

CHONGZHEN PRIMARY SCHOOL



**YEAR 2022
PRIMARY ONE
STUDENT GUIDE
FOR PARENTS**

Content Page

Item	Page No.
Useful Contacts	Page 2
Day 1 Matters (4 January)	Page 3
Days 2 – 3 Matters (5 January to 6 January)	Pages 4 & 5
School Practices	Page 6
Home School Partnership	Pages 7 to 9
Timings to take note of	Pages 10 to 11
Administrative matters	Page 12
★ Use of Electronic Devices ★ Attendance Matters	Page 13
Well-Being Matters	Pages 14 to 15
General Information	Page 16

USEFUL CONTACTS

★ Chongzheng Primary School

Tel : 6781 9002 (General Office)

Fax: 6784 5054

Address: 1 Tampines Street 21, Singapore 529392

Website: www.chongzhengpri.moe.edu.sg

Email: czps@moe.edu.sg

★ School Dental Clinic

Tel: 6786 7042

★ School Bookshop (The Continental Book Centre)

Tel: 6788 5269

★ School Uniform & PE Attire Supplier (Shirley Season Wear)

Tel: 6280 4917

Shirley Season Wear is available at the following address as well :

7030 Ang Mo Kio Avenue 5

#05-55 (Lift Lobby 1)

Northstar Singapore 569880

★ School Bus Transport (Bedok Transport Pte Ltd)

Tel : 6284 3032

Hp : 9457 2373 (Mrs Lim)

STARTING SCHOOL

Information for 1st day of school only

Note : Only P1 students will be reporting to school on this day.

Date:	Tuesday, 4 January 2022
Reporting Time:	Between 8 am to 8.30 am
Reporting Mode	<ul style="list-style-type: none">• ONE parent/guardian will be allowed to escort the student up to the entrance of the hall where their teachers will receive them.• Accompanying parent/guardian will need to check in using their Trace token or app and kindly vacate the school directly after the drop-off.
School Attire	School Uniform <i>Please attach the temporary name tag with the necessary information included to the uniform.</i>
Dismissal Time:	12.30 pm
Dismissal Venue:	<ol style="list-style-type: none">1. Front Gate2. Back Gate (Near Blk 271)3. Canteen (Other Student Care Centres)4. School Foyer (Big Heart Student Care) <p>Note:</p> <ul style="list-style-type: none">✓ <i>School bus services will not be available on this day.</i>✓ <i>Cars will <u>not</u> be allowed into the school during all dismissal times.</i>

GENERAL ITEMS TO BE BROUGHT **DAILY**

- ★ Water bottle
- ★ Pencil Case
- ★ A clean rag (kept in a zip lock bag)
- ★ Trace Token
- ★ An extra mask (kept in a mask case/bag)
- ★ Wallet or Lunch box
- ★ Snack (Optional)
- ★ Story Book
- ★ Homework file

STARTING SCHOOL

Information for Days 2 and 3 (5 Jan to 6 Jan)

<i>Date:</i>	Wednesday, 5 January 2022 to Thursday, 6 January 2022
<i>Reporting Time:</i>	By 7.30 am
<i>Reporting Mode</i>	Prefects will be available to escort the P1 students up to the school hall where their Form Teachers will be waiting for them.
<i>School Attire</i>	Wednesday : School Uniform Thursday : PE Attire (Temporary Name tags to be attached at all times)
<i>Dismissal Time:</i>	12.30 pm <i>Note: From Friday, 7 January onwards, dismissal time for the P1 students will be at 1.15pm.</i>
<i>Dismissal Venue:</i>	1. Front Gate 2. Back Gate (Near Blk 271) 3. Canteen (Other Student Care Centres) 4. Canteen (Waiting for older siblings) 5. School Foyer (Big Heart Student Care Collection Area) 6. School Foyer (School Bus Collection Area)

Students who are taking the school bus or waiting for their older siblings in the same school will be taken care of by a teacher until 1.30 p.m. when the remaining students in school are dismissed.

ITEMS TO BRING ON DAYS 2 & 3

These items (with the exception of General Items) will be collected and stored in the classroom for safekeeping. This will also help to ensure the students' bags are within an acceptable weight.

