

5 January 2021

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 Staff

We would like to welcome the following staff who have been posted to our Springdale family.

No	Name of Staff	Appointment
1	Mdm Lim Li Jun	Corporate Support Officer
2	Miss Chen Shihui	Chinese Teacher
3	Miss Noor Ezaida Binte Abdul Rahman	Art Teacher
4	Miss Siti Norliana Bte Othman	Malay Teacher
5	Miss Hngoi Zi Xin	School Counsellor

Calendar of School Events/Public Holidays in Term 1

Term 1 of the school calendar spans from 5 Jan 21 (Week 1) to 12 Mar 21 (Week 10). The following are the scheduled events and public/school holidays for Term 1.

Week	Date	Programmes/ Events	Remarks
Week 3	Tue, 19 Jan 21	Photo-Taking for P1 & P6 Students for School Smart Cards (SSC)	Details are found on the next page.
Week 6	Thu, 11 Feb 21	Chinese New Year Celebration	School Hours is from 7.30 am to 10 am.
	Fri-Mon, 12-15 Feb 21	Chinese New Year Public and School Holiday	All students need not report to school.

The school holidays for Term 1 is from 13 Mar 21 to 21 Mar 21. Students will report back to school for Term 2 on Mon, 22 Mar 21.

Photo-Taking for P1 & P6 Students for the School Smart Cards (SSC)

MOE will be conducting a photo-taking exercise for all P1 and P6 students for the issuance of the School Smart Card (SSC) on Tue, 19 Jan 21 in the school. Please ensure that your child come to school in school uniform on that day. The SSC will be used throughout your child's education years in the school.

While P1 students will get their SSC through their Form Teachers by end Mar 21, the photo-images captured for P6 students will be used for the printing of Secondary SSC when they are promoted to Secondary 1 in 2022.

Primary 3 Gifted Education Programme (GEP) Identification Exercise 2021

The tentative schedule for the two stages of the GEP Identification Exercise 2021 is given below:

- P3 GEP Screening Exercise – Wed, 18 Aug 21
(English Language and Mathematics)

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

- P3 GEP Selection Exercise – Tue & Wed, 19 & 20 Oct 21
(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.

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 Cooked Food
Stall No 6	Malay Rice Cooked Food
Stall No 7	Chicken Rice
Stall No 8	Hot Drinks & Snacks

For the set meals sold at Stall 3, 5, 6 and 7, these are available at \$1.20, \$1.50 and \$1.80 per set for small, medium and large portion respectively to cater to and meet the nutritional needs and appetite of both lower and upper primary students. Do note the type and portion of food sold is based on stipulated guidelines under the Healthy Meals in School Programme (HMSP) by Health Promotion Board (HPB). We would also 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.

School Recess

Please also note the following recess time for the respective levels:

Level	Timing
Primary 1	8.30am – 9am
Primary 2	9am – 9.30am
Primary 3	9.30am – 10am
Primary 4	10am – 10.30am
Primary 5	10.30am – 11am
Primary 6	11am – 11.30am

Snack Break

To enhance the well-being of our students, a snack break in class is given daily so that students can have a small bite to tide them over the school day. Do take note that it is not a must for students to eat during this break as some do not require it. Only dry snacks such as biscuits, sandwiches or fruits are allowed to be consumed in class during this snack break and students are not allowed to go to the canteen to buy food. Kindly refrain from packing wet food items for your child to consume in class as it will be difficult for them to eat or manage in class and the food may also not last or remain fresh for consumption after a few hours.

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More importantly, please discourage your child from consuming unhealthy or junk food such as chips, chocolates and sweets. Eating healthily at a young age will go a long way in cultivating healthy lifestyle when they reach adulthood. To provide parents with some suggestions as to what constitute healthy meals and snacks, please refer to the following Ministry of Health (MOH) link:

<https://www.healthhub.sg/programmes/55/my-healthy-plate>

In order to teach our students to be independent and to plan ahead, they could pack their light snacks from home and purchase healthy meals from the canteen during recess. We urge parents to refrain from bringing food for your child for recess or snack breaks unless he/she has special dietary requirements.

Sale of Books & Uniform – School Bookshop Operating Hours

The school bookshop is opened from 8.30 am to 3 pm on a normal school day and will be closed from 12 pm to 2 pm. If parents wish to make purchases for your child at the bookshop, we seek parents' cooperation to do so after 2pm as the bookshop will be serving and attending to students in the morning.

Please be advised that the sale of school uniform at the school bookshop will commence in Feb 2021. In the interim, we seek the assistance and understanding of parents to visit the retail outlet of our uniform vendor (Shanghai School Uniforms Pte Ltd) if you need to buy uniform for your child. For more details, please visit the vendor's web page at <https://shanghai-uniforms.com>.

Personal Accident Insurance for Students

All our students are covered with a Personal Accident Insurance Plan which is underwritten by NTUC Income. To find out more about this personal accident insurance plan, please refer to the following link:

<https://www.income.com.sg/group-personal-accident-for-students>

In the event that you need to make an accident insurance claim for your child, you are strongly encouraged to submit the claim to NTUC Income online to avoid any delay in processing by using the following link:

<http://studentgpa.incomegroupins.com.sg/>

Punctuality

Students who are not present at the designated assembly point at 7.30 am will be considered late for school and will have their names and classes noted by the school personnel on duty at the Foyer.

