



JURONG WEST PRIMARY SCHOOL

30 Jurong West St 61 Singapore 648368

Tel: 67933419 Fax: 67936593

Email: jwps@moe.edu.sg

Our Ref: JWPS/2024/038

Date: 19 February 2024

Dear Parents/Guardians,

Life Skills Programme – Enthusiasm (P5) Getting Ready for the Big Test

The school is organising a Life Skills Programme on *Getting Ready for the Big Test* for our Primary 5 students. The programme aims to equip our students with life skills necessary for them to develop the disposition of adaptability and lifelong learning, so that they can take on challenges of the future. In this programme, students will learn how successful people plan their time using Stephen Covey's time management matrix. They will also learn how to categorise their daily activities according to the level of importance and urgency.

The objectives of the *Getting Ready for the Big Test* programme are as follows:

- 1) Learn the importance of time management, leading to improved efficiency and productivity
- 2) Learn to create a personalised weekly planner to maximise learning
- 3) Schedule priorities using the Urgency/Importance Matrix

The programme will take place as follows:

| Date | Day | Classes Involved | Timing | Venue |
|------------------|-----------|------------------|---------------------------|------------|
| 28 February 2024 | Wednesday | All | 2.00 – 4.00pm | E1 to E5 |
| 1 March 2024 | Friday | P5 classes | (Lunch will be at 1.30pm) | Classrooms |

Kindly make arrangements to fetch your child/ward in school at 4.00 p.m. at Gate 1. Students who attend our school-based student care centre may go to the centre if you are fetching them after 4.00 pm.

Your support and kind understanding are greatly appreciated. We wish every student an enjoyable and enriching learning experience. For further clarification, please contact Mrs Koh or Mdm Hazilah at 67933419. Thank you.

Mrs Jerica Koh and Mdm Nor Hazilah Bte Hasan
HODs In-charge
Life Skills Programme

Approved by:
Miss Tan Wan Kheng
Vice Principal

cc Mrs Christina Tan (Principal)

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