



BUKIT VIEW PRIMARY SCHOOL

18 BUKIT BATOK ST 21 SINGAPORE 659634

TEL: 65661980 FAX: 65635015

E-mail: bukitview_ps@moe.edu.sg

29 Dec 2023

Dear Parents/Guardians

1. Warmest welcome to our P1 parents and Bukit Viewans, and welcome back for our P2-P6 parents and Bukit Viewans. We hope that you have had a restful break and looking forward to another exciting year of learning experiences as a Bukit View family.
2. This year, we have a number of new updates for the school such as a revised Mission and Values. The school has gone through a year-long envisioning exercise and decided that our vision of Self-Directed Learners, Confident Leaders, Caring Citizens is still highly relevant and inspiring to our students and staff. We have however updated our Mission to "Nurturing and Empowering Learners to Create the Future", with a slight change to our values to "Graciousness, Responsibility, Respect, Integrity, Tenacity (GR²IT)". I will share more about our school direction during the start of year Parent Engagement sessions, which will be on 2 Jan for P1 parents, and 19 Jan (4-6pm) for P2-P6 parents. More details will be shared later.
3. We have put together an overview of key events and holidays for the whole year in **Annex A**. Please note that some of these events may still be subject to changes and we will update you through the termly letters or when more information is available. We hope that this will be useful for you in the planning for childcare arrangements and support for your child.
4. The school has planned for many exciting school activities and holistic learning experiences for our students. Some will start very soon, such as the P4 SwimSafer programme which will start on 5 Jan (Fri) for 4GR, 4IN & 4RY and 8 Jan (Mon) for 4CA, 4PE & 4RT, as well as different learning journeys, Learn for Life Programme or Talent Development Programme. To prevent overload of information in this letter, details of these activities will be shared in separate PG letters nearer the date, while this letter will cover key administrative and safety matters.

First Day of School 2024

5. Only Primary 1 students are to report to school on Tue, 2 Jan 2024. **There is no school for Primary 2 to Primary 6 students on Tue, 2 Jan 2024.** All Primary 2 to Primary 6 students will report to school only from Wed, 3 Jan 2024. This is to allow schools to focus on welcoming the Primary 1 students and will be a permanent arrangement for all schools every year.
6. The school-based Student Care Centre (SCC) will remain open on 2 Jan 2024 for enrolled Primary 2 to Primary 6 students from the morning. Students enrolled with the SCC and require care arrangements may contact the SCC for assistance.



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7. To transit your child into the new school year, your child will have a start of year programme to get to know their teachers and classmates. Teachers will also guide your child to bring the necessary learning materials such as books and/or files for lessons in accordance with the timetable.

School Hours

8. The school start time for all students will be from 7.30am daily. For their safety, students who reach school early are to stay in the canteen and only proceed to the classrooms after 7am. Punctuality and responsibility are key values that we want to instill in Bukit Viewans. Students who arrive after 7.30am will be asked to write down their names. We understand that special circumstances may result in occasional late-coming, there will not be disciplinary consequences for once or twice late-comings.
9. Non-attendance in school should be supported by medical certificate. Parent's letter will be accepted for valid reasons (e.g. still not fully recovered after 2 days of MC, compassionate leave) but only for up to 3 times a term. We seek your support that regular attendance in school is important for students to access the full range of learning and social experiences designed for them, and for them to develop good learning habits and momentum, and healthy relationships with friends.

10. Recess and Snack Time

All students will have a recess and snack break. Please refer to the following timing for the recesses and snack breaks for the various levels:

Level	Recess Time	Snack Break Time
P1 & P4	9.00am to 9.30am	11.30am
P2 & P5	9.30am to 10.00am	
P3 & P6	10.00am to 10.30am	12.00pm

Students are highly encouraged to take breakfast before they come to school as breakfast are important for their health. They may also take breakfast at the canteen if they arrive early.

Students will have their snack break in their respective classrooms, we encourage your child to bring healthy finger food such as buns, biscuits or fruits (e.g. bananas). Kindly avoid giving your child food that is easily perishable.

