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Woodlands Primary School

Reference: 07 / 2018

4 January 2018

Dear Parents and Guardians,

We hope you had quality time bonding with your children over the school holidays. On behalf of the school, we would like to wish you and your family a very Happy New Year. The school is excited to welcome your children back to start a new school year together, and we look forward to the continued partnership with you in the development of your children.

SCHOOL STRUCTURE IN 2018

2 There are several changes to the school structure that has been made in 2018. Please note the schedule and timing of the school and its various programmes.

3 Reporting and Dismissal Time

All pupils are expected to be in school by 7.30 a.m. for our flag raising assembly and formal lessons will commence at 7.45 a.m. **All levels will be dismissed at 1.30 p.m. daily.**

4 Meal Break for Pupils

The school has introduced a short meal break since 2015 to allow pupils to have a short break before recess/dismissal. This is to cater to pupils who come to school without breakfast and those who may be hungry before dismissal. Pupils are encouraged to bring their own healthy snacks e.g. buns, fruits for consumption in class during the meal breaks.

Level	Meal Breaks (in addition to recess)
P2, P3, P5	8.30 a.m.
P1, P4, P6	11.30 a.m.

5 Lunch Break for Pupils

The school has also factored a lunch break in the timetable for pupils involved in after school activities. The canteen vendors will continue to operate from 1.30 p.m. to 2.15 p.m. Pupils can have their lunch in the canteen before attending lessons/activities planned for them after curriculum hours.

6 Co-Curricular Activities (CCA)

CCA will be held either on Monday, Tuesday or Thursday from 2.15 p.m., with some sports CCAs starting in the late afternoon. The detailed CCA schedule will be announced by the respective CCA teachers-in-charge in January 2018.

7 Remedial Lessons

Remedial lessons will be conducted either on Wednesday or Friday from 2.15 p.m. to 3.45 p.m. Pupils who need additional support in their learning will be identified by the teachers in January 2018. We will inform you of the details if your child/ward is attending the remedial lessons.

8 P5 and P6 Higher Mother Tongue Languages (HMT)

P5 & P6 HMT lessons will be held on Monday from 2.15 p.m. to 4.15 p.m. These lesson are compulsory for every pupils who has opted for Higher Mother Tongue in 2018.

9 **School Structure Overview**

Programmes	Day(s)	Start Time	End Time	Pupils Involved
Curriculum Time	Mon to Fri	7.30 a.m.	1.30 p.m.	All pupils
Lunch Time	Mon to Fri	1.30 p.m.	2.15 p.m.	Pupils who are staying back for after-school programmes
Higher MTL Lessons	Mon	2.15 p.m.	4.15 p.m.	P5 & P6 pupils who are taking Higher MTL
CCA	Mon to Fri	2.15 p.m.	3.45 p.m.	CCA pupils Schedule may differ for Sports CCA
Remedial Lessons	Wed / Fri	2.15 p.m.	3.45 p.m.	Selected pupils

DISMISSAL ARRANGEMENT IN 2018

10 In our effort to ensure safety and smooth movement of pupils, we would like to remind parents and pupils on the following dismissal arrangement:

Primary 1

All P1 parents are allowed to enter the school via Gate F (opposite HDB block 896B) from 1.25 p.m. Pupils will be dismissed at the Basketball Court located at the Indoor Sports Hall. Pupils who are not fetched by their parents by 1.35 p.m. will be taken to the main foyer beside the General Office. Parents will have to enter the school through Gate B (main gate) to fetch their children if they are late.

Primary 2 to 6

All P2 to P6 pupils will be dismissed at the gate where they have made arrangements to be picked up, i.e. Gate B, D and F. Parents should wait for their children at the gate.

SEMESTER 1 CALENDAR

11 The main events for the semester have been summarised in the attached school calendar for your reference. Please use this calendar as a guide. We seek your understanding that there may be changes as we progress in the course of the year and we will keep you updated of the changes accordingly.

TEMPERATURE TAKING EXERCISE – FRIDAY, 5 JANUARY 2018

12 As part of the school's efforts in ensuring preparedness for any health-related crisis like flu pandemic, the school will be conducting a temperature-taking exercise on Friday, 5 Jan 2018.

