



SPS/17/079

31 October 2017

Open Letter from School Leaders

Dear Parents/Guardian

1. Warm greetings from Sembawang Primary School!
2. Since January, we started writing to you through Open Letter from School Leaders twice a term. We hope you find the information provided timely and useful. As this is the final Open Letter for the year, do look out for information concerning refinement / changes in 2018.

Staff Matters

3. We would like to announce that Ms Nor Aishah Saad (LH/Science and Form Teacher of P4F) has resigned from service with effect from 1 November 2017. We wish her all the best as she moves on to another area of work. Ms Tan Si Yin, our HOD/Science, will take over as Form Teacher of P4F.

Important Information...

Curriculum Hour for 2018

5. The school has recently conducted a review of our Time-table structure and explored how we can effectively use the curriculum time to provide a holistic education for our students. The school timing will remain unchanged, in other words, school hour will begin at 7.30 am and end at 1.30 pm daily. However, some adjustments will be made to protect time for daily flag-raising ceremony and pre-assembly activities such as Positive Minutes, Celebration of Successes and One-to-one Teacher-Student Interaction.
6. In order to provide an enriching schooling experience for our students, after-school activities will be organised. They are optional activities where your consent will be sought if your child is identified. They will be organised largely in the following structure:

Activity	Day	Time
Remedial / Supplementary	Monday & Thursday	2.15 – 3.45 pm
Enrichment Activities e.g. Talent and / or Holistic Development Programmes	Tuesday	Starting at 2.15 pm
CCA	Friday	Starting at 2.15 pm

7. Studies have shown that students who eat at regular intervals will benefit in terms of their cognitive, physical and socio-emotional development. To ensure that our students are able to perform at their optimum during curriculum time, we implemented a 2nd meal break for students since February this year. The 2nd meal break is a short **10 min** break during curriculum time, whereby students are allowed to consume healthy finger food in class. Healthy finger food choices include biscuits, sandwich, cereals, fruit, raisins etc. Next year, the meal breaks will be planned according to the following structure:

Level	Recess	2 nd Meal Break	Lunch
P1 – P2	9.30 – 10.00 am	12 – 12.30 pm	1.30 – 2.15 pm
P3 – P4	10.00 – 10.30 am		
P5 – P6	10.30 – 11.00 am	9.00 – 9.30 am	

8. Please note the change in the timing of lunch break. Instead of building it within curriculum hour, it will be scheduled from 1.30 pm to 2.15 pm. The 45-minute lunch break, is a provision for students who need to stay back for after-school activities.

Class Allocation and Naming of Classes in 2018

9. We are determined to develop well-rounded students who are passionate about learning. Thus, we believe it is important to provide a holistic education, one that moves away from an over-emphasis on academic pursuit and fine differentiation of students based on their academic abilities. Next year, our P3 and P5 students will not be allocated to classes purely based on their academic results. Other than the 2 high progress classes, the rest of the students will be evenly spread among the remaining classes. The order of the 2 high progress classes for P3 and P5 will not be arranged in chronological order.

10. Instead of the current naming of the classes by A, B, C etc, the classes will be renamed after values that we hope our students will embrace.

Current Class Name	New Class Name
A	Care
B	Empathy
C	Gratitude
D	Integrity
E	Resilience
F	Respect
G	Responsibility

Implementation of Healthy Meals in School Programme (HMSP)

11. The school environment plays an important role in nurturing and providing an environment to ensure that our students sustain good eating habits as they will be consuming at least one meal at our school canteen during school day. Since 2016, the school has implemented HMSP.

12. Under the HMSP, our canteen vendors are expected to follow food service guidelines with the aim to cut down fat, sugar and salt, and to serve whole-grains, fruit and vegetables as a set meal to our students. With HMSP, the main meal will require the inclusion of brown rice or wholemeal bread/noodles/pasta, meat and others (such as chicken, fish, lentils, beans and tofu), vegetables and fruits.

