



# *P1 Admin Briefing*

Friday, 7 November 2025

4pm - 5pm

# *Programme Outline*

**01**

**Welcome & Introduction**

**02**

**Getting Ready for School**

**03**

**General Information  
& P1 Admin Matters**

**04**

**Student Care Matters**

# ***Our School Leaders***

***Yours in Partnership, Journaling with you and your child***

<b>Principal</b>	Mrs Jennifer Choy
<b>Vice-Principal (Academic)</b>	Mrs Cheryl Lim
<b>Vice-Principal (Administration)</b>	Ms Tay Yam Eng

# *Key Personnel Team (**Curriculum**)*

<b>HOD / EL, NE &amp; SS</b>	Mr Edwin Tan
<b>HOD / Math</b>	Miss Ang Mei Ling
<b>HOD / Mother Tongue Languages</b>	Mdm Adelyn Han
<b>HOD / Science</b>	Mrs Lydia Sim
<b>HOD / PE &amp; LLP</b>	Mr Gabriel Tay
<b>HOD / ICT</b>	Mrs Effie Tan
<b>School Staff Developer</b>	Mrs Pearly Goh
<b>SH / Aesthetics</b>	Mr Andy Tan
<b>LH / Math</b>	Mrs Maybelline See
<b>LH / English</b>	Mr Muhammad Huzaifah

## *Key Personnel Team (**Student Development**)*

<b>HOD / CCE</b>	Miss Mindy Ng
<b>HOD / Student Management &amp; CCA</b>	Mr Joel Vinson
<b>Year Head / P1 &amp; P2</b>	Miss Lee Jo-Anne
<b>Year Head / P5 &amp; P6</b>	Mr Abe Abraham
<b>Assistant Year Head / P1 &amp; P2</b>	Mdm Nisa
<b>Assistant Year Head / P3 &amp; P4</b>	Mdm Glenice Goh
<b>LH / Student Well-Being</b>	Miss Diana

## *Senior Teachers Team (**Curriculum**)*

<b>Lead Teacher / Math</b>	Mdm Lee Hwee Kheng
<b>Lead Teacher / Music</b>	Mr Alvin Eng Yan Chen
<b>Senior Teacher / Malay</b>	Mdm Fikir Amin

## *Allied Educators*

<b>Senior SEN Officer</b>	Miss Nancy Aw Yong
<b>SEN Officer</b>	Mr Ong Chong Tiang
<b>School Counsellor</b>	Ms Stephanie Toh

# *Executive & Administrative Staff (**EAS**)*

<b>Admin Manager</b>	Ms Low Yi Jie Ashley
<b>Admin Executive</b>	Mdm Salawati
<b>Admin Executive</b>	Miss Ng Kah Choo
<b>ICT Manager</b>	Miss Tan Xiao Hui
<b>Corporate Support Officer</b>	Mdm Athena Goh
<b>Corporate Support Officer</b>	Mdm Poon Swee Ching
<b>Corporate Support Officer</b>	Miss Zafirah Bte Abudullah
<b>Operations Support Assistant</b>	Mdm Jainah Bte Basir
<b>Admin Assistant</b>	Mdm Sharon Choo
<b>Operations Manager</b>	Mr Sasidharan
<b>Operations Manager</b>	Mr Eric Yeo



