



# KUO CHUAN PRESBYTERIAN PRIMARY SCHOOL

8 Bishan Street 13 Singapore 579793 Tel: 6259 5396 Fax: 6258 8012  
<http://www.kuochuanpresbyterianpri.moe.edu.sg/>

KCPPS/2025/1

27 Dec 2024

Dear Parent/Guardian,

## Kuo Chuan Rejoices!

Blessed New Year to all our pupils and parents! My staff and I are delighted to welcome all our pupils back to school. We are also pleased to extend our warmest welcome to our new Primary 1 pupils and parents. We have 8 Primary 1 classes in 2025 and we want to thank our parents for your trust and confidence in choosing Kuo Chuan Presbyterian Primary School (KCPPS). We look forward to your supportive partnership as your child enters the foundational phase of primary school education. We also celebrate the success of our 2024 Primary 6 pupils as all of them have progressed to post-primary institutions. As a cohort, they have done very well in the PSLE! We praise God for His favour upon our school and for honouring the efforts put in by our pupils, staff, parents and partners!

KCPPS has a rich 101-year history of providing quality and excellent education. Our journey has been remarkable, and we are filled with pride and gratitude as we reflect on our centennial celebrations last year. These celebrations highlighted the profound impact our school has had on countless lives over the past century.

Our reputation for all-round excellence in both curricular and co-curricular areas is built on a strong foundation of character education and a culture of care and excellence. We take pride in our diverse programmes that cater to the varied interests, needs, and talents of our learners. Our commitment to strategic planning, positive relationships, and celebrating both process and outcome has fostered a thriving learning environment for our entire school community. We remain committed to honouring our predecessors by building upon their foundation. We will continue to improve, guided by our shared vision and common purpose. From our humble beginnings to our current status as a school of choice, we will continue to strive and evolve.

## Pupil Achievement

### The Wizard of Oz by Wild Rice Ltd

We are delighted to celebrate **Yau Yu Ching (5G)** who took on a role as a cast member in Wild Rice's production of *The Wizard of Oz* in Nov 2024. Her dedication, talent, and hard work throughout the rehearsals and performances were truly commendable. This experience has not only showcased her artistic abilities but also helped her grow in confidence, collaboration, and discipline. We are incredibly proud of her contribution to this celebrated production. Well done, Yu Ching!

## 1. STAFF MATTERS

We extend a warm welcome to the following new staff:

- Mdm Choo Siok Hui, Chinese Language Teacher
- Mdm Nur Afni binte Mohamed Amin, Lead SEN Officer

The following staff will take on new key appointments in 2025:

- Mdm Ong Xuan, HOD / PE & CCA
- Mdm Chee Xinyin (Janice), Subject Head / Student Leadership





## 2. ADMINISTRATIVE INFORMATION (P1 to P6)

### 2.1 Home-School Partnership

As we begin the new school year, we invite parents to work with us to bring out the best in every child. A strong collaboration between parents and teachers is of utmost importance to foster a positive and supportive environment for the holistic development of our pupils.

With reference to the **refreshed Guidelines for School-Home Partnership jointly developed by the MOE and COMMunity and Parents in Support of Schools (COMPASS)**, the following provide guidance on how parents and schools can work together positively and respectfully:

With the goal to raise a happy, confident and kind generation together, parents and teachers would focus on three areas:

- Respectful Communication: Foster kind words and actions between parents and educators
- Role Models: Show our children the skills and values they need for life
- Real Connections: Cultivate strong relationships and healthy habits in this digital age

Kindly refer to the appended 'Guidelines for School-Home Partnership' for more information.

### 2.2 Parent Support Group (PSG) Matters

We would like to extend our appreciation to Mr Edward Lim and Mdm Tang Simin for their service and commitment as KCPPS Parent Support Group Chairman and Vice-Chairman respectively. **We warmly welcome Mrs Doris Cheng as the new Chairman and Mrs Wong Wu Ka Man who will be supporting her as the Vice-Chairman.**

We look forward to their leadership in continuing to strengthen the bond between parents and the school. We encourage all parents to continue to play an active role in supporting one another and contributing to their children's education in our school. For parents who would like to join the PSG, kindly contact our PSG Chairman, Mrs Doris Cheng, at [kcppspsg@gmail.com](mailto:kcppspsg@gmail.com).

