

3 Jan 2017

Dear Parents

Welcome to a new school year! For parents whose children have just joined us in Primary 1 this year, welcome to Springdale Primary School! I hope that you and your family had a meaningful time bonding during the school holidays. We look forward to an exciting year ahead as we continue to work as partners in the development of your child. As the new year begins, I would like to keep you informed of a few important matters.

Movement of Teachers

With the increase in student enrolment, we would like to welcome the following experienced staff who have been posted to our school. They have helmed various levels and programmes in their respective schools previously. We are glad to have them join the Springdale family.

1	Mdm Najihah	School Counsellor
2	Mdm Eunice Liuu	LH/Math
3	Mdm Nor Azila	EL Teacher
4	Mdm Veronica Nah	EL Teacher
5	Mdm Teng YL	EL Teacher
6	Mr Mark Lim	EL Teacher
7	Mdm Michelle Lim	EL Teacher
8	Mdm Nur Hidayati	EL Teacher
9	Mr Charles Ye	EL Teacher
10	Mdm Norsham	EL Teacher
11	Mdm Hazel Cheong	EL Teacher
12	Mr Zulkarnain	EL Teacher
13	Mr Muhd Sufian	EL Teacher
14	Mr Ngeiw CY	CL Teacher
15	Mr Alan Xu	CL Teacher
16	Mdm Subashini	TL Teacher
17	Ms Law MF	PE Teacher

We would also like to thank the following teachers for their contribution in the school and wish them well in their future endeavour as they continue to serve in another school/organisation:

1	Ms Esmeralda	EL Teacher
2	Ms Heng LP	EL Teacher
3	Ms Lim MC	CL Teacher
4	Mr Prem Kumar	TL Teacher

Calendar of School Events/Public Holidays in Term 1

Term 1 of the school calendar spans from 3 Jan 17 to 10 Mar 17. The following are the scheduled events and public/school holidays for Term 1.

Week	Date	Programmes/ Events	Remarks
Week 1	Fri, 6 Jan 17	Temperature-Taking Exercise	<i>P1 students will receive a thermometer from their Form Teachers. All students are reminded to bring their thermometer to school daily.</i>
Week 4	Fri, 27 Jan 17	Chinese New Year Celebration	<i>School Hours is from 7.30 am to 10 am.</i>
Week 5	Mon & Tue, 30 & 31 Jan 17	Chinese New Year School Holiday	<i>All students need not report to school.</i>
	Fri, 3 Feb 17	Start of in-curriculum Enrichment Programme for P1 & P2 students Start of Co-Curricular Activities (CCA) for P3 to P5 students	<i>Please note these programmes are conducted within curriculum time. More details will be shared nearer the date.</i>
Week 6	Thu, 9 Feb 17	Start of after-school Enrichment Programmes for P3 & P4 students	<i>Please note this is optional & conducted after school. More details will be shared soon.</i>
	Sat, 11 Feb 17	Parents' Seminar 1	<i>More details will be shared nearer the date.</i>
Week 7	Sat, 18 Feb 17	Parents' Seminar 2	<i>More details will be shared nearer the date.</i>
Week 9	Fri, 3 Mar 17	Teacher-Parent Conference 1	<i>All students need not report to school. More details will be shared nearer the date.</i>

The school holidays for Term 1 is from 11 Mar 17 to 19 Mar 17. Students will report back to school for Term 2 on **Mon, 20 Mar 17**.

Springdale Primary School

71 Anchorvale Link Singapore 544799

63157600 (O) 63153351 (F)

www.springdalepri.moe.edu.sg

springdale_ps@moe.edu.sg



Primary 3 Gifted Education Programme (GEP) Identification Exercise 2017

The tentative schedule for the two stages of the GEP Identification Exercise 2017 is as follows:

- P3 GEP Screening Exercise – Fri, 23 Aug 17
(English Language and Mathematics)

Shortlisted P3 students are invited to participate in the Selection Exercise.

- P3 GEP Selection Exercise – Thu & Fri, 19 & 20 Oct 17
(English Language, Mathematics and General Ability)

More information with regard to the identification exercise would be given in Term 3.

