



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

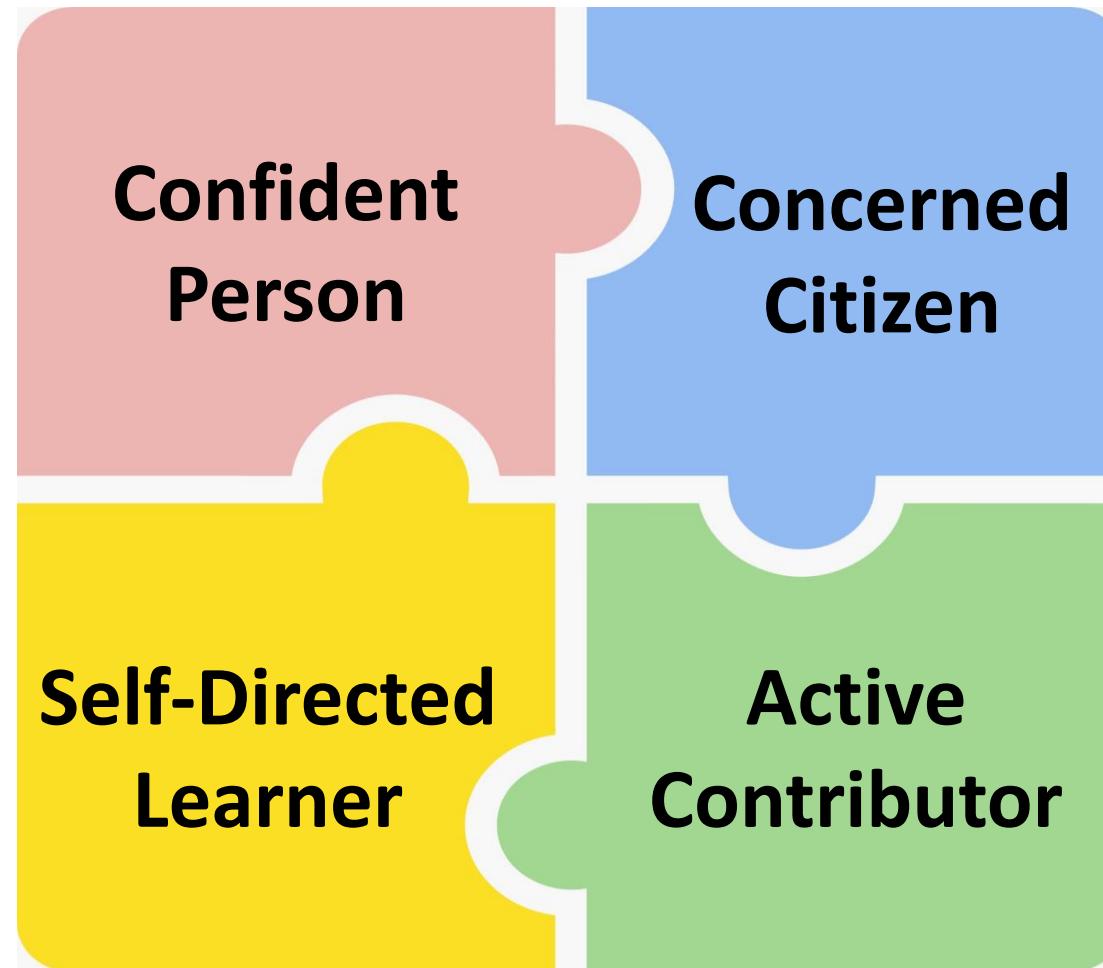
**Every child matters
and deserves an education**



