



## EAST SPRING PRIMARY SCHOOL

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5 January 2026

Dear Parents/Guardians,



We warmly welcome you to the new school year! We look forward to working in close partnership with you as we support your child/ward's learning, growth, and overall well-being.

### Staff Movement

We bid farewell to the following staff members and express our gratitude for their contributions to the school:

- Mr Loo Leong Tuan
- Mdm Jiang Yanni
- Ms Vivien Naomi

With the start of 2026, we are pleased to welcome the following new staff members to the East Spring Primary School community:

- Mdm Tan Poh Ling
- Miss Thye Yu Xuan
- Mr Chan Sin Liang
- Mdm Yasirah Farvin Binte Mohamed Nejamtheen
- Miss Nur Fathiah Binte Razali
- Ms Nur Deanna Fitriin Binte Haifitri

### Events and Programmes

#### • Parents' Briefing for Primary 2 to Primary 6

The school will conduct our annual Parents' Briefing on 23 January to share key information and programmes. More details will be provided later. We hope you will make time to attend the session.

#### • Chinese New Year Celebration

The school will celebrate Chinese New Year on 16 February with early dismissal at 10.30 am. School will be closed on 17-18 February, resuming on 19 February.

#### • Total Defence Day Commemoration

The school will commemorate Total Defence Day on 9 February. As part of the commemoration, our students will experience an energy electrical supply disruption simulation in school on 12 February. This exercise aims

to prepare students for potential disruptions to our energy supply (e.g., due to supply chain disruptions), given Singapore's reliance on fuel imports. Following the exercise, students will reflect on their experience and share their thoughts and feelings with their classmates through a guided discussion.

- **Primary 3 to Primary 6 Remedial Lessons**

Selected students will attend remedial lessons from 2-3 pm on Mondays and/or Thursdays. Subject teachers will notify parents via Parents Gateway.

*Please refer to Annex A for the Term 1 Calendar of Events.*

## Home-School Partnerships

Our official communication channels are as follows:

- **Parents Gateway**

Parents Gateway (PG) will be our primary platform for communication with you. You will receive school updates via PG, including termly letters, notifications, consent forms for your child's/ward's participation in school programmes and Parent-Teacher-Meeting (PTM) registration links. A new feature on PG also allows you to submit your child's/ward's medical certificate directly through the app. If you are not yet on PG, please download the app to stay connected.

We encourage all parents to remain contactable at all times. For urgent matters, the school will call the number(s) registered in our records. To help us reach you promptly, please ensure that your contact details are updated via the Student Details Form (SDF). You can also update your contact information via Parents Gateway by navigating to Profile > Edit Contact Details.

- **Call and Email**

You may reach us at [esps@moe.edu.sg](mailto:esps@moe.edu.sg) or contact the school's General Office at 6786 6192 for any enquiries or assistance.

Please refer to the following for more information on our school policies and guidelines:

- **School Website**

Visit <https://www.eastspringpri.moe.edu.sg/> for school information, calendars and events. Follow our Instagram @eastspringpri for updates.

- **Student Handbook**

Issued during the first week (free first copy, \$5 for replacements). In addition to PG, you can use the Student Handbook to communicate with your child's/ward's Form Teacher.

- **Communication Guidelines**

Whilst we continually strive for a strong partnership with parents and guardians, we seek your understanding on the following:

- Teachers are not expected to provide their personal phone numbers to parents given that there are alternative modes of communication as mentioned above.
- Teachers can be contacted on weekdays between 7.30 am and 4.00 pm. As teachers are focusing on teaching during curriculum hours (7.30 am to 1.30 pm), they can only return your call after their lessons or on the next working day.
- Teachers are not expected to respond to parents' and students' queries during the weekends except for urgent matters.

## Discipline Updates

### ● Smart Devices Policy

Students may not use smartphones or smartwatches (except POSB Smart Buddy Watch) during school hours, including after-school activities. Devices must remain in school bags. Students are responsible for safekeeping their devices.

## Administration Matters

### ● Student Details Form (SDF)

Please update your information and information of your child/ward via <https://pg.moe.edu.sg/forms/sdf> or the QR code using Singpass by 31 January. Authorised Caregivers can only submit your own information. Primary 1 parents who submitted information last year need not resubmit unless there are updates.

