



ESTABLISHED 1955

# 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 screenshot shows the Term 1 Check-in Survey interface. It features a cartoon cactus character holding a green speech bubble. The title "Term 1 Check-in Survey" is prominently displayed. Below the title, there are several survey questions:

- 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?



# Subject Teachers



**Developing  
Self-Directed  
Learners  
through  
Home-School  
Partnership**

Mother Tongue Languages		
SCL1	Mdm Wong Shiyuan (Mrs Woo)	wong_shiyuan@schools.gov.sg
SCL2	Mr Tan Chong Hian	tan_chong_hian@schools.gov.sg
SCL3	Mdm Yang Nian	yang_nian@schools.gov.sg
SCL4	Mdm Lin Chudai	lin_chudai@schools.gov.sg
SCL5	Mdm Sia Chu Kwee	sia_chu_kwee@schools.gov.sg
SCL6	Mdm Sin Meng Hui, Rachel	sin_meng_hui_rachel@schools.gov.sg
SCL7	Mdm Till Siew Ping	till_siew_ping@schools.gov.sg
SML1	Mdm Tuminah	turninah_mohamed_bakir@schools.gov.sg
SML2	Mr Hanif	mohamed_hanif_solim_B@schools.gov.sg
SML3	Mr Taufek Bin Siniwi	taufek_b_siniwi@schools.gov.sg
STL	Mdm S. Amutha	somasundaram_amutha@schools.gov.sg

Foundation Mother Tongue Languages		
P5 FCL	Mdm Li Jing	li_jing_a@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

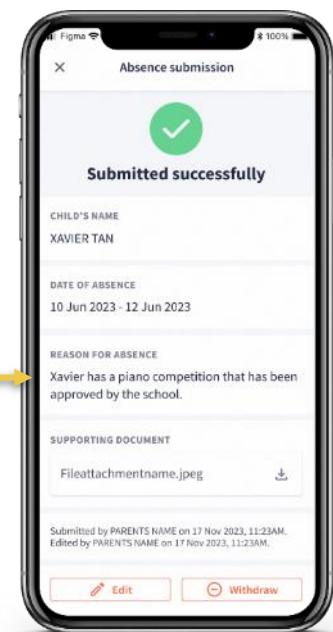
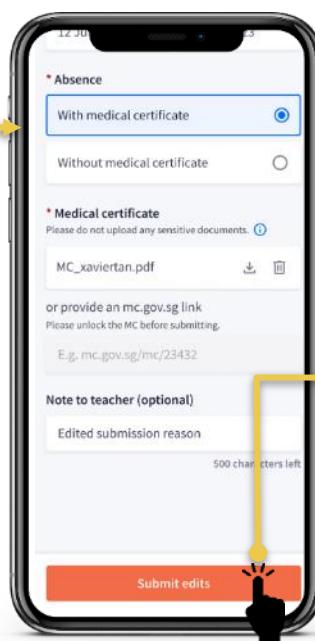
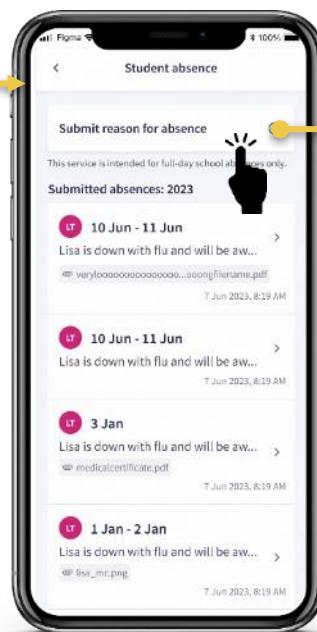
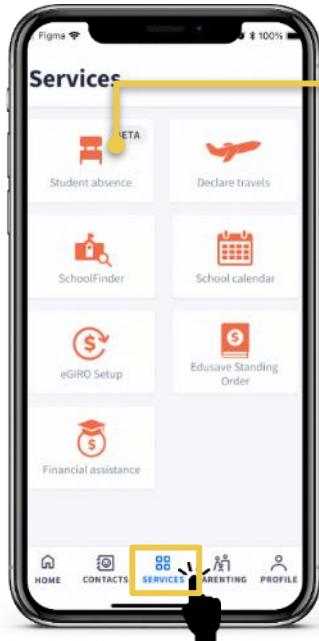
- If your child is unable to attend school, please submit the reason for absence or MC **via Parents Gateway**
- Timely updates help the school account for attendance and follow up on students' well-being

