



## ANG MO KIO PRIMARY SCHOOL

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6<sup>th</sup> Jan 2016

AMKPS/SCH-16/010

Dear Parents/Guardians

### Key Events & Notifications for Term 1, 2016

Term 1 has begun and we would like to take this opportunity to thank you for your support and co-operation in all our efforts to bring about holistic education towards your children and our young charges. In this letter we will be sharing with you on school matters and relevant information with regard to the well-being of your children.

#### **1. New Staff**

We are pleased to inform you of the arrival of the following new staff members into AMKP. They are:

Name of Teacher	Designation	Teaching Subject/s
Ms Lim Hwee Yng	Level Head English Language	English and Mathematics
Mdm Lee Siow Foong	Teacher	Mathematics
Ms Leny Nuurlina	Teacher	Physical Education
Mr Wu Haofan	Teacher	Chinese Language
Mdm Boo Wei Fang	Teacher	Chinese Language
Miss Tham Sook Lai	Teacher	Chinese Language
Mdm Chang Shuyun	Teacher	Chinese Language
Miss Ng Ying Hui	Contract Teacher	Chinese Language
Miss Ng Wei Ting Melissa	Contract Teacher	English and Mathematics
Mr Vinodkumar Murugan	Contract Teacher	Physical Education and Mathematics
Ms Freda Lai	Flexi Adjunct Teacher	P1/P2 Reading Support
Mr Francis Tan	Flexi Adjunct Teacher	English and Mathematics
Mdm Khatijah	Flexi Adjunct Teacher	Malay Language
Mdm Sapiah	Flexi Adjunct Teacher	Malay Language
Ms Lim Mei Poh Cynthia	LBS Trainee	Special Needs Support

Please join us to warmly welcome these new staff members who will be working closely with other school staff to make your child's learning experience a holistic and wonderful one.

#### **2. Parent Teacher Meeting for all Levels in January**

Our teachers will be meeting you on Saturday 16<sup>th</sup> January 2016 to communicate with you on the school's strategies so as to enhance your child's competence in learning. Details of the meeting will be made known to you shortly.

### **3. Term 1 Calendar of Events and Activities**

To support you with your planning (e.g. alternative child-minding arrangements or taking of leave), we have attached the Term 1 calendar of events and activities herewith (Annex 1). Detailed information with regard to exams and events will be issued to you at later dates. We would like you to check with your child on a daily basis for any consent forms/information notes/termly letters from the school. A soft copy of this circular will also be available for downloads on our school website.

### **4. Updates to Co-Curricular Activities (CCAs) for P3-P6 Pupils**

We would like to update you on the following matters below for CCAs in 2016:

- *Change of CCA Days*

All CCAs will be starting from **Week 3 (19 Jan 2016) onward**. Due to resource and venue constraints, we have changed the meeting days for all CCAs. Please see schedule below.

<b>Day</b>	<b>CCA</b>	<b>Time</b>	<b>Remarks</b>
<b>Tuesday</b>	Competitive CCAs (extra practice)	2.15pm to 4.15pm	Some CCAs might extend their training to 5pm. Pupils will be duly informed through the CCA teachers in advance.
<b>Thursday</b>	All CCAs	<u>Indoor CCAs</u> 1.45 pm to 3.15pm <u>Outdoor CCAs</u> 3.15pm to 4.45 pm (Football, Track & Field and Netball CCAs)	Pupils are advised to go home after dismissal to have a short rest before they return to school for outdoor CCAs at 3.15pm.
<b>Friday</b>	Competitive CCAs (extra practice)	2.15pm to 4.15pm	Stand-by day for additional CCA practices if needed. Pupils will be informed through the CCA teachers.

- *Updated CCA information via Electronic Board*

The school has an electronic board outside the general office to update parents on information pertaining to school activities. You and your child can refer to this electronic board for updated CCA information (e.g. meeting days and venues) as well. If you need further assistance or clarifications on CCA matters, please contact Mr Alan Yong at 6452 0794.

## **5. Safety matters**

One of the ways the school ensures the safety of your child is to monitor the flow of human and vehicular traffic in and out of the school. We would like to update you about the **Arrival & Dismissal Procedures** so that you may play a role, as a supportive partner of the school, in helping to keep our children safe. These are policy guidelines set by the school for compliance by the staff, pupils, parents and other related stakeholders, including domestic helpers and guardians.

### **Arrival & Dismissal Procedures**

Please note the various entry/exit points to the school compound and the respective levels of pupils involved at these points, especially during **Dismissal**.

#### **1. Arrival (Dry/Wet Weather)**

1.1 Pupils are required to report to school by 7.30 a.m.

**Pupils may enter the school through Gates A, C or the Back Gate from 6.45 a.m. to 7.30 a.m.** (Please refer to the attached Map in **Annex 2**.)

