



GREENRIDGE PRIMARY SCHOOL

11 Jelapang Road Singapore 677744

Tel: 67604265 Fax: 67620189

E-mail: grps@moe.edu.sg

www.greenridgepri.moe.edu.sg

29 December 2022

Dear Parents/Guardians,

Warm Greetings from Greenridge Primary! We would like to welcome back our students and parents to the new school year, and this includes our Primary One students who are new to the school!

Both schools and the parent community will benefit from working closely with one another. While parents are primarily responsible for the development of their children, this can be more effectively done with the support of the school and community. Building trust between the school and the parent community is essential to create a successful and effective partnership.

As parents, we want to do what we feel is best for our children. For sustainable partnership, it is important to acknowledge parents' perspectives, strengths, and challenges. Hence, the school will exercise empathy and judgement and be open to adapt to each parent and situation differently. In the interactions between school and parents, teachers practise two-way communication via official means like emails, student handbook and phone calls to school.

There are also school platforms like parent-teacher meetings, school newsletter, school website and Facebook to engage parents. Most people have mobile phones and this can make it easier to contact parents. Educators are not obliged to give their personal mobile numbers to parents, but they can choose to do so if they wish to. We thank parents for watching our educators' well-being and we really appreciate that you will not contact educators beyond 5.30pm on weekdays or over weekends unless it is an emergency. For matters related to the child, class or lessons, you are welcomed to contact the Form Teachers.

For matters related to discipline or wellbeing, you can also contact the Disciplinary Master or Year Head of the level respectively. The teachers' contact information can be found at the school webpage. In the event that the teacher is having lessons, we seek your help to leave your contact information with our office or with an email to the teacher/school to facilitate our response to you.

The school has a Parent Support Group (PSG) that parents can take part and volunteer to support events and parenting/family activities to benefit other parents. We also welcome all parents to join the level whatsapp chat group which is set up by parents for parents, for your networking amongst one other and share tips in parenting and on the children's experiences in school. We thank parents who help out in the PSG as well as parents lending your helping hand to other parents in the whatsapp chat groups.

At this point, it is my pleasure to share with you about Joyce Epstein's six types of parental involvement for effective school-home collaboration. There are various models of effective school-home collaboration. One that is widely known is Epstein's (2001) six types of parental involvement:

- Parenting – Recognise your child has different needs and milestones, make time to connect and show interest in their daily activities
- Communicating – Communicate with teachers to help you stay connected with your child's progress, behaviours and achievements. Discuss with them your concerns if any. Be open to ideas and feedback on your child's development



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- Volunteering – Contribute your service to school programme or volunteer as PSG member to play a part in your child's school experiences
 - Learning at home – Help your child to enjoy positive learning with home or family activities together
 - Decision making - Provide constructive feedback and suggestions to the school on programmes and practices through the various school's communication channels and platforms. Contribute your ideas to help other parents.
 - Collaborating with the community - Support the school's projects and programmes with the community.
- We look forward to a fulfilling year of partnership with you as we develop our children holistically! Kindly note that we have included a calendar of Term 1 events on the last page of this notification letter for your ease of referencing.

Yours sincerely,

Mdm Flora Ong
Principal



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Staff Matters

❖ Staff Appointments

We would like to congratulate Miss Goh Si Hui who will assume appointment as Subject Head, Mathematics (covering) in our school wef 1 Jan 2023.

❖ Staff Movement

We bid farewell to the following staff who have left the school and thank them for their past contributions to the school. We wish them all the best in their future endeavours:

- Mdm Doris Sng Poh Geok
- Ms Nur Yuhanis Binte Yusof
- Ms Nur Shazlina Binte Shaly
- Mr Lee Sou Wee
- Mr Leng Wah Kee

We welcome our trainee ART teacher, Miss Arnewaty Binte Abdul Shokor, to our Greenridge family.

