



ESTABLISHED 1988

# Engagement with Form Teachers

Xingnan Primary School



**Form  
Teachers**

# Role of the Form Teacher

**Supports students' day-to-day well-being and adjustment**

**Builds relationships** through:

- daily interactions
- observations
- regular check-ins

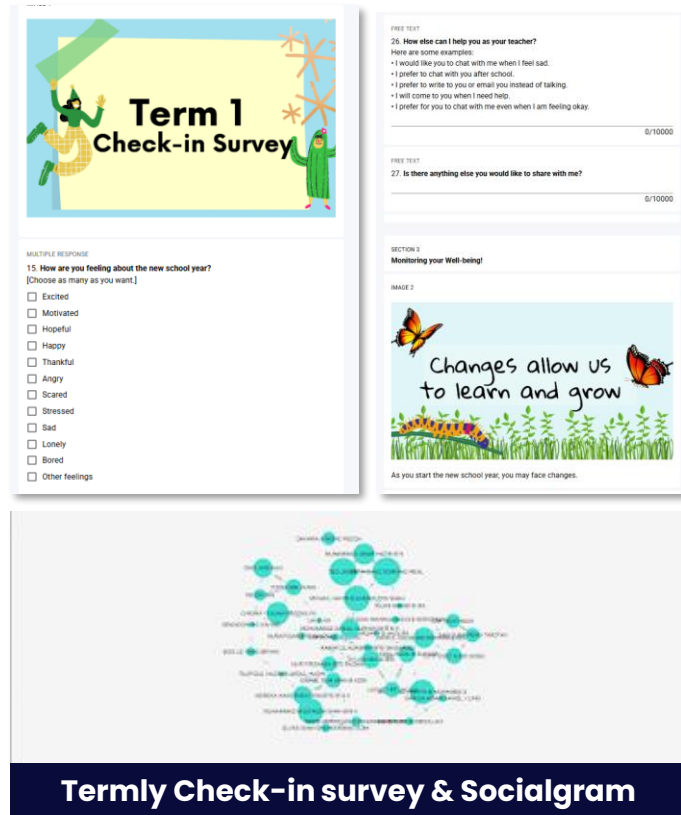
**Guides students in developing character**, e.g.

- responsibility
- respect for others
- Resilience when work is challenging

**Looks out for:**

- adjustment to Upper Primary
- friendships and peer interactions
- Social-emotional learning (E.g. Self-awareness)

**It is a privilege to work closely with you and your child to support their growth during this important phase.**



The image displays three components of the Term 1 Check-in Survey and Socialgram. The top left is the survey cover page, titled 'Term 1 Check-in Survey', featuring a cartoon character holding a green sign. The top right is a page with two free-text questions: '26. How else can I help you as your teacher?' and '27. Is there anything else you would like to share with me?'. The bottom left is a page with a multiple-choice question: '15. How are you feeling about the new school year?'. The bottom right is a page titled 'Changes allow us to learn and grow' with a butterfly illustration. The bottom center is a Socialgram, a network diagram showing relationships between students and teachers.

**Term 1 Check-in Survey**

**FREE TEXT**

26. How else can I help you as your teacher?  
Here are some examples:  
• I would like you to chat with me when I feel sad.  
• I prefer to chat with you after school.  
• I prefer to write to you or email you instead of talking.  
• I will come to you when I need help.  
• I prefer for you to chat with me even when I am feeling okay.

**FREE TEXT**

27. Is there anything else you would like to share with me?

**MULTIPLE RESPONSE**

15. How are you feeling about the new school year?  
[Choose as many as you want.]

☐ Excited  
☐ Motivated  
☐ Hopeful  
☐ Happy  
☐ Thankful  
☐ Angry  
☐ Scared  
☐ Stressed  
☐ Sad  
☐ Lonely  
☐ Bored  
☐ Other feelings

**SECTION 3**  
**Monitoring your Well-being!**

**IMAGE 2**

Changes allow us to learn and grow

As you start the new school year, you may face changes.

