



ANG MO KIO PRIMARY SCHOOL

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AMKPS/SCH-19/001

2 January 2019

2019 AMKP TERM 1 NOTIFICATION – TERM 1

Dear Parents / Guardians,

Wishing all of you a very Happy New Year!

We would like to extend a warm welcome to our new Primary One parents/guardians and new staff to AMKP. We look forward to another year of journey with you to engage our pupils in the joy of learning.

Term 1 has begun and we would like to take this opportunity to thank you for your continuous support and cooperation in our efforts to bring about holistic education.

In this Termly Notification, we will be sharing with you on school matters and relevant information with regard to the well-being of your children/wards. **Do take note of the important school events dates for your planning for 2019.**

1. Welcoming New Members

We are pleased to inform you that the following staff have joined the AMKP family.

| Name of Staff | Designation |
|------------------------------------|---|
| Mr Kyaw Saw Lynn | Vice Principal (Education) |
| Mrs Philomena Mohan | Lead Teacher (English) |
| Ms Michelle Xu | Lead Teacher (Educational Needs) |
| Mdm Tan Choon Jhet | Subject Head (National Education/ Social Studies) |
| Mdm Thio Puan Kin | Teacher |
| Dr Paula Png | Teacher |
| Mr Ong Chuan Kuan | Teacher |
| Miss Devaki D/O Vindinnada | Teacher |
| Miss Wong Lian Sim | Teacher |
| Miss Tang Wan Chiao | Teacher |
| Mr Abdul Rashid Bin A A Rahmatulla | ICT Executive |

To Care, To Guide, To Inspire

2. Parent-Teacher-Meeting for all Levels on Saturday, 19 January

Our Principal and teachers will meet with you on **Saturday, 19 January** to foster a closer collaboration with you and the school. More details will be shared with you at a later date.

3. Term 1 Calendar of Events and Activities

We have attached the **Term 1 Calendar of Events and Activities** (refer to Annex 1). Detailed information with regard to assessments and events will be issued to you at later dates.

We would like you to check with your child/ward 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 on Co-Curricular Activities (CCAs) for P3-P6 Pupils

We would like to update you on the CCAs in 2019. **Competitive CCAs** will be starting from **Friday, 11 January** and **non-competitive CCAs** will be starting from **Monday, 14 January onward**. Please see the schedule below:

| Day | CCA | Time | Remarks |
|----------------|-----------------------------------|------------------------|--|
| Mondays | All CCAs | 2.00 p.m. to 4.00 p.m. | All CCAs include competitive and non-competitive CCAs. |
| Fridays | Competitive CCAs (extra practice) | 2.00 p.m. to 4.00 p.m. | Some CCAs might extend their training hours. In such an arrangement, pupils will be informed through the CCA teachers-in-charge. |

Pupils are strongly encouraged to refer to their respective **CCA notice boards** to get the necessary updates on information pertaining to CCA activities.

5. Safety and Security Matters

One of the ways the school ensures the safety of your child/ward 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.

We have also attached the school's road safety policies which was crafted in collaboration with Singapore Police Force (SPF) and Land Transport Authority (LTA) to ensure the safety of all our pupils coming to and leaving the school (refer to Annex 2). We seek your cooperation should you drive your child/ward to and from school.

5.1 Arrival and Dismissal Procedures

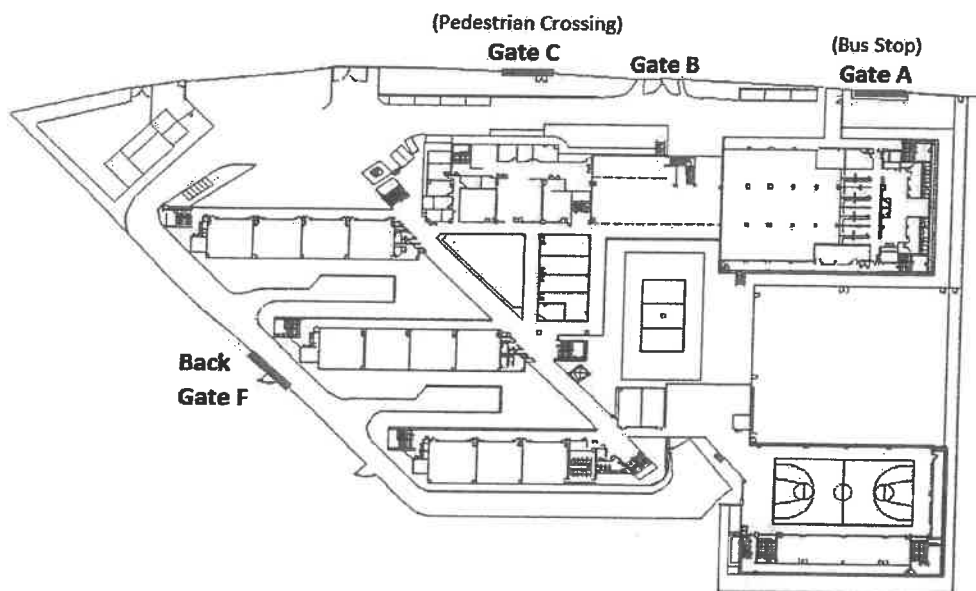
All pupils are to report to school by **7.30 a.m.** and dismiss at **1.30 p.m.** from Monday to Friday, except when your child/ward has remedial, supplementary classes, CCAs or any other school events.

