

2 January 2018

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

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

1	Mdm Kiu Kwee Fern	CL Teacher
2	Mdm Tian Guiqi	CL Teacher
3	Miss Nurul Hidana Ahmad	ML Teacher
4	Mdm Abidah Bibi Bte K A Marikar	ML Teacher
5	Mrs Susan Teo-Lim Ah Gek	Art Teacher
6	Miss Michelle Tiah	PE Teacher
7	Mr Saravanan Vaithilingam	EL Teacher
8	Miss Shereen Seah	EL Teacher
9	Mr Raymond Chan	EL Teacher
10	Miss Lee Peiyi, Pearly	EL Teacher
11	Miss Jennifer Tang	EL Teacher
12	Ms Erika Yap	EL Teacher
13	Mdm Nurfarhana Eriza	EL Teacher
14	Miss Lalithambigai	EL Teacher
15	Ms Tan Yee Hui	EL Teacher
16	Mdm Siti Norlizah Bte Ibrahim	EL Teacher
17	Mdm Lee Tze Hui	EL Teacher
18	Mr Ang Yong Peng	EL Teacher
19	Mdm Seah Lay Yin	ICT Executive

We also have a few NIE trainees joining us in Term 1. They are:

1	Miss Hsu Chen	CL Teacher
2	Mdm Jassela	TL Teacher
3	Miss Ong Shi Hui	EL Teacher
4	Mr Peh Sheng Kang	EL Teacher

We would also like to thank **Mdm Jayanthi Retnam**, our Vice-Principal (Academic), for her last 4 years of contribution to the school and wish her the very best in her future endeavour.

Calendar of School Events/Public Holidays in Term 1

Term 1 of the school calendar spans from 2 Jan 18 to 9 Mar 18. The following are the scheduled events and public/school holidays for Term 1.

Week	Date	Programmes/ Events	Remarks
Week 1	Fri, 5 Jan 18	Temperature-Taking Exercise	P1 students will receive a thermometer from their Form Teachers. All students are reminded to bring their thermometer to school daily.
Week 3	Fri, 19 Jan 18	Start of in-curriculum Co-Curricular Activities (CCA) for P3 to P6 students	Please note these programmes are conducted within curriculum time. More details will be shared nearer the date.
		P1 & P2 Parents' Meeting cum Seminar	More details will be shared nearer the date.
Week 4	Mon, 22 Jan 18	Start of after-school CCA (selected students only)	Please note that separate letters will be issued to selected students only by respective CCA Teachers.
	Mon, 22 Jan 18 to Mon, 29 Jan 18	Annual Health Check for all students & Immunisation for P1 & P5 students only	More details will be shared in the Letter to Parents on the Annual Health Check.
	Fri, 26 Jan 18	P3 & P4 Parents' Meeting cum Seminar	More details will be shared nearer the date.
Week 5	Thu, 1 Feb 18	Start of after-school Enrichment Programmes for P3 & P4 students	Please note this is optional & conducted after school. More details will be shared soon.
	Fri, 2 Feb 18	Start of in-curriculum Enrichment Programme for P1 & P2 students	More details will be shared nearer the date.
		P5 & P6 Parents' Meeting cum Seminar	More details will be shared nearer the date.
Week 7	Thu, 15 Feb 18	Chinese New Year Celebration	School Hours is from 7.30 am to 10 am.
Week 8	Mon, 19 Feb 18	Chinese New Year School Holiday	All students need not report to school.

The school holidays for Term 1 is from 10 Mar 18 to 18 Mar 18. Students will report back to school for Term 2 on **Mon, 19 Mar 18**.

Springdale Primary School

71 Anchorvale Link Singapore 544799

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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 **Wed, 17 Jan 18** in the school. Please ensure that your child come to school in school uniform on that day. The teachers will be present during the photo-taking session to assist in ensuring the students' hair is neatly combed as 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 18, the photo-images captured for P6 students will be used for the printing of Secondary SSC when they are promoted to Secondary 1 in 2019.

Primary 3 Gifted Education Programme (GEP) Identification Exercise 2018

The tentative schedule for the two stages of the GEP Identification Exercise 2018 is given below:

- P3 GEP Screening Exercise – Fri, 24 Aug 18
(English Language and Mathematics)

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

- P3 GEP Selection Exercise – Tue & Wed, 16 & 17 Oct 18
(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. Below are the available stalls:

Food Stall Number	Type of Food Sold
Stall No 1	Cold Drinks and Fruits
Stall No 2	Malay Noodles (Soup/Dry)
Stall No 3	Chinese Noodles (Soup/Dry)
Stall No 5	Chinese Rice Cooked Food
Stall No 6	Malay Rice
Stall No 8	Hot Drinks & Snacks

For the set meals sold at Stall 2, 3, 5 and 6, 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 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.

Snack Break @ 12 noon

To enhance the well-being of our students, a snack break in class is given daily so that they 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 be allowed to go to the canteen to buy food. Kindly refrain from packing wet food items for your child to consume 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.

More importantly, please discourage your child from consuming unhealthy or junk food such as chips, chocolates and sweets. Simple yet easy to eat snacks such as fruits, biscuits and bread with healthier choice symbols will serve the students' needs well. 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 click on 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.

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**.

Personal Accident Insurance for Students

As the safety and well-being of every child is foremost in the heart of the school, MOE has arranged for all our students to be covered with a Personal Accident Insurance Plan which is underwritten by NTUC Income. We have attached the details of the plan for your information as per the attached "Product Fact Sheet".

In order for parents to have the flexibility to decide on the coverage that best meet their child's needs, you may consider the policies available in the market and pay for enhanced coverage at your own cost.

Safety and Security

For matters pertaining to safety and security, please take time to read the Letter to Parents dated 29 Dec 17 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.

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

We would like to inform parents that the school will 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 anytime on its school website, slideshows, class albums or any other form of publicity materials. We would like to seek your consent for the above usage for the duration of your child's studies in the school. Please complete the consent form on the acknowledgement slip.

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 P6, you may refer to the Letter to Parents dated 16 Nov 17 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.

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

The school encourages **all students to participate in physical education 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.

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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 at any time. You will receive further instruction on how to submit your child's travel details using our online form prior to Chinese New Year holidays.

It is compulsory for parents of Primary 1 students to submit your child's travel plans for all the Term holidays as well as the coming Chinese New Year holidays. A nil return is required.

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 such 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 names 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.

To ensure work-life harmony for our teachers, **please contact our teachers only during weekdays between 7.30 am and 6 pm**. We seek your understanding that teachers are unable to respond to your queries during school hours (as they may be teaching), weekends and school holidays. Our teachers will do their best to respond to your queries on the next working day if they were not contactable or unable to access their email promptly during the day or if the queries or requests were made beyond the stipulated hours. If the queries or requests made during working hours were 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 items.** Students are also not allowed to use their mobile phones 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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Reply Slip

*(Please return this portion to the Form Teacher by **Thu, 4 Jan 18**)*

Re: Consent for Use of Child’s Photographs or Videography by School & MOE

Full Name of Child (as of Birth Certificate): _____

Child’s BC/ FIN Number: T/G _____ Class in 2018: _____

Year of Admission to Springdale Primary School*: 2013 / 2014 / 2015 / 2016 / 2017 / 2018

*Delete those not applicable

Please tick (✓) one:

I allow the school & MOE to feature or upload photographs or videography of my child on its website, slideshows, class albums 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, class albums or any other publicity materials in the course of my child’s learning at Springdale Primary. As such, I am aware that my child will not be featured in any of the class photograph albums.

Name of Parent: _____ Contact No: _____

Signature of Parent: _____ Date: _____

