

Park View Primary Parents Handbook

Leaders of Character, Championing Service and Excellence



Park View Primary School Information Guide for Parents

1. Gate Operation Hours

Main Gate (Gate A)	7.00 am – 6.00 pm	Walk-in Gate: Open	The main gate of the school is along Pasir Ris Drive 1, opposite Tampines Meridian JC.
	7.00 am - 7.30 am	Vehicle Gate: Open	
	7.30 am – 6.00 pm	Vehicle Gate: Closed (open for authorized entry only)	
Side Gate (Gate D)	7.00 am – 7.30 am	Open	Will also be open after 2 p.m. for student to exit when it rains
	1.30 pm – 2.00 pm	Open	

Parents/caregivers may drop-off or pick-up your child at any of the above gates according to the gate operation time. To avoid traffic congestion and/or potential hazards, do drive off immediately after dropping off your child, and also come just on time for picking-up.

All visitors are to register at the Security Post accessible via the Main Gate (Gate A). You are to wear the Visitor's Pass prominently at all times. Kindly proceed to the General Office to state your purpose of visit and seek assistance.

Parents are not allowed to go to the classrooms or to be in the canteen unless permission has been granted.

2. Photography and Videos

Photographs or video images of you or your child may be captured during school activities and events such as classroom lessons, CCA, school camps and school concerts. The school may use and publish such photographs and/or video recordings in school publications, website, social media channels and other communication channels.

3. Finance Matters

3.1 Fee Payable

Every child is required to pay miscellaneous fees of \$13.00 monthly. In addition, Singapore Permanent Residents and non-citizens have to pay monthly school fees as indicated below.

2023				
Level	Nationality	School Fees* (S\$)	Misc Fees* (S\$)	Total (S\$)
Primary	Singapore Citizen	Free	13.00	13.00
	Singapore PR	255.00	13.00	268.00
	IS (ASEAN)	515.00	13.00	528.00
	IS	875.00	13.00	888.00

** Subject to review*

All students are encouraged to pay their fees through Giro. Forms are available from the General Office. Deductions for Giro payment will be made on a monthly basis. Please ensure that there is sufficient money in the bank account. Parents of SC child may also pay the 2nd tier miscellaneous fees through the edusave account.

3.2 School Bookshop, Uniform Supplier and School Bus Service

School Bookshop & Uniform Supplier	School Bus Service
Pacific Bookshop Centre Tel: 6581 2317 Opening hours: Mon - Fri 8.30am - 12.00pm 1.00pm - 3.15pm Parents are allowed to go to the bookshop only from 2.00 pm - 3.00 pm	Golden Lion Transport Services Miss April Chia HP: 91466258

2.3 Financial Assistance Scheme (FAS)

The Financial Assistance Scheme aims to reduce the financial burden of needy students so that they can focus on their academic pursuit. Students who have difficulty in meeting their schooling needs may apply for MOE Financial Assistance Scheme. Only students who are Singapore citizens can apply for MOE FAS.

For more information and application for MOE FAS, please visit the MOE/school website or approach the staff in the General Office.

4. Health Matters

4.1 School Health Services (SHS)

For the prevention and control of communicable diseases, children entering primary school must be vaccinated against smallpox, diphtheria, poliomyelitis, tetanus, measles and tuberculosis.

Doctors and nurses from the SHS conduct annual medical examinations for Primary 1 to Primary 6 students. All students are required to undergo sight-screening tests and for Primary 1 students, auditory screening tests as well.

4.2 School Dental Services

The school has its own dental clinic manned by a dental therapist. All students in the school are seen by the dental therapist for routine check-up and dental treatment is provided as well. For the dental treatment for your child, please call the following clinic for an appointment:

School Dental Centre	
Health Promotion Board #04-00 3 Second Hospital Avenue Singapore 168937 (opposite Outram MRT Station) Tel: 6435 3782 / 9821 1985	* Singaporean may have to pay for treatment. * Foreigners & Permanent Residents have to pay for treatment.

3.3 Hydration

For sound health practices, students are strongly encouraged to bring their own water bottles to school. Water coolers are located at the canteen and at every level of the classroom blocks. Sweet drinks are not allowed to be brought to the classrooms.

5. School Discipline policy

5.1 Absence from school

Students who are absent from school must provide a valid MC or parents' letter upon return to school. When a student is ill or suffering from a contagious disease, the form teacher has to be informed and the student should not be sent to school until he recovers.

