



NEW TOWN PRIMARY SCHOOL

300 Tanglin Halt Road Singapore 148812

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Reference no.: NTPS/2022/005

3 January 2023

Dear Parents / Guardians,

1. Welcome to a New Academic Year 2023

On behalf of the staff at New Town Primary, I would like to extend a warm welcome to all students and parents to a new academic year. We hope that the December Holidays have been a good break for all and provided the opportunity for your family to spend some quality time together. To our Primary 1 and new students joining our school, welcome to our New Town family!

We would like to congratulate our graduating cohort of 2022 for their commendable performance at the PSLE and would like to wish them all our best as they embark on their new education journey in their respective secondary schools. 2022 marked the stepping down of most of the Safe Management Measures (SMMs) nationwide and we were thus able to bring back a number of the student development experiences (SDEs) that were suspended in the last 2 years. Seeing how our students have embraced the return of the SDEs, we will continue in our efforts to offer our students the New Town Experience that is holistic, engaging and empowering.

As part of our home-school partnership, we would like to share with you the following updates.

2. Weekly Timetable Plan & After-school Programmes for 2023

Curriculum Hours on Wednesdays to be Extended by 30 minutes

As shared in our End-of-year Newsletter 2022, we have made some adjustments to our Weekly Timetable and After-school Programme Timetable for 2023. As part of the nationwide implementation of the new syllabus for Character & Citizenship Education (CCE 2021), with effect from 2023, all P4, P5 & P6 students will have an additional period (30 minutes) of Form Teacher Guidance Period (FTGP) weekly.

In view of the need to factor in the time required for the additional period, the school has made the decision to extend the curriculum hours for P1 – P6 by 30 minutes on Wednesdays to end at 2.10 p.m. This decision takes into consideration that our students have siblings across the levels and parents would find it easier to manage the after-school transport and care arrangements for their children if the curriculum hours for the whole school is standardized.

In alignment with CCE 2021, P4 – P6 students will use the additional 30 minutes for FTGP. P1 & P2 teachers will use the time to deepen the learning of Mathematics while P3 teachers will conduct enrichment modules as part of our Learning for Life Programme (LLP) in Student Leadership Development. The current plans supersede what was communicated in the End-of-year Newsletter 2022 where it was shared that P1, P2 & P3 students would be given a 30-minute lunch break.

Together with other considerations such as the introduction of Higher Mother Tongue for Middle Primary and Extended Curriculum for students taking varied subject combinations, the school has planned the weekly timetable in a manner that ensures students have sufficient breaks spread out in the day. Please refer to Table 2.1 – 2.3 for information on the weekly timetable plan and after-school programmes.

Table 2.1 – Weekly Timetable Plan 2023

Pd	Time	Monday	Tuesday	Wednesday	Thursday	Friday
	7.15 a.m.	Assemble for Flag-Raising Ceremony / Attendance Taking / Silent Reading ¹				
	7.30 – 7.40 a.m.	Flag–Raising Ceremony				
1	7.40 – 8.10 a.m.		Assembly	Enrichment Lessons [P1 & P2] CCAs [P3 – P6]		
2	8.10 – 8.40 a.m.		FTGP			
3	8.40 – 9.10 a.m.		FTGP / LLP [For P3 – P6]			
4	9.10 – 9.40 a.m.	P3 & P4 Recess P6 Snack break ²				
5	9.40 – 10.10 a.m.	P1 Recess				
6	10.10 – 10.40 a.m.	P2 Recess P5 Recess				
7	10.40 – 11.10 a.m.	P6 Recess				
8	11.10 – 11.40 a.m.					
9	11.40 a.m. – 12.10 p.m.					
10	12.10 – 12.40 p.m.	Snack Break ² [P1 – P5]				
11	12.40 – 1.10 p.m.					
12	1.10 – 1.40 p.m.					
13	1.40 – 2.10 p.m.	Dismissal at 1.40 p.m.			Dismissal at 1.40 p.m.	
	Extended Curriculum, CCA, Remedial & Enrichment			Late Day Dismissal at 2.10 p.m.		