# *Our Vision*

*A caring and creative learning community in the pursuit of excellence*

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# *Our Mission*

*To nurture every child to his best*



# *Our Philosophy*

**Every child matters  
and deserves an education**

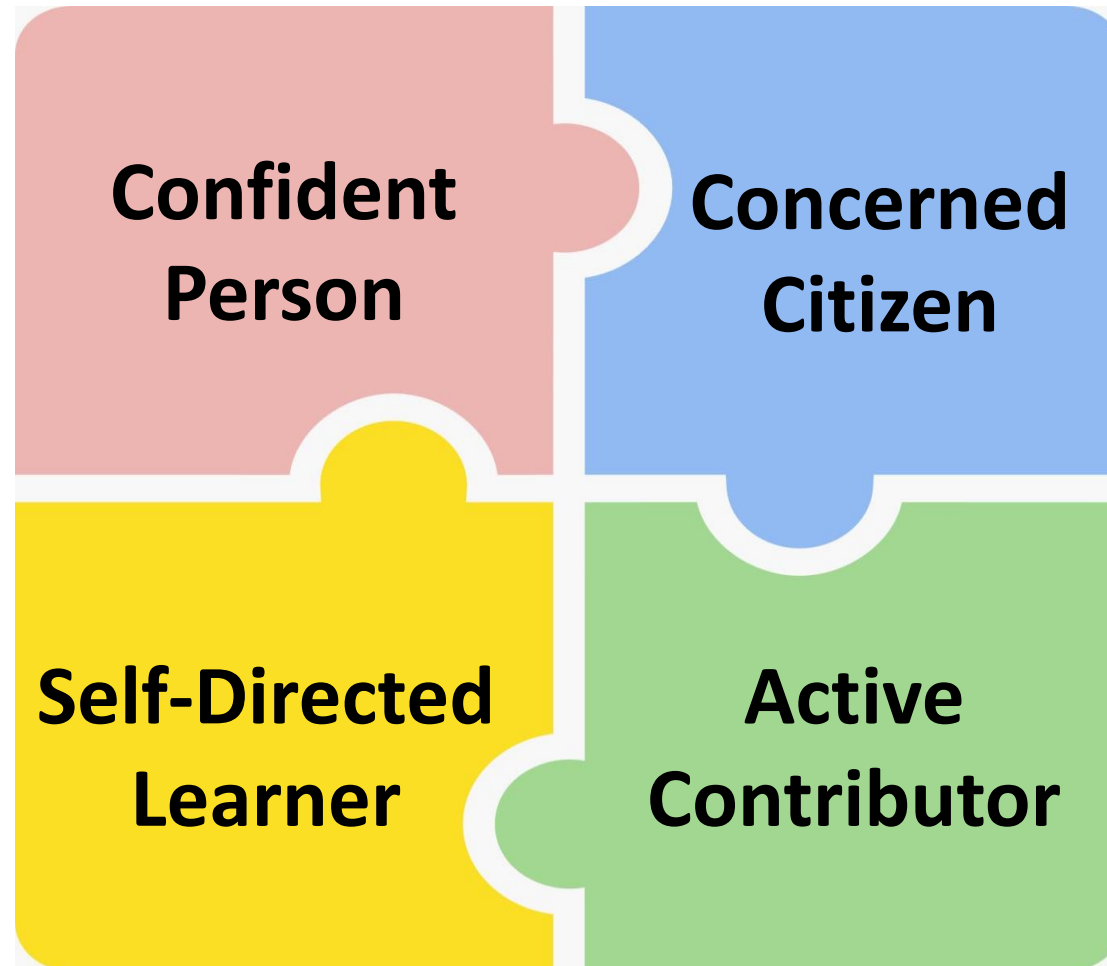


## *Our Values (R2LIP)*

**Respect, Responsibility, Love,  
Integrity, Perseverance**

# *Our Student Vision Outcomes*

*Every student in FTPPS to be a:*





# *Getting ready for school*

# *Day 1 - P1 Orientation (For Parents and Students)*

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Date: Friday, 2 January 2026

Time: 7.30am - 11.30am

Parents to bring child to the Harmony Hall **by 7.30am**

## **Dismissal Point**

- From the Harmony Hall

# *Better Transition to Primary School*



## *First Three Days- Early Dismissal*

- Friday, 2 January 2026, Monday, 5 January & Tuesday, 6 January 2026
- 7.30am to 11.30am

## *Start-It-Right Programme*

- Friday, 2 January 2026 to Wednesday, 7 January 2026

# *Programme for Parents*

## *Friday, 2 January 2026*




Time	Activities
7.30am – 7.45am	Reporting to school @ Harmony Hall
7.45am – 8.15am	Welcome Singing of National Anthem Recitation of Pledge P1 students to leave for classrooms
8.15am – 8.45am	SLs' Welcome Address
8.45am – 9am	Refreshments
9am – 9.45am	Preparing Your Child for Primary 1 - by Mr Jiayong Lin
9.45am – 10.30am	Observe Students' Recess
10.30am – 11.15am	PSG EXCO's Sharing YH's & HOD SM Sharing
11.15am - 11.30am	Dismissal of students from Harmony Hall



# First Day Matters

On the first day of school, your child will be given the following **lanyard nametag**. They are to wear it to school every day.

