

4 January 2023



FERNVALE PRIMARY SCHOOL

Global Learners of Tomorrow

Dear Parents / Guardians
Our Key Partners-in-Education

Greetings for the New Year. On behalf of my staff, I would like to take this opportunity to welcome you and your child/ward back from the holidays. Being the newly appointed Principal, I am excited to join the Fernvale family and I am committed to partnering you to bring out the best in our children.

As we enter 2023, we are excited to be able to resume most school programmes and we hope that through these programmes your child/ward will have an enriching and enjoyable school experience.

As we start the new academic year, I would like to share with you some important information for Term 1.

1. SCHOOL EVENTS AND PROGRAMME

1.1 Home-School Partnership

- As a parent/guardian, you are the key navigator of your child's/ward's growth. Having a close partnership with the school will help you to better understand your child's/ward's learning experience in school, so that you can provide him/her with the care and support at home.
- The Home-School Partnership sessions will be conducted virtually by each class on **Thursday, 12 January 2023 and Friday, 13 January 2023**. A separate letter with the Zoom link and password will be issued by the respective form teachers. We strongly encourage all parents to attend the session.

Thursday, 12 January 2023		Friday, 13 January 2023	
Primary 2	2.30 pm – 3.30 pm	Primary 5	2.30 pm – 3.30 pm
Primary 3	2.30 pm – 3.30 pm	Primary 6	3.30 pm – 4.30 pm
Primary 4	2.30 pm – 3.30 pm		

1.2 Chinese New Year Celebration

- The Chinese New Year Celebration will be held on **Friday, 20 January 2023**. The celebration will include a Chinese New Year concert and classroom activities. Please note that there is **no change to school hours** on this day.
- Students are encouraged to wear their Chinese traditional costumes to school. If they are not wearing their costumes, they may either wear a red shirt/T-shirt with school shorts/culottes or their school uniform to school. All students are required to wear their school shoes.

- Monday, 23 January 2023 and Tuesday, 24 January 2023 are public holidays. School will resume lessons on Wednesday, 25 January 2023.

2. SCHOOL OPERATIONS AND SAFETY MATTERS

2.1 School Dismissal Timing

- Students will be dismissed at staggered time to reduce congestion at the gates and ease students' movement.

Level	Time
Primary 1	1.25 pm (from 9 Jan)
Primary 2	1.30 pm
Primary 3 & 4	1.35 pm
Primary 5 & 6	1.40 pm

2.2 School Recess Timing

- Students from the different levels will have recess at the following time:

Level	Recess Time	Refresh Time
Primary 1	8.35am – 9.05am	11.05am
Primary 2	9.05am – 9.35am	11.05am
Primary 3	9.35am – 10.05am	12.05pm
Primary 4	10.05am – 10.35am	12.05pm
Primary 5	10.35am – 11.05am	9.05am
Primary 6	11.05am – 11.35am	9.05am

In between recess, students will be given time (Refresh Time) to have a small snack. Parents may pack some light snacks (e.g. bread, biscuit) for their child/ward to consume during this time.

2.3 Road Safety and Traffic Management

- The safety and security of our students is our top priority. We have put in place measures to make sure that the school is safe and secure for our students.
- We would like to seek your cooperation to drive safely within the school compound and along the road outside the school. Please adhere to the traffic rules and instructions given by our staff and security guards on duty.
- For the safety of the students, please refrain from dropping off and picking up your child/ward along Fernvale Lane (outside the Main Gate) and Sengkang West Avenue (outside the Orange Gate).
- For morning arrival, please drive into the school and drop off your child/ward at the school foyer between **6.45 am and 7.30 am**. To avoid any traffic congestion, your child/ward should get his/her bag ready and alight from the car once you stop at the school foyer.
- For dismissal, please park your vehicle at the nearby HDB multi-storey car park and fetch your child/ward from either the Orange or Blue Gate.

3. ADMINISTRATIVE MATTERS

3.1 Photo-Taking Session for School Smart Card (SSC)

- The school will be conducting the annual photo-taking session for all Primary 1 (P1) and Primary 6 (P6) students for the purpose of generating the SSC. The photo-taking will be conducted by Transit Link's appointed vendor on behalf of MOE. The SSC serves as the student's identification card and can be used for concessionary travel on public transport. Students can also use the SSC to borrow library books from the National Library Board and the school's library.
- The schedule for the photo-taking session is as stated below:

Level	Date
Primary 1	Tuesday, 31 January 2023
Primary 6	Wednesday, 1 February 2023

- Following the photo-taking, P1 students will get their SSCs by end March 2023, while the photos for P6 students will be used for the printing of the SSCs when they are promoted to Secondary One in 2024. Prior to receiving their SSC, P1 students can continue to use the Child Concession Card for free travel on public transport until 30 April 2023.
- Please ensure that your child/ward is dressed in their school uniform and that his/her hair is neat and tidy on the day of the photo-taking session.
- If your child/ward is absent during the photo-taking session, the school will either arrange for him/her to have his/her photo taken on another day or request the parent/guardian to submit a softcopy of their child's/ward's photo to the school.

3.2 Transport Arrangement for After-School Programmes and CCAs

- The school bus operator, Ren Quan Transport, will be providing additional trip daily (except on Wednesdays) for students after their after-school programmes/CCAs. This service is only for students who are taking the school buses. The pick-up time on the different days is as stated below:

Day	Time
Tuesday & Thursday	4.00 pm
Monday & Friday	4.30 pm

- The bus driver will collect **\$3.00** per trip when your child/ward boards the bus.
- Parents/Guardians are to make their own arrangements with the bus operators if they require this service.

3.3 Updating of Emergency Contact and Medical Information

- We would like to seek parent's/guardian's assistance to provide an update of your information and your child's/ward's information via the Student Details Form (SDF) for the purpose of providing educational services to your child/ward in MOE schools.

- Please submit the information through the SDF portal which can be accessed via this URL <https://pg.moe.edu.sg/forms/sdf> or the QR code below.



- Parents/Guardians may login to the SDF portal using your Singpass account to submit your information and information of your child/ward. Authorised caregivers can only submit your own information.
- We seek your help to complete the submission by **31 January 2023**.
- You may also wish to know that the SDF portal will be accessible till the last day of Term 4 for you to provide timely updates of your information and/or your child's/ward's information.

3.4 Student Protection Plan

- NTUC Income has been appointed by MOE to provide Group Personal Accident Insurance for all students. The policy coverage includes medical expenses incurred due to accident in school and during school activities.
- Please refer to the website <https://www.income.com.sg/studentgpa> for more details.

3.5 Use of Videos and Photograph

- We would like to inform parents/guardians that photographs and/or videos of students and their work may be taken by the School during school activities and events (e.g. classroom lessons, CCA, etc). The School may use and publish such photographs or video recordings in school publications, the school's website, or other media platform. Should you have any concerns regarding the use of photograph(s) and/or video(s) taken by the school, please direct them to the General Office.

My staff and I look forward to working with you in the coming year to bring out the best in your child/ward. Please contact the General Office at 6315-3051 or email us at fernvale_ps@moe.edu.sg should you have any further queries.

Thank you.

Yours sincerely,



Mr Enoch Lau
Principal