Notes to Weekly Timetable Plan

- 1 Morning Reading Programme: Students are required to bring a story book or recommended reading material.
[**Mon to Wed:** English Language books; **Thu & Fri:** Mother Tongue Language books]
- 2 All students will have at least one snack break at a stipulated time every day. Students are strongly encouraged to pack dry finger foods, e.g. fruit, bread, biscuits, as well as wet wipes / tissue papers to clean up.

Table 2.2 – After-school Programmes for P3 & P4 Students

Level	Prog	Time	Monday	Tuesday	Wednesday	Thursday	Friday
P3	Extended Curriculum	1.40 – 3.10 p.m.	SDR / RRP³ [1.40 – 2.40]		Late Day SDR [2.10 – 3.10] HMTL³ [2.40 – 3.40]	SDR / RRP [1.40 – 2.40]	
		2.15 – 3.00 p.m.	Remedial	SDEs & Enrichment Prog⁵ (For Selected Students)		Remedial	CCA sessions⁶ [2.15 to 3.45] (Performing Arts CCA ends at 4.15 pm)
	CCA, Remedial ⁴ & Enrichment	3.00 – 3.45 p.m.	Remedial			Remedial	
		3.45 – 4.30 p.m.					
P4	Extended Curriculum	1.40 – 3.40 p.m.	SDR / RRP [1.40 – 2.40]		Late Day SDR [2.10 – 3.10] HMTL [2.40 – 3.40]	SDR / RRP [1.40 – 2.40]	
	CCA, Remedial ⁴ & Enrichment	2.15 – 3.00 p.m.	Remedial	SDEs & Enrichment Prog⁵ (For Selected Students)		Remedial	CCA sessions⁶ [2.15 to 3.45] (Performing Arts CCA ends at 4.15 pm)
		3.00 – 3.45 p.m.	Remedial			Remedial	
		3.45 – 4.30 p.m.					

Notes to After-school Programmes for P3 & 4 2023

- 3 SDR – School-based Dyslexia Remediation and RRP – Reading Remediation Programme: As these programmes involve a small group of students, they will start immediately after school dismissal, with a snack break incorporated into the lesson. HMTL – Higher Mother Tongue Language Lessons; students will be given a short lunch break prior to lessons.
- 4 Remedial is a class-based support programme for selected students conducted by the subject teachers. Notification letter (via Parents Gateway) will be issued by subject teachers.
- 5 Student Development Experiences (SDEs) such as student leadership development programmes and other enrichment programmes (e.g. E2K trainings), will generally be held on Tuesdays. Information on these individual programmes will be given through the registration forms.
- 6 CCA sessions in school will start at 2.15 pm on Fridays. Sports CCA trainings will run from 2.15 to 3.45 pm. Performing Arts CCAs will run from 2.15 to 4.15 pm.
Should CCA Sessions be pivoted online via Zoom, the sessions will run from 3.00 to 4.30 pm.

Table 2.3 – After-school Programmes for P5 & P6 Students

Level	Prog	Time	Monday	Tuesday	Wednesday	Thursday	Friday
P5	Extended Curriculum	1.40 – 3.00 p.m.	HMTL ³ [2.00 – 3.00]	Extended lessons [1.40 – 2.10] (Students with foundation subj)	Late Day		Extended lessons [1.40 – 2.10] (Students with foundation subj)
	CCA, Remedial ⁴ & Enrichment	2.15 – 3.00 p.m.	Remedial	SDEs & Enrichment Prog ⁵ (For Selected Students)		Remedial	CCA sessions ⁶ [2.15 to 3.45] (Performing Arts CCA ends at 4.15 pm)
		3.00 – 3.45 p.m.	Remedial			Remedial	
		3.45 – 4.30 p.m.					
P6	Extended Curriculum	1.40 – 3.00 p.m.	HMTL ³ [2.00 – 3.00]	Extended lessons [1.40 – 2.10] (Students with foundation subj)	Late Day		Extended lessons [1.40 – 2.10] (Students with foundation subj)
	CCA, Remedial ⁴ & Enrichment	2.15 – 3.00 p.m.	Remedial	SDEs & Enrichment Prog ⁵ (For Selected Students)		Remedial	CCA sessions ⁶ [2.15 to 3.45] (Performing Arts CCA ends at 4.15 pm)
		3.00 – 3.45 p.m.	Remedial			Remedial	
		3.45 – 4.30 p.m					