Canteen

The school is committed to ensuring that the canteen stallholders provide not only good service, but also cater to the nutritional needs of students and that the food sold in the canteen is wholesome and at reasonable prices. The school does monitor the food pricing regularly to ensure it remains affordable for our students. Hence, the stallholders have been advised to sell set meals at **\$1.20 each** and bigger portions at **\$1.50 each**. Do note the portion of food sold is based on stipulated guidelines under the Healthy Meals in School Programme (HMSP) by Health Promotion Board (HPB). We would like parents to help us encourage your child to eat the fruit and vegetables provided in the set meals so that your child is trained from young to eat a balanced diet.

Below are the available stalls:

Food Stall Number	Type of Food Sold
Stall No 1	Cold Drinks and Fruits
Stall No 3	Chinese Noodles (Soup/Dry)
Stall No 5	Chinese Rice
Stall No 6	Malay Cooked Food
Stall No 8	Hot Drinks & Snacks

The school would like to also assure parents that it is aware of the need to have more food stalls to better meet the needs and demands of an expanding student population and as such, advertisements are placed regularly to invite suitable parties to be stallholders in the school canteen.

School Bookshop & Uniform Opening Hours

The operating hours for the school bookshop would be from 9 am to 3 pm daily. For security reasons, parents are only allowed to come in via the **Main Gate** to buy books from **12 pm to 1 pm**.

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MOE Kindergartens

As you would be aware by now, the MOE Kindergarten @ Springdale has begun operation in the new block this year. The following are their school hours:

Morning Session	8 am to 12 pm
Afternoon Session	1 pm to 5 pm

Please note that the Kindergarten has its own Main Gate. As such, parents going to the Kindergarten would need to use that gate instead of the Rear Gate.

Students' Accident Protection Scheme

We have arranged for all our students to be covered with the BasicPlus Plan under the Students' Accident Protection Scheme 2017 which is underwritten by Lonpac Insurance Bhd and administered by AB Lim Pte Ltd. We have attached the BasicPlus Plan for your information.

The school has opted for the basic plan so that parents have the flexibility to pay for enhanced coverage at their own cost by considering other policies available in the market.

Learning Routines and Expectations

In the next few days, your child will receive a letter and the class time-table from the Form Teacher. Please assist to ensure relevant books and files are packed accordingly. If your child is in P2 to P5, you may refer to the Letter to Parents dated 17 Nov 16 on the school website. If your child is in P1, do refer to the packing list in the Orientation Day Package. Please feel free to clarify directly with your child's Form Teacher or Subject Teacher should you have any queries.

The school will also email an Information Booklet for Parents detailing the various subject syllabuses and information before the end of this month.

Guidelines to Lighten Students' School Bags

In view of students' physical well-being, we would like to advise the correct way to carry their school bags. Hence, we need parents to assist with the following:

- ✓ Choose the appropriate type of school bag for your child. Suitable bags are those made of **lightweight material** with few compartments, straps that are adjustable and cushioned. **Trolley bags, with its heavy metal frame, are strongly discouraged.**
- ✓ Inculcate the good habit in your child to bring only what is necessary for the day to school. There is a need to supervise your child when he/she packs his/her bag to ensure that he/she has packed according to the timetable and has avoided bringing unnecessary items to school. Other personal items, if really needed, could be carried in a separate bag to distribute the load.



Updates on Personal Information by Thu, 5 Jan 17

As part of housekeeping, please refer to the attached **Individual Student Details Report for Year 2017** (placed in an envelope) and update changes in **red**, if any. Please indicate the Guardian (Father or Mother) (if it is not already reflected) as the main contact person for school to call or sms in the event of an emergency.

To streamline data, MOE has included medical records of students in the system. As such, we require all parents to update their child's medical records on Page 2 of the report. **A doctor's letter must be attached for any serious illness that prohibits any child from participating in Physical Education lessons or other physical activities.** Please refer to the attached [Annex](#) for the procedure to amend information in the report.

Please **complete and submit the form duly signed along with the relevant documents by Thu, 5 Jan 17** (in the same envelope and sealed). This is especially important in the event of an emergency.

Student Well-Being

We would like to appeal to all parents not to send your child to school if he/she is feeling unwell. Parents can **call the school General Office at 6315 7600 by 7.30 am** to inform us if your child is unable to attend school for any reason. You could also call the school any time from 8 am to 5 pm to update us if you know your child is not well to come to school the next day.