Administrative Matters

❖ 2023 School Hours

Levels / Days	School Hours	Reporting Time	Dismissal Time
		Mondays to Fridays	
P1 to P6	7.30am – 1.30pm	7.25am	1.30pm

As mentioned in the Ministry of Education's press release on 19 Oct 2022, only P1 students will report to school on 3 January (Tuesday). Primary 2 to Primary 6 students will report to school on 4 January (Wednesday). We have informed Primary 1 parents/guardians on the arrangement for 3 January in a separate notification letter via the Parents Gateway on 27 Dec 2022.

❖ Phasing-Out of Half-Uniform

As part of our transition to school normalcy, the concession for students wearing masks to be allowed to don half-uniform will be phased out at the end of Term 1. From Term 2, all students will be required to wear the stipulated full school uniform, as prescribed in the Student Handbook.

We would like to also remind students who are in Uniformed Groups and Sports CCA to change into their respective CCA attire only after school dismissal.

❖ PE Attire

Please ensure that your child is dressed in proper PE attire on days when he/she has PE lessons.

❖ Things to Bring for First Two Days of School (for P2-P6)

Students should bring along their writing materials as well as a storybook for silent reading for the first two days of school. They should also bring their activity/workbooks so that they can be kept in school for daily use. They will start bringing Student Handbook from 5 Jan for daily use.

P1 to refer to Things to Bring List 2023 given out on **21 Nov during **P1 Orientation Day**.*



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❖ Morning Assembly Arrangement

All students will report to the respective venues when they arrive in school. School staff will be deployed to guide P1 students in the first two days of school. The reporting venues for P1 to P6 students are as follows:

Days	Reporting Venue	
Mon to Tue	P1 to P3	School Hall
	P4 to P6	Parade Square
Wed to Fri	P1 to P3	Parade Square
	P4 to P6	School Hall

❖ Arrival and Dismissal Arrangement

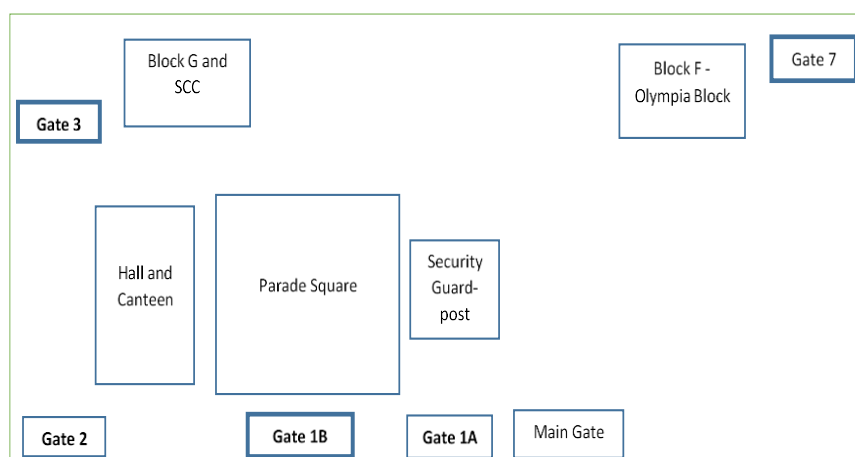
We seek parents' cooperation in ensuring that your children report punctually to school every morning by 7.25am. They should be in their respective reporting venues for the Flag-raising and Pledge-taking ceremony. As part of the school's effort to enhance safety and security in the school for our students, please be reminded that parents/ guardians/ visitors are not allowed to enter the school. In addition, for the safety of the students, the students are not allowed to leave school once they are within the school compound.

Arrival

During students' arrival in the morning, students can enter the school via Gates 1B* (near traffic light), Gate 3 (near Blk 508) or Gate 7 (near MSCP Blk 505A). The Gates are opened from 6.50am to 7.30am and they will be manned by the school staff and/or security guards.