5.2 Permission to leave school early

Students are not allowed to leave the school premises during school hours. Requests for students to leave the school during school hours must be made by their parents / guardians in person at the General Office.

Parents/guardians are required to sign the “Permission to Leave School” form before taking their child out of school. Students are not allowed to leave the school on their own during school hours. Should a student need to be taken out of school during school hours, parents/ guardians must inform the school beforehand, and a responsible adult must personally take the student from the school's General Office.

5.3 Types of Offences

Minor Offences	
<ul style="list-style-type: none"> Absent without valid reason Late-coming Eating/drinking Improper attire and grooming Littering Name-calling Not doing assignments Telling lies 	<ul style="list-style-type: none"> Being absent from school without a valid reason and without the knowledge of their parents/guardians/care givers on school days (Monday to Friday) Being late for school, CCA, enrichment or remedial without a valid reason Other than in the canteen Disobeying school rules stated under “Attire and Appearance” in the handbook Dropping or leaving rubbish in school premises or public places labels a person as something negative without considering the feelings of the other person Not turning in class work, homework, project work, etc. without a valid rea
Major Offences	
<ul style="list-style-type: none"> Leaving school grounds without permission Skipping classes Abuse of technology Bullying/Cyber bullying Cheating in assessments/tests/exams Disruptive behaviour Forgery Open defiance and/or rudeness 	<ul style="list-style-type: none"> Leaving school grounds after reporting but before the end of the school session without the school's approval Being absent from classes, CCA, enrichment or remedial without a valid reason Posting of offensive or threatening messages or pictures via social media or world wide web (www) Recording &/uploading material/s in the social media/www which are offensive in content and damaging to the students, the staff of image of the school Unauthorise photo-taking or videoing using smart devices such as mobile phone, smart watch, or digital camera during school hours or in the school compound Hurting, frightening, or intimidating others to deliberately cause harm, distress, or humiliation. It can be physical, virtual, verbal or psychological in nature Possessing notes or other prohibited items, copying from others, allowing others to copy, tampering with marks Interfering with the smooth running of class or school events Forging signatures, medical certificates, consent forms, etc. with the intention to deceive Refusing to conform to school rules, norms, and practices; disobeying teachers' instructions; displaying rudeness and disrespect in speech or body language
Other Serious Major Offences	
<ul style="list-style-type: none"> Assault Fighting Gambling Gangsterism Inappropriate behaviour (sexual misconduct) 	<ul style="list-style-type: none"> Attacking others violently, whether causing injury or not Being involved in a confrontation between individuals or opposing groups in which each attempt to harm or gain power over the other, as with bodily force or weapons Using physical or virtual money or token in games, betting, etc Being involved in a gang assault/threat/harassment/extortion, whether actual or attempted Being involved in attempted rape, outrage of modesty, underage sex, sexual grooming, peeping, etc

<ul style="list-style-type: none"> • Possession of inappropriate material • Possession of weapons • Smoking/Vaping • Substance abuse (alcohol, drug, inhalant or others) • Use of rude/vulgar/abusive language 	<ul style="list-style-type: none"> • Consuming/ possessing/ distributing/ selling pornographic materials • Possessing weapons of any forms that may be used in a crime or caused hurt to others • Using/ possessing/ distributing/ selling cigarettes / e-cigarettes such as e-cigs, vapes, vape pen, etc • Using/consuming/possessing/distributing/selling alcohol/drug/inhalant stuff etc • Verbalising coarse or abusive language/offensive sign language. Also, in verbal/visual forms i.e. drawing obscene pictures, crafting obscene notes
Theft/Damage of Property	
<ul style="list-style-type: none"> • Arson • Theft • Vandalism 	<ul style="list-style-type: none"> • Planting explosives or setting property on fire, whether attempted or actual • Stealing school property or property belonging to others • Vandalising school or personal property, writing graffiti

5.4 Possible Actions Taken by School

Minor Offences	Major Offences
<ul style="list-style-type: none"> • Issuing warning (verbal/letter) • Guidance by teacher • Informing parents • Assigning corrective work • Detention classes (during recess) • Conduct grade may be affected <p>Minor offence committed persistently will be considered as a major offence</p>	<ul style="list-style-type: none"> • Mandatory counselling by School Counsellor • Informing parents • Assigning corrective work • Awarding zero for the paper for cheating during an examination • Awarding zero for the paper for doctoring marks • Detention classes (during recess/after school) • Caning, suspending from class/school and other appropriate disciplinary action deemed necessary by school • Conduct grade of fair or lower may be awarded