Kindly help to ensure that your child brings along his/her Oral Digital Thermometer (ODT) daily and that it is in working condition. To maintain personal hygiene, please ensure your child has a packet of tissue or wet wipes in his/her bag. We would appreciate it if parents could come to school as soon as possible to bring your child to see a doctor when you are informed by the school that your child is unwell during school hours.

The school encourages **all students to participate in physical education activities like sports and games.** For safety reasons, your child **should not don any form of jewellery**, e.g. chain, ring, bracelet, wrist band, necklace, etc. on him/her.

Informing School of Child's Travel Plans

As part of school practice, we request that you provide the school with travel details if your child is travelling overseas during the holidays. You can visit the school website at <http://www.springdalepri.moe.edu.sg/> for instructions to enter the travel details using our online form.

To familiarise all parents of Primary 1 students with this practice, we would like you to submit your travel plans for the coming Chinese New Year holidays. A nil return is required.

Consent for use of child's photographs or videography by school & MOE

We would like to inform parents that the school would be taking photographs and/or videography of students engaged in various learning activities. The photographs and/or videography may be featured or uploaded by the school or MOE anytime on its school website, slideshows or any other form of publicity materials. We would like to seek your consent for the above usage when your child is with us. Please complete the consent form on the acknowledgement slip.

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Safety and Security

To help the school monitor the traffic situation, please indicate your child's mode of transport to and from school on the acknowledgement slip.

For matters pertaining to safety and security, please take time to read the Letter to Parents dated 30 Dec 16 sent via email and uploaded on the website. We seek your cooperation to help ease the arrival and dismissal of students by following the advisory given.

Communication

We believe that regular and open communication between the school and parents will help us achieve our common aim in providing an enriching educational experience for our students. The school will keep you informed of important matters regularly through letters in **Week 1, 5 and 9** of each term. To promote conservation, henceforth, **we will be sending such letters via email to the guardian** as indicated in the Student Details Report. You can also access these letters via our website (<http://www.springdalepri.moe.edu.sg/>).

You are also welcome to email the teachers on any matter concerning your child. For school-based concerns, you may send your email to the following email address: ***springdale_ps@moe.edu.sg***.

The **Student Handbook** is another means of communication between parents and teachers. You may write short notes in this Handbook addressed to the teacher concerned. Please remind your child to show the teacher the note you have written.

For parents who need to see the teacher, do make an appointment with them before coming to school to ensure they are available. You may write a short note in the Student Handbook requesting for an appointment with the teacher concerned. An appointment letter will be issued to you. Please bring along the letter when you come to meet the teacher. Please also register your name at the security counter and obtain a sticker before **coming to the General Office** to meet with the teacher. Please do not go beyond the General Office when you are in the school. Your cooperation will help us provide a safe and secure environment for all our students.

We strongly discourage students from bringing handphones or any expensive gadgets, e.g. smartwatch, etc. to school. However, should you see the need for your child to bring them, it is his/her responsibility to ensure that they are kept properly. **The school will not be liable for any loss of items.** Students are also not allowed to use their handphones in class or within the school compound. For all school activities outside curriculum hours, consent forms will be issued to keep you informed. Please ensure that you acknowledge the form and return it to the teacher.

We look forward to a good beginning and welcome your partnership in your child's educational journey with us! Wishing you and all at home a great year ahead!

Yours sincerely
Mrs Lee-Koh SC
Principal

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Student Details Report Updating

Steps to Verify & Amend Your Child's Individual Student Details Report

Please verify the information on your child's Individual Student Details Report and **make the necessary amendment, if any, using red ink in the report** and **submit the necessary supporting documents** as listed below.

Personal Details (Page 1)

Amendment Required	Action Required	Supporting Documents Required
1. Child's name	Make the amendment	<ul style="list-style-type: none"> ✓ Change of Name Deed Poll ✓ One of the parents would need to come down to school/General Office to complete and sign the necessary form.

