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Woodlands Primary School

Reference: 008/ 2026

7 January 2026

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.

FAREWELL AND WELCOME

2. We bid a fond farewell to the following key personnel who have been posted to their respective schools. We thank them for their significant years of service to the school, and wish them all the best in their new schools.

- Mrs Lalitha Sathya Prasad
- Mdm Lim Mui Hong (Mrs Low)
- Ms Sumathi d/o Vadiveloo (Mrs Elvin)

We warmly welcome **Mr Fairuzaman Bin Haidzir** as our new Head of Department (HOD) English Language into our WDP family. We look forward to you giving him your fullest support.

SCHOOL STRUCTURE IN 2026

3. Reporting Time and Punctuality

Please be reminded that all students are required to be in the school compound by 7.25am so that the morning assembly can start promptly at 7.30am. Students are considered late if they report to the class later than 7.25am. Your cooperation in ensuring that your children are prepared and punctual for school each day is invaluable in creating a positive learning environment for all.

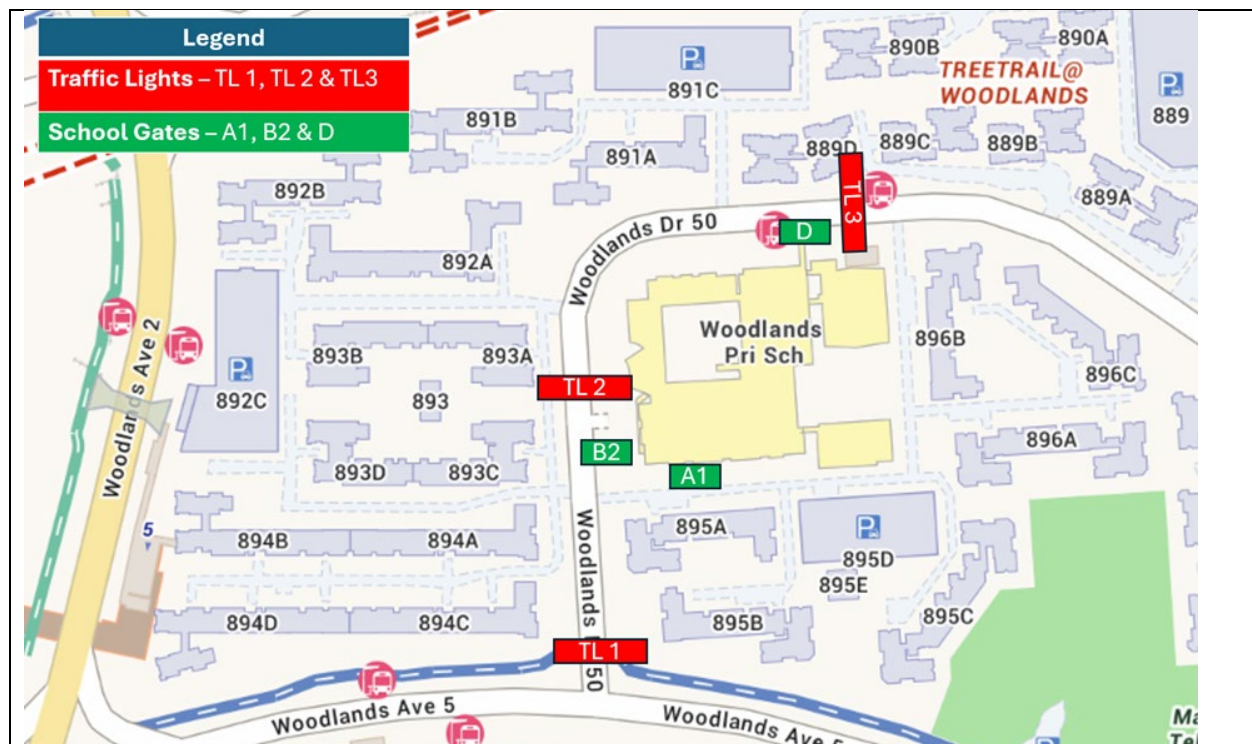
For parents who are driving into the school in the morning, we seek your understanding and cooperation to get your child ready to alight safely and quickly at the designated drop-off points at the main foyer. This is in consideration of other parents/drivers and to avoid congestion both within the school as well as on the road along Woodlands Drive 50. Thank you to all parents and drivers who have been considerate and patient when driving your child into the school.