**Gate 1B will be closed during lightning alert and wet weather. The sheltered Gate 2, on the left of gate 1B will be opened instead.*

Greenridge Primary School Gates Location



Dismissal

During school dismissal, students can leave the school via Gates 1B*, Gate 3 and Gate 7. The Gates are opened from 1.30pm to 1.45pm. Parents/ guardians can wait for your child/ward at either of these three gates.

** Gate 1B will be closed during lightning alert and wet weather. The sheltered Gate 2, on the left of gate 1B will be opened instead.*



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Parents of Primary 1 (2023) students are to pick up their children from Gate 3 (near Blk 508). Primary 1 classes will be brought there to be dismissed at the gate. Primary 2, 3, 4, 5 and 6 (2023) students will go to either Gate 1B* or Gate 7 after they are dismissed by their teachers near the canteen area on the ground floor. Kindly inform your child which gate to meet you or your child's caregiver.

As the P1 students will be dismissed from Gate 3 (near Blk 508), we would **strongly encourage all P2 to P6 students to leave by Gate 1B* and Gate 7 to avoid congestion at Gate 3.**

Students with siblings in P1 are to proceed to Gate 3 to be dismissed together. Students with siblings from the other levels are to meet in the Quiet Zone before going to the designated gates.

Students taking the school bus, and those who are going to external student care centres, will also gather at the Quiet Zone and wait to be picked up.

After 1.45pm, all other students will make use of Gate 1A (near security post) to leave the school.

❖ Recess

We believe in developing our students to be independent. During their recess, parents will not be allowed into the school canteen to buy food for their children. Parents are also advised not to pass any food to their children or ask them to go to the security guard post during their recess. Students are to consume their food in the canteen.

Recesses in 2023 will be staggered for the different levels. Classes will be assigned a fixed recess period which will be reflected in the class time-table. However, recess timings may be adjusted when there are celebrations in school or during examination periods due to the duration of different papers.

Levels	Time
P1	8.30am – 9.00am
P2	9.00am – 9.30am
P3	10.30am – 11.00am
P4	11.00am – 11.30am
P5	9.30am – 10.00am
P6	10.00am – 10.30am

❖ Snack Breaks in Schools

In line with MOE's recommendation, there will be an additional snack break to ensure that children are allowed to eat regularly. This additional snack break will take place during curriculum hours. Lessons will go on as usual and students will be given about 5 to 10 minutes to consume the snack during the designated timing as indicated in the table below. Parents may pack dry finger food such as buns or biscuits.

Time	Levels
8.30am – 9.30am	P3 and P4
11.30am – 12.30pm	P1, P2, P5, P6



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❖ School Absences

If your child is absent from school due to medical or compassionate reasons, you are required to provide the form teachers with a medical certificate or letter. Approval has to be sought from Principal if it is on other grounds such as overseas trips during school terms. If it is not approved, the absence will be considered as absent without valid reasons. In the event that there is a weighted assessment or examination, students who are absent for the paper without valid reasons will be given 0 mark for the paper.

❖ Photo-Taking For Primary 1 And Primary 6 Students For The School Smart Cards (2022) On 23-24 Feb 2023 (Actual schedule for the respective classes will be announced later)

MOE will be conducting the yearly photo-taking exercise for all students in Primary One (P1) and Primary Six (P6) for the issue of the School Smart Card (SSC) on 23-24 February 2023. Actual schedule will be advised through Form Teachers at a later date. While P1 students will get their SSCs by end Mar 2023, the photo-images captured for P6 students will be used for the printing of Secondary SSCs when they are promoted to Secondary One (Sec 1) in 2024.

Absentees will have to submit softcopy photograph via email (with password protected) to the school at grps@moe.edu.sg. The photos are to be saved with the student's name, masked ID, level and class name.

Students' Safety

❖ Temperature-Taking Exercise

Since the 2nd semester of 2022, schools have resumed the practice of conducting a temperature-taking exercise at the beginning of each semester to maintain its preparedness to re-activate the attendance and temperature-taking regime should there be a need to, as well as to educate students to take personal responsibility for their own health and practise social responsibility.

