



Official (Open) / Non-Sensitive

## SEMBAWANG PRIMARY SCHOOL

*Innovative Learners, Rooted in Values*

SBPS/22/001

4 January 2022

### Open Letter from School Leaders 1/2022

Dear Parents,

1. A blessed new year to you and extending a very warm welcome to the parents of our 2022 Primary 1 and MOE Kindergarten (MK) K1 students. 2021 whisked by very quickly, however not without the upheaval, challenges and new initiatives brought about by COVID-19. We are proud that our student and staff remained steadfast and resilient throughout the journey. Once again, thank you parents for your partnership and co-operation with the school.

2. We are delighted and proud to see our 2021 P6 students embarking on a new journey in 2022, whereas the other levels continue their academic journey with the school, including our little ones in MOE Kindergarten, which has started its operation on 4 January 2022.

3. Photography and Videography. We would like to re-iterate 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.

4. Heartfelt Appreciation. We would like to take this opportunity to show our heartfelt appreciation to the following staff who have left the school:

- Mrs Cindy Tay (Vice-Principal)
- Miss Sim Hui Xian (Teacher)
- Mrs Ng-Lee Wen Yen (Teacher)
- Mdm Dinah Chua (Teacher)

### ***New Staff and New Appointment...***

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

- Mdm Srimarlina Bte Mohamed Esa (Teacher)
- Ms Kalaiyarasi Kalidasan (Teacher)
- Mdm Asimah Binte Abdul Aziz (Flexi Adjunct Teacher)
- Mdm Chionh Siew Chern (Flexi Adjunct Teacher)
- Mrs Chitra Pillai Chua (Flexi Adjunct Teacher)

- Mdm Rachael Wong Kar Wye (Flexi Adjunct Teacher)

6. 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 2022 are:

- Ms Pearlyn Seow – Level Head/Science
- Mr Calvin Chia – Subject Head/Student Well Being
- Mdm Nuremiliyana – Assistant Year Head (Lower Primary)
- Ms Joey Tan – Subject Head/Character Education
- Ms Sharon Chan – Assistant Year Head/Middle Primary (Internal)

7. We would also like to introduce our Year Heads and Level Managers (see Table 1 below). They will be coordinating the programmes for the level and overseeing the well-being of the students.

Table 1 – Year Heads and Level Managers

Level	Year Head	Level Manager
Primary 1	- Mdm Ratna Dewi A K Magnus	Ms Khalisah Bte Kamisan
Primary 2	- Mdm Nuremiliyana (Assistant)	Mdm Nor Afidah Bte Jaafar
Primary 3	- Ms Vernice Soh	Mr Zhao Zhiyang
Primary 4	- Ms Sharon Chan (Asst)	Mrs Hazel Boo
Primary 5	- Mr Yang Binglin	Mdm Shadidah Mokhtar
Primary 6		Ms Ruhaida Bte Hashim

### ***Important Information...***

#### ***School Reopening***

8. School will re-open in 2022 with Safe Management Measures (SMMs). While temperature screening is no longer required in public premises, screening for fever and flu-like symptoms remains an important measure to keep our schools safe. School will continue to conduct **once-daily** temperature-taking and visual screening for flu-like symptoms for students and staff in the morning. Please ensure that your child/ward carry his/her Oral Digital Thermometer (ODT) to school. P1 students will be issued with an ODT on 5 January 2022.

9. Student Well-Being. Parents are reminded not to send your child to school should your child is unwell or has flu-like symptoms. The school will contact the parent/guardian to fetch your child/ward if he/she is unwell or has flu-like symptoms.

10. Programme on 5 January 2022. The programme for the day will be set aside for orientation activities, helmed by Form Teachers (FTs). The programme will comprise school and class routines, re-acquainting with classmates and class tasks. The purpose of the orientation activities is to ease students into the school after a long break and allow the new FTs to know your child better. Please refer to Table 2 for the packing list on 5 January 2022.

**Table 2 – Packing List on 5 January 2022**

Items to bring	<ul style="list-style-type: none"> <li>• Storybook</li> <li>• Pencil case</li> <li>• Water bottle</li> <li>• Healthy snacks for snack break</li> </ul>
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11. TraceTogether (TT) Tokens. As contact tracing is TT-based for primary schools, please ensure that your child/ward carry his/her TT token on all school days. TT tokens can be collected from any community centre/club. You can find these locations at [token.govwhere.gov.sg](https://token.govwhere.gov.sg).

