



**FIRST TOA PAYOH PRIMARY SCHOOL**  
**7 LOR 8 TOA PAYOH**  
**SINGAPORE 319252**

**TEL: 6256 7822 FAX: 6256 1102**

Website address : <http://www.firsttoapayohpri.moe.edu.sg>

Email address : [ftpps@moe.edu.sg](mailto:ftpps@moe.edu.sg)

3 January 2023

Letter to Parents: 001/2023

Dear Parents and Guardians,

Warmest greetings and wishing one and all the very best in 2023!

A warm welcome too, to all our students, especially our new P1 and K1 intakes, and students who have just joined us.

## **1. Character and Citizenship Education**

For January, the 'Value of the Month' is **Responsibility**.

The 'Focus of the Week' are as follows:

**Habit 1 Be Proactive: I take initiative**

**Habit 2: Begin With The End In Mind: I am an important part of my class and school**

**Habit 3: Put First Things First: I am disciplined and organised**

We teach our students that responsibility means that they can be depended on to carry out their duties well. This includes handing in satisfactory written work on time and completing assigned duties in class or school. They also practise responsibility when they carry out everyday responsibilities like keeping their classrooms and the school canteen clean. These everyday responsibilities are part of their Values In Action (VIA) learning experiences and they are emphasized through our Let's Clean Up! -Sparkling Classroom and Sparkling Canteen programmes. Refer to [Annex A-1](#) for more details on the school core values and The Leader In Me – 7 Habits.

## **2. 2023 Start It Right Programme – Tuesday, 3 January 2023 to Friday, 6 January 2023**

To support our students in their transition to the next level of studies, we have set aside 3 Jan to 6 Jan 2023 for our Start It Right (SIR) Programme. The SIR programme aims to build positive student-student and teacher-student relationships and nurture a sense of belonging to the class and school community. This is done through setting expectations, explicit teaching of social-emotional knowledge and skills, and providing ample opportunities for interaction to help students to develop social awareness and manage relationships for their personal and social well-being. Overall, we strive to provide support for a smooth transition for each student to the start of a new school year.

For information and resources on supporting your child during transitions, visit

<https://www.schoolbag.edu.sg/story/supporting-your-child-during-transitions>



### 3. Temperature-Taking Exercise – Wednesday, 11 January 2023

Conducted twice per year, the temperature-taking exercise aims to maintain schools' preparedness to re-activate the temperature-taking regime should there be a need to. It also serves to educate students to take personal responsibility for their own health and practise social responsibility.

The first temperature-taking exercise will be conducted on **Wednesday, 11 January 2023**.

As part of the school's preparation for the exercise, we will be conducting a pre-exercise check on the Oral Digital Thermometers (ODTs) on Thursday, 5 January 2023 and Friday, 6 January 2023. We would like to seek your assistance in ensuring that your child/ward brings his/her personal ODT on the days mentioned and that it is in working condition.

P1 students will be issued with an ODT each at no cost on the day of the pre-exercise check.

### 4. Recess and Snack Break

The timings for recess and snack break for the various levels are highlighted below:

Level	Recess	Snack Break
<b>P1 &amp; P5</b>	9.30 – 10.00 am	12 noon
<b>P2 &amp; P6</b>	10.00 – 10.30 am	12 noon
<b>P3 &amp; P4</b>	10.30 – 11.00 am	9.00 am

Students are encouraged to pack healthy snacks for the snack break.

### 5. Code for Fun 2022 – Monday, 9 January 2023 to Friday, 10 February 2023

P5 students will go through the Code for Fun programme in January. The programme aims to expose students to coding and computational thinking. The programme for each class will be conducted over a period of 4 days (Monday, Tuesday, Wednesday and Friday). A notification will be sent out via Parents Gateway closer to the start of the sessions. The schedule for the P5 classes is shown in the table below.

Date	Class	Time
9, 10, 11 and 13 January	P5 Integrity	2.15pm – 5pm
16, 17, 18 and 20 January	P5 Respect	
30 and 31 January, 1 and 3 February	P5 Responsibility	
6, 7, 8 and 10 February	P5 Love	

### 6. e-Briefing Sessions for Parents – Thursday, 12 January 2023 and Friday, 13 January 2023

We would like to invite you to our e-briefing sessions for parents. Through these sessions, we would like to communicate curricular goals and school programmes so that you can better support your child at home. This year, the Parents' Briefing will be conducted via ZOOM from 7pm to about 8pm. Registration will be from 6.45pm. Our School Leaders and/or teachers will share the expectations and the different programmes and events your child/ward will experience this year. Do refer to the following table for more information:

Day / Date	Levels	Topics Covered
Thursday, 12 Jan 2023	P1	Level Highlights Curriculum Matters
	P3	Level Highlights Curriculum Matters
	P5	Level Highlights Direct Schools Admission (DSA) PSLE Curriculum Matters
Friday, 13 Jan 2023	P2	Level Highlights Curriculum Matters
	P4	Level Highlights Subject-Based Banding (SBB)
	P6	Level Highlights Direct Schools Admission (DSA) PSLE Secondary One Posting Exercise

Do register for an account with ZOOM if you do not have one. You may refer to the step-by-step guide ([Annex A-2](#)) on how to register for an account.

