

Unity Primary School
School Home Partnership Guidelines (SHPG)
Raising a Happy, Confident & Kind Generation Together

With MOE's emphasis on strengthening school-home partnerships, the school has contextualised MOE's guidelines into a set of UPS School-Home Partnership Guidelines (SHPG) with inputs from both teachers & parents.

Respectful Communication Foster kind words & actions between parents & educators	Role Models Show our children the skills & values they need for life	Real Connections Cultivate strong relationships & healthy habits in this digital age
<p>1. Set clear communication expectations</p> <ol style="list-style-type: none"> Use official school platforms, e.g. Parent Gateway (PG), school website as primary information sources. Use designated platforms, e.g. Class Dojo, MOE email, Student Handbook for communication. Teachers will acknowledge queries received within 1 working day. Depending on the complexity of the issue, may take up to 3 weeks. If the school need more time, teacher will give an interim reply. For urgent matters, parents to contact General Office. Message will be relayed to relevant staff within the same day except for school holidays. <p>2. Foster mutual respect & understanding</p> <ol style="list-style-type: none"> Approach conversations with kindness & empathy. Address concerns respectfully, seeking clarification when needed. Use clear & concise language to communicate. Keep 	<p>1. Foster independence & responsibility</p> <ol style="list-style-type: none"> Guide children to manage their own tasks such as packing school bags & completing homework. Establish consistent routines that promote time management skills. Allow children to experience natural consequences of minor setbacks, e.g., being reprimanded by teacher for not completing homework on time. <p>2. Reinforce values & life skills</p> <ol style="list-style-type: none"> Seize teachable moments to model problem-solving strategies when facing challenges. Demonstrate resilience by discussing how to cope with & learn from disappointments. <p>3. Develop emotional intelligence</p> <ol style="list-style-type: none"> Create safe spaces for children to express their feelings. Practise active listening to model empathetic communication. <p>4. Support holistic growth</p> <ol style="list-style-type: none"> Balance the pursuit of excellence with overall well-being. 	<p>1. Reinforce positive habits</p> <ol style="list-style-type: none"> Celebrate efforts & positive behaviours through small acts of affirmation. Cultivate a growth mindset by praising effort & perseverance. <p>2. Foster meaningful communication</p> <ol style="list-style-type: none"> Engage in open dialogue bearing in mind child's needs, expectations & well-being. Discuss values & attitudes beyond academic results. Stay attuned to youth culture to better understand child's perspectives. Share personal experiences to build connections. <p>3. Promote digital well-being</p> <ol style="list-style-type: none"> Share strategies for effective device management & productive screen time. Engage in cyber wellness education for safe & responsible online habits. Explore educational websites as alternatives to gaming.

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<p>messages focused on child's learning & well-being.</p> <p>d. Acknowledge receipt of important school communications.</p> <p>3. Parental responsibilities</p> <p>a. Keep an eye on your child during their non-school activities.</p> <p>b. Proactively check official channels, e.g. PG messages for information & updates before contacting teachers.</p> <p>c. Work with school to allow your child the space to learn responsibility, e.g., bringing of items, etc.</p> <p>4. Teacher responsibilities</p> <p>a. Maintain a respectful tone in all communications.</p> <p>b. Clearly define objectives for parent-teacher conferences or calls.</p>	<p>b. Encourage reflection on experiences to develop self-awareness & critical thinking.</p>	<p>4. Balance online & offline experiences</p> <p>a. Leverage home activities that extend learning for family bonding, e.g., discuss their learning experiences at school.</p> <p>b. Encourage outdoor exploration.</p> <p>c. Avail a mix of engaging offline educational resources & activities, e.g. storytelling, playing badminton together, cycling at park connectors to explore nature, playing board or card games, etc.</p>

Development Process

When	Activity
30 Dec 24	Suggestions for additional practices for the guidelines provided by staff
15 Jan 25	Inputs from staff for customised UPS School-Home Partnership Guidelines which incorporated the suggested additional practices.
19 Feb 25	Road test of guidelines with parent volunteers. See Annex A for suggestions received.
26 Mar 25	Finalisation of guidelines.

Annex A

Suggestions from Engagement Session with Parent Volunteers on Wed, 19 Feb 25

Parents' Suggestions	School Response
<p>Respectful Communication</p> <p>1. Consistent Communication Channels: Standardize communication methods (ClassDojo vs WhatsApp) to avoid confusion & ensure parents know how to contact teachers.</p> <p>2. Inclusion of Subject Teachers on ClassDojo: Add subject teachers to ClassDojo for seamless & efficient communication with parents.</p>	<p>1. While teachers are strongly encouraged to use ClassDojo, it is not mandatory to do so. To avoid confusion to parents, FT of the class can decide on platform & communicate to subject trs. If WA is chosen, FT to designate main contact person for communicating with parents & who will relay messages to subject teachers if needed.</p> <p>2. This can be done on ClassDojo, though not WhatsApp. To be communicated to staff.</p>
<p>Role Models</p> <p>1. Exposure to Civic Responsibility: Organize LJ or VIA activities like visits to children's homes or homes for the elderly to foster gratitude & compassion.</p> <p>2. Understanding Donation Roles: Teach students the value of donations by encouraging them to contribute items from their own pocket money.</p> <p>3. Parent Involvement: Provide parents with examples of how they can implement these practices at home.</p>	<p>1. This can be shared with CCE Team/SDT for consideration in terms of availability of time & age-appropriateness.</p> <p>2. For 2025 Food Donation Drive, this can be included in briefing for students & parents.</p> <p>3. School can regularly share available parenting resources with parents. Some resources include: Parenting with You, Health Promotion Board, Family Central & MOE resources like Parenting for Wellness Toolbox for Parents, Repository Parenting Resources in PG, Parent Kit & Schoolbag.</p>
<p>Real Connections</p> <p>1. Family Engagement in Outdoor Activities: Encourage family time with outdoor activities or movies instead of online gaming.</p> <p>2. Impact of Teachers' Advice: Acknowledge the significant effect of teachers' words on students.</p>	<p>1. School can share resources with suggested activities as alternatives to excessive use of devices.</p> <p>2. To share feedback with staff at an appropriate juncture on the impact they have on their students.</p>

Suggestions on Communicating the Guidelines to All Parents

School can consider the following when planning for communications of guidelines:

1. Concise, bite-sized & catchy, e.g., snippets on respectful communication, tip of the day, food for thought, etc.
2. Regularly & over a long period of time
3. Multimodal & interactive, e.g., videos, polls, etc.

These inputs have been shared with school Publicity Team for incorporation in the communication plan.