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AMKP/SCH-22/002

7 January 2022

### **2022 AMKP TERM 1 LETTER – TERM 1**

Dear Parents / Guardians,

Wishing all of you a very Happy New Year!

I would like to extend a warm welcome to our new Primary One and Kindergarten (K1) parents/guardians, as well as our new staff to AMKP and MOE Kindergarten (MK)@AMK which started on 4 Jan 2022 with our first batch of K1 students.

We look forward to another year of journey with you to engage our students 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.

The first letter of the year is usually lengthy as it contains important information for you. In this termly letter, we will be sharing with you on school matters and relevant information with regard to the well-being of your children/wards.

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

We are pleased to inform you that the following staff have joined the AMKP and MK@AMK family.

<b>Name of Staff</b>	<b>Designation</b>
Ms Josline Koh	MK Centre Head
Miss Valerie Chua Ruishan	Head of Department (Mathematics)
Miss Madeleine Tan Lai Mun	Subject Head (Assessment)
Miss Kwek Audrey	Subject Head (Character and Citizenship Education)
Mdm Jamilah Syed Ahamed	Subject Head (Mother Tongue)
Mr Yong Yao Feng	Assistant Year Head (Primary 3)
Mr Abdul Razif	Assistant Year Head (Primary 4)
Miss Maheswari D/O Krishnan Murthy	Teacher
Mr Teo Jason	Teacher
Miss Wu Sufang	Teacher
Ms Aruna Devi d/o Alaguraju	MK Educator

Name of Staff	Designation
Ms Chen Wen An	MK Educator
Mdm Fadhilah Binte Omar	MK Educator
Ms Han Jing	MK Educator
Ms He Jianfei	MK Educator
Ms Liu Yiwen	MK Educator
Mdm Sutiana Binte Kamis	MK Educator
Mr Mohammad Fairus Bin Masjueh	Allied Education (Teaching & Learning)
Mdm Tan Kelu	Student Welfare Officer

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

We have posted the **Term 1 Calendar of Events and Activities** on our school's website. The detailed information with regard to assessments and events will be issued to you at a later date.

We would like you to check with your child/ward on a daily basis for any consent forms/information notes from the school to keep you updated on the school activities pertaining to your child/ward.

## 3. **Attendance and Punctuality**

In AMKP, we take the attendance and punctuality of the students reporting to school very seriously. Unless your child/ward has taken ill or needs to be excused from school for compassionate reasons, your child/ward is expected to attend school. Please remind your child/ward 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 students so that they will grow into responsible young leaders. Therefore, we expect all students to be in school by 7.30 a.m. every day during school term as they will need to be present for the singing of the National Anthem and Pledge-taking ceremony.

**Students who come late (reporting after 7.30 a.m.) to school will be booked for latecoming and issued with a latecoming slip for every incidence of latecoming. Form teachers will contact the parents/guardians to address the matter and as such, we seek your help in ensuring that your child/ward comes to school punctually. Recalcitrant latecoming will affect the overall conduct grade of the students.**

## 4. **School Uniform**

It is important for students to wear the school uniform as this promotes a sense of pride and belonging in our students. **As such, students are to wear the prescribed school uniform and modification to the uniform is not allowed.** Students are required to be in their school uniform every day unless there are P.E. lessons that day.

- a. On days where there are P.E. lessons, all P4 to P6 female students should wear the school's skirt with the P.E. shirt and change into the P.E. shorts only during the P.E. lessons.

- b. On days where there is CCA, all students should bring their CCA attire and shoes to school and change just before their CCA.

Similarly, student name tag is part of our school uniform and serves as a form of student pride and identity. All students must have their name tag affixed to their uniform and PE T-shirt. Please refer to **Annex A** for the correct place to affix the name tags.

## **5. Safe Management Measures (SMM)**

As part of our continuous efforts to ensure a safe environment for our students, we will continue to visually screen and take the temperature of all students as they arrive in school. Students who are unwell will be asked to stay home and rest until the expiry of the medical leave.