**Socialgram**

# Subject Teachers



Mother Tongue Languages		
5CL1	Mdm Wong Shiyuan (Mrs Woo)	wong_shiyuan@schools.gov.sg
5CL2	Mr Tan Chong Hian	tan_chong_hian@schools.gov.sg
5CL3	Mdm Yang Nian	yang_nian@schools.gov.sg
5CL4	Mdm Lin Chudal	lin_chudal@schools.gov.sg
5CL5	Mdm Sia Chu Kwee	sia_chu_kwee@schools.gov.sg
5CL6	Mdm Sin Meng Hui Rachel	sin_meng_hui_rachel@schools.gov.sg
5CL7	Mdm Tii Siew Ping	tii_siew_ping@schools.gov.sg
5ML1	Mdm Tuminah	tuminah_mohamed_bakir@schools.gov.sg
5ML2	Mr Hanif	mohamed_hanif_salim_B@schools.gov.sg
5ML3	Mr Taufek Bin Siniwi	taufek_b_siniwi@schools.gov.sg
5TL	Mdm S. Amutha	somasundaram_amutha@schools.gov.sg

Foundation Mother Tongue Languages		
P5 FCL	Mdm Li Jing	li_jing_o@schools.gov.sg
P5 FML	Mr Vincent Arokia Dass	vincent_arokia_dass_t@schools.gov.sg

Refer to Welcome Guide for the full list of Subject Teachers

# Class Routines & Expectations



# Routines & Expectations

## Arrival

- Students are encouraged to arrive early to settle in calmly
- **From 7.15 a.m.**, morning time is used for quiet reading and check-in
- **Students are expected to be in school by 7.25 am** to start the day punctually

## Attendance & Absence

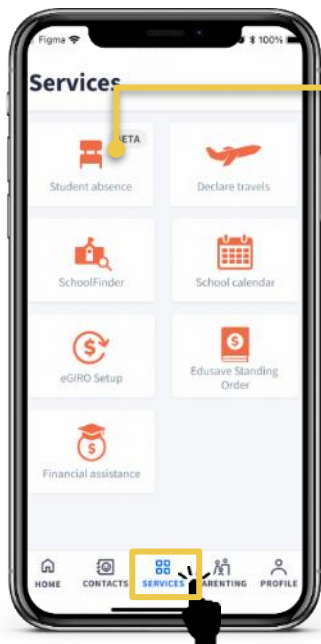
- If your child is unable to attend school, please submit the reason for absence or MC **via Parents Gateway**
- Timely updates help the school account for attendance and follow up on students' well-being

## How to Submit Reasons for Your Child's/Ward's Absence

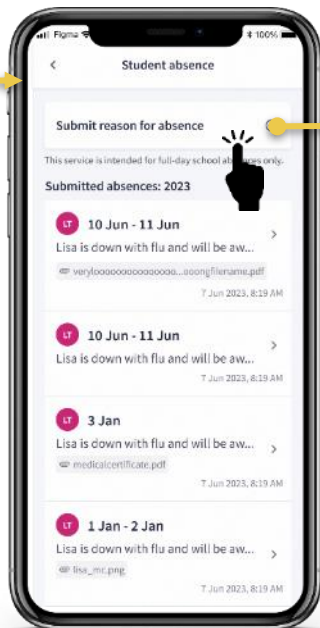
- **Parent-Initiated Submission**
- **Parents' Gateway-Prompted Submission**

# Parent-Initiated Submission for student absence

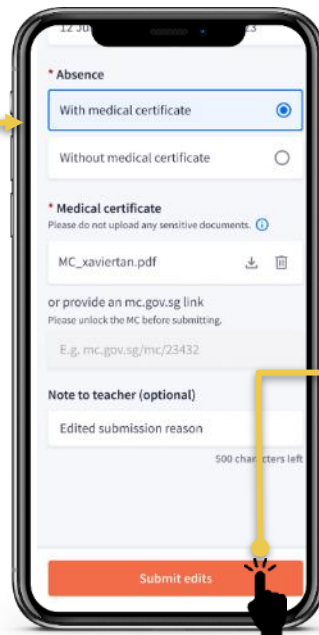
Parents can submit the reasons for student absence before, after or on the date of absence via PG app.



