

# PARENTS' HANDBOOK



2023



Dear Parents/Guardians,

You are key partners to Fengshan Primary School. Mutual understanding and strong collaboration between us will strengthen the holistic development of our young ones, and guide them towards achieving their full potential.

We have prepared this *Parents' Handbook* for you to share our programmes and how the school operates. Please go through the handbook carefully and keep it for future reference.

Thank you for working with us to ensure that all pupils have an enjoyable and enriching learning experience at Fengshan Primary School.

Yours in Partnership,

Poh Chee Yang  
Principal

## **School Logo**



## **School Vision**

Anchored Hearts, Driven Minds, Leaders of Tomorrow

## **School Mission**

To nurture loyal individuals with strength of character and determination to succeed in the spirit of lifelong learning

## **School Values**

Care

Respect

Responsibility

Resilience



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## School Operating Hours 2023

All pupils are to report to school **by 7.30 a.m.** daily.

### School Gates Opening Hours (during school term)

Weekdays	Gate 2 (Main Gate)	Side Gate 1	Side Gate 3
Mondays, Tuesdays, Wednesdays, Thursdays & Fridays	6.45am – 5.30pm	6.45am – 7.30am 1.30pm – 1.45pm	6.45am – 7.30am 1.30pm – 1.45pm

### School Hours & Recesses – P1

Weekdays	School Hours	Dismissal Gate	Daily Recess Time
Mondays, Tuesdays, Thursdays & Fridays	7.30am-1.30pm	Gate 3	9.45am – 10.15am
Wednesdays	7.30am-1.15pm		

\* P1 pupils will be dismissed 10 mins earlier only in Term 1 ( i.e. at 1.20pm on Mon/Tues/Thurs/Fri and 1.05pm on Wed).

### School Hours & Recesses – P2

Weekdays	School Hours	Dismissal Gate	Daily Recess Time
Mondays, Tuesdays, Thursdays & Fridays	7.30am-1.30pm	Gate 3	9.15am – 9.45am
Wednesdays	7.30am-1.15pm		

### School Hours & Recesses – P3

Weekdays	School Hours	Dismissal Gate	Daily Recess Time
Mondays, Tuesdays, Thursdays & Fridays	7.30am-1.30pm	Gate 2	8.45am – 9.15am
Wednesdays	7.30am-1.15pm		

### School Hours & Recesses – P4

Weekdays	School Hours	Dismissal Gate	Daily Recess Time
Mondays, Thursdays & Fridays	7.30am-1.30pm	Gate 1	10.15am – 10.45am
Tuesdays	7.30am-2.30pm		
Wednesdays	7.30am-1.15pm		

### School Hours & Recesses – P5

Weekdays	School Hours	Dismissal Gate	Daily Recess Time
Mondays, Thursdays & Fridays	7.30am-1.30pm	Gate 2	11.15am – 11.45am
Tuesdays	7.30am-2.30pm		
Wednesdays	7.30am-1.15pm		

### School Hours & Recesses – P6

Weekdays	School Hours	Dismissal Gate	Daily Recess Time
Mondays, Thursdays & Fridays	7.30am-1.30pm	Gate 1	10.45am – 11.15am
Tuesdays	7.30am-2.30pm		
Wednesdays	7.30am-1.15pm		

## School Dismissal Procedure & Security Matters

### Dismissal Procedures for P1 and P2 pupils

- To ensure that P1 and P2 pupils reach home safely after school, we require an adult to pick them up after school if they are not taking the school bus. All P1/2 dismissal will be done via Gate 3. As such, the Main Gate (Gate 2) and Gate 1 will be closed from 1.20 pm to 1.30 pm (Mon/Tues/Thurs/Fri) and from 1.05 pm to 1.15 pm (Wed). No cars or visitors will leave or enter the premise via the main gate during this period. For the safety of pupils, we seek your cooperation to avoid coming into the school premises during the dismissal timings. Do move forward towards Gate 3 only when your child's/ward's class is announced by our staff or when you see the class placard being held up by our staff as an indication for you to move forward. If you arrive after the dismissal of your child's/ward's class, please wait for further instructions before moving towards the gate. This will help to decongest the area as well as ensure the safe and orderly dismissal of our students.

### Dismissal Procedures for P3 to P6 pupils

- All P3 to P6 pupils will be dismissed via the Gate 1 or 2 as indicated in the dismissal timings on page 5. Pupils waiting for their siblings are to wait at designated tables in the canteen. To ensure pupils leave the school premises smoothly, please avoid coming into the school premises during the dismissal period. Your child/ward will meet you outside the designated school gate.

### Dismissal during wet weather

- Parents/guardians are to wait for your children/wards outside Gate 3 during wet weather. An announcement will be made through the Parents Gateway app. As dismissal will be staggered by level and then class, we seek your patience in waiting for your child/ward, and cooperation not to congregate prematurely along the sheltered walkway until the class being dismissed is announced.

### School Security

- For security reasons, please enter the school premises via the school's Main Gate and register at the Security Post. Please produce a photographed identity card to confirm your identity when you register with the security guards on duty. You should then proceed to the General Office to inform the staff on front desk duty the purpose of your visit to the school. **Do note that the classroom blocks are out of bounds to all visitors. Therefore, you should not be moving around the school on your own and should directly report to the General Office for assistance.**

## Meetings with Teachers

- You may need to meet up with your child's/ward's teachers regarding his/her progress from time to time. Please call the teachers via their direct office line or email them to make an appointment before you come to school to meet them as teachers cannot leave their classes unattended to meet you. You would have received the teachers' direct line numbers and their email addresses at the beginning of the year.

