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Woodlands Primary School

Reference 5 / 2023

5 January 2023

Dear Parents and Guardians,

We hope you had quality time bonding with your children over the school holidays. On behalf of the school, we would like to wish you and your family a very Happy New Year. The school is excited to welcome your children back to start a new school year together, and we look forward to the continued partnership with you in the development of your children.

SCHOOL STRUCTURE IN 2023

2 Reporting Time

Please be reminded that all pupils are required to be in their classes by 7.25am so that the morning assembly can start promptly at 7.30am. The school will deploy staff members at school gates and the drop off points in school to ensure the safety of pupils.

3 Dismissal Time

In our effort to ensure safety and smooth movement of pupils, we would like to remind parents and pupils on the following staggered dismissal arrangement:

Level(s)	Dismissal Time	Remarks
P1	1.20 pm	<ul style="list-style-type: none">All P1 parents are allowed to enter the school through Gate F (opposite HDB block 896B) from 1.15 p.m.Pupils will be dismissed at the Basketball Court located at the Indoor Sports Hall.Pupils who are not fetched by their parents by 1.35 p.m. will be taken to the main foyer beside the General Office. Parents will have to enter the school through Gate B (main gate) to fetch their children if they are late.
P2	1.25 pm	<ul style="list-style-type: none">All P2 to P6 pupils will be dismissed at the gate where they have made arrangements to be picked up, i.e. Gate A1, B or D.Parents should wait for their children opposite the respective gates.We would like P2 (2023) parents to note that the P2 pupils will no longer be dismissed from the basketball court.
P3	1.30 pm	
P4	1.30 pm	
P5	1.30 pm	
P6	1.30 pm	

4 Recess and Meal Break Timing for Pupils

The school will continue with the practice of staggering recess for each level. This will help to minimise the crowd level in the canteen during recess time. Meal breaks have been introduced to allow pupils to have a short break before recess/dismissal. Pupils are encouraged to bring their own healthy snacks (e.g. buns, fruits) for consumption in class during the meal breaks. The recess and meal break timing for the respective levels are indicated below:

Level	Recess Timings	Meal Breaks
P1	9.00 a.m. to 9.30 a.m.	11.30 a.m.
P2	10.00 a.m. to 10.30 a.m.	8.30 a.m.
P3	11.00 a.m. to 11.30 a.m.	8.30 a.m.
P4	8.30 a.m. to 9.00 a.m.	11.30 a.m.
P5	10.30 a.m. to 11.00 a.m.	8.30 a.m.
P6	9.30 a.m. to 10.00 a.m.	11.30 a.m.

5 Kindly also note the following pricing for our canteen set meals this year:

Small	Medium	Large
\$1.50	\$1.80	\$2.30

6 Lunch Break for Pupils

The school has also factored a lunch break in the timetable for pupils involved in after school activities. The canteen vendors will continue to operate from 1.30 p.m. to 2.00 p.m. Pupils can have their lunch in the canteen before attending lessons/activities after curriculum hours.

7 After-School Lessons

The following is an overview of the after-school lessons for Primary 3 to Primary 6. More information will be disseminated via Parents Gateway.

Primary 3 and Primary 4	P3 & P4 Higher Mother Tongue Languages (HMT): <ul style="list-style-type: none"> • Mondays from 2.00 p.m. to 3.00 p.m.: <ul style="list-style-type: none"> ○ P3 – CL, ML & TL ○ P4 – only TL • For selected P3 and P4 pupils only. 	Start from 16 Jan 2023
	P4 Remedial Lessons: <ul style="list-style-type: none"> • Wednesdays and Fridays from 2.00-3.30pm • For selected P4 pupils only. 	Start from 25 Jan 2023
Primary 5 and Primary 6	P5 and P6 Higher Mother Tongue Languages (HMT): <ul style="list-style-type: none"> • Mondays from 2.00 p.m. to 3.30 p.m. • Compulsory for pupils who have opted for Higher Mother Tongue in 2023. 	Start from 9 Jan 2023
	P5 and P6 Remedial Lessons: <ul style="list-style-type: none"> • Mondays, Wednesdays and Fridays from 2.00p.m. to 3.30p.m. 	Start from 16 Jan 2023

	<ul style="list-style-type: none"> • Only for selected P5-P6 pupils who need additional support in their learning. 	
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SCHOOL ATTIRE

8 Pupils are required to present themselves smartly at all times by tucking in their shirts when there are wearing their school uniform. They are required to wear the prescribed full school uniform on the days they do not have PE lessons. On the days that they have PE lessons, pupils from the P1 and P2 levels can remain in their PE attire throughout the day while girls from the P3 to P6 levels have to put on their school skirts before and after their PE lessons.