11. Staggered Dismissal Time

To reduce congestion at the school gates during dismissal, students will be dismissed at the following timing:

Level	Dismissal Time
P1 & P2	1.25pm*
P3 – P6	1.30pm

*Note that P1 students will be dismissed at 12.00pm on 2 Jan, and 1.10pm onwards from 3-12 Jan (till end of week 2) to facilitate their transition.



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Canteen and Health Matters

12. Payment at Canteen

Since 2022, Bukit View Primary School has onboarded POSB Smart Buddy Programme. The Smart Buddy Terminals installed at the school canteen and bookshop accept School Concession Card, Ez link card and Smart Buddy Card/Watch for e-payment. Please note that cash payments will still be accepted. Parents may find more information on the POSB Smart Buddy Programme and App at the following link –

<https://www.posb.com.sg/personal/deposits/bank-with-ease/posb-smart-buddy>

For students who are on MOE Financial Assistance Scheme (FAS), he/she may use their current concession card or temporary cards (will be issued to P1 FAS students on first day of school) for their meals. Their cards will be loaded with \$20.30 at the start of each week for use only at the canteen, they are reminded to budget their expenditure for the whole week and buy healthy food.

13. Healthy Meals in School Programme (HMSP)

To encourage healthy living, food in school canteens are to meet the requirements under Health Promotion Board Healthy Meals in School Programme. This includes no selling of bottled sweetened drinks. Students are also not allowed to bring sweetened or carbonated drinks (other than milk and milo) to school. Students are encouraged to bring healthy food to school and build a habit of healthy eating beyond school with less salt, less sugar and no/less deep-fried/processed food. While the canteen will still be allowed to sell packet or canned sweetened drinks, to ensure cleanliness in the classrooms, students are not allowed to bring the sweetened drinks to the classrooms.

14. We seek parent/guardians' support to keep our school a safe environment for students. If your child/ward is unwell, please ensure that he/she stays at home and seeks medical attention if necessary. 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).

Safety and Security Matters

15. Security Passes

For the safety of the students, the school has a Security Pass System to manage the movement of visitors on campus. All visitors (including parents) are to display their security pass at all times without demand whenever you are in school. This will greatly help our staff to ensure that no trespassers are allowed to enter the school. Visitors are reminded that the classroom blocks as well as the corridors linking to them are strictly out-of-bounds to non-staff.



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16. Students Leaving School Before the Official Dismissal Time

For the safety of all students in the school, parents who wish to take your child out of school earlier than the official dismissal time must obtain the approval of the school. If your child is not feeling well, the office will contact you and parents are required to come to the General Office to sign out and obtain an Exit Pass.

17. Discipline and Safety

Please be reminded that parents are not to engage directly with other students especially concerning issues with discipline and behaviour. Should there be any matters of concern, please bring it to the attention of our staff for investigation and resolution.

18. Traffic / Road Safety

The safety of students using roads leading to and from the school is the responsibility of all. The school will continue to remind students of road safety practices, parents are also encouraged to reinforce the importance of road safety at home.

We would also like to remind:

Pedestrians

- i. Students and parents walking to the school are to use the appropriate traffic lights and/or pedestrian crossings. Students are to raise their arms to signal to drivers while crossing the road. Students are to be vigilant and look out for vehicles before crossing entrances or exits of any premises. Students taking bus from the opposite bus stop are reminded to exit via Gate 2 and use the traffic lights to cross the road.

Motorists/Drivers

- ii. All motorists/drivers are reminded to slow down as you approach the vicinity of the school and to kindly abide by the speed limit of 15km/h within the school compound. Please drive very carefully and exercise patience to ensure the safety of everyone.
- iii. Students coming by vehicles are reminded to get themselves ready before they reach the drop-off point and exit by the left of the car. Drivers are requested not to alight from the vehicle for your own safety. There will be staff standing by to assist your child.
- iv. All motorists/drivers are strongly reminded not to park within 6 metres outside the school gates, as cars parked near the gates block the view of drivers exiting from the school and pose a danger to cars driving by. There had been near-miss incidents due to this and we strongly urge drivers to exercise consideration for the safety of everyone. If you reached early before your child's dismissal, please park at the nearby HDB carparks located at blocks 215, 217 or 293 Bukit Batok Street 21.
- v. To provide greater convenience for parents who drive to pick up your children, the school has allowed parents to drive into the school to pick up children **from 1.45pm after the departure of our school buses** since Term 4 2023. Parents



