

Our Lady of the Nativity Primary I e-Orientation Booklet 2022



CONTENTS

A) General Information	3
B) Communication	7
C) First Week of School	8
D) Snack Time	10
E) Books and Uniforms	11
F) Keeping Your Child Safe	13

A) GENERAL INFORMATION

I) School Hours

Activity	Time	Venue
Assembly	7.30 a. m.	Hall / Classroom
Recess (PI)	9.45 a.m. to 10.15 a.m.	Canteen
Dismissal	Mon / Tue / Thur / Fri : 1.30 p.m. Wed : 1 . 1 5 p.m.	Side Gate 2

Depending on the national COVID-19 situation, the dismissal timings may be changed. We will inform parents of any changes via Parents Gateway.

2) SCHOOL RULES

Attire

- Pupils must wear the prescribed school uniform and modification to the uniform is not allowed.
- Pupils are to wear only white socks and shoes. It is not compulsory to purchase white socks with the school name sewn on it.
- Pupils must be neat and properly attired in their school uniform at all times, inside and outside school.
- Pupils are not allowed to wear any jewellery or accessories or bring any valuables to school.
- Only plain black hair accessories are allowed.
- There should not be any display of religious accessories.
- Pupils are not allowed to colour their hair.
- Pupils are allowed to wear the school PE T-shirt and pinafores for the whole day only on days when they have PE lessons.



Attendance

- Pupils must be punctual for school and lessons.
- Pupils would be considered late for school if they are not seated in the school hall/classroom by 7.30 a.m. (Monday - Friday).
- Attendance is compulsory for all school days, functions and activities. Parents must inform the school if their daughter is absent and ensure that a medical certificate or letter of excuse is presented when the pupil returns to school.
- The school will accept a maximum of 3 letters from parents/guardians each term for their child's/ward's absence from school. A medical certificate should be given otherwise.
- Parents/Guardians must sign the "Permission to Leave School" form in the General Office to take their child/ward home before the official dismissal time.

Guidelines for Latecomers

Number of Times Pupil is Late in a Semester	Action(s) to be Taken
1-3	<ul style="list-style-type: none">▪ Form Teacher counsels pupil.▪ Pupils to complete a reflection form if she is late for the third time.
4-6	<ul style="list-style-type: none">▪ Form Teacher calls or meets parents / guardians.
more than 6 times	<ul style="list-style-type: none">▪ Year Head / Subject Head will speak with pupil.▪ Discipline / Discipline Mistress to call or meet parents / guardians.

3) OTHER MATTERS

Name Tags

The purchase of iron-on name tags pupils is compulsory and is part of the school attire. Pupils would need to have their name tags ironed on above the school crest on their pinafore, while the name tag for the PE T-shirt should be on the right side of the T-shirt, aligned to the second button. You should purchase the name tags with the required school textbooks etc. from the school bookshop. You will receive instructions from the bookshop to guide you as to the correct positioning of the name tags when you collect them.

Pocket Money

Pocket money should be kept to a minimum. \$2 to \$3 would be adequate to buy food during recess each day. Pupils are encouraged to drink plain water (from their water bottles or the water coolers in the school) instead of sweetened drinks.

Contact Number

It is important that we have your latest contact details. Please inform the school of any change in telephone, home address or any other matters immediately through your child's Form Teacher. It is also good that your child carries with her your contact number(s) in case of an emergency.

Sending Items to School

In line with our efforts to teach our pupils responsibility and independence, the General Office will not receive any item that your child has forgotten to bring to school. These include water bottles, stationery items, books, PE attire, lunch boxes, etc.

Birthday Celebrations

The school will not accept goodie bags and food for birthday celebrations to avoid potential food allergy reactions.



B) COMMUNICATION MATTERS

The school's activities, achievements and updates are communicated through the following channels:

- Parents Gateway (mobile app; one-time login via SingPass)
- Monthly OLN Connect sent via PG
- School website: <http://www.chijourladyofthenativity.moe.edu.sg>
- Tok-Tok! (mobile app)
- Social Media
 - Facebook: <https://www.facebook.com/chijoln.official/>
 - Instagram: <https://www.instagram.com/chijoln.official/>

Please note that Parents Gateway is an initiative by MOE to enable parents with SingPass to interact with schools more conveniently on administrative matters. Please see <https://pg.moe.edu.sg/> for more information.