5.5 Usage of Mobile phones / smart devices

Proper Usage in School
<p>a. Usage of mobile phones, smart devices or smart watches is allowed only in the canteen either before school or after school hours to contact care-givers / parents. The devices are to be switched off during other times and kept out of sight during all school activities.</p> <p>b. During school hours, teacher's permission must be sought if there is a need to use the device to contact care-givers / parents.</p> <p>c. All devices will be held by the teacher during assessments and examinations.</p>
Confiscation and Collection
<p>a. If a student is caught using mobile phone, smart device or smart watch outside the permissible time and place, his/her mobile phone, smart device, or smart watch will be confiscated.</p> <p>b. The form teacher or another staff member will contact the parent to make arrangements to collect the mobile phone or smart device in the General Office.</p> <p>c. Student's privilege to bring his/her mobile phone, smart device or smart watch to school may be removed.</p>
Loss of Mobile Phones or Smart Devices
<p>a. If students bring mobile phones or smart devices to school, they should be responsible for their property and not flaunt it or invite envy and draw attention to it.</p>

- b. The school will not be held accountable for any damage or losses.
- c. The school reserves the right to not conduct a search for the lost mobile phone as this may result in a loss of curriculum time.

6. Safety and Security

6.1 Excursion / Outings

Parental consent is required to take part in excursions / outings during school hours or supervised activities after school hours.

6.2 Insurance Coverage

All students will be covered for accidents under the school purchased policy. Insurance coverage applies to accidents that happen within the school premises and during school related activities outside school. Please call the school for more information when the need arises.

7. Support for students

7.1 School Personnel Support

The school is staffed with trained personnel to give additional support to students who have special needs.

Personnel	Support Given
Special Education Need (SEN) Officer	The SEN Officer works closely with the teachers, specialists from MOE HQ, external agencies and parents to provide support to students with special educational needs (SEN) in mainstream schools. The areas of support for students with special educational needs provided include: <ul style="list-style-type: none"> • Intervention support for learning and behavioral needs in school. • Consultation in the area of educational development. • Liaise with stakeholders, such as parents or external agencies, to ensure continued support for the students. • Transition support into new setting, including school-to-school or within school transition.
Teachers Trained in Special Needs (TSN)	They are classroom teachers with more in-depth knowledge and an understanding of the special needs of diverse learners.
Learning Support Coordinator and Learning Support in Mathematics (LSC / LSM)	They provide learning support to children who enter P1 and P2 with weak literacy and numeracy skills.
School Counsellor (SC)	Besides providing every student with quality education and developing them to their fullest potential, the school also looks into the mental wellness of the students, Hence, students with emotional, social and behavioural issues may be referred to the SC for counselling support. The SC will provide counselling services and/or programs to help students to learn coping and social skills such as: <ul style="list-style-type: none"> • Managing and regulating their emotions • Communicating with one another effectively • Positive coping strategies to handle conflicts effectively

	The SC also collaborates and communicates with parents and external agencies to ensure that the students receive a complete support system.
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7.2 Support from external agencies

Name of Centre	Services/Activities	Tel No
AMP Helpline (Association of Muslim Professionals)	Malay/Muslim families in crisis, or those who need help	64163960
AS-Salaam Family Support Centre	Malay-speaking community with family, marital or personal problems	67455862
Care Corner Mandarin Counselling Centre Helpline	For Mandarin-speaking community with family marital or personal problems	1800-353 5800
Counselling & Care Centre	Psychological counselling services and training for professionals in the mental health & social services	65366366
ComCare (By Ministry of Social and Family Development)	Families and individuals in need of family support services	1800 222 0000
Promoting Alternatives to Violence (PAVE)	For families facing violence and in need of counselling and support services	65550390
SINDA Family Service Centre	Families in need of assistance or counselling	1800 295 3333