For Semester 1 of 2023, the exercise will be conducted on Wednesday, 11 Jan 2023. We seek your assistance in ensuring that your child brings his/her personal Oral Digital Thermometer (ODT) to school every day. All P1 students will be issued a new ODT when school starts.

If your child's thermometer is faulty or require a battery replacement, please purchase a new ODT or get the battery replaced by Monday, 9 Jan 2023.

Thank you for your partnership and support to keep our school safe.

❖ Road Safety

We would like to seek the cooperation of parents who walk their children to school to always use the designated pedestrian crossings. As part of our road safety briefing to all students, we have reminded our students to be safe when crossing roads. We seek parents' support in helping the school to be positive role models to the children and reinforce the importance of road safety.

For the safety of our students and road users in the community, parents who drive are advised to park at the nearby HDB carparks at Block 505A or Block 507-508 before proceeding to pick up or drop off their children at the school gates in the morning or at dismissal. Parents are allowed to drop off their children inside the school foyer before 7 am or during wet weather. **Parents should not be stopping along Jelapang Road or outside the school gate as this causes serious safety issues and creates traffic congestions.**

❖ Visiting the School



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For the safety and security of our students and staff, the school does not encourage anyone to come into the school premises unnecessarily. Only visitors with valid reasons will be allowed entry into the school premise. All visitors are required to register at the security guard post and the security officers will issue the visitors an official school pass. These passes are to be returned upon leaving the school.

School Events and Celebrations

❖ Chinese New Year Celebrations

There will be a Chinese New Year celebration on Friday, 20 Jan 2023 within curriculum time. As 20 Jan 2023 is NOT the eve of CNY, school dismissal will be as per normal.

❖ Chinese New Year Holidays

Chinese New Year is on 22 and 23 Jan 2023. 24 Jan 2023 (Tuesday) will be Chinese New Year off in lieu. School will resume on Wednesday, 25 Jan 2023 (Wednesday). On behalf of the school, we wish you and your family a Happy and Prosperous Chinese New Year.

❖ Total Defence Day

On 15 February each year, schools in Singapore commemorate Total Defence Day (TDD) to mark the anniversary of the fall of Singapore to the Japanese in 1942. We will be organising different activities that will serve to remind students the importance of defending the nation.

Assessment Matters

❖ Assessment Weightings

The following table is the Assessment weightings for Primary 1 to 6 students in 2023. In line with the school-based assessment changes recommended by MOE, there will be no Weighted Assessment (WA) and exams for Primary 1 and 2 students. For Primary 1 and 2, subject-specific learning outcomes and qualitative descriptors to report students' learning progress for all subjects at the end of Semesters 1 and 2 are used.

Level	Term 1 (WA1)	Term 2 (WA2)	Term 3 (WA3/Prelim)	Term 4 (EYE)
P3	10%	15%	15%	60%
P4	10%	15%	15%	60%
P5	10%	15%	15%	60%
P6	15%	15%	70%	-

Students' Programme

❖ P1 Speech and Drama Programme

The Primary 1 Speech and Drama Programme will commence in Term 1. This programme aims to teach English in a fun and exciting way and builds our children's confidence so that they are better able to express themselves. The 10-hour programme will be conducted during curriculum, and it will culminate in a mini performance in the school. More details of the performance will be provided at a later date.

❖ P2 – P6 ICT Champions Training Workshop

The ICT Champions training workshop will take place on 5 January for selected students from Primary 2 to Primary 6. The ICT Champs for each class will be briefed in terms of expectations of their roles and responsibilities. They are Cyberwellness Ambassadors, championing cyberwellness values in their respective



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classes. They will go through a hands-on session to equip themselves with the necessary technical skills to assist teachers in setting up the Audio Visual equipment in their classrooms.

❖ School Library - Class Visits

Class library visits will commence from Term 1, Week 2. All students will be able to visit the school library during their scheduled library periods to read and borrow books. Students must present their 'Student Concession Card' i.e. Ezlink card (with photo) to borrow books. They can borrow up to a maximum of 6 books with a loan period of 14 days.