Parents/guardians are not allowed into the school compound when sending or picking up their children/wards. This is to ensure that only staff, authorised personnel and pupils are in the school building. All visitors are to register at the Security Post and then proceed to the General Office.

5.1.1 Arrival (Dry/ Wet Weather)

5.1.1a Pupils are required to report to school by **7.30 a.m.**

Pupils may enter the school through Gates A, C or F (back gate) from 6.45 a.m. to 7.30 a.m.



5.1.1b Pupils arriving at school before 7.10 a.m. are to wait in the canteen until the hall is opened at 7.10 a.m. Once they are in the hall, our Year Heads will be there to supervise them.

5.1.2 Dismissal after School (Dry/ Wet Weather)

5.1.2a Please note the various exit points to the school compound and the respective levels of pupils involved at these points during usual dismissal after school hours (without after-school activities).

5.1.2b Form teachers of P1 pupils will be contacting you to confirm the pick-up locations of your child/ward so that dismissal is smooth.

| Dismissal Locations for P1 to P6 pupils at 1.30 p.m. | | | |
|---|---|--|--|
| Gate | Gate A (Bus-Stop gate along Ang Mo Kio Ave 3) | Gate B & C (Gate facing the Pedestrian Crossing along Ang Mo Kio Ave 3) | Gate F (Back gate facing HDB carpark) |
| Levels | All P3 to P6 Pupils will be dismissed via this gate. | Gate B: P2 pupils only Gate C: P1 pupils only | Only for P1 to P6 pupils using the back gate at dismissal. |
| Pick-up Arrangements | Older Siblings of P1 and P2 pupils are to proceed to Gate C & B respectively to pick up their younger siblings if needed. | Parents/Guardians are to wait along the pathway outside Gate B & C. <i>(During extreme wet weather, parents/guardians will be allowed into the school to wait at the covered area of the school foyer.)</i> | Parents/Guardians are to wait outside Gate F. |

5.1.3 Dismissal after Supplementary/Remedial/Enrichment/CCA/Learning Journey (Dry/ Wet Weather)

Please note the various exit points to the school compound and the respective levels of pupils involved at these points during dismissal after supplementary/remedial/enrichment/CCA/learning journey as shown below:

| Dismissal Locations for P1 to P6 pupils after Supplementary/ Remedial/ Enrichment/ CCA/ Learning Journeys | |
|--|--|
| Gate | Gate C |
| Levels | All pupils will be dismissed via Gate C only. The rest of the gates will be closed, except for Gate A during wet weather. <i>(During extreme wet weather, parents will be allowed into the school to wait at the covered area of the school foyer.)</i> |
| Pick-up Arrangements | Parents are to wait along the pathway outside Gate C. |

5.1.4 Late Arrival for Pick-up

Parents/Guardians who arrive late to pick up their children/wards are to report to the Security Post first to register with the Security Officers before proceeding to the General Office for assistance.

5.1.5 Pupils Taking the School Bus

All pupils taking the school buses home will be attended to by the respective bus drivers (and their assistants, if available) at the designated school bus bay, located at the school carpark in front of Block A. Attendance will be taken before the children board the buses to ensure accurate accounting of children taking the contracted buses.

We would like to seek your cooperation in informing your respective bus driver in advance if your child/ward is not taking the school bus on any particular day due to a valid reason.

