



PEIYING PRIMARY SCHOOL

School Vision: A School with PRIDE

School Mission: Building Character, Enriching Lives, Stretching Potential

Keeping in Touch
Letter to Parents 1/2022

3 Jan 2022

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. We thank parents/guardians for your support and look forward to another year of fruitful partnership in 2022.

2021 PSLE Results

The school has again attained good results for PSLE 2021. All P6 students have progressed to secondary schools. We would like to commend all staff, students and parents for their dedicated support of the students.

Staff Movement

We would like to warmly welcome Ms Evelyn Lee Sook Fun as our new Vice Principal (Administration). Prior to joining Peiying Primary School, she has served in Northoaks Primary School as a Vice Principal (Administration). In addition, we also welcome Mr Lee Khoo Peng as our new HOD Student Management and six new teachers, Ms Vinotheni, Mr Muhammad Reduan, Mdm Yang Ge, Mr Xu Yahua, Mrs Jane Ang and Ms Wong Mei Ee to our school.

With my Vice Principals, Mr Abdul Rani Idris and Ms Evelyn Lee Sook Fun and the entire school team, we hope to work with you to build your child's character and stretch his/her potential through an enriching holistic education that fosters joy of learning and builds the foundation for lifelong learning.

HOME-SCHOOL PARTNERSHIP

As a strong partnership between home and school is a critical factor for the success of your child's education, the school provides various modes of communication. 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>. As part of our customer-centric initiative, you can email us at peiying_ps@moe.edu.sg, should you have any feedback.

1. Keeping in Touch Letter and Calendar for Term 1

The Keeping in Touch Letter serves as a communication tool between home and school. It is customary to issue this letter at the start of a new school year. For subsequent issues, please expect to receive a letter at the end of each term as we will provide, amongst other information, the calendar for the next term to help you and your child plan ahead. Do note that the calendar for Term 1 is in **Annex A**.

As this is the first letter for 2022, you will be receiving the Parent Gateway (PG) notification and students will be bringing home a hardcopy on the first day of school. Subsequently,

parents who are onboard PG will receive PG notifications and no hardcopies will be issued. We thus strongly encourage parents who have yet to join us on PG to join us as soon as possible.

2. Virtual Parents Briefing 2022 Sessions

Our annual Virtual Parent Briefing sessions will be organized on **Fri 18 Feb**:

Grade Level	Time
P1 & P2	1.30 pm to 3 pm
P3 & P4	3 pm to 4.30 pm
P5 & P6	4.30 pm to 6 pm


In the briefing, you will learn about the following:

- The learning programmes that your child will experience in school
- How he/she carries out self-assessment on learning acquired
- 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. The PSG creates a network of links for the school, its families and the community and benefit the students. We would like to invite you to participate actively in the PSG so as to support your child and the school in its activities and programmes. Do indicate your interest areas through the link below:

Form	Link
Parent Support Group (PSG) Application Form	https://form.gov.sg/5f34ceb4bd3ad000116c16e6 

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

- c. 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 so that you can keep abreast on the latest developments in our school. Parents are strongly encouraged to use the Student Handbook to communicate with teachers who will respond to the messages in the handbook accordingly.

If queries are sent to teachers/school via email, we seek parents' understanding that we will try their 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 teachers and limit the calls to office hours on weekdays. We would appreciate your cooperation in this matter.

STUDENT WELL-BEING AND DEVELOPMENT

6. Orientation Programme

To orientate students back to school, we will be dedicating the first 2 days of school to E³ (Experience, Explore & Engage) Day, an orientation programme for P1- P6 students on 5 and 6 Jan. The timetable will be suspended during these 2 days to facilitate this programme.

7. Updates of Individual Student Details Report (ISDR) & Additional Family Details

The school has a central database for all student information. At the start of each year, we would be requesting parents/guardians to provide us with some latest information relating to your child/ward so that we can provide the necessary support and forge closer partnership with you.

To facilitate this, we have attached the following:

- Individual Student Details Report (ISDR) Form
- Student Medical Record Form

Please check the information in the ISDR Form and Student Medical Record Form and update the information where necessary. Please submit these two forms to the Form Teacher, through your child/ward, **by Mon, 10 Jan 2022.** Please also fill in the **Student Well-Being Needs Survey Form 2022** via the link or QR code **by Mon, 10 Jan 2022:**

Form	Link
Student Well-Being Needs Survey Form 2022	https://bit.ly/3mA8m2z 

In the course of the year, do notify the 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.

All students are expected to bring their thermometer daily to school for temperature-taking. All P1 students will be issued a thermometer on the first day of school. All students should also bring a packet of tissue paper and hand sanitizer for wipe-down in the classroom. All students should put on their face masks at all times in school (except periods where they are having their food).

