



FERN GREEN PRIMARY SCHOOL

70 Fernvale Link, Singapore 797538

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School Vision: Joyful Learners, Caring Leaders and Resilient Innovators

School Core Values: Respect, Responsibility, Resilience, Integrity, Innovation Care, Harmony

Fern Green Primary School

T1W1 Staff Contact Time

8 Jan 2025

Time : 2.00pm to 4.40pm

Venue : Special Rooms

For level meetings, refer to location indicated by YH/AYH

Note-taker : AE

Agenda:

No.	Item	Synopsis	ST	SEM	Action By	Est. Start Time	Est. Duration (mins)
For Information							
For Engagement							
1	Level Meetings Venue P1&P2– PAL Room P3&P4 – Comp Lab 3 P5&P6 – Special Rm	Level bonding and sharing of attendance-taking SOP	1	3.1-3.3	SW	2.00	30
2	Caring Leaders	Staff appreciation	2	2.3	SLs	2.30	10
3	SL Engagement	Please bring along the Strategic Plan	1-3	1.1 - 1.3	SL	2.40	45
4	Alignment of Vision and Values	Sharing on the alignment of vision with values	2	3.2	CCE	3.25	20
5	Reading Culture for Staff and Students	To share insights on why and how to build and nurture a reading culture in school	1	2.2	School Library Team	3.45	25
6	VPA Engagement	To share on Safety & Security and Health related matters	3	1.4	SL	4.10	30
AOB							
7							

NB: Please be reminded to upload your presentation slides, or any other reference materials to the designated Contact Time folder in the Dept (O) drive before the meeting. Thank you.

Fern Green Primary School
T1W1 Staff Notification
8 Jan 2025

Dear Colleagues,

School Strategic Thrusts ST1: Future-Ready Leaders ST2: Accomplished and Engaged Professionals ST3: Organisational Excellence	School Desired Culture CU1: Clan Culture CU2: Adhocracy Culture
Notification: Staff are to read through the following items and to clarify with the respective ICs or during the next SCT.	
1	<p><u>Class Group Photo Taking</u> <i>By Koh Wee Kwang, AM</i></p> <p>The P2-P6 class group photo-taking session will be conducted from 15 January – 17 January 2025 at the band room. Hidayah will email a google sheet for the FTs to book their slot. The P1 class group photo-taking session will be conducted on 7 March 2025 at the Dance Studio.</p>
2	<p><u>New Parents Gateway Feature</u> <i>By Koh Wee Kwang, AM</i></p> <p>Parents can edit their form responses before the due date. When they do so, the staff-in-charge and staff added will receive email notifications about the edits. Staff are encouraged to collate responses only after the due date, as parents may make amendments until then. The staff-in-charge should exercise discretion when adding other staff, as they will also receive email alerts for any edits made by parents. For further details, refer to the email sent from MOE Parents Gateway on 25 November. Please refer to Parents Gateway Resource Center in iCollaborate for updated user guides and other support resources.</p>
3	<p><u>P1 and P6 students- Photo-taking exercise for the School Smart Card (SSC)</u> <i>By Koh Wee Kwang, AM</i></p> <p>MOE will be conducting the yearly photo-taking exercise for all students in Primary One (P1) and Primary Six (P6) on Friday 24 Jan 2025 (at the Dance Studio and Music Room 2) for the purpose of generating the School Smart Card (SSC).</p> <p>Following the photo-taking, P1 students will get their SSCs by mid-March 2025, while the photos for P6 students will be used for the printing of Secondary SSCs when they are promoted to Secondary One in 2026. For P1 students, while pending the receipt of the SSCs, students can continue to use the Child Concession Card for free travel on public transport until 30 April 2025.</p> <p>All P1 and P6 students are required to be dressed in their school attire for the photo-taking session. If the student is unable to attend the photo-taking session, the school will either arrange for him/her to have his/her photo taken on another day (if there are many absentees) or request the parent/guardian to submit a softcopy photo to the school.</p>

Thank you.

Mdm Kylicia Soo
Vice-Principal (EO)