Notes to After-school Programmes for P5 & P6 2023

- HMTL – Higher Mother Tongue Language Lessons. Students will be given a short lunch break prior to lessons
- Remedial is a class-based support programme for selected students conducted by the subject teachers. Notification letter (via Parents Gateway) will be issued by subject teachers.
- Student Development Experiences (SDEs) such as student leadership development programmes and other enrichment programmes (e.g. E2K trainings), will generally be held on Tuesdays. Information on these individual programmes will be given through the registration forms.
- CCA sessions in school will start at 2.15 pm on Fridays. Sports CCA trainings will run from 2.15 to 3.45 pm. Performing Arts CCAs will run from 2.15 to 4.15 pm.
Should CCA Sessions be pivoted online via Zoom, the sessions will run from 3.00 to 4.30 pm.

3. Assessment Matters

3.1 Removal of Mid-year Exams

Aligned with MOE's shift to reduce school-based assessment load, New Town Primary has removed the Mid-year Examinations (MYE) across the levels over the years. **In 2023, all MYEs, including that for Primary 6, will be removed.** In view of the shift, the school has since strengthened our holistic assessment practices and developed a Holistic Assessment Plan for each level to support students' learning in the following ways:

- to use a range of assessment modes to allow our teachers to gather information about students' learning;
- to provide feedback on their mastery of concepts and skills to enable students to track their own learning progress and plan for improvement.

3.2 Formative and Summative Assessments to Support Students' Learning

In the design of the school's Holistic Assessment Plan, a range of assessment modes has been considered to ensure rigour and standards of the learning outcomes. Some of the assessment tasks are **summative** i.e. used to assess students' level of achievement, and the marks obtained are counted towards the overall results for the subject at the end of the year, while the rest are **formative**, which are used to gather information on students' learning and do not carry any weighting towards the overall results of the subject.

Together, both summative and formative assessments serve as milestone checks for parents, teachers as well as the child to track his / her learning progress along the way and plan for improvement. Please refer to Table 3 for an overview of the Formative and Summative Assessments across the levels. Details on level-specific assessment plans will be issued in a separate letter.

Table 3 – Overview of Summative & Formative Assessments 2023

	P1	P2	P3	P4	P5	P6
Term 1	<ul style="list-style-type: none">• All assessments are formative• A 3-tier rating scale is used to report the child's attainment in key learning outcomes at the end of Term 2 & 4.		<ul style="list-style-type: none">• All assessments are formative.			End of Term Examinations
Term 2			<ul style="list-style-type: none">• A combination of Formative & Summative Assessments• Summative Assessments in the term will carry 15% weighting to the whole-year score of the subject.			End of Term Examinations
Term 3			<ul style="list-style-type: none">• A combination of Formative & Summative Assessments• Summative Assessments in the term will carry 15% weighting to the whole-year score of the subject.			Preliminary Examinations 100%
Term 4			<ul style="list-style-type: none">• End-of-year Examinations - 70%			PSLE

4. Home-school Partnership

4.1 Parent Engagement Sessions

With the belief that parents are our partners-in-education, the school has planned for a series of online parent engagement sessions to share information on student development and curricular matters as well as Direct School Admission (DSA), PSLE and Subject-based Banding matters. Please refer to Table 4 for the dates of these sessions. Registration details will be given closer to the dates.

Table 4 – Parent Engagement Sessions 2023

Date & Time	Target Audience	Agenda
Fri, 10 Feb 2.30 p.m. – 5 p.m.	P5 & P6 Parents	<ul style="list-style-type: none">• DSA & PSLE matters• Student development matters & curriculum briefing for the respective subjects
Fri, 24 Feb 2.30 p.m. – 5 p.m.	P3 & P4 Parents	<ul style="list-style-type: none">• Subject-based Banding matters• Student development matters & curriculum briefing for the respective subjects
Fri, 31 Mar 2.30 p.m. – 5 p.m.	P1 & P2 Parents	<ul style="list-style-type: none">• Holistic Assessment• Student development matters & curriculum briefing for the respective subjects

4.2 Online Meet-the-Parent Session 1 [MPS 1] on Friday, 10 March

MPS 1 for 2023 has been scheduled to be on Friday, 10 March 2023, which is also designated as a non-school day for all students. It is an opportunity for the child to be given a voice to share his/her learning and reflection, as well as for parents and teachers to affirm the strengths and collectively plan with the child for his/her improvement in learning. Similar to 2022, this year's MPS 1 will be conducted online via video-conferencing platforms. More information on the registration will be given closer to the date.

