

AMKPS/SCH-23/001

4 January 2023

## 2023 AMKP TERM 1 LETTER – TERM 1

Dear Parents / Guardians,

Wishing all of you a very Happy New Year!

We would like to extend a warm welcome to our new Primary One and MOE Kindergarten (MK1) parents/guardians, as well as our new staff to AMKP and MOE Kindergarten (MK)@AMK. We are pleased to share with you that Minister Chan Chun Sing, Minister for Education, visited us to welcome our new P1 and MK1 students on 3 January 2023. Besides our staff, we are blessed to have our Parent Support Group (PSG) and student councillors supporting our new students. Watch our students in action via the facebook link below:

[https://fb.watch/hQZE6Zk\\_hc/](https://fb.watch/hQZE6Zk_hc/)

The first letter of the year is usually a bit lengthy as it contains important information for you. In this termly letter, we will be sharing school matters and relevant information with regard to the well-being of your child/ward.

### 1. **Staff Movement**

We would like to wish our teachers and staff the best as they embark on their new postings and/or endeavours and thank them for their contributions to AMKP during their time with us.

Name of Staff	Designation
Miss Tham Sook Lai	Teacher
Mdm Ng Peng Yong	Teacher
Miss Renie Ashsyakirin Bte Adnan	Teacher
Mdm Tan Choon Jhet	Teacher
Mr Ong Chuan Kuan	Teacher
Ms Leny Sriwahyuto	Teacher
Miss Ong Shi Ying Cherrine	Teacher
Mdm Qin Chunni	Teacher
Mr Abdul Rashid Bin A Rahmatulla	ICT Associate

We would also like to welcome the following staff who have joined the AMKP and MK@AMK family.

Name of Staff	Designation
Mrs Desri Ann Lee	HOD/Character & Citizenship Education
Mr Calvin Ong	HOD/Science
Mdm Nooraisha Ibrahim	Subject Head/Assessment & Interdisciplinary Project Work
Ms Chee Wai Yee	Teacher
Ms Ng Yong Jia, Amelia	Teacher
Mdm Tan Mui Lin Tabitha	Teacher
Miss Clara Tham Kar Ling	Teacher
Miss Sabrina Tan	MK Educator
Ms Joann Tan	MK Educator
Mrs Tresa Cheong	Senior School Counsellor
Mr Edmund Goh	Administration Manager/ICT

## **2. Term 1 Calendar of Events and Activities**

We have posted the **Term 1 Calendar of Events and Activities** on our school's website. The detailed information with regard to assessments and events will be issued to you at a later date. We would like to request parents and guardians to turn on the notification on Parents Gateway app so as to receive timely information on school activities.

## **3. Attendance and Punctuality**

Regular student attendance will have a positive impact on your child's/ward's learning. A child who is absent frequently will have difficulty staying connected with the curriculum and it will also affect the bonds he/she has with the classmates. Thus, we would expect our students to be in school during school term unless he/she has taken ill or needs to be excused from school for important private reasons. Please remind your child/ward to submit the medical certificate or any other documents to the form teacher the following day after his/her day of absence. You may wish to refer to our Student Handbook (page 7) for the details.

Punctuality is a good habit that we would like to cultivate in our students so that they will grow into responsible young leaders. **All students are expected to be in school by 7.30 a.m.**

**Students who come late (reporting after 7.30 a.m.) will be booked for latecoming** and issued with a latecoming slip for every incidence of latecoming. Form teachers will contact you to address the matter and as such, **we seek your help in ensuring that your child/ward comes to school punctually. Recalcitrant latecoming will also affect the overall conduct grade of your child/ward.**

## **4. School Uniform**

It is important for students to wear the school uniform as this promotes a sense of pride and belonging in our students. **As such, students are to wear the prescribed school uniform and modification to the uniform is not allowed.** Students are required to be in their school uniform every day unless there are PE lessons that day.

- a. On days where there are PE lessons, all P4 to P6 female students should wear the school's skort with the PE shirt and change into the PE shorts only during the PE lessons.
- b. On days where there is CCA, all students should bring their CCA attire and shoes to school and change just before their CCA.

