



聯華小學

# Lianhua Primary School

## Parents' Briefing



# Student Development and Well-being

# Well-being and Pastoral Care

Getting help in school



Speak with your Form Teachers or Subject Teachers

Speak with Year Head or Assistant Year Head

School leaders will step in to support if needed



# Well-being and Pastoral Care



Lower Primary Year Head Ms Christina Hoon  
LP Assistant Year Head Mrs Angeline Hoh

Middle Primary Year Head Ms Irfana Banu  
MP Assistant Year Head Mdm Shanice Pek

Upper Primary Year Head Mrs Samantha Soh-Lee  
UP Assistant Year Head Mrs Pavitra Prabhu



# Respectful Communication

## Foster kind words and actions between schools and educators



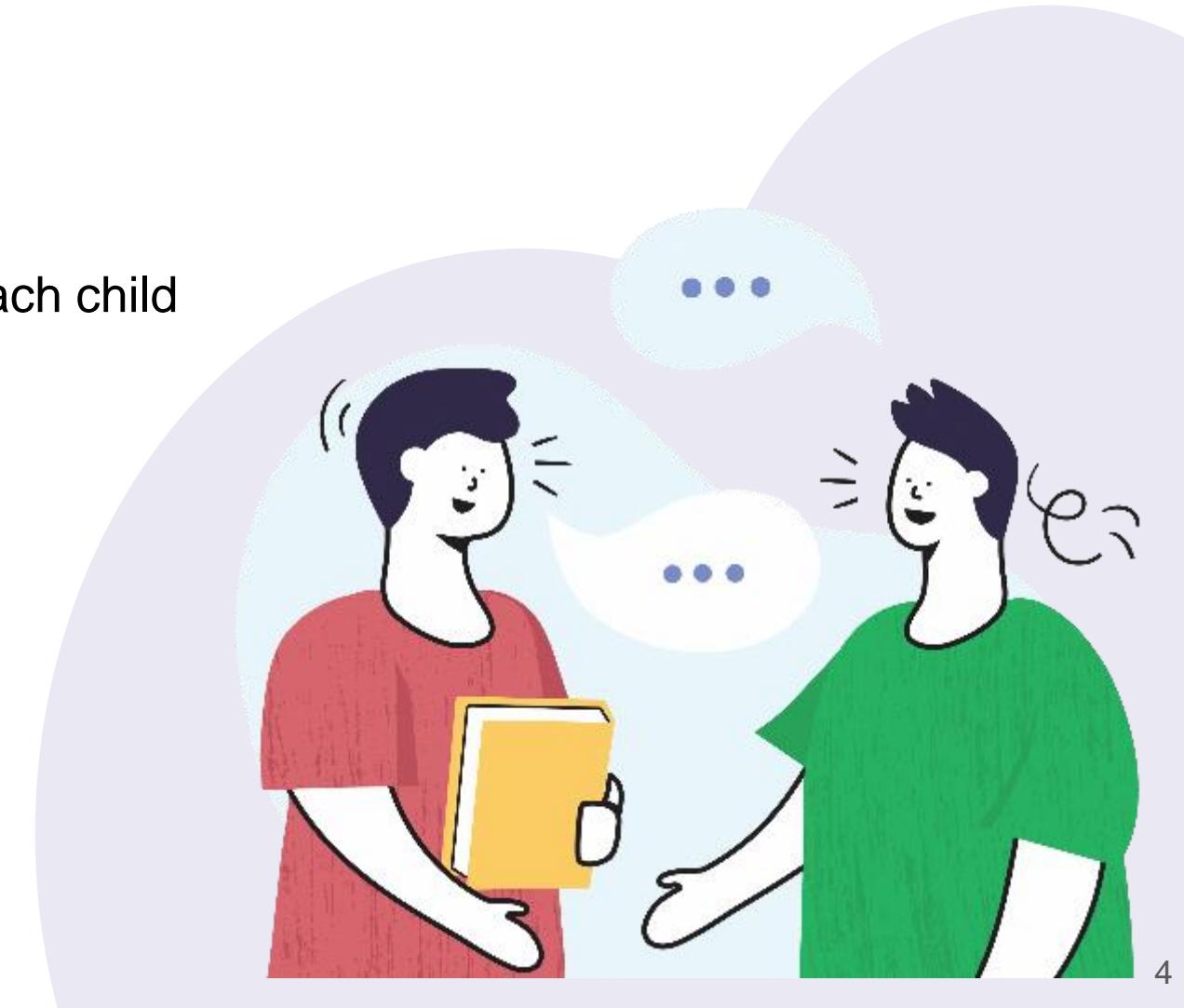
Listen to and understand each other's perspectives and concerns regarding each child