Our existing safe management measures (SMM) will continue to be put in place to ensure a safe environment for all students and staff:

- a. Staggered recess and snack break timings: Students are encouraged to pack dry food items such as sandwiches, biscuits, muffins or fruits to be consumed during the snack break.
- b. Wearing of masks at all times except during brief mask breaks, eating and PE lessons.
- c. Designated recess play areas by class
- d. Frequent wipe-down and handwashing
- e. Fixed seating arrangement.

We would also like to urge parents and students to continue practising good hygiene and social responsibility to ensure the safety of everyone. Please ensure that you and your child/ward:

- a. Avoid close contact with people who are unwell;
- b. Observe good personal hygiene;
- c. Practise frequent hand washing with soap;
- d. Wear a mask if you need to leave your house;
- e. Bring your TraceTogether token to school to facilitate contact tracing;
- f. Cover your mouth with a tissue paper when coughing or sneezing, and dispose the soiled tissue paper in the rubbish bin immediately;
- g. Seek medical attention promptly and inform the Form Teacher if you are feeling unwell and only return to school when you are well.
- h. Inform the Form Teacher if your child/ward receives a Health Risk Warning (HRW). Your child/ward will be allowed to come to school with a daily negative ART test result for the entire duration of the HRW.
- i. If your child has taken the COVID-19 vaccination recently, please inform the Form Teacher of the date of the vaccinations so that we can look out for your child/ward's well-being and exempt him/her from strenuous physical activities for 2 weeks after each vaccination.

## 6. Safety and Security Matters

Apart from the SMM, the school ensures the safety of your child/ward by monitoring the flow of human and vehicular traffic in and out of the school. We would like to update you about the arrival and 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 guidelines set by the school *for compliance* by the staff, students, parents and other related stakeholders, including domestic helpers and guardians.

## 7. Arrival and Dismissal Procedures

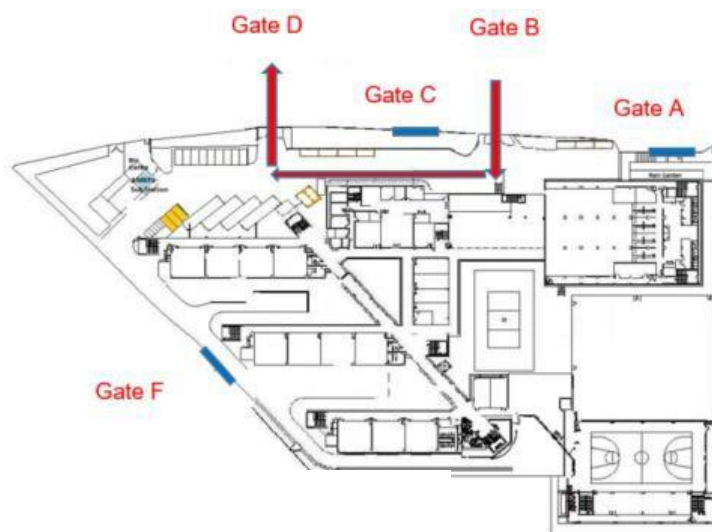
All students are to report to school by 7.30 a.m. punctually and will be dismissed in a staggered manner by 1.35 p.m. We would like to request parents/guardians to send your child/ward to school between 7.00 a.m. and 7.25 a.m. wherever possible, for the school to better manage the arrival, visual screening and temperature taking of our students.

These timings are applicable from Monday to Friday, except when your child/ward has remedial classes, CCAs or any other school events. We would also like to seek your understanding that parents/guardians are not allowed into the school compound when sending or picking up their child/ward. Only the parents/guardians of P1 and P2 students will be allowed into the school compound (foyer area) during dismissal to pick up our young students. These procedures and arrangements will be reviewed periodically.