❖ CCA for P3 to P6

To provide our children with holistic development in schools, all Primary 3 to 6 students are strongly encouraged to take up a CCA. CCAs will start in Term 1 Week 2 for P4 to P6 students.

There will be a CCA e-Open House for P3 students and parents to help in their selection of CCAs. The submission of CCA options will be done online. These will take place tentatively from Term 1 Week 3 to Term 1 Week 4. These information will be disseminated via Parents Gateway.

P3 students should be able receive their CCA allocation by Term 1 Week 6 and tentatively start their CCA sessions by Week 7. Respective CCA teachers will inform parents via Parents Gateway of their child's sessions prior to the start.

❖ P4 & P3 SwimSafer Programme

The P4 students did not manage to undergo the SwimSafer programme last year in P3 due to several constraints. Thus, they will be participating this year during curriculum time as part of their Physical Education lessons. More information on the programme, starting in Term 1 Week 2, will be shared with parents via Parents Gateway.

SwimSafer programme for P3 students is tentatively scheduled to start in Semester 2. More information will be disseminated when the programme draws nearer.

❖ P5 Cohort Camp

The P5 cohort camp this year will be on a non-residential mode and tentatively slated to be conducted from 16 to 18 Oct 2023. The students will be engaged in activities in the outdoors that will get them to be well immersed in our school values and to allow them to practice holistic peer support towards one another to improve their well being.

❖ P3 Gifted Education Programme (GEP) Identification Exercise 2023

This is the tentative schedule for the Gifted Education Branch (GEB) Identification Exercise in 2023, as shown below:

STAGE	DATE	PARTICIPANTS
GEP Screening Exercise	17 August 2023 (Thursday)	Primary 3 students enrolled in government and government-aided schools
GEP Selection Exercise	17 & 18 October 2023 (Tuesday & Wednesday)	Primary 3 students shortlisted after the GEP Screening Exercise



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❖ Learning Management System (Student Learning Space)

All students in Singapore schools are supported in their learning by the Student Learning Space (SLS), an online learning platform that contains curriculum-aligned resources and learning tools. With the SLS, students will be able to learn better through the use of technology.

Teachers will be able to use the online SLS to complement their classroom teaching, that enables students to learn anytime, anywhere, and at their own pace, whether independently or with their peers. The affordances of SLS will help to develop in our students a lifelong passion for learning. Parents can enter their email address in the “Edit Profile” page. This would allow them to self-reset their password in future. We look forward to your support as we help our students strengthen their learning through the SLS.

URL: <https://vle.learning.moe.edu.sg/login>

❖ Students iCON Account

To facilitate collaboration, teaching and learning between teachers and students, students will be provided with a student MOE iCON (Google) account which will allow access to common G Suite Services, Google Classroom, Zoom, and Microsoft Pro Plus (Word, Excel, Powerpoint, OneNote, Publisher). Students will be using the same account throughout their primary and secondary education. For more information, please refer to our school webpage. URL: <https://greenridgepri.moe.edu.sg/partners-in-education/student-icon-google-classroom>

❖ Commencement of Supplementary / Remedial Lessons

The school conducts supplementary, remedial and enrichment programmes to enable students to explore curriculum in depth and/or to level up their skills and competencies in a particular subject. Supplementary/Remedial/Enrichment programmes for the P1 to P6 students will be differentiated and customized based on the profile and needs of the students in each class.

The programme can take the form of face-to-face sessions in school or via online platforms such as zoom. The programme in-charge and the respective subject teachers for your child/ward will keep you informed of the schedule and send you the consent form prior to the commencement of the programme if your child/ward is involved in the programme.