13 All P2 to P6 pupils are required to bring their personal Oral Digital Thermometers (ODT) to school for the exercise. P1 pupils will receive their new ODT from their Form Teachers.

MEET-THE-PARENTS SESSIONS

14 In our on-going efforts to engage you in partnership in your child's/ward's education, we will be having a series of Meet-The-Parents Sessions in Term 1. These sessions aim to provide you with key information on your child's/ward's schooling matters and programmes. Time will also be dedicated for the Form and Co-Form Teachers to speak to you as a class during the sessions.

Levels	Day / Date	Time
P5 & P6	Friday, 12 Jan 2018	5.00 p.m. – 7.00 p.m.
P3 & P4	Friday, 19 Jan 2018	
P1 & P2	Friday, 26 Jan 2018	

15 You are strongly encouraged to attend these sessions. Please indicate if you will be attending on the attached reply slip and return it to your child's/ward's Form Teacher by Monday, 8 Jan 2018.

UPDATING OF PUPIL'S PARTICULARS AND MEDICAL RECORDS

16 We have enclosed the following documents for your verification and completion:

- Individual Student Details Report 2018 (Pre-printed with information)
- Getting to know your child Form

17 This is a yearly exercise to capture up-to-date information of our pupils. Please verify and complete the forms using blue/red pen and submit them to your child's/ward's Form Teacher by Monday, 8 Jan 2018.

PRIMARY 1 – ONLINE CONSENT FOR IMMUNISATION AND DENTAL SERVICES

18 The Health Promotion Board (HPB) provides free health services such as health screening, immunisation and dental checks in school.

19 All P1 parents are required to give consent via online portal <http://childconsent.hpb.gov.sg> or scan the QR code in the previously distributed HPB's letter for their children to receive the services by Monday, 15 Jan 2018, if you have not done so.

SAFETY AND SECURITY

20 In our efforts to ensure the safety and security of our pupils, we would like to seek the cooperation of parents/guardians on the following measures:

- School gates opening times

Gate	Monday to Friday	
B (main entrance)	6.30 am – 5.30 pm	
F (opp Blk 896B)	6.45 am – 7.35 am	
	1.35 pm – 2.00 pm	
D (next to bus stop)	Monday	Tuesday to Friday
	6.45 am – 7.35 am	
	1.25 pm – 2.00 pm	1.25 pm – 2.00 pm
	3.45 pm – 4.30 pm	3.45 pm – 4.15 pm

- All visitors, including parents/guardians, are to report to the Security Guard Post at Gate B (main entrance) before proceeding to the General Office.
- Parents/Guardians are discouraged from purchasing food/items from the canteen/bookshop for your child/ward. This is also to encourage pupils to learn to be independent and purchase these items themselves.
- Parents/Guardians are discouraged from delivering your child's/ward's personal items (e.g. pocket money, books, stationery, food). Pupils should learn to remember to bring the necessary items to school.
- Parents/Guardians are only allowed in the school premises if you:
 - a) need to fetch you child/ward home early (before dismissal);
 - b) have an appointment with the school leaders or teachers;
 - c) need to make an enquiry or process administrative matters at the General Office.

TRAFFIC MANAGEMENT PLAN

21 The safety and security of our pupils are our top priority. We have put in place measures to make sure that the school is safe and secure for our pupils. We would like to remind parents/guardians to drive safely at all times within the school compound and along Woodlands Drive 50. We seek your cooperation to adhere to the instructions given by our staff, security guards and parent volunteers on duty.

