



# PEIYING PRIMARY SCHOOL

*School Vision: Lifelong Learners, Leaders of Character*

*School Mission: Building Character, Enriching Lives, Stretching Potential*

**Keeping in Touch**  
Letter to Parents 1/2023

4 Jan 2023

Dear Parents/Guardians,

## **Welcome Back to School**

New Year greetings to you and your family! We hope that you and your family have had a joyful and meaningful break over the school holidays. In this first Keeping In Touch Letter, we will be sharing with you updates about the school.

## **2022 PSLE Results**

The students have done well in their PSLE. We would like to thank our staff for their contributions and parents for your continued support.

## **Staff Movement**

We would like to welcome Ms Ng Pei Sun as our new Vice Principal. Prior to joining Peiying Primary School, she has served in Cedar Girls' Secondary School. In addition, we welcome the following staff to the school:

- Mr Soh Chung Wei (Level Head Chinese Language)
- Mdm Nurhazeza Hanem (Assistant Year Head – Middle Primary)
- Mrs Theresa Teo (Senior Teacher – Science)
- Miss Kalsa d/o Kolankodu Ross Nair (Teacher)
- Mr Muhammad Riduwan (Teacher)

We hope to work with you to build your child's character through an enriching holistic education that fosters joy of learning and builds the foundation for lifelong learning. This is new line with the new school vision – Lifelong Learners, Leaders of Character.

## **HOME-SCHOOL PARTNERSHIP**

Our school website is a key resource to learn more about the school. You may access the school website at <https://peiyingpri.moe.edu.sg>. Should you have any feedback, you can email us at [peiying\\_ps@moe.edu.sg](mailto:peiying_ps@moe.edu.sg).

## **1. Keeping in Touch Letter and Calendar for Term 1**

The Keeping in Touch Letter serves as a communication tool between home and school at the start of every term. The school will issue the letter via Parent Gateway. The calendar for the term 1 is appended in **Annex A** for your reference. The term calendar can also be found in our school website.

## **2. Parents Briefing 2023 Sessions**

Our annual Virtual Parent Briefing sessions will be organised on Friday 10 February.

Grade Level	Time
<b>P1 &amp; P2</b>	2 pm to 3.30 pm
<b>P3 &amp; P4</b>	3 pm to 4.30 pm
<b>P5 &amp; P6</b>	4.30 pm to 6 pm

In the briefing, you will learn about the following from the School Leaders, Year Heads, Form and Co-Form teachers:

- The learning programmes that your child will experience in school
- How you can support your child's development in school

Do look out for notifications of registration through PG nearer the date.

### 3. Parent Support Group (PSG)

Parents are valued as partners in your children's education. We would like to invite you to participate actively in the PSG to support your child and the school in its activities. Do indicate your interest areas through the link below:

Form	Link
Parent Support Group (PSG) Application Form	<a href="https://form.gov.sg/63326fcceb453b0012efa51f">https://form.gov.sg/63326fcceb453b0012efa51f</a> 

### 4. Personal Data Protection

The school holds personal data of our students and parents which include contact details, assessment and examination results, information on attendance, behaviour, special educational needs, medical conditions as well as photographs and/or video footage. In view of the Personal Data Protection Act, the school would like to share the following information with parents.

The school takes reasonable effort to ensure your personal data is protected and kept confidential. However, relevant data will be used to support the education of our students. For example, the school will:

- make available information to staff for the purpose of maintaining contact with students or for administration purposes;
- make use of photographs, videos, and/or sound recordings of students and/or parents in school publications, the school website, school social media channels, and other official school communication channels; and
- make personal data, including sensitive personal data, available to staff for planning activities and trips for students, both in and outside of Singapore.

If you do not wish for your child's photographs or videos to be featured, please write to us immediately.

## 5. Channels of Communication with Teachers

The school would like to maintain regular communication with you and we strongly encourage you to read all the notifications from the school. Parents are strongly encouraged to use the Student Handbook to communicate with teachers.

If queries are sent to teachers/school via email, we will try our best to respond within the next 3 working days (unless it is urgent). Please contact teachers during regular school hours (7.30 am to 5 pm) or contact the school's General Office for assistance for urgent matters if teachers are uncontactable.