To attend the e-Parents' Briefing, please indicate your attendance via the Parents Gateway (PG). More information will be shared with you via PG.

We strongly encourage you to attend this session and look forward to meeting you at our e-Briefing Sessions for Parents.

## 7. Chinese New Year Celebration – Friday, 20 January 2023

The school will be celebrating Chinese New Year on Friday, 20 January 2023. Please be advised that there will be no change in the school hours on that day. 20 January 2023 remains a school day for all and normal curriculum hours stay the same.

Chinese New Year public holidays will be from Sunday, 22 January 2023 to Tuesday, 24 January 2023. School will resume on **Wednesday, 25 January 2023**.

We would like to take this opportunity to wish all Chinese staff, students and their families a Happy Chinese New Year.

## 8. Stretch-Support-Supplementary (S3) Programme

The Stretch-Support-Supplementary (S3) Programme will start from the dates in the schedule below. A letter with further details will be sent to parents closer to the starting date.

Levels	Days	Starting From
P5 & P6	Monday and Wednesday afternoons	Term 1 Week 3 (16 January) <i>*Some P5 classes will attend the Code For Fun Programme instead of Supplementary for a selected week. Updates will be made known nearer to the date.</i>

Levels	Days	Starting From
P1 & P2	Monday afternoons	P2 starts from Term 1 Week 5 (30 Jan) P1 starts from Term 2 Week 1 (20 Mar)
P3 & P4	Wednesday afternoons	Term 1 Week 3 (18 January)

#### 9. Programme for Active Learning (PAL) for P1 & P2 Students - Fridays, 7.30 am to 9.30 am

In place of CCA, P1 & P2 students will participate in the Programme for Active Learning (PAL) which aims to provide students with broad exposure and experiences through fun and varied activities. To achieve the learning outcomes of PAL, modules such as Visual and Performing Arts, Sports & Games, and Outdoor Education will be conducted for the P1 & P2 students throughout the year.

#### 10. School Attendance

In the interest of your child's/ward's learning and development, we protect the school curriculum hours and seek your co-operation in ensuring that your child/ward attends school daily unless he/she is unwell. Do seek medical attention immediately when your child/ward is unwell and submit the medical certificate (MC) to the Form Teacher when he/she reports back to school.

We would also like parents/guardians to contact the school office at 6256 7822 by 8.00 am if your child/ward is unwell. Unless there are urgent family matters that justify your child/ward's absence from school or your child/ward is unwell, we would expect a regular attendance record for the year. Absenteeism not supported by valid reasons will be documented as 'Absence without valid reason' and will impact the student's conduct grade and awards / bursary applications.

#### 11. Communication

We value our partnership with parents/guardians in educating our students. Communication is key in building quality relationships. We have many established channels of communication with parents/guardians to enhance our joint partnership in delivering a holistic educational experience for our students as reflected in the table below. Do note that teachers may not be able to respond to your messages or phone calls immediately or meet you without any prior appointments made as they are usually engaged in class with the students.

Channels of Communication	School with Parents	Parents with School
Telephone : 6256 7822/ Fax : 6256 1102	✓	✓
Email Address: <a href="mailto:ftpps@moe.edu.sg">ftpps@moe.edu.sg</a>	✓	✓
Website: <a href="http://www.firsttoapayohpri.moe.edu.sg">www.firsttoapayohpri.moe.edu.sg</a>	✓	
Monthly letter to parents through Parents Gateway	✓	
Parents Gateway	✓	
Student Handbook <i>[Students to bring Handbook to school on every school day]</i>	✓	✓
Parents' Briefing / Parent-Teacher-Student Conference	✓	✓
Meeting with Form/Subject Teacher or Staff Member : <i>[In order for you to have a fruitful discussion, do make an appointment to ensure that our teachers/staff are available to meet you.]</i>	✓	✓

My VPs and I can be reached at:

Principal : Chua\_Choon\_Guan@schools.gov.sg

VP (Acad) : Koh\_Peng\_Yeow@schools.gov.sg

VP (Admin): Tay\_Yam\_Eng@schools.gov.sg

## 12. School Dismissal

Please note the following dismissal arrangements:

### Fine Weather

Students will be dismissed from the following dismissal points depending on their respective modes of transport:

Mode of Transport	Dismissal Points
By Car / Van / Taxi / Bicycle	Main Gate
By School Bus	Bus Bay
By Public Transport	Canteen Gate
Walk to School	Main Gate → P4 to P6 Canteen Gate → P1 to P3 Back Gate → P1 to P6

Parents/Guardians are to inform your child/ward of the preferred gate for dismissal, especially if you are picking him/her up from school.

### Wet Weather

- Students will be dismissed via Canteen Gate
- P1 to P3 students will be dismissed before P4 to P6 students

Parents/Guardians who wish to drive into the school compound to pick your child/ward up after school will only be allowed to do so after all the school buses have left the school compound. Thus, it is advisable to arrive 20 minutes after school dismissal to avoid congestion.