22 We have designated three drop off areas for you to alight your child safely:

- In school at the main foyer
- Opposite Gate B (along service road beside block 893A)
- Opposite Gate F (along service road beside block 896B)

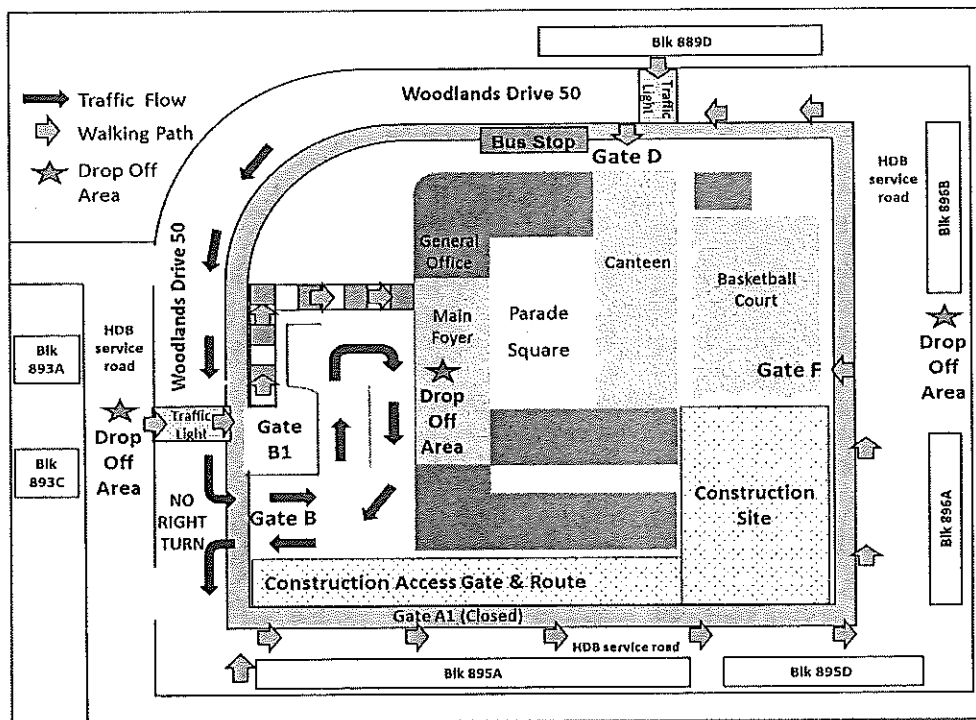
For the safety of the pupils, we appeal to you to refrain from dropping off or picking up your child along Woodlands Drive 50. There is on-going construction at the main gate (Gate B) and hoarding has been done to minimize disruption during peak hours. We appeal to parents to exercise caution as you exit from the main gate. The construction work is projected to end by mid-January 2018.

23 To facilitate a smooth traffic flow in the school carpark, we appeal to parents who drive into the school to observe the following rules during peak periods:

- All vehicles to turn left into the school, i.e. no right turn from the opposite direction of Woodlands Drive 50
- All vehicles to turn left when exiting the school
- 15 km/h speed limit within the school carpark
- No waiting at the drop off area (main foyer)
- The “left turn only” rule applies during the following peak periods:

Monday to Friday
6.45 am – 7.30 am
1.30 pm – 2.15 pm
3.45 pm – 4.15 pm

24 Please refer to the traffic flow diagram below for the location of the drop off area and direction of vehicular flow into the school.



STUDENT PROTECTION PLAN 2018

25 The school has provided a Student Protection Plan, under NTUC Income Insurance Co-operative Ltd to insure your child/ward against accidents related to school activities, CCAs, sports as well as travelling to and from school. Please refer to the attached fact sheet for more details.

SCHOOL SERVICE PROVIDERS

26 We would like to highlight the following operating details of our service providers:

Bus Operator	JK59 Transport Pte Ltd <i>Tel: 6465 5959</i>	Day	1st Pick Up	2nd Pick Up
		Mon	1.30 pm	4.15 pm
		Tue to Fri	1.30pm	4.00 pm
Bookshop	Pacific Bookstores Pte Ltd <i>Tel: 6362 5367</i>	Mon	Tue – Fri	
		8.30 am – 3.00 pm	8.30 am – 4.00 pm	
Uniform	Sowell Garment Pte Ltd <i>Tel: 6253 1063, 6255 2938</i>	Operating Dates	Time	
		1st Thursday of every month 2 nd to 5 th January 1 st February 1 st March 5 th April 3 rd May 5 th July 2 nd August 13 th September 4 th October 1 st November	8.30 am – 4.00 pm	

27 We encourage pupils to make purchases on their own. If you wish to make purchases on behalf of your children, you may do so only from Monday to Friday 12.00 noon to 1.00 pm and Tuesday to Friday 2.30 p.m. to 4.00 p.m.