4.3 Communication Channels between Parents & Teachers

For ease of communication between teachers and parents, it has been a common practice for Form Teachers to set up a ClassDojo group or Whatsapp chatgroup for parents. As the well-being of our teachers is paramount, we seek the understanding of parents **not to contact the teachers during weekends, public holidays, and after 5pm on weekdays**. We thank you for your consideration to allow our teachers sufficient rest so that they can give their best to your child during the school hours. Other channels of communication include:

- Emailing the teachers. The email addresses of all school staff can be found at <https://newtownpri.moe.edu.sg/about-us/school-staff>
- Writing notes to our teachers in your child's Student Reflection Handbook. Please remind your child to show the note to the teacher.
- Calling the school at Tel: 64748805 and leaving a message for the teachers. Our teachers will return your call after their lessons and meetings.

You may also visit our school website <http://www.newtownpri.moe.edu.sg> for information and updates. Click on the tab “For Parents” to access the repository of notifications, newsletters for parents, briefing slides for parent engagement sessions and calendar of activities for the students. All our notifications to parents, newsletters and consent forms will be sent via Parent Gateway. You may also contact the Heads of Department or Year Heads on subject / student matters:

Appointment	Name	Email Address
HOD/English Language	Mrs Serene Lee	teo_shiwei@schools.gov.sg
	Mrs Jessica Lee (Covering Jan-Feb '23)	ong_jing_yun@schools.gov.sg
HOD/Mathematics	Mdm Chua Siao Wen	chua_siao_wen@schools.gov.sg
HOD/Science	Mr Chew Zichun	chew_zichun@schools.gov.sg
HOD/Mother Tongue Languages	Mdm Teh Sok Fun	teh_sok_fun@schools.gov.sg
Year Head/Lower Pri	Mdm Saihatul U. S.	saihatul_ukhara_salleh@schools.gov.sg
Year Head/Middle Pri	Ms Teo Wee Ling	teo_wee_ling@schools.gov.sg
Year Head/Upper Pri	Mdm Woon Wei Li	woon_wei_li@schools.gov.sg
HOD/Character & Citizenship Ed	Ms Khoo Ri Zhen	khoo_ri_zhen@schools.gov.sg
HOD/Student Management	Mdm Lee Poh Geok	lee_poh_geok@schools.gov.sg
HOD/PE & CCA	Mr Vincent Heng	heng_swee_chye_vincent@schools.gov.sg
HOD/Aesthetics	Mrs Hoo Yew Fang	lee_yew_fang@schools.gov.sg
HOD/Special Educational Needs	Mr Johnson Li	Li_yuxiang_johnson@schools.gov.sg
HOD/Infocomm & Technology	Ms Tan Yan Fen	tan_yan_fen@schools.gov.sg

5. School Routines, Safety and Student Well-being

5.1 Arrival and Dismissal Routines & Road Safety

Please note that the dismissal times will be standardized for all levels in 2023, as shown in Table 5.1. To ensure orderliness and prevent crowding at the exit points, Primary 1 students and bus takers will be dismissed first, followed by the other levels.

