



**JURONG WEST PRIMARY SCHOOL**  
**30 Jurong West St 61 Singapore 648368**  
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Our Ref: JWPS/2024/004

20 December 2023

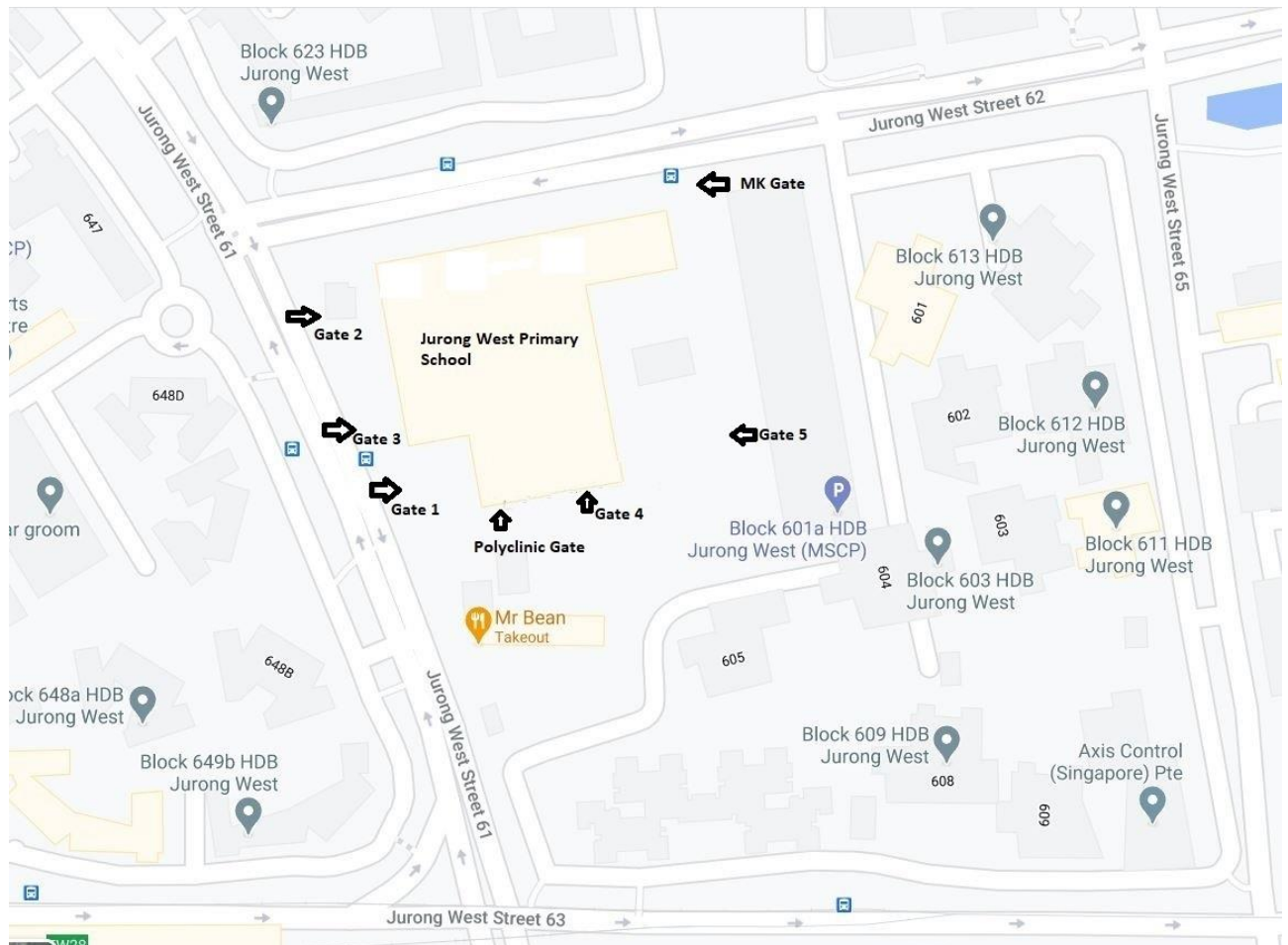
Dear Primary 3 Parents/Guardians,

**First Day of school for P3 2024**

**1) Arrival arrangements on Wednesday, 3 January 2024**

P3 students will report to school on Wednesday, 3 January 2024 by 7:30am.

Your child can enter via Gates 1 to 4:



If you are driving, please drive into the school and let your child alight at the arrival car porch. Parents are not allowed to park in the school. For the safety of your child, please do not let your child alight along Jurong West Street 61.

## 2) Dismissal arrangements

P3 students are dismissed at **1:30pm** at Gate 2 (please take note of the change in dismissal location). Your child is allowed to exit from other gates – please make your own arrangements (which gate to meet your child) to avoid any confusions.

## 3) Recess

P3 students will have their recess from 9:30am to 10am.

## 4) Things to bring on 3 January 2024

Please refer to attached document for the list of things to bring on 3 January 2024.

## 5) Communications with Teachers

The Form Teachers will send a Parents Gateway message to all P3 parents by 3 January 2024. You can communicate with the Form Teachers via the following channels:

- a) by writing on the Student Handbook;
- b) by sending email (which will be stated in the Parents Gateway message);
- c) by leaving a message with the school General Office (67933419). Do note that the teachers are in the classrooms from 7:30am to 1:30pm and will only return call when they are free.
- d) via other modes of communications indicated by the teachers.

We respect the privacy of the teachers, and it is up to the individual teacher to decide if they wish to let parents know their mobile numbers.

Please note that the teachers will not be required to respond to your messages after 7pm and on weekends, school holidays and public holidays, unless it is an emergency.

In general, we expect teachers to respond to parents' queries within 3 working days (except for emergency issues). For more complex issues, respond time may be longer if detailed investigations are required.

Thank you.

Yours sincerely,

Mr Lim Chin Guan  
Vice Principal Admin

*This is a computer generated letter. No signature is required.*