8. Communication & SOPS

Situations	Procedures
Information on School Programmes and Exam Details	Read the Park View Primary School Letter of Parents, which will be <ul style="list-style-type: none"> issued via Parents Gateway made available on our school website http://www.parkviewpri.moe.edu.sg/
Contacting or making appointments with teachers	Write message in the Student's Handbook or email to the teachers <ul style="list-style-type: none"> Please allow up to 3 working days for the teacher to respond to your query. For urgent matters, please contact the school at 6585 1421
Meeting with teachers	<ul style="list-style-type: none"> Please make prior arrangements and get a visitor pass at the Security Post, proceed to the General Office and inform the administrative staff of your appointment with the teacher. The teacher will meet with you at the General Office. Parents are not allowed to go to the classrooms or the staff room directly.
Child is unwell or injured / Early dismissal	<ul style="list-style-type: none"> If your child is unwell or has sustained an injury, you will be informed. If your child needs early dismissal, please give advance written notice to your child's Form Teacher via email or Student's Handbook. When fetching your child, please go to the General Office and inform the administrative staff of your purpose. You will be required to sign the "Permission to Leave School" form before you take your child. No child is allowed to go home on his own.

Absenteeism	<ul style="list-style-type: none"> • Absence from school must be accompanied by a valid medical certificate or a written explanation from you justifying such absence. • Only a valid MC will be accepted for absences during assessment. • When your child is ill or is suffering from a contagious disease, please inform the Form Teacher and DO NOT send your child to school. • Students are to be in school throughout term time. • If students have to be away from school for a period of time due to compassionate reasons (e.g. serious illness of family member, etc): <ul style="list-style-type: none"> • no make-up lessons will be conducted; • no worksheets will be given in advance.
Payments (e.g. for enrichment programme)	<ul style="list-style-type: none"> • Place payment in an envelope and seal it. Write your child's name, class and quantum of payment on the envelope.
Pocket money for recess	<ul style="list-style-type: none"> • Please ensure your child has sufficient (but not excessive) pocket money to purchase food. • Please advise your child NOT to borrow money from their classmates or lend money to others. If your child forgets to bring his pocket money, he should speak with his teacher.
Forgetting to bring books or materials	<ul style="list-style-type: none"> • If your child forgets to bring his book/materials, please do NOT send it to school for him to instill in the child a sense of personal responsibility.
Lost and Found	<ul style="list-style-type: none"> • Unclaimed items will be disposed of at the end of each semester

9. Assessment Policy

Absence due to Medical or Other Valid Reason	<ul style="list-style-type: none"> • Students who are absent for weighted assessments due to medical reasons or other valid reasons (e.g bereavement) must submit a medical certificate or parent's letter to their Form Teacher upon their return. • Medical certificate must be produced in order for the teacher to key in 'MC' in the computer system. • There will be no make-up examination.
Absence without Valid Reason	<ul style="list-style-type: none"> • Students who are absent without a valid reason for End-of-Year Examination (EYE): >> will not be awarded any marks for the paper which they have missed. The teacher will key in 'AB' in the computer system.
Late coming	<ul style="list-style-type: none"> • Students who are late (no more than 30 minutes) and without valid reasons will need to: >> report to the General Office. >> sit for their examination in a separate room. >> sit for their examination within the duration of the paper and no extra time will be given.
Examination Materials	<ul style="list-style-type: none"> • Students are expected to bring the required examination materials (e.g. standard Mathematical instruments, calculator, blue/black ballpoint pen with a 0.5mm tip, 2B pencil, and dictionary) for their examination. • The school will not provide students with these materials during the examination.
Points to note in the Examination	FOR ALL PAPERS <u>Shading of answers to Multiple Choice Questions</u>

	<ul style="list-style-type: none"> Students should use a 2B pencil to shade your answers on the Optical Answer Sheet (OAS). They are to shade the oval completely and firmly. Not doing so may result in unclear answers. Students can use a soft eraser to erase their answers. Erase the shaded oval completely before shading the new oval. <p><u>Questions that require you to provide your answers on the answer booklet:</u></p> <ul style="list-style-type: none"> Students should write their answers clearly in blue / black ballpoint pen with a 0.5mm tip. This is to reduce possible smudging and to ensure clarity of writing. It is also not advisable to use erasable ink pen. If students need to change their answers, cross them out and re-write the answers. Do not use correction fluid / tape in the examinations as it may affect the legibility of the answers. Students should not highlight any part of their answers using a highlighter as this may also affect legibility of the answers.
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9. Examination Regulations