9 Girls are only allowed to wear accessories that are black, white and maroon in colour. Girls are to refrain from wearing fanciful accessories to school.

GENERAL SAFETY AND SECURITY

10 In our efforts to ensure the safety and security of our pupils, we would like to seek the cooperation of parents/guardians on the following measures:

- School gates opening times

Gate	Monday to Friday
B (<i>main entrance</i>)	6.30 am – 7.00 pm
F (<i>opp Blk 896B</i>)	1.15 pm – 1.40 pm
A1 (<i>opp Blk 895A</i>)	7.00am – 7.30 am
	1.25 pm – 2.00 pm
D (<i>next to bus stop</i>)	Monday to Friday
	6.45 am – 7.30 am
	1.25 pm – 2.00 pm
	3.30 pm – 4.30 pm
	5.00 pm – 5.30 pm

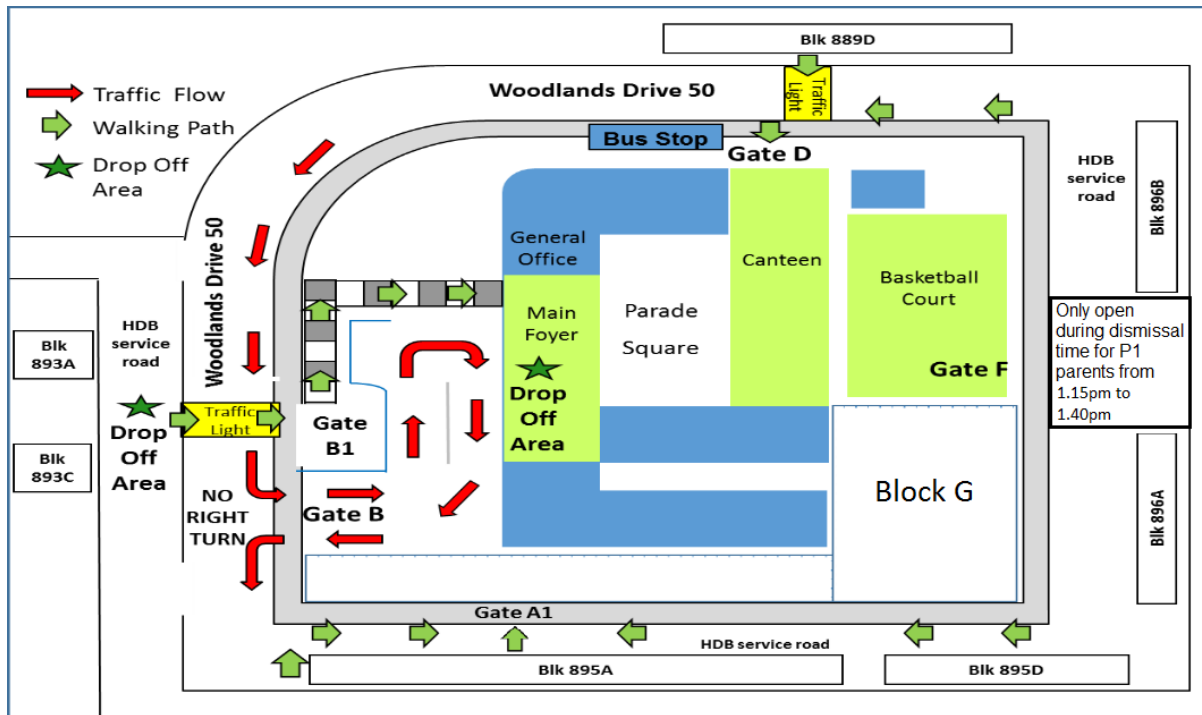
- All visitors, including parents/guardians, are to report to the Security Guard Post at Gate B (main entrance) before proceeding to the General Office.
- Parents/Guardians are only allowed in the school premises if you:
 - a) need to fetch your child/ward home before dismissal time, due to valid reasons
 - b) have an appointment with the school leaders or teachers
 - c) need to make an enquiry or process administrative matters at the General Office
- Parents/Guardians are strongly discouraged from delivering your child’s/ward’s personal items (e.g. pocket money, books, stationery, food). Pupils should learn to remember to bring the necessary items to school.
- Parents/Guardians are strongly discouraged from preparing gifts packs or food items to give away during your child’s/ward’s birthday. This is because there are pupils who

may be allergic to certain food items. Doing so may also result in other pupils feeling pressured to return similar favours in kind during their birthdays.

TRAFFIC MANAGEMENT PLAN IN 2023

11 The safety and security of our pupils are our top priority. We have put in place measures to make sure that the school is safe and secure for our pupils.