Communicate kindly using official channels. Teachers are not required to share their personal mobile numbers. Check and use the teacher's preferred way of communication.



Respect each other's time by communicating during working hours



# Reporting Time

Be in school by 7.20am  
Morning assembly starts  
at 7.30am



# Late-coming

- After 7.30am → Late
- Frequent lateness or absence without a valid reason will lead to gaps in learning
- To signal the **importance of attending school**, a warning letter might be issued.
- If late for more than 5 times in a term, he/she will be issued a warning letter.
- A **Fair conduct grade** will be given if your child shows no improvement in the following term.
- Parents/Guardians play an important role in nurturing the habit of **punctuality**.

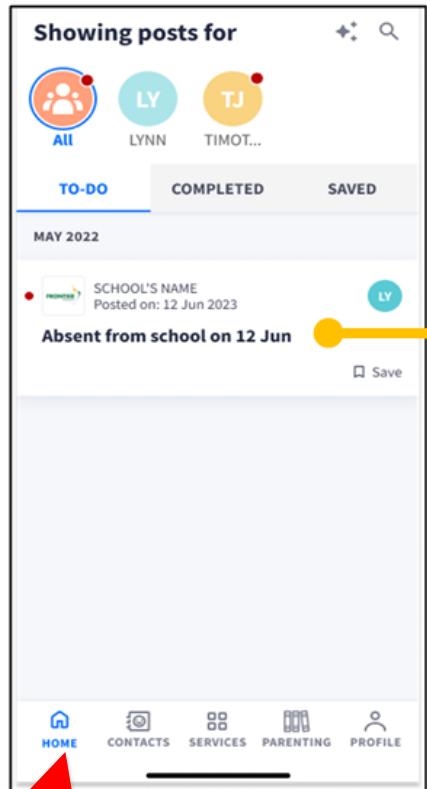


# Absence from school

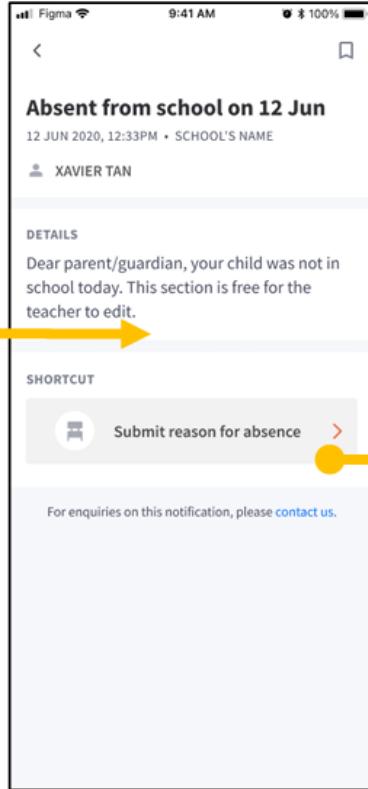
- Inform your child's form teachers and/or school if unwell. You can call the General Office at **65639502**.
- Submit medical certificates/letters to form teacher latest the next day via **Parents Gateway (PG)**.
- Only 5 parent's letters per semester (20 weeks) are accepted as absence with valid reason.



