



# ADMIN BRIEFING

14 OCTOBER 2025



*Passionate Learners   Confident Leaders   Gracious Citizens*

# PROGRAMME

Briefing by Principal

Talk on Transition

Briefing by Year Head

Break

Briefing by Central Kitchen

Briefing by Student Care Centre



# PRINCIPAL'S BRIEFING



*Passionate Learners   Confident Leaders   Gracious Citizens*



# Welcome to Pioneer Primary School

*Welcome to an Exciting New Chapter*

**Here's to a Great Start  
to Primary School!**



*Passionate Learners   Confident Leaders   Gracious Citizens*

# OUR SCHOOL LEADERS

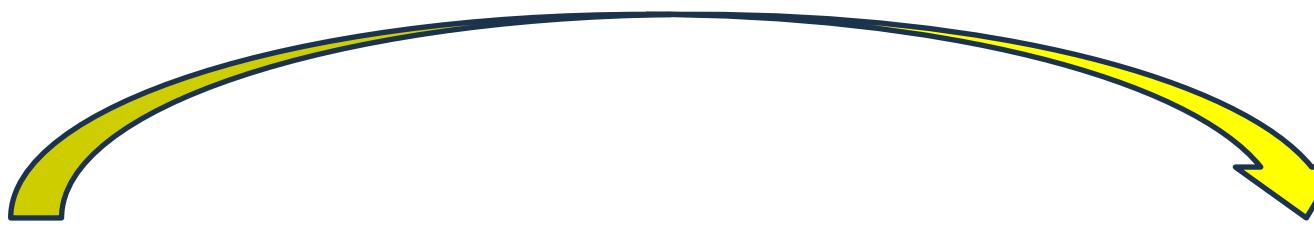


**Mdm Wong Wei Yi**  
Vice Principal

**Mrs Lee Wai Ling**  
Principal

**Mr Charles Tan**  
Vice Principal

# 1. AIMS OF PRIMARY EDUCATION



- Lay a **strong foundation**
- Nurture **well-rounded individuals and passionate lifelong learners**
- Prepare **the child for the future**

## Desired Outcomes

Confident Person

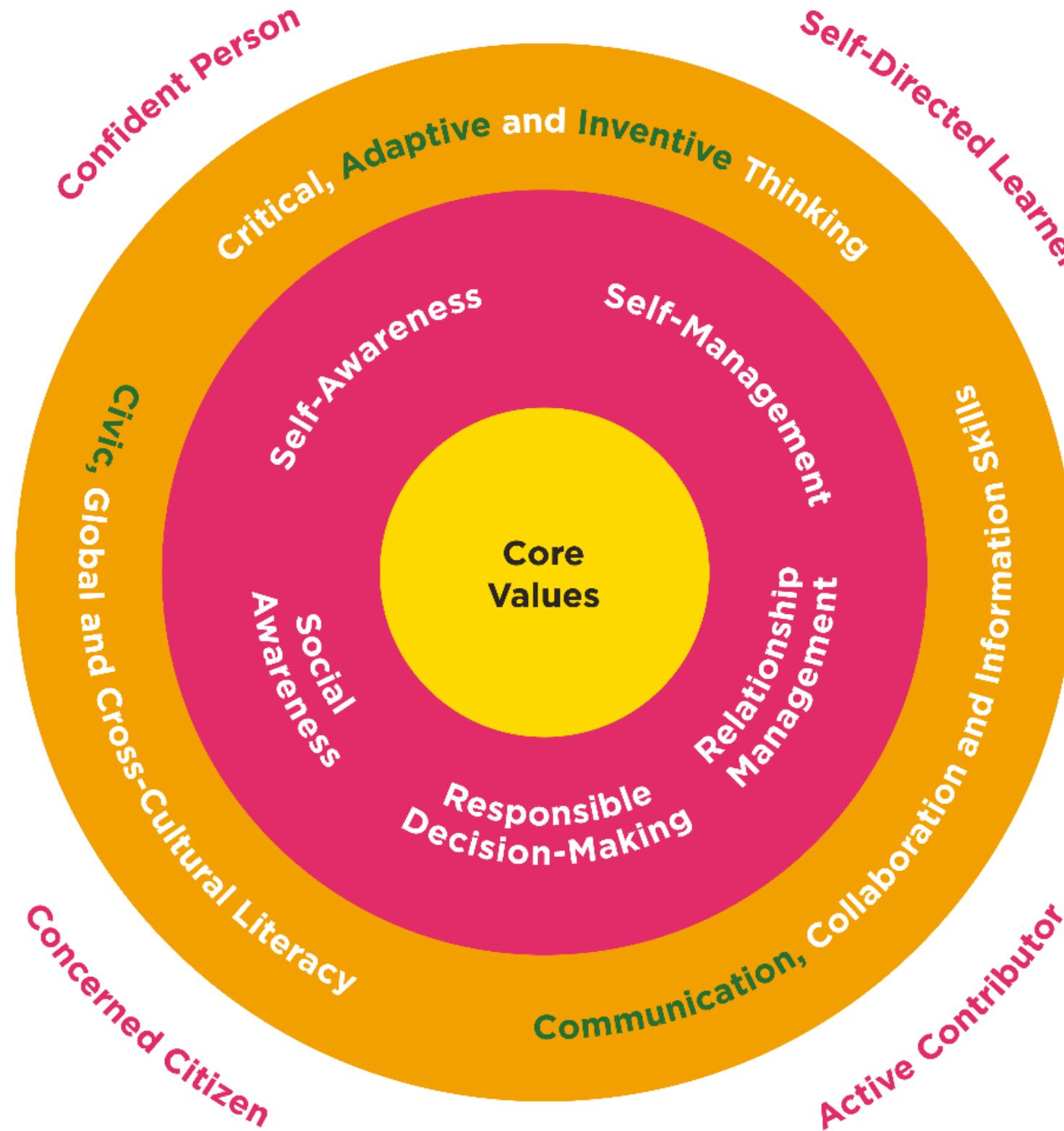
Self-Directed Learner

Active Contributor

Concerned Citizen

# We want our children to be...

<b>Adaptive Thinking</b>
i. Assesses different contexts and situations in order to make connections and draw new insights
ii. Manages complexities and ambiguities by adjusting one's perspectives and strategies