1.2 Pupils arriving to school before 7.00 a.m. are to wait at the canteen until the Hall is open at 7.00 a.m. when teachers will be available to supervise the children for Sustained Silent Reading.

#### **2. Dismissal (Dry Weather)**

##### **2.1 Primary 1 & 2 (“P1 & 2”)**

**All P1 and P2 pupils will be dismissed only at the Foyer.** This is to ensure the safety of the children and a more efficient pick up process. Multiple points of exit may confuse the children, leading to unnecessary anxiety for both adults and children.

**Parents/guardians picking up their children/wards will be allowed to enter the school foyer ten minutes earlier to dismissal time.**

No vehicles will be allowed to enter the school through this gate from 1 p.m. to 2 p.m. to ensure the safety of the parents and the children.

**2.1.1 Special:** P1 & P2 pupils with **older siblings** from P3 to P6 will wait for their siblings in the foyer if they are awaiting pick up by parents/guardians. Otherwise, the P1 & 2 children will be brought home by the older sibling. If the older sibling is unable to accompany the P1 or P2 pupil home, parents are required to arrange for them to be picked up by guardians or other trusted care-takers at the foyer.

**The school will not release any pupils, especially P1 or P2 pupils, for dismissal if the safety of the child is not assured.**

##### **2.2 Primary 3 to 6 (Dry Weather)**

**All P3 to P6 pupils will be dismissed at the Indian Cultural Corner (ICC).**

These pupils will be allowed to exit the school **ONLY** through **Gate C or the Back Gate**.

Parents of P3 to P6 pupils who are picking up their children are encouraged to make prior arrangements with their children.

**NOTE: Only parents/guardians of P3 pupils will be allowed to wait at the Zebra Crossing to pick up their children as the P3 pupils are still learning to be more independent.**

All children will be advised by the school to **approach the General Office staff for help if they are unsure or are unable to meet the parents/guardians for pick up.**

### 3.1 Dismissal (Wet Weather)

**NOTE: The following procedures are subject to change, based on the school's assessment of the severity of the weather conditions (e.g. severe rainstorm).**

- **P1 & P2:**

Parents/guardians will wait in the same waiting area just before the Foyer, with the same exit arrangements as Dry Weather days.

- **P3 to P6:**

**Pick up along AMK Ave 3**

Parents/guardians will wait and pick up the children at the designated Wait Area in the School Canteen, nearest to Gate A. Gate A will be opened on Wet Weather days.

**Pick up at Back Gate**

Parents/Guardians picking up their children from the Back Gate will be allowed to wait in a designated Wait Area near the Back Gate.

### 4.1 Pupils Taking the School Bus

All pupils taking the School Buses home will be attended to by the respective Bus Drivers (and Assistants, if available) at the designated bus loading/unloading bays near the ICC. Attendance of all pupils taking the School Bus home will be taken before the children board the buses to ensure accurate accounting of children bused by the contracted buses.

### 5.1 Pupils Attending After-School Care Centres

The school will centrally group pupils attending After-School Care Centres while awaiting pick up by personnel from these centres near the General Office. These pupils can only be dismissed when personnel from the respective centres arrive to receive them at the Foyer.

### 6.1 Pupils attending the After-School Programmes (e.g. Remedial/ Supplementary Classes, Learning Journeys, CCAs etc.)

6.1.1 Note: Please be reminded that **the School Canteen is meant ONLY for our pupils and staff.** There will **not** be sufficient seating capacity once our pupils stay back for after-school learning activities.

Hence, we seek your understanding that **parents/guardians of our pupils should refrain from patronizing the food and drink stalls in the School Canteen.**

6.1.2 **Pupils who are staying back for after-school activities** are strongly encouraged to buy and consume their lunch in the School Canteen.

**Pupils are strongly discouraged from leaving the school premise during the dismissal period from 1.30 p.m. to 1.45 p.m. to purchase food from outside or return home for lunch.** This is to ensure that our pupils are not exposed to unnecessary risks and danger.

### 7.1 Visitors to the School

**All parents/guardians entering into the school will need to register themselves with the Security Officer as Visitors. Visitors to the school will only be allowed to enter through Gate C** as multiple points of entry into the school by visitors may compromise the security of the school premise and the safety of your child; and only be allowed to wait in the General Office to meet with staff of the school. Visitors may move within the school compound **ONLY** when accompanied by designated school staff.

### 6. Punctuality

Punctuality is a good habit that we would like to cultivate in all our pupils so that they will grow into responsible young leaders. Therefore, we expect all pupils to be in school **by 7.30am every day during school terms**. As such we have reminded pupils to arrive to school five minutes earlier that is at 7.25 am so that they need not rush for the Anthem/Pledge taking ceremony. Pupils who come **late (reporting after 7.30 a.m.)** to school on a consistent basis (at least three times late in a week) will be counselled and parents will be informed.

