



# TAMPINES PRIMARY SCHOOL

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*A Community School of Excellence: Caring Hearts and Creative Minds*

TPPS/60/2023

29<sup>th</sup> December 2023

Dear Parents/Guardians,

Our warmest wishes for a Happy 2024! We welcome our students back to an enriching year ahead with many school events and activities for their holistic development. We wish to give a special welcome to our new P1 students and other new transfer-ins as well as their parents on joining the Tampines Primary community. We look forward to your active partnership.

### **First Day of School for P1 Students**

On Tuesday 2<sup>nd</sup> January 2024, only P1 students will report to school with two accompanying parents/guardians. Please note that P1 students will be dismissed at 12.00 pm. P1 parents/guardians should refer to the letter issued on 27<sup>th</sup> December 2023 (Reference: TPPS/Prep/18/2023) via Parents Gateway (PG) for details.

### **First Day of School for P2 to P6 Students**

All students, P1 – P6, will report on Wednesday 3<sup>rd</sup> January 2024. Parents of P1 and P2 Students are to note that dismissal for Wednesdays is at 12.30 pm.

### **School Hours and Dismissal Points from Term 1 2024**

To decongest the gates and for safety reasons, parents/guardians are gently reminded to take special note of the staggered dismissal times and points for the different levels for all school days:

Level	School Hours	Gates (Dismissal Only)
P1	7.50 am to 1.45 pm (Wednesday 12.30 pm)	Gate 1 (Primary School Gate)
P2	7.50 am to 2.00 pm (Wednesday 12.30 pm)	Gate 1A (Primary School Gate)
P3	7.50 am to 2.00 pm	Gate 2 (Secondary School Gate)
P4	7.50 am to 2.00 pm	Gate 1 (Primary School Gate)
P5	7.50 am to 2.00 pm	Gate 2 (Secondary School Gate)
P6	7.50 am to 2.00 pm	Gate 7 (Gate next to MK Gate 6)*

\*Opened until last class dismissed at around 2.10 pm. Students with siblings will meet at foyer and use Gate 1 or 2.

You will need to inform the form teachers and your children if you wish for a different gate for dismissal. Students who wish to be dismissed with their siblings will need to inform their teachers and arrangements can be made for them to wait in the foyer. Parents are responsible and can choose for their children to be dismissed together. Clear instructions must be given to all siblings involved as to the preferred gate for dismissal. For the safety of students, the routine of dismissal should be fixed; not be changed. The support staff and the teachers will not be able to take special instructions to vary this as they will be involved in the daily dismissal duties. Thus if students choose to be dismissed from a gate different from the designated gate, they must be responsible as the teachers will not be walking with them to the designated gate for dismissal.

The orientation programme will run for the first three days for P1 students and first two days for all students to familiarize themselves with their new classes and to collaboratively set class



expectations. Students do not need to bring any books for their first day of school. They should bring a small bag with sufficient pocket money for recess, personal thermometer, a healthy snack, pencil case, water bottle, colouring materials and a story book.

By now, all parents/guardians should have registered for their PG accounts so that they are able to receive important notifications.

From Wednesday 3<sup>rd</sup> January 2024, parents should only come into the school during school hours if they have made appointments to meet with the staff.

## **2023 PSLE Achievements**

Congratulations to the class of 2023 for achieving very good results. Our belief in and practice of our school values as well as our Tampinesian Hallmarks have enabled the cohort to stay resilient and motivated. We salute the efforts of the students, their families and staff. We know that they will be well prepared for the next stage of their education.

## **School Information, Calendar & Class Timetables**

Please find attached the school calendar for Semester 1, 2024.

School will function from 7.50 am to 2.00 pm on all days except that on Wednesdays, P1 and P2 students will be dismissed at 12.30 pm. Students are encouraged to come to school by 7.40 am so that they can participate in our daily pre-assembly programmes such as storytelling, community singing and informative talks. Students who arrive after flag raising will be noted as being latecomers. Late coming forms part of a student's behaviour record as well as conduct grade.

Parents/guardians will be receiving introductory memos with your children's class timetables and details of the subject teachers. In alignment with MOE guidelines on parent engagement, teachers are not required to share their personal phone numbers with parents/guardians. Parents/Guardians can contact staff using the student diary, the school's official phone number or staff's official email addresses. For urgent matters, staff will respond within the next working day and all parents/guardians can expect a response within three working days. The canteen stalls will also sell food for breakfast and snack breaks before morning assembly.

## **Student Safety**

Please help us to remind your children to adhere to traffic regulations and to always use the pedestrian crossings.

Staff will be on duty at all gates and the pedestrian crossing during arrival and dismissal. In addition, we seek your understanding and co-operation as school policy states clearly that no stranger should come into the school compound. During arrival, parents/guardians are reminded to only walk their children to the school gates as entry to the school is restricted solely to students. If any parent needs to come into the school, you are reminded to call the office to make an appointment. The same applies for the purchase of books and uniforms. If there is a need for any purchase of books or uniforms, you may do so after all students have been dismissed (2.15 pm). Do always register yourself at the guardhouse if you enter the school buildings and report at the General Office before proceeding.