Consent will be sought from parents for all outings / excursions and enrichment /support programmes through Parents Gateway.

Parents will be invited to meet their child's form teachers twice each year. The objective is to enhance communication between teachers and parents.

In addition, parents can contact teachers via their child's School Organiser or email. The list of form teachers and their email addresses can be found on our website <http://chijourladyofthenativity.moe.edu.sg>. Parents who wish to meet their child's teacher are encouraged to make prior arrangements via the school organiser, email or telephone.


We look forward to working closely with parents on your children's learning.

C) FIRST WEEK OF SCHOOL

1) Reporting Time & Dismissal for Day 1 - 4 of School (4 TO 7 JANUARY 2022)

Day	Date	Reporting Time	Reporting Venue	Dismissal Time	Dismissal Venue
Tue - Fri	4 - 7 Jan	7.20 a.m.	Side Gate 2	1.00 p.m.	Side Gate 2

2) WHAT YOUR CHILD NEEDS TO BRING TO SCHOOL

4 January	5 January	6 January	7 January
<ul style="list-style-type: none">▪ Pencil case▪ A box of 12 coloured pencils▪ A water bottle▪ A snack 	<ul style="list-style-type: none">▪ Pencil case▪ A box of 12 coloured pencils▪ A water bottle▪ A snack	<ul style="list-style-type: none">▪ Pencil case▪ A box of 12 coloured pencils▪ A water bottle▪ A snack▪ English - 2 red files & 1 pink file▪ Maths - 2 blue files	<ul style="list-style-type: none">▪ Pencil case▪ A box of 12 coloured pencils▪ A water bottle▪ A snack▪ Maths - My Pals Are Here! Workbook Book 1A▪ Social Studies - Inquiring into Our World Activity Book▪ Mother Tongue books & file

Mother Tongue books & files (7 January)

Chinese Language	Malay Language	Tamil Language
<ul style="list-style-type: none">■ Chinese Language Activity Book 1A■ 1 Yellow File■ 2 Exercise Books (squared)■ CCE Activity Book	<ul style="list-style-type: none">■ Malay Language Activity Book 1A■ 1 Orange File■ 2 Exercise Books (single lined)■ 1 Blue Note Book■ CCE Activity Book■ A4 Zipper Bag (Red)	<ul style="list-style-type: none">■ Tamil Language Activity Book 1A■ 1 Red File■ 2 Exercise Books (single lined)■ 1 Blue Note Book■ CCE Activity Book■ A4 Zipper Bag (Blue)

From Monday 10 Jan onwards, please refer to your child's class timetable. In addition, your child needs to bring the following **daily** to school :

- My Pals Are Here! Maths Textbook 1A (Semester 1)
- Mother Tongue Textbook 1A (Semester 1)
- A storybook for silent reading
 - Mondays - Thursdays: an English Language storybook
 - Fridays: a Mother Tongue Language storybook
- Stationery
 - A pencil case with at least 3 2B pencils (sharpened)
 - An eraser
 - A ruler
 - A sharpener with container
 - A box of 12 coloured pencils
- A water bottle (labelled with her name & class)
- A snack



D) WHAT YOU NEED TO KNOW ABOUT SNACK TIME

- Pupils are given a 10-minute snack break in class between 11.45 a.m. and 12.15 a.m.
- Please pack nutritious dried food items for your child. Examples: cereal, bread, biscuits, buns, muesli bars, fruits, dried fruits, nuts and raisins.
- Cooked food and food items that need to be chilled (e.g. sushi) are not allowed.
- In line with promoting a healthy lifestyle in our school, titbits such as popcorn, chips and sweetened drinks are not allowed in the classrooms. The Healthier Choice Symbol (HCS) endorsed by the Health Promotion Board can be used to guide parents' purchases of healthy snacks for their child.
- Pupils will not be allowed to buy snacks from the canteen during lessons. They can do so during recess.
- Pupils are not encouraged to share snacks with their friends due to personal hygiene reasons and food allergies.