### 7. Expected Behaviour

The school rules and behavior can be found in the school handbook. Our teachers have explained the rules and behavior to your child during the orientation days. This will further enable both parents and school to work hand in hand to instill values like responsibility, respect and care in our children,

### 8. Proper Usage of Digital Devices

According to the School Rules, all pupils are discouraged from bringing hand-phones or electronic devices to school. While we understand your need to contact your child/ward in case of emergencies, we would like to address the issue of the responsible use of hand-phones. Should there be a need to contact your child/ward during curriculum time, you can always do so by calling the General Office on 64520794.

Please note that if your child/ward uses his or her hand-phone during curriculum time, the hand-phone will be confiscated and you will need to come to school to retrieve it from the General Office during office hours. We seek your understanding regarding this matter as we strive to inculcate good social habits in your child/ward. Also, we seek your help to reiterate this message to your child/ward.

### 9. Bookshop and Uniform Sales Opening Hours for the month of January

Please note that for the month of January, the operating hours of the bookshop and the sale of uniforms will be as follows:

Days	Operating Hours
Mondays to Tuesdays	1.45 pm to 3.30 pm
Wednesdays to Fridays	1.15 pm to 3.30pm

This is to facilitate parents to purchase the items after the school dismissal with their children so as not to disrupt the curriculum hours.

## **10. Communication Channels**

We would like to enhance the two way communication between parents and schools so that we can respond to your needs/queries/appreciation in a more efficient and effective manner. We have made an easy reference of the various communication channels in the table below that you can use to contact us in the table below.

<b>Modes of communication channels available for parents</b>	
Pupil's Handbook	Parents can use the pupil's handbook for writing short messages to teachers.
AMKP Office Tel No	6542 0794 Parents can contact the school for general queries and to make appointments with teachers or school leaders.
AMKP Website	<a href="http://www.angmokiopri.moe.edu.sg">www.angmokiopri.moe.edu.sg</a> Parents can revert to the school's website for term notifications /parent teacher conference slides /e-newsletters and any other additional information.
Teacher's moe email	All teachers' emails will be made available via the school's website for parents to correspond.
School's generic email	<a href="mailto:amkps@moe.edu.sg">amkps@moe.edu.sg</a>
School Leaders' emails	Mr Chew Mun Wai (Principal) <a href="mailto:chew_mun_wai@schools.gov.sg">chew_mun_wai@schools.gov.sg</a>  Mrs Senthil (Vice-Principal) <a href="mailto:Senthil_POONKODI@schools.gov.sg">Senthil_POONKODI@schools.gov.sg</a>  Mrs Syn-Ng Bee Hoon (Vice-Principal, Admin) <a href="mailto:NG_Bee_Hoon@schools.gov.sg">NG_Bee_Hoon@schools.gov.sg</a>
Walk in appointments	We will serve your needs to our best.

Thank you.

Chew Mun Wai  
Principal

**ANNEX 1****TERM 1 EVENTS AND ACTIVITIES**

<b>Date</b>	<b>Activity</b>	<b>Levels Concerned</b>	<b>Remarks (Parent to Note)</b>
Monday 4 <sup>th</sup> January to Wednesday 6 <sup>th</sup> January	Orientation Days	All	
Saturday 16 January	Parent Teacher Meeting	All	A separate letter will be issued later to pupils for parents' response.
Wednesday 18 January	Remedial /Supplementary Lessons and CCAs will commence	P3 to P6	Separate Information letters and consent form will be issued to pupils by subject teacher and CCA teachers in charge.
Monday 1 <sup>st</sup> February	AMKP Prefect Investiture	P4 to P6 Prefects	
Friday 5 <sup>th</sup> February	Chinese New Year Celebrations will be conducted during first two periods of the day	All	Dismissal as usual at 1.10 pm
Monday 8 <sup>th</sup> February & Tuesday 9 <sup>th</sup> February	Chinese New Year	All pupils will <b>NOT</b> report to school during these two days.	
Monday 15 <sup>th</sup> February	Total Defence Day	All	
Monday 29 <sup>th</sup> February	P6 CA1 - English Paper 2	P6	P6 pupils will be issued the relevant information with regard to the exam.
Tuesday 1 <sup>st</sup> March	P6 CA1 - Mathematics		
Wednesday 2 <sup>nd</sup> March	P6 CA1 - Mother Tongue Paper 2		
Thursday 3 <sup>rd</sup> March	P6 CA1 - Science		
Friday 4 <sup>th</sup> March	P6 CA1 - HMT Paper 2		
Friday 11 <sup>th</sup> March	Sports Carnival	P3 to P6 pupils	Dismissal is as usual at 1.10pm
Friday 11 <sup>th</sup> March	E-Learning Day	P1 to P2 pupils	Details will be issued at a later date.
Saturday 12 <sup>th</sup> March to Sunday 20 <sup>th</sup> March	School Vacation	P1 to P6	<i>Pupils will only report to school on Monday 21<sup>st</sup> March 2016</i>

**Annex 2**