proceed directly to the General Office and are not permitted access to classroom blocks or other areas of the school.

To foster self-discipline and problem-solving skills, we encourage students to pack their bags daily. We appreciate your understanding in **refraining from delivering forgotten items to school**. The school will not accommodate such requests unless in an emergency.

9. Smart Phones and Smart Watches

Students are strongly discouraged from bringing smartphones or smartwatches to school. Should students choose to bring such devices, they are required to keep them in their school bags, before the start of the school day. These devices must not be used during school hours, including recess, Co-Curricular Activities (CCA), and after-school programmes.

Students may retrieve their devices only after the school day has concluded. Please be advised that the school will not be held responsible for the loss of these devices. Students are expected to take full responsibility for the safekeeping of their personal belongings.

10. Curriculum Engagement Sessions for Parents

We are pleased to invite you to our upcoming Curriculum Engagement Sessions for parents, which will provide updates on level-specific school matters such as:

- An overview of the curriculum
- Subject and instructional approaches
- Classroom expectations and practices

| Level | Date | Time |
|-------|----------------------------|---|
| P1 | 2 January 2025, Thursday | 8.00 a.m. to 9.30 a.m. (f2f) |
| P2 | 13 January 2025, Monday | 3.00 p.m. to 4.30 p.m. via MS Teams or Google Meet |
| P3 | 15 January 2025, Wednesday | |
| P4 | 15 January 2025, Wednesday | |
| P5 | 15 January 2025, Wednesday | |
| P6 | 13 January 2025, Monday | |

You will also get a chance to meet the form teachers. Further details, including meeting ID and password for these sessions, will be shared closer to the date. All presentation slides will be made available in our school website by 31 January 2025.

11. Photography and Videography at school events / publication of students' works

We would like to inform you that photographs and videos of students and parents/guardians taken at school events by the official photographers may be published on the school's media platforms, e.g., newsletters, Facebook/Instagram, and website. These may also be used for briefings, workshops, and other educational purposes. The school may occasionally share images, videos, and students' work or achievements, along with their names. If you do not wish to grant permission, please inform the school in writing.

12. Communications Between School and Home

- a) To foster home-school partnerships, we offer the following communication channels:

| Channels | Purpose |
|----------------------------------|---|
| Parents Gateway | for school letters on curriculum, assessment, and consent forms for learning journeys and experiences |
| Student Diary | for daily homework and messages between teachers and parents |
| School Website | for general information about curriculum and programmes and soft copies of school letters |
| Facebook & Instagram | for school event updates |
| Staff emails (in school website) | for queries related to teaching and learning for the subject |
| School email | for general feedback and enquiries |

- b) We encourage communication between parents and teachers, but please note that teachers are not expected to share their personal phone numbers. Responses may be delayed until the next working day if teachers are in lessons, meetings, or have other commitments. We kindly ask that you contact teachers only during school operating hours (i.e., weekdays, 7 a.m. to 5 p.m.). For emergencies, please contact the General Office.
- c) For matters pertaining to the class or lessons, we kindly ask that you first reach out to the relevant class or subject teachers. For further clarification, you may wish to contact the respective Year Heads through the following channels:

| Levels | Year Heads |
|---------------|--|
| P1, P5 and P6 | Mrs Vimala Ratnaraja vimala_ratnaraja@moe.edu.sg |
| P2, P3 and P4 | Mrs Danz Ong danz_tan_li_loo@moe.edu.sg |

13. School Calendar of Events for Term 1 2025

To assist with your planning, we have attached the school calendar of events for Term 1 (see Annex A). Please note that the calendar is subject to change. Any updates will be reflected in the school website calendar.

We look forward to collaborating with you to support your child's learning and development. Thank you for your partnership.

SHIRLEY LEOW (MS)

PRINCIPAL

[This letter does not require signature.]