E) BOOKS AND UNIFORMS

We strongly encourage you to place orders for your child's books and uniforms online, and to opt for the items to be delivered to your home. By ordering the items online, the wait time will be reduced as orders will be packed in advance.

	Ordering Books	Ordering Uniforms
URL	http://blmarketing.sg	www.magdalene.com.sg
Dates for orders	22 Nov - 18 Dec. Please note that no further orders will be taken after 18 Dec, 10pm	
Processing time for orders	5 days	5 days
Collection of items	29 Nov - 21 Dec If you have opted to collect the items from CHIJ OLN, please <ul style="list-style-type: none"> ● adhere to the selected time slot. ● Should there be crowds, visitors are to wait at the holding area. 	NA
Delivery of items - Cost	\$10 (flat fee)	This varies with the total cost of purchase <ul style="list-style-type: none"> ● Below \$80: S\$8 per trip ● \$81 - \$150: S\$12 per trip ● Above \$151: \$15 per trip

	Ordering Books	Ordering Uniforms
Walk Ins	Strictly not allowed at school	<p>Strictly not allowed at school</p> <p>Make an e-appointment on www.magdalone.com.sg to visit either the school on the following dates: 29 – 30 Nov, 1 – 2 Dec, 6 – 10 Dec</p> <p>OR the physical shop at 5000, Ang Mo Kio Ave 5 #05-09 S 569870. Strictly NO walk-in at the physical shop.</p>
Remarks	<p>More information can be found on the vendor's website from 22 Nov 2021.</p> <p>Customer Service support line: 62848785</p> <p>Email: sales@blmarketing.sg</p>	<p>Tel : 62935840</p> <p>Whatsapp : 8638 0499</p> <p>Email : info@magdalene.com.sg</p>

F) KEEPING YOUR CHILD SAFE

Arrangements to pick your child up from school

- Inform Form Teachers of the arrangement to pick your child up from school
 - Side Gate 2 (adult/s picking the child up)
 - School Bus (bus number)
 - Student Care Centres (CHIJ OLN Student Care/other Student Care)
 - Waiting for a sister
- Please fill up form on PG
- Deadline: 17 December 2021 (earlier, if possible)
- For the safety of your child, please do not ask her to wait for you anywhere outside the school.

I) Going Home at Side Gate 2

Venue	Time
Side Gate 2	1.00 p.m. (first week only) 1.30 p.m. <i>(There might be staggered dismissal if SMM are not relaxed. Parents will be informed of any change in timing through PG.)</i>

2) Going Home by School Bus

- The bus vendor will issue coloured tags to fasten on pupils' bags for easy identification.
- Co-Form Teachers will bring the pupils to the bus waiting area at dismissal.
- Bus drivers will account for pupils taking their buses before leaving the school. Please inform the bus company and your child's teacher in advance if your child is not taking the school bus on any day. This is to avoid miscommunication or confusion.
- Buses will not be able to leave the school at 1 p.m. They have to wait for pupils from other levels.
- For safety reasons, pupils **must remain seated and belted up at all times** when the bus is moving.
- To get in touch with the bus vendor, please call KW Bus Pte Ltd (8498 4950)



3) Going to Student Care Centres

- At dismissal, co-Form Teachers will walk pupils to the school-based Student Care Centre / waiting areas for other student care centres.
- The Student Care personnel will account for the pupils going to their centres.

4) Waiting for sisters

- Form Teachers will walk pupils to Ponggol Lower where pupils can wait for their sisters.

5) Changes in going home arrangement

- Please inform the Form Teacher if you intend to make any changes in the dismissal arrangement. Teachers will release pupils only to adult/s whom you have previously authorised to pick your child up.
- The Form Teacher may not always be the one with your child at Side Gate 2. As such, we would appreciate it that you inform the school early if there is a need to make a change and that you do not make frequent changes.

**We are excited to be part of
your child's learning journey.
Thank you!**