As students are wearing their face masks and can feel warm in school, students are permitted to wear their PE shirts even on non-PE days. This provision is made to allow students to have greater comfort in the school premise.

9. Trace Together (TT) Tokens

Students have to bring their TT token when they report to school/school-based Student Care Centre (SCC) for contact tracing purposes. The school is no longer doing manual contact tracing.

Hence, if students do not bring their TT token, they may not be able to enter the school/SCC as TT token is needed for contact tracing in event of a confirmed case. We would therefore request for your child to carry his/her TT token at all times.

10. Management of COVID situation

All students are reminded on the importance of social responsibility and should follow MOH's 1-2-3 Health Protocol. Students who are unwell with flu-like symptoms should not come to school, and should seek medical attention at a SASH clinics promptly to get PCR tested. Students can only come back school when PCR 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.

For students who have tested positive using an ART kit and are asymptomatic should self-isolate themselves for 72 hours at home and can only come back to school when ART is tested negative.

Students who received Health Risk Warning (HRW) can come to school when ART is tested negative within 24 hours. Students will need to submit photo evidence of ART test result with the kit clearly labelled with name and date to their Form/Co-Form teachers before coming to school. Students are required to update their form-teachers when they themselves or same household member are infected with COVID virus, when their ART are positive, or when they receive HRW or on Stay Home Notice (after returning from overseas).

11. 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. Please work with us to ensure that your child abides by the school rules.

- Students are to report to school punctually 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.

12. Lunch Arrangement

Due to Safe Management Measure, 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. Thus, 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.

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 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 the classrooms for flag-raising and pledge-taking ceremony 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.

We noticed that some parents and students sometimes cross the road outside the school main gate opening. There is an extremely dangerous way and illegal way of crossing the road as there are traffic coming from 4 directions. Let's role model the right behaviour to our students.

- b. For drivers

Parents can drive into the school to drop off their children from 6.50am to 7.30am. Please 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, please 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	https://bit.ly/3pxmKdR 

16. Official School Hours for 2022

We would like to remind parents again that the school hours for 2022 are as follows:

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

Students are to report to school after 7 am as most staff only report to school at 7 am and only a small group of staff are around to supervise the students arriving via the school buses before 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

We would also like to share again that due to Safe Management Measures (SMM), the dismissal time will be staggered in term 1. The dismissal timing during the first week of school would be:

	Tues, 4 Jan	Wed, 5 Jan	Thu, 6 Jan	Fri, 7 Jan
P1	1C & 1P: 12.30 pm 1R & 1I: 12.40 pm 1D & 1E & 1W: 12.50 pm			
P2	No School	1.20 pm		12.55 pm
P3&P4		1.30 pm		1.00 pm
P5&P6		1.35 pm		1.05 pm

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

	Mon	Tues	Wed	Thu	Fri
P1&P2	1.20 pm	12.50 pm	1.20 pm		12.50 pm
P3&P4	1.30 pm	1.00 pm	1.30 pm		1.00 pm
P5&P6	1.35 pm	1.05 pm	1.35 pm		1.05 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, passport and check in with the Safe Entry Token. 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.

Due to the Covid-19 situation, we discourage parents to come to the school unless there are needful situations such as picking up your children from the sick bay or payment of school fees. If parents need to purchase books from the bookshop, please inform your child to purchase by himself/herself. For parents who need more assistance, please contact the General Office to make an appointment. Appointment timings will only be from 2 -2.30 pm timing.

19. Payment of School Fees

If parents wish to make payment of school fees at the school office, please come only between 2 and 4 pm only as we would like to minimise parents intermingling with the students. We encourage all parents to pay school fees by GIRO.

CURRICULUM MATTERS

20. Learn for Life

Learn for Life, as a value, an attitude and a skill is what our students need to possess. It is in this spirit that changes to the school-based assessment structures have been made. We want to deepen the joy of learning and instill a stronger intrinsic motivation to learn in our students through our school programmes.

21. 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 term 1. **Due to the COVID situation, CCA will continue to be in the virtual e-CCA mode until further notice.**

The table below shows both the e-CCA timing and face to face CCA timing (for your planning if national posture permits in future). For further details, please refer to the CCA memo which your child will receive in the second week of school.

CCA	Day & Time
Sepak Takraw Volleyball Netball Rope-skipping Angklung Modern Dance	Tuesdays & Fridays(for School Teams only): (1.30 pm to 3.30 pm – for face to face CCA sessions (if national posture permits in future) (2.30 pm to 3.30 pm – for e-CCA sessions)
All other CCAs (For P5 and P6)	Tuesdays on odd weeks : (1.30 pm to 3.30 pm – for face to face CCA sessions (if national posture permits in future) (2.30 pm to 3.30 pm – for e-CCA sessions)
All other CCAs (For P3 and P4)	Tuesdays on even weeks : (1.30 pm to 3.30 pm – for face to face sessions (if national posture permits in future) (2.30 pm to 3.30 pm – for e-CCA sessions)

22. After-school Programme - Supplementary and Remedial Classes

The school will carry out supplementary and remedial class for selected students. Below shows the schedule. More details will be shared via the memos by the Form or Co-Form teachers at a later date.