## Guidelines on Sending and Receiving Children/Wards

- Parents/Guardians should pick up your child/ward from the designated dismissal gates at dismissal time. If you send or pick your child/ward in a vehicle, do note that the school has only one main gate for the entry and exit of vehicles. In order to ensure the safety of the pupils, the school has to minimise the frequency of vehicles entering the school. Therefore, please use the **public car park next to HDB Blk 413** as there is a sheltered walkway to the school through Gate 3.
- The carpark provides a 10-minute grace period for drivers for alighting. Do try to keep the alighting duration short so that other drivers can also pick up their children. Should you require more time, please park your vehicle at a parking lot.
- Please note that primary school pupils will not be allowed entry or exit through Gate 4 (Student Care only) or Gate 5 (MK@Fengshan pupils only).

## Parking

- If you have an appointment to meet with school staff, please park your vehicle at the public car park next to HDB Block 413 beside the school. Waiting for pick-ups and parking near the main school gate is prohibited and against the traffic laws.

## Absence from School

- Pupils who are absent from school must produce a medical certificate from a qualified doctor or a letter from the parent stating the reason for their absence. If your child/ward contracts an infectious disease (like HFMD, Chicken pox, HINI Flu, COVID-19, etc.), you will need to obtain the certification/letter from the doctor as per MOH's prevailing advisory to certify that he/she has fully recovered and is fit to attend school again.

## Leaving School Early

- Should your child/ward be unwell or you have an urgent family matter and need to take your child/ward home, an adult family member/guardian must take your child/ward home personally.



- When you arrive at school, please report to the General Office and sign the 'Early Dismissal' file. Do ensure that you are issued with a 'Permission to Leave' slip from the General Office. Please show this slip to the security guards before you leave the school with your child/ward.

### **Leaving School for overseas**

- Please refrain from taking your children/wards for your family overseas trips during term time as it will disrupt their learning. Should you wish to take an overseas vacation, kindly do so during the official school holidays, which are published in advance by MOE at <https://www.moe.gov.sg/calendar>. As we transit to the post-COVID-19 New Normal, please also check against MOE and MOH's prevailing advisory on overseas travel to ensure that you are able to return to Singapore as planned.

### **Parents Gateway**

- The Parents Gateway is a mobile app specially designed for parents and developed by MOE and GovTech. The school will be using this app to send all school wide/level wide information as well as to obtain consent for school trips. It is important that you download this app to ensure you are receiving updates on your child's/ward's participation in school programmes and events.

### **Labelling of Pupils' Belongings**

- Please help to ensure that the children's belongings are labelled clearly with their names and classes to facilitate retrieval of items should they be found in the school compound. We seek your support to reinforce our school value of 'Responsibility' as our pupils take the ownership of caring for their own belongings.
- We would like to urge parents/guardians to stop sending in materials that your child/ward has forgotten to bring. It is the pupil's responsibility to ensure that he/she brings all the required materials and to take ownership for their actions.

### **Lighter School Bags**

- Carrying a heavy backpack is harmful for your child's/ward's physical development. Please ensure that your child/ward:
  - ✓ Follows the school time table accurately and packs only what is needed for a particular school day
  - ✓ Arranges the books in order, keeping the larger items against the spine of the backpack
  - ✓ Uses smaller sets of colour pencils (set of 12 rather than 36)
  - ✓ Uses a book strap to keep books and files upright all the time
  - ✓ Equips pencil case with only the essential stationery
- When carrying a backpack, please advise your child/ward to ensure both back straps are used at all time, and that the backpack sits snugly on the shoulders and does not hang too low below the waist.

- Trolley bags are generally heavier than normal backpacks. Therefore, it is recommended that pupils use lighter backpacks through appropriate packing routines.

### **Healthy Meals in School Programme**

- In line with the Healthy Meals in School Programme, canteen vendors have implemented the following food service guidelines put forward by the Health Promotion Board:
  - ✓ Vegetables and fruit to be served with the cost included in the sale of the main meal, comprising rice/noodles
  - ✓ Inclusion of whole-grains where available
  - ✓ Use skinless poultry
  - ✓ Not selling deep-fried food (including pre-deep food) and preserved food
  - ✓ Using oils with Healthier Choice Symbol (HCS)
  - ✓ Gravy / sauce / oily or salty soup shall not be served unless requested
- We appeal for your support to guide and encourage your child/ward to have a balanced diet (meat, vegetables and fruits, rice/noodles) and to eat in moderation. We would like to urge parents to refrain from buying and preparing deep fried food for the children to consume during recess/snack breaks.

### **Reading Programme**

- To inculcate a lifelong habit of reading, all pupils are encouraged to read their English storybooks for silent reading every morning before assembly, except for Mondays. Pupils are to read their Mother Tongue storybooks every Monday. Do ensure that your child/ward brings age-appropriate reading materials for silent reading.

### **IM8 Policy**

- Photographs or video images of your child or their legal guardians may be taken during school activities and events such as classroom lessons, CCA, school camps, or school concerts. The school may use and publish such photographs or video recordings in school publications, the school's website, social media channels, or other communication channels.
- The school's CCTV is in operation in and around the school premises in the interest of security.

## **Safety Matters**

### **Cycling**

- Please note that pupils who cycle to school must be given permission by parents/guardians through a signed consent form obtained from our Operations Manager, Mr Mohd Ariffin Bin Mohd Said.
- Please advise your child/ward on cycling safety and share the following tips with them:
  - ✓ The rider should inform the traffic what he/she intends to do by signaling in advance:
    - (a) to 'stop' - hold out his/her right arm horizontally with the forearm vertical and with the palm of the hand to the front
    - (b) to 'slow down' - hold out his/her right arm horizontally with the palm of the hand downwards, and move the arm up and down several times
    - (c) to 'proceed to the right' - hold out his/her right arm horizontally with the palm of the hand to the front
    - (d) to 'proceed to the left' - hold out his/her left arm horizontally with the palm of the hand to the front
  - ✓ The rider should ride close to the left hand edge of the roadway and in such a manner so as not to obstruct vehicles moving at a faster speed.
  - ✓ The rider should wear a helmet and ride on the same direction as the traffic.
  - ✓ The rider should obey the traffic signs, road markings and traffic lights.
  - ✓ The rider should ride defensively and be alert at all times.