Anderson Primary School Calendar 2025 (Term 1)

| Week | Date | Programme / Event | Remarks |
|------|-----------------------|--|---|
| 0 | 1 Jan Wed | New Year Day – Public Holiday | No school |
| | 2 Jan Thu | First Day of school for P1 students <ul style="list-style-type: none"> Curriculum Engagement Session for P1 Parents (f2f) | P2 to P6 students do not report. |
| | 3 Jan Fri | First Day of school for P2 to P6 students <ul style="list-style-type: none"> Start Right Programme | All P1 to P6 students are to attend school. |
| 1 | 6 Jan Mon | Start of P3 SwimSafer (Mon & Wed till Term 1 Week 10) | Lessons have been adjusted accordingly. |
| | 9 Jan Thu | Student Leaders' Training (after school) | Selected students only |
| | 10 Jan Fri | | |
| 2 | 13 Jan Mon | Curriculum Engagement Session for P2 and P6 parents | 3 p.m. – 4.30 p.m. Via Teams (more details will be shared later) |
| | 15 Jan Wed | Attendance & Temperature Taking Exercise | Pls bring personal thermometer. |
| | | Curriculum Engagement Session for P3, P4 and P5 parents | 3 p.m. – 4.30 p.m. Via Teams (more details will be shared later) |
| 3 | 20 Jan Mon | Student Leaders' Investiture Rehearsal | Selected students only |
| | | Start of P5 and P6 HMTL | After school |
| | 22 Jan Wed | Student Leaders' Investiture | During school hours |
| | 24 Jan Fri | EZ Link School Smart Card Photo-Taking Exercise for P1 and P6 students | during school hours; please wear school uniform. |
| 4 | 28 Jan Tues | Eve of Lunar New Year ; Lunar New Year celebrations in school | Early school dismissal at 10.30 a.m. |
| | 29 & 30 Jan Wed & Thu | Lunar New Year Public Holiday | No school |
| | 31 Jan Fri | School resumes | For all students |
| 5 | 3 Feb Mon | Start of P3 and P4 HMTL | For selected students only; after school |
| | | Start of P3 and P4 SDR | |
| | | Start of academic support programmes | |
| | | Start of P5 Values-Education Drama programme | |
| | 6 Feb Thu | Start of CCA for P4 to P6 students & P3 JAE students | After school |
| 6 | 10 Feb Mon | Class Photo-taking | During school hours |
| | 11 Feb Tues | | |

| Week | Date | Programme / Event | Remarks |
|--|-----------------------|--|--|
| 6 | 11 Feb Tues | Start of Mendaki Programme | For selected students; after school |
| | 12 Feb Wed | Commemoration of Total Defence Day | During school hours |
| 7 | 17 Feb Mon | Start of Health Screening Exercise 2025 | till 28 February 2025 |
| | | Start of Primary 5 FLCM (German) | For selected students only; after school |
| | 19 Feb Tues | P2 JAE & P3 CCA Experience | During school hours 3 p.m. to 4 p.m. |
| | 20 Feb Wed | P2 JAE Parents' Engagement | |
| | 21 Feb Thu | P3 CCA Parents' Engagement | |
| 8 | 25 Feb Tues | Start of CCM | During school hours |
| | 28 Feb Fri | P2 JAE and P3 CCA Experience | 11a.m. to 3.30 p.m. |
| 9 | 3 Mar Mon | P6 Term assessment (EL & FEL) | During school hours |
| | 4 Mar Tues | P6 Term assessment (Ma & FMA) | |
| | 5 Mar Wed | P6 Term assessment (MT & FMT) | |
| | 6 Mar Thus | P6 Term assessment (Sc & FSC) | |
| | 7 Mar Fri | P6 Term assessment (HMTL) | |
| 10 | 10 Mar Mon | Student Leaders & Class Committee Training | For selected students; after school |
| | 11 Mar Tues | | |
| | 12 Mar Wed | Student Recognition | During school hours |
| | 13 & 14 Mar Thu & Fri | P4 Outdoor Orienteering cum MBL (PAM) | For selected students; after school |
| Term 1 Break 15 Mar – 23 Mar 2025 All students are to report back to school on 24 Mar 2025. | | | |