For the safety & well-being of your child, parents are advised to know the daily afternoon programme & dismissal time of your child. Parents are also advised to educate your child not to take free rides or any gifts from any strangers if he or she is going home alone.

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School Bus

For students taking the school bus in the morning, we would like to appeal to parents to go to the pick-up point early as the bus driver will not be able to wait at the designated pick-up points. Due to the uncertainty in traffic conditions in the morning, we also request for your understanding should the driver be late. If your child is not taking the school bus on any particular day, please assist to inform the bus driver and the staff in the General Office in advance.

Arrival and Dismissal Arrangement

Arrival

If your child is walking to school, he or she may enter the school via the Main or Rear Gate. The school gate opening hours during term time are as follows:

Session	Main Gate	Rear Gate	
Morning	6.30 am to 7.00 pm	6.45 am to 7.30 am	
Afternoon		Mon, Wed & Fri	1.30 pm to 2 pm
		Tue & Thurs	1.05 pm to 1.35 pm

We would like to request parents to send your child to school only after 7.00 am and also ensure that the child always has a book at hand to occupy him/her while waiting for class to start at 7.30 am.

If you are driving, you are only allowed to enter via the Main Gate to drop off your child at the Foyer before 7.30 am. For safety reason, please always alight your child nearest to the kerb at the Foyer. Once you have dropped your child off safely, please drive off as soon as it is safe to do so to make way for the other vehicles behind. We seek parents' cooperation to adhere to all requests and instructions given by our Security Officers or duty personnel stationed in the school compound to ensure safety and smooth traffic flow.

Dismissal

If you are coming to school to pick up your child during normal dismissal at 1.30 pm on Monday, Wednesday and Friday and at 1.05 pm on Tuesday and Thursday, please take note of the following:

- The Main Gate will be used for dismissal of all levels. Only P1 & P2 parents are allowed to walk into the school via the Main Gate to pick up your child at the Foyer. Parents of all other levels (P3 to P6) are requested to wait for your child outside the Main Gate.
- The Rear Gate will be used for dismissal of P3 to P6 students. Parents are not allowed to enter the Rear Gate to pick up your child and are requested to wait outside the Rear Gate for your child.
- To ease the congestion at the Foyer during dismissal, the school would like to seek P1 & P2 parents' assistance and understanding to send only one caregiver to pick up your child at the Foyer.

We would also like to remind all parents the following:

- For P1 & P2 parents picking your child at the Foyer, please wait for your child's class to be called out before moving forward. Do note that the Main Gate will only be opened about 5 minutes before school dismissal time to allow P1 & P2 parents to enter the school. Once you have picked your child at the Foyer, please move off immediately to make space for the other parents or children.
- If your P1 or P2 child has an older sibling in the school, please inform your older child to go to the Foyer to look for the younger one before leaving the school.

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- For parents with more than one child in P3 to P6, please remember to remind the older sibling to look or wait for the younger one(s) at an agreed waiting area in school before leaving via the Main or Rear Gate.
- For parents picking your child at the Rear Gate, please do not stand or sit on the steps of the overhead bridge while waiting for your child.
- For the safety of everyone, parents are reminded not to park your vehicle illegally in the school as well as at the nearby HDB estates when they are here for drop-off or pick-up. At all times, parking is not allowed in the school and parents are advised to park at any of the nearby public car parks.
- Parents are not allowed to park or wait in the vehicle at the Foyer for safety and security reasons. Please note that the red parking lots in the school are for season parking and these are strictly reserved for use by authorized school personnel only.

Picking your child before School Dismissal

If you need to pick your child from school before the official dismissal time, please come to the General Office to complete the early dismissal form after producing your personal ID for verification & obtaining a visitor pass from our security personnel. For the safety and well-being of your child, please arrange for a family member, relative or someone whom your child is familiar with to pick your child from school if you are unable to do so personally. This person will also be required to complete the early dismissal form and present his or her personal identity document for verification before entry is allowed.

Consent for Use of Child's Photographs or Videos by School & MOE

We would like to inform parents that the school will be taking photographs and/or videos of students engaged in various learning activities. The photographs and/or videos may be featured or uploaded by the school anytime on its school website, slideshows or any other form of publicity materials and platforms. No action is required from you if you allow the use of your child's photographs or videos by School & MOE for such purposes. However, if you have concerns, please let us know via your child's form teachers.

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. Please feel free to clarify directly with your child's Form Teachers or Subject Teacher should you have any queries.

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 to inform us if your child is unable to attend school for any reason.

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 if you have been informed that your child is unwell during school hours.

Nurturing Independent & Responsible Children

To help our children become self-reliant and take responsibility for their belongings and learning, please do not deliver any forgotten items to school or request for teachers to provide daily updates to parents on the homework assigned to students, class activities and administrative information. Our students need to learn to pack their bags, bring the required items to school and take responsibility for their learning.

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 children. The school will keep you informed of important matters regularly through school letters throughout the term. To promote conservation, we will be sending such letters via Parents Gateway. 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 the 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. 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.

To ensure work-life harmony for our teachers, please contact our teachers only on weekdays between 7.30 am and 5 pm during term time. Our teachers will respond to you when they are available. If the queries or requests made during working hours are urgent, parents should contact the school's General Office for assistance.

We strongly discourage students from bringing mobile phones 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 such items. Students are also not allowed to use their mobile phones in class or within the school compound. If your child needs to contact you during recess or after dismissal, he or she may do so using the public phones located in the school canteen.

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
Mdm Neo Lay Wah
Principal