I wish to thank all driving parents/guardians who adhere to the traffic regulations and for making the school compound safe for all students. Parents/Guardians will keep within the speed limits



and drive with care near and within the school. We deeply appreciate parents/guardians who are thoughtful and courteous drivers, for ensuring that their children are ready to alight and board quickly. There is no visitor parking in the school. During dismissal, cars will only be able to drive into the school compound after the departure of the school buses, at about 2.15 pm. If your child's mobility is affected for any reason, please approach the school for special access arrangements.

Parents/Guardians are gently reminded that they should not be delivering items that their children might have forgotten as we wish all students to learn to be responsible. Parents/Guardians and students are also discouraged from distributing birthday goody bags.

LTA has informed the school that they will be checking to ensure that parents adhere to all traffic regulations. Parents should not be parking and blocking the school exits during arrival and dismissal as these are traffic violations. Please park in the HDB carparks or arrange to meet your child/ren in the nearby void decks if you find this to be more convenient.

### **P1 and P6 School Smart Card Photo-taking**

We will be conducting the yearly photo-taking exercise for all students in Primary One (P1) and Primary Six (P6) for the purpose of generating the School Smart Card (SSC). The photo-taking will be conducted by Transit Link's appointed vendor on behalf of MOE. The SSC serves as the student's identification card and can be used for concessionary travel on public transport and to borrow library books from the National Library Board and the school's library. The photo-taking session for our school is scheduled on **Tuesday 16<sup>th</sup> January 2024**. Following the photo-taking, P1 students will get their SSCs by mid-March 2024, while the photos for P6 students will be used for the printing of Secondary SSCs when they are promoted to Secondary One in 2025. For P1 students, while pending the receipt of the SSCs, students can continue to use the Child Concession Card for free travel on public transport until Tuesday 30<sup>th</sup> April 2024.

Please be informed that all P1 and P6 students are required to be dressed in their full school uniforms for the photo-taking session. Please also ensure that your child's/ward's hair is neat and tidy.

### **Student Details Form (SDF) Updating Exercise**

The Ministry of Education (MOE) would like to request for an update of your information and your child's/ward's information via the Student Details Form (SDF) for the purpose of providing educational services to your child/ward in MOE schools. P1(2024) parents who have already submitted their information in Dec 2023 do not need to participate for this exercise.

Please submit the information through the SDF portal which can be accessed via this URL: <https://pg.moe.edu.sg/forms/sdf> or the QR code below. Parents/Legal Guardians may login to the SDF portal using your Singpass account. Authorised caregivers can only submit your own information.



The SDF portal can be accessed via desktop computers or mobile devices such as laptops and mobile phones. We seek your help to complete the submission by **Wednesday 31<sup>st</sup> Jan 2024**. You may also wish to know that the SDF portal will be accessible till the last day of Term 4 (15 Nov 2024) for you to provide timely updates.

### **Important Reminders**

#### **1. Temperature Taking Exercise (TTE) Tuesday 9<sup>th</sup> January 2024 & Wednesday 10<sup>th</sup> January 2024**

The TTE is to ensure staff and students are prepared for a pandemic. This exercise will help us to keep the school safe and opened for learning.

There will be a pre-trial on Tuesday 9<sup>th</sup> January 2024 before the actual exercise on Wednesday, 10<sup>th</sup> January 2024. Do help your children prepare for the exercise by reminding them to bring the Oral Digital Thermometer (ODT) to school on both days. Our school will be issuing the P1 students with an ODT each over these few days and parents do not have to buy them. The form teachers will be keeping the ODTs for all P1 students in class. For P2 to P6 students, parents are to purchase a new ODT if it is lost or damaged. ODTs can be purchased from the school's bookshop. Do contact your child's form teachers should you have any queries.

We thank parents/guardians for their continued active efforts in ring-fencing and ensuring that Tampines Primary remains safe for all students and staff. We would like to remind parents of the following:

- Students should not report to school if they are sick and/or unwell with flu-like symptoms and to see a doctor.
- Students should not come to school until they have completed their medical leave, as given by health professionals. They should rest at home for the full duration of the medical leave.
- If your child has recovered and still exhibit mild symptoms, he/she should wear a mask exercise personal and social responsibility in school.
- If your child is still unwell or exhibit clear flu symptoms, we will isolate your child and you will be required to bring your child home to seek medical consultation.

Parents/guardians can liaise with the form teachers to check on schoolwork that needs to be done. We thank parents/guardians for keeping teachers informed regarding their children's well-being when they are on medical leave.

#### **2.CCA, Supplementary, Remedial & Enrichment Classes**

If the teacher feels that your child needs additional support, your child will be asked to attend remedial classes. Remedial classes are arranged for selected students from P1 – P5. For P6 students, teachers will arrange for supplementary classes. The teachers will inform you via separate memos with the relevant details if your child is attending any of these programs.