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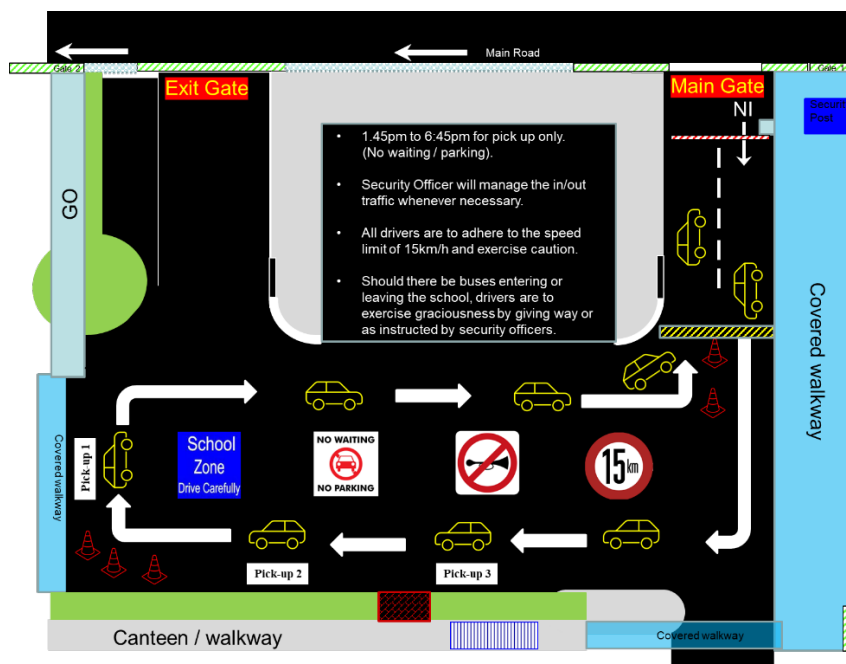
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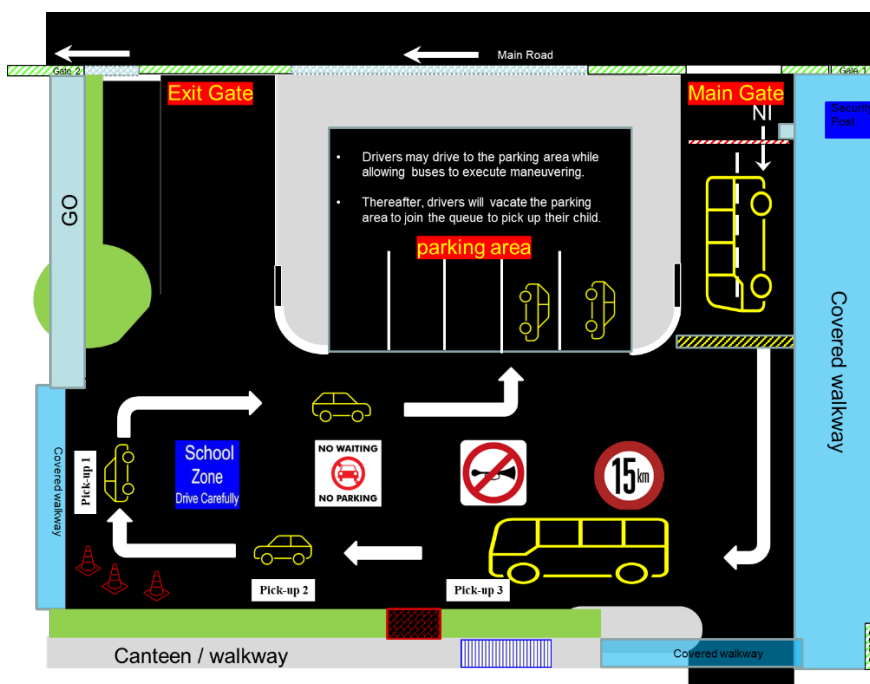
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welcomed the move and the flow of vehicles within the school has been found to be smooth and safe. Parents who wish to pick up your children may wish to consider reaching only after 1.45pm so that you can drive in to pick up your child. Please refer to the diagrams below for the traffic flow.