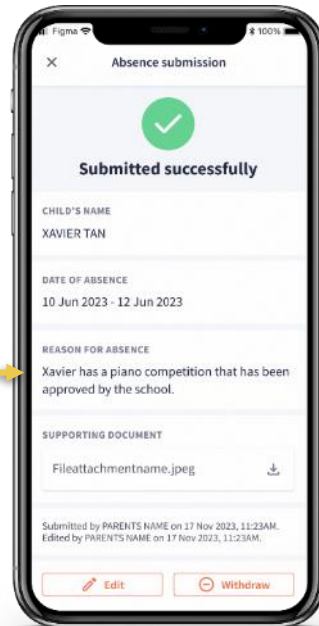
**Parents access PG App:  
Services Page**



**Parent clicks on Submit  
reason for absence on  
parent submissions page**



**Parent fills in the  
reason for absence**



**Successfully  
submitted**

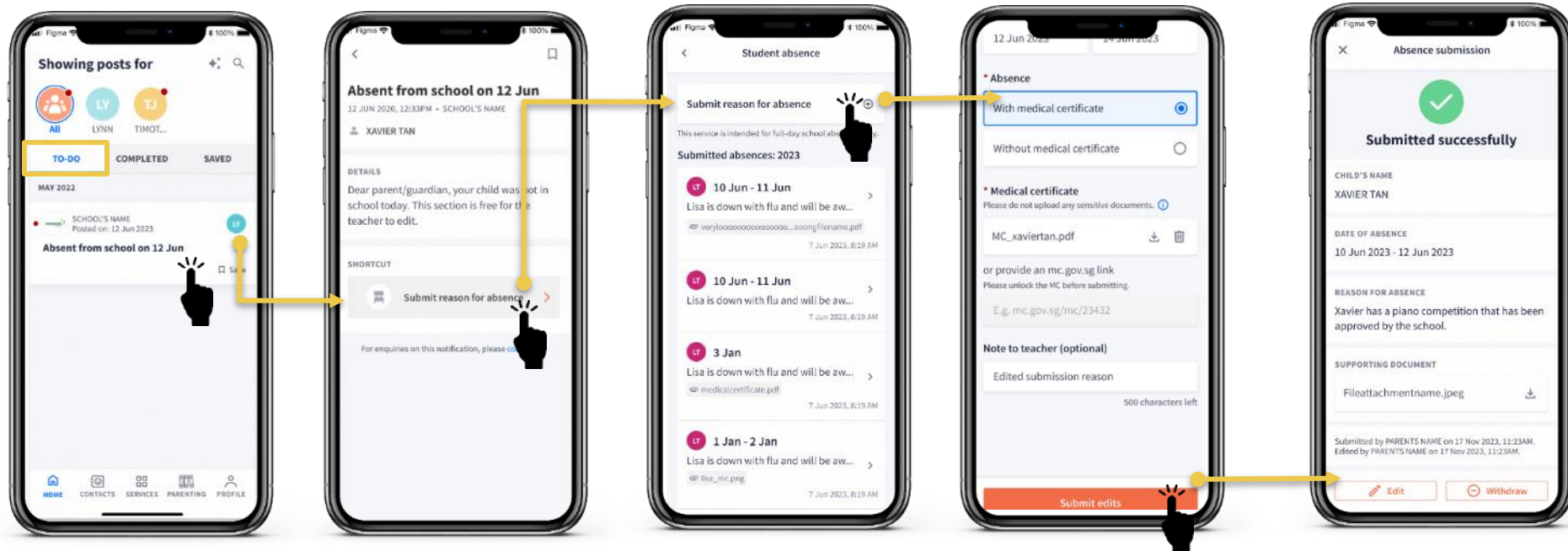


## How to Submit Reasons for Your Child's/Ward's Absence

- **Parent-Initiated Submission**
- **Parents' Gateway-Prompted Submission**

# Parents' Gateway–Prompted Submission

Parents can now submit the reasons for absence when they are notified of their child's absence on their Parents Gateway app.