From time to time, the school will work with external vendors to conduct enrichment classes that the students will need to pay using their Edusave funds and/or cash.

Should your child be chosen to represent the school in a sport or performance CCA, additional CCA practices will be held, and parental permission will be sought. If there are changes to the regular schedules, the teachers will inform you and your child via a memo. Parents/Guardians are responsible for their children coming to school and returning home safely. Communicate clearly with your child and caregivers if there are additional after-school activities and the arrangements that you have made.



### **3. Schedule for Higher Mother Tongue Languages Classes**

As communicated at the end of last year PG letter, we gently remind parents that the P5 & P6 Higher Mother Tongue Language afternoon lessons will be scheduled from 2.30 pm to 4.00 pm on Fridays in 2024. A detailed schedule will be sent to the parents via PG at 1st week when school re-opens in 2024.

### **President's Award for Teachers (PAT), Outstanding Youth in Education Award (OYEA) and Caring Teacher's Award 2024 Nomination**

We would like to make reference to the abovementioned awards for your consideration.

The President's Award for Teachers (PAT) recognises excellent educators for their dedication and hard work in developing our young. These educators are role models for the fraternity and inspire students through their words and deeds.

The Outstanding Youth in Education Award (OYEA) recognises young teachers, aged 35 and below, for their youthful idealism, enthusiasm, energy and active involvement in youth development.

The Caring Teacher Awards (CTA) aims to acknowledge teachers in our schools who go beyond the call of duty, nurturing the holistic development of their students and ensuring their charges grow up to be confident, independent and resilient learners for our nation. It is a biennial event that pays tribute to teachers who show care and concern for the holistic development of their students and go the extra mile to ensure their charges grow up to be confident and independent learners.

### **Websites and Online Nomination Forms**

Links to the respective websites and online nominations forms are listed below. Do note the closing dates of the nominations.

<b>Website</b>	<b>Online Nomination Forms</b>	<b>Closing date for nominations</b>
<a href="https://moe.edu.sg">Nominate a Teacher for PAT (moe.edu.sg)</a>	<b>PAT</b> <a href="https://go.gov.sg/pat2024">go.gov.sg/pat2024</a>	Nominations for OYEA and PAT will close on <b>10 January 2024</b> .
<a href="https://moe.edu.sg">Nominate a Teacher for OYEA (moe.edu.sg)</a>	<b>OYEA</b> <a href="https://go.gov.sg/oyea2024">go.gov.sg/oyea2024</a>	
<a href="https://nie.edu.sg">CTA 2024   NOMINATE (nie.edu.sg)</a>	<b>Caring Teacher Award</b> <a href="https://www.cta.nie.edu.sg/nominate">https://www.cta.nie.edu.sg/nominate</a>	Nominations for Caring Teacher Award will close on <b>12 January 2024</b> .

We thank you for taking the time to submit the nominations as well.

### **Conclusion**

Besides my monthly updates and memos sent via PG, I look forward to interacting with parents/guardians throughout the course of the year. The first briefing for P1 – P6 parents/guardians will be on Thursday 15<sup>th</sup> February 2023 and Friday 16<sup>th</sup> February 2023 via zoom. The Year Heads will be sending out the invitations.

We look forward to 2024 as a year of exciting opportunities and growth for all our students.

Yours in partnership,

Mrs Lay See Neufeld

Principal

#CelebrateEveryChild





## Annex

### Key Dates to Note for Semester 1 2024:

Date	Events	Remarks
2 Jan	First Day of School K1 & P1	No School for P2 to P6
3 Jan	School Reopens for All levels	
9 – 10 Jan	Temperature Taking Exercise	Students are reminded to bring along an Oral Digital Thermometer to school
16 Jan	P1 & P6 Smart Card Photo-taking	Students to take photo in School Uniform (bring uniform if it is a PE day)
9 Feb	Chinese New Year Celebration	Half Day Dismissal
10-11 Feb	Chinese New Year Holiday	
12 Feb	Chinese New Year Holiday	No School
13 Feb	Chinese New Year School Holiday	No School
15 – 16 Feb	Parents Engagement	Details to be provided
19 – 23 Feb	P6 Diagnostic Review (Non weighted Assessment)	
9 – 17 Mar	March Holidays	No School
29 Mar	Good Friday Holiday	No School
10 Apr	Hari Raya Puasa Holiday	No School
23 – 24 Apr	Class Photo-taking	Details to be provided
30 Apr	P3 Senior Olympics	
1 May	Labour Day Holiday	No School
6 – 10 May	P3 – P5 Weighted Assessment  P6 Timed Practice Week (Non-weighted Assessment)	
21 May	P5 Senior Olympics	
22 May	Vesak Day Holiday	No School
24 May	P3 Integrated Trail	
15 May -23 Jun	June School Holidays	No School with Exceptions
27 – 28 May	P6 Booster Camp	P6 Students
17 Jun	Hari Raya Haji Holiday	No School
20 – 21 Jun	P6 Booster Camp	P6 Students