5.2 Attendance and Punctuality

In AMKP, we take the attendance of the pupils reporting to school very seriously. Unless your child/ward has taken ill or needs to be excused from school for important private reasons, your child is expected to attend school. Please remind your child to **submit the medical certificate or any other documents to the form teacher the following day after his/her day of absence.**

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 7.30 a.m. every day during school terms as they will need to be present for the singing of the National Anthem and Pledge-taking ceremony. However, pupils are strongly encouraged to be in school by **7.20 a.m.** 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 their parents/guardians will be informed. **We seek your help in ensuring that your child/ward come to school punctually.**

5.3 Visitors to the School

All visitors, including our parents/guardians, entering into the school will need to register with the Security Officer. **Visitors to the school will only be allowed to enter through Gate B** as multiple points of entry into the school by visitors may compromise the security of the school premise and the safety of our pupils; 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.**

5.3.1 Picking up Procedures during Curriculum Time

Parents/Guardians who need to pick up their children/wards during curriculum time due to unforeseen circumstances are to report to the Security Post first to register before proceeding to the General Office for assistance.

5.3.2 Meeting with Staff after School Dismissal

Parents/Guardians who would like to meet our staff after school dismissal to discuss their children/wards or any school matters with the staff are advised to avoid the peak dismissal hours and to report at the security post first before proceeding to the General Office for assistance.

5.4 Pupils Attending School Care Centre (SCCs)

5.4.1 AMKP School Care Centre (SCC) (Operated by AlphaJoy)

Pupils who are attending AlphaJoy will be assembling in the basketball court according to their respective levels. Attendance will be taken by AlphaJoy teachers before being released for their lunch.

Kindly inform the AlphaJoy teacher if your child/ward is absent from school or is unable to attend AlphaJoy on certain days due to valid reasons.

5.4.2 School Care Centres (SCC) operated by External Organisations

The school will centrally group pupils attending SCCs managed by external organisations 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. Conduct

The school rules and expected behaviours can be found in the Pupil's Handbook. Our teachers will be explaining the rules and expected behaviors to your child/ward during the orientation days and reiterating them consistently throughout the year. We hope to work hand in hand with you to instill school values in all our pupils.

7. Proper Usage of Handphones and Electronic Devices

According to the school rules, all pupils are discouraged from bringing handphones 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 handphones. Should there be a need to contact your child/ward during curriculum time, you can call the General Office at 64520794.

If you would like your child/ward to bring his/her handphone to school for communication purpose, you will need to fill in the Handphone Registration Form (refer to Annex 3) and submit to the form teacher **by Monday, 7 January 2019**. Please note that your child/ward is responsible for the safe-keeping and appropriate use of his/her handphone. The school will **not** hold responsibility for any loss of handphones or electronic devices.

Please also note that if your child/ward uses his or her handphone during curriculum time inappropriately, the handphone will be placed under the care of the school temporarily and you will need to come to school to retrieve it from the teacher.

We seek your understanding regarding this matter as we strive to inculcate good social habits and responsible behaviour in your child/ward. We also seek your help to reiterate this message to your child/ward.

8. 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 uniform shop will be as follows:

| Days | Operating Hours |
|--------------------|------------------------|
| Mondays to Fridays | 2.00 p.m. to 3.30 p.m. |

Please take note that the uniform shop will **only** be opened on every Friday from February onwards.

9. Communication Channels

We would like to enhance the two-way communication between parents/guardians and schools so that we can respond to your needs/queries/appreciation in a more efficient and effective manner. We have established the various communication channels that you can use as shown below:

| Modes of Communication Channels Available for Parents/Guardians | |
|---|---|
| Pupil's Handbook | Parents can use the pupil's handbook for writing short messages to teachers. |
| AMKP Office Tel No | 6452 0794 Parents can contact the school for general queries and to make appointments with teachers or school leaders. |
| AMKP Website | www.angmokiopri.moe.edu.sg Parents can visit the school's website for termly 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 | amkps@moe.edu.sg |
| School Leaders' Emails | Mr Chew Mun Wai (Principal) chew_mun_wai@schools.gov.sg |
| | Mrs Zahira (Vice-Principal) zahira_mohamed_sedik@schools.gov.sg |
| | Mr Kyaw Saw Lynn (Vice-Principal) kyaw_saw_lynn@schools.gov.sg |
| Walk in appointments | Do call up the office for walk-in appointment at least one day in advance. |

On behalf of my staff, I would like to extend my deepest appreciation to all our well-wishers who have sent us cards, messages as well as words of appreciation. We are heartened by the affirmation on what we are doing. Please keep them coming.