<b>Inventive Thinking</b>
i. Explores possibilities and generates novel and useful ideas
ii. Evaluates and refines ideas to formulate novel and useful solutions

<b>Communication</b>
i. Effectively communicates information and co-constructs meaning
ii. Engages empathetically with diverse perspectives

# OUR SCHOOL VISION

**Passionate Learners  
Confident Leaders  
Gracious Citizens**



*Passionate Learners Confident Leaders Gracious Citizens*

# OUR FUTURE-READY LEADERS

## PASSIONATE LEARNERS, CONFIDENT LEADERS, GRACIOUS CITIZENS

### Confident Persons

*Believe in oneself, Communicate effectively  
Stand firm on what is right, Take initiative*

### Critical Thinkers

*Curious and keen to learn,  
Question, Reflect, Problem Solve*



### Self-Directed Learners

*Take responsibility for learning,  
Motivated to learn  
Enthusiastic in learning*

### Leaders with Character

*Respectful, Show Empathy,  
Resilient  
Collaborate well with others  
Willing to serve*

# OUR MISSION

To nurture students to be  
**lifelong learners,**  
**leaders in their own rights, anchored in**  
**sound values**  
**through a holistic education**



*Passionate Learners Confident Leaders Gracious Citizens*

# OUR SCHOOL VALUES (RI<sup>2</sup>SE)

- Care
- Responsibility
- Integrity
- Innovation
- Resilience

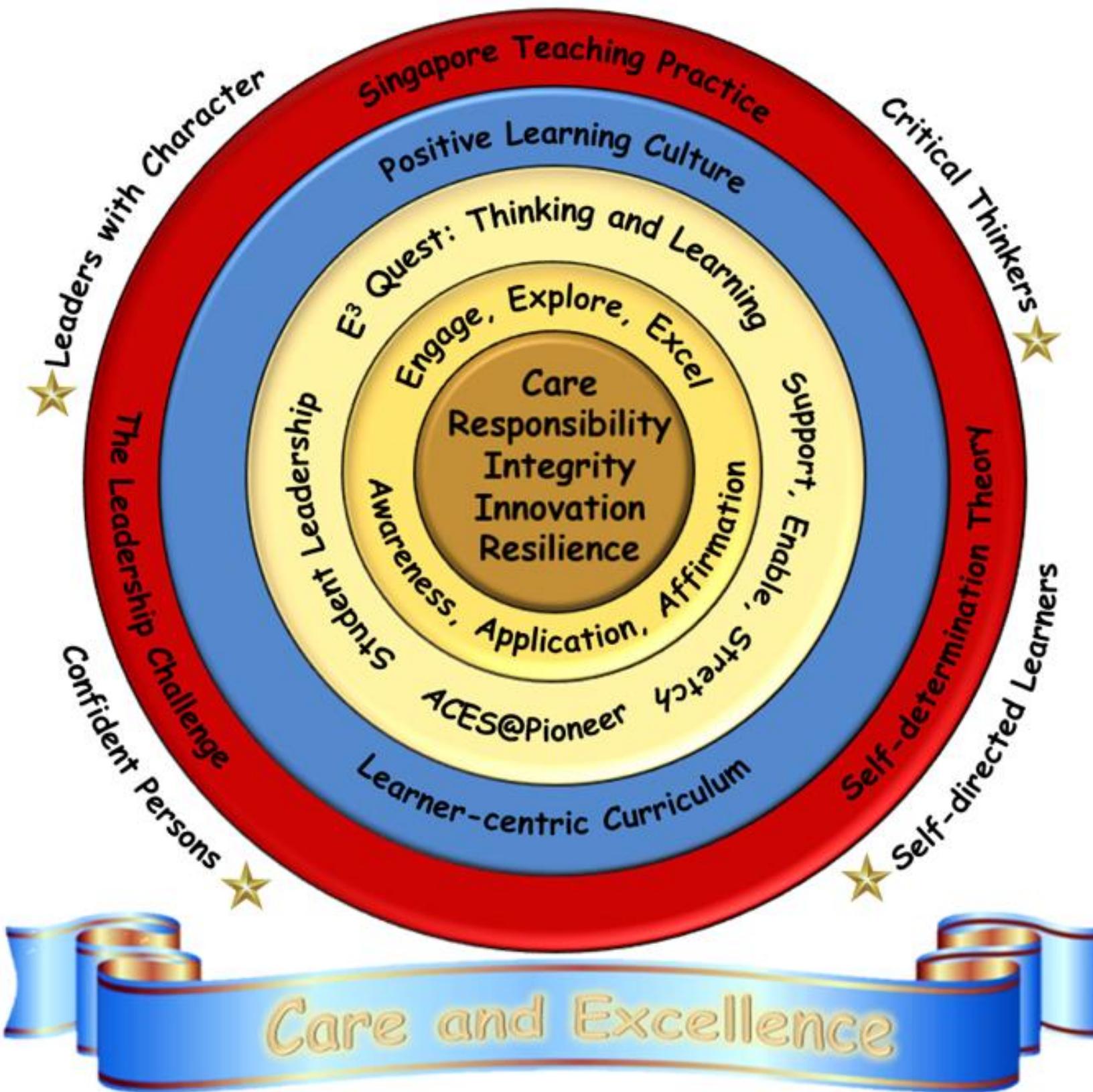


# School Strategic Thrusts

- Future-Ready Learners, Our Gems
- Confident Leaders, Our Pride
- Innovative and Engaged Staff, Our Enablers