Table 5.1 – Dismissal Times 2023

Days	Levels	Dismissal Times
Mondays to Fridays	P1 – P6	1.40pm
Wednesdays	P1 – P6	2.10pm

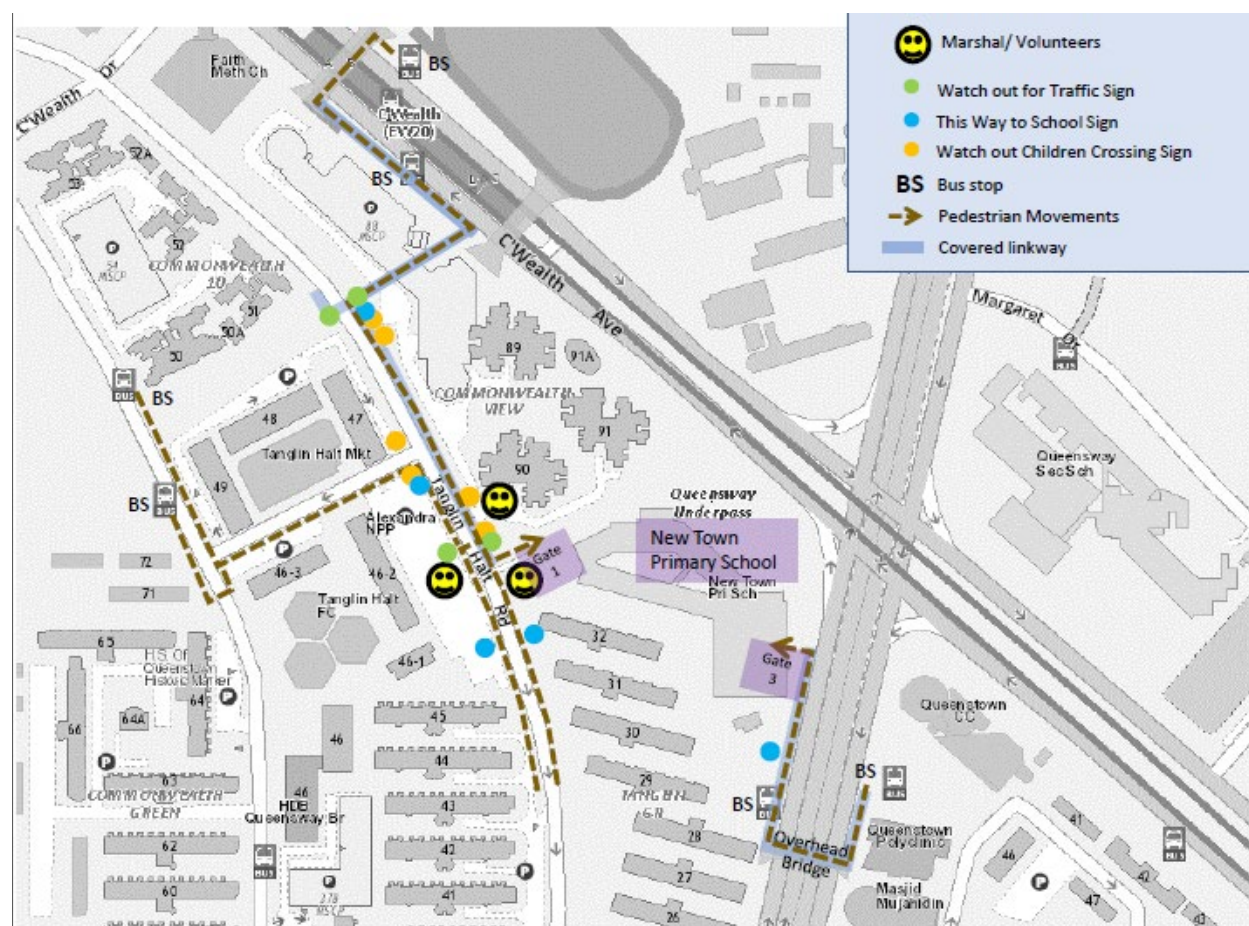
Out of consideration for our students, we would like to draw your attention to the following:

- **Bus-takers:** Parents are to inform the bus drivers in advance if your child is not taking the school bus at dismissal time. This is to avoid holding up the departure time so that the buses can leave the school promptly and other students will arrive home punctually.
- **Drop-off and pick-up:** Parents dropping off and picking up your child are to refer to Table 5.2 for information on entering the school compound. Parents who drive must follow the directions provided by the traffic wardens and are strongly discouraged from alighting or picking up your children outside the school gate near the traffic light. Not only does this practice cause traffic congestion along Tanglin Halt Road, it also poses a danger to students using the pedestrian crossing from cars negotiating around your parked cars.
- **Safe routes for students taking public transport:** Parents are encouraged to advise your child to use the identified safe walking routes as shown in the map in Table 5.3.