### **Physical Education & Co-Curricular Activities (PE & CCA)**

- Please advise your child/ward on the following precautionary matters:
  - ✓ Be appropriately attired for the activities, including footwear.
  - ✓ Bring a water bottle and be adequately hydrated throughout the day.
  - ✓ Inform the teachers of your child's/ward's medical conditions – both chronic & ad hoc conditions – with medical documentation where applicable.
  - ✓ Alert his/her teachers should he/she feel unwell or is injured during activities.
  - ✓ Rest and recuperate for at least 3 to 7 days (depending on severity of condition and doctor's advice) when he/she has just recovered from an illness or injury. This must be told to the PE teacher prior or during the NAPFA test through an email or letter.
  - ✓ Submit valuables to the PE/CCA teacher for safekeeping.

## **Science Laboratory**

- Please advise your child/ward on the following precautionary matters:
  - ✓ Laboratory storerooms and preparation rooms are out of bounds to all pupils.
  - ✓ Long hair (for girls) should be tied up neatly to avoid any interference with laboratory work.
  - ✓ Eating and drinking are prohibited in laboratories.
  - ✓ Pupils should seek clarification from the teacher if instructions for an experiment are not thoroughly understood. Pupils should not proceed with an experiment if in doubt.
  - ✓ Damaged equipment, breakages, accidents and spillage should be reported immediately to the teacher.
  - ✓ Unlabelled chemicals should not be used. Unlabelled containers should be reported to the teacher.
  - ✓ Chemicals or other materials must never be tasted unless specifically directed by the teacher.
  - ✓ Pupils should not take any apparatus or chemicals out of the laboratory without the permission of the teacher.
  - ✓ Unauthorised experiments are prohibited.
  - ✓ Sharp objects (such as needles, razors or pins) should not be discarded in waste-bins or trash bags. A sturdy container should be used for disposal of sharp objects.
  - ✓ Chemical and biological wastes must be disposed appropriately.
  - ✓ Pupils should not be running or playing in the laboratory.
  - ✓ Pupils should not enter the laboratory without a teacher.
  - ✓ Pupils must report any cuts/burns/injury to their teacher immediately.

## **Homework Policy**

- Homework refers to any learning activity that teachers require pupils to complete outside of curriculum time. This includes corrections, journal writing, research and projects but not revision of schoolwork or studying for tests and examinations. Pupils who are unable to complete the work assigned in class are expected to finish it at home. There may also be some homework assigned over the weekend and school holiday depending on the learning needs of the class.
- Homework is important as it provides opportunity for pupils to practise the skills taught in class, and a guided format for them to process the information learnt. Doing homework regularly helps with retention and deeper understanding of the topic. Pupils also need to learn to exercise self-discipline and time management as they approach and solve problems independently.
- All classrooms have a 'Homework Corner' on the whiteboard, where teachers or class monitors will write down the homework assigned to the class for the day. Subject teachers will then moderate the amount of homework given based on what has already been assigned to the class. All teachers have been briefed to avoid conducting English and Mother Tongue spelling on the same day. If there is a public or school holiday, spelling will be postponed to a later date. Pupils are expected to record their daily homework in their pupil handbook.

## **Parents/Guardians' Role**

- We seek your support to check your child's/ward's handbook daily and to ensure they complete assignments on time. Good study habits in school and at home will help pupils improve their learning dispositions and maximize their potential. You can do the following to reinforce desirable study habits and attitudes:
  - ✓ Create a conducive home environment for studying
  - ✓ Supervise and provide support for their learning
  - ✓ Help them establish a good pattern of study
  - ✓ Guide them to set aside a regular study time
  - ✓ Be mindful of the stress arising from school work and out-of-school activities, and help prioritise their time
  - ✓ Work in partnership with teachers to address learning gaps in a timely manner

## **Pupils' Role**

To ensure effectiveness of homework, pupils should do the following:

- ✓ Keep track of teacher instructions and deadlines through the Pupil Handbook
- ✓ Have a home study timetable
- ✓ Have a study area, away from household distractions
- ✓ Have sufficient study materials to do your homework
- ✓ Organise your school materials: notes, assignments, books, worksheets, etc.
- ✓ Manage time well to ensure that homework is completed and submitted on time



- ✓ Never be afraid to ask questions when in doubt
- ✓ Do not feel shy to seek help from classmates, friends or teachers if you face any difficulty understand the homework and what is expected of you
- ✓ Give your best effort in completing homework
- ✓ Review feedback from teachers to close learning gaps

## **Absence from School**

- In the event that a pupil is absent from school, the pupil will collect his/her homework the following day upon reporting to school. The teacher will then inform him/her of the new submission date for the homework.