While the school encourages teacher-parent communication, teachers are not expected to provide their personal telephone number to parents. Should parents have access to a teacher's personal contact numbers, we would like to advise parents to use the contacts only for important and urgent matters. We would like to appeal to parents to respect the privacy of our teachers and limit the calls to office hours on weekdays.

### STUDENT WELL-BEING AND DEVELOPMENT


## 6. Orientation Programme

To orientate students back to school, we will be dedicating the first 3 days of school to E<sup>3</sup> (Experience, Explore & Engage) Day, an orientation programme for P1 to P6 students. The timetable will be suspended during these 3 days to facilitate this programme.

## 7. Updates of Information on Student Details Form & Student Well-Being Needs Survey

From this year, MOE will be rolling out the **Student Details Form (SDF)** to all parents. The SDF is the digitalisation of the Pupil Data Form (PDF) and the Individual Student Details Report (ISDR) that the school collects every year as a central database for all students' information. You can provide both sets of data in one single session when you log in to the SDF portal. You will be receiving a PG announcement by this week to ask you to verify the data in the SDF and we do hope you can do it as soon as possible.

We will also need you to fill in the **Student Well-Being Needs Survey Form 2023** via the link or QR code below **by Wed, 11 Jan**:

Form	Link
<b>Student Well-Being Needs Survey Form 2023</b>	<a href="https://form.gov.sg/636aeb57a8e03400124247ab">https://form.gov.sg/636aeb57a8e03400124247ab</a> 

In the course of the year, do notify the Form/Co-Form Teacher as soon as possible whenever there are changes/additions to home, office, emergency phone numbers, addresses and

other relevant information throughout the year. This is vital to ensure on-going and prompt correspondence with parents/guardians.

## **8. Student Health Matters**

The school seeks parents' support in inculcating personal and social responsibility in students. All students are to maintain a high standard of personal hygiene, including washing one's hands with diligence. Anyone who feels unwell should not come to school and should see a doctor. After returning to school from absence, students should submit the medical certificate or other supporting documents to Form or Co-Form teachers promptly to explain the reasons.

Students who are unwell with flu-like symptoms should not come to school and should seek medical attention. Students can only come back school when PCR/ART is negative, medical certificates have expired and fully recovered.

Students who had a vaccination dose should not participate in any physical activities within the 2 weeks after the vaccination. We urge parents to inform Form/Co-Form teachers the dates of your child's vaccination so that the PE teachers will not engage your child in physical activities.

We will be having a whole school temperature taking exercise on **Wed 11 Jan** and all students are expected to bring along their thermometers. All P1 students will be issued a thermometer on the first day of school.

## **9. Leading Self (For students)**

We seek your support for our efforts to help our students lead themselves and achieve high standards of self-discipline as expected of them. They should uphold the school values and be in their best behaviour in and out of the school.

Please refer to the full school rules and regulations in the Student Handbook 2023. We encourage you to go through the rules with your child, and there is a space at the end for both your child and you to sign to acknowledge you have read and understood.

- Students are to report to school punctually latest by 7.30 am.
- Students should wear only the school uniform as highlighted in the Student Handbook and maintain a neat appearance.
- Students must not have unusual or fancy hairstyles / haircuts during school terms. Regular attire checks will be carried out.
- Students are strongly discouraged to bring a mobile phone to school. Should you require your child to bring a mobile phone for a specific reason, please make a request through the Form or Co-Form teachers.
  - All mobile phones must be switched off during lessons, CCAs or in the classrooms and special rooms at any time.
  - Please note that students are only allowed to use the mobile phone to make necessary phone call after school hours only.
  - Should the rules be flouted, the mobile phone will be confiscated, and you would need to make arrangements to collect the mobile phone personally from your child's teacher.
  - Do also note that the school will not be responsible for any loss of mobile phone, and it is the responsibility of your child/ward to ensure that it is kept securely.
- Students are encouraged to wear conventional watches, not smart watches, to school. Should you require your child to wear a smart watch for a specific reason to school, please make a request through the Form or Co-Form teachers.

- The smart watch should only be used to read time. It should not be used as a communication or recording device during lessons, assessments, tests and examinations.
- Should the rules be flouted, the smart watch will be confiscated, and you would need to make arrangements to collect the watch personally from your child's teacher.
- Do also note that the school will not be responsible for any loss of the smart watch, and it is the responsibility of your child/ward to ensure that it is kept securely.