Warmest regards,

Mr Chew Mun Wai

Principal

2019 TERM 1 CALENDAR OF EVENTS AND ACTIVITIES

| Date | Activity | Levels Concerned | Remarks (Parent to Note) |
|--|--|-------------------------|---|
| Wednesday, 2 January to Friday, 4 January | Orientation Week | All | |
| Monday 7 January | Temperature Taking Exercise | All | |
| Friday 11 January | Commencement of Competitive CCAs | P3 to P6 | Separate Information letters and consent form will be issued to pupils by CCA teachers-in-charge. |
| Monday 14 January | Commencement of All CCAs | P3 to P6 | Separate Information letters and consent form will be issued to pupils by CCA teachers-in-charge. |
| Wednesday 16 January | Road Safety Games | P4 | A separate letter will be issued later to pupils. |
| Saturday 19 January | Parent-Teacher-Meeting | All | A separate letter will be issued later to pupils. |
| Term 1 Week 3 (From 21 January onwards) | Commencement of Remedial and Supplementary Lessons | P2 to P6 | Separate Information letters and consent form will be issued to pupils by form teachers. |
| Wednesday 23 January | Road Safety Games | P4 | A separate letter will be issued later to pupils. |
| Monday 28 January | AMKP Prefect Investiture | P3 to P6 Prefects | |
| Wednesday, 30 January and Thursday, 31 January | Science Learning Journey | P3 | A separate letter will be issued later to pupils. |
| Monday 4 February | Chinese New Year Eve | All | Pupils will be dismissed at 10 am. |
| <i>Tuesday, 5 February and Wednesday, 6 February</i> | <i>Chinese New Year</i> | | <i>Public Holidays</i> |
| Wednesday 13 February | Science Learning Journey | P6 | A separate letter will be issued later to pupils. |

| Date | Activity | Levels Concerned | Remarks (Parent to Note) |
|---|---|------------------|--|
| Friday 15 February | Total Defence Day | All | |
| Tuesday, 19 February, Wednesday, 20 February and Thursday, 21 February | Science Learning Journey (Butterfly Park) | P2 | A separate letter will be issued later to pupils. |
| Wednesday 27 February | Science Learning Journey | P3 | A separate letter will be issued later to pupils. |
| Friday 15 March | Sports Carnival | P3 to P6 | Dismissal is as usual at 1.30 pm. |
| <i>Saturday, 16 March to Sunday, 24 March</i> | <i>School Vacation</i> | <i>P1 to P6</i> | <i>Pupils will only report to school on Monday 25 March.</i> |



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AMKPS/SCH-19/001

2 January 2019

HANDPHONE REGISTRATION FORM

[To be submitted by Monday, 7 January 2019]

To: The Form Teacher

Name of Pupil: _____

Reg No.: _____

Class: Pr _____

Name of Parent/Guardian: _____

Relationship to Pupil: _____

Model and description of handphone:

I have noted that the school will **not** take responsibility for any loss of your child's/ward's handphone.

Parent's/Guardian's signature

Date: _____



ROAD SAFETY OF PUPILS

We would like to seek your cooperation to work with the school in ensuring the safety of our pupils coming to and leaving school. This is especially important as young children may not have the necessary skills required to use roads properly and they do not fully appreciate the possible dangers presented. Their small physique also makes them less visible to motorists.

This letter reiterates the road safety policies of the school:

- a) Reduce vehicle speed and stay alert for pedestrians in the school zone.
- b) Cooperate with traffic marshals to ensure overall safety and smooth traffic flow.
- c) Let your child/ward alight only at the designated drop-off point.
- d) Be advised not to violate traffic rules by driving recklessly or making illegal manoeuvres such as turning into the school from the outer lane(s) of the road.
- e) Do not horn indiscriminately.
- f) Help your child/ward alight from the car on the side nearest to the kerb as quickly as possible.
- g) Reinforce correct road safety behaviour such as using pedestrian crossings, and avoiding jaywalking or using a hand phone while crossing.
- h) Remind your child/ward to practise kerb drill before crossing – “Look right, look left, look right again, ensure all vehicles have stopped, raised your hand high up and cross the road briskly.”

For the safety of everyone, enforcement action will be taken against motorists who violate traffic rules.

We thank all parents/guardians for being the role models for our children.