## **General Guidelines on Homework**

### Primary 1

- Daily reading for enjoyment
- English, Mathematics and/or Mother Tongue homework
- Duration: \*About 30 minutes in total every weekday

### Primary 2

- English, Mathematics and/or Mother Tongue homework
- Duration: \*About 30 minutes to 45 minutes in total every weekday

### Primary 3

- English, Mathematics, Science and Mother Tongue homework
- Duration: \*About 45 minutes to 1 hour in total every weekday

### Primary 4

- English, Mathematics, Science and Mother Tongue homework
- Duration: \*About 1 hour in total every weekday

### Primary 5 & 6

- Mathematics, English, Science and Mother Tongue homework
- Duration: \*About 1- 2 hours in total every weekday (more time may be spent during test/examination preparation period)

### Primary 5 & 6 Foundation Subjects

- Mathematics, English, Science and Mother Tongue homework
- Duration: \*About 30 minutes – 1 hour every weekday (more time may be spent during test/examination preparation period)

## Assessment Matters

### Absence during Graded Assessments

- Pupils who are absent for assessment days need to have a valid reason, namely a valid medical certificate, or in the unfortunate event of the passing of any immediate family member (parents/siblings/grandparents), a death certificate. The results will be reflected as 'VR' in the report books for such instances.
- We would like to remind parents/guardians that you are required to bring your child/ward to a doctor if he/she is unwell during the examination period. **Zero mark will be awarded to the child if he/she is absent from any exam without a valid reason.**

### Late-Coming

- Please call the General Office to inform the school if your child/ward will be late on assessment days because your child/ward will only be allowed to take the examination if he/she arrives within half an hour (30 minutes) from the start of the paper. This is in line with national examination practice. **If he/she is more than 30 minutes late, he/she will not be allowed to take the examination and will be awarded zero mark for that examination paper.**

### Cheating or Attempting to Cheat

- Cheating is a serious offence. A pupil is considered to have cheated if he/she:
  - ✗ Tries to get assistance from and/or assist others by passing notes, talking, signaling, etc.
  - ✗ Allows another pupil to copy
  - ✗ Copies from another pupil
  - ✗ Possesses notes, books or any other unauthorized materials during the examination
  - ✗ Shares information on the examination with pupils who were absent from the examination
  - ✗ Alters or attempts to alter marks or answers to marked scripts
- The following action will be taken if your child/ward is found guilty of cheating or attempting to cheat:
  - ✗ **Zero mark** will be awarded to the pupil for that paper
  - ✗ You will be required to meet with the School Discipline Heads and School Leaders
  - ✗ This will be noted in the pupil's discipline record and his conduct grade may be downgraded

## Useful Contacts

<b>School Address:</b>	Fengshan Primary School 307 Bedok North Road Singapore 469680
<b>General Office Telephone No.:</b>	6586 0123
<b>School Fax:</b>	6586 0122
<b>School Website:</b>	<a href="http://www.fengshanpri.moe.edu.sg">www.fengshanpri.moe.edu.sg</a>
<b>School Email:</b>	<a href="mailto:fsps@moe.edu.sg">fsps@moe.edu.sg</a>
<b>General Office opening hours: (Weekdays only)</b>	7am – 5.30pm (during the school term) 8am – 5.00pm (during the school holidays)
<b>Pacific Bookstore opening Hours: (For books &amp; uniforms)</b>	8.00am – 3.00pm on weekdays Open on selected days during school holidays
<b>Telephone No.:</b>	6443 1538
<b>Website:</b>	<a href="http://www.pacificbookstores.com">www.pacificbookstores.com</a>
<b>School Bus:</b>	Kim Chye Bus Service
<b>Tel No.:</b>	8188 1826 (Mr See)
<b>Email:</b>	<a href="mailto:register@kcbus.net">register@kcbus.net</a>
<b>Dental Clinic</b>	
<b>Telephone No.:</b>	6442 2459
<b>HPB Appointment No.:</b>	6435 3782
<b>School &amp; Misc. Fees Website:</b>	<a href="http://www.moe.gov.sg">www.moe.gov.sg</a> (Finance Matters)

## **Directory**

<b>Principal</b>	Mr Poh Chee Yang	6586 0123
<b>Vice-Principals</b>	Mrs Grace Chee Mdm Jacilyn Siew Mr Lee Min Sen	6586 0123 6586 0123 6586 0123
<b>Administration Manager</b>	Ms Esther Wee	6586 0319
<b>Operations Managers</b>	Mr Tan Dek Liong Mr Mohd Ariffin	6586 0128 6586 0192
<b>Aesthetics Head of Department</b>	Mr Matthias Chua	6586 0314
<b>Mathematics Head of Department Level Head</b>	Mr Cheng Hak Keong Mdm Michelle Moi	6304 2604 6856 0123
<b>Mother Tongue Languages Head of Department(Covering)</b>	Mdm Veronica Guo	6586 0169
<b>PE &amp; CCA Head of Department Subject Head</b>	Mr Ivan Teo Mr Jumadi Ahmad	6586 0133 6586 0199
<b>Science Head of Department</b>	Ms Tan Chwee Li	6586 0188
<b>Character &amp; Citizenship Education Subject Head</b>	Mdm Zarinah Bte Md Hussain	6586 0198
<b>Student Development Team</b>		
<b>Year Head</b>	Ms Shanthi Panjiawarnam	6304 2602
<b>Year Head</b>	Ms Hee Fei Ling	6304 0123
<b>Assistant Year Head</b>	Mrs Cindy Leisinger	6586 0124
<b>Assistant Year Head</b>	Mdm Hafidah Mahat	6586 0190
<b>Allied Educator (Counselling)</b>	Mdm Suvitha Pillai	6304 2618
<b>Allied Educator (Counselling)</b>	Mdm Gurneet Kaur	6304 2612
<b>Allied Educator (SEN)</b>	Mdm A Rabiyyathul Basiria	6304 2617
<b>Allied Educator (SEN)</b>	Mr Paul Lee	6304 2619
<b>Allied Educator (SEN)</b>	Ms Nur Azeimah	6304 2608
<b>Information &amp; Communications Technology Head of Department</b>	Mdm Shanaz Nazeeha	6586 0138

**School Grading System****P3 to P4 Examination Subjects and Achievement Bands****For English, Mathematics, Science and Mother Tongue**