# Teaching and Learning Framework

## Student Centric & Values-Driven Education - Holistic Development



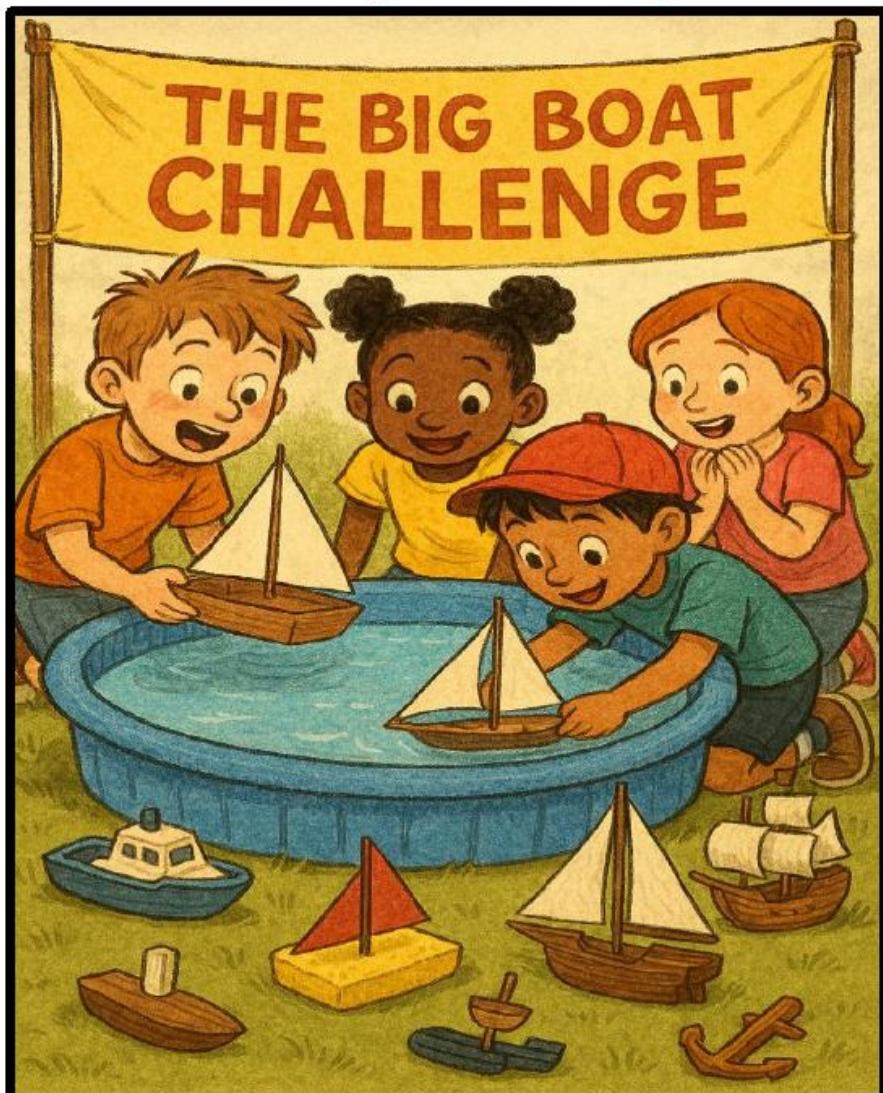
# SCHOOL FOCUS

- Providing Holistic Education to nurture well-rounded individuals
  - Focus on 21CC skills
  - Developing Passion
- Moving away from an over-emphasis on grades

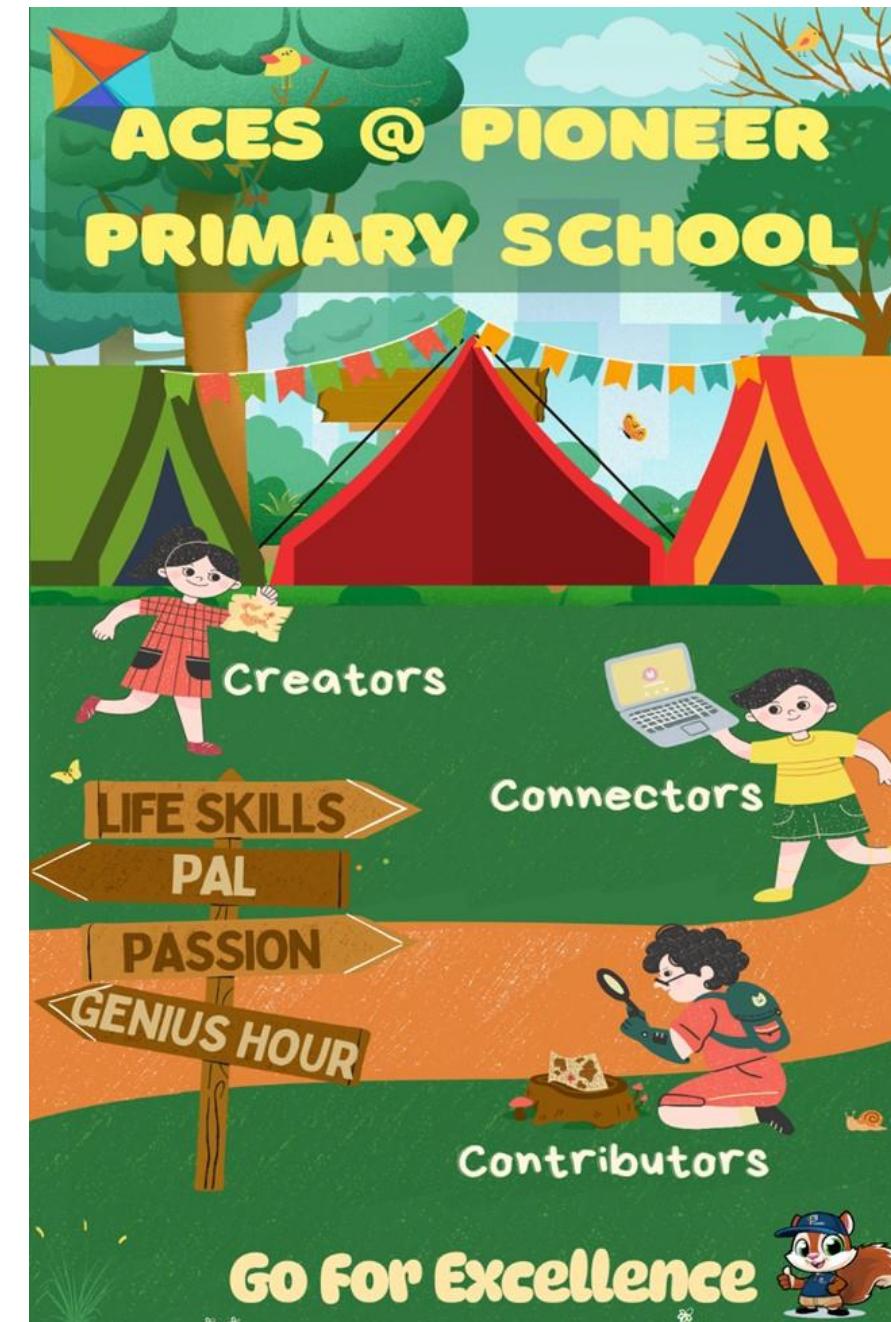
# SPECIAL PROGRAMMES FOR LOWER PRIMARY STUDENTS