**Parents access PG App: To-Do Page**

**Parent clicks and reads announcement**

**Submit reason on Parent submissions page**

**Parent fills in the reason for absence**

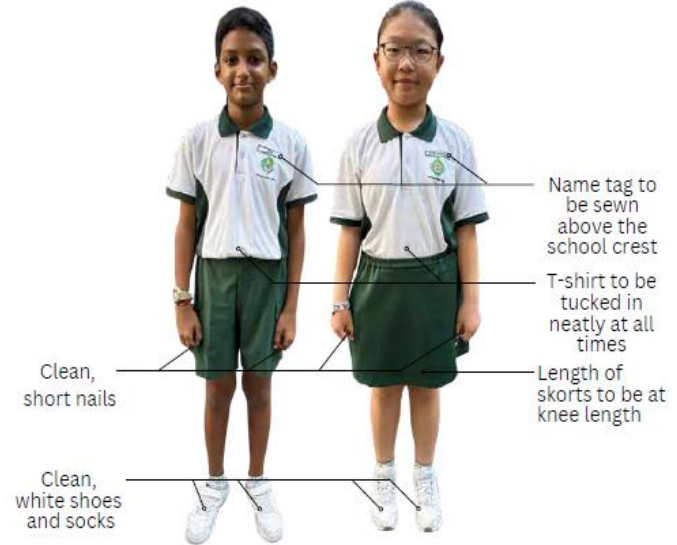
**Successfully submitted**

# Student Well-Being

As students are growing, a **comfortable** and **appropriately fitted** school uniform helps them **move easily, focus better, and feel at ease** in school.

We, Xingnanians, must be properly attired at all times in school. We are to wear our prescribed school uniforms without modifications.

## Our School Uniforms



Jackets, cardigans and pullovers, are only to be worn during cold weather.

# Focus For Upper Primary

## Respect

Being kind and mindful in  
how we treat others.

## Responsibility

Taking ownership of our  
actions and choices.

# Communication & Admin



# Formal Communication Channels

## 01. General Office: 6791 3679

### For urgent matters

- Teachers may also contact parents via the General Office when necessary

## 02. Email / Student Diary

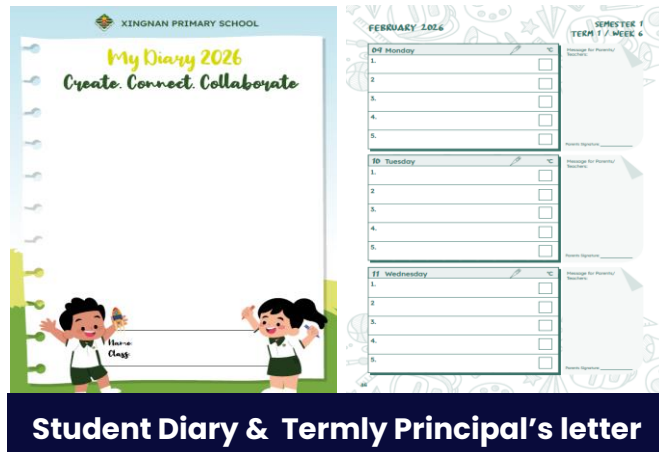
### For non-urgent enquiries

- Teachers will respond within a reasonable working timeframe, typically within **3 working days**
- Parents may also write brief notes in the **student handbook**

## 03. Parents Gateway (PG)

### For official notices, attendance matters, and key updates

- This includes the **Principal's termly letters**, which contain important information and key dates.
- Some messages may be **time-sensitive** – e.g. **PSLE registration details**. We appreciate parents checking PG regularly and responding promptly where required.