For parents who are sending or picking up their child/ward using bicycles, we would like to urge you to alight from the bicycles when you are in the vicinity of the school and push the bicycles along the pedestrian walkway to ensure the safety of everyone.

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

- a. **During dry weather**, students may enter the school through Gate A (at Bus Stop) or Gate C (at Traffic Light) from 6.50 a.m. to 7.30 a.m.
- b. **During extreme wet weather**, Gate C will be closed and students may enter the school through Gate A (at Bus Stop) from 6.50 a.m. to 7.30 a.m. Parents' vehicles may enter the school premises via Gate B, make a drop off at the foyer, where staff members will be available to assist, and drive out via Gate D.



### ***Dismissal after School (Dry/ Wet Weather)***

Please note the dismissal timings and venues (without after-school activities).

<b>Time</b>	<b>Level</b>	<b>Venue</b>
1.30 p.m.	P1 and P2*	Foyer
1.30 p.m.	P3 and P4	Bus-stop Gate (Gate A)
1.35 p.m.	P5 and P6	or Back Gate F

\* P1 and P2 parents with children at other levels can fetch them at the foyer.

### ***Dismissal after Remedial/Enrichment/CCA/Learning Journey (Dry/ Wet Weather)***

Please note the exit point of the school compound during dismissal after remedial/enrichment/CCA/learning journey as shown below:

<b>Dismissal Locations for P1 to P6 students <u>after</u> Remedial/ Enrichment/ CCA/ Learning Journeys</b>	
<b>Gate</b>	<b>Gate C (at Traffic Light)</b>
<b>Levels</b>	<b>All students</b> will be dismissed via Gate C (at Traffic Light) only.  The rest of the gates will be closed, except for Gate A (at Bus Stop) 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>

### ***Late Arrival for Pick-up***

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

### ***Students Taking the School Bus***

- All students taking the school buses will be attended to by the respective bus drivers at the designated school bus bay, located at the school carpark in front of Block A.
- Attendance will be taken before the students board the buses to ensure accurate accounting of students taking the 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.**

### ***Picking Up Procedures during Curriculum Time***

Parents/Guardians who need to pick up their child/ward 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.

### **Students Attending Student Care Centre (SCCs)**

#### ***AMKP Student Care Centre (SCC) (Operated by Nascans)***

- a. Students who are attending Nascans will have their attendance taken by Nascans teachers.
- b. **Kindly inform the Nascans teacher if your child/ward is absent from school or is unable to attend Nascans on certain days due to valid reasons.**

#### ***Student Care Centres (SCC) operated by External Organisations***

The school will centrally group students attending SCCs managed by external organisations while awaiting pick-up by personnel from these centres near the General Office. These students can only be dismissed when the personnel from the respective centres arrive to receive them at the Foyer.

### **8. Visitors to the School**

All visitors, including our parents/guardians, entering into the school will need to scan the Safe Entry QR code or token at the Security Post. **Visitors to the school will only be allowed to enter through Gate B (main gate)** as multiple points of entry into the school by visitors may compromise the security of the school premise and the safety of our students; 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.**

### **9. Conduct**

The school rules and expected behaviours can be found in the Student Handbook. Our teachers have explained the rules and expected behaviors to your child/ward during the first week of the school and will be reiterating them consistently throughout the year. We hope to work hand in hand with you to instill school values in all our students.

### **10. Proper Usage of Mobile Phones and Electronic Devices**

According to the school rules, all students are discouraged from bringing mobile phones or electronic devices to school.

- a. 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 mobile phones. Should there be a need to contact your child/ward during curriculum time, you can call the General Office at 6452 0794.
- b. If you would like your child/ward to bring his/her mobile phone to school for communication purpose, you will need to submit a request via the QR code provided below by **14 January 2022 (Friday)**.