Create Meaningful, Engaging Learning:  
Ride the Big Experience Wave

Pioneer Primary School  
E<sup>3</sup> Quest for Primary 2  
Term 1  
The Big Boat Challenge



Holistic Development Through Passion-Based Learning: Where Growth Meets Purpose!



# HOLISTIC ASSESSMENT

- Focuses on building greater confidence and nurturing a stronger intrinsic motivation to learn to develop your child's potential
- Use of appropriate assessment modes to provide useful feedback to support students' learning and holistic development
- **No examinations and weighted assessments at P1 & P2** to ease your child into formal schooling. The criteria for the Edusave Merit Bursary and Good Progress Award have also been changed, to focus on learning dispositions, instead of academic results

**Support your child's learning progress by affirming their efforts and be proud of their learning progress and achievements**

# SMOOTHENING THE TRANSITION TO A NEW SCHOOL

When your child transfers to another school, their experience will include:

New friends and teachers



New routines

New learning environment

# WHAT DOES MY CHILD NEED AT PRIMARY 2?

- Every child develops at a different pace
- Some children learn things earlier, others need more time
- Allowing them to learn at their own pace helps them enjoy the learning process
- Some skills that parents can develop are:
  - **Relating to others**
  - **Developing good habits**
  - **Nurturing positive learning attitudes**

# RELATING WELL TO OTHERS

Build your child's interpersonal skills by:

01

**Modelling the use of friendly and polite phrases**

“May I  
please...”

“Hi! My name  
is... What is your  
name?”

“Could you help  
me with...”

20

02

**Providing opportunities for your child to share and  
take turns during playtime with other children**

# NURTURING POSITIVE ATTITUDES

Developing the right attitude will help your child learn better. You can encourage your child to:



Ask questions about their experiences and their observations about the world around them



Reflect on learning experiences, learn from mistakes and try ways to do something better



Persevere even when faced with challenges



# BUILDING GOOD HABITS & ROUTINES

- Set up a **conducive learning space** and schedule a **regular homework time**
- Limit recreational screen time to less than 2hrs per day
- Encourage reading of age-appropriate books. Have a story book in his/her bag
- Cultivate the habit of **checking for accuracies upon completion of work**
- Be prepared for lessons. **Pack their own bags**
- Reflect on learning experiences and share thoughts with you

# HOW ELSE CAN YOU SUPPORT YOUR CHILD?

**Support**  
your child and encourage them to overcome challenges with your care

**Affirm**  
your child by recognising small successes and praising their efforts

**Familiarise**  
your child with new routines gradually and share your experiences in primary school

**Empathise**  
with and acknowledge your child's feelings

**Support**

- Commit some time every weekend to play games and have fun together.
- Visit places or take part in events that both of you enjoy.
- Encourage your child to make new friends.
- Try out FTGP\* Family Time activities.

**Affirm**

- Encourage your child when he makes observations. E.g. Say "That's interesting" and ask why he/she said that.
- Recognise small successes. E.g. Say "You've made another new friend in class - well done!"

**Familiarise**

- Find out what primary schools have in store for students these days.
- Do practical things to ease your child into new routines. E.g. Plan daily routines together; teach your child new habits like packing his/her bag.

**Empathise**

- Teach your child words that describe feelings.
- Acknowledge your child's emotions. E.g. "It's okay to feel anxious about starting school."
- Understand your child's needs. E.g. Start bedtime early. Children need a lot of sleep.

**Spend Time Chatting. Use T.A.D.**

**Talk**

Talk about fond memories of your own school days. E.g. What you did in Primary One; kind teachers and clever classmates you had.

**Ask**

Ask about his/her thoughts and feelings about the school. E.g. FTGP\* activities when he/she felt inspired.

**Discuss**

Discuss together what can be done if he/she has worries at school. E.g. Explore how people deal with conflicts.

**QUICK TIPS**

- Listen without interrupting.
- Nod your head and ask questions to show interest and affirmation.