Falcon	Green	<div> <div> FIRST TOA PAYOH PRIMARY SCHOOL </div> <div>  </div> </div>
Robin	Lilac	
Eagle	Orange	
Swift	Red	
Hawk	Yellow	
JANE LIM		Dismissal: <input type="checkbox"/> School Bus <input type="checkbox"/> Back Gate 10 <input type="checkbox"/> Canteen Gate <input type="checkbox"/> Student Care Centre
P1 Responsibility		

**Please indicate with a tick ☒ your child's dismissal point on his/her nametag**, so that teachers can bring your child to the correct dismissal point.



# *Dismissal Point (Normal school days)*

Teachers will bring your child to the specified dismissal point **as indicated on the Name Tag:**



**Canteen Gate**



**Back Gate**

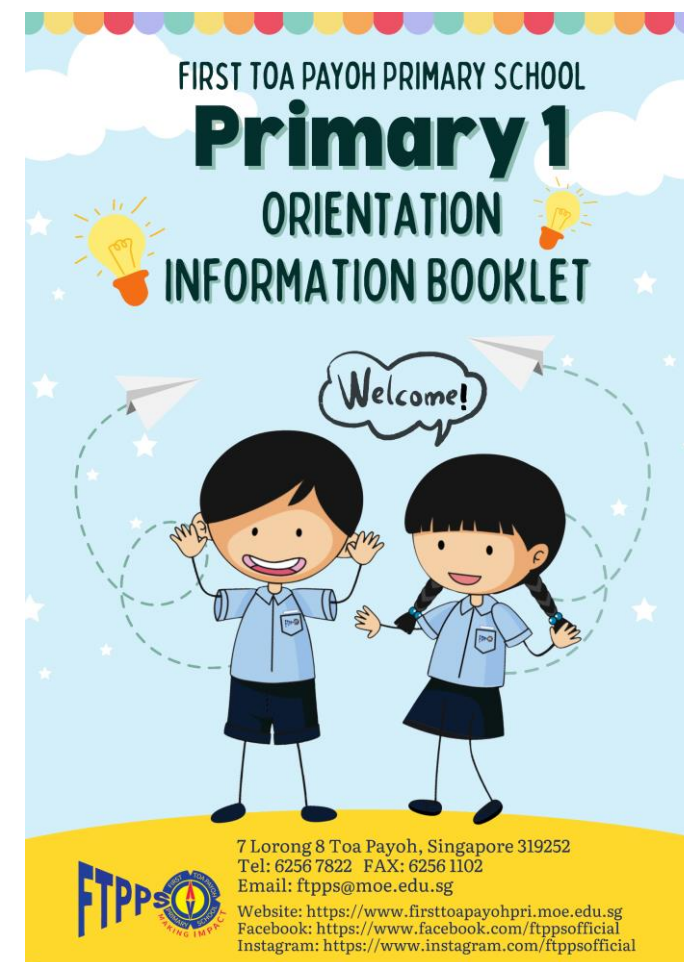


**School Bus Pick-up Point**

# What to Bring to School – 2 January 2026

## (Available in your P1 Orientation Booklet)

No.	Subject	Items
1	English Language	STELLAR Handwriting 1
		English File (Pink)
		1 FTPPS A5 Broad Line Exercise Book
		1 FTPPS A5 3 Line Exercise Book
		1 Jotterbook (Line/Plain)
		1 FTPPS A4 Jotter Book
2	Music	First Steps To Music Primary 1 Textbook (3E)



# ***What to Bring to School – 5 January 2026***

## ***(Available in your P1 Orientation Booklet)***

<b>No.</b>	<b>Subject</b>	<b>Items</b>
1	Mathematics	Primary Mathematics Practice Book 1A & 1B
		Mathematics File (Orange)
		1 FTPPS A5 Medium Square Exercise Book
2	Social Studies	Social Studies Activity Book 1
3	Physical Education	My Physical Education Journal Primary 1
4	CCE	Character & Citizenship Education (FTGP) Journal Primary 1
		*FTGP: Form Teacher Guidance Period
5	Others	FTPPS Holistic Assessment Portfolio File
		FTPPS Report Book