**XINGNAN PRIMARY SCHOOL**  
1 Yonge Street, Singapore 480017  
Tel: 6791 3679 • Fax: 6791 1401  
Email: [enquiries@xingnanps.edu.sg](mailto:enquiries@xingnanps.edu.sg) • Website: [www.xingnanps.edu.sg](http://www.xingnanps.edu.sg)

Dear Parents and Guardians,

Happy New Year! It is a wonderful holiday season with your families, as we begin the new academic year, I am delighted to extend a warm welcome to our new Vice-Principal, Mr. Tang, who joins us from Eastling Primary School where she served as Head of Department. We also welcome our Primary 1 students, newly transferred students, and their families to the Xingnan community. It is equally wonderful to see our Progressives back in school, refreshed and ready for the new ahead.

**1. School Message**

I am pleased to welcome the official launch of our new Xingnan Learning Gateway. During the last school year, we have been working hard to ensure that our students have been equipped with the skills and knowledge to thrive in the 21st century. We have been working hard to ensure that our students have been equipped with the skills and knowledge to thrive in the 21st century. We have been working hard to ensure that our students have been equipped with the skills and knowledge to thrive in the 21st century.

**2. Start of New Parent Engagement Sessions**

To keep you informed about our school's key directions, programmes, and how you can support your child's learning journey, we conduct Parent Engagement Sessions at the beginning of each year. Please refer to the 2026 Term 1 Calendar attached for the specific dates. Detailed information will be shared closer to each session date. We strongly encourage your attendance at these important sessions.

Since 2024, we have utilized Facebook and Instagram to provide timely updates on school programmes and activities. We encourage all parents to follow our social media platforms by scanning the QR codes provided below.

**3. Home-School Partnership**

We believe that our students thrive when parents and the school work collaboratively. We seek your support in the following areas:

**Regular Attendance and Punctuality:** We require your strong support in ensuring your child attends school regularly and punctually. Tardiness and late coming are considered school offences and will affect student grades. To maintain discipline, from the cultural activities and sporting activities at 7:30am, with lessons beginning at 7:30am. Students arriving at the school after 7:30am will be marked as late. Please ensure your child arrives punctually to participate in the day's learning experience.

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**XINGNAN PRIMARY SCHOOL**  
1 Yonge Street, Singapore 480017  
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**2026 Term 1 Calendar**

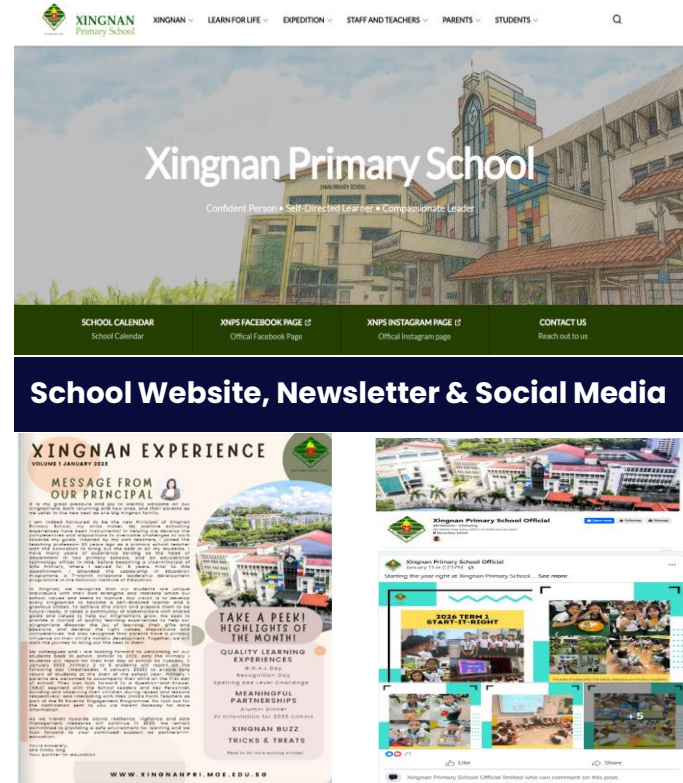
Week	School Events	For
Week 0 Thu, 2 Jan	Parental Engagement Session	Primary 1 Students
Week 1 Mon, 3 Jan	Colours Learning Journey to Celebrate Our Heritage History Programme	Primary 4B and 4C
Week 2 Tue, 4 Jan	Commencement of Swimming Programme	Primary 4B & 4C ASD ASD 4-week programmes will end on 26 Feb
Week 3 Wed, 5 Jan	Commencement of CCA Activities	Primary 1 to Primary 6
Week 4 Thu, 6 Jan	Home-School Learning Journey	Primary 4B
Week 5 Fri, 7 Jan	Parent Support Group (PSG) Activities & Networking	All PSG members
Week 6 Sat, 9 Jan	Commencement of Travelling Light Exhibition by Science Centre in its first	Primary 1 to Primary 6
Week 7 Sun, 10 Jan	Home-School Learning Journey	Primary 4B and 4C
Week 8 Mon, 11 Jan	Primary 1 Parent Engagement Session	Primary 1 Parents
Week 9 Tue, 12 Jan	Primary 2 & 4 Parent Engagement Session	Home: Online via MS Teams School: Open to Sign
Week 10 Wed, 13 Jan	End of Travelling Light Exhibition by Science Centre in its first	Primary 1 to Primary 6
Week 11 Thu, 14 Jan	Commencement of After School Programmes (ASPs)	Primary 1 to Primary 6
Week 12 Fri, 15 Jan	Primary 3 & 5 Parent Engagement Session	Primary 3 & 5 Parents Home: Online via MS Teams School: Open to Sign
Week 13 Sat, 16 Jan	PS Outdoor Adventure Learning Camp	All Primary 3 students
Week 14 Sun, 17 Jan	Learning Journey to Snow City for English/Science lesson	Primary 4B and 4C 2 pm to 3:30pm

