



PASIR RIS PRIMARY SCHOOL

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29 December 2023

Dear Parents/Guardians,

We would like to wish all a blessed New Year and extend a warm welcome back to school to all our students, especially our Primary 1 students and new students who have just joined the PRPS family. We hope that you had a restful and meaningful break with your families over the school holidays.

I would like to take this opportunity to do a quick introduction. My name is Ms Liza Rahmat, the new Principal of Pasir Ris Primary. Prior to this, I served as Principal in Meridian Primary for the last seven years and I look forward to meeting you at our various parent engagement platforms in 2024. I would like to thank my predecessor, Mr Tan King Ming, for his strong leadership and commitment in developing our Pasirians to be passionate learners, critical thinkers, compassionate leaders and responsible advocates. My team and I will continue to build on his good work, and I seek your continued support as we work together and guide our children to be the very best that they can be.

1. Staff Movements and Key Appointments

We warmly welcome the following new staff joining the school with effect from 2 January 2024:

- Mr Rames s/o Ponpanden - Year Head (Lower Primary)
- Mdm Quek Sr Ling - Lead Teacher (Special Educational Needs)
- Mdm Noraini Bte Niat - Senior Teacher (Lower Primary Learners)
- Mdm Nur Shiela Bte Muhamad Safinyi - Art Teacher
- Ms Adelia Binte Dahlan - NIE Trainee Teacher
- Ms Jessica Khek Cuiyan - Chinese Language Teacher

We are pleased to announce the official appointment of the following Key Personnel:

- Mdm Edna Lee Xin Fen - Year Head (Middle Primary)
- Ms Bai Yu - Subject Head (Character & Citizenship Education)

We would also like to bid farewell and thank the following staff for their contributions to the school:

- Mr Tee Leng Teck
- Ms Tan Li Ting
- Mdm Ang Ying Chuang Angelia
- Mdm Erlis Bte Abdul Manaf
- Mdm Lim Siew Haw
- Mr Chong Kwek Fah
- Mdm Tan Chew Wah
- Mdm Salmah Bte Senin

2. School Terms & Vacation Dates in 2024

The following are the school terms and vacation dates in 2024 for your reference. Students should maintain regular school attendance to optimise their learning in school. We seek your co-operation in not planning overseas trips during school days, especially towards the end of Terms 2 and 4.

SCHOOL TERMS

Semester 1	
Term 1	Tuesday 2 January to Friday 8 March
Term 2	Monday 18 March to Friday 24 May

Semester 2	
Term 3	Monday 24 June to Friday 30 August
Term 4	Monday 9 September to Friday 15 November

SCHOOL VACATION

Between Terms 1 and 2	Saturday 9 March to Sunday 17 March
Between Semesters 1 and 2	Saturday 25 May to Sunday 23 June
Between Terms 3 and 4	Saturday 31 August to Sunday 8 September
At the End of School Year	Saturday 16 November to Tue 31 December

Please refer to the School Calendar (**Annex A**) for the activities planned for Term 1. More details will be provided nearer the dates of the activities.

3. School Hours

The flag-raising ceremony will begin daily at **7.30 a.m. sharp**. We appreciate your support in ensuring that your child reaches school punctually and assembles with his/her class so that he/she can start the school day promptly.

School Curriculum Hours:

Mondays to Thursdays	7.30 a.m. to 1.30 p.m.
Fridays	7.30 a.m. to 12.40 p.m.

[Please note]: Primary 2 to Primary 6 students will be dismissed earlier at **1.00pm on Wednesday, 3 January and Thursday, 4 January 2023**. The school bus service provider has been informed of the above dismissal timing. Dismissal timings from Friday, 5 January 2024 will be as per normal (indicated in the table above).

For the safety of our students and to prevent overcrowding, we would like to remind parents/caregivers to avoid congregating at the school gates during arrival and dismissal whilst sending and/or waiting for your children.

School Recess Timings:

Level	Recess Timing
Primary 1	8.30 a.m. to 9.00 a.m.
Primary 2	9.00 a.m. to 9.30 a.m.
Primary 3	9.30 a.m. to 10.00 a.m.
Primary 4	10.00 a.m. to 10.30 a.m.
Primary 5	10.30 a.m. to 11.00 a.m.
Primary 6	11.00 a.m. to 11.30 a.m.

Unstructured play under the supervision of our teachers is scheduled for all six levels during recesses for students to play and interact with each other in a safe environment. Equipment for unstructured play will be provided by the school.

Daily Snack Break:

A snack break is given to students daily (either before or after their recesses) to have a small bite to tide them over the school day. Students can snack on light and healthy food during this short break in their classrooms. Recommended snack items can include biscuits, bread, cereal (small box), energy bar and fruit (e.g. apple and banana)

General Office Opening Hours:

As a single-session school, the General Office operates between 7.00 a.m. and 5.30 p.m. from Monday to Friday.

4. Arrangements for First Day of School

All **Primary 1 (P1)** students will start school from **2 January 2024 (Tuesday)**. On 2 January, at most one parent/guardian will be allowed to accompany the child into the school canteen to ease him/her into the school. This is to facilitate the onboarding of P1 students.

Primary 2 (P2) to Primary 6 (P6) students will attend school from 3 January 2024 (Wednesday) only.

However, Student Care Centres (SCCs) will be open for enrolled P2 to P6 students in the afternoon of 3 January. Parents/guardians who had requested for care arrangement for your child on the morning of 3 January (reference to Parent Letter dated 16 November 2023), you would have been informed of the arrangements made for your child.