<b>Achievement Band</b>	<b>Mark Range</b>	<b>Brief Description</b>
1	85 - 100	Has very good understanding of the subject
2	70 - 84	Has good understanding of the subject
3	50 - 69	Has adequate grasp of the subject
4	Below 50	Has not met the minimum requirements for the subject



## School Grading System: Non-Academic Subjects

### Examination Subjects and Achievement Bands

Grade/ Subject	A	B	C	S
<b>Art &amp; Craft</b>	Creates very good artwork and is able to comment about art confidently	Creates good artwork and is able to comment about art adequately	Creates satisfactory artwork and is able to comment about art to some extent	
<b>Health Education</b>	Has very good knowledge and skills in the subject and shows very positive health attitude and practices	Has adequate knowledge and skills in the subject and shows positive health attitude and practices	Has some knowledge of the subject and shows some positive health attitude and practices	
<b>Physical Education</b>	Has very good knowledge and skills in a variety of physical activities/games concepts and consistently demonstrates positive personal/social traits.	Has adequate knowledge and skills in a variety of physical activities/games concepts and consistently demonstrates positive personal/social traits.	Has some knowledge and skills in a variety of physical activities/games concepts and consistently demonstrates positive personal/social traits.	Exempted under special or medical reasons.
<b>Music</b>	Has strong musical aptitude and skills. Participates actively in musical activities	Has fair musical aptitude and skills. Participates adequately in musical activities	Is able to work with guidance. Participates in musical activities to some extent	
<b>Social Studies</b>	Has very good knowledge and skills in the subject and consistently demonstrates positive attitude towards self, community and nation	Has adequate knowledge and skills in the subject and often demonstrates positive attitude towards self, community and nation	Has some knowledge and skills in the subject and sometimes demonstrates positive attitude towards self, community and nation	

## Primary School Leaving Examination Achievement Levels

### (Applicable to Primary 5 and Primary 6 School Examinations)

- For Non-Foundation Subjects (English Language, Mathematics, Mother Tongue and Science)

Achievement Level (AL)	Mark Range
1	90 and above
2	85 – 89
3	80 – 84
4	75 – 79
5	65 – 74
6	45 – 64
7	20 – 44
8	Below 20

- For Higher Mother Tongue Language (HMTL), the grades and suggested mark range are as follows:
  - Distinction (80 marks and above)
  - Merit (between 65 to 79 marks)
  - Pass (between 50 to 64 marks)
  - Ungraded (below 50 marks)
- For Foundation Subjects (Foundation English Language, Foundation Mathematics, Foundation Science and Foundation Mother Tongue)

Achievement Level (AL)	Mark Range	Equivalent Standard Level (AL)
A	75 - 100	6
B	30 - 74	7
C	less than 30	8

## **School Rules & Regulations**

The school rules apply not only within the school premises, but also at all school functions held outside the school. When wearing the school uniform, personal appearance and personal conduct must be strictly adhered to.

### **Pledge Taking**

- Pupils who are Singapore Citizens must sing the National Anthem and take the Pledge. Pupils will take the pledge with the right fist over the heart.

### **School Attire and General Appearance**

- Pupils are to wear the prescribed school uniform and modification to the uniform is NOT allowed. The correct attire must be worn for PE lessons and games. No modification is allowed. All pupils must have name-tags displayed on their uniform/PE attire. Socks and shoes must be white. Colourful and fanciful shoes are not allowed.
- Hairstyles are to be kept simple, short and neat. Male pupils should have evenly cut hair with their fringe above the eyebrows and sides above the collar. Girls are to tie up their long hair with a black or maroon simple hairband/clip.
- All fingernails are to be kept short and clean.
- Male pupils must be clean-shaven and neat in appearance.
- Male pupils must not display any facial hair such as beards, moustaches or side burns on their faces.
- Any form of make-up and jewellery is not to be worn. Tinted spectacles and coloured contact lenses are also not to be worn to school.

### **Attendance**

- Pupils are required to punctually attend:
  - lessons every school day
  - all assembly sessions (including pre-assembly sessions)
  - all school functions as required
  - CCAs/remedial/supplementary/enrichment classes (as requested by teachers)
- Parents/Guardians should inform the school of their child's/ward's absence from school. Upon returning to the school, the pupil must produce a medical certificate or a letter from the parent or guardian stating clearly the valid reason for absence.

## **General**

- Pupils must be courteous and mindful of school values at all times.
- Pupils are to take good care of school property and help to keep the school premises clean.
- Items that are not to be brought to school:
  - electronical devices
  - handphones/smart watches/gadgets
  - toys or picture cards or game cards
- These items will be confiscated if brought to school. Unless parents/guardians come down to collect them, the items will only be returned at the end of the term.
- All pupils are not allowed to have in their possession any weapon. Pupils are also not allowed to bring any weapon-like item which is used or intended to be used to cause harm to others.