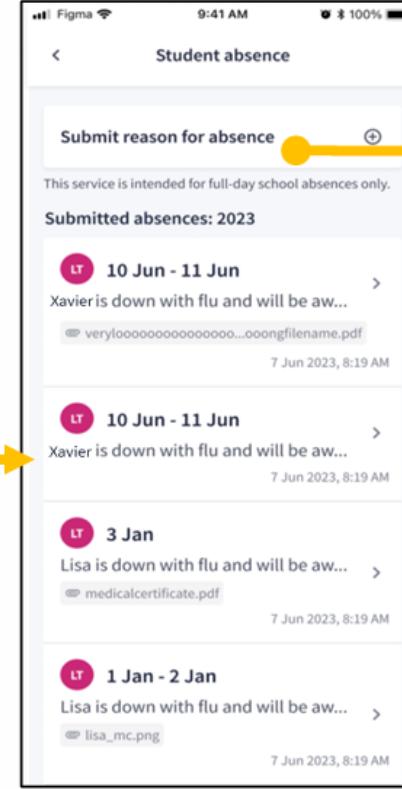
# Parent's Notification Flow



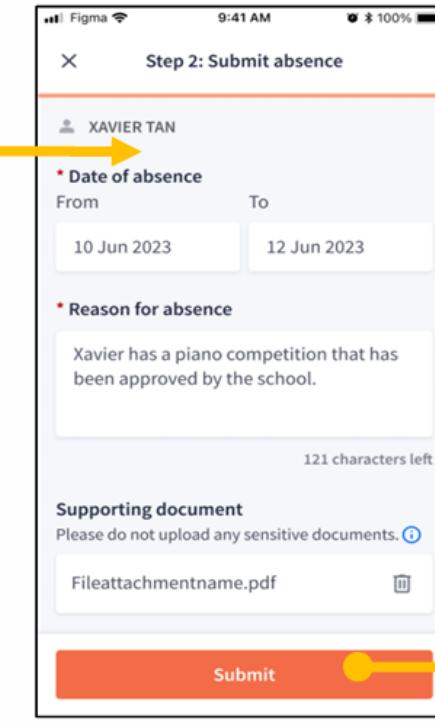
Parent To-Do



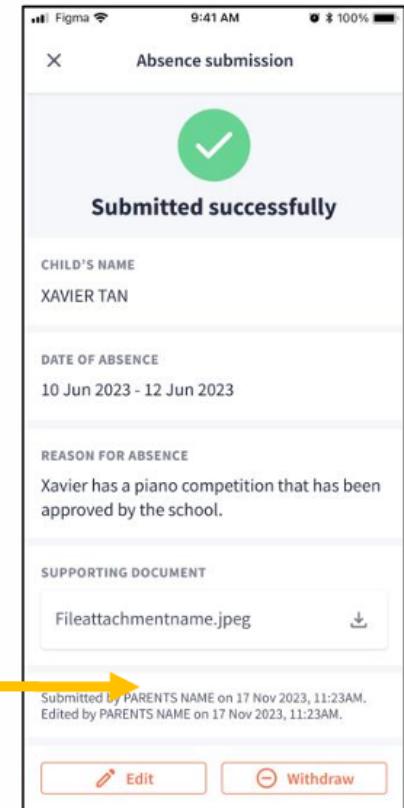
Parent reads the announcement



Parent's submissions

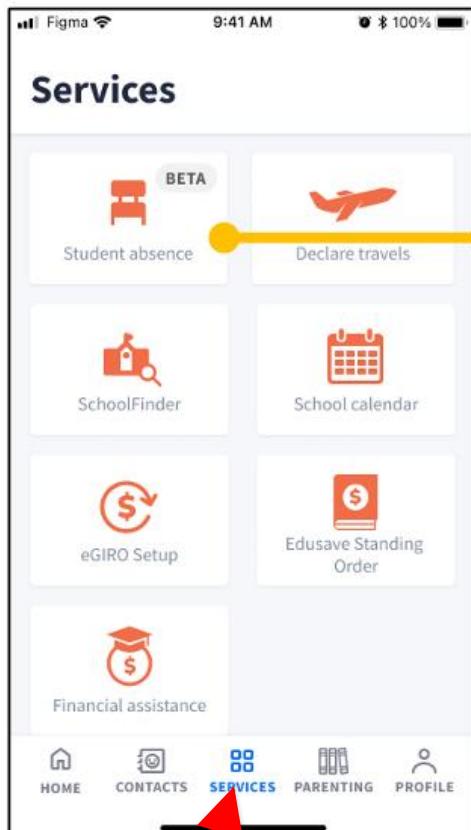


Parent fills in the reason for absence

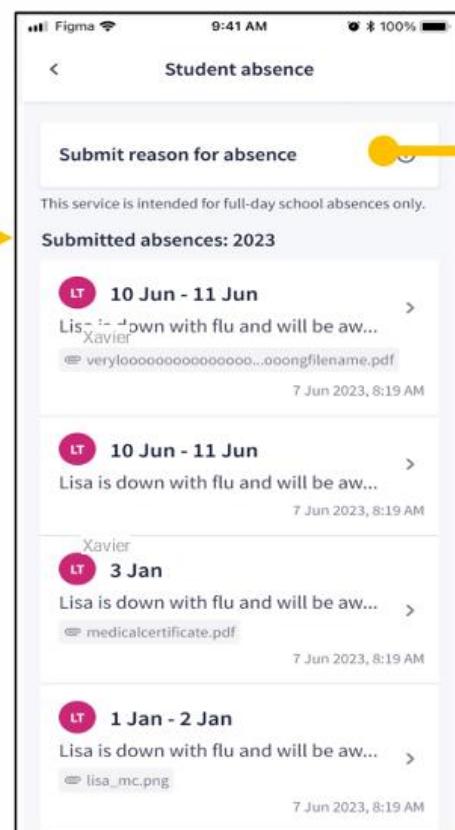


Successfully submitted

# Parent's Self-initiated Submission



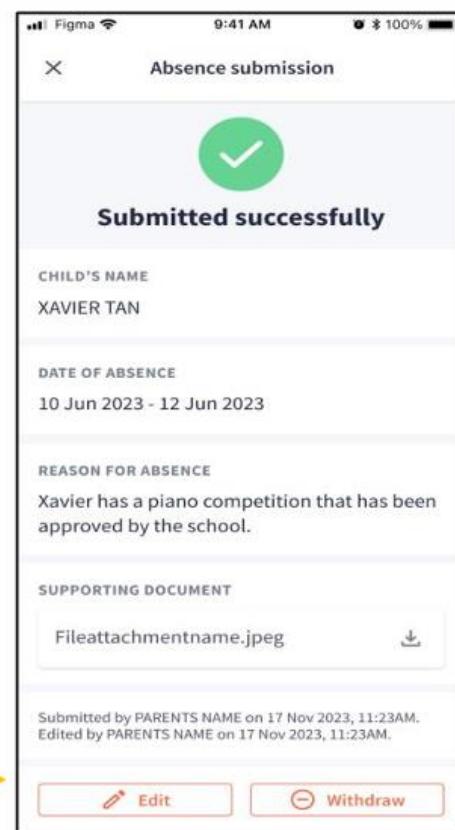
Parent's "Services" page



Parent's submissions

A screenshot of the 'Step 2: Submit absence' form. It shows a list of previous submissions for 'Student absence'. The first item is '10 Jun - 11 Jun' with a note from 'Lisa' stating she has the flu. The second item is '3 Jan' with a note from 'Xavier' stating he has a piano competition. The third item is '1 Jan - 2 Jan' with a note from 'Lisa' stating she has the flu. A yellow arrow points from the 'Submit reason for absence' button on the previous screen to the 'Submit' button on this screen.