Wednesday, 5 Jan	Thursday, 6 Jan
<ul style="list-style-type: none">• Report Book• FTGP Student's Journal• English Files (Semesters 1 and 2)• Math Files (Terms 1 to 4)• Stellar Handwriting Book• A4 Shared Writing Book (broad lined)• General Items (Refer to page 2)	<ul style="list-style-type: none">• Primary Mathematics Practice Book 1A• Primary Mathematics Practice Book 1B• A4 Sketch Book• Social Studies Activity Book 1• An Active and Healthy Me – Student Journal Primary 1• General Items (Refer to page 2)

- ★ Kindly ensure that all items have been labelled with your child's name and class.
- ★ Mother Tongue teachers will make separate arrangements with your child on what needs to be brought to school.
- ★ From Friday, 7 January onwards, students will be expected to pack their bags according to the timetable that will be given in Week 1.

SCHOOL PRACTICES

(1) Birthday Celebrations

The school discourages parents from celebrating their children's birthdays in the form of gifts and food for their classmates. This is a necessary step as we are concerned of our students' well-being. Some of the school's concerns include food type, food hygiene and food allergies of some students.

Besides the physical well-being of our students, it is also the responsibility of the school to ensure our students' emotional well-being. While we appreciate the kind intentions of parents, such practice may create unhealthy comparisons amongst students.

We would like to promote positive values and move our students from extrinsic to intrinsic motivations. Birthday celebrations can be carried out in a simple and meaningful way by the singing of birthday song or exchanges of birthday cards.

We seek your kind understanding in this matter. Let us imbue positive values in our students by creating a physically and emotionally safe environment for our students.



HOME SCHOOL PARTNERSHIP

We hope that you can support us in creating a great school experience for your child through the following ways:

★ School Rules

- ☐ Go through the school rules in the Student Handbook (to be given to the students in Week 1) with your child.
- ☐ Remind your child to obey school rules, traffic rules and Safe Distancing measures.

★ Homework

- ☐ Supervise your child with his/her homework.
- ☐ Help your child inculcate good habits by setting aside some time each day to check for and complete homework.

★ Preparation for school

- ☐ Guide your child to pack his/her bag according to the timetable.
- ☐ Do not bring unnecessary items to school.
- ☐ Provide sufficient pocket money just for the day.
- ☐ Do ensure that your child is familiar with making cash purchases.
- ☐ Ensure your child bring his/her water bottle and encourage him/her to drink plain water.
- ☐ Remind him/her to get enough sleep.

★ E-LEARNING

E-Learning is an integral part of the school's curriculum and pedagogy to enhance the students' learning experiences and develop their 21 Century Competencies. The main platform for e-learning is the **Student Learning Space (SLS)** at www.learning.moe.edu.sg.

Your child will receive his/her account credentials and be guided by the form teacher to access the portal. We seek your support to help your child manage his/her account and provide him/her with access to e-learning.

★ PARENTS SUPPORT GROUP (PaVE)

Parental support is essential for the educational success of the pupils. Research has shown that a child tends to fare better in school when parents play an active role in the child's development, both in school and at home. As such, we value the contributions of parent volunteers who support the school in various school programmes and activities.

Please consider joining us as a member of PaVE (Parents as Volunteers in Education) by emailing your details to czpave@gmail.com . We look forward to your active participation in the many varied PaVE activities supporting the school programmes.

★ Communication between school and parents

Here are some ways that you can contact the school or our teachers on important matters:

1. Call the General Office at 67819002.
2. Write a note in your child's Student Handbook.
3. Class Dojo.
4. School Email (czps@moe.edu.sg)

Please note that our teachers will not be able to meet parents without an appointment or answer phone calls during lessons. Do be assured that the teacher will return your call once he/she is able to do so.

The school will also use the Parent Gateway (PG) platform to relay messages to parents. Do check your PG app daily for any notifications and carry out any follow-up if needed.

★ PERSONAL BELONGINGS

All items belonging to your child should be labelled with his/her name and form class. This will enable the school to trace the owners should these items be found in the common areas.

★ Lost & Found

If your child misplaces his/her belongings, he/she can check at the Lost & Found Shelf in the canteen or seek assistance at the General Office. Your child may also approach his/her class teacher for help.

We seek your cooperation to refrain from coming to school if your child has forgotten to bring their items. We would like our students to take ownership of their actions as it is an important part of character development for them. As such, our staff in the General Office will not pass such items to students unless they are requested by the school.

★ Disruption to traffic

Drop Off:

For parents who are driving into the school to drop-off your child/ward, we strongly discourage you alighting from your vehicle to put on the bag for your child/ward. We would like our children at Chongzheng to be independent and ready to alight from the cars and to be considerate to others. Your support would help to ensure that there is no traffic queue/congestion along Tampines St 21.