12. MOE Kindergarten (MK) and Kindergarten Care (KCare). The MOE Kindergarten@Sembawang (MK@Sembawang) has commenced operation with its first intake of K1 students on 4 Jan 2022. MK@Sembawang is headed by a Deputy Centre Head (Dy CH), supported by 9 MK Educators (MKEs) and support staff.

13. Likewise, the KCare service (AM and from 5 – 7 pm only) saw its first batch of K1 students under their wings from 4 Jan 2022. The KCare is headed by a KCare Supervisor (KCS) and is supported by 4 staff.

14. MK and KCare are situated at level 2 of the teaching block. Please note that MK and KCare students will be reporting and dismissed via the school's Side Gate 1. (see Table 3 for the details.) All primary school students reporting through the Side Gate 1 in the morning are reminded to vacate the area immediately to avoid congestion and facilitate entry of other students.

**Table 3 – Reporting and Dismissal of MK and KCare Students**

Session	Activity	Timing	Remarks
AM	KCare Arrival Time	7.00 am to 7.50 am	Transit to MK (PM session) at 12.00pm
AM	MK Arrival Time	7.50 am to 8.15 pm	
	MK Dismissal Time	12.00 pm	
PM	MK Arrival Time	12.50 pm to 1.15 pm	
	MK Dismissal Time	5.00 pm	KCare students will report to KCare
PM	KCare Dismissal Time	5.15 pm onwards	

15. Sale of School Uniform. Parents who wish to purchase the school uniform may do so directly at the supplier's venue. Please refer to Table 4 for the details.

**Table 4 - Sales of school uniform**

School Uniform Vendor - CHOP KONG CHONG	
Address:	Sembawang Shopping Centre 604 Sembawang Road #02-13
Telephone contact:	6753 1489
Business Hours	
MON TO SUN:	11.30 a.m. to 8.00 p.m.

### **Vaccination exercise**

16. MOE has provided the detailed information on vaccination for 5 – 11 year-olds via a PG message on 21 December 2021. Following that, parents should receive a customized SMS invitation from MOE to facilitate and expedite the vaccination booking process by primary level cohorts.

i. From 22 Dec, parents/guardians of P4 to P6 students (in 2022) will receive a unique link via SMS to sign up for vaccination. Parents/guardians of P1 to P3 students (in 2022) will receive unique link via SMS to sign up for vaccination from 7 Jan 2022. Parents are encouraged to sign up for your child when invited.

ii. Parents/guardians of students who did not receive the unique link via SMS or encounter issues with the link should proceed to register interest on the National Appointment System (<https://child.vaccine.gov.sg>). A unique link will be sent via SMS to parents/guardians within 3 to 5 working days after registration.

### **School Routines...**

17. Attendance and Punctuality. We expect our students to attend school on all school days (unless advised otherwise) and be punctual for school. Whilst students are to report<sup>1</sup> to the school by 7.30 am from 5 January 2022 onwards, students are expected to be in school by 7.25 am to allow sufficient time to get ready for the flag-raising ceremony scheduled at 7.30 am. P1 and P2 students will report at the Indoor Sports Hall (ISH), P3 and P4 students at the sheltered basketball court, with P5 and P6 students at the Multi-Purpose Hall (MPH). Students arriving after 7.30 am will be considered late. Punctuality is a virtue that we would like to advocate in our students. As such, we encourage our parents/guardians to partner the school to inculcate the importance of being punctual for school. All students will be dismissed at 1.30 pm, unless there are after-school activities.

18. Any absence from school must be accompanied by a medical certificate (MC) or letter (including email) from parents/guardians. However, the school accepts up to 5 letters (including email) for absence from school per semester. Please avoid taking your child out of school for extended family vacation during the school term, as we would like to honour the protected curriculum time for the year.

19. Insurance Coverage for Students. As part of our focus on student well-being, MOE has taken an annual insurance policy to cover all our students in the event of

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<sup>1</sup> P1 students to follow the timings as communicated for the 1<sup>st</sup> week of school.

any injury incurred during school activities and the journey between residence and school. The period of the policy is between 1 January and 31 December 2022. Please feel free to contact the school for assistance or clarification.