28 Thank you and wishing you and your family a great year ahead.

Yours sincerely



Winnie Tan (Ms)
Principal

**WOODLANDS PRIMARY SCHOOL
CALENDAR OF EVENTS FOR PARENTS**

Term 1 – Tue, 2 Jan to Sat, 10 Mar 2018		
Week	Date	School / Level Events
Week 1 (2 – 6 Jan)	Fri, 5 Jan	Temperature Taking Exercise
Week 2 (8 – 13 Jan)	Mon, 8 Jan	Commencement of P5 & P6 Higher Mother Tongue Lessons: Mon, 2.15 p.m. to 4.15 p.m.
	Fri, 12 Jan	P5 & P6 Meet-The-Parents Session; 5.00 – 7.00 pm
Week 3 (15 – 20 Jan)	#	Commencement of: Co-Curricular Activities P4 to P6 Remedial Lessons for selected pupils. Commencement of P3 Conversational Chinese and Malay Programme Commencement of SDR & RRP
	Fri, 19 Jan	P3 & P4 Meet-The-Parents Session; 5.00 – 7.00 pm
Week 4 (22 – 27 Jan)	Fri, 26 Jan	P1 & P2 Meet-The-Parents Session; 5.00 – 7.00 pm
Week 5 (29 Jan – 3 Feb)	Wed, 31 Jan	P4 Field-based Learning Journey to Chinatown
Week 6 (5 – 10 Feb)	#	Commencement of P3 Remedial Lessons for Selected Pupils
	#	Commencement of P3 Conversational Chinese and Malay Programme
Week 7 (12 – 17 Feb)	Thurs, 15 Feb	Chinese New Year cum Total Defence Day Celebration <i>All pupils report to school from 7.30 a.m. to 9.45 a.m. (P1) / 7.30 a.m. to 10.00 a.m. (P2 to P6)</i>
	Fri, 16 Feb	Public Holiday: Chinese New Year
	Sat, 17 Feb	Public Holiday: Chinese New Year
Week 8 (19 – 24 Feb)	Mon, 19 Feb	School Holiday in-lieu of Chinese New Year
	Wed – Fri 21 – 23 Feb	P6 CA
Week 9 (26 Feb – 3 Mar)	Mon to Wed 26 - 28 Feb	P5 Camp @MOE Outdoor Adventure Learning Centre, Dairy Farm
	Mon – Tues 26 – 27 Feb	P6 CA
	Sat, 3 Mar	EL Parents Workshop (P6)
Week 10 (5 Mar – 10 Mar)	Wed to Fri 7 to 9 Mar	P4 Learning Journey to Singapore River

Term 1 School Holidays – Mon, 12 Mar to Sun, 18 Mar 2018

12 to 13 Mar	Mon, Tues	P4 Overseas Learning Journey to Johor, Malaysia
12 to 13 Mar	Mon, Tues	P6 Remedial Lessons for Selected Pupils
12 Mar	Mon	P3 Learning Journey to Zoo
13 Mar	Tue	P3 MTL Cultural Camp
14 Mar	Wed	P3 Windows Movie Maker Workshop (opt-in basis)