\*FTGP stands for the Family Transition Guide for Parents which is a guide for parents to help them prepare their children for primary school. It includes tips on how to help children settle into school, build confidence and develop resilience.

# GETTING READY FOR SCHOOL

## P2 Reporting and Dismissal Time

	Monday to Friday (From 5 Jan 2026 onwards)
<b>Reporting Time</b>	<b>By 7.30 am</b>
<b>Recess</b>	<b>9.30 am – 10.00 am</b> (Except 1 <sup>st</sup> week, recess is from 10.00 am - 10.30 am )
<b>Dismissal Time</b>	<b>1.30 pm</b> (Except 1 <sup>st</sup> week, dismissal time is at 1.25pm)

### Tips:

Read bedtime stories to your child, it helps to relax your child and have a better sleep at night.



# GETTING READY FOR SCHOOL

- Students must always wear their school uniform, even during school vacation when they come back to school.
- **Alteration to the school uniform is not allowed**
- Wearing of jewellery is not allowed
- Students should not bring too much pocket money to school, wear or carry expensive items, toys or sharp objects that might hurt others

# EARLY DISMISSAL

## 1. When a child is unwell or is hurt

- School will contact the parent to pick the child up to see a doctor
- Parent/ Guardian **MUST** accompany the child home
- If immediate medical attention is required, the ambulance will also be contacted

## 2. Other reasons

- Must be accompanied by parents' letter
- In the case of an external examination, the official notice must be submitted to the form teacher for endorsement and permission for early dismissal
- Parent/ Guardian **must** accompany the child home

# ENTERING THE SCHOOL

- Report to the security post
- Get a visitor pass
- Notify the General Office of your purpose of visit and the staff will assist you

**Our students' safety and security is our top priority!**

# Building a Caring School Community

- We uphold the basic principles of respect and care towards everyone we interact with. Everyone in the school community plays a part in building a safe environment for interactions and learning.
- Both the school and parents share the same goal of wanting our children to do well, develop good character, show empathy and care for each other.

# SCHOOL POLICY – DISCIPLINE

## Our Philosophy

We believe in nurturing **responsible, respectful, and caring individuals**. Our discipline approach focuses on teaching appropriate behaviour, building character, and maintaining a safe learning environment for all students.

## Core Principles

- **Respect and Care:** We uphold respect and care towards everyone in our school community
- **Restorative Approach:** Focus on repairing relationships and learning from mistakes
- **Partnership:** Close collaboration between school and parents
- **Growth Mindset:** Every mistake is an opportunity to learn and grow

# SCHOOL POLICY – DISCIPLINE

- When a child misbehaves or breaks a rule, we will inform parents of the incident.
- The school will look into the matter and follow up with parents accordingly.
- We believe in working closely with parents to guide and support the child's learning and development.

# SCHOOL POLICY – DISCIPLINE

When there is a misunderstanding or an issue between students,

- Parents will be informed
- School will look into the matter and decide on the actions to take

**Parents are requested not to conduct their own investigations or question other children directly.**

- Just as you would not want other parents to question your child, we ask for the same consideration towards all students
- This approach allows the school to handle incidents through our established procedures while protecting all children involved

# LET'S WORK TOGETHER

We believe in working closely with parents  
to guide and support the child's learning  
and development.



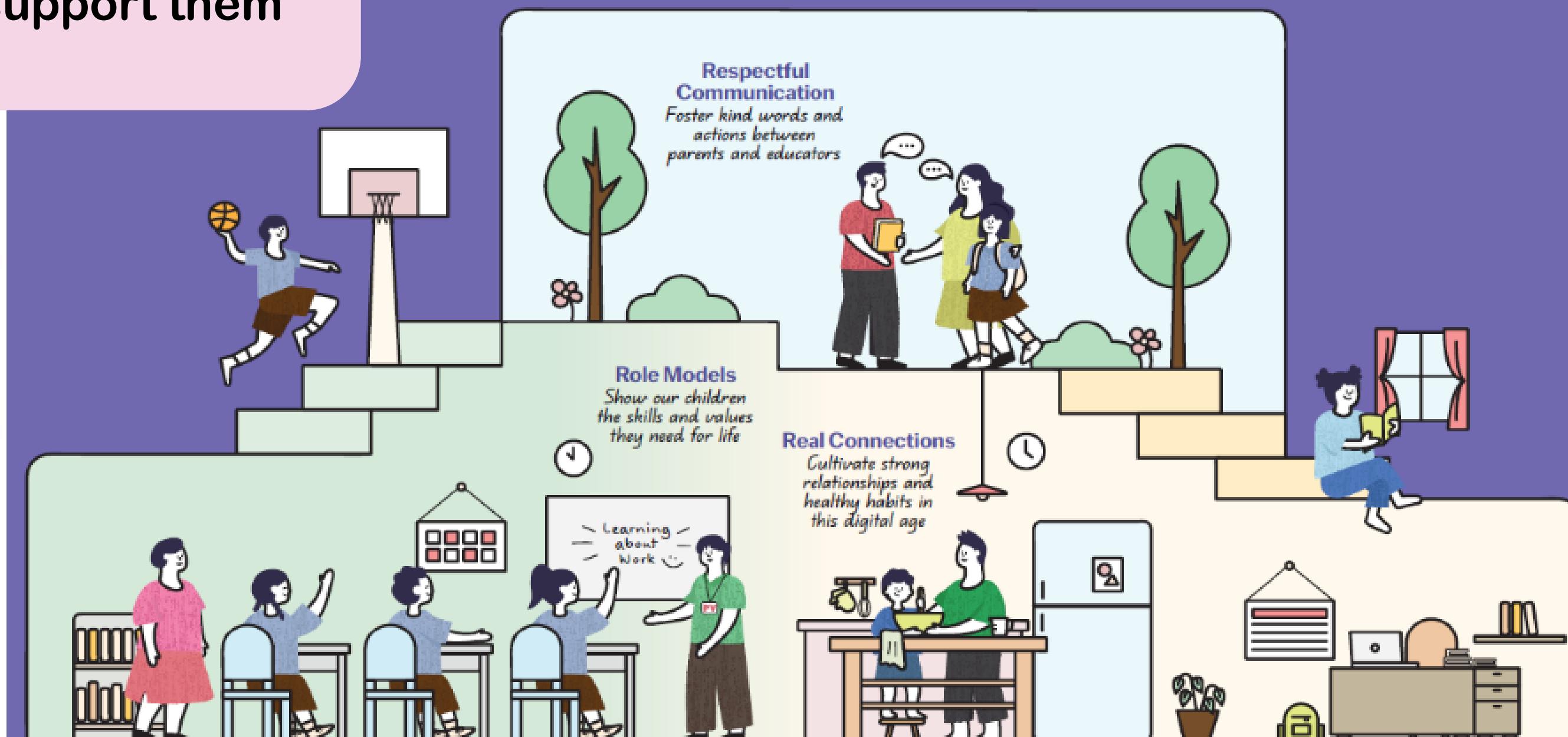
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# SCHOOL- HOME PARTNERSHIP