In the event where there are buses waiting at the canteen or entering the car park, drivers may need to park at the parking area to allow buses to manoeuvre.



Traffic flow in and out of school will utilise only the main gate which is manned by security guards. We seek your understanding to drive slowly and keep to the left side of the road. We would like to caution drivers to be patient and take extra care



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when driving into the school. Kindly adhere to the speed limit of 15km/h and be attentive to any instructions given by our school staff members.

If your child is not ready for pick-up and you need to wait, please move your vehicle to the parking area. Please do not wait along the canteen or foyer area to ensure smooth flow of traffic. When waiting, please do not leave your vehicle and do switch off your engine. Idle engine is harmful to the environment and an offence by law.

Communication with School

19. The Parents Gateway (PG) App will be the main form of communication with parents, we seek parents' cooperation to check that your PG App has been downloaded or updated and running in the background (re-launch the app if the phone has been restarted), notifications are enabled, and to read and respond to the messages sent.
20. The school has a Facebook Page (<https://www.facebook.com/BukitViewPrimary>) and Instagram page (<https://www.instagram.com/bukitviewprimary/>). Do follow us if you have an account and wish to be kept updated on the happenings in school.
21. Note that photograph(s) or video image(s) of students and parents may be captured during school activities and events such as classroom lessons, CCA, camps and school concerts. The school may use and publish such photographs and/or video recordings in school publications, website, social media channels and other communication channels. Parents/Guardians may write in officially to the school if they have any concerns with the school or its partner institutions/organisations using the image of their child/ward.
22. Parents may contact your child's Form Teachers via email. Teachers' email contact are available on our school website at <http://bukitviewpri.moe.edu.sg/> after the start of the school year. Please allow 3 working days for a response.
23. The school strives to build a trusting and respectful relationship with our parents, and this includes respecting our staff's personal time and space. While teacher-parent communication is encouraged, teachers are not expected to provide their personal phone number to parents. Should they provide their numbers to you, we seek your understanding not to contact the staff after office hours (after 6pm), during the weekends, and during holidays, except for emergencies. There are also times where our staff may be in class or attending to meetings and unable to respond to your calls or messages. Should you require an urgent response or are unable to reach the teachers, you may contact the General Office via our main line 6566 1980 for assistance (up to 5.30p.m.) or write in via email to bukitview_ps@moe.edu.sg.
24. The school encourages the development of self-directedness and responsibility in students. With the exception of medical needs, should your child forget to bring something (e.g. homework, wallet), we do not encourage sending in the things for them. Students may approach the General Office or their teachers for assistance if for example they need to borrow money for recess should they forget their wallet, or



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buy a bottle of mineral water if they forget their water bottle. Our staff will encourage you to bring the things back if you have brought them down, or they may only be delivered to your child/ward at a much later timing in order not to disrupt the conduct of lessons.

25. The following personnel are Year Heads and Assistant Year Heads overseeing the well-being of the respective levels. Please do not hesitate to contact them for any clarifications or concerns pertaining to your child/ward.

Primary 1 & 2	Mdm Cheng Joo Hiang (Wendy), Year Head
Primary 3 & 4	Mdm Tan Ming Say, Year Head Mdm Nur Liyanna Binte Maznin, Assistant Year Head (P3)
Primary 5 & 6	Mdm Ernita Bte Mohd Yazid, Assistant Year Head (P5) Mdm Ho Shi Hui, Sheena, Assistant Year Head (P6)

26. We appreciate your support and look forward to working closely with you in the upcoming year to nurture and empower our children to create the future.

