



SPS/17/001

4 January 2017

Open Letter from School Leaders

Dear Parents/Guardian

1. A blessed New Year to you and a special welcome to parents of our 2017 Primary 1 cohort. We trust that you will soon enjoy the warmth of the extended Sembawang family as we work hand in hand to help realise the potential and talents of our children. We believe that in this process of nurturing the young minds, both parents and teachers play critical roles.
2. 2016 has been a fulfilling year. The achievements of the school would not have been possible without the dedicated hard and heart work of the teachers and support staff, your partnership and the leadership of Mr Kiran. Mr Kiran has, in many ways, encouraged and inspired us. Through his words and deeds, he demonstrates the school's philosophy – Every child can learn. Mr Kiran has been posted to MOE HQ. We wish him all the best as he works on policy that has schools-wide impact. We are confident that he will continue to bring smiles and light the flame within the many lives that will come his way.
3. We would like to take this opportunity to show our appreciation to the following staff who will not be with the school in 2017. They are
 - Mdm Vijeya Ranee (who has retired on 31 December 2016);
 - Mdm Goh Yifan (who has resigned from service to take care of her child);
 - Ms Nur Izzah, Mr Lim Chee Kng and Ms Kasturri d/o Sivanesen Rajaretnam (who have joined another school);
 - Ms Carine Oh and Mr Sim Bee Keat (who have left for studies at NIE);
 - Mdm Siti Aminah (she has taken Childcare No Pay Leave).
4. As a school, we believe that the home, school and community have a part to play to create a conducive environment to support the child's learning and development. We recognize that parents have a primary influence on their child's total development, while school provides the foundation through formal and informal curriculum and the community presents authentic opportunities to build the child's sense of identity and responsibility towards the community. To foster strong home-school partnership, communication is key. Thus, such Open Letter from School Leaders will be a regular feature this year. For a start, we will write to you twice a term. We want to encourage you to read them. If you have concerns or suggestions for improvement or would like to affirm us, please do write to us. Our email addresses will be given at the end of this letter.

Principal's self-introduction ...

5. This being the first Open Letter that I am writing, allow me to do a self-introduction. This is my 25th year in the education service. Prior to my posting to Sembawang Primary School, I have had many fulfilling years teaching Mathematics and serving as the Head of Department at Nanyang Girls' High School, followed by serving as Vice-Principal in Kuo Chuan Presbyterian Secondary School and then 7 years as Principal of Queenstown

Primary School. I am a strong believer in student-centric, values-driven education. In order to help our students strive in the 21st century, we must provide them with a holistic education that will develop them to be confident individuals, self-directed learners, concerned citizens and active contributors. To achieve that, we hope to build **TRUST** – 5 guiding principles in home-school partnership with you. **TRUST** denotes

- **T**rust is the foundation of our relationship;
- **R**emember the child is our focus;
- **U**nderstand our shared responsibilities;
- **S**eek common ground through mutual understanding and respect;
- **T**ogether we work towards common goals of providing holistic education for our children.

6. I look forward to meeting you and your continued support.

New staff members & new appointment ...

7. New additions to the Sembawang family. We want to welcome the following new staff:

- Dr Caroline Chan, HOD English Language;
- Mrs Ng-Lee Wen Yen, English teacher;
- Ms Sujatha d/o Narayana Pillai, PE teacher.

8. New appointments. Leadership appointment is the key to ensuring that we continue to develop a conducive learning environment and instructional approaches that will enthuse and engage our students in their learning. Assuming new appointments with effect from 1 January are:

- Mr Kelvin Toh, Subject Head/Physical Education (SH/PE);
- Mr Tan Zuo Hou, Subject Head/Information & Communications Technology (SH/ICT).

9. We would also like to introduce our Level Managers. They will be coordinating the programmes for the level and overseeing the well-being of the students. They are:

Level	Level Manager
Primary 1	Ms Nuremiliyana Suhaidi
Primary 2	Ms Roshiela Rosly
Primary 3	Mrs Crystal Lee-Cai
Primary 4	Ms Ada Ng Xinying
Primary 5	Ms Leong Wei Yee Tracy
Primary 6	Ms Ruhaida Bte Hashim

Focus of 2017...

10. **Our Mission and Vision.** The school is committed to its vision of *Every Child, A Winner* and its mission of *Preparing Our Children for Life, for Service to Nation and Humanity*. Guided by our core values of **Care, Achievement, Responsibility and Self-Efficacy (CARE)**, we strive to bring out the best in every child and motivate him/her to reach his/her potential. As a school, we would like to encourage our students to be kind, caring and helpful towards others and to cultivate in them a sense of compassion and social responsibility. The school has adopted the philosophy of the 7 Habits and has exposed our students to the thinking and understanding of the 7 Habits so that they can be more effective thinkers and leaders.

School routines ...

11. **Attendance and Punctuality.** We expect our students to attend school regularly and punctually. All students are expected to be seated in the school hall by 7.25am to get ready for the flag-raising ceremony. Punctuality is a virtue that we would like to advocate and we encourage parents to partner the school to emphasise the importance of being punctual for school. Any absence from school must be accompanied by a medical certificate or letter from parents explaining the reason for the absence.