Things to take note before the examination	<p>Students are to:</p> <ul style="list-style-type: none"> be in school uniform and be punctual for all examination papers. bring all materials needed for the examination. They include blue / black ballpoint pens, 2B pencils, soft erasers, sharpeners and standard mathematical instruments (ruler, protractor and set squares). place all bags, water bottles & other belongings neatly outside the classroom. pay attention when the invigilator is giving instructions.
Things to take note during the examination	<ul style="list-style-type: none"> There should be no eating or drinking in the examination room. All bags and water bottles must be placed outside the classroom. Instructions are to be read carefully. Answer all questions. It is the student's responsibility to check that all questions in the exam papers have been answered and that there are no defects or misprint in the exam papers. Students are to raise their hands if they have any questions to ask the invigilator. If there is a need to use the washroom urgently, students are to remain seated and raise their hand to inform the invigilator. No communication (verbal & non-verbal) with other candidates is allowed during the examination. No student is allowed to leave the classroom during the first and last 15 minutes of each paper.
Things to take note at the end of exam	<ul style="list-style-type: none"> Students are to stop writing immediately when told to do so by the invigilator. Students are to remain quiet and be seated until instructed by the invigilator.

CHEATING AND MISCONDUCT	<ul style="list-style-type: none"> • Students are not to cheat or assist in cheating. • Bags, books, papers, notes, mobile phones, computerised wrist watches or other unauthorized personal belongings (such as computerized devices, communications devices, smart devices etc.) are not to be brought into the examination room. • Any student found to be in possession of such unauthorised materials is liable to the same penalty as those caught cheating during the examination. • Any students who cheat, attempt to cheat or assist in cheating during the examination, may be expelled from the examination and will not be allowed to sit for subsequent papers. Examination results may be forfeited. • Misbehaviour or failure to follow the examination regulations during the examination may result in expulsion from the examination and the student will not be allowed to sit for subsequent papers. Examination results may be forfeited.
For P5 & 6 students only	<p>USE OF DICTIONARIES</p> <ul style="list-style-type: none"> • For Mother Tongue, HMT & NTIL paper 1 (Composition) • Must be in silent mode. • All dictionaries must bear the school stamp. • Only monolingual dictionaries are allowed. • Dictionaries must not have any annotations such as tagging pages with stickers, highlighted text and/or written text, on any of the pages. • Electronic dictionaries must be silent and battery-operated. Earpieces are not permitted. <p>USE OF SCIENTIFIC CALCULATORS</p> <p>The following guidelines are to be adhered to in the use of calculators in the examinations.</p> <ul style="list-style-type: none"> • The calculator must be silent, with a visual display only. • The working condition of the calculator (including the power supply) is the responsibility of the students. • Students are not allowed to share calculators during the examination. • No calculators with an external storage function which can allow users to input and store data via external storage media, e.g., cards, tapes, and plug-in modules, are allowed. • No calculators with wireless communication capability with other machines, e.g., infra-red communication capability, are allowed. • Any enclosed instruction leaflets containing any mathematical formula, conversion table or instructions are strictly prohibited, and must not be taken into the examination venue. Any such information on the calculator that cannot be removed must be securely covered. • The original model number and brand must be indicated clearly on the calculator for verification purposes.

	<ul style="list-style-type: none"> No calculators with capabilities for storing and displaying verbal information are allowed. Information (including text or formulae) stored in the calculator's memory must be cleared before the examination.
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10. Weekly Schedule

In line with Ministry of Education's initiative for single session at Primary School level, and to enhance the Co-Curricular Activities Framework for our students, the following weekly schedule has been implemented.

Primary 1 to 3

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Reporting Time	7.30 am				
Lesson Time	7.30 am – 1.30 pm				
Assembly Area	Classroom	School Hall			Parade Square*
Recess	P1 : 9.30 am – 10.00 am P2 : 10.00 am – 10.30 am P3 :10.30 am – 11.00 am				
Mid-day Break	P1 – P3: 12.20 pm – 12.30 pm				
<ul style="list-style-type: none">• Enrichment (P1 – P2)• CCA (P3)				7.30 am – 9.00 am	

*In the event of wet weather, all students will report directly to the school hall.

Primary 4 to 6

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Reporting Time	7.30 am				
Lesson Time	7.30 am – 2.30 pm	7.30 am – 1.30 pm			
Assembly Area	Classroom	School Hall			Parade Square*
Recess	P4 : 9.30 am – 10.00 am P5 : 10.00 am – 10.30 am P6 :10.30 am – 11.00 am				
Mid-day Break		P4 – P6: 12.20 pm – 12.30 pm			
Lunch Break	12.30 pm – 1.00 pm				
• CCA (P4 – P6)					7.30 am – 9.00 am

*In the event of wet weather, all students will report directly to the school hall.