Table 5.2 – Information for parents entering school compound for drop-off and pick-up

	Arrival of Students	Dismissal of Students
School Days	<ul style="list-style-type: none">• Parents may drive into the school to alight students at the foyer between 6.45 a.m. to 7.30 a.m.• Parents must follow the directions by the traffic wardens.	<ul style="list-style-type: none">• All gates are closed during curriculum hours till dismissal time.• Parents are advised to wait for their children outside the school (at Gate 1) and at the Parent Waiting Area at Gate 2 and at Gate 3.• The front and back gates are open for half an hour after dismissal time. For safety reasons, parents are not allowed into the school for the first ten minutes of the school dismissal.• Parents who drive may enter the school to pick up their children after the school buses have left the school grounds, which is approximately 20 minutes after dismissal time. E.g. if the dismissal time is 1.40 p.m., the school main gate will be open for about 30 minutes after dismissal time (i.e. 2.00 p.m. - 2.30 p.m.) for parents to drive into the school. Should parents arrive early, please do not stop along the side of the road as this will create traffic congestion.

Table 5.3 – Safe Routes for Students Taking Public Transport



5.2 Social Responsibility and a Sense of Preparedness

Although Safe Management Measures have been further relaxed, parents should continue to be vigilant and have your children exercise personal hygiene and social responsibility e.g., not to send the child to school if he/she is unwell. The school will conduct the Temperature-Taking Exercise (TTE) twice yearly with the aim to:

- maintain schools' preparedness to re-activate temperature-taking regime should there be a need to, and
- educate students to take personal responsibility for their own health and practise social responsibility.

The first TTE will be conducted on **Wednesday, 11 January 2023**. Students are to bring their oral thermometer for the exercise. As part of the school's emergency preparedness, the school will also be conducting physical fire drills and evacuation drills to ensure that our school staff and students are familiar with the emergency drills.

5.3 School Uniform and Physical Education (P.E.) Attire

All students must be attired in school uniform at all times. The name tag should be worn above the school crest. Students without the name tags sewn on their uniform will be given till end of Term 1 2023 to ensure this is done. This is to ensure we are able to identify the students, especially during an emergency. Students who have previously sewn the name tags below the school crest will not be required to make the change to their current set of uniform. They should ensure the correct order is adhered to when they purchase the new set of uniform. P.E. attire should be worn during P.E. days, PAL lessons and CCA games/ sports. Students of other CCAs have the option of wearing the P.E. attire during their CCA. They should wear the school P.E. T-shirts tucked in neatly with black shorts.

As mentioned in 2021 Term 1 Newsletter, the school has updated our P.E. attire and school shoes and the new attire has been introduced in phases over 2 years from 2021 – 2022, starting with Primary One cohort in 2021. Hence, from the start of 2023, we look forward to all our students wearing the new P.E. attire and plain, all black school shoes with white socks.

PE Attire



5.4 Instilling Independence and Responsibility in Our Students

We strongly encourage parents/guardians not to deliver the child's personal items to school if he/she has forgotten to bring them. Apart from instilling a sense of independence and responsibility in the child, we also do not want the teachers' lessons to be interrupted by the deliveries. Please assure your child that the teachers will encourage other students to share with him/her their stationery, books and worksheets so that he/she will not miss out on the learning. We will, however, make an exception for medication.

5.5 Healthy Eating Habits

To develop healthy eating habits in our students, we encourage parents to pack healthy snacks like fruits for your child. Please also pack some wet wipes so that he/she can clean up and do wipe-down after consuming his/her snacks. The school is on the Healthy Meals School Programme (HMSP) – a joint initiative by MOE and Health Promotion Board to cultivate healthy eating habits among students. The school canteen serves set meals that are priced between \$1.50 and \$2.50. We seek your continued support in cultivating healthy eating habits amongst our students by encouraging them to purchase the set meals.