## 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

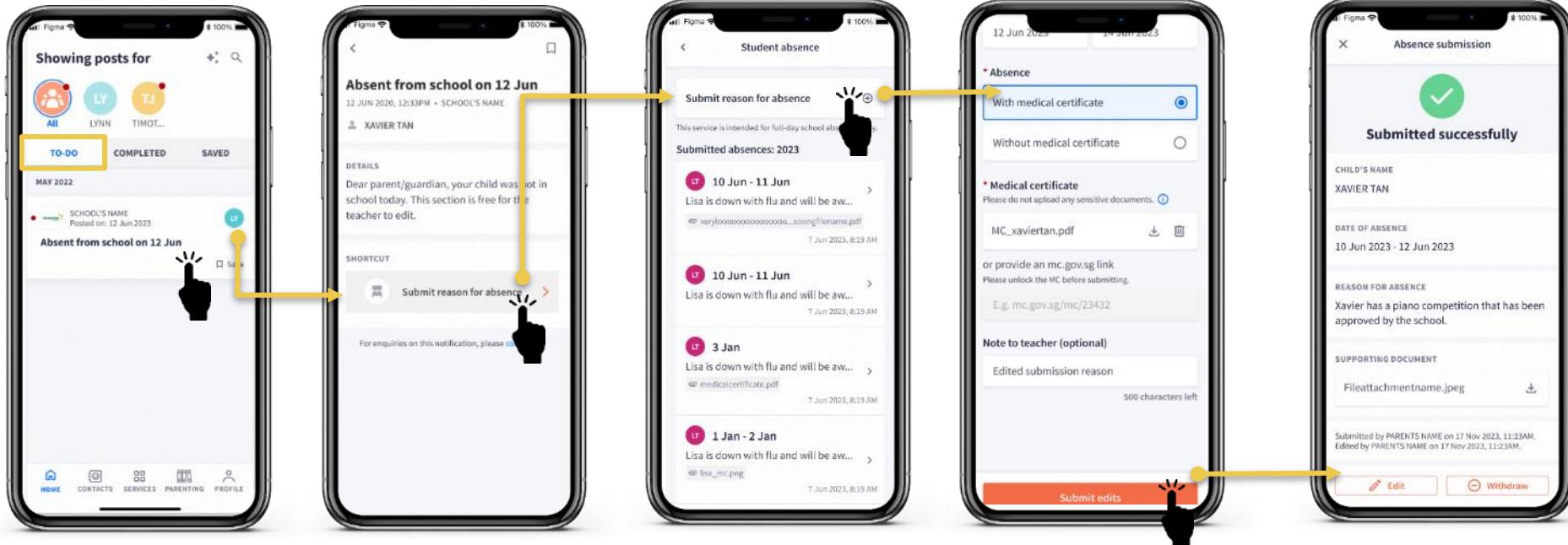
Successfully  
submitted

## 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

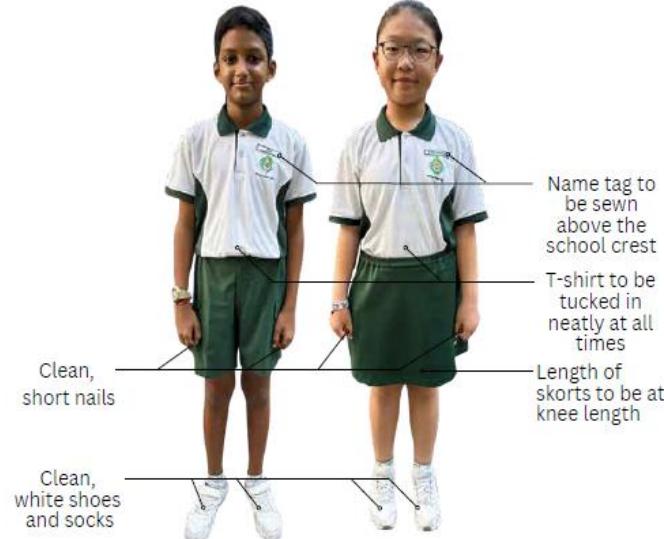
Successfully  
submitted

# 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

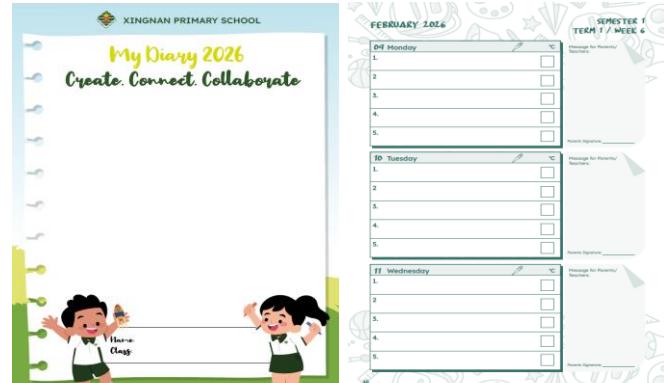
### For non-urgent enquiries

- 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.