# What to Bring to School – 6 January 2026

(Available in your P1 Orientation Booklet)



No.	Subject	Items
1	Chinese Language	Chinese Language for Primary Schools (欢乐伙伴 2.0) Activity Book 1A & 1B
		Chinese Language for Primary Schools (欢乐伙伴 2.0) Writing Book 1A & 1B
		Chinese File ((Yellow)
		1 FTPPS A5 Medium Square Exercise Book
	Malay Language	Malay Language for Primary Schools (CITA) Activity Book 1A & 1B
		Malay File (Green)
		1 FTPPS A5 Broad Line Exercise Book
	Tamil Language	Tamil Language for Primary Schools (Inbathamizh) Activity Book 1A & 1B
		Tamil Language for Primary Schools (Inbathamizh) Penmanship 1A & 1B
		Tamil File (Purple)
		1 FTPPS A5 3 Line Exercise Book
		1 FTPPS A5 Broad Line Exercise Book
2	CCE (MTL)	Character and Citizenship Education Student's Journal Primary 1 (MTL)



# *General Information*

# *School Hours*

Day	School Hours	Recess
Monday, Tuesday, Thursday & Friday	7.30am - 1.30pm	9.30am - 10.00am
Wednesday	7.30am - 1pm	

- Students are encouraged to arrive in the Harmony hall **by 7.15am** for morning assembly.
- Normal school dismissal time: **1.30pm** except for Wednesdays at **1pm**.



# *Morning Arrival : School Entry & Alighting Points*



**Main Gate**



**Canteen Gate**



**Back Gate**



**School Bus / Private  
Vehicles Alighting Point**

# *A Note for Parents Who Drive / Ride*

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## **Morning Arrival**

- Main gate will be opened for parents to drive/ride in and alight children at the front porch before 7.30am.
- Strictly drop & drive off only.

## **Afternoon Dismissal**

- Parents to park at nearby public carparks and pick children from the Back Gate or Canteen Gate.



# Recess Break

## Recess Break: 9:30am-10:00am

### Recess on Friday, 2 January 2026

**9.30am to 10.30am**

Parents will be able to observe the students during recess

- Bring some small change (about \$3) to buy food from the school canteen
- Alternatively, bring packed food from home

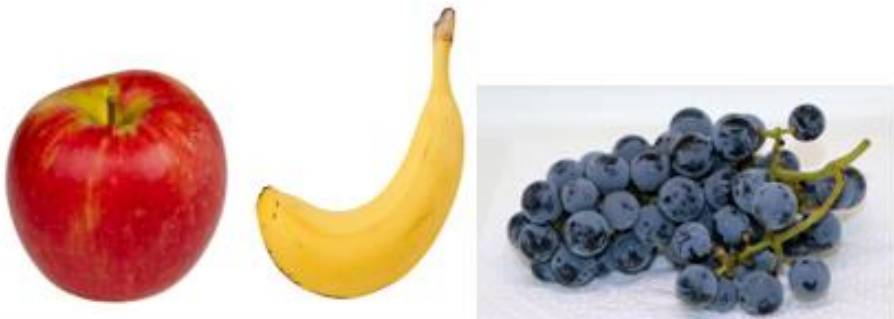

#### **MOE FAS Students**

- A temporary meal subsidy card will be given on the first day of school. Your child/ ward is required to return the temporary card once they have received their SSC in Feb/Mar. **(Daily value of \$3.20)**

# Snack Break

## Snack Break: 12 noon

- Snack break in class (5-10 minutes).
- Pack healthy snacks for your child or they can buy some snacks from the school canteen during recess.

Examples	
✓ 😊	✗ ☹️
	

# *School bag*

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- Timetable will be distributed by **5 January 2026.** The timetable will only commence on **Thursday, 8 January 2026.**
- Please teach your child to pack his/her school bag according to the timetable
- Guidelines by Health Promotion Board: should not be carrying more than 10-15% of body weight