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

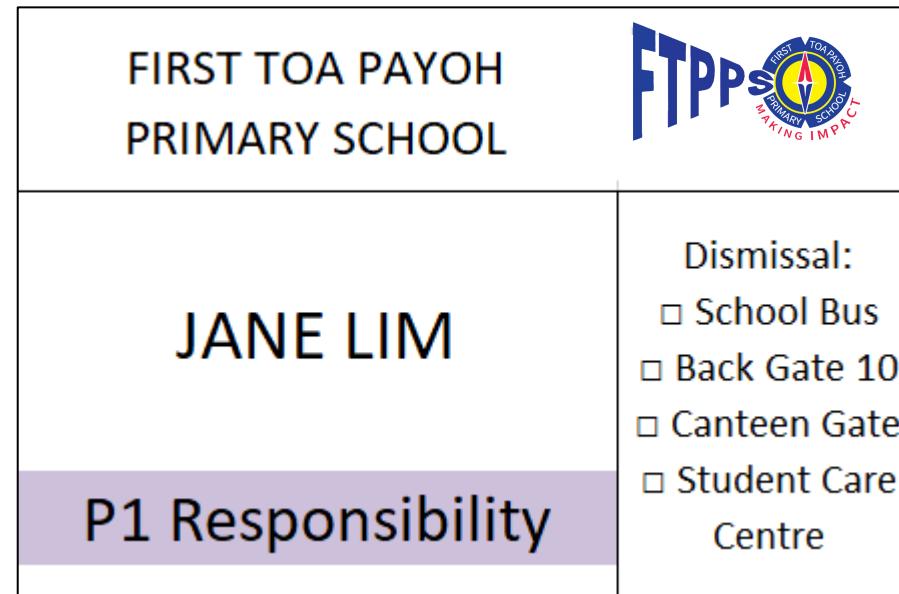


| Time | Activities |
|-------------------|--|
| 7.30am - 7.45am | Reporting to school @ Harmony Hall |
| 7.45am - 8.15am | Welcome Singing of National Anthem Recitation of Pledge P1 students to leave for classrooms |
| 8.15am - 8.45am | SLs' Welcome Address |
| 8.45am - 9am | Refreshments |
| 9am - 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 |
| Robin | Lilac |
| Eagle | Orange |
| Swift | Red |
| Hawk | Yellow |



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

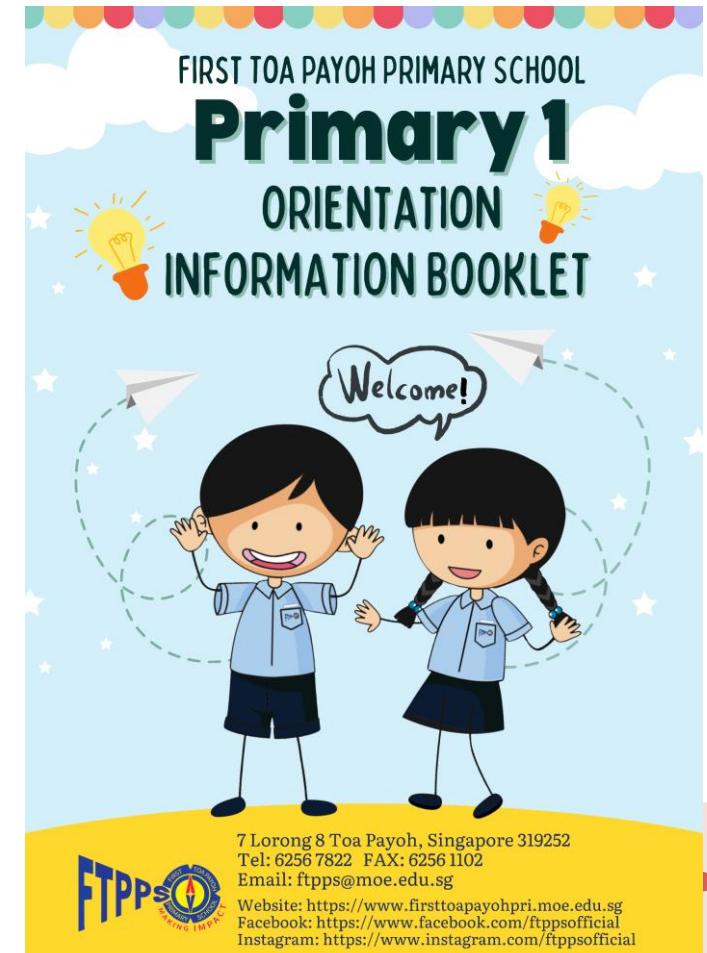


School Bus Pick-up Point

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 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

- 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>



<https://go.gov.sg/moe-efas>

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 |
| Walk-In Purchase: Dates: 1/12 (Mon), 3/12(Wed), 10/12 (Wed), 11/12 (Thu), 12/12 (Fri), 23/12 (Tue), 26/12 (Fri) Time: 9:00am - 3:00pm | |

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

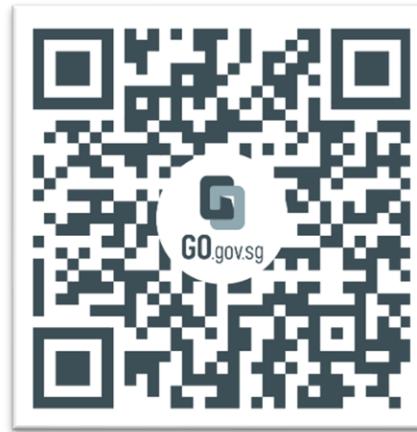
Parent-Child Activity Book

Tips & Activities for a Great Start to Primary School

**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**

Parent-Child Activity Book (Digital copy)



Making Friends Is Fun!
Show your child how to say hi to a new friend at school.
Ask your child to pretend they are meeting you for the first time and practise introducing themselves.

Parent kit
View the various parent kits available.

| | | | | | |
|------------------|----------|------------|---------------------------|------------|-----------------|
| Education Stages | Learning | Technology | Parent-Child Relationship | Well-Being | Personal Growth |
|------------------|----------|------------|---------------------------|------------|-----------------|

Parent-child activities to strengthen family relationships and bond with your child

Parent-Child Activity Book
The Parent-Child Activity Book (PCAB) is specially designed to help your child transit from preschool to P1. The PCAB includes 10 tips, and is filled with fun and meaningful parent-child activities for you to try with your child.

A Great Start to Primary School How To Use This Book

Last updated: 1 Nov 2022



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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