12 Please refer to the traffic flow diagram for the location of the drop off areas and direction of vehicular flow into the school.



STUDENT PROTECTION PLAN 2023

13 The school has provided a Student Protection Plan, under NTUC Income Insurance Co-operative Ltd to insure your child/ward against accidents related to school activities, CCA, sports as well as travelling to and from school. You can now submit any medical expenses claims through NTUC Income's e-claim portal at <https://studentgpa.incomegroups.com.sg/>. Alternatively you can call the General Office at 62697410 if you have any queries related to the submission of claims.

14 SCHOOL SERVICE PROVIDERS

We would like to highlight the following operating details of our service providers:

Bus Operator	JK59 Transport Pte Ltd	Day	1 st Pick Up	2 nd Pick Up
		Mon	1.30 pm	4.15 pm

	<i>Tel: 6465 5959</i>	Tue to Fri	1.30pm	4.00 pm
Bookshop	Pacific Bookstores Pte Ltd <i>Tel: 6362 5367</i>	Mon		Tue – Fri
		8.30 am – 3.00 pm		8.30 am – 4.00 pm

15 We encourage pupils to make purchases at the bookshop on their own. Should you require to make purchases on behalf of your children, you may do so from Tuesday to Friday between 2pm to 3.30pm. Please enter the school via Gate B1 to exchange for a visitor pass.

16 The bookshop would help facilitate the sale of uniforms from the month of February. In the meantime school uniforms can be purchased directly from the uniform supplier at 1004 Toa Payoh North, #07-08/09, Spore 318995. The supplier can be contacted at 62531063 for further enquiries.

TEMPERATURE-TAKING EXERCISE

17 The school will be conducting its semestral temperature-taking exercise on **11 January 2022 (Wed)**. This exercise serves to familiarise pupils with the temperature-taking procedures and to educate them to take responsibility for their own health. We seek your support in ensuring that your child/ward brings a working thermometer on this day.

The school bookshop has stocked up its supplies on thermometers and battery replacement for the thermometers for ease of purchase by pupils. The pricing of the items can be found below:

Items	Pricing
Thermometer	\$4.90
Battery replacement for Thermometer	\$1.20

Safeguarding the health and well-being of our pupils is our collective responsibility. We seek your cooperation in ensuring your child/ward does not report to school and see the doctor if he/she is unwell.

UPDATING OF PUPILS' PARTICULARS AND MEDICAL RECORDS

18 We will be issuing the following documents for your verification and completion. This is a yearly exercise to capture up-to-date information of our pupils:

- “Getting to know your child” Form - by 13 Jan (Fri)
- Student Details Report (SDF) 2023 - by 31 Jan (Tue)

MEET-THE-PARENTS SESSIONS 2023

19 As part of our on-going efforts to engage you in partnership in your child's/ward's education, we have scheduled the Meet-The-Parents Sessions for the P1 to P6 levels in Term1. These sessions aim to provide you with key information on your child's/ward's schooling matters.

Levels	Date / Day	Time	Venue
P5 & P6	10 Feb (Fri)	4.00 – 5.30pm	Respective Classrooms
P3 & P4	17 Feb (Fri)		
P1 & P2	24 Feb (Fri)		

20 You are strongly encouraged to attend these sessions. Invitation to attend these sessions will be pushed out via Parents Gateway (PG) nearer to the dates.

PARENTAL CONSENT (USE OF IMAGES AND PHOTOGRAPHS)

21 Photographs or video images of your child / ward may be taken during school activities and events. The school may use and publish such photographs or video recordings in school publications, the school's website, social media channels or other communication channels. If you are not comfortable with your child's / ward's pictures or videos being used at above-mentioned platforms, please email the school at wdp@moe.edu.sg.

SEMESTER 1 CALENDAR

22 The main events for the semester have been summarised in the attached school calendar for your reference. Please use this calendar as a guide. We seek your understanding that there may be changes as we progress in the course of the year and we will keep you updated of the changes accordingly. Details of programmes (remedial lessons, examinations, learning journeys, programmes and CCA) will be provided to parents closer to the date.

FAREWELL AND WELCOME

23 Last but not least, we bid a fond farewell to our Vice-Principal, Mdm Komathi, who has been posted to the English Language Institute of Singapore (ELIS), Academy of Singapore Teachers, MOE, as Deputy Director/ Pedagogy with effect from 15 December 2022. We thank Mdm Komathi for her five significant years of service to the school, and wish her all the best in her new post. In replacement, Mr Razali Bin Senin has been posted into WDP as Vice-Principal with effect from 15 December 2022. We warmly welcome Mr Razali, and please join me in giving him your fullest support.