Our children do best when schools and parents work hand in hand to support them

Guidelines for School-Home Partnership

## Raising a Happy, Confident, and Kind Generation Together



# 3 AREAS WE CAN WORK TOGETHER ON TO FOSTER SCHOOL-HOME PARTNERSHIP

**1 Respectful  
Communication**

**2 Role Models**

**3 Real Connections**



# RESPECTFUL COMMUNICATION

**Foster kind words and actions between schools and educators**



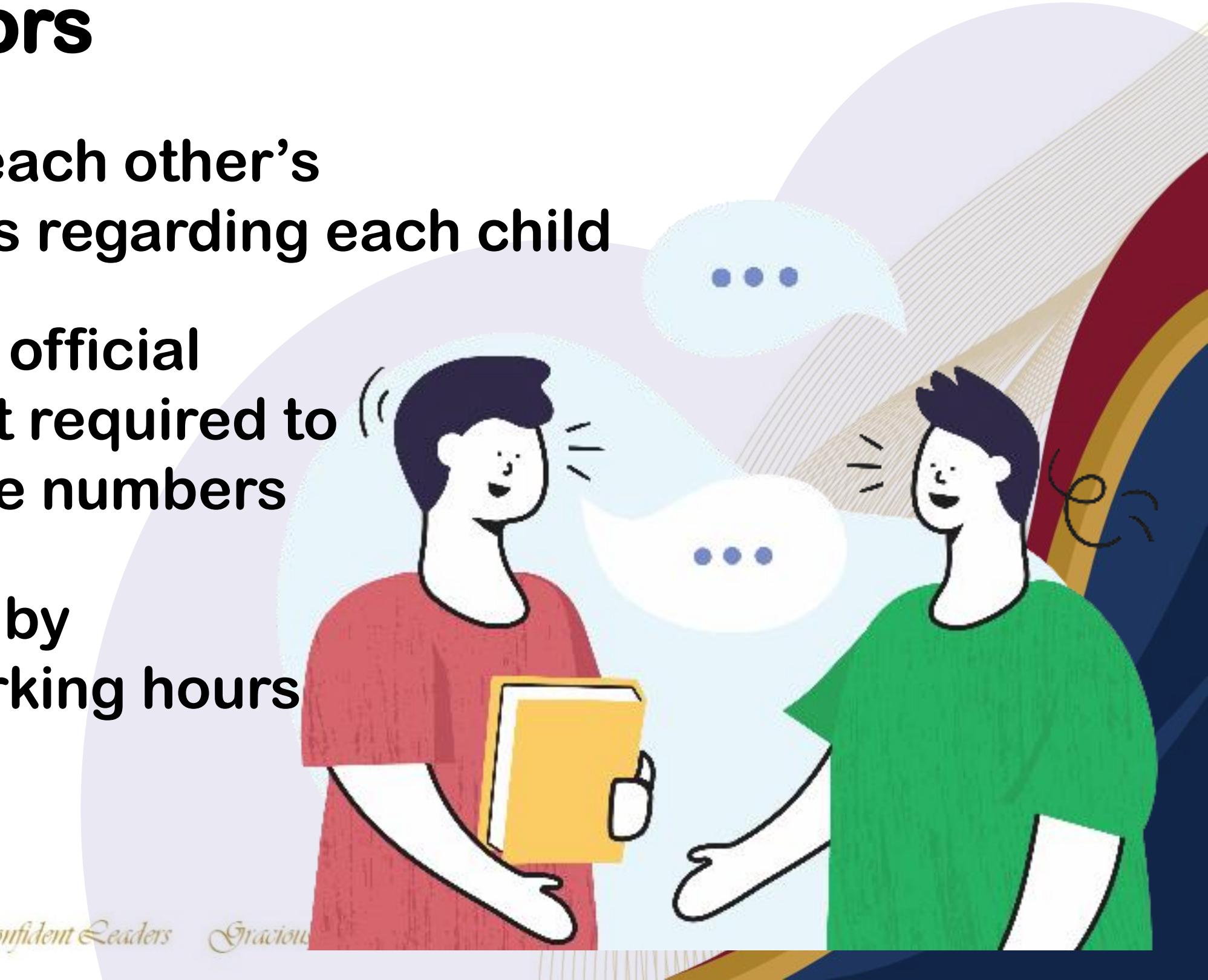
**Listen to and understand each other's perspectives and concerns regarding each child**