Start Date	Day	Programme	Duration	Target Group
Mon 17 Jan	Every Monday	P6 English, Mathematics & Science Supplementary Lessons	1.30 pm to 3.30 pm	P6 Students
		P5 Foundation Mathematics Lessons	2 pm to 3 pm	P5 Students Taking Foundation Maths
		P3 & P5 Higher Mother Tongue Lessons	2 pm to 3 pm	P3 & P5 Students Taking HMT
		P5 MTL Remedial /Customised Programme	2 pm to 3.30 pm	Selected P5 Students & Not Taking Fdn Maths
		P5 MTL Remedial /Customised Programme	3 pm to 4 pm	Selected P5 Students & Taking Fdn Maths
Thu 20 Jan	Every Thursday	P6 Foundation Mathematics Lessons	2 pm to 3 pm	P6 Students Taking Foundation Maths
		P6 Higher Mother Tongue Lessons (inclusive of 30 min of MTL Supplementary)	2.00 pm to 3.30 pm	P6 Students Taking HMT
		P6 MTL Supplementary Programme	2.00 pm to 3.30 pm	P6 Students & Not Taking Fdn Maths
		P6 MTL Supplementary Programme	3 pm to 4 pm	Selected P6 Students & Taking Fdn Maths
		P5 English, Mathematics & Science Remedial /Customised Programme	2.00 pm to 3.30 pm	Remedial will be for P5 Selected Students & Customised Programme will be for all P5 Students

For P3 & P4 students, the school has planned for English Enrichment Programme (for all) and Math/English remedial classes for selected students on either Monday/Thursday. They will begin in the mid of term 1. More details will be shared at a later date.

23. Assessment

There will be no weighted assessments for P1 and P2 students. This allows P1 and P2 students to better 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:

- **Homework/In-class work/Class Discussions (All levels)**

All students are expected to actively participate in all class discussion and also to submit in-class work and homework promptly.

- **Weighted Assessment (WA) & Semestral Assessment (For P3 to P6 Students only)**

The P3-6 WA & SA Assessment Weighting is as follows:

	Term 1	Term 2	Term 3	Term 4
P1	Non-weighted Formative Assessment			
P2				
P3		WA1 (15%)	WA2 (15%)	SA2 (70%)
P4		SA1 (30%)	-	SA2 (70%)
P5		WA1 (15%)	WA 2 (15%)	SA2 (70%)
P6	CA 1 (non-weighted)	SA1 (30%)	Prelim (70%)	

Absence from P3 – 6 WA/SA

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 SA1/ SA2.
- 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.

24. P3 Gifted Education Programme (GEP) Identification Exercise

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

- Wed 17 Aug 2022: GEP Screening Exercise (English Language and Mathematics)
- Tue 18 & Wed 19 Oct 2022: GEP Selection Exercise (English Language, Mathematics and General Ability) for shortlisted students

SCHOOL EVENTS

25. Chinese New Year (CNY) Celebrations

As the first day of CNY falls on Tues 1 February, school celebrations will be held on the eve, Mon 31 January. The school hours on 31 January will be from 7.30 am to 10.00 am. Students are invited to wear their festive wear to school. Students will return to school after the CNY holidays on Thurs 3 February.

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

Your Partner in Education,



Mrs Peh-Wong Wei Yong
Principal

-----Please Detach-----
Please return the acknowledgement slip below to your child's form teacher by **Fri 7 Jan 2022**.

Letter to Parents 01/2022 – Keeping In Touch

Name of Student	Class	
Name of Parent	Parent's Signature & Date	Contact Number

Term 1 Calendar

Date	Events / Activities	Remarks
Mon 31 Jan	Chinese New Year Celebrations	Dismissal will be at 10 am.
Tues 1 Feb & Wed 2 Feb	Chinese New Year	Public Holiday
Mon 7 Feb to Fri 11 Feb	Cyberwellness Week	
Mon 14 Feb	Total Defence Day	
Fri 18 Feb	Parents Briefing Sessions (Virtual)	P1 & P2 : 1.30 pm to 3 pm P3 & P4 : 3 pm to 4.30 pm P5 & P6 : 4.30 pm to 6 pm
Mon 28 Feb to Fri 4 Mar	Continual Assessment (CA) for P6 students	
Fri 11 Mar	Parent-Teacher Meeting (PTM) for selected P6 students only (Virtual)	P6: 2- 5 pm
Sat 12 Mar to Sun 20 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