## Conduct

Rules	Consequences
<b><u>Punctuality</u></b> <ul style="list-style-type: none"> <li>All pupils must assemble at the parade square/hall/classroom <b>by 7.30am sharp</b>.</li> <li>No one is allowed to remain in class during the recess assembly.</li> </ul>	<p>Pupils who are booked three times for late-coming in a month will need to attend detention class.</p> <p>Parents/Guardians of repeat offenders will be contacted to resolve punctuality issues in collaboration with the school.</p>
<b><u>Attendance</u></b> <ul style="list-style-type: none"> <li>Pupils must attend classes and all scheduled school events. Absence from school must be explained with a medical certificate or a letter from parents.</li> <li>Upon arrival in school, no pupil should leave the school for any reason without permission or informing the teacher concerned.</li> <li>Pupils who need to leave the school during curriculum time must be picked up at the General Office by a parent or guardian.</li> </ul>	<p>Pupils who are absent without a reason for classes and school events, despite being given warnings, will be considered to have played truant. (Refer to serious offences)</p>
Rules	Consequences
<b><u>Behaviour In and Out of Class</u></b> <ul style="list-style-type: none"> <li>Pupils are to bring their books to school according to their daily timetable and submit all homework and assignments on time.</li> <li>Pupils are not allowed to bring to school handphones, electrical items and electronic games or toys or any item with the potential of causing hurt or injury.</li> </ul>	<p>Parents/Guardians will be called to seek your co-operation for home supervision if your child/ward keeps forgetting to do or bring his/her work to school. Recalcitrant cases will need to attend detention class.</p> <p>Pupils who bring these prohibited items to school will have their items confiscated. Unless parents come down personally to collect the items, the confiscated items will be returned to pupils only at the end of the term.</p>



<ul style="list-style-type: none"> <li>• Pupils are to only leave the classroom when permission is granted by the teacher and should display the "Permission to leave the Classroom" pass.</li> <li>• Pupils will observe silence and move in an orderly manner to and from the classroom.</li> <li>• Pupils must take care of school property and keep the school litter-free.</li> </ul>	<p>Pupils who leave the classroom without the "Permission to leave the classroom" pass will be told to return to their classes immediately. Repeated action may lead to pupils having to attend detention classes.</p> <p>Pupils displaying rowdy behaviour will have their names recorded by teachers/prefects and may be sent for detention class.</p> <p>Pupils who show disrespect or vandalize school property will need to attend detention class and pay for damages when necessary.</p>
<p><b><u>Attire and Physical Appearance</u></b> <b><u>Hair and Accessories</u></b></p> <ul style="list-style-type: none"> <li>• Hair should be kept neat, tidy and simply styled.</li> <li>• Unacceptable hairstyles or dyed hair are strictly prohibited.</li> </ul> <p><b><u>Fingernails</u></b></p> <ul style="list-style-type: none"> <li>• Fingernails should be kept short and clean.</li> <li>• No nail polish or nail strengthener/ varnish should be applied on fingernails.</li> </ul> <p><b><u>Jewellery</u></b></p> <ul style="list-style-type: none"> <li>• Only one pair of small simple silver/gold ear studs may be worn by female pupils, one on each ear lobe.</li> <li>• Other ornamental accessories like friendship bands or bracelets are not permitted.</li> </ul>	<p>Pupils who do not observe rules of attire will have their names recorded and may need to attend detention class.</p> <p>In addition, pupils who do not observe rules regarding use of accessories and jewellery will have their items confiscated. Unless parents/guardians come down personally to collect the items, the confiscated items will only be returned to pupils at the end of the term.</p>
<p><b><u>In the canteen</u></b></p> <ul style="list-style-type: none"> <li>• Pupils must queue up when buying food or drinks at the canteen.</li> </ul> <p>Food is to be consumed only in the canteen. Plates, bowls, cups and cutlery used in the canteen must be returned to their respective collection bins.</p>	<p>Pupils who do not observe canteen rules will be given a stern warning and have their names recorded by teachers/prefects. Repeat offenders would need to attend detention class and perform community service within the school.</p>
<p><b><u>Cyber-wellness</u></b></p> <ul style="list-style-type: none"> <li>• Pupils must not use the internet/ICT equipment to send</li> </ul>	<p>Parents/Guardians will be called down to the school for a meeting with the</p>

<p>rude messages or to bully/harass anyone.</p> <ul style="list-style-type: none"> <li>When using ICT equipment in school, pupils must not surf unacceptable websites or make an attempt to bypass security and filters that have been put in place.</li> </ul>	<p>School Leaders if your child/ward does not observe cyber-wellness rules. Further disciplinary action may be taken when necessary for serious cases.</p>
<p><b><u>Serious offences</u></b></p> <p>The school regards the following as serious offences :</p> <ul style="list-style-type: none"> <li>truancy</li> <li>stealing</li> <li>smoking</li> <li>vandalism</li> <li>using foul language</li> <li>rudeness and open defiance</li> <li>cheating during tests and examinations</li> <li>bullying or extorting money from others</li> <li>unauthorized entry into restricted areas in the school</li> <li>altering school documents (eg: marks in report book, forging parent's signature, etc)</li> <li>bad behaviour in school uniform at public places (eg: void decks of flats, shopping centres, bus stops, library, etc)</li> </ul>	<p>If a pupil commits an offence for the first time, he/she will be counselled by the school and parents will be contacted to discuss the appropriate follow-up actions. For recalcitrant cases, parents/guardians will be asked to meet with the School Leaders to discuss the most appropriate disciplinary action/s to be taken.</p> <p>Disciplinary actions may be carried out in the following ways :</p> <ul style="list-style-type: none"> <li>Detention class</li> <li>Marks will not be awarded for the entire test/exam for cheating cases</li> <li>Payment to be made to compensate for vandalized property, extortion or stealing</li> <li>Caning for male pupils</li> <li>Suspension or expulsion if all else fails.</li> </ul>

## Detention Class

- Depending on the seriousness and frequency of the offence, the school will decide on the duration of the detention class. During detention class, pupils will be asked to:
  - ✓ reflect on their misbehaviour and the appropriate behaviour to display in the future when put in the same situation and/or
  - ✓ read books with good morals/values
  - ✓ perform community service within the school



## **Cyberwellness User Guide**

**This Guide comprises three sections:**

**Section A: Introduction on Cyberwellness**

**Section B: Cyberwellness Rules (Pupils)**

**Section C: Note to Parents/Guardians**

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### **Instructions for parents/guardians**

1. Please read all the sections carefully.
2. Go through and discuss the cyberwellness guidelines (Section B) with your child/ward.