We look forward to forging strong home-school partnership with the aim of helping our pupils maximise their full potential. Thank you and wishing you and your family a great year ahead.

Yours sincerely



Mrs Lillian Chen
Principal

**WOODLANDS PRIMARY SCHOOL
CALENDAR OF EVENTS FOR PARENTS**

Term 1

Date	Key Events	Remarks
9 Jan (Mon)	Commencement of P5 and P6 Higher Mother Tongue Lessons	Every Monday (2.00 to 3.30p.m)
9 Jan (Mon)	Commencement of SDR and RRP lessons: <ul style="list-style-type: none"> • P3 (SDR) - Mon, Wed & Thu/Fri (2.00 – 3.00pm) • P3 (RRP) - Mon & Wed (2.00 – 3.00pm) • P4 (SDR) - Mon & Thu (2.00 – 4.00pm) • P4 (RRP) - Mon & Fri (2.00 – 3.00pm) 	More details on the respective SDR or RRP groupings will be sent out separately.
11 Jan (Wed)	Attendance and Temperature-taking Exercise	All pupils to bring along a working thermometer
16 Jan (Mon)	Commencement of P3 & P4 Higher Mother Tongue Languages (for selected pupils only)	Every Monday (2.00 to 3.00 p.m)
From 16 Jan (Mon)	Commencement of P5 & P6 Remedial Lessons (for selected pupils only)	Every Monday, Wednesday and Friday (2.00 to 3.30p.m)
18 Jan (Wed)	Apex Leadership Training 1 (for selected Apex student leaders only)	
19 Jan (Thu)	Lunar New Year Celebration	School hours and dismissal time are as per normal.
22 – 24 Jan (Sun – Tue)	Lunar New Year Public Holiday	Pupils to report back to school on 25 Jan (Wed)
25 Jan (Wed)	Commencement of P4 Remedial Lessons (for selected pupils only)	Every Wednesday and Friday (2.00 – 3.30pm)
10 Feb (Fri)	P5 & P6 Meet-The-Parents Session	
14 Feb (Tue)	Commencement of P3 Conversational Chinese & Malay (CCM)	Every Tuesday (2.00-3.30pm), 10 sessions till 25 Apr
15 Feb (Wed)	P6 Growing Years Lesson	One session only (2.00-3.30pm)
17 Feb (Fri)	P3 & P4 Meet-The-Parents Session	
24 Feb (Fri)	P1 & P2 Meet-the-Parents Session	
1 Mar (Wed)	Prefects' Summit 1 (for all prefects)	
10 Mar (Fri)	P3 Learning Journey to the Zoo (3 classes) P3 – P6 Combined Campfire (for Apex student leaders, Scouts and CCA leaders)	
13 Mar (Mon)	P4 Media Literacy Workshop	During March Term break. More details will be furnished at a later date.
13 -14 Mar (Mon – Tue)	P3 Learning Journey to the Zoo (4 classes) P5 Reporter Programme (ALP) P6 Supplementary Lessons	

Term 2

Date	Key Events	Remarks
27 – 31 Mar (Mon to Fri)	Health Fair and Eye Care Week	
7 April (Fri)	Good Friday	Public Holiday
11 or 12 Apr (Tue/Wed)	P6 Museum-based Learning Journey	
17 – 20 Apr (Mon – Thu)	EL Reading Festival	
21 Apr (Fri)	Eve of Hari Raya Puasa	Early dismissal for Muslim pupils at 10.00am
22 Apr (Sat)	Hari Raya Puasa	Public Holiday
24 Apr (Mon)	School holiday (in lieu of Hari Raya Puasa)	School will be closed on 24 Apr. Pupils to report back to school on 25 Apr (Tue).
26 or 27 Apr (Wed/Thu)	P5 Museum-based Learning Journey	
1 May (Mon)	Labour Day	Public Holiday
15 – 16 May (Mon – Tue)	P6 & P5 NAPFA test (5 items)	
17 May (Wed)	Prefects' Summit 2 (for all prefects)	
22 -23 May (Mon – Tue)	P6 & P5 NAPFA test (1.6km run)	
25 May (Thu)	GLEE Fest Finale	
25 – 26 May (Thu & Fri)	Parent-Child-Teacher Conference	
21 – 23 June (Wed – Fri)	P6 Supplementary Lessons	Last week of June holidays. More details will be furnished at a later date.
22 – 23 June (Thu & Fri)	P6 Learning Journey to Sungei Buloh - Different P6 classes will be scheduled on different days	
22 June (Thu)	P3 Garage Band Workshop P4 Leadership Fiesta (for all P4 pupils)	
23 June (Fri)	P3 Mother Tongue Cultural Camp	