❖ My Journey to a True Heart (JTTH) Programme

‘My Journey to a True Heart’ is a school-based character development programme. P1 and P2 students will be given a ‘Bear Card’ and the teachers will award them with bear stickers for doing good deed and displaying good behaviour. P3 to P6 students will be given a Values Advocate Card that contains some mini-tasks to enable them to put our school values into action. We hope the students will learn good values and character as they attempt the activities in the card.

❖ P1 to P3 Values In Action Programme

Values in Action (VIA) are learning experiences that support students’ development as socially responsible citizens who can contribute meaningfully to the community. The VIA programme for P1 to P3 will be carried out at the end of Term 1, during curriculum hours.



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Partnership with Parents

- ❖ **Parent-Teacher Briefing (PTB) on Friday 27 January 2023**
- Parent-Teacher Conference (PTC) on Friday 26 May 2023**

To better engage you in your child's learning and holistic development, the school is holding a Parent-Teacher Briefing on Friday, 27 January 2023 between 8.00 a.m. to 1.30 p.m. via Zoom. During the session, we will update you on educational matters pertaining to syllabus and assessment, as well as to share with you some tips on how to support your child at home.

There will be no individual discussions on your child's progress at the Parent-Teacher Briefing. This will be carried out on Friday, 26 May 2023 during our Parent-Teacher Conference.

More details on both the PTB and PTC will be given at a later date.

- ❖ **Parenting Talk - 'Transition to Primary School' (for P1 Parents only)**

As students transit from pre-school to primary school, they will face numerous challenges. In this talk, the speaker will share practical tips on how parents can help their child to transit and settle into primary school routines smoothly. The talk will be conducted face-to-face on **Tuesday, 3 Jan 2023** from **10.00am to 11.30am** at the **AVA Room (4th fl.)**. Parents who missed the online registration can walk-in for the talk.

- ❖ **Recycling @ GRPS**

Our school strongly advocates recycling and caring for the environment. Our weekly collection for recyclables is on Fridays. Students can bring recyclable items to school every week to show their support for this programme. We would like parents to encourage their children to recycle actively at home too.

- ❖ **Clothing Drive @ GRPS**

Conservation of resources is an element of Total Defence. We have chosen recycling of preloved clothes as an activity for economic defence. This is to show that an item may still hold economic value beyond its useful life and can be recycled or upcycled for a better use. Your child can bring their pre-loved clothes on **15 February** to contribute to this good cause. We accept clothing for all users. Collection will be done during their respective recesses.

- ❖ **Families For Life @ Community**

Fei Yue Community Services (FYCS) is our school's officially appointed agency by Ministry of Social & Family Development. They conduct workshops and talks for parents to equip them with necessary skills to support in their child's development. FYCS may contact parents directly who have signed up for their programmes.

Photography or Videography during School Events and Activities

Please be informed that when you or your child attend any school event or activity, your photographs or video images may be captured. We may use and publish such photographs and/ or video recordings in our school publications, website, banners and other official school communication channels.



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SCHOOL CALENDAR OF EVENTS (TERM 1)

Date	Event	Level
3 Jan – 10 Mar	School Term 1	All (P1 will start school on 3 Jan while P2 – 6 will start school on 4 Jan)
3 Jan	Parenting Talk - 'Transition to Primary School'	P1 Parents/Guardians
3 Jan – 5 Jan	P1 Orientation	P1
4 Jan – 5 Jan	P2 to P6 Orientation	P2 to P6
5 Jan	ICT Champions Training Workshop	P2 to P6
11 Jan	Temperature-Taking Exercise	All (All to bring ODT)
20 Jan	Chinese New Year Celebrations	All (Normal school hours)
23 – 24 Jan	Chinese New Year	No school
27 Jan 26 May	Parent-Teacher Briefing / Parent-Teacher Conference	All
15 Feb	Commemoration of Total Defence Day and Clothing Drive	All
Term 1 Week 7 (Tentative)	P1 English Speech and Drama Programme	P1
23 – 24 Feb	Photo-Taking For The School Smart Cards (2023)	P1 & P6
11 – 19 Mar	Term 1 School Holiday	All