Any future update of your information and/or your child's/ward's information can be done via SDF portal.



### ● Financial Assistance Scheme (FAS)

Primary 1 students on FAS can continue using their child/ward Concession Cards until April 2026.

They will be given a temporary smart card for their meal in the interim until their School Smart Card is ready.

New Primary 2 to Primary 6 students on this scheme are required to approach the General Office to activate their School Smart Cards before they can use their cards to redeem their meals.

### ● Sales of School Textbooks and Uniform from 2 January to 9 January 2026

Parents/Guardians can purchase school textbooks and uniforms from the school bookshop during the following hours:

- 11.30 am to 12.30 pm
- 1.45 pm to 3.00 pm

School uniforms will be available from the school bookshop after 9 January.

### ● School Attire

Primary 2 to Primary 6 Students are expected to wear their school uniform on days they do not have PE lessons. Students can change into their PE attire if they have CCA later that day.

### ● Group Personal Accident Insurance for Students (GPA)

GPA covers death, disability, and medical expenses for accidents during school hours, activities, and travel between home and school.

All claims are subject to the policy terms, conditions and claim limits.

Parents/guardians are strongly advised to seek medical treatment for their child/ward at public healthcare institutions, where applicable. Medical charges at private healthcare institutions are significantly higher, and the insurance coverage is subject to caps. As such, parents/guardians may incur higher out-of-pocket expenses if treatment is sought at private healthcare institutions.

For more information on GPA or to submit a claim, please refer to the Student GPA Claims Portal.

<https://studentgpa.incomegroupins.com.sg/>

### ● Medical Certificate/ Contagious Illness/ Fever

Keep your child/ward at home if unwell, particularly with fever (38°C or above) or contagious illnesses such as HFMD, Dengue Fever, or Chicken Pox. If your child/ward becomes ill at school, we will contact you to fetch them from the General Office. Students recovering from respiratory illnesses should wear masks and limit social interactions. Please ensure your child/ward is fully recovered before returning to school for everyone's wellbeing.

- **Notification on the Use of Pictures and Videos**

Photos and videos may be captured during school programmes and events for use on our website, social media, feature walls and publications. If you do not wish your child/ward to be featured, please email us at [esps@moe.edu.sg](mailto:esps@moe.edu.sg).

## Attendance

Regular attendance is essential for learning and achievement. Students must attend all lessons unless there is a valid reason for absence. Absences require a medical certificate or a parent/guardian letter (maximum of five per semester). Please inform your child's/ward's Form Teacher by 7.30 am via Parents Gateway or email if your child/ward will be absent from school. Overseas travel during term time is strongly discouraged. If unavoidable, please contact the school or Form Teacher directly. Students are responsible for catching up on any missed assignments during their absence.

## School Smart Card Photo Taking (Primary 1 & Primary 6)

All Primary 1 and Primary 6 students will have photos taken on 8 January for their School Smart Cards (SSC). The SSC serves as identification and enables concessionary travel and library access.

Primary 1 students will receive their SSCs by mid-March 2026, while Primary 6 photos will be used for Secondary SSCs when they progress to Secondary One in 2027. Primary 1 students can continue using child/ward Concession Cards for free travel until 30 April.

For the photo-taking session, Primary 1 students should wear PE attire and Primary 6 students should wear their school uniform. Please ensure your child's/ward's hair is neat and tidy.

If your child/ward is absent, the school will arrange alternative photo-taking or request that parents submit a digital photo to [esps@moe.edu.sg](mailto:esps@moe.edu.sg).

## Co-curricular Activity (CCA)

As part of our efforts to develop students holistically, we strongly encourage all Primary 3 to 6 students to participate in a CCA. CCA sessions will commence in Term 1 Week 3 for Primary 4 to 6 students. Please refer to Annex B - CCA Schedule 2026 for more details.

