



P1 Admin Briefing

Friday, 7 November 2025

4pm - 5pm

Programme Outline

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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

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

Key Personnel Team (*Curriculum*)

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

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

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

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

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

Allied Educators

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

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

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

Our Vision

A caring and creative learning community in the pursuit of excellence

Our Mission

To nurture every child to his best



Our Philosophy

**Every child matters
and deserves an education**

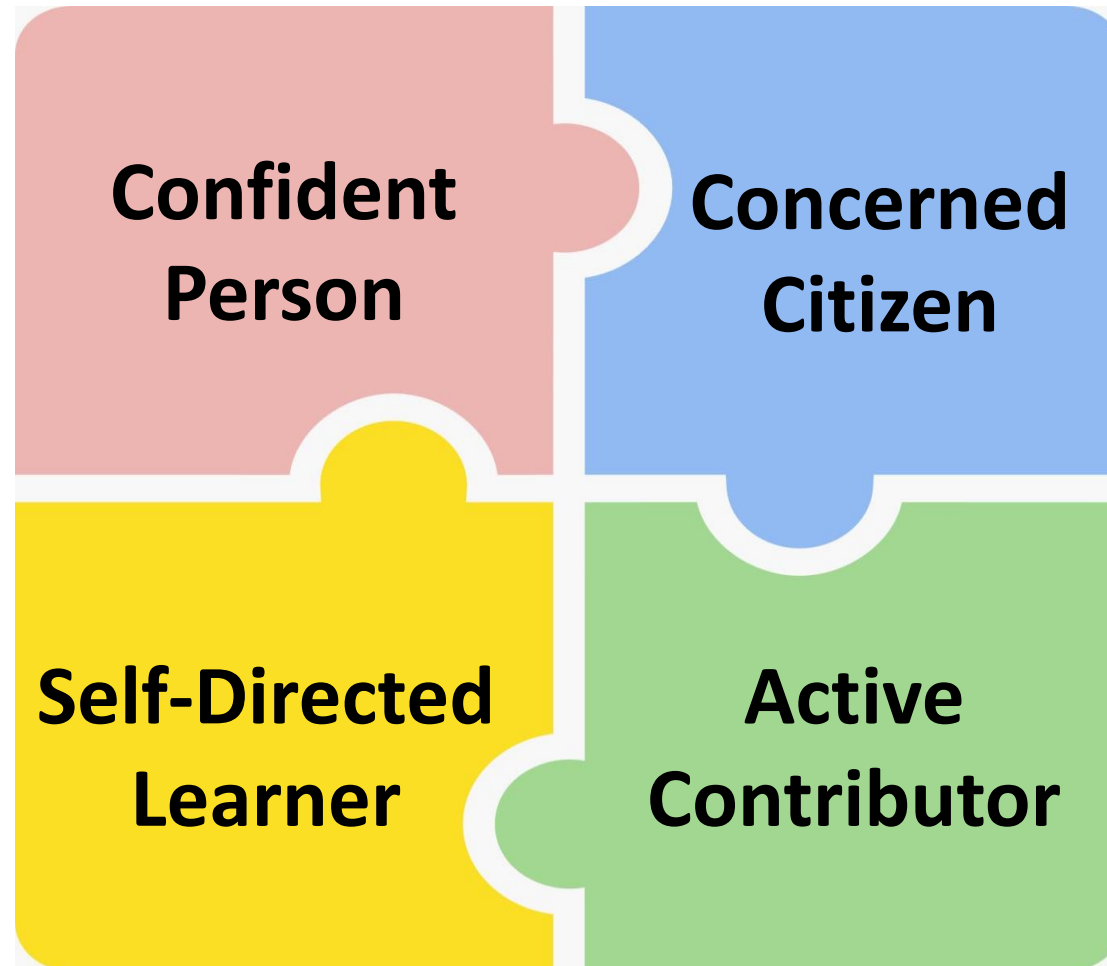


Our Values (R2LIP)

**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)

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

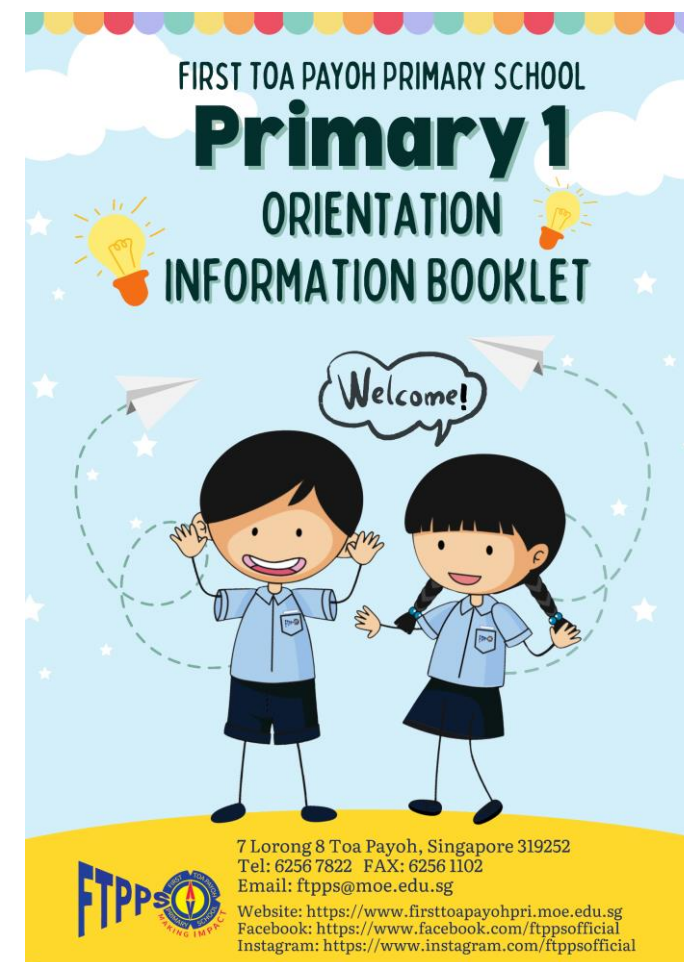


School Bus Pick-up Point

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)