### 2.3 School Website and Calendar

For any updates and important information, kindly refer to our school website: <http://www.kuochuanpresbyterianpri.moe.edu.sg/>. To facilitate your planning, we have uploaded our School Calendar for 2025. Kindly note that the dates are subject to change and we will keep you informed accordingly. Timely updates will also be reflected on the e-calendar on our school website.

### 2.4 Communication Channels with Parents

Our school uses email or Parents Gateway (PG) to reach out to parents to keep you updated on important school matters and health or emergency-related notifications. **Principal's letters are sent via PG and can also be retrieved via the school website. The password will be sent via PG to all parents before the new year begins. The same password can be used to access all the letters to parents from this issue to the issue in Nov 2025.** Other correspondence will be sent via email on a needs basis.



We have also established clear and direct channels for parents to provide feedback:

- Written feedback via email – [kcpps@moe.edu.sg](mailto:kcpps@moe.edu.sg)
- Verbal feedback via phone at 6259 5396
- Face-to-face meeting with Principal or Vice-Principals (by appointment anytime throughout the year)
- Scheduled briefings for parents concerning level-specific issues

We hope that you will use these platforms to seek clarification or provide feedback to the school. It is important that you provide a telephone number or email address to contact you so that we are able to provide you with a more complete and timely response. For feedback concerning school bus transport, please liaise directly with the bus supplier.

For direct communication with teachers, MOE has provided a set of refreshed guidelines as mentioned in S/No. 2.1. Hence, kindly communicate with the teachers using official channels as they are not required to share their personal mobile numbers. **Your child's 2025 Form Teachers will be sending you a personalised welcome message via PG on Mon 06 Jan** to inform you of their email addresses. They will respond to your queries when they are able to do so. We seek your understanding that teachers may only be able to respond on the next working day if they were not contactable or unable to access their email promptly during the day or if the queries and/or requests were made beyond the working hours. **Please feel free to contact the school's General Office for assistance if the queries and/or requests made during working hours are urgent.**

## 2.5 Verification and Updating of Pupil Particulars

Parents/legal guardians will be able to update their own particulars and their child's/ward's information by logging in to the Student Details Form (SDF) via SingPass. The SDF is the digitalisation of the Pupil Data Form (PDF) and the Individual Student Details Report (ISDR). Parents/legal guardians can provide both sets of data in a single session when they log into the SDF portal. More information on the SDF portal will be sent to schools soon.

## 2.6 School-based Student Care Centre

YMCA is the supplier providing service at our school-based Student Care Centre (SCC). For pupils who are using their service, please make any dismissal arrangements directly with the centre. The centre supervisor is Ms Sarah Joseph. The centre will resume operations from Thu 02 Jan for all levels.

P2 to P6 pupils who are currently enrolled in the SCC can come to school for the care services on Thu 02 Jan afternoon. As Thu 02 Jan is First Day of School for P1 pupils ONLY, P2 to P6 parents who are unable to secure alternative care arrangements for that morning may call our General Office and we will be most glad to assist you.

## 2.7 School Bookshop

The school bookshop operating hours are Mon to Fri from 8.30 am to 3.00 pm (closed for lunch break from 12.00 pm to 1.00 pm). Kindly ensure that your child has bought the necessary textbooks and stationery. To ensure our pupils are able to make their purchases from the bookshop, we seek parents' understanding that no transactions with parents will be allowed from 9.30 am to 11.15 am during our pupils' recesses.



## 2.8 School Canteen

Our school canteen is in operation from Fri 03 Jan and there are adequate stalls to provide food and drinks for our pupils. There are also water dispensers located around the school for pupils to refill their water bottles. To lighten the weight of our pupils' school bags, they are encouraged to bring an empty bottle to refill at our water dispensers.

The school has built in staggered lunch time for pupils who are required to attend after-school programmes and CCA. Our pupils can purchase their lunch at the canteen or bring packed lunch to school. No meal delivery into the school will be allowed. We seek your understanding to support the school's efforts in developing independent pupils who will take care of themselves. For pupils who have special dietary requirements due to medical conditions, permission for meal delivery to school will have to be sought from the school. The parent will need a permission tag from the school for access to the canteen.

A separate letter will be sent to all parents via PG on Wed 01 Jan 2025 regarding our school canteen matters. This will include information about the canteen stalls serving our school and their cuisine, the Healthy Meals in Schools Programme (HMSP), price list, canteen guidelines, vending machine guidelines, as well as healthy eating habits.