### **Please Note:**

1. The abbreviation '**ICT**' refers to the term 'Information and Communications Technology'.

## **Section A**

### **Introduction on Cyberwellness**

At Fengshan Primary School, our school's computers, internet access facilities, and other school ICT equipment/devices are for educational purposes appropriate to the school environment. Our school has cyberwellness practices in place, which include a cyberwellness user guide, assembly talks and classroom lessons to educate our pupils on Cybersafety.

This user guide includes information about you and your child's/ward's obligations, responsibilities, and the nature of possible consequences of breaking the agreement which undermine the safety of the school cyber-environment.

## **Section B**

### **Cyberwellness Guidelines (Pupils)**

**As a responsible user of ICT, I will help keep myself safe by following these rules:**

1. I can only use the computers and other ICT equipment for my schoolwork.
2. If I have my own username, I will log on with that username. I will not allow anyone else to use my username or password.
3. I can only go online when a teacher gives permission or under supervision of a teacher/ICT Trainer in the computer lab.
4. I understand that I must not use the Internet, email or any ICT equipment to be rude, offensive, bully or harass anyone.
5. While in school, I will not attempt to:
  - a. search for information online which I know are not acceptable.
  - b. get around or bypass security, monitoring and filtering that are put in place in our school.
6. If I find anything mean, rude or not acceptable in our school's ICT equipment or platforms, I will:
  - a. not show others but quickly switch off the computer.
  - b. inform and consult a teacher/ICT Trainer immediately.
7. I understand that I must not download or copy any files such as music, videos, games or programmes without the permission of a teacher.
8. I will ask my teacher's permission before giving out any personal information online.
9. I must obtain the webmaster's permission or acknowledge and cite the resources used from other websites and not take credit for someone else's works or ideas and present or submit them as my own.
10. I will treat all ICT equipment/devices with care and be prepared to pay for damages caused due to my own negligence.

**I understand that if I break any of the above rules, my name will be recorded in the School Cockpit Offence Module and my parents will be informed. For serious cases, the school may take disciplinary action for non-compliance.**



## **Section C**

**Parent/Guardian,**

**Please:**

1. **Read this page carefully** and seek clarification if you do not understand any section.
2. You may refer to this document for future referencing.

**I understand that the school will:**

- do its best to enhance learning through the safe use of ICT. This includes continually working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices in school.
- help pupils develop an understanding on the importance of Cybersafety through education.
- welcome enquiries from parents or pupils about Cybersafety issues.

**My responsibilities as a parent/guardian:**

I will...

- read this cyberwellness user guide.
- discuss the information with my child/ward and explain its importance.
- support the school's cyberwellness programme by encouraging my child/ward to follow the rules, and to always ask the teacher if they are unsure about any use of ICT.
- contact the principal or HOD ICT to discuss any questions I might have on Cybersafety or this user guide.

## Co-Curricular Programme

- Holistic Education is an integral part of the school's educational experience for all pupils. CCA provides an excellent opportunity and platform for pupils to develop in their area of interest/talent and build strength in character.

### 1. Objectives

- The CCA programme provides every pupil with opportunities to participate and excel in activities outside curriculum time. Through CCA participation, pupils will:
  - ✓ forge strong social bonds and deepen their sense of belonging, commitment and responsibility
  - ✓ develop physically, mentally and emotionally,
  - ✓ cultivate correct moral and social values,
  - ✓ cultivate a "Champion Mindset" attitude
  - ✓ learn to work well in teams, forge friendships and
  - ✓ develop leadership skills
- With the introduction of Direct School Admission, there is greater flexibility for Primary 6 pupils going into a secondary school. Pupils who display excellent CCA record and performance will have an advantage in getting a place in a secondary school with a niche area in a certain CCA.

### 2. Policy

- All pupils from Primary 3 onwards are strongly encouraged to participate in one CCA and continue in their respective CCA until Primary 6.

### 3. Choices

- The school offers a wide range of CCAs considering (a) the school's past achievements, (b) efficient deployment of school resources, such as finances and physical facilities and (c) staff aptitudes as well as pupils' interests and needs. Our CCAs are listed below:

#### **Sports & Games**

Basketball  
Football  
Netball  
Wushu

#### **Clubs & Societies**

Science & Environmental Club  
Health & Fitness Club  
Photography Club  
Art Club

#### **Uniformed Groups**

Boys' Brigade  
Red Cross  
Brownies  
Scouts

#### **Performing Arts**

Chinese Dance  
Malay Dance  
Indian Dance  
Concert Band

Choir

## CCA Participation Policy

- All P3 to P6 pupils who are fit and healthy are **highly encouraged** to participate in **one CCA**.
- Pupils' participation is tracked and monitored. Pupils are obliged to stay in the chosen, selected or assigned CCA for the duration of their time in Fengshan (with the exception of pupils with medical conditions and other valid reasons). Absence from CCA sessions needs to be covered with a letter from parent/guardian or a medical certificate.
- Pupils who are exceptionally talented and/or multi-talented will be allowed to take up more than one CCA to represent the school in competitions (with a maximum of 2). This will only be allowed with the permission of HOD PE/Vice-Principal/Principal and it should not be at the detriment of their academic work.
- Pupils, who are actively involved in **regular** extra activities or CCAs outside of the school, **may be considered** as having participated in a CCA. These may include activities that are not offered in the school (e.g. sailing). The school will record these pupils' external involvements in the pupils' report book. Involvement in events whereby participation is mass or voluntary in nature and does not require training, preparation or selection will not be recognized.