Pick Up:

In order not to hinder traffic flow along Tampines St 21 and compromise on the safety of our students, parents who are driving are not to park alongside Tampines St 21 during dismissal time. You can instead park your car at a nearby HDB carpark during school time between 1.30 pm to 2.00 pm.

- i) HDB car park opposite the school at Blocks 206/207
- ii) HDB car park at Block 271 (if you are picking your child at the back gate)

TIMINGS TO TAKE NOTE OF

★ **Back Gate Opening Hours**

Please note that the back gate will only be accessible at the following times:

Monday to Friday	6.30 am to 7.30 am 1.15 pm to 1.45 pm
------------------	--

- ☐ Pupils can only enter the school via the front/back gate within the time stated above.
- ☐ Students who report late after 7.30am at the back gate will be required to proceed to the front gate.

★ **Late coming**

- ☐ Students who arrive in school after 7.30am will be considered late and their names and classes will be taken note of.
- ☐ It is advisable to ensure that your child arrives at least 5 minutes before flag raising (7.30am) so that he/she will not be in a rush to go to class.

★ **Recess Time**

In order to help the P1 students get used to the recess processes, their recess time will be as follows from 4 January to 6 January:

1A , 1C and 1E	9 am to 9.30 am
1B, 1D and 1F	9.30 am to 10 am

- ☐ From 7 January onwards, all the Primary 1 classes will have their recess from 9am to 9.30am.
- ☐ If there are any changes to the timing, the school will update you.
- ☐ Typically, \$2 per day would be sufficient for food.

Due to the prevailing COVID 19 situation, extra steps have been taken to ensure safe-distancing measures are enforced. As such, you will not be able to observe your child during recess this year. We thank you for your understanding.

★ Snack Time

There will also be a daily 10-minute snack break at **12 pm** for your child. Do provide convenient and healthier food items such as fruits, sandwiches, and muffins if you wish for your child to have a snack break. It is not compulsory.

★ Dismissal arrangements

To reduce anxiety for your child, do inform him/her of the dismissal arrangements. Please update your child's form teacher as soon as possible if there is a change in the dismissal arrangement. Do try to keep dismissal arrangements as consistent as possible.

Here are some important things your child should know:



For pupils fetched by parent / guardian	<ul style="list-style-type: none">• Where to wait (front gate or back gate)• Who is going to pick him/her up• Not to leave school by himself/herself <p>Note: Please wait for your child directly where both he/she and the teacher can see you.</p>
For pupils going to Student Care	<ul style="list-style-type: none">• Name of Student Care Centre
For pupils taking the school bus	<ul style="list-style-type: none">• Bus number• Inform the bus attendant if he/she needs to retrieve items from the class or go to the toilet/canteen so that he/she will not be left behind.
For pupils waiting for older sibling studying in Chongzheng Primary	<ul style="list-style-type: none">• Where to wait for their elder brother or sister. (The school canteen)• Not to go anywhere without the teacher's permission while waiting.• What class his/her elder sibling is from.

For safety reasons, the lower primary pupils will not be allowed to go home unaccompanied. Parents' cars are not allowed to enter the school premises during dismissal time for safety reasons.

ADMINISTRATIVE MATTERS

★ FINANCIAL MATTERS

Cash collection from pupils for activities such as excursions, enrichment courses provided by external vendors, concert/ performance tickets, etc is minimal. Should there be co-payment required, school will issue an official letter with a school leader's signature as well as School Bill. Cash/cheque payment shall be made at the General Office. Payment at AXS machine is another alternative.

For Singapore citizens only:

Parents are strongly encouraged to sign up for the EPSO (Enrichment Programme Standing Order) and GIRO where co-payments for enrichment programmes are drawn from the Edusave Account and/or the Bank Account.

★ Update Of Particulars

Please update the school immediately if there is a change in contact numbers and residential address in case the school needs to contact you in times of emergency. A copy of both parents' identity cards reflecting the changed residential address must be promptly submitted to the General Office.

Note: A child who gains priority admission into a school through his/her distance category is required to reside at the address used for registration for at least 30 months from the commencement of the Primary 1 Registration Exercise on 1 July 2021. If this condition is not met, MOE reserves the right to transfer the child to another school with vacancies, as the priority admission to the first school was based on the declared address used for registration.

USE OF ELECTRONIC DEVICES

Students are not allowed to bring electronic devices such as smart watches, MP3 players and handheld games as these items cause unnecessary distractions. The usage of mobile devices is limited to only the school canteen after curriculum hours.