No.	Subject	Items
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

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 carpark 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

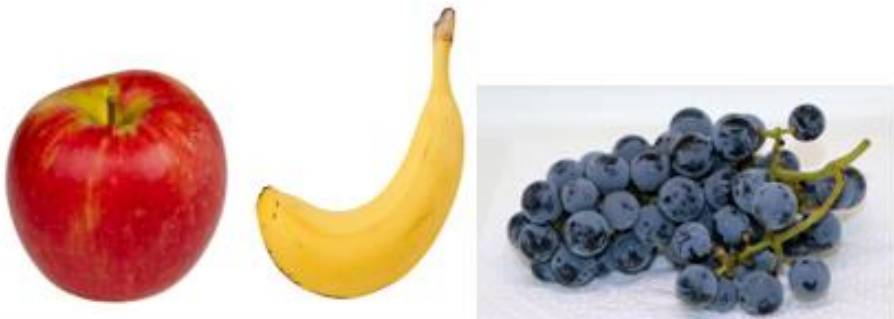

MOE FAS Students

- 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

- 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

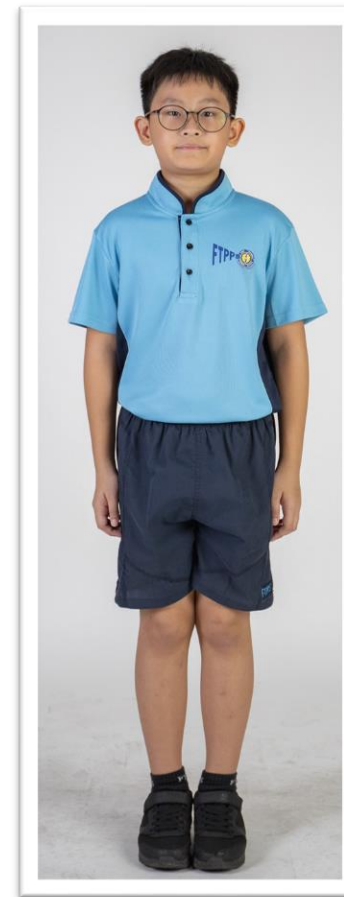
- Neat & clean uniforms
- Short hair/ tie & pin up long hair neatly

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



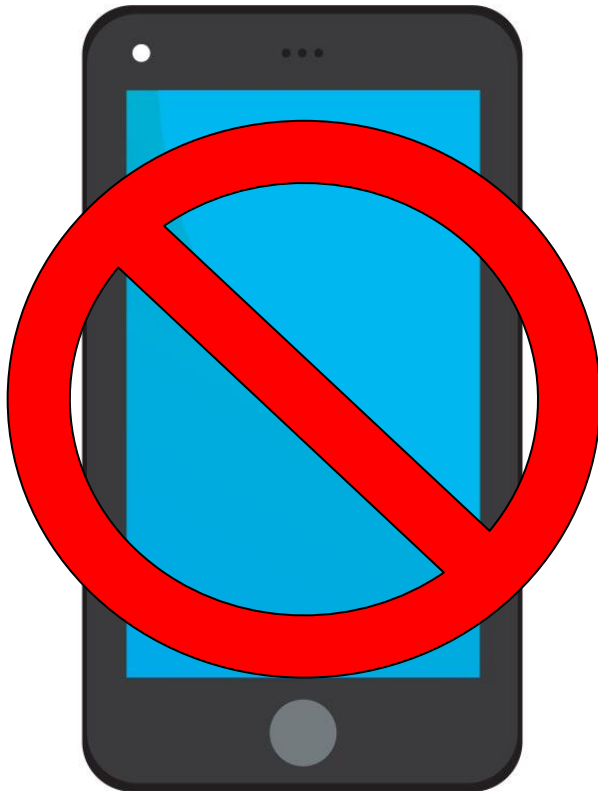
Tie & pin up long hair

Boys



Short and Neat

Use of Digital Devices



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)

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)

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
Online (Books): https://thecontinental.sg/ftpps Online (Name Tags): https://go.gov.sg/ftppsnametags2026	Online (Sch Uniform): www.beauvoix.com.sg
<p style="text-align: center;">Walk-In Purchase:</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

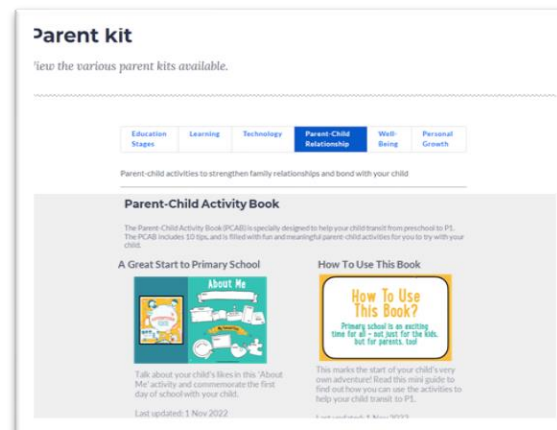
Tips & Activities for a Great Start to Primary School

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**

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*

*Mdm Abdul Azeez Noorunisa
(Assistant Year Head P1 & P2):
abdul_azeez_noorunisa@moe.edu.sg*

Contact Us



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