## 12. Lunch Arrangement and Adjustment in Food Prices

There will be staggered lunch timing for selected levels who are staying in the afternoons for lessons. Some lunch timing will be within curriculum time. The school would like to reiterate that students who need to stay back for school activities are NOT allowed to leave the school premises. Students should take their lunch in school. Students with special dietary needs can make a request through their Form Teachers. We would also like to inform that due to the rising costs of ingredients, there would be an upward adjustment in the prices of canteen food, up to a maximum of \$2.50 per set meal purchased.

## 13. Snack Break

The school has in place a 'Snack Break' programme to cater to the well-being of our students and it is during lesson time as follows:

Level	Time
Primary 1 & 2	11.10 am to 11.25 am
Primary 3 & 4	12.10 pm to 12.25 pm
Primary 5 & 6	9.10 am to 9.25 am

The programme's intent is to promote the well-being of students and that the students will have a consistent level of energy throughout the day. We would like to encourage parents/guardians to support your child's/ward's well-being by adopting the following good practices for Snack Time:

- a. To ensure what your child/ward brings as a snack is healthy, and the amount is reasonable for consumption within 15 minutes,
- b. To pack the snack in a small container so that it is easier for him/her to eat; with a small spoon/fork, and
- c. To support the school's effort to encourage students to drink plain water (flavoured drinks and milk are not allowed in the classroom to prevent spillage)

We have enclosed a list of possible healthy snacks for your reference and examples of how the snacks can be packed (Annex B).

## STUDENT SAFETY AND SECURITY

Safety and security in the school are of utmost importance to us and the school has put in place safety and security measures to ensure the safety of all our students. We seek your co-operation in providing a safe environment for all our students.

## 14. Morning Assembly Arrangement

All students must report to school for flag-raising and pledge-taking ceremony latest by 7.30 am.

## 15. Road Safety

### a. For all pedestrians

All parents and students should practise road safety and use the designated zebra crossings (outside the area between Peiying Primary School and Naval Base Secondary School) when crossing the roads to enter Peiying Primary School. **Avoid jaywalking across the road outside the school main gate opening.** This is an extremely dangerous way and illegal way of crossing the road as there are traffic coming from 4 directions.


### b. For drivers

Parents can drive into the school to drop off their children from 6.50 am to 7.30 am. Let your child alight quickly at the drop-off point near the front porch as the car queue can get quite long and a traffic jam can build up. The vehicular gate will be closed at 7.30 am sharp. Hence, be early if you are driving in to let your child alight.

### c. For cyclists

As the traffic outside the school can be quite heavy in the morning, **we strongly discourage students to cycle to school.** However, if parents allow their children to do so, please educate your child to exercise caution.

For student cyclists, they should park their bicycles in the school compound. If your child is cycling, please indicate using the link below. School staff will conduct a safety talk for your child.

Form	Link
Information on Child Cycling to School	<a href="https://bit.ly/3pxmKdR">https://bit.ly/3pxmKdR</a> 

## 16. Official School Hours for 2023

The school hours for 2023 are as follows:

Day	Start Time	Dismissal Time
Mon, Thu & Fri	7.30 am	1.30 pm
Tue & Wed	7.30 am	1.00 pm

Students should report to school after 7 am as most staff will only report to school at 7 am. School closes at 6 pm and no students should stay in school beyond 6 pm unless they are in the school-based Student Care Centre.

## 17. Dismissal Arrangement

The dismissal timing during the first week of school would be:

	Tues, 3 Jan	Wed, 4 Jan	Thu, 5 Jan	Fri, 6 Jan
P1		1W & 1P: 12.30 pm 1R & 1I: 12.40 pm 1D & 1E: 12.50 pm		

<b>P2</b>	No School	12.55 pm	1.25 pm
<b>P3 &amp; P4</b>		1.00 pm	1.30 pm
<b>P5 &amp; P6</b>		1.05 pm	1.35 pm

The dismissal timing from the second week of school to the rest of the year would be:

	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
<b>P1 &amp; P2</b>	1.25 pm	12.55 pm		1.25 pm	
<b>P3 &amp; P4</b>	1.30 pm	1.00 pm		1.30 pm	
<b>P5 &amp; P6</b>	1.35 pm	1.05 pm		1.35 pm	

We would be dismissing the P1 students before we dismiss the students from the other levels in week 1. We would appreciate that parents give priority access at Gate 3 to parents of P1 students so that they can pick up their child with the greatest convenience. To allow a smooth dismissal and to prevent overcrowding, parents of P3 to P6 should wait for your child at the end of void deck of Blk 808 or at the neighbouring blocks.