## 2.9 Parents' Briefing

The P1 to P6 Parents' Briefings will be held online on Fri 24 Jan (afternoon). During the session, you will meet Form Teachers online for a short interaction. There will be sharing on other matters as well, such as the address by Principal and subject briefings by Heads of Department. The Principal's address and subject briefings will also be made available for a week through your child's SLS after the sessions. Parents can view the videos at your own convenience. More details about the specific sessions will be sent via PG on Fri 10 Jan.

## 2.10 First Day and Week of School

While most pupils look forward to returning to school from the holidays, some may still face adjustment issues. We would like to assure all parents that we will provide pupils with time and support to acclimatise to school life and routine, and to connect and build positive relationships with their peers and teachers. We will also regulate the pace of curriculum coverage and pupil workload to ensure that learning is effective and focused.

**On Thu 02 Jan, only P1 pupils will report to school for the First Day of School Programme.** A separate notification has been sent to all P1 parents via PG and email on Tue 24 Dec. P2 to P6 pupils will remain at home on Thu 02 Jan.

**On Fri 03 Jan, ALL pupils will report to school in either their school uniform or PE attire.** P2 to P6 pupils will only need to bring a story book for silent reading and a complete set of stationery to school. **They will be issued class timetables on that day and their class teachers will advise them on the books to bring for subsequent days.** For P1 pupils, the softcopy of the list of items to bring will be sent via PG and email on Thu 02 Jan. The pupil diary will be provided for ALL pupils on Fri 03 Jan.





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## Arrival Plan (from Fri 03 Jan onwards)

Pupils who arrive before 6.45 am will assemble at the canteen for Silent Reading. Morning devotion begins at 7.20 am. **All pupils must attend the flag-raising ceremony at 7.30 am.**

On Fri 03 Jan, Mon 06 Jan and Tue 07 Jan, we will have flag-raising ceremonies and assembly programmes in the hall.

Subsequently, i.e., from Wed 08 Jan onwards:

Days	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
Flag-raising	Hall	Hall	Classrooms	Classrooms	Hall

During the first week of school, we will have staff and PSG members stationed at various parts of the school ground to guide our P2 to P6 pupils when they arrive in school.

## Special Arrangement for P1 Pupils

- As P1 pupils may not be familiar with our school environment, a group of teachers will be specially assigned to station at various parts of the school ground to guide them to the Pupil Activity Centre (PAC) and the School Hall.
- On Fri 03 Jan, Mon 06 Jan and Tue 07 Jan, every P1 pupil will be paired with a P5 pupil as their recess buddy to help them familiarise with recess processes, i.e., ensuring the pupils wash their hands before and after meals, refill their water bottles, buy food from the stalls, etc.

## 2.11 Recess Plan (from Fri 03 Jan onwards)

We will implement 6 staggered recess timings. Pupils will have their meals in the school canteen as well as enjoy play during recesses. Pupils can choose to pack food from home or purchase from the canteen stalls. We will also continue to allocate a daily snack break for all pupils. We seek your support in ensuring that the pupils bring healthy snacks to school.

The recess timings will be indicated in the class timetables. Snack breaks for P1, P2 & P5 will be at 12.00 pm and P3, P4 & P6 will be at 9.00 am. Form Teachers will be distributing the timetables to the pupils on Fri 03 Jan.

As part of our school's Greening Kuo Chuan efforts, we will continue to encourage our entire school community to reduce the use of single-use disposables, thereby fostering a mindset of sustainability and a love for the environment.

## 2.12 Dismissal Plan (from Fri 03 Jan onwards)

Timing	Dismissal Groups
At 1.25 pm	For P1 and P2, and for pupils taking the school bus.
At 1.30 pm	For P3 to P6 pupils.
From (approx.) 1.45 pm	For Drive-in (after the school buses leave the carpark)

Note: The dismissal timing for external Student Care Centres is at 1.30 pm.

For dismissal at the main gate, due to the limited space next to the Security Guard Post, we will admit parents/caregivers only at the stipulated timings for the various levels. We seek your patience and understanding on this.



### 3. SCHOOL CURRICULUM MATTERS

#### 3.1 Values Education (P1 to P6)

As KCPPS is a Christian mission school, our pupils attend daily devotions before the start of each school day and weekly 30-minute Values Education sessions. Christian values will be taught through the sharing of bible stories, inspiring personalities or personal testimonies.