# Attire & appearance

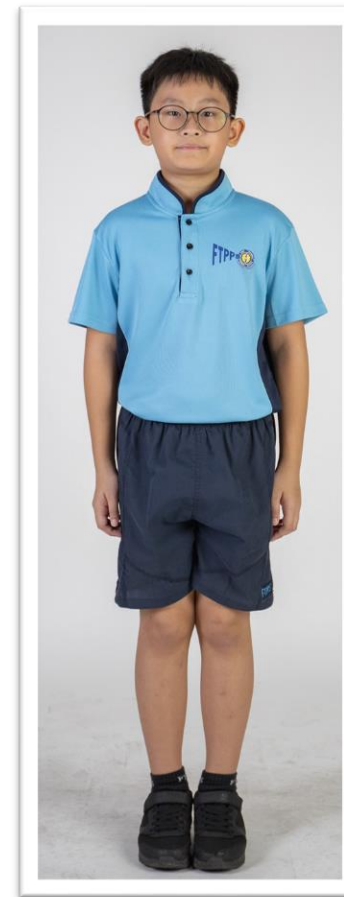
- Neat & clean uniforms
- Short hair/ tie & pin up long hair neatly

Fri, 2 Jan 2026	Mon, 5 Jan 2026	Tues, 6 Jan 2026	Wed, 7 Jan 2026
School Uniform	PE T-shirt	School Uniform	School Uniform

# *School Uniform / PE Attire*



*School Uniform*



*PE Attire*

# Red *FTPPS* T-Shirt

- To be worn during School Events (e.g. Chinese New Year & Learning journeys)



T shirt size charts											
	Size	XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL
T shirt Chest measurement		28"	30"	32"	34"	36"	38"	40"	42"	44"	46"
T shirt length measurement		19"	20"	21"	22"	23"	24"	25"	26"	27"	28"

# *Hairstyles*

## *Girls*



Tie & pin up long hair

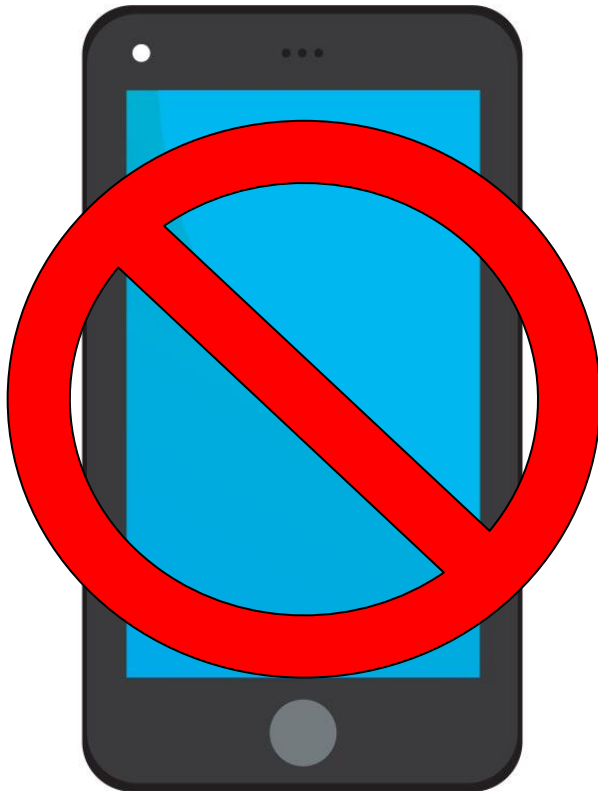
## *Boys*



Short and Neat

# *Use of Digital Devices*

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# *Getting ready for school*

## **Be punctual for school**

- Go to bed early e.g. by 9 pm
- Avoid taking long afternoon naps
- Set the alarm clock

School Age 6-13 Years

9-11 HOURS



# Student Handbook

- Will be issued to your child on the first day of school
- For your child to record their daily homework
- A means of communication between the teachers and parents





# *P1 Administrative Matters*

# Online forms

*(Please refer to Annex A - Parents Gateway)*

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1. **Admin Form for P1 2025 Students** *(Compulsory)*
2. **P1 Student Readiness Survey** *(Compulsory)*
3. **eGIRO Application** *(Strongly Encouraged)*
4. **Edusave Standing Order Form** *(Strongly Encouraged, for Singapore Citizens only)*
5. **MOE Financial Assistance Scheme (FAS) Application Form** *(If required, for Singapore Citizens only)*
6. **Registration for Parent Support Group** *(If interested)*
7. **Request for School Bus Services** *(If required)*
8. **School Books & Uniform**

# *Student Data Form (Compulsory)*

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As your child/ ward will be starting Primary One in January 2026, the Ministry of Education (MOE) would like to collect some information about you and your child/ward.