6. Finance and Administrative Matters

6.1 Standing of Edusave Account for Enrichment Programmes

Every Singaporean student studying at primary level in MOE-funded schools will have an Edusave account created automatically for him/her by MOE. The government will contribute to the Edusave account in January every year, and the contribution amount will vary from year to year. A letter will be sent out shortly to inform you of the enrichment programmes planned for your child/ward to discover his/her talents. If your child / ward is a Singaporean, you are strongly encouraged to sign the Standing Order for the Use of Edusave Account. In this way, the payment amount for enrichment programmes will be deducted seamlessly from his/her Edusave account, subject to the balance available. Non-Singaporean students can pay via GIRO or Pay With SAM.

6.2 Financial Procedures

School/Miscellaneous fees are to be paid at the General Office between 8.00am and 2.30pm. Parents are encouraged to make payment via GIRO or cheques. If cheques or cash is used, please insist on a receipt each time a payment is made. Parents may also pay via Pay With SAM.

6.3 Use of Photographs / Video Footages

Photographs and video footages are often used to capture school events which may be used for school publications or uploaded onto our school website and social media to keep our stakeholders updated. New Town Primary will, on written notice of withdrawal of consent to ntps@moe.edu.sg, appropriately dispose of or anonymise the information within 4 weeks from receipt of the request. However, do note that where printed materials are concerned, removal will not be possible.

7. School Calendar – Semester 1

As per past practice, a copy of the 'School Calendar – Semester 1' has been appended at the end of this newsletter for your reference.

Thank you for all your support in our various school programmes towards the holistic development of our students. As we move into 2023, we look forward to your continued support as our partners-in-education and would like to wish you and your family an enriching year ahead.

Yours faithfully,

MRS TAN-NG WIE PIN
PRINCIPAL



NEW TOWN PRIMARY SCHOOL

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SCHOOL CALENDAR – SEMESTER 1

TERM 1 2023				
Week	Day / Date	Time	Activity	Remarks
1	Tue 3 Jan		Term 1 begins (P1 students only)	Value of Term: Resilience
	Wed 4 Jan		Term 1 begins (P2 to P6 students)	
2	Wed 11 Jan		Start of CCAs	
4	Mon 23 Jan		Chinese New Year (Public Holiday)	20 Jan (Fri) is NOT a half day for students
	Tue 24 Jan		Public Holiday in-lieu (Chinese New Year)	
	Wed 25 Jan		No After-school Activities (N.A.S.A.)	
6	Mon 6 Feb		Start of Remedial Lessons	Refer to Consent Forms
	Fri 10 Feb	2.30pm – 5.00pm	P5 & P6 Online Parent Engagement Session	
8	Fri 24 Feb	2.30pm – 5.00pm	P3 & P4 Online Parent Engagement Session	
10	Fri 10 Mar	8.00am – 4.00pm	Meet-the-Parents Session [MPS] for P1 to P6 [Online]	Non-school day for all students - Home-based Learning
Hol	Sat 11 Mar	-	Term 1 School Holiday begins	Sat 11 Mar to Sun 19 Mar
TERM 2 2023				
1	Mon 20 Mar		Term 2 begins	Value of Term: Integrity
2	Fri 31 Mar	2.30pm – 5.00pm	P1 & 2 Online Parent Engagement Session	
3	Fri 7 Apr		Good Friday (Public Holiday)	
5	Fri 21 Apr		Eve of Hari Raya Puasa	Muslim students are dismissed at 10.10 a.m.
	Sat 22 Apr		Hari Raya Puasa (Public Holiday)	
6	Mon 24 Apr		Holiday in-lieu (Hari Raya Puasa)	
	Tue 25 Apr		No After-school Activities (N.A.S.A.)	
7	Mon 1 May		Labour Day (Public Holiday)	
	Tue 2 May		DSA-Sec Application begins	Pending MOE's announcement
10	Thu 25 May		Issue of Holistic Development Report	
Hol	Sat 27 May		Term 2 School Holiday begins	Sat 27 May to Sun 25 June Term 3 begins on Mon 26 June
	Mon 19 Jun	8.30am – 12.30pm	Supplementary Classes for P6 Students	
	Tue 20 Jun	8.30am – 12.30pm	Supplementary Classes for P6 Students	
	Wed 21 Jun	8.30am – 12.30pm	Supplementary Classes for P6 Students	