Term 2 – Mon, 19 Mar to Fri, 25 May 2018		
Week	Date	School / Level Events
Week 1 (19 – 24 Mar)	Tue, 20 Mar	Commencement of P3 Conversational Chinese and Malay Programme (2.15 – 3.45 p.m.)
	Tue – Fri (19 – 23 Mar)	P2 Field-based Learning Journey to Butterfly Park (Classes will be rostered to go out on one day)
	Wed, 21 Mar	P6 E-Oral Practice Session
	Thurs, 22 Mar	P3 Swimsafer
	Fri, 23 Mar	P6 E-Oral Practice Session
Week 2 (26 Mar – 31 Mar)	Mon, 26 Mar	P3 Swimsafer
	Wed, 28 Mar	P3 Field-based Learning Journey to Kampung Glam
	Thurs, 29 Mar	P3 Swimsafer
	Thurs, 29 Mar	P4 to P6 Parents' Coffee Session with School Leaders (8.00 to 9.00 a.m.)
	Fri, 30 Mar	Good Friday Public Holiday
Week 3 (2 Apr – 7 Apr)	Mon, 2 Apr	P3 Swimsafer
	Wed, 4 Apr	P4 Traffic Games
	Thurs, 5 Apr	P3 Swimsafer
	Fri, 6 Apr	P1 to P3 Parents' Coffee Session with School Leaders (8.00 to 9.00 a.m.)
	Sat, 7 Apr	P5/P6 Parents' Workshop – Understanding PSLE Science Questions Workshop (9.00 – 10.30 a.m.)
Week 4 (9 Apr – 14 Apr)	Mon, 9 Apr	P3 Swimsafer
	Wed, 11 Apr	P4 Traffic Games
	Thurs, 12 Apr	P3 Swimsafer
	Sat, 14 Apr	P3/P4 Parents' Workshop - Familiarising with Primary Science Workshop (9.00 – 10.30 a.m.)
Week 5 (16 Apr – 21 Apr)	Mon, 16 Apr	P3 Swimsafer
	Thurs, 19 Apr	P3 Swimsafer
Week 6 (23 Apr – 28 Apr)	Mon, 23 Apr	P3 Swimsafer
	Tue – Fri (24 – 27 Apr)	P4 & P6 NAPFA Test
	Thurs, 26 Apr	P3 Swimsafer
Week 7 (30 Apr – 5 May)	Mon, 30 Apr	P3 Swimsafer
	Mon, 30 Apr	P6 NAPFA Test
	Tue, 1 May	Labour Day: Public Holiday
	Wed, 2 May	P6 NAPFA Test
	Thurs, 3 May	P3 Swimsafer
	Thurs, 3 May	SA1: P5/P6
	Fri, 4 May	P3 – P5 SA1
Week 8 (7 May – 12 May)	Mon to Fri 7 – 11 May	P3 – P5 SA1 P6 – SA

Term 2 – Mon, 19 Mar to Fri, 25 May 2018

Week	Date	School / Level Events
Week 9 (14 May – 19 May)	Mon, 14 May	P3 Swimsafer
	Mon, 14 May	P3 to P6 SA1 Make-Up
	Thurs, 17 May	P3 Swimsafer
Week 10 (21 May – 25 May)	Mon, 21 May	P3 Swimsafer
	Wed, 23 May	P1 to P6 Parent-Child-Teacher Conference
	Thurs, 24 May	P1 to P6 Parent-Child-Teacher Conference
	Thurs, 24 May	Non-School Day

Term 2 School Holidays – Mon, 28 May to Sun, 24 June 2018

28 May	Mon	EL Excel Camp for P3 (Selected Pupils)
28 May	Mon	P5 & P6 Remedial Lessons
30 – 31 May	Wed – Thurs	P5 & P6 Remedial Lessons
30 – 31 May	Wed – Thurs	P4 Media Literacy

Details of programmes (remedial lessons, examinations, learning journeys, programmes and CCAs) will be provided to parents closer to date.

Calendar is subject to change. The school reserves the right to change event dates as needed



WOODLANDS PRIMARY SCHOOL
10 WOODLANDS DRIVE 50
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TEL: 62697410 FAX: 63671165

Getting To Know Your Child

Dear Parents/Guardians,

To help the school and teachers to know your child better, please fill in the form below and submit it to your child's form teacher.