For security reasons, Gate 1A will not be opened during school dismissal. This is to prevent congestion where parents/caregivers crowd at the narrow link-way and prevent the students from moving out of the school.

## **18. Visitor Sign-in**

Visitors entering the school must register at the Guard Post with proof of identity e.g. NRIC, driver's licence, work permit pass or passport. Any personal data collected will be treated with the strictest confidence and will only be accessed by authorised school personnel for security checks when necessary. Upon registration, they will be issued with a visitor's pass (red). After obtaining a visitor's pass, parents/visitors are to directly proceed to the General Office for assistance.

We discourage parents to come to the school unless there are needful situations such as picking up your children from the sick bay. If parents need to purchase books from the bookshop, please inform your child to purchase by himself/herself. For parents who need more assistance, do contact the General Office to make an appointment.

## **19. Payment of School Fees**

For payment of school fees, we encourage parents to use e-payment example via GIRO, SAM machines or SGQR codes.

# **CURRICULUM MATTERS**

## **20. Co-Curriculum Activities (CCA)**

CCAs is an important aspect of the curriculum to build skills and values in our students. Students will be receiving consent forms from their CCA teachers in week 2. The table below shows the CCA timing.

CCA	Day & Time
Sepak Takraw Volleyball Netball Rope-skippping Angklung Modern Dance Choir	Tuesdays: 1.30 pm to 3.30 pm  Fridays: 2 pm to 3.30 pm (for selected students/School Teams only):
All other CCAs	Tuesdays:1.30 pm to 3.30 pm

## 21. After-school Programme

The school will carry out our supplementary and remedial class for students. Below shows the schedule. More details will be shared via the memos by the respective teachers before the start of the programmes.

Day	Programme
Mon	<ul style="list-style-type: none"> <li>P5 &amp; 6 Supplementary/Enrichment Lessons (i.e., P5 STEM Programme, P5 EL Oracy Programme and P5 Swimsafer)</li> <li>P3 &amp; P4 Enrichment and Remedial lessons (i.e., P4 E2K Science, EL enrichment lessons, School Dyslexia Programme and Reading Remediation Programme)</li> </ul>
Tues	<ul style="list-style-type: none"> <li>P3 to P6 CCAs for all students</li> </ul>
Wed	<ul style="list-style-type: none"> <li>P5 &amp; P6 Foundation Mathematics Lessons</li> <li>P5 &amp; P6 Higher Mother Tongue Lessons</li> </ul>
Thu	<ul style="list-style-type: none"> <li>P5 &amp; P6 Supplementary/Enrichment Lessons (i.e., P5 STEM Programme, P5 EL Oracy Programme, P5 E2K Science and P5 Swimsafer)</li> <li>P3 &amp; P4 Enrichment and Remedial lessons (i.e., EL enrichment lessons, School Dyslexia Programme and Reading Remediation Programme)</li> <li>P4 Higher Mother Tongue Lessons</li> </ul>
Fri	<p>For selected P3 to 6 students</p> <ul style="list-style-type: none"> <li>Sports Groups &amp; Performing Arts CCAs</li> <li>Project STARS Programme</li> <li>Active Youth Programme</li> <li>Student Leadership Programme</li> </ul> <p>For selected P1 to P2 students</p> <ul style="list-style-type: none"> <li>KidsRead Programme</li> </ul>

For learning journeys, some will take place during curriculum time while others will take place after curriculum time (depending on availability of venue). Similarly, more details will be given closer the date.

## 22. Assessment

There will be no weighted assessments for P1 and P2 students. This allows P1 and P2 students to enjoy the process of learning and developing dispositions for lifelong learning. To ensure rigour in what students learn and at the same time ensure joy of learning, the school conducts a range of formative and summative assessments:

For P3 to P6 students, the Weighted Assessment (WA) & End of Year Exam details are shown below.