13. Due to costlier ingredients, the price of our students' standard set meal will be increased, from the current \$1.00 to \$1.20 (noodles), and from \$1.20 to \$1.50 (rice), in 2018. Each standard set meal at \$1.20/\$1.50 will consist of brown rice/noodles/wholemeal bread, meat and others, together with one serving each of vegetables and fruit. The price of non-main meals will remain unchanged.

Re-application of MOE Financial Assistance Scheme (FAS) in 2018

14. If your child is a recipient of the MOE FAS this year, he/she would have received the application form. The form and all supporting documents attached should have been returned to the General Office. Forms that are already in have been processed and you would be informed of the status of your application by mid-November. Application received after the cut-off date will result in a delay in processing.

15. If your child has never been a recipient and you would like to find out more about this scheme, please feel free to contact Ms Agnes Lim, our Administration Manager, or any of our office staff for assistance. You may reach them at 6756 7330.

First Day of School 2018

16. Time-table will be suspended on Tuesday, 2 January, the first day of the new academic year, for the form and co-form teachers to establish schedules and routines in the classroom, set expectations and bond with the students. Formal teaching will only begin on Wednesday, 3 January. As such, all P2 to P6 students need only to bring along with them stationery, handbook/note book and a storybook.

17. The class time-table will be issued on Tuesday, 2 January 2018.

Revised School Fees for non-Singaporean Students

18. The Ministry had recently announced in October 2017 that the school fees for Permanent Residents (PR) and International Students (IS) would be increased from 2018. The Table below shows the current and revised school fees payable by PR and IS.

Nationality	Monthly School Fee Rates*			
	Current	From Jan 2018	From Jan 2019	From Jan 2020
PR	\$130	\$155	\$180	\$205
IS (ASEAN)	\$390	\$415	\$440	\$465
IS (Non-ASEAN)	\$600	\$650	\$700	\$750

* Exclude miscellaneous fees payable by all students

Celebration of successes ...

UNSW International Competitions and Assessment

19. We have recently received the results of the above mentioned competitions. We are pleased to announce that many of our students have done well. Students will be receiving their certificates of achievement, together with an analysis of their performance from their form teachers. Below is a summary of the overall performance of all students who have taken part in the above mentioned international assessment. Congratulations to all the award winners!

Subject	Number of Participant	High Distinction	Distinction	Credit	Merit	Certificate of Participation
English	184	2	18	44	24	96
Writing	59	2	3	8	7	39
Science	132	4	14	43	13	58
Math	235	4	18	66	21	126
Digital Technologies	72	2	15	23	5	27

Lotus Sustained Achievement Award

20. Our school has been awarded the Lotus Sustained Achievement Award. The SEC-StarHub School Green Awards (SGA) is a self-audited voluntary environmental programme which serves as a platform for students to develop and showcase their environmental efforts, through customised activities which will help them gain a better understanding of the environment. The incorporation of environmental education in the Science curriculum, Character and Citizenship Education, Holistic Development Programme, P1-3 Art curriculum, Learning Journeys and Project Work is a deliberate effort by the school to heighten students' understanding of their environment.

Talent Development Programme (TDP)

21. Since the start of the year, we have identified a group of students with talents in sports and performing arts for TDP. Beyond equipping them with skills and knowledge, we have arranged for them to engage prominent people like Mr Kunalan, Mr Fandi Ahmad, FM933 DeeJay Mr Henry Law and Ms Hazelle Teo. Through these activities, we hope our students will be confident and self-directed learners.

22. Another critical component of TDP is “Let’s give back: Community Engagement”. On 5 October, our TDP students took part in a community service learning project with Kindle Garden Pre-school by AWWA at the Enabling village. This activity is an excellent opportunity for our students to tap on their skills and strengths to make positive contributions to the community. The students learned patience and the precious lesson of being inclusive during the interaction session with the students.

Up-coming school events ...