Name and class of your child	
Name of Student : _____	Class : _____
Contacts in case of emergency	
Name of Contact 1 : _____	Relationship : _____
Home Tel No. : _____	Mobile No. : _____
Name of Contact 2 : _____	Relationship : _____
Home Tel No. : _____	Mobile No. : _____
Mode of transport school	
<input type="checkbox"/> School Bus Bus no. _____	<input type="checkbox"/> Cycle
<input type="checkbox"/> Public Bus Bus no. _____	<input type="checkbox"/> Walk
<input type="checkbox"/> MRT	<input type="checkbox"/> Own transport
<input type="checkbox"/> Private Van Vehicle Plate No. _____	
Commuting daily between Singapore and Johor Bahru	
Frequency of Commuting? <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Twice-Weekly	
<u>Mode of Transport</u>	
<input type="checkbox"/> Malaysian School Bus Vehicle Plate No. _____	Driver Contact No _____
<input type="checkbox"/> Singapore Public Bus Bus No. _____	<input type="checkbox"/> Own transport
<u>In case of emergency, who should we contact in Singapore?</u>	
Name of Contact : _____	Relationship : _____
Address : _____	Postal Code : _____
Home Tel No. : _____	Mobile No. : _____
After-school arrangement for your child	
<input type="checkbox"/> Stays at home with Father / Mother / Grandparent / Domestic Helper / Relative (Circle where appropriate)	

- Stays at home without any adult supervision until _____ p.m.
- Student Care Centre; Name of Centre: _____ Contact No _____
- Others (please specify) _____

People staying in the same household

- Father Mother Domestic Helper
- Grandfather Grandmother Others _____
* Specify, e.g. friend, tenant
- Other sibling(s) _____ Relative _____ * Specify relationship, e.g. cousin, uncle

Your family's Gross Household Income

(Gross Income includes allowances and employee's CPF contribution.)

- \$0 - \$1,500 \$1,501 - \$2,500 \$2,501 - \$3,000
- \$3,001 - \$4,000 \$4,001 - \$5,000 Above \$5,000

Financial assistance status

- My child/ward does not need any financial assistance.
- My child/ward is not in the MOE / School-Based Financial Assistance Scheme but would like to apply.
- My child/ward is in the MOE / School-Based Financial Assistance Scheme.
- My family is receiving financial assistance from external agencies, e.g. NWCDC, SPMF

What other financial assistance do you need for your child/ward? _____

Availability of IT equipment and accessibility of internet access at home

- Computer Printer Internet Access Smartphone

Learning or behavioural condition of your child

- My child has NO learning/behavioural condition Autism Spectrum Disorder (ASD)
- Attention Deficit Disorder (ADD) Attention Deficit Hyperactivity Disorder (ADHD)
- Dyslexia Dyscalculia Others _____

My child/ward is currently on medication for the above condition? Yes No

Co-Curricular Activities (CCA) in school

CCA : (1) _____ (2) _____

Enrichment activity/programme outside school

E.g. piano lessons, ballet class, etc.

- Yes No

If 'yes', please state: _____

Woodlands Primary School

Reply Slip

Please complete and return this slip to your child's/ward's Form Teacher by Mon, 8 Jan 2018.

Primary 1 and Primary 2

Meet-The-Parents Session – Friday, 26 Jan 2018

Name of Child/Ward: _____ Class : _____

Please tick the relevant statement and provide the necessary information:

I am available to attend the Meet-the-Parents Session.

Number of parents/guardians coming: _____

I am not available to attend the Meet-the-Parents Session.

Name of Parent/Guardian: _____ Date : _____



Woodlands Primary School

Reply Slip

Please complete and return this slip to your child's/ward's Form Teacher by Mon, 8 Jan 2018.