Please switch off your vehicle engine while waiting to minimise pollution. NEA conducts enforcement exercises from time to time, and fines may be meted out to errant drivers who leave their vehicle engines idling while waiting.

## 13. Safety and Security

To ensure the safety and security of all our students and staff, all visitors/parents to the school are required to register their names with the security guard at the guard post and comply with the Safe Management Measures in place. Visitors and parents will be issued a Visitor Pass which must be displayed at all times within the school premises. The Visitor Pass must be returned to the guard post when the visitor signs out. Visitors are to proceed directly to the General Office for assistance or to permitted areas (bookshop / student care centre) as specified at the guard post. Parents and visitors are not permitted to enter the school via Canteen Gate and Back Gate at all times.

Please note as well that the area just outside the main entrance of the school is a No Stopping/No Waiting area. In view of the safety of our students and in compliance with LTA traffic rulings, vehicles are prohibited to make U-turns in front of the school gate.

Teachers will monitor the pedestrian crossing just outside the school to ensure the safety of our students. We educate our students to observe road safety regulations at all times and we seek your support and co-operation in using the pedestrian crossing with your child/ward when you send him/her to school.

For the safety of our students, students who are unwell when in school, will not be allowed to go home on their own. They must be fetched home from school by parent or authorized caregiver.

#### 14. Student Development Team

To promote and place greater emphasis on a holistic education, a Student Development Team comprising the Year Heads, Heads of Department from the Character and Citizenship Education (CCE) and Discipline Departments, as well as Subject Head of Student Well-Being & Student Leadership, has been formed. The Year Heads will lead the level teachers in aligning the school programmes towards the total development of the students. You may contact the respective personnel for any clarifications when needed.

Designation	Name	Email address
Primary 1 & 2 Year Head	Miss Lee Jo-Anne	<a href="mailto:Lee_jo-anne@moe.edu.sg">Lee_jo-anne@moe.edu.sg</a>
Primary 3 & 4 Year Head	Mdm Siti Maskinah Bte Muzakir	<a href="mailto:Siti_maskinah_muzakir@moe.edu.sg">Siti_maskinah_muzakir@moe.edu.sg</a>
Primary 5 & 6 Year Head	Mr Abraham Abe	<a href="mailto:Abraham_abe@moe.edu.sg">Abraham_abe@moe.edu.sg</a>
HOD / Character & Citizenship Education	Miss Mindy Ng	<a href="mailto:Ng_ying_mindy@moe.edu.sg">Ng_ying_mindy@moe.edu.sg</a>
HOD / Discipline & CCAs	Mr Joel Prathiev Vinson	<a href="mailto:Joel_prathiev_vinson@moe.edu.sg">Joel_prathiev_vinson@moe.edu.sg</a>
SH / Student Well-Being & Student Leadership	Mdm Leo May Lin Jeanne	<a href="mailto:Leo_may_lin@moe.edu.sg">Leo_may_lin@moe.edu.sg</a>

#### 15. School Activities (1 January to 15 February 2023)

The school will provide further details as necessary closer to the date, otherwise the schedule below serves as a notification.

Date	Activities	Levels / Class involved	Attachments / Reply Slips
1 January 2023 (Sun)	Public Holiday – New Year's Day	All	
2 January 2023 (Mon)	Public Holiday In-Lieu – New Year's Day	All	
3 January 2023 (Tue)	First Day Reporting for P1 & K1 Students	P1 & K1	
4 January 2023 (Wed)	First Day Reporting for P2 to P6 students	P2 to P6	

Date	Activities	Levels / Class involved	Attachments / Reply Slips
3 January (Tue) to 6 January 2023 (Fri)	Start It Right (SIR) Programme	All	
9 January (Mon) to 10 February 2023 (Fri)	Code for Fun (2.15pm – 5pm)	P5	
11 January 2023 (Wed)	Temperature Taking Exercise	All	
12 January 2023 (Thu)	e-Briefing Sessions for Parents	P1, P3 & P5	
13 January 2023 (Fri)	e-Briefing Sessions for Parents	P2, P4 & P6	
13 January 2023 (Fri)	Level / House / CCA Briefings	All	
20 January 2023 (Fri)	Chinese New Year Celebration	All	
22 January (Sun) & 23 January 2023 (Mon)	Public Holiday – Chinese New Year	All	
24 January 2023 (Tue)	Public Holiday In-Lieu – Chinese New Year	All	

## 16. We have the Same Goals for the Children

We feel it is opportune to share our insights with you at the start of a new year. Understandably, as parents, we expect our children to do well in school and achieve a reasonable level of academic performance. It is important to recognise your children's strengths and areas for growth. Do instil in them the resilience to learn from their experiences and confidence to continue forging on. We are confident of your continual collaboration with us and seek your strongest support as we strive towards the best holistic outcomes for the children.

We look forward to a great year ahead as partners in your child's/ward's education.

Happy 2023!

Yours in partnership,




---

Mr Chua Choon Guan  
Principal