Parent fills in the reason for absence and submits



Successfully submitted

**Travelling overseas for holidays and visitation during curriculum time is strongly discouraged. If child needs to travel, parents MUST apply using the link on school website and update absence on Parents Gateway.**

[https://www.lianhuaPRI.moe.edu.sg/](https://www.lianhuapri.moe.edu.sg/) [Ask Go](#)

School Info ▾

MOE Sexuality Education

Resources

Parent Support Group &

Parent Volunteers

Assessment Matters ▾

Forms

Parents Gateway (PG)

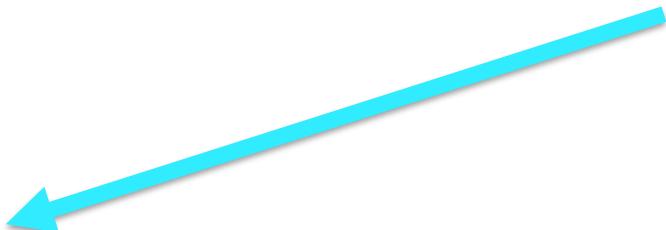
Appreciate our Staff

• Edusave Account: Usage of Funds  
<https://www.moe.gov.sg/financial-matters/edusave-account/usage-of-edusave-funds>

For All Students

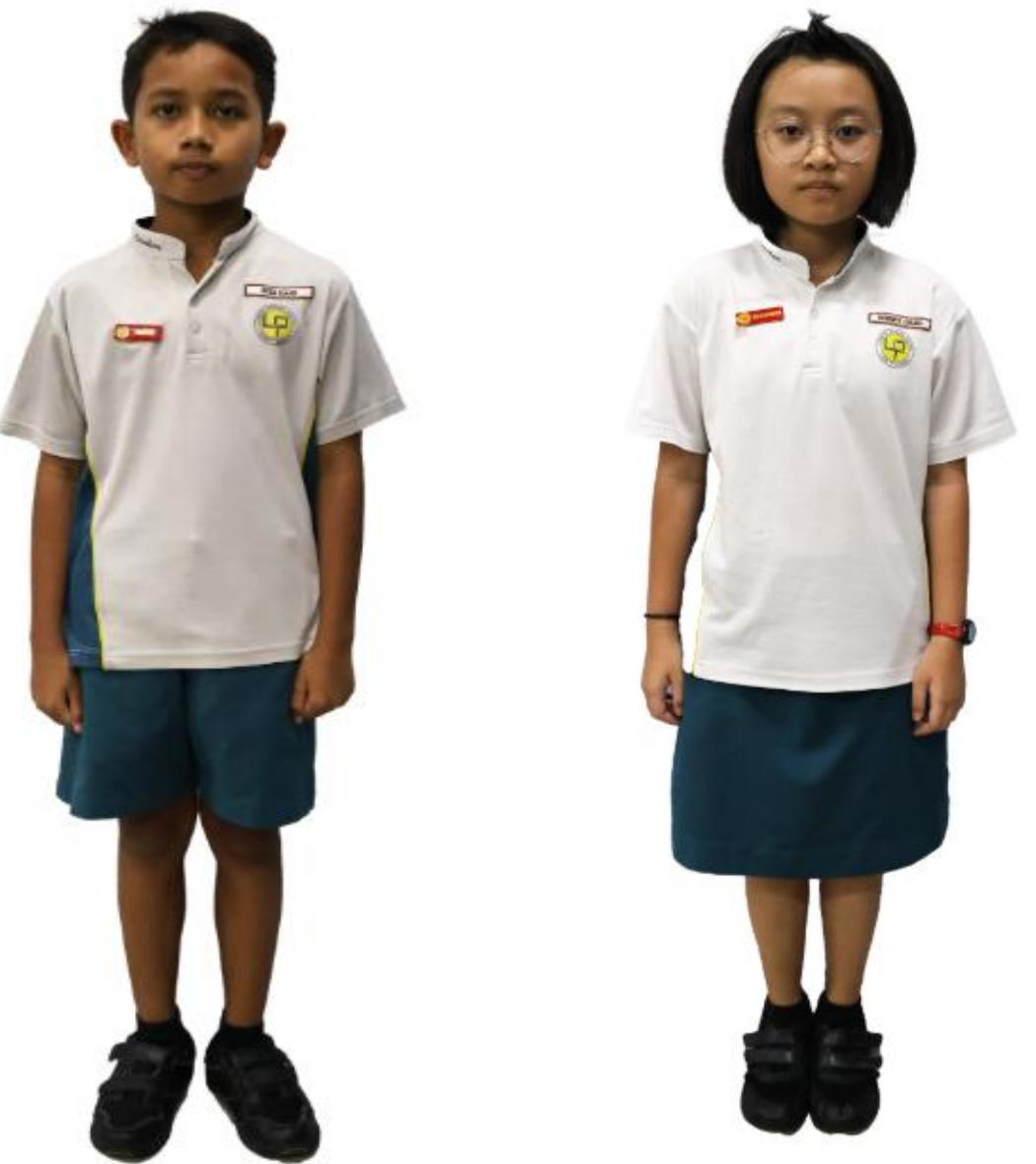
• School & Miscellaneous Fees (including application for Interbank GIRO)  
<https://www.moe.gov.sg/financial-matters/fees>