- **SDF portal** will be available towards the end of November. Further information will be provided via Parents Gateway.
- Do inform the general office **if there are any updates or changes** to your personal particulars.

# *MOE Financial Assistance*

- Applicable for **Singapore Citizens** only
- Apply via online-<https://go.gov.sg/moe-efasggas>



For more information on the eligibility of MOE FAS, please visit the link below

<https://www.moe.gov.sg/financial-matters/financial-assistance>

## **Please Note: Students who have applied for MOE FAS**

- For successful applicants, you will receive an **approval letter** from the school. Collection dates for uniforms & books will be indicated in the letter.

If you encounter any difficulties filling up the form, you may approach the school for a hard-copy form.

# *Sale of Books and Uniform*

Sale of School Books	Sale of School Uniform
<b>Online (Books):</b> <a href="https://thecontinental.sg/ftpps">https://thecontinental.sg/ftpps</a> <b>Online (Name Tags):</b> <a href="https://go.gov.sg/ftppsnametags2026">https://go.gov.sg/ftppsnametags2026</a>	<b>Online (Sch Uniform):</b> <a href="http://www.beauvoix.com.sg">www.beauvoix.com.sg</a>
<p style="text-align: center;"><b>Walk-In Purchase:</b></p> <p style="text-align: center;">Dates: 1/12 (Mon), 3/12(Wed), 10/12 (Wed), 11/12 (Thu),12/12 (Fri), 23/12 (Tue), 26/12 (Fri)</p> <p style="text-align: center;">Time: 9:00am – 3:00pm</p>	

You may access a copy of the Booklist & Uniform Order Form via the link below: <https://go.gov.sg/p1adminresources2026>

# *Parents Gateway*



- Parents Gateway allows parents to engage closely with schools, receive monthly school letters, information and perform a range of administrative functions (e.g. giving consent).
- To safeguard our student's data, only parents who are registered in the official student records in the MOE database will be able to use the mobile app.

## **Parents Gateway Manual**

- You may access a copy of the PG Manual via the link:  
<https://go.gov.sg/p1adminresources2026>

Please alert us if you are still unable to view your child's record in Parents Gateway



# Parent-Child Activity Book

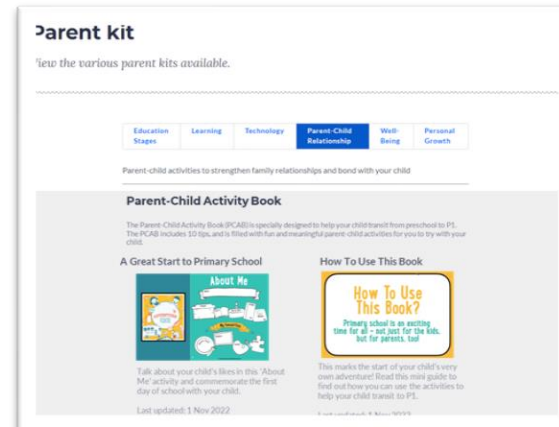
## *Tips & Activities for a Great Start to Primary School*

Parent-Child Activity Book (Digital copy)

**10 TIPS FOR PARENTS** to help you navigate your child's first year in primary school.



**Chat with your child**  
**Boost their confidence**  
**Practise various scenarios**  
**Create something interesting**  
**Thank others for their help**  
**Pledge to do things together**



# Q & A

**Should you have any other enquiries,  
you may email us at:  
[ftpps@moe.edu.sg](mailto:ftpps@moe.edu.sg)**

# *P1 Admin Briefing Feedback Form*



<https://go.gov.sg/ftppsadminbrief>

*For student matters, you may contact*

*Miss Lee Jo-Anne  
(Year Head P1&P2) :  
[lee\\_jo-anne@moe.edu.sg](mailto:lee_jo-anne@moe.edu.sg)*

*Mdm Abdul Azeez Noorunisa  
(Assistant Year Head P1 & P2):  
[abdul\\_azeez\\_noorunisa@moe.edu.sg](mailto:abdul_azeez_noorunisa@moe.edu.sg)*

# Contact Us



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