### Student Diary & Termly Principal's letter

XINGNAN PRIMARY SCHOOL  
2 Jalan Wah Chuan 1, Singapore 600020  
Email: [principal\\_xps@np.edu.sg](mailto:principal_xps@np.edu.sg) | Website: [www.xps.np.edu.sg](http://www.xps.np.edu.sg)



Start of new Parent Engagement Sessions

To keep you informed about our school's key directions, programmes, and ways you can support your child's learning journey, we conduct Parent Engagement Sessions at the beginning of each year. Please refer to the website for more details on the sessions and the dates. Please do make time to attend these important dates. We strongly encourage your attendance at these important sessions.

Since July, 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 searching for @XingnanPrimarySchool.

We are confident that our school and parents 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. Regular school attendance means our children learn better and faster, and miss fewer important topics. To maximize curriculum time, the national norms and pledge-taking commence at 7.20am, with lessons beginning at 7.30am. Arriving late at the school after 7.30am will be marked as late. Please ensure your child arrives punctually to participate in the flag raising ceremony.

XINGNAN PRIMARY SCHOOL  
2 Jalan Wah Chuan 1, Singapore 600020  
Email: [principal\\_xps@np.edu.sg](mailto:principal_xps@np.edu.sg) | Website: [www.xps.np.edu.sg](http://www.xps.np.edu.sg)

2026 Term 1 Calendar

Date	Activities	For
Week 0 Sun, 2 Jan	Parent Engagement Session	Parents of Primary 1 students
Mon, 3 Jan	Cohort Learning Journey to Kindergarten	Primary 4 and 4G
Tue, 4 Jan	Commencement of Semester	Primary 4A/4B/4C/4D 8 weeks programme will end on 26 Jan
Thur, 6 Jan	Programmes	
Week 1 Mon, 10 Jan	Commencement of CCA	Primary 3 to Primary 6
Tue, 11 Jan	Homework	
Wed, 12 Jan	Holiday-based Learning	Primary 4
Thur, 13 Jan	Homework	
Week 2 Mon, 17 Jan	Parent Support Group (PSG)	All PSG members
Tue, 18 Jan	Well-being & Networking	
Wed, 19 Jan	Commencement of Traveling Light Exhibition by CCA	Primary 3 to Primary 6
Thur, 20 Jan	Homework	
Week 3 Mon, 23 Jan	Holiday-based Learning	Primary 4F and 4G
Tue, 24 Jan	Homework	
Week 4 Mon, 30 Jan	Primary 2 Parent Engagement Session	Primary 2 Parents
Tue, 31 Jan	Primary 3 Parent Engagement Session	Primary 3 Parents
Week 5 Mon, 6 Feb	Primary 4 and 4 Parent Engagement Session	Primary 4 Parents
Tue, 7 Feb	Primary 5 Parent Engagement Session	Primary 5 Parents
Week 6 Mon, 12 Feb	End of Traveling Light exhibition by Science Centre in school	Primary 3 to Primary 6
Tue, 13 Feb	Commemoration of Merit School	All Primary 6
Week 7 Mon, 19 Feb	Primary 6 and 6 Parent Engagement Session	Primary 6 Parents
Tue, 20 Feb	Primary 7 and 7 Parent Engagement Session	Primary 7 Parents
Week 8 Mon, 26 Feb	PS Outdoor Adventure Learning Camp	All Primary 7 students
Tue, 27 Feb	Learning Journey to Snow City	Primary 4 and 4G
Week 9 Mon, 5 Mar	Science Fair	2 pm to 5.30pm
Week 10 Tue, 6 Mar	Learning Journey to Science Centre	Primary 4 and 4G

# 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

The image shows the official website of Xingnan Primary School. At the top, there is a navigation bar with links for XINGNAN PRIMARY SCHOOL, LEARN FOR LIFE, EXPEDITION, STAFF AND TEACHERS, PARENTS, STUDENTS, and a search icon. Below the navigation is a large banner featuring the school's name and a photograph of the building. The banner also includes the tagline "Confident Person • Self-Directed Learner • Compassionate Leader". Below the banner are links for the SCHOOL CALENDAR, XNPS FACEBOOK PAGE, XNPS INSTAGRAM PAGE, and CONTACT US. The main content area features a dark blue header with the text "School Website, Newsletter & Social Media". Below this, there is a thumbnail of the "XINGNAN EXPERIENCE" newsletter, which includes a message from the principal, photos of the school, and sections like "TAKE A PEEKI HIGHLIGHTS OF THE MONTH!", "QUALITY LEARNING EXPERIENCES", "MEANINGFUL PARTNERSHIPS", and "XINGNAN BUZZ TRICKS & TREATS". To the right of the newsletter thumbnail is a screenshot of the Xingnan Primary School Official Facebook page, showing posts and interactions.

# 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.)