For parents who wish their children to be exempted from attending Values Education sessions, kindly inform the school through [kcpps@moe.edu.sg](mailto:kcpps@moe.edu.sg) (attention: Mdm May Ng). For parents who had indicated their preferences at the beginning of 2024, the preferences will remain unchanged for 2025 unless otherwise notified.

#### 3.2 Strategies to Ensure More Attention to Individual Pupils (SEAIP) and Form Teacher Guidance Period (FTGP) (P1 to P6)

In line with MOE's call for schools to put in place SEAIP, Form Teachers will set aside 10 minutes at the start of each day to have a one-to-one dialogue with the class pupils on a rotational basis. FTGP has been built into curriculum time to facilitate closer teacher-pupil interaction.

#### 3.3 Lessons Conducted in the Afternoons (P3 to P6)

The following lessons in the afternoon will commence on Mon 06 Jan, as they are part of the school curriculum:

- P3 & P4 Higher Malay Language
- P4 Higher Tamil Language
- P5 & P6 Higher Mother Tongue Languages
- P5 & P6 Foundation English Language
- P5 & P6 Foundation Mathematics

Please note the plans for afternoon remediation:

- P4 & P6 will start from Term 1 Week 6
- The other levels will start from Term 2

#### Special Support

- School-based Dyslexia Remediation Programme (SDR): A specialised literacy programme for P3 and P4 pupils with Dyslexia, it aims to support them in their reading, spelling and reading comprehension. SDR lessons will begin in Term 1 Week 2, and are conducted after school thrice a week, on Mondays, Tuesdays and Wednesdays, from 2.00 pm to 3.00 pm.
- Reading Remediation Programme (RRP): The programme aims to provide additional support for selected pupils from P3 and P4 in reading. Pupils will learn a range of coping strategies for reading comprehension which will enable them to better manage their learning in the regular classroom. Lessons will be conducted on Mondays (2.00 pm to 3.15 pm) and Fridays (2.00 pm to 3.00 pm) from Term 1 Week 4 onwards.

#### P5 Code for Fun

- Code for Fun (CFF) is a compulsory 10-hour programme co-developed by the MOE and the Infocomm Media Development Authority (IMDA). CFF lessons for P5 will begin in Term 1



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Week 3 for some classes, and are conducted after school from 2.00 pm to 4.30 pm. A separate letter with more details will be sent via PG by Week 1.

### 3.4 Co-Curricular Activities (CCAs) (P3 to P6)

CCA is an integral part of our pupils' holistic education. Through CCA, we aim to build our pupils' character and develop their talents in areas other than the academic. Our pupils will learn essential life skills such as leadership, teamwork, problem-solving and conflict management.

CCAs will be held every Thursday from 2.00 pm to 4.00 pm, with the exception of Girls' Brigade, Boys' Brigade and Concert Band, which will be held on Fridays respectively. Active participation by our P3 to P6 pupils is expected.

P4 to P6 pupils will start their CCAs in Term 1 Week 2 from Thu 16 Jan. Most P3 pupils will start their CCAs in Term 2 Week 1, from Thu 27 Mar. More details will be given to parents in a separate notification through the CCA teachers-in-charge.

### 3.5 Programme for Active Learning (PAL) (P1 & P2)

Our PAL for P1 and P2 pupils will be held during curriculum time. PAL offers a broad-based exposure to the 4 PAL domains including Sport and Games, Outdoor Education, Performing Arts and Visual Arts. PAL nurtures pupils in the 3Cs (Confidence, Curiosity and Cooperation skills), develops social-emotional competencies and facilitates the well-rounded development of pupils. More details will be provided in our subsequent correspondence with parents.

### 3.6 SwimSafer 2.0 & Singapore Swimming Proficiency Awards (SSPA) Programmes (P3)

P3 pupils will commence their SwimSafer 2.0 or SSPA programmes in Term 1 Week 1 from Fri 10 Jan during curriculum time. A separate letter has been sent to all parents via PG on Sun 08 Dec 2024. We have also requested for parent's consent for your child's participation via PG.

## 4. CONCLUSION

We will continue to care for our pupils and families. Please feel free to approach us for financial or other forms of support. We will try our best to help you, your child and your family!

I wish to thank you for your continuous care, kindness, support and partnership with us. I am looking forward to connecting with you via the various communication platforms. On behalf of all the staff of KCPPS, I wish you and your family a successful, purposeful and meaningful 2025!

Happy New Year! God Bless!

Best regards,

Mrs Yee-Toh Gek Khiaw  
Principal

