



HWS/25/132

17 December 2025

Dear Parents / Guardians,

INFORMATION SHEET FOR JANUARY 2026

A warm welcome back to all and we do hope that you and your child had a well-rested holiday.

As we look forward to 2026, we would like to remind parents of some important points and procedures.

(1) Welcome the following staff to the Hong Wen Family

Ms Irene Koh Yew Lan – Lead Teacher (English)

(2) First Day of School for Primary 1 students and Primary 2 to Primary 6 students

Primary 1 students will return to school on **Friday, 2 January 2026**.

Primary 2 to Primary 6 students will return to school on **Monday, 5 January 2026**.

(3) Packing List for January 5, 6 & 7 2026 (for P2 to P6 students)

To ease the students back to school after the End-of-Year holidays, the first 3 school days of Term 1 will focus on class and school routines, as well as activities that build teacher-student and peer relationships. Students from Primary 2 to Primary 6 are to bring the following on January 5, 6 and 7:

- School Diary
- Storybook
- Stationery
- Water bottle
- Report Book
- Snacks for Take Five

Form and Subject Teachers will advise students on what to bring for 8 & 9 January 2026.

(4) Reporting Time and Daily Dismissal

- Students are encouraged to report to school no earlier than 6.45am.
- Students are expected to read quietly on their own when they arrive in school.
- All students will have to be present with their class for the national anthem and pledge-taking at 7.30am daily.

Day of the Week	Assembly Venue	Pre-assembly Reading
Monday	School Hall	English Books
Tuesday	Classrooms	English Books
Wednesday	School Hall	Chinese Books
Thursday	Classrooms	Chinese Books
Friday	School Hall	English / Chinese Books

Level	Dismissal Timing
Primary 1* and 2	1.25 pm
Primary 3, 4, 5 and 6	1.30 pm

Note*:

Primary 1* students will be dismissed at **1.15pm**, from **2 January 2026 to 9 January 2026**.

(5) Recess Arrangements and “Take 5”

The timings for the level recesses and “Take 5” are as follows:

Level	Recess Timing	“Take 5”
Primary 1 and 4	9.30 am – 10.00 am	11.55 am
Primary 2 and 3	10.00 am – 10.30 am	12.25 pm
Primary 5 and 6	10.30 am – 11.00 am	8.55 am

(6) Delivery of Items to Students

To enable our students to learn to take responsibility (one of our school values) for their actions, our General Office does not accept parents’ / guardians’ / domestic helpers’ delivery of items forgotten by children, except for medication and spectacles.

(7) Arrival via Vehicular Transport

This is a reminder to all parents who drive their children to school to use the school main gate (Gate 2) along Towner Road. Upon entering the school compound, please use the left lane only to let your child alight from the car, unless directed by our security guard or teachers on duty to use the right lane.

Please do not use May Road as the drop-off point for your child as many students who walk to school use May Road as their entry and exit route.

(8) Dismissal Procedures

a. Students taking the school bus

All students taking the school bus will gather according to the signages at the designated area on the ground floor. The bus drivers or attendants will then lead them to the bus in an orderly manner. Please remind your child / ward to remain seated and belted at all times while riding on the school bus.

b. Students using Gates 1, 3 and 5

All students have been advised to wait for their parents / guardians at **Gates 1, 3 & 5** during dismissal. For safety reasons, we seek the cooperation of all parents not to crowd around the gates while waiting for your child / children. For students leaving via Gate 1, the walkway will only lead directly to the overhead bridge.

c. For vehicular pick-up

For parents who drive to pick up your child, please note that **pick-up is only at Gate 5 from 2026** (leading to carpark at McNair Road). Please note the following;

- No cars are allowed to enter the school compound as our school buses will occupy the entire driveway and the bus bays.
- Do not park your car at the cul-de-sac at Gate 1 as there are buses which ply this route.

- Do not enter May Road to pick your child as there are heavy vehicles which use this road and our school buses need to leave the school through May Road. At the same time, many students use the zebra crossing at May Road.

Our student care centre will be issuing a notification to parents on the arrangements for dismissal from student care.

(9) Safety and Security in the School

Due to safety and security reasons, all parents and visitors to the school are to use Gate 3 along Towner Road to enter the school. Parents and visitors entering the school are required to sign in at the Security Guard post and to state the reason for the visit. You will also be issued a sticker upon registering your visit to the school. Please proceed to the General Office for assistance after signing in at the Guard post.

(10) Monitoring your Child's Health

If your child is unwell, please do not allow him/her to come to the school. If your child is running a fever or displaying flu-like symptoms, please consult a doctor immediately and allow him / her to rest at home. Your child should only return to school when he/she has fully recovered and upon the expiry of medical leave. Please also help to remind your child to maintain a high standard of personal hygiene and wash his / her hands regularly.

(11) Parenting for Wellness

We are pleased to share with you a digital resource developed by Health Promotion Board. Named "Parenting for Wellness", it is a toolbox of practical tips for you to support your child's well-being and navigate parenting in this digital age. It offers a comprehensive range of strategies and tips to help you build a stronger parent-child relationship.

Please visit: <https://parentingforwellness.hpb.gov.sg/>

(12) Communication with the Teacher / School

You may wish to contact your child's teachers or the school through the following channels:

- Email the teachers - teachers' email addresses can be found on the school's website.
- Call the teacher through the school's number at 62943340 and leave a message for the teacher to return your call. We seek your understanding that teachers may not be able to call you back immediately as they may be in class.
- Use the School Diary. Please remind your child to inform the teacher if you have written a note.
- Email the school at hws@moe.edu.sg

(13) Use of Mobile and Digital Devices

We seek your partnership to develop our students to be responsible users of electronic devices. Do help us reiterate the following to your child:

- Students are not allowed to use smartphones / smartwatches during school hours, including recess, CCA and after-school programmes (e.g. enrichment lessons and remedial lessons). These include smart devices with communication functions and audio-visual recording capabilities for any form of communication, videography and photography.
- All such devices must be switched off and kept in school bags during school hours. Usage is only permitted for contactless payment using the POSB Smart Buddy watch and during after-school hours to contact parents / guardians at designated areas (foyers and gates). Photography and videography are strictly prohibited at all times. The school reserves the right to confiscate any devices and take disciplinary actions if the rules are violated.
- Students are responsible for the safekeeping of their own devices. The school will not be responsible for any loss and damage.

(14) Road Safety for Students

Please find the attached Road Advisory Note 2026 from the Land Transport Authority (LTA), Singapore Police Force (SPF) and the Singapore Road Safety Council (SSSC). 

(15) School Website and Social Media

You may also refer to our school website and social media platform (Instagram) for constant updates on school programmes and activities. We seek your understanding that photos/video images of your child may be captured during school events, and the school may use and publish such photographs and/or video recordings in school publications, website, social media channels, and other official communications channels. **If you do not wish for your child to be featured in any school website or social media, kindly inform the school.**

As part of our ongoing communication, in the first week of January 2026, we will be providing further information on the P3 & P4 after-school enrichment programme – Curriculum for Enriched, Active & Applied Learning (CEA²L) – as well as information on supplementary materials for English Language for P5 & P6 students. On behalf of the school, I would like to wish you and your family a peaceful and joyful year ahead.

Have a Happy New Year!

In Partnership with You,

Mrs Theresa Hong

Principal