## The Award System

- **CARE** values award badges are designed with school values in mind. It is a platform created to recognize pupils who exhibit **CARE** values consistently throughout the year. For the P1 and P2 classes, the form teachers will nominate deserving pupils for the **CARE** values award. For the P3-P6 pupils, the pupils in the class vote for the deserving pupils who meet the criteria spelt out in the voting sheets. Pupils nominated for the award are presented with the badges and their photographs are displayed at the “**Wall of Fame**” board in the school.
- The “**Spot Me Good**” Award is given out to pupils displaying good behaviour and random acts of kindness in the school. The school sends letters to inform parents of their children's/wards' good deeds. In addition, the school has monthly draws whereby selected pupils who have received the “Spot Me Good” slips further receive tokens of appreciation and recognition. Thereafter, the photographs of winners are displayed at the “**Wall of Fame**” board.
- The school also presents the “**Edusave Character Award**” to recognise pupils who demonstrate exemplary character and outstanding personal qualities through their behaviour and actions. The award supports the school's continuing efforts in nurturing pupils of good values and character, who are active contributors and good and giving citizens. The award serves as the pinnacle Character Award for the pupils of the school.

Term	CARE Values	Main Thrust
1	Care	I care for myself. I care for others.
2	Respect	I am honest in my speech and actions. I value the people and environment around me.
3	Responsibility	I set high goals for myself. I give my best in the things I do.
4	Resilience	I believe in the “Can-do” spirit. I am a Fengshan Champion.

## **Tips for parents: Feeling Stressed?**

Here are 9 tips for you to share with your children...

### **1. Plan your time well**

Being more organized as planning in advance helps reduce stress. It gives you an overview of the things or tasks that you need to complete to achieve your goals. You could plan your day with a to-do list. At home, you could have a calendar to mark out family weekends and activities.

### **2. Be realistic about what you can do**

Set realistic and achievable goals for yourself so that you do not become frustrated or discouraged. Goal-setting is also a good way to get yourself started on organising and planning your time!

### **3. Be positive**

Think positively, even during stressful situations. Viewing a stressful situation positively helps you see it in a different way. Instead of an obstacle, see the situation as an opportunity to challenge yourself!

### **4. Make some time for yourself**

Set aside some time for yourself regularly. It could be a few hours during the weekend or at night. Spend the time doing activities that you really enjoy, be it indoor pastimes like reading or watching a movie, or outdoor activities like cycling or hiking.

### **5. Spend time with your family and friends**

Take the initiative to organise a family outing or a gathering with friends every once in a while. Spending time with people you enjoy and having a good relationship with your family and friends also mean that you have support in times of distress!

### **6. Stay physically healthy**

Engage in regular physical activity. Not only does regular physical activity keep you physically fit, it also helps to de-stress and improves your mood. You could begin by taking the stairs instead of the lift, walking to places nearby instead of taking the bus, or arrange for outdoor gatherings with your family and friends.

### **7. Learn some relaxation techniques**

Controlled breathing exercises, mental relaxation exercises like visual imagery and meditation, and muscle relaxation techniques are helpful in relieving stress.

### **8. Have a healthy diet**

Maintain a balanced diet based on the guidelines provided by the Healthy Diet Pyramid. Eating healthy will provide your body with adequate vitamins and minerals to boost your immune system, keeping you strong and healthy. A healthy and balanced diet will also ensure you have the energy to last through the day!

### **9. Get enough sleep**

Try to get about 8 hours of sleep every night. Getting enough sleep is a basic but important way to keep stress away. With enough sleep, you will be able to concentrate better and be more productive in the day, allowing you to cope more effectively with stressful situations.

## Recommended Educational Websites

### 1. How-To-Study

<http://www.how-to-study.com>

#### Student Learning Space

<https://vle.learning.moe.edu.sg/login>

### 2. English

<http://www.stellarliteracy.sg>

<http://www.readingrockets.org/audience/parents>

<http://kids.nationalgeographic.com>

<http://languages.oup.com>

<http://www.magickeys.com/books>

<http://www.highlightkids.com>

<http://plus.moo-o.com>

<http://www.bbc.co.uk/bitesize>

<http://www.mightybook.com>

<http://www.poetry4kids.com>

<http://pbskids.org/learn/>

<http://beta.freerice.com>

<http://www.starfall.com/h/>

<http://write.koobits.com>

### 3. Maths

<http://problemsums.koobits.com>

<http://www.coolmathgames.com>

<http://www.mathsisfun.com>

<http://www.funbrain.com>

### 4. Science

<http://www.bbc.co.uk/education/subjects/zrkw2hv>

<http://kidshealth.org>

<http://kids.nationalgeographic.com/>

<http://www.brainpop.com/science/>

<http://www.schoolscience.co.uk/>

<http://www.funology.com/>

### 5. Mother Tongue

#### Chinese Language

[ezhishi.net](http://ezhishi.net)

[imtl.moe.edu.sg](http://imtl.moe.edu.sg)

<https://www.mtl.moe.edu.sg/>

#### Malay Language

<http://www.beritaharian.sg>  
<http://prpm.dbp.gov.my>  
<https://www.mtl.moe.edu.sg/>

**Tamil Language**

<http://www.dictionary.tamilcube.com>  
<http://tamilmurasu.com.sg>  
<https://seithi.mediacorp.sg/#>  
<https://www.mtl.moe.edu.sg/>

**CCA**

<https://www.moe.gov.sg/education/programmes/co-curricular-activities>

**Sports**

<https://nsg.moe.edu.sg/>

**DSA**

<https://beta.moe.gov.sg/secondary/dsa/>

**Uniformed Groups**

<https://www.schoolbag.sg/story/uniformed-groups>

**Performing Arts**

<https://www.singaporeyouthfestival.sg/>

THANK  
YOU