	Term 1	Term 2	Term 3	Term 4
P1	Non-weighted Formative Assessment			
P2				
P3	WA1 (10%)	WA2 (15%)	WA3 (15%)	End of Year Exam (60%)
P4	WA1 (10%)	WA2 (15%)	WA3 (15%)	End of Year Exam (60%)
P5	WA1 (10%)	WA2 (15%)	WA3 (15%)	End of Year Exam (60%)
P6	WA1 (15%)	WA2 (15%)	Prelim (70%)	PSLE

### **Absence from P3 to 6 WA / End of Year (EOY) Exam**

Students must be covered with a medical certificate (MC) from a licensed medical officer. Please note that:

- A parent's letter is not acceptable. The only exception will be on compassionate grounds i.e. family bereavement.
- Make-up assessment will only be conducted for the Oral component in End of Year Exam.
- For students who are unwell, they should not turn up in school at all but should see a doctor. When they are well, students will be given the WA/SA task to do as practice.
- A zero mark will be awarded for students who are absent for invalid reasons such as overslept, away on overseas trip etc.

### **23. P3 Gifted Education Programme (GEP) Identification Exercise**

Please note that the tentative dates for the GEP Identification exercise for P3 students are as follows:

- 17 Aug 2023: GEP Screening Exercise (English Language and Mathematics)
- 17 & 18 Oct 2023: GEP Selection Exercise (English Language, Mathematics and General Ability) for shortlisted students

## **SCHOOL EVENTS**

### **24. Chinese New Year (CNY) Celebrations**

CNY school celebrations will be held on Fri 20 Jan. The school hours on that day will be as usual from 7.30 am to 1.30 pm. Students are invited to wear their festive wear to school. Students will return to school after the CNY holidays on Wed 25 Jan.

Thank you and on behalf of all staff in Peiyong Primary School, we wish you a good year ahead. Stay safe and healthy!

Your Partner in Education,



Mrs Peh-Wong Wei Yong  
Principal

**Annex A****Term 1 Calendar**

<b>Date</b>	<b>Events / Activities</b>	<b>Remarks</b>
Fri 20 Jan	Chinese New Year Celebrations	Dismissal will be at 1.30 pm as usual
Sun 22 Jan to Tues 24 Jan	Chinese New Year	Public Holiday
Mon 6 Feb to Fri 10 Feb	Cyberwellness Week	
Tue 10 Feb	Parents Briefing Sessions (Virtual)	P1 & P2 : 2 pm to 3.30 pm P3 & P4 : 3 pm to 4.30 pm P5 & P6 : 4.30 pm to 6 pm
Mon 13 Feb to Wed 15 Feb	3D2N P5 Camp	Residential camp for P5 only
Fri 16 Feb	Total Defence Day & Lock Down Drill	
Tue 7 Mar	Track & Field Meet	For P3 to P6 only.  P1 & P2 students will be on Home-Based Learning (HBL).
Fri 10 Mar	Parent-Teacher Meeting (PTM) for selected P6 students only	P6: 2 pm to 5 pm
Sat 11 Mar to Sun 19 Mar	First Term School Holiday	

# SNACKS FOR BREAK TIME

The following examples are snacks for students that are easy to prepare and pack for consumption during class breaks.

## WHOLEMEAL SANDWICHES

- \*Peanut Butter & Jam
- Cucumber and Tomato
- \*Grilled Cheese

*(wrapped in aluminium foil to retain freshness)*



## PIZZA

- Wholemeal bread pizza with vegetable toppings

*(wrapped in aluminium foil to retain freshness)*



## VEGETABLES

- Carrot or cucumber sticks with chickpea dip (mashed chickpea with HCS orange juice)
- Boiled broccoli with cute toppers



## FRUIT & NUTS

- Fresh fruit kebab
- Almonds added to plain cereal for a higher fibre snack or plain nuts



## WHOLEMEAL WRAPS

- Homemade popiah filled with vegetables (toasted)
- Vietnamese rolls
- Slice into triangles and toasted to make "chips" (store in air-tight bag/container to maintain crisp)



## WHOLEMEAL PANCAKES, MUFFIN & CAKES

- Banana Pancakes
- Homemade with reduced sugar



## POPCORN/ CRACKERS

- Homemade without additional toppings like salt, butter
- Wholegrain or HCS variety

\*where possible, choose the Healthier Choice Symbol (HCS)  or lower fat/lower sugar options