Student Contact Details (Page 1)

Amendment Required	Action Required	Supporting Documents Required
2. Official Address	Make the amendment	<ul style="list-style-type: none"> ✓ Obtain a copy of "Request Form for Updating Students' Official Address" from the Form Teacher & complete the form. ✓ Submit the completed form & a copy of identification certificate (of parents) that reflects the new address to the General Office.
3. Commuter Status	Indicate one of the following commuting status: <ol style="list-style-type: none"> 1. Non-Commuter Does not travel in/out of Singapore everyday 2. Daily Commuter Travel in/out of Singapore <u>everyday</u> 3. Weekly Commuter Travel in/out of Singapore <u>at least once a week</u> 4. Other Commuter Travel in/out of Singapore <u>on a regular basis but not as frequent as indicated in (2)&(3)</u> 	No supporting document required

Amendment Required	Action Required	Supporting Documents Required
4. Email Address	<i>Pls ignore this field</i>	<i>Parents Email is reflected under Family Details</i>
5. Residential Phone No	Make the amendment	No supporting document required
6. Other Phone No	Make the amendment	No supporting document required
7. Residential Type (Official Address)	Tick one box if there is a change to Residential Type.	No supporting document required
8. Ownership of Residence	Tick one box if there is a change to Ownership of Residence.	No supporting document required

Family Details (Page 1)

Amendment Required	Action Required	Supporting Documents Required
9. * Father/ Mother's name <i>*Note: This is the information of the biological father and mother of the child. The information cannot be removed but can be amended should there be supporting document as indicated.</i>	Make the amendment	Submit a copy of adoption document for the child named in the report.
10. ** Change of Guardian (the person indicated with #) <i>** Note: Please note that the Guardian of the child will be receiving SMS (local) & email from school & MOE.</i>	Indicate the new guardian with " #Guardian " if the guardian is transferred from Father to Mother or vice versa. If there is a change of the guardian to other relatives, please provide supporting document to substantiate the decision. Please also indicate the guardian's relationship to the child.	No supporting document required for change between Father and Mother. Supporting document to substantiate the decision for the change of guardian to Others.
11. Father/ Mother's NRIC/ FIN	Make the amendment	Submit a copy of official document indicating the new NRIC/ FIN No

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Amendment Required	Action Required	Supporting Documents Required
12. Father/ Mother's Email address	Make the amendment	No supporting document required
13. Father/ Mother's Occupation	Make the amendment	No supporting document required
14. Residential Phone No, Handphone No, Other Phone No	Make the amendment	No supporting document required

Student Medical Condition (Page 2)

The medical information reflected, if any, is based on the declaration done in 2016 (for Primary 2 to 5 students). Please update the medical condition status if there are changes.

1. Please indicate "No" if the child has no medical condition.
2. Please indicate "Yes" if the child has a medical condition & do provide the precautionary measures to be taken including details of limitations for any activities.
3. Please attach relevant medical information from attending doctor(s) concerning your child/ward for the declared medical condition, where applicable.



Acknowledgement Slip

(Please return this portion to the Form Teacher by **Thu, 5 Jan 17**)

Re: Letter to Parents (3 Jan 17)

I have noted the contents of the Letter to Parents dated **3 Jan 17**.

Consent for use of child's photographs or videography by school & MOE

Please tick (✓) one:

- I allow the school & MOE to feature or upload photographs or videography of my child on its website, slideshows or any other publicity materials in the course of my child's learning at Springdale Primary.
- I do not allow the school & MOE to feature or upload photographs or videography of my child on its website, slideshows or any other publicity materials in the course of my child's learning at Springdale Primary.

Mode of Transport for your child

Please tick (✓) the relevant box:

To School		From School	
<input type="checkbox"/>	By Car (parents)	<input type="checkbox"/>	By Car (parents / private student care bus)
<input type="checkbox"/>	By Public Transport	<input type="checkbox"/>	By Public Transport
<input type="checkbox"/>	By School Bus	<input type="checkbox"/>	By School Bus
<input type="checkbox"/>	Walking (via Rear Gate)	<input type="checkbox"/>	Walking (via Rear Gate)
<input type="checkbox"/>	Walking (via Front Gate)	<input type="checkbox"/>	Walking (via Front Gate)
<input type="checkbox"/>		<input type="checkbox"/>	Going to YMCA Student Care Centre

Name of Child: _____

Class: _____

Name of Parent: _____

Signature: _____

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