12. **Safety and Security.** In order to ensure the safety and well-being of our staff and students, parents, please follow the procedures that the school has put in place

- In the morning, please drive in and drop off your children at the designated drop-off points and drive off.
- When fetching your children from school in the afternoon, please wait at the designated area and do not walk around the school without the visitors' pass. Please report to the security post to register before entering the school premises.
- If you need to speak to any staff or your child, please report to the General Office. **Do not move up to the classrooms on your own.** We do not allow visitors to walk around the school without valid reasons. We trust you will support and help us keep the school safe for your children.

13. **Insurance Coverage for students.** As part of our dedication to student well-being, we have taken an annual insurance policy to cover all students in the event of any injury incurred during school activities. The period of the policy is from 2 January to 31 December 2017. Your child will receive a brochure with details on:

- how to report a claim and the documents which are required;
- methods of submitting claims; and
- the value of the reimbursements related to expenditures incurred.

Do feel free to contact the school for assistance or clarification.

14. **Change of service provider for School-based Student Care Centre.** The new service provider for our school-based student care centre is NASCANS. NASCANS is a well-established student care service provider, with 21 school-based student care centres in Singapore. If you need clarification, please feel free to contact Ms Shanthene (Assistant Centre Head) at [96416736](tel:96416736) or through email at sb@nascans.com.

15. **Health Check for all students.** The School Health Service will be visiting the school from 9 February to 20 February to conduct the annual health screening exercise. During the visit, the health team will need all relevant past and current medical information about your child and your consent for immunisation (for P1 and P5 pupils only). Form teachers will be collecting the health booklets as well as any medical records and records of immunisation from all pupils. Please get the necessary documents ready and submit them to the form teachers, latest by **3 February**.

Celebration of successes ...

16. We want to congratulate the batch of P6 students who have done well. 96.62% of our P6 students qualified for Secondary education. The following table shows the mean performance of our students:

Description	Year	2014	2015	2016
	Mean PSLE T-score for all students		201.55	193.64
Mean PSLE T-score for students taking 4-Standard only		210.41	200.44	207.86
% with T-score \geq 250		7.8%	8.5%	13.0%

17. The following are the breakdown of the Secondary posting results for students taking 4-Standard course:

Course eligible for	Year	2014	2015	2016
	Express (without E/NA)		65.80%	51.52%
Express (with E/NA)		77.72%	65.45%	71.20%
Normal (Academic) (with NA/NT)		20.21%	24.24%	20.11%
Normal (Technical) (without NA/NT)		2.1%	8.5%	8.7%

18. We wish all our Primary 6 graduates all the best and continued success.

Up-coming school events ...

19. **Swimsafer Programme for P3 students.** Swimming is one of the learning areas in MOE's Primary School Physical Education Syllabus. The SwimSafer Programme covers basic swim skills as well as drowning prevention techniques. It will be held during CCA sessions, on Friday, from 1.30pm to 3.30pm. Your child/ward will commence CCA only after he/she has completed the SwimSafer programme. However, your child will need to attend CCAs if they are held on other days. More details will be provided through a separate letter.

20. **CCA for all P3 – P6 students.** CCA will commence on Friday, 13 January, from 1.30pm to 3.30pm. Primary 3 students will be informed of their CCA by this Friday, 6 January. For Sports CCA (Rugby, Softball and Track and Field), a letter of consent will be sent to students to inform of the CCA sessions.

21. **Chinese New Year Celebration.** The school will be celebrating Chinese New Year on Friday, 27 January. As that day is the eve of the Chinese New Year, school will operate from 7.30 am to 10 am. There will be classroom activities and a concert, with no formal lessons on that day. In order to add to the festivity mood, we encourage all staff and students to come in ethnic costumes. However, students must wear white school shoes with white socks. Students without ethnic costumes can come to school in their school uniform.

22. The following Monday and Tuesday, 30 and 31 January, will be a school holiday. Students will return to school on Wednesday, 1 February. We would like to take this opportunity to wish our Chinese families a Happy and Prosperous Chinese New Year – 新年快乐, 万事如意! and everyone a good holiday break.

23. **Parent-Teacher Meeting or (PTM).** Our first PTM will be held in the afternoon of Monday, 6 February. This session is specially organised for you to meet your child's / ward's Form and Subject Teachers who will share the assessment requirements and expectations of your child / ward with regard to conduct and homework. More details will be shared with you in a separate letter. Do note that school will function as usual on the morning of 6 February.

Concluding remarks...

*"Success is a state of mind.
If you want success, start thinking of yourself as a success."
~ Anonymous*

24. In order to achieve success, we first have to believe that we can, and we will. In many ways, our staff and students have tasted success in 2016. We hope to begin 2017 by reinforcing in our students the belief that they can learn and they have the ability to achieve success.

25. With your continued support, we are confident that 2017 will be yet another exciting and fulfilling year for your child and the school.

Warmest regards,

Mrs Grace Chua
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