Similarly, student name tag is part of our school uniform and serves as a form of student pride and identity. All students must have their name tag affixed to their uniform and PE T-shirt. Please refer to **Annex A** for the correct place to affix the name tag.

## **5. Semesterly Temperature-Taking Exercise on 11 January 2023**

To maintain schools' preparedness to re-activate the temperature-taking regime should there be a need to do so based on the national posture, there will be a temperature-taking exercise for all staff and students in Term 1 Week 2 on **11 January 2023 (Wednesday)**. All students will be screened when they arrive in school. Students who are unwell will be required to seek medical attention and only return to school when they are well.

## **6. Safety and Security Matters**

The school ensures the safety of your child/ward by monitoring the flow of human and vehicular traffic in and out of the school. We would like to update you on the arrival and dismissal procedures so that you may play a role, as a supportive partner of the school, in helping to keep our children safe. These are guidelines set by the school *for compliance* by the staff, students, parents and other related stakeholders, including domestic helpers and guardians.

### **6a. Arrival and Dismissal Procedures**

All students are to report to school by 7.30 a.m. punctually and will be dismissed in two groups : P1 to P4 at 1.30pm; P5 and P6 at 1.35pm. We would like to request parents/guardians to send your child/ward to school between 7.00 a.m. and 7.25 a.m., for the school to better manage the arrival and visual screening of our students.

These timings are applicable from Mondays to Fridays, except when your child/ward has remedial classes, CCAs or any other school event. We would also like to seek your understanding that parents/guardians are not allowed into the school compound when sending or picking up their child/ward. Only the parents/guardians of P1 and P2 students will be allowed into the school compound (foyer area) during dismissal to pick up our younger students. These procedures and arrangements will be reviewed periodically.

For parents who use bicycles as a mode of transportation to send or pick up their child/ward, we would like to urge you to alight from the bicycles when you are in the vicinity of the school and push the bicycles along the pedestrian walkway to ensure the safety of everyone.

### **6b. Arrival (Dry/ Wet Weather)**

- i. **During dry weather**, students may enter the school through Gate A (at Bus Stop) or the new Gate C (next to the Security Guard House) from 6.50 a.m. to 7.30 a.m.

- ii. **During extreme wet weather**, Gate C will be closed and students will enter the school through Gate A (at Bus Stop) from 6.50 a.m. to 7.30 a.m. This will ensure that our students remain dry as there is a covered walkway into the school. Parents' vehicles may enter the school premises via Gate B (for vehicles), make a drop off at the foyer, where staff members will be available to assist, and drive out via Gate D.



**6c. Dismissal after School (Dry/ Wet Weather)**

Please note the dismissal timings and venues (without after-school activities).

Time	Level	Venue
1.30 p.m.	P1 and P2*	Foyer
1.30 p.m.	P3 and P4	Bus stop Gate (Gate A)  or  Back Gate (Gate F)
1.35 p.m.	P5 and P6	

\* P1 and P2 parents with children at other levels can fetch them at the foyer.

**6d. Dismissal after Remedial/Enrichment/CCA/Learning Journey (Dry/ Wet Weather)**

Please note the exit point of the school compound during dismissal after remedial/enrichment/CCA/ learning journey as shown below:

Dismissal Locations for P1 to P6 students <u>after</u> Remedial/ Enrichment/ CCA/ Learning Journeys	
Gate	Gate C (next to the Security Guard House)
Levels	<p>All students will be dismissed via Gate C (next to the Security Guard House) only.</p> <p>The rest of the gates will be closed, except for Gate A (at Bus Stop) during wet weather. <i>(During extreme wet weather, parents will be allowed into the school to wait at the covered area of the school foyer.)</i></p>

**6e. Late Arrival for Pick-up**

Parents/Guardians who arrive late to pick up their child/ward would have to report to the Security Guard House first to register with the Security Officers before proceeding to the General Office for assistance.

**6f. Students Taking the School Bus**

All students taking the school buses will be attended to by the respective bus drivers at the designated school bus bay, located at the school carpark in front of Block A. Attendance will be taken before the students board the buses to ensure accurate accounting of students taking the buses. **We would like to seek your cooperation in informing your respective bus driver in advance if your child/ward is not taking the school bus on any particular day due to a valid reason.**

**6g. Picking Up Procedures during Curriculum Time**

Parents/Guardians who need to pick up their child/ward during curriculum time due to unforeseen circumstances are to report to the Security Guard House first to register before proceeding to the General Office for assistance.