Primary 3 and Primary 4

Meet-The-Parents Session – Friday, 19 Jan 2018

Name of Child/Ward: _____ Class : _____

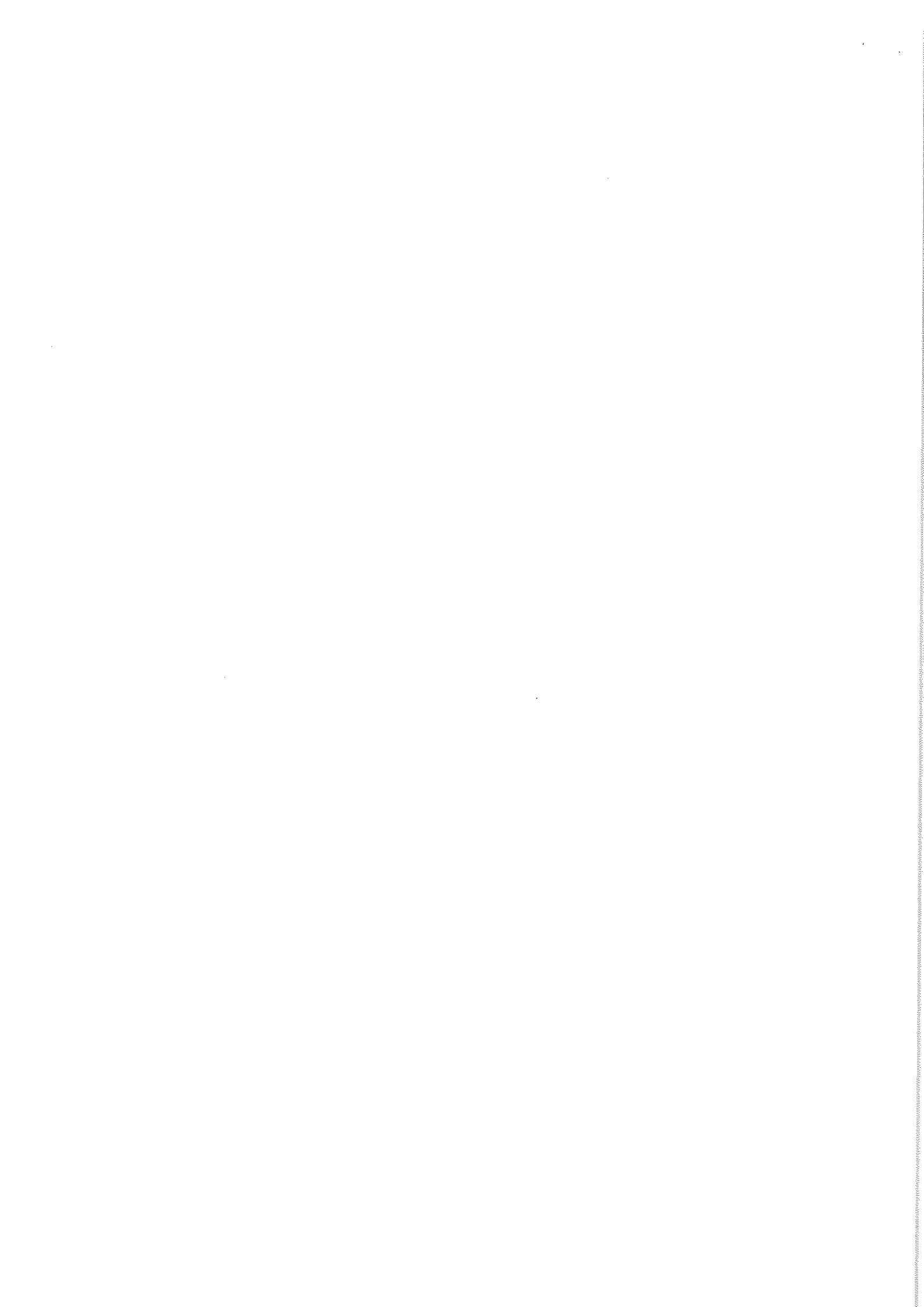
Please tick the relevant statement and provide the necessary information:

I am available to attend the Meet-the-Parents Session.

Number of parents/guardians coming: _____

I am not available to attend the Meet-the-Parents Session.

Name of Parent/Guardian: _____ Date : _____



Woodlands Primary School

Reply Slip

Please complete and return this slip to your child's/ward's Form Teacher by Mon, 8 Jan 2018.

Primary 5 and Primary 6

Meet-The-Parents Session – Friday, 12 Jan 2018

Name of Child/Ward: _____ Class : _____

Please tick the relevant statement and provide the necessary information:

I am available to attend the Meet-the-Parents Session.

Number of parents/guardians coming: _____

I am not available to attend the Meet-the-Parents Session.

Name of Parent/Guardian: _____ Date : _____