We discourage students from bringing a mobile device. When needed, telephone calls will be made by the teachers or when necessary, your child can use the phone in the General Office.

The school will not be responsible for the loss of mobile devices and other valuables. For more details on use of mobile devices in school, you may refer to the Student Handbook 2022.

ATTENDANCE MATTERS

If your child is not feeling well, please seek medical attention and do not send your child to school. You will need to produce a medical certificate/or a letter to explain your child's absence the day he/she reports back to school after recovery.

In the case of Hand, Foot and Mouth Disease (HFMD) or Chickenpox, please send your child/ward back to school only when the doctor has certified your child fit. We would also appreciate it if you could keep your Form Teacher informed of the situation.

Please also inform the Form Teacher or PE teacher whenever your child is to be exempted from a PE lesson due to health reasons certified by a doctor.

Do note that if students are absent from school without a valid reason, their attendance will be marked as such. For the benefit of the students, we hope you can help to ensure your child's regular attendance.

The school uses SCMobile for attendance-taking. A SMS will be sent to the official guardian at 8.45 am on the day that your child is absent from school.

Do note that if you have submitted an excuse letter for your child's absence prior to his/her absence, you will not receive the SMS notification.

WELL-BEING MATTERS

★ Health Screening

Please ensure that your child has all the necessary immunization booster doses before he/she reports to school on 4 January 2022. This is to facilitate the annual health screening services carried out in school by School Health Services. You will be informed to submit your child's health booklet and relevant immunization certificates/ records to the school when the health screening date is set.

★ Personal Oral Digital Thermometer

A personal oral digital thermometer for temperature-taking exercise will be issued free to each pupil at the beginning of Term 1 in Primary 1 only.

Please remind your child to take good care of the thermometer as it will be used for daily temperature-taking.

You would need to purchase a new digital oral thermometer as a replacement if your child damages or loses the one issued by the school.

Please discourage sharing of personal oral digital thermometer with other siblings or family members for hygiene purposes.

★ Face Mask

Your child shall put on a mask as a default at all times in the school. In situations where wearing of masks may not be practical (e.g. due to health conditions), face shields may be worn instead. If that is the case, please write in officially or show a letter from the doctor to state that he/she cannot wear mask for prolonged period of time.

Do prepare extra masks and a reusable/zip lock bag for your child to store his/her mask. Soiled masks should be disposed at a designated bin in the school.

★ General Well-being

It is important that our school pupils have good hygiene habits. Primary 1 pupils are expected to be toilet trained and to understand the right way to use public toilets and keep the toilets clean after use. We need your support in our efforts to cultivate good habits in our pupils to ensure that everyone enjoys quality school life.

If your child becomes ill or is injured in school, he/she will be taken to the General Office for medical assistance where necessary. We will contact one of the parents to fetch the child home or to see a doctor.

★ Travel Declaration

As part of our continual efforts to safeguard the well-being of our pupils, parents are required to submit the Travel Declaration through Parents Gateway (PG) before each term break.

GENERAL INFORMATION

★ Name Tags

Your child will receive his/her **temporary name tag** via mail by December 2021. Your child must put on this name tag for the first two weeks of Term 1. The tag enables teachers to know the pupil's form class and to oversee dismissal arrangements.

The **permanent name tags** are to be purchased from our school uniform vendor. Please ensure that your child has a name tag on both his/her uniform and the PE T-shirt as it is part of the school attire.

(Please refer to the Student Handbook 2022 for more details).

★ House System

Every pupil will be assigned to one of the four Houses, i.e. Blue, Yellow, Red and Green. No pupil is allowed to change his/her house colour. The school house system helps to foster a sense of unity and loyalty among our pupils because they will remain in the same House throughout his/her years with the school.

★ Visiting your child in school

We maintain strict procedures to ensure the security and safety of our students in the school. Kindly avoid visiting your child at school unnecessarily, e.g. to pass messages to pupils, deliver items that pupils have forgotten to bring to school, etc. Please note that parents are not allowed at any time in the classrooms or canteen. If you are waiting for your child, please do so at the designated areas.

If you need to see your child or pick your child up from school during curriculum time, please produce your identity card and obtain a visitor's pass from the Security Post before proceeding to the General Office for assistance. You will also be required to check in using your Trace Token or app. Please display the visitor's pass prominently when you are on the school premises.

In addition, please note that the canteen stalls cater food to our pupils, school staff and other authorized personnel only. We seek your understanding that the stall holders are not allowed to sell food to parents and other visitors because there is a need to ensure adequate food supply for our pupils and staff.

Thank You