**6h. Students Attending Student Care Centre (SCCs)**

***AMKP Student Care Centre (SCC) (Operated by Nascans)***

Students who are attending Nascans will have their attendance taken by Nascans teachers. **Kindly inform the Nascans teacher if your child/ward is absent from school or is unable to attend Nascans on certain days due to valid reasons.**



## ***Student Care Centres (SCC) operated by External Organisations***

The school will centrally group students attending SCCs managed by external organisations while awaiting pick-up by personnel from these centres at the foyer. These students can only be dismissed when the personnel from the respective centres arrive to receive them at the foyer.

### **7. Traffic Advisory from Land Transport Authority (LTA)**

The public has alerted LTA to vehicles parking/waiting outside the school along Ang Mo Kio Ave 3, especially during the reporting and dismissal hours. This indiscriminate parking/waiting has caused safety concerns to other road users and drivers. As LTA does not allow any vehicle to park/wait along Ang Mo Kio Avenue 3 other than a quick drop-off of the students, LTA has cautioned that it will not hesitate to take enforcement actions against errant road users who flout traffic rules and regulations. The penalties for traffic offences are indicated at **Annex B**.

In view of the above, we would like to appeal to parents and guardians to observe the road safety guidelines as indicated at **Annex C**. Your co-operation will go a long way to ensure that every child and road user stays safe.

### **8. Visitors to the School**

All visitors, including our parents/guardians, **will only be allowed to enter through Gate C (next to the Security Guard House)** as multiple points of entry into the school by visitors may compromise the security of the school premise and the safety of our students; and only be allowed to wait in the General Office to meet with staff of the school. **Visitors may move within the school compound ONLY when accompanied by designated school staff.**

### **9. Conduct**

The school rules and expected behaviours can be found in the Student Handbook. Our teachers will explain the rules and expected behaviors to your child/ward during the first week of the school and will be reiterating them consistently throughout the year. Your active involvement in helping to reinforce these expected behaviours in your child/ward will go a long way to help him/her enjoy a more fulfilling school experience.

### **10. Proper Usage of Mobile Phones and Electronic Devices**

Students are discouraged from bringing mobile phones or electronic devices to school.

- a. Should there be a need to contact your child/ward during curriculum time, you can call the General Office at 6452 0794.
- b. If you would like your child/ward to bring his/her mobile phone to school for communication purpose, you will need to submit a request via the QR code provided below by **13 January 2023 (Friday)**.



- c. If your child/ward brings a mobile phone to school, he/she is responsible and accountable for the safekeeping of his/her mobile phone. He/She must switch off the device during curriculum and CCA, failing which, the device will be kept in the General Office for collection by the parents. Please note that playing of games on mobile phones and electronic devices is not allowed.
- d. In the event of misuse/abuse of the mobile phone and electronic devices, the school will safekeep the devices for the purpose of investigation. The devices will only be returned to the parents after the investigation.
- e. We seek your understanding regarding this matter as we strive to inculcate good social habits and responsible behaviour in our students. We also seek your help to reiterate this message to your child/ward.

#### **11. Photography and videography during school events**

Please be informed that photographs/videos of students/parents/guardians taken at all school events by the official school photographers may be published over the school's official media platforms (e.g. school newsletters, class newsletters, school documents, school's website and facebook) and used for briefings, workshops and other educational purposes within MOE. In addition, the school may publish photographs, videos and students' work/achievements together with their names. Please notify the school in writing, via email to [amkps@moe.edu.sg](mailto:amkps@moe.edu.sg) by **13 January 2023** if you do not wish to grant permission for this.

#### **12. Birthday Celebrations in School**

We seek the understanding and support of all parents/guardians not to bring goodie bags or food items for your child's/ward's classmates. This will prevent any possibility of food allergies and comparisons across students.

#### **13. Bookshop and Uniform Sales**

Parents would be able to purchase books and uniform at the school bookshop after school hours from Mondays to Fridays between 1.45 p.m. and 3.00 p.m.

