



SBPS/25/001

14 Jan 2025

Open Letter from School Leaders 1/2025

Dear Parents,

1. Firstly, we extend a very warm welcome to the parents of our P1 and K1 students. We also welcome back students of all levels. We hope our students had a wonderful family bonding time during the year-end school holidays and are recharged for another exciting and fulfilling year in school.

2. The school-home partnership remains a bedrock for the holistic development of your child. Together, we aim to raise a happy, confident, and kind generation. As role models for our students, we demonstrate the skills and values they need in life. We will continue to strengthen and enhance the school-home partnership and would like to thank parents for your unwavering support.

New Staff and New Appointment...

3. New Additions to the Sembawang Family. We would like to extend a warm welcome to the following staff who have joined our school.

- Mr See Kok Kiong (Vice-Principal)
- Dr Lye Sze Yee (HOD ICT)
- Mdm Poon Yoke Chee (CL MK Educator)
- Mdm Nur Hidayah Binte Razalee (EL MK Educator)
- Mdm Munirah Bee Binte Shaik Pareed (EL MK Educator)
- Mr Raja Muhamad Fadhlil Bin Raja Mohamed Saad (ICT Manager)

4. Leaving the Sembawang Family. We would like to bid farewell to the following staff who have left our school. We thank them for their services to the school.

- Mr Zafilin Bin Abdul Hamid (Vice-Principal)
- Mr Oh Ming Yie (HOD ICT)
- Miss Ong Jia Hui (CL Teacher)
- Mdm Wang Yingchao (CL Teacher)
- Mdm Amy Ang Lay Hon (EL/MA Teacher)
- Ms Shaalini d/o Gejendhiran (EL Teacher)
- Ms Nurul Athirah (EL MK Educator)

5. New Appointments. The appointment of staff to leadership roles is essential to ensure the delivery of quality learning experiences and the provision of a safe environment for your child. The following staff members will assume new appointments effective 1 January 2025:



- Ms Tiffany Chong (Vice-Principal)
- Ms Ganda Sari Binte Chokri (HOD CCE)
- Ms Lee Weiqin (SH Student Leadership)
- Mr Zhao Zhiyang (ST Science)

6. We would also like to introduce our Year Heads and Level Managers (see Table 1), who will oversee your child's well-being and coordinate programmes for their respective levels.

Table 1 – Year Heads and Level Managers

Level	Year Head / Assistant Year Head	Level Manager
Primary 1	Ms Ratna Dewi / Mdm Nuremiliyana Suhaidi	Ms Nur Qistina Binte Abdul Wahid
Primary 2		Mdm Nor Afidah Binte Jaafar
Primary 3	Ms Vernice Soh / Mrs Hazel Boo	Ms Mahalakshmi
Primary 4		Mr Andi Fatahillah
Primary 5	Mr Yang Binglin / Mdm Norlin Bte Mansor	Ms Ruhaida Bte Hashim
Primary 6		Ms Nursahila Bte Roszelan

Important Information...

Key Reminders

7. Photography and Videography. We would like to reiterate that throughout the course of the year, photograph(s) or video image(s) of you and your child may be captured at all school events. We may use and publish such photographs and/or video recordings in school publications, website, social media channels and other official school communication channels. For clarifications, please feel free to contact the school.

8. Attendance and Punctuality. We expect our students to attend school on all school days (unless advised otherwise) and be punctual. Punctuality is a virtue that we aim to instil in our students. We encourage parents to partner with the school in emphasising the importance of being punctual. The reporting time for primary students is 7.30 a.m. However, students are encouraged to arrive by 7.25 a.m. to allow sufficient time to prepare for the flag-raising ceremony, which begins at 7.30 a.m. Primary 1 and Primary 2 students will report to the Indoor Sports Hall (ISH), while Primary 3 to Primary 6 students will gather at the Multi-Purpose Hall (MPH). Students who are not seated at the designated assembly area by 7.30 a.m. will be considered late. All primary students will be dismissed at 1.30 p.m. unless they have after-school activities.

9. Any absence from school must be supported by a medical certificate (MC) or a letter (including email) from parents. However, the school accepts only up to 5 parental letters or emails per semester to excuse absences. We kindly request that you avoid taking your child out of school for extended family holidays during term time. This helps us safeguard the protected curriculum time for the year.



10. **Communications**. All official communications with parents will be conducted through Parents Gateway (PG). We encourage all parents to regularly check the notifications sent on PG to stay informed of important information and, where necessary, provide timely consent for your child's participation in school-organised programmes and activities. We urge parents to refrain from contacting their child's teachers after 6.00 p.m. on school days, and on non-school days and weekends, unless the matter requires urgent attention.