Due to the construction of the sheltered linkway, please exercise greater caution when walking or driving into the school, and factor in extra time for your child's school arrival. For more details, please refer to our follow-up PG letter dated 2 Jan 2026 – **"Sheltered Linkway Construction – School Access Guide (Semester 1, 2026)"**.

Here is a quick recap of the school gates' opening times for your easy reference:

Gate	Morning Arrival	Afternoon Dismissal	Remarks
Gate A1 (opp Blk 895A)	7.00am – 7.30am	1.25pm – 2.00pm	Recommended - use TL1 crossing
Gate D (next to bus stop)	6.30am – 7.30am	1.25pm – 2.00pm 3.15pm – 4.00pm *	Recommended - use TL3 crossing *Gate opened for dismissal after CCA/remedial. After 4.00pm, students can leave the school via Gate B2.
Gate B2 (visitor gate)	6.30am onwards	CLOSED (1.25pm - 2.00pm)	Open all day (6.30am-7.00pm) , except dismissal time.
Gate F (near ISH)	CLOSED	1.25pm – 1.45pm	For P1 dismissal only

TL1, TL2, TL3 refer to the three traffic light crossings along Woodlands Drive 50



4. Dismissal Time

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

Level(s)	Dismissal Time	Remarks
P1	1.25 pm	<ul style="list-style-type: none"> All P1 parents are allowed to enter the school through Gate F (opposite HDB block 896B) from 1.25 p.m. Students will be dismissed at the Basketball Court located below the Indoor Sports Hall. Students who are not fetched by their parents by 1.45 p.m. will be brought to the main foyer beside the General Office. Kindly note that parents will have to enter the school through Gate B2 (main visitor gate) to fetch their children if they are late.
P2	1.25 pm	<ul style="list-style-type: none"> All P2 to P6 students will be dismissed at the gate where they have made arrangements to be picked up from, i.e. Gate A1 or D. Gate B2 will be closed during dismissal. Parents should wait for their children opposite the respective gates. For parents who drive to pick up your child at the main foyer, please note that you can drive into the school only after 1.45pm. Vehicle Gate B is closed from 1.25pm - 1.45pm to better manage road safety within the school during dismissal time. Your child should be prepared for quick pick-up to avoid congestion.
P3 – P6	1.30 pm	

5. Recess and Meal Break Timing for Students

The recess and meal break timings for the respective levels are indicated below. Meal breaks have been introduced to allow students to have a short break before recess/dismissal. During these meal breaks, students are encouraged to bring healthy snacks (e.g. buns, fruits) for consumption in their classrooms.

Level	Recess Timings	Meal Break Timings
P4	8.30 – 9.00am	11.30am
P1	9.00 – 9.30am	
P6	9.30 – 10.00am	
P5	10.00 – 10.30am	8.30am
P2	10.30 – 11.00am	
P3	11.00 – 11.30am	

6. Kindly also note the following pricing for our canteen set meals this year:

Small	Medium	Large
\$1.50	\$2.00	\$2.50

7. After-School Lessons: HMTL, FMA, SDR, RRP and Remedial Lessons

The following lessons are for selected Primary 3 to Primary 6 students only. Parents of selected students will receive details via Parents Gateway. Specific schedules depend on level, subject and groupings.

P5 – P6 Higher Mother Tongue Languages (HMTL)	• Mondays, 2.00 – 3.30pm
P5 – P6 Foundation Mathematics (FMA)	• Tue, Wed or Fri, 2.00 – 3.00pm
P3 – P4 School-based Dyslexia Remediation Programme (SDR)	• Mon, Tue and Wed, 2.00 – 3.00pm
P3 – P4 Reading Remediation Programme (RRP)	• Mon and Wed, 2.00 – 3.00pm
P4 – P6 Remedial Lessons	• Mon, Wed and/or Fri, 2.00 – 3.00pm

Students in after-school activities can purchase lunch from the canteen, which operates from 1.30pm to 2.00pm.