Thank you and wishing you a happy new year in advance,

Mdm Teo Eng Hui
Principal



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Overview of Key Events and Holidays

Annex A

Term 1				
Mth	Date	Day	Event	Remarks
Jan	2	Tue	P1 Start of School	P2-P6 No School
	3	Wed	School Reopens for All	
	10	Wed	Temperature-Taking Exercise	
	15	Mon	Start of P6 Remedial	
	16/18		Start of CCA	
	19	Fri	P2-P6 Parent Engagement Session	
	22	Mon	Start of P5 Remedial/Talent Development Programme	
Feb	9	Fri	Chinese New Year Celebrations	Dismissal at 10.30am
	12	Mon	Chinese New Year	Public Holiday
	13	Tue		School Holiday
	19	Mon	Total Defence Day Commemoration	
Mar	8	Fri	Parent-Child-Teacher Conference (PCTC)	No School
	9	Sat	Term 1 School Holidays	School Holidays
	17	Sun		

Term 2				
Mth	Date	Day	Event	Remarks
Mar	18	Mon	Start of Term 2	
	18	Mon	Start of P3 & P4 Remedial	
	29	Fri	Good Friday	Public Holiday
Apr	1-8		English Language Week cum International Friendship Day	
	9	Tue	Hari Raya Puasa Eve	Early Dismissal for Muslim Students at 10.30am
	10	Wed	Hari Raya Puasa	Public Holiday
	30	Tue	Sports Day (TBC)	No School for P1 & P2
May	1	Wed	Labour Day	Public Holiday
	8-21		Mother Tongue Fortnight	
	22	Wed	Vesak Day	Public Holiday
	24	Fri	PCTC	No School
	25	Sat	Term 2 School Holidays	School Holidays
Jun	23	Sun		

Term 3				
Mth	Date	Day	Event	Remarks
Jun	24	Mon	Start of Term 3	
Jul	1	Mon	Youth Day Holiday	School Holiday
	8-12		Student Leaders Week	
	16-17		P6 Prelim Oral Examinations	
	22	Mon	Racial Harmony Commemoration	
	22-24		P5 Camp	
Aug	8	Thu	National Day Celebrations	Dismissal at 10.30am

Term 3				
Mth	Date	Day	Event	Remarks
	9	Fri	National Day Holiday	Public Holiday
	13	Tue	PSLE Oral Examinations	P1-P5 No School
	14	Wed		
	15	Thu	P3 GEP Screening Exercise	
	16	Fri	P6 Prelim Listening Comprehension Exams	
	21-27		P6 Prelim Written Exams	
	29	Thu	Teachers' Day Celebrations	Dismissal at 10.30am
	30	Fri	Teachers' Day	School Holiday
	31	Sat	Term 3 School Holidays	School Holidays
Sep	8	Sun		

Term 4				
Mth	Date	Day	Event	Remarks
Sep	9	Mon	Start of Term 4	
	13	Fri	PSLE Listening Comprehension	P1-P5 No School
	16/18/20		P5 EL/MT Oral Examinations	P5 stay back afterschool
	23-25		P6 Study Break	P6 No school
	26-27		PSLE Written Examinations	P1,P3,P5 on HBL (P2,P4,P6 come to school)
	30-1 Oct		PSLE Written Examinations	P2,P4 on HBL (P1,P3,P5,P6 come to school)
Oct	2	Wed	PSLE HMT Written Examinations	
	3	Thu	Children's Day Celebrations	Dismissal at 10.30am
	4	Fri	Children's Day	School Holiday
	8	Tue	P3-P5 EL/MT Listening Comprehension Examinations	
	10	Thu	P3-P5 EL/MT Paper 1 Examinations	
	14-16		PSLE Marking Days	No School
	15-16		P3 GEP Selection Exercise (Selected Students)	
	18	Fri	P5 HMT Examinations	
	21-24		P3-P5 Written Examinations	Dismissal at 12.30pm
	30	Wed	Deepavali Eve	Early Dismissal for Hindu Students at 10.30am
	31	Thu	Deepavali Holiday	Public Holiday
Nov	5	Tue	School Admin Day	No School
	8	Fri	P6 Graduation Day	Last day for P6
	14	Thu	Annual Prize Presentation	Dismissal at 12.30pm
	15	Fri	PCTC / P1 Orientation	No School
	16	Sat	Term 4 School Holidays	School Holidays