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# Formal Communication Channels

## 04. Scheduled Parent–Pupil–Teacher Meetings For **discussions on your child's progress and development**

## 05. School Communications **Newsletters, School Website and Social Media** For **general school information**



# Supporting our Children Together





# Understanding Stress in the Final Lap

- Stress and anxiety may arise as students prepare for the demands of their final lap.
- Worry about not meeting expectations — their own or those perceived from others (e.g. parents, peers, teachers).
- Disappointment when results fall short of hopes, despite the time and effort invested.
- What supports students most is **care, presence, and balance**



Stress is a **normal response** to **everyday pressures** and is **a part of daily life**. We might experience stress depending on **how we react to our responsibilities, decisions** and **relationships**. Some stress can help us to **stay focused** and **motivated**.

Stress can turn into distress when we experience or witness an event that is **overly threatening** and **challenging**, which **overwhelms our ability to cope**.

# Being Present Matters



- Students value parents **being there** and **listening**
- Simple moments of connection help children **feel supported**
- Understanding what your child is struggling with helps you **offer the right support** — and shows that asking for help is normal.

# Rest, Screens & Unwinding



- Many students **unwind** by watching videos or listening to music
- This can help them relax
- **Unsupervised or prolonged handphone use** may **affect rest, focus, and emotions**

# Daily Load & Adequate Rest

A typical school day may end around **4.30 pm**.

To support balance, the school keeps to the homework guidelines.

Over-scheduling enrichment may leave students overtired

During this period, priority should be:

- **school work**
- **rest**
- **well-being**



# Nurturing a Growth Mindset for Lifelong Learning



- Assessments are **milestone checks** that help children understand gaps in learning and how to use feedback to improve.
- Assessment results **do not define a child's worth**.
- **Recognise and affirm effort and progress**, not just outcomes — celebrate small improvements.
- This is part of **nurturing a growth mindset** — supporting children to view **setbacks as learning opportunities**, while acknowledging feelings of frustration or disappointment as part of the learning process.

# A Shared Journey



# Parent Engagement Survey



<https://forms.moe.edu.sg/forms/v3gn5Q>

**See you at**  
**PPTM (Term 1)**  
**13 March (Friday)**

(Further details will be shared via Parents Gateway.)