



宏文學校
HONG WEN SCHOOL
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HWS/23/001

30 December 2022

Dear Parents/ Guardians,

INFORMATION SHEET FOR JANUARY 2023 FOR P2 TO P6

I hope that this letter finds you and your loved ones in the pink of health.

As we look forward to welcome our students back in January 2023, we would like to remind parents of some important points and procedures.

(1) First Day of School for P2 to P6

Primary 2 to Primary 6 students will return to school from **Wednesday, 4 January 2023.**

(2) Reporting Time and Daily Dismissal

- Students are encouraged to report to school no earlier than 6.45am.
- There is pre-assembly reading time planned for students.
- All students will have to be present with their class for the national anthem and pledge-taking before lessons begin at 7.30am.

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

Level	Dismissal Timing
Primary 1* and 2	1.25 pm
Primary 3 and 4	1.35 pm
Primary 5 and 6	1.30 pm

Note*: Dismissal for Primary 1 from 4 Jan to 13 Jan will be at 1.15pm.

(3) Commencement of Remedial/Supplementary/Higher Chinese/Curriculum for Enriched Active Learning (CEAL)/CCA

Lessons	Commencement
P5 and P6 Higher Chinese	9 Jan
P6 Supplementary	16 Jan
P4-P6 CCA	17 Jan or 19 Jan
P3 and P4 CEAL	13 Feb
P3 CCA	Term 1 Week 8 (To be confirmed)
P5 and P6 Remedial	Term 2

More details for the above will be provided at a later date.

(4) 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

(5) Delivery of Items to Students

To enable our students to learn to take responsibility for their actions, our General Office does not accept parents' / domestic helpers' delivery of items forgotten by children, with the exception of medication and spectacles.

(6) Coin Payphones

With effect from January 2023, there will be no coin payphones available in the school. For urgent and emergency matters relating to medication and the use of spectacles, students can proceed to the General Office to contact their parents. As part of educating our students to take responsibility for their actions, the General Office will not accept other requests for students to call their parents. Urgent matters will be considered on a case-by-case basis.

(7) Arrival via Vehicular Transport

This is a reminder to all parents who drive their children to school to use the school main gate 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 of our students who walk to the school are using May Road.

(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 outside the school hall. 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 bus.

b. Students using Gate 1 and Gate 5

All students have been advised to wait for their parents/guardians at **Gate 1** or **Gate 5** during dismissal time. For safety reasons, we seek the cooperation of all parents not to crowd around the gates while waiting for your child/children.

(9) Safety and Security in the School

Due to safety and security reasons, all parents and visitors to the school are to use the main gate 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 to assistance after signing in at the Guard post.

(10) Temperature-Taking Exercise

As part of educating students to take personal responsibility for their own health and exercise social responsibility, a temperature-taking exercise will be conducted on 11 January (Wed) before the start of the first lesson. Please remind your child to bring his/her Oral Digital Thermometer (ODT) daily and ensure that it is in good working order.

(11) 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 with diligence.

(12) Vaccination

For the safety of students, they will be excused for two weeks from strenuous physical activities after each vaccination. Hence, students are reminded to inform their PE, relevant CCA and other teachers about the date of their vaccination so that they will be exempted from physical activities for two weeks.

(13) Communication with the Teacher / School

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

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

(14) 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.**

(15) School Student Care – Little Professors

School Student Care services will remain open for enrolled students (from other levels) from 7.30am on 3 January 2023. Students from Student Care are to enter via Gate 1.

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