**Communicate kindly using official channels. Teachers are not required to share their personal mobile numbers**



**Respect each other's time by communicating during working hours**



# ROLE MODELS

Show our children the skills and values they need for life



**Find joy** in everyday experiences with our children



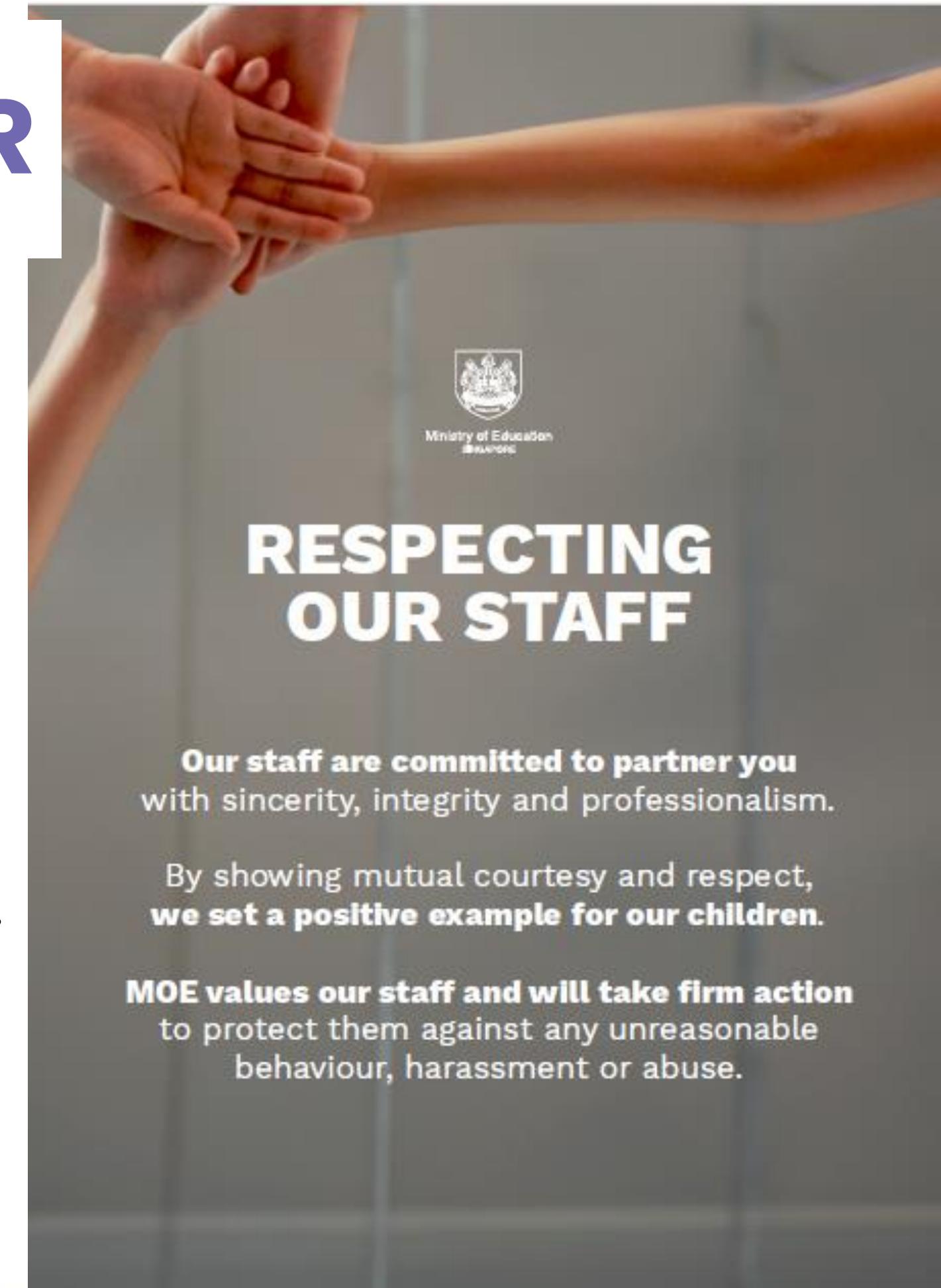
**Instill confidence** by encouraging responsibility and believing in our children's abilities



**Model good values** in words and actions

# ENGAGEMENT CHARTER

- The partnership between schools and parents is an essential one.
- By promoting mutual courtesy and respect in our interactions with each other, we can be good role models for our children and build authentic partnerships that will better benefit our children.



## RESPECTING OUR STAFF

**Our staff are committed to partner you**  
with sincerity, integrity and professionalism.

**By showing mutual courtesy and respect,**  
**we set a positive example for our children.**

**MOE values our staff and will take firm action**  
to protect them against any unreasonable  
behaviour, harassment or abuse.

# PARTNERING YOU IN EDUCATION

A strong partnership between the home and the school will put our children in good stead for the future

- Respect the school as the authority
- Respect all school staff
- Trust the teachers' professionalism – together, we work towards common goals of nurturing every child
- Communicate with your child's teachers
- Reinforce the school values at home
- Monitor your child's learning
- Be a Parent Volunteer