20. Student Handbook 2022. Student Handbook 2022 will be issued to your child on 5 January 2022 (Wed) and your child/ward is expected to bring it to school every day. The student handbook provides you and your child/ward with information on school policies, administrative and operations matters as well as key information on our school. You may also communicate with your child/ward's teachers through the student handbook. As the student handbook was paid for using the school's fund, each student is entitled to only 1 copy. Parent/guardians will need to pay for a replacement copy, should there be a need, and subject to availability of stock.

### ***Safety and Security***

21. The safety and security of our students is of utmost priority. As we begin the year, we would like to reiterate the following points to ensure the safety and security of our students in the school:

- Drivers/riders are to drop off your child at the designated drop-off points.
- All drivers and riders are to observe the speed limit of 15 km/h, follow the directional signs and instructions from our security personnel when in school.
- On school days, the main gate will be closed from 1.15 pm to 1.45 pm and private motor transport vehicles are **not allowed** to enter the school during this period. You are advised to make alternate arrangement with your child should you wish to pick up your child between dismissal period from 1.30 pm to 1.45 pm.
- During inclement weather, private motor transport vehicles are allowed to enter the school to pick up your child at the drop-off point.
- Parents/guardians are **not allowed** to enter beyond the security guard post at the main gate or enter the school compound from the side gates to pick up his/her child/ward during school dismissal.
- All visitors are to report to the General Office, and are **not allowed** to move around the school on their own.

22. We seek the assistance of parents/guardians to emphasize the importance of road safety to your child/ward as they resume the routine of travelling to and from school. Do remind your child/ward to always exercise caution and care on the road. Specifically, they are to use pedestrian crossings; practise the Kerb Drill when crossing the road; obey traffic signals; avoid crossing in front of stationary vehicle or in between vehicles as the drivers may not see them; avoid running, playing or using personal devices (such as mobile phones) when crossing the road; and use the footpath and walkway instead of walking on the side of the road.

### ***Celebration of Successes...***

23. PSLE 2021 Results. We would like to congratulate our 2021 P6 cohort who have done well. 99.4% of our P6 students qualified for Secondary education with 60.1% of them eligible for the Express course. We wish all our Primary 6 graduates the best

as they embark on their secondary school education. We hope that they will continue to uphold the values that were instilled in them during their years at Sembawang Primary School.

### **Student Matters**

24. CCA. In 2022, face-to-face CCA sessions may resume with adherence to SMMs. We look forward to your continuing support in providing a holistic schooling experience for your child. More details will be provided by the CCA teachers-in-charge via PG.

25. Remedial and Supplementary Classes. To provide further support for our graduating students, we will be conducting supplementary lessons for all P6 students after school from Term 1 Week 3 onwards. For the other levels, remedial lessons will be conducted for selected students according to the schedule below (see Table 5). Your child's Form Teachers will be sharing more details with you nearer to the dates.

Table 5 – Schedule for Remedial Lessons

Level	Date
P4	Term 1 Week 3 onwards
P5	Term 1 Week 6 onwards
P3	Term 2 Week 1 onwards

### **Up-coming School Events...**

26. e-Parents' Briefing. The e-Parents' Briefing will be held on 28 January 2022 (Fri). The school will be providing the details of the event via PG in due course.

27. Mother Tongue Support Programme (MTSP). An e-briefing will be conducted on 28 January 2022 (Fri) for parents of P3 students who have been selected for MTSP. Details of this briefing will provided via PG nearer to the date.

28. P3 Gifted Education Programme (GEP). With the intent of providing early notice to parents, please note the key dates of the P3 GEP Identification Exercise in Table 6 below. More information will be sent to parents in Semester 2.

Table 6 – GEP Exercise

Stage	Date	Participants
GEP Screening Exercise	17 August 2022 (Wed)	Primary 3 pupils enrolled in government and government-aided schools
GEP Selection Exercise	18 & 19 October 2022 (Tues & Wed)	Primary 3 pupils shortlisted after the GEP Screening Exercise

**Concluding Remarks...**

*“Education is the passport to the future, for tomorrow belongs to those  
who prepare for it today”  
~Malcolm X~*

29. We trust that 2022 will be another exciting year in your child’s learning journey. The school aims to maximize the joy of learning for your child, and seeks your continual support and partnership to achieve this.

30. Wishing all a safe and fulfilling 2022. Stay safe and healthy!

Warmest regards.

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