- c. If your child/ward brings a mobile phone to school, he/she is responsible and accountable for the safekeeping of his/her mobile phone. He/She must switch off the device during curriculum and CCA time, failing which, the device will be kept in the General Office for collection by the parents. Please note that playing of games on mobile phones and electronic devices is not allowed.
- d. In the event of misuse/abuse of the mobile phone and electronic devices, the school will safekeep the devices for the purpose of investigation. The devices will only be returned to the parents after the investigation.
- e. We seek your understanding regarding this matter as we strive to inculcate good social habits and responsible behaviour in our students. We also seek your help to reiterate this message to your child/ward.

#### **11. Photography and videography during school events**

Please be informed that photographs/videos of students/parents/guardians taken at all school events by the official school photographers may be published over the school's official media platforms (e.g. school newsletters, class newsletters, school documents and school website) and used for briefings, workshops and other educational purposes within MOE. In addition, the school may publish photographs, videos and students' work/achievements together with their names. Please notify the school in writing, by **14 January 2022**, via email to [amkps@moe.edu.sg](mailto:amkps@moe.edu.sg) if you do not wish to grant permission for this.

#### **12. Birthday Celebrations in School**

We seek the understanding and support of all parents/guardians not to bring goodie bags or food items to your child's/ward's classmates. This will prevent any possibility of food allergies and comparisons across students.

#### **13. Bookshop and Uniform Sales**

The bookshop will be opened from 9.00 a.m. to 3.00 p.m. from Monday to Friday. The uniform can also be purchased at the bookshop from Monday to Friday between 1.45 p.m. and 3.00 p.m.



#### 14. Communication Channels

We have established the following communication channels that you can communicate with us so that we can respond to your needs and queries in an efficient and effective manner:

<b>Modes of Communication Channels Available for Parents/Guardians</b>	
Student Handbook	Parents can use the Student Handbook for writing short messages to teachers.
AMKP Office Telephone No.	6452 0794 Parents can contact the school for general queries and to make appointments with teachers or school leaders.
Parents Gateway	Parents can <b>check your Parent Gateway (PG) accounts frequently</b> or turn on the 'notifications' button on the PG app on your mobile devices. Kindly ensure that the PG app is of the latest version so that you can receive the notifications promptly.
AMKP Website	<a href="http://www.angmokiopri.moe.edu.sg">www.angmokiopri.moe.edu.sg</a> Parents can visit the school's website for termly letters and any other additional information.
AMKP Facebook	Parents can follow us on Facebook for timely updates at <a href="https://www.facebook.com/amkp203/">https://www.facebook.com/amkp203/</a> .
Teacher's 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	Mrs Lim Bee Lay (Principal) <b>CHEW_Bee_Lay@schools.gov.sg</b>
	Ms Tan Siew Khim (Vice-Principal, Education) <b>TAN_Siew_Khim@schools.gov.sg</b>
	Mr Kyaw Saw Lynn (Vice-Principal, Education) <b>KYAW_saw_lynn@schools.gov.sg</b>
	Ms Alethea Liew (Vice-Principal, Administration) <b>Alethea_LIEW@schools.gov.sg</b>
Walk-in appointments	Do call up the office for walk-in appointment <b>at least one day in advance.</b>

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!



We look forward to working closely with all of you in 2022 as we work hand in hand to nurture your child/ward to be Confident AMKPIans who are Joyful Learners and Caring Citizens. We wish you a happy 2022 filled with abundant blessings for you and your loved ones.

Warmest regards,



Mrs Lim Bee Lay  
Principal



Mr Kyaw Saw Lynn  
Vice-Principal (Edu)



Ms Tan Siew Khim  
Vice-Principal (Edu)



Ms Alethea Liew  
Vice-Principal (Admin)

**Correct place to affix the name tag on the school uniform and PE T-shirt**

**School Uniform**

Please affix the name tag on the uniform pocket, directly above the school logo as shown in the picture below.



**PE T-Shirt**

Please affix the name tag on the PE T-shirt, directly above the school logo as shown in the pictures below.