SCHOOL ATTIRE

8. When wearing their school uniform, students are required to present themselves smartly at all times by tucking in their shirts and buttoning up their uniform (PE attire inclusive). They must also have their name tags on their school uniform and PE attire. We have observed that there are still students without their name tags, despite the teachers' reminders. We seek the cooperation of parents of these students to order the nametags from the bookshop **as soon as possible**.

9. Students are required to wear the prescribed full school uniform on the days they do not have PE lessons. On the days that they have PE lessons, students from the P1 and P2 levels can remain in their PE attire throughout the day while girls from the P3 to P6 levels have to put on their school skirts before and after their PE lessons. For more information on school attire, please refer to our School Diary 2026 (pages 10-12).

GENERAL SAFETY AND SECURITY

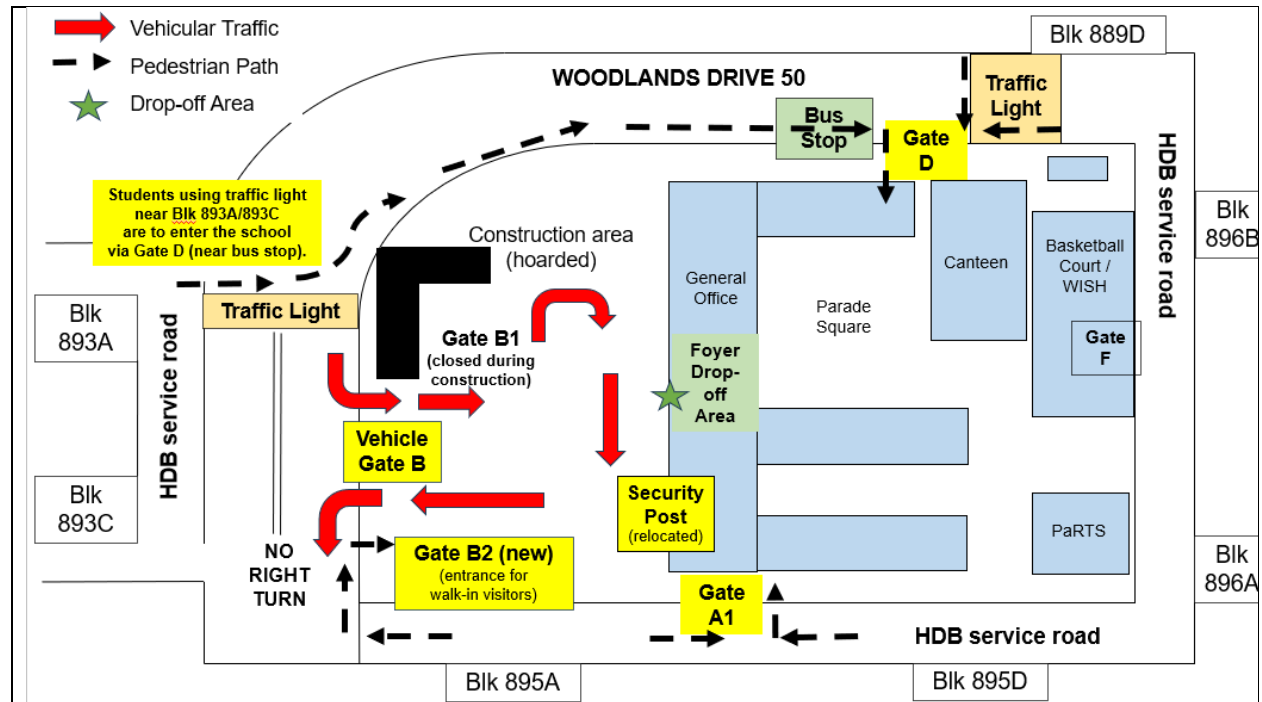
10. In our efforts to ensure the safety and security of our students, we would like to seek the cooperation of parents/guardians on the following measures:

- **Visitor Protocol:** All visitors, including parents/guardians, are to report to the Security Guard Post at Gate B2 (visitor entrance) before proceeding to the General Office. For your safety, please do not walk into the school via the Vehicle Gate B where it is meant for vehicle access.
- **School Access:** Parents/Guardians are only allowed in the school premises if you:
 - need to fetch your child/ward home before dismissal time, due to valid reasons;
 - have an appointment with a school staff member;
 - need to make an enquiry or process administrative matters at the General Office.
- **Student Responsibility:** Parents/Guardians are strongly discouraged from delivering your child's/ward's personal items (e.g. pocket money, books, stationery, food). Students should

learn to remember to bring the necessary items to school. Let's work together to inculcate in our Woodlanders the core value of Responsibility.

- **Birthday Policy:** Parents/Guardians are strongly discouraged from preparing gift packs or food items to give away during your child's/ward's birthday. This is because there are students who may be allergic to certain food items. Doing so may also result in other students feeling pressured to return similar favours in kind during their birthdays.

11. Please refer to the traffic flow diagram below for the location of the drop off areas and direction of pedestrian and vehicular flow into the school.



STUDENT PROTECTION PLAN 2026

12. 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, CCA, sports as well as travelling to and from school. You can now submit any medical expenses claims through NTUC Income's e-claim portal at <https://studentgpa.incomegroups.com.sg/>. Alternatively you can call the General Office at 62697410 if you have any queries related to the submission of claims.

PARENTAL CONSENT (USE OF IMAGES AND PHOTOGRAPHS)

13. Photographs or video images of your child / ward may be taken during school activities and events. The school may use and publish such photographs or video recordings in school publications, the school's website, social media channels or other communication channels. If you are not comfortable with your child's / ward's pictures or videos being used at above-mentioned platforms, please email the school at wdp@moe.edu.sg.

SCHOOL SERVICE PROVIDERS

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

Bus Service: RushOwl Singapore Pte Ltd (Tel: 6871 8817)	Pick-up times (Mon - Fri): <ul style="list-style-type: none">• 1.30pm (1st pick up)• 4.00pm (2nd pick up)
Bookshop: Pacific Bookstores Pte Ltd (Tel: 9475 1271)	Operating hours (Mon – Fri) <ul style="list-style-type: none">• 8.30am – 4.00pm (Last walk-in at 3.30pm)
School Uniform: Asencio Pte Ltd (Tel: 6764 3102)	<ul style="list-style-type: none">• In-school sales (until 30 Jan 2026)<ul style="list-style-type: none">◦ 8.30am – 3.00pm (for students only)◦ 2.00pm – 3.00pm (for parents)• From Feb 2026: Sale of school uniform will be at the school bookshop• Online: www.asencio.com.sg

15. We encourage students to make purchases at the bookshop on their own. Should you require to make purchases on behalf of your children, you may do so only from Tuesday to Friday between 2pm to 3.30pm. Please enter the school via Gate B2 to exchange for a visitor pass.

SCHOOL AND SEMESTER 1 CALENDAR

16. To ensure the well-being of both students and staff, there will be schoolwide protected time where no activities will take place. This is also to facilitate parents and staff to plan their mid-year or year-end holidays:

School Vacation	Dates of School Vacation	Schoolwide Protected Time
Between Term 1 & 2	14 Mar (Sat) – 22 Mar (Sun)	14 Mar – 22 Mar 2026
Between Term 2 & 3	30 May (Sat) – 28 Jun (Sun)	8 June – 21 June 2026
Between Term 3 & 4	5 Sep (Sat) – 13 Sep (Sun)	7 Sep – 9 Sep 2026
Year End	21 Nov (Sat) – 31 Dec (Thu)	30 Nov – 27 Dec 2026

17. The main events for the semester are summarised in the attached school calendar for your reference. Please note that there may be changes during the year, and we will keep you updated accordingly. Details of specific programmes will be provided to parents closer to the dates.

We look forward to continuing our partnership with you in helping your children reach their full potential. Thank you and wishing you and your family a great year ahead.

Yours sincerely,



Mrs Lillian Chen
Principal

WOODLANDS PRIMARY SCHOOL CALENDAR OF EVENTS

Term 1 (2 Jan – 13 Mar