## Absence from School



Application for Absence during School Term (only for overseas travel)  
<https://form.gov.sg/65a5cfe2399a250012c27dda>

# School Attire



All students are expected to wear the school uniform.  
Wear PE Attire on days when there are PE lessons.  
Any modification to the school uniform is not allowed.

# Appearance

- Jewellery or ornaments are not allowed.
- Fingernails must be kept short and clean.
- Make-up is not permitted.
- Hair must be short and neatly combed.
- Hair must be cropped at the back, gently sloping down to reach the neck. **No undercuts.**
- Extreme or unusual hairstyles are not allowed.
- **Hair must not be dyed or highlighted.**
- The fringe must not touch the eyebrows when combed down.
- Hair must not reach the eyebrows, ears or the shirt collar.



# Unsuitable Hairstyles



# Appearance



- Jewellery or ornaments are not allowed.
- Girls with pierced ears should only wear one gold or silver stud for each ear.
- **Fingernails must be kept short and clean. Nail varnish is not allowed.**
- Make-up is not permitted.
- Hair length touching the collar must be tied up neatly with **dark blue/black** rubber band.
- Fringe does not touch the eyebrows or is always pinned up.
- **Hair must not be dyed or highlighted.**
- Hair extension and punky hairstyles are strictly prohibited.

# Mobile Devices

Your child/ward is **not** encouraged to bring your mobile devices to school.

Mobile phones, tablets, smartwatches or any device  
that can perform the following functions:

- Voice calls and messaging
  - Text messaging
  - Internet access
- Social media access
  - Chat rooms
  - Photography
  - Video recording
  - Audio recording





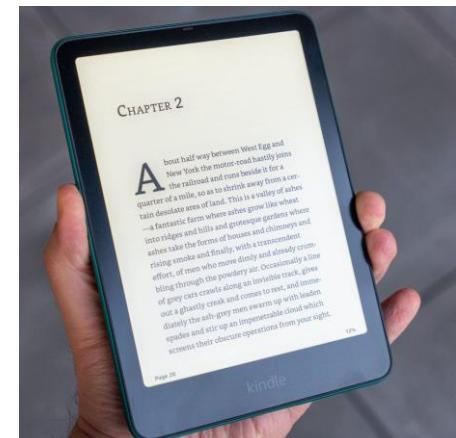
# Mobile Devices



- All mobile devices can only be used for **communication after and outside school**.
- Smartwatches should be **set to restricted access during school hours**.
- Students are **not allowed to take photos, record videos/audio** within school.
- Student's own responsibility to **ensure secure storage** of device in school.
- The school does not require or encourage the set-up of **online chat groups** among students.

# School e-Device Policy

- The school encourages reading printed books to enhance better comprehension and retention due to fewer digital distractions.
- The school does not encourage the use of e-device for reading in school to
  - reduce screen time in school
  - reduce risk of damage to or loss of device



# Thank You!