5. Updates on Student Personal Details & Medical Record

We would like you to provide updates on your child's personal details and medical record to your child's Form Teachers by 5 January 2024 if there are any changes to his/her contact details and/or health status. A copy of your child's medical information (doctor's memo or assessment letter) needs to be submitted to your child's Form Teachers, if any.

6. Health Matters

Temperature Taking Exercise

To maintain the school's preparedness to activate its temperature-taking regime, as well as to educate our students to take personal responsibility for their own health and to practise social responsibility, the school will be conducting a temperature-taking exercise on **Wednesday, 10 January 2024.**

To prepare for the exercise, we will be conducting a pre-exercise check on Oral Digital Thermometers (ODTs). Please ensure that your child brings his/her ODT which is in good working condition to school on **Monday, 8 January 2024** and **Tuesday, 9 January 2024** for pre-exercise checks. Those who need to purchase new ODTs may do so from the school bookshop or any pharmacy.

All P1 students will be issued with an individual ODT on 9 January 2024.

General Well-being

We seek parents' support to keep schools a safe environment for students.

If your child is unwell, please ensure that he/she stays at home and seeks medical attention if necessary. If your child is recovering from respiratory-related illnesses, please encourage him/her to exercise social responsibility (e.g., by wearing a mask, minimising social interactions with big groups).

We appreciate your support and will continue to work with you closely. Let us all do our part to exercise personal and social responsibility and stay safe.

7. Student Safety and Security

- a. To ensure safety and security of the school environment, we will minimise visitors, including parents, from entering the school. All non-school personnel to report to the security guards at the security post to register for a visitor's pass.
- b. Parents should use communication channels such as phone, email, student handbook or video conferencing platforms to get in touch with school staff. In circumstances where face-to-face

communication is necessary, please make an appointment so that the teachers you wish to meet can make time for you.

- c. As part of our efforts to instil responsibility in our students, parents are advised not to send items that their children may have forgotten to bring to school. We will use these teachable moments to help our children learn to be prepared for their learning, whilst ensuring their overall well-being.
- d. The school main gate will open at 6.30 a.m. from Monday to Friday. If you are driving or walking your child to school, we seek your understanding to arrive at school from 6.30 a.m. onwards. The school premises will close at 6.00 p.m. daily. For parents who need to fetch your children from the school-based Student Care Centre (SCC), you are advised to use the Red Gate before 6.00 p.m. and the Yellow Gate after 6.00 p.m.

Road Safety

Please reinforce good road safety habits in your children. Do remind them to use the zebra crossing outside the school when crossing the road. As part of LTA's continuous efforts in enhancing road safety for students, motorists are to adhere to the speed limit of 40 km/h and below when entering a School Zone. A lower speed environment would provide motorists with more reaction time and this helps to enhance safety of the various road users.

Parents are reminded to adhere to LTA's 'No Right Turn' sign outside the school which prohibits motorists from turning right when they exit the school from 6.50 a.m. to 7.30 a.m. on Mondays to Fridays.

Parents who are driving to pick your children up from school are to wait for their children at the public car parks at Blk 242/243 or Blk 235/241. Please do not obstruct traffic by parking your vehicles along Pasir Ris Street 21 or along the driveway of Blk 227/228.

We seek your cooperation in observing the traffic rules and continuing to exercise consideration for other road users and our neighbouring community.

MOE Group Personal Insurance Plan for Students

Refer to the attached 2024 factsheet (Annex B) for the MOE GPA Insurance Plan for Students. Claims are to be submitted online at <https://studentgpa.incomegroupins.com.sg> and you may check the status of your claim at the same portal.

Fire Evacuation Drill

To ensure staff and students remain prepared for emergencies that may arise, the school will be carrying out a fire drill on **12 January 2024, Friday morning**. Staff and students will evacuate to an internal assembly area. Teachers will be on duty to guide the students and ensure their safety and well-being during the drill.

8. School Letters to Parents via Parents Gateway (PG)

As part of our environment-friendly practices, all letters and notifications to parents will be paperless and they will be issued via PG, a one-stop portal for parents introduced by Ministry of Education (MOE). This portal provides digital services for parents to enhance administration, student record management, consent requirements and communications for their children.

All parents are to download the PG app on your mobile devices via Play Store or App Store. You may also view the **MOE Parents Gateway** video for a step-by-step guide on how to download and use the app: <https://www.youtube.com/watch?v=tW9jwvyuovOo&feature=youtu.be>

9. Change in School Bookshop and Uniform Suppliers

Starting from 2024, we will be partnering with Overseas Associates Pte Ltd and Magdalene Sewing Centre Pte Ltd for the supply of books/stationeries and school uniform/PE attire respectively. We are committed to

making this transition as smooth as possible and we appreciate your understanding and patience during this period.

Their contact details are as follows:

School Bookshop: Overseas Associates Pte Ltd

Contact Number: 6382 6789 ext 122

Operating Hours in School: Monday to Friday (8.00 am to 3.00 pm)

School Uniform: Magdalene Sewing Centre Pte Ltd

Office: 6293 5840

Whatsapp only: 8683 6933

Email: info@magdalene.com.sg

School uniform can be purchased from the school bookshop from February 2024.

10. Update on Canteen Matters

Our Hot Drinks & Snack stall vendor has withdrawn from 2024 due to unforeseen family circumstances. We seek your understanding and support to prepare some snacks for your child as we find a replacement vendor.

School is currently advertising for both Chinese Cooked Food stall and Hot Drinks & Snack for 2024. Interested applicants can contact our General Office for more details.

We look forward to a fulfilling and engaging year with you and your child. We will continue to forge a strong home-school partnership to support our children's learning and growth to help them fulfill their potential.

Yours sincerely,



Ms Liza Rahmat
Principal