Admin Day

23. **Thursday, 9 November**, has been set aside as the school Admin Day. Teachers will be processing the end-of-year results and working on other administrative matters, thus all students do not need to report to school on that day.

Parent-Teacher-Meeting (PTM)

24. We have set aside Monday, 13 November for parents to meet with their child’s teachers to discuss his/her progress and to collect his/her Report Book. There will be no lessons on that day as all teachers will be involved in the PTM.

The details of the PTM are as follows:

Date (Day)	13 November 2017 (Monday)
Venue	P1 – P4 (Your child’s classroom)* P5 (Multi-Purpose Hall)*
Time	By appointment (between 8.00 am and 5.00 pm)

*Your child’s/ward’s Mother Tongue Language (MTL) teacher will be stationed in the Multi-Purpose Hall as he/she will be meeting parents from other classes he/she is teaching.

25. For your convenience, the reservation of the PTM slots will be done online via the school’s MCOOnline portal. Please refer to the step-by-step guide found in Annex A. Reservation of the PTM slots will start from 2 November, 8.00 am to 8 November, 11.59 pm, on a first-come-first-served basis. A nil return is required.

Annual Speech & Prize-giving Day cum P6 Graduation

26. The Annual Speech & Prize-giving Day cum P6 Graduation will be held on the last day of school, **Friday, 17 November**. The event will be conducted in the MPH from 2 pm to 5 pm. In order for all participants and guests to witness the celebrations in comfort, we will arrange chairs for all. However, this will limit the number of participants and guests that we can accommodate. As such, this event will only be opened to our P5 and P6 students, prize recipients, performers and their parents. The rest of the P1 to P4 students do not need to come to school on that day.

Applicable to P6 parents only – 2018 Sec One (S1) Posting Exercise

27. Your child has been given the S1 Information Booklet. The booklet provides useful information for you and your child when choosing secondary schools. As part of our post-PSLE activities, we have organised talks by various secondary schools, a visit to a secondary school, the use of e-Career portal and a workshop on managing transition change. We hope that through these activities, our P6 students are better prepared for the next phase of their lives.

28. The PSLE results is scheduled to be released **tentatively on 24 or 27 November 2017**. Please look out for the announcement over the Media. If you or your child is unable to collect the result slip personally, please authorise an adult to collect on your behalf. The Authorisation Form is available in the S1 Information Booklet.

29. The PSLE certificates will be ready for collection with effect from Friday, 15 December. Either you or your child can pick it up from the General Office.

2018 P3 SwimSafer Programme

30. The Primary 3 pupils will participate in the SwimSafer Programme starting 12 January 2018. Swimming is one of the learning areas in MOE's Primary School Physical Education Syllabus. The SwimSafer Programme will be held during the CCA sessions, on Friday from 2.15pm to 4.15pm for 12 sessions. Your child will commence CCA after he/she has completed the SwimSafer programme.

31. The SwimSafer Programme covers basic swim skills as well as drowning prevention techniques. It will adopt an instructor-pupil ratio of 1:10 to allow instructors to coach and supervise the students closely. Teachers-in-charge and Parent Volunteers from our Parent Support Group will accompany the students to the swimming pool for every training session. 2-way transport arrangement will be provided from school. More details will be given on the 1st week of 2018.

Concluding remarks...

"Happiness is not the absence of problems but the ability to deal with them."
~H. Jackson Brown

32. We believe that emotional resilience can be learned and developed. It requires us to have positive thinking, to persevere in our effort in the face of challenges and to seek possibilities with a questioning mind. Let's work hand-in-hand to strengthen our children's character and emotional well-being.

33. Thank you.

Warmest regards,

Mrs Grace Chua
Principal
Grace_LEE@schools.gov.sg

Ms Janice Beh
Vice-Principal 1
Janice_BEH@schools.gov.sg

Mrs Chay Gek Noi
Vice-Principal 2
CHAY_Gek_Noi@schools.gov.sg

Step-by-Step Instructions for Booking of Slots for PCTC

1. Log in to your child's/ward's MCOOnline account.



2. Click on the tab 'School Admin' to activate the dropdown list.



3. Select and click on 'Parent-Teacher-Conference' in the dropdown list.

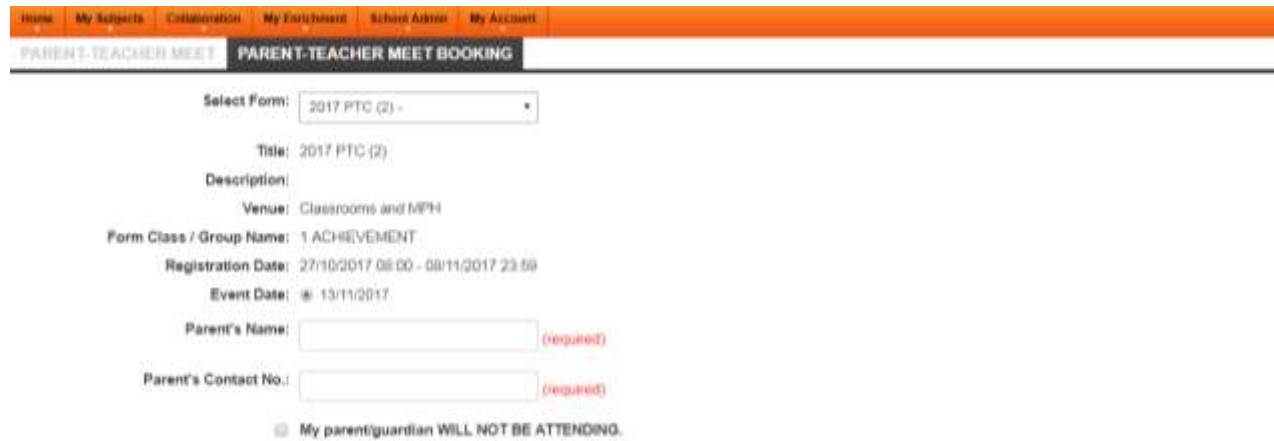


4. Click on the link '2017 PTC (2)'.



TITLE	DESCRIPTION	VENUE	CLASS	REGISTRATION DATE	EVENT DATE	START TIME	END TIME	INTERVAL	STATUS
2017 PTC (2)		Classrooms and MPH	1 ACHIEVEMENT	27/10/2017 09:00 - 08/11/2017 23:59	13/11/2017	09:00	17:00	10min	45 slots available

5. Enter your name and contact number, and select available time slot. (You will not be able to select slots which have been taken.)



Select Form: 2017 PTC (2) -

Title: 2017 PTC (2)

Description:

Venue: Classrooms and MPH

Form Class / Group Name: 1 ACHIEVEMENT

Registration Date: 27/10/2017 09:00 - 08/11/2017 23:59

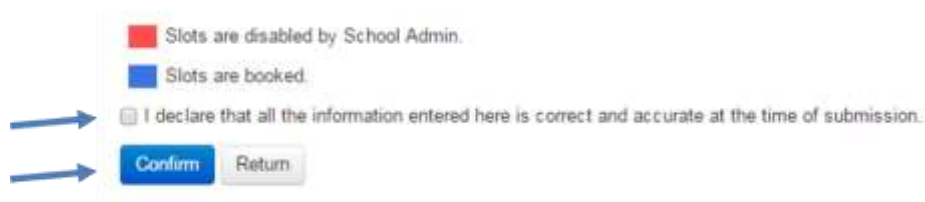
Event Date: 13/11/2017

Parent's Name: (required)

Parent's Contact No.: (required)

My parent/guardian WILL NOT BE ATTENDING.

6. Check the declaration box at the bottom of the page and click 'Confirm' to submit.



Slots are disabled by School Admin.

Slots are booked.

I declare that all the information entered here is correct and accurate at the time of submission.

7. You will receive an Acknowledgement Notice (pop-up) when you have submitted your slot selection successfully.