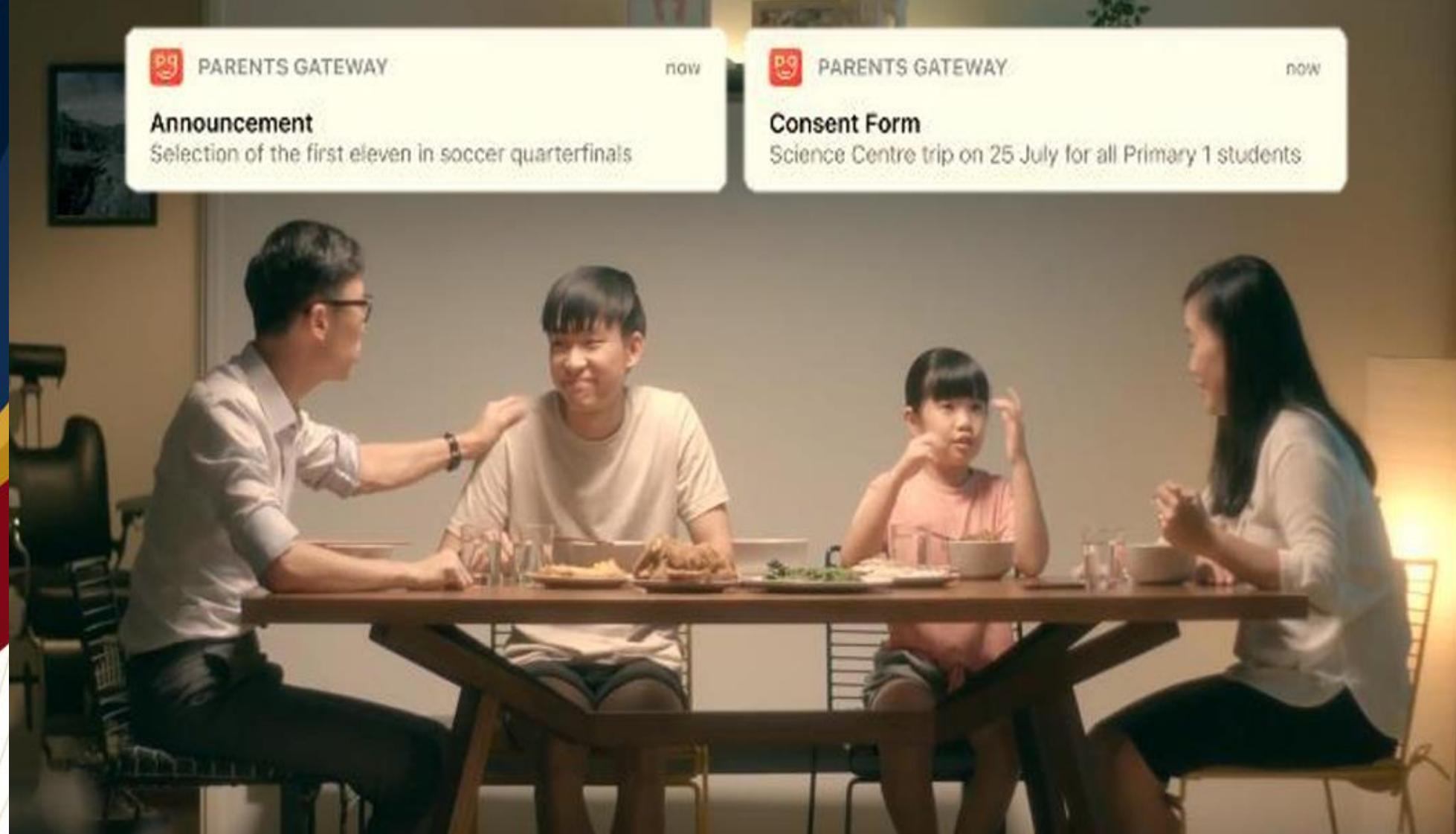
# COMMUNICATION GUIDELINES

- Limit all communication within school operating hours (7.30 am to 5.00 pm) on working weekdays and during school term
- Email teachers or contact the General Office to make appointment for face-to-face meetings
- For urgent matters, parents may contact the General Office if teachers are uncontactable during school hours
- Parents will receive a response to their email queries within 3 working days so that sufficient time is given to teachers to ensure queries are duly addressed

# COMMUNICATION GUIDELINES

- Teachers are not expected to respond to parents' and/or students' queries after school operating hours, during weekends, school and public holidays
- Teachers are not expected to provide their personal mobile numbers to parents and/or students
- Teachers are also not required to communicate via WhatsApp, Telegram, Instagram, Facebook, etc.

# COMMUNICATION GUIDELINES



Via Parents Gateway as the main platform of communication

Contact teachers during School's Operating hours (7.30am – 5.00pm) either via email or by appointments. Teachers are not obliged to share their mobile numbers.

Allow 3-7-21 days response time

# IMPORTANCE OF SCHOOL ATTENDANCE

- The Compulsory Education Act (Cap 51)
- Absences may be covered by medical certificates from doctors or letters from parents (in certain cases)
- **During exams/tests**, absences **MUST** be covered by medical certification by doctors. Medical certificates from **TCM are not valid** for absence from tests and examinations.

# USE OF PHOTOGRAPHS AND VIDEOS

- Photographs and video images of students and their parents/guardians may be captured during school activities and events.
- The school may use and publish these in school publications, websites, social media channels and other communication channels.
- Refrain from posting our shared photos on social media
- If for any reason you are not comfortable with the school's use of the materials, please notify the school in writing if you do not wish to grant such permission.



# HOW CAN PARENTS BETTER SUPPORT THEIR CHILD'S DIGITAL HABITS?

## Achieving balanced screen time

- **Screen time** refers to the amount of time spent using devices each day. Having some screen time can be beneficial, such as when your child uses devices to learn and connect with others.
- However, it is important to be aware that **spending an excessive amount of time using devices is unhealthy**, as it is associated with insufficient good quality sleep, sedentary behaviours, increased obesity, and poorer mental health and well-being.
- **Discuss and develop a timetable** with your child to moderate their time spent on screens.
- Children aged 7 – 12 should have **consistent screen time limits**.

## Using parental controls to manage device use and stay safe online

- **Parental controls** refer to a group of settings that put you **in control of what your child can see and do on a device or online**.
- Such controls can allow you to **supervise and monitor your child's online activities and protect them** from inappropriate content, online sexual grooming, cyberbullying and other online risks.
- Parental control settings can be used to **monitor and limit screen time** as agreed with the child.

Scan QR code to download the Ministry of Health's Guidance on Screen Use in Children for more information.





Thank  
you



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