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

We would like to express our appreciation and gratitude to the PSG EXCO and parent volunteers who have been supporting us. Your partnership and support in the various school programmes and activities in 2022 (e.g., supporting our young readers to improve their reading skills through our ASPIREaders Programme, aiding our students to develop creative artistic skills by designing laptop decal/card for Teacher's Day through our Maker Education Recess Activities, Construction of the 'The Wave of Change' mural using recycled bottle caps as part of our Museum Trail@AMKP) had enabled us to run the events smoothly for our children. Feedback from our students was very positive as they had meaningful engagement working on the activities with the parent volunteers.

Moving forward, as we continue to plan purposeful activities for our students, we welcome all parents as well as our new P1 parents to be active members of the PSG and urge you to respond to calls for support and participation by us or through PSG at amkps.psg@gmail.com.

#### 15. **Communication Channels**

We have established the following communication channels that you can communicate with us so that we can respond to your needs and queries in an efficient and effective manner:

<b>Modes of Communication Channels Available for Parents/Guardians</b>	
Student Handbook	Parents can use the Student Handbook for writing short messages to teachers.
AMKP Office Telephone No.	6452 0794 Parents can contact the school for general queries and to make appointments with teachers or school leaders.
Parents Gateway	Parents can <b>check your Parent Gateway (PG) accounts frequently</b> or turn on the 'notifications' button on the PG app on your mobile devices. Kindly ensure that the PG app is of the latest version so that you can receive the notifications promptly.
AMKP Website	<a href="http://www.angmokiopri.moe.edu.sg">www.angmokiopri.moe.edu.sg</a> Parents can visit the school's website for termly letters and any other additional information.
AMKP Facebook	Parents can follow us on Facebook for timely updates at <a href="https://www.facebook.com/amkp203/">https://www.facebook.com/amkp203/</a> .
Teacher's Emails	All teachers' emails will be made available via the school's website for parents to correspond.
School's Generic Email	<a href="mailto:amkps@moe.edu.sg">amkps@moe.edu.sg</a>



Modes of Communication Channels Available for Parents/Guardians	
School Leaders' Emails	Mrs Lim Bee Lay (Principal) <b>CHEW_Bee_Lay@schools.gov.sg</b>
	Ms Tan Siew Khim (Vice-Principal, Education) <b>TAN_Siew_Khim@schools.gov.sg</b>
	Mr Kyaw Saw Lynn (Vice-Principal, Education) <a href="mailto:KYAW_saw_lynn@schools.gov.sg">KYAW_saw_lynn@schools.gov.sg</a>
	Ms Alethea Liew (Vice-Principal, Administration) <b>Alethea_LIEW@schools.gov.sg</b>
Walk-in appointments	Do call up the office for walk-in appointment <b>at least one day in advance.</b>

We are blessed to have a strong Home-School partnership and as we begin another new year, we look forward to working more closely with you to nurture our children to be Confident AMKPIans who are Joyful Learners and Caring Citizens.

We wish you a happy 2023 filled with abundant blessings for you and your loved ones.

Yours sincerely,




Mrs Lim Bee Lay  
Principal



Mr Kyaw Saw Lynn  
Vice-Principal (Edu)



Ms Tan Siew Khim  
Vice-Principal (Edu)



Ms Alethea Liew  
Vice-Principal (Admin)

**Correct place to affix the name tag on the school uniform and PE T-shirt**

**School Uniform**

Please affix the name tag on the uniform pocket, directly above the school logo as shown in the picture below.



**PE T-Shirt**

Please affix the name tag on the PE T-shirt, directly above the school logo as shown in the pictures below.



**Penalties for Traffic Offences**

Offence	Penalty
Parking along unbroken double yellow lines	\$70
Parking abreast of another vehicle	\$120 with 3 demerit points
Parking along single white zig-zag line (zebra controlled area) or pedestrian crossings	\$120 with 3 demerit points
Parking at entrances or exits of any other premises	\$70
Parking within 6 metres from a junction	\$70
Parking within 9 metres from a bus stop	\$70

**Actions that could endanger our students and road users**

1. Encroaching into the bus bay



2. Dropping off at the traffic light junction



3. Waiting/Parking along prohibited zone for a prolonged period of time