Sports & Games	Uniform Group	Performing Arts	Clubs
Volleyball Football (Boys only) Sports Club Wushu	Scouts (Boys & Girls)	Indian Dance Fusion and Modern Dance Malay Dance Music Club Guzheng Ensemble	Environmental Club - <i>(Formerly Science Club)</i> Media and IT Club Art Club

Primary 3 students will receive CCA Option Forms via Parents Gateway on Friday, 16 January. If their first preference is oversubscribed, allocation will be based on their next two choices. Primary 3 CCAs start in Term 1 Week 5 (week of 2 February).

Students already in CCAs since 2025 will continue with their current activities.

We encourage students to remain committed to their chosen CCA. Students representing the school must stay for at least two years. To teach commitment and responsibility, CCA changes require written justification to the teacher-in-charge with ample notice.

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

Parents interested in joining our Parent Support Group can sign up using the provided QR code.



We look forward to your continued support.

Yours in partnership,  
Mdm Neo Lay Wah  
Principal

2026 Term 1 Calendar of Events			
Date	Events/Programmes	Level	Remarks
2, 5 & 6 January	Let's SPRING	P1 – P6	
5 – 7 January	Recess Buddy Programme	P1 & P4	
8 January	School Smart Card Photo-taking	P1 & P6	<i>Students are to be in school attire</i>
16 January	Student Leaders' Training (1)	P3-P6	<i>Only for Student Leaders (P3 to P6 Prefects &amp; P5 to P6 CCA Leaders)</i>
23 January	Parents Briefing	P2-P6	
30 January	Class Leaders' Training	P2-P6	<i>Only for Class Leaders</i>
9 February	Total Defence Commemoration Day	P1-P6	
16 February	Chinese New Year Celebrations (School ends at 10.30 am.)	P1-P6	<i>SCC will be opened from 10.30am to 1.30pm</i>
17 – 18 February	Chinese New Year (Public Holiday)	P1-P6	
14 – 22 March	School Holidays		

## Annex B

CCA Schedule 2026			
CCA	Target Group	Day	Time
<b>Sports/Games</b>			
<b>Football*</b>	*Boys only (School Team)	Monday & Wednesday	2.15 pm – 4.15 pm
	Boys only (Recreational Team)	Monday	2.15 pm – 4.15 pm
<b>Volleyball*</b>	*Boys and Girls (All Members)	Monday & Wednesday	2.15 pm – 4.15 pm
<b>Wushu*</b>	*Boys and Girls (School Team)	Monday & Wednesday	2.15 pm – 4.15 pm
	Boys and Girls (All Members)	Wednesday	2.15 pm – 4.15 pm
<b>Sports Club</b>	Boys and Girls	Wednesday	2.15 pm – 4.15 pm
<b>Performing Arts</b>			
<b>Music Club</b>	Boys and Girls	Wednesday	2.15 pm - 4.15 pm
<b>Malay Dance*</b>	*Boys and Girls	Wednesday	2.15 pm - 4.15 pm
<b>Indian Dance*</b>	*Boys and Girls	Wednesday	2.15 pm - 4.15 pm
<b>Fusion and Modern Dance*</b>	*Boys and Girls	Wednesday	2.15 pm - 4.15 pm
<b>Guzheng Ensemble*</b>	*Boys and Girls	Monday	2.15 pm - 4.15 pm
		Wednesday	2.15 pm - 4.15 pm
<b>Clubs</b>			
<b>Media and IT Club</b>	Boys and Girls	Wednesday	2.15 pm - 4.15 pm
<b>Environmental Club - (Formerly Science Club)</b>	Boys and Girls	Wednesday	2.15 pm - 4.15 pm
<b>Art Club</b>	Boys and Girls	Wednesday	2.15 pm - 4.15 pm
<b>Uniformed Group</b>			
<b>Scouts</b>	Boys and Girls	Wednesday	2.15 pm - 4.15 pm

Please Note:

- \*In the event of National School Games and Singapore Youth Festival Presentations, there may be extra training for the Competitive Sports/Aesthetics CCAs. More details on the training dates and time will be provided by the respective CCA Teachers-in-charge.
- Students who have been selected to represent the school in competitions are required to remain in the CCA from 2025 to 2026.
- Attendance is compulsory for every CCA session. Students are required to produce a medical certificate or Parent's Letter if he/she is absent.