Safety, Emergency Preparedness & Student Well-Being

11. **Attendance and Temperature-Taking Exercise (ATTEEx)**. An ATTEEx will be conducted on 15 January to maintain the school's preparedness to reactivate the attendance and temperature-taking regime. The ATTEEx aims to educate your child on personal responsibility for their own health and practise social responsibility. Parents, please ensure that your child brings his/her oral digital thermometer (ODT) on the day of the exercise.

12. **Fire Evacuation Drill**. The school will conduct a fire evacuation drill in Term 1. This is necessary to familiarise your child with the evacuation procedures. The main objective of the fire drill is to safeguard lives by ensuring a systematic and orderly evacuation in the event of a fire. Additionally, fire drills help prevent panic and familiarise students and teachers with the necessary actions during a fire emergency.

13. **Student Well-being**. A recent article in The Straits Times (dated 23 December 2024) reported that Singapore's health authorities are monitoring four diseases as part of efforts to prepare for potential pandemics. These include COVID-19, H5N1, Mpox and a mysterious disease in the Panzi district of the Democratic Republic of Congo. While communicable diseases come and go (with some persisting longer), we must remain vigilant. Given the large gatherings and confined spaces in schools, an infectious cluster could potentially develop from a single source.

14. If your child is unwell, please ensure he/she stays at home and seeks medical attention if necessary. If your child is recovering from a respiratory-related illness and must attend school, please encourage them to exercise social responsibility by wearing a mask. Should your child become unwell or develop flu-like symptoms while at school, we will contact you to fetch them. We appreciate your support and will continue to work closely with you. Let us all do our part to exercise personal and social responsibility to maintain a safe environment.

15. **Road Safety**. We seek parents' assistance in emphasising the importance of road safety to your child as he/she resumes his/her routine of travelling to and from school. Please remind your child to always exercise caution and care on the road. Specifically, he/she should:

- use pedestrian crossings;
- practise the Kerb Drill when crossing the road;
- obey traffic signals;
- avoid crossing in front of stationary vehicles or between vehicles, as drivers may not see them;
- refrain from running, playing, or using personal devices (such as mobile phones) when crossing the road; and
- use footpaths and walkways instead of walking on the side of the road.



16. The school continues to deploy staff as safety wardens at the 2 traffic light junctions outside the school main gate to oversee students crossing. These wardens will be stationed at both ends of the two crossings during the following times:

- Morning: 7.10 a.m. to 7.30 a.m. (Far end of traffic lights)
- Afternoon: 1.30 p.m. to 2.00 p.m. (Near end of traffic lights)

The school will continue to monitor the situation and adjust the duty periods if necessary.

Student Matters

17. School-Based Assessment. Assessment is integral to supporting student learning. More than just marks and grades, it provides feedback that affirms students' progress, identifies strengths, and highlights areas for growth. We encourage our students to reflect on feedback from both school-based assessments and class assignments to help them recognise their strengths and act on areas needing improvement. Parents can support this process by reinforcing teachers' efforts to frame assessments as learning opportunities and by affirming your child's progress. The assessment plan for each level will be shared in due course.

18. Enriched Learning Opportunity. In shaping the Future of Learning (FoL), the school continues to leverage technology as a capability multiplier to enhance teaching and learning. Since 2024, Primary 5 students have been using the Writer's Toolbox – an educational writing portal powered by patented AI and designed to help students improve their writing skills by equipping them to think, plan, and write more effectively. The Writer's Toolbox breaks the writing process into manageable parts, focusing on clarity, creativity, and communication. Given the encouraging results, this programme has now been implemented for all Primary 5 and Primary 6 students.

19. Beyond Curricular Activities. Co-Curricular Activities (CCAs) and structured programmes such as Sports Education Programme (SEP), and SwimSafer, are critical platforms for providing students with invaluable life lessons and cultivating essential skills, values, and experiences that enhance learning beyond the classroom. These activities contribute significantly to holistic student development, fostering character, resilience, and a growth mindset. They play a crucial role in shaping our students into well-rounded individuals. We thank parents for your continued support of these CCAs and structured programmes.

20. Renaming of Classes. Starting this year, the nomenclature of the classes has been updated to strengthen the connection between our class identities and the 6 school values we aim to instil in our students. Specifically, we have removed the names "Empathy" and "Responsibility" and added "Excellence". Please refer to Table 2 for details.

Table 2 – Class Names 2025

Class Names	Abbreviation	Class Names	Abbreviation
Care	C	Integrity	I
Curiosity	CU	Resilience	RE
Excellence	E	Respect*	RT
Gratitude	G		

**Primary 1 and 2 levels only*



21. Student Handbook 2025. The Student Handbook 2025 was issued to your child on 3 January 2025 (Friday). This handbook is a valuable resource containing information on school policies, operational details, and key information about the school. It also facilitates communication between you and the teachers. Please ensure that your child brings the handbook to school every day. As the handbook has been funded by the school, each student is entitled to receive only one copy. In the event of loss, parents will be responsible for the cost of a replacement copy, subject to availability. Replacement copies can be obtained from the General Office.

22. Calendar of Events (COE). Parents can refer to the COE, shared via Parents Gateway (PG), for upcoming school events and activities (up to end of Semester 1, 2025). Please refer to the COE in Parents Gateway (PG) regularly for the latest updates as the event dates and details are subjected to changes.

23. Gifted Education Programme (GEP). Please note the tentative schedule for the Primary 3 GEP Identification Exercise in 2025 (see Table 3). This early notice is provided for parents' information. More details will be sent to parents in Semester 2.

Table 3 – GEP Stages and Schedule

Stage	Date	Participants
GEP Screening Exercise	21 August 2025 (Thursday)	Primary 3 students enrolled in government and government-aided schools
GEP Selection Exercise	14 & 15 October 2025 (Tuesday & Wednesday)	Primary 3 student shortlisted after the GEP Screening Exercise

24. Group Personal Accident (GPA) Insurance Plan for Students. Our students are covered by the GPA Insurance provided by Income Insurance Limited. For details of the insurance plan, including policy coverage and claim procedures, please refer to the attachment in the PG announcement accompanying this Open Letter.

25. Attire in School. Students should wear full school uniform¹ on days without PE or PAL lessons. Students may wear PE attire for the entire day if after-school activities (e.g. CCAs) require it.

Celebration of Successes...

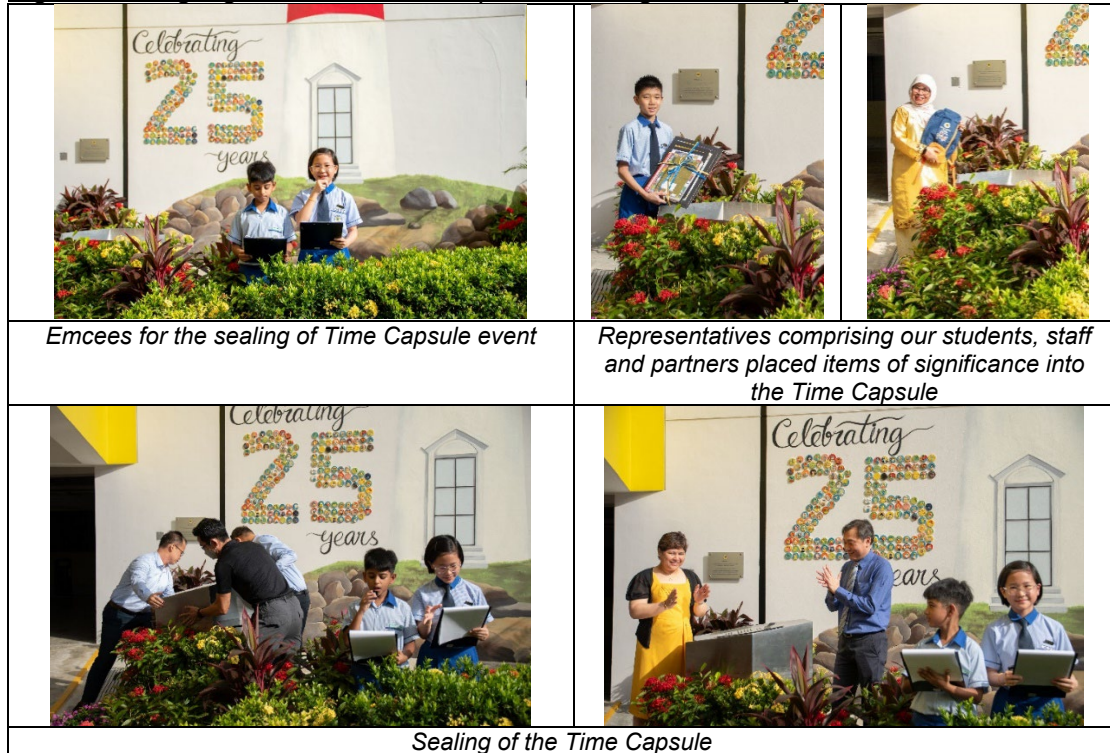
26. SBPS 25th Anniversary. The sealing of the time capsule on 15 November 2024, commemorating our school's 25th Anniversary, was a heartfelt tribute to our journey as a steadfast and guiding light for generations of students (see Figure 1). We extend our special thanks to all who have contributed to making this milestone memorable, including our students for their creative writings and art installations. The 25th anniversary edition of Sembawang Buzz, given to your child in the last week of school in 2024, captured these cherished memories and marked the transition to its new digital format.

¹ Primary 1 students are allowed to wear their PE attire daily.



27. Thank you for being a part of this remarkable journey. Together, we will continue to inspire and nurture future generations.

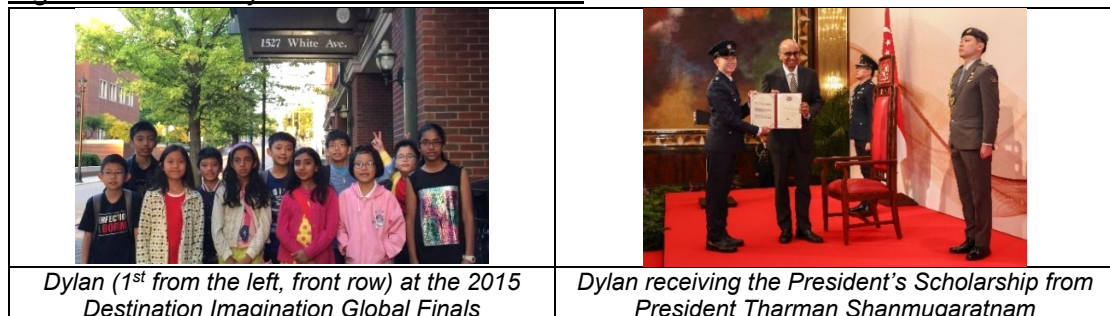
Figure 1 – Highlights of the Time Capsule Sealing Ceremony



28. PSLE 2024 Results. We congratulate our 2024 Primary 6 cohort on their excellent performance; 97.0% of them qualified for secondary education with 74.6% of them eligible for Posting Group 3. We wish all our 2024 Primary 6 graduates the best as they embark on their secondary school education. We hope they will continue to uphold the values instilled in them during their years at Sembawang Primary School.

29. Success Story. We are proud to announce that our former student, Toh En Yu, Dylan, is one of the recipients of the prestigious President's Scholarship in 2024 (see Figure 2). Dylan served as the Vice-Head Prefect in Sembawang Primary School and graduated in 2016. Inspired by his grandfather who served in the Singapore Police Force, Dylan has been awarded the Singapore Police Force (SPF) Scholarship to pursue his graduate studies in data science at the University of California, Berkeley (USA). He will join the SPF upon completion of his studies. We extend our warmest congratulations to him on this outstanding achievement!

Figure 2 – Our very own President's Scholar





Up-coming School Events...

30. Primary 5 Outdoor Adventure Camp (P5 OAC). The P5 OAC is scheduled from 22 to 24 January 2025. During this camp, students will experience specially curated team building and confidence-building activities. These are designed to develop essential life skills, build resilience, and foster deeper bonds with peers. The OAC provides an excellent opportunity for holistic learning by promoting personal growth, teamwork, and a greater appreciation for nature.

31. Lunar New Year Celebrations. The school will hold its Lunar New Year celebrations on Tuesday, 28 January 2025. Students will be dismissed at 10.30 a.m. on that day. We wish all parents who celebrate Lunar New Year a happy festive season in advance and the rest a good holiday break.

32. MK Open House. MK@Sembawang will host its Open House, titled *MOE Kindergarten - Our Happy Place*, on Saturday, 15 February 2025, from 8.30 a.m. to 12.30 p.m. Parents can look forward to learning about MK@Sembawang's curriculum and programmes, exploring the interactive learning environment and facilities and speaking with MK Educators. At MK@Sembawang, we view children as joyful, active, competent, and curious learners. We invite you to enrol your child at MK@Sembawang and partner with our educators to develop your child holistically.

Concluding Remarks...

33. 2025 marks the beginning of a renewed vision and mission for our school. This update reflects our enhanced emphasis on preparing our students for the future.

Vision: Future-Ready Learners, Rooted in Values

Future-ready learners are reflective contributors and compassionate leaders. They are confident and self-directed individuals who are able to thrive in a rapidly changing and highly interconnected world. Learners who are rooted in values embrace and live out the school values in their daily lives. School desires to see all our learners being steadfast and unwavering in demonstrating these values.

Mission: Nurturing Future-Ready Learners in a Vibrant Community

We nurture future-ready learners by providing holistic education with innovative, effective pedagogies and cultivating a Growth Mindset in our students. A vibrant community makes learning an adventure and promotes student agency. We achieve this through designing, creating, and building (a) a caring and enabling environment, (b) engaging learning experiences and spaces, and (c) meaningful collaboration with key stakeholders and partners.



SEMBAWANG PRIMARY SCHOOL
Future-Ready Learners, Rooted in Values

34. We remain committed to creating an exciting and fulfilling experience for your child. Thank you, parents, for your continued support and trust in our educational journey together.

Yours in education,

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Mr Shawn Tan Vice-Principal (Admin) TAN_Thiam_Siong@schools.gov.sg	Ms Tiffany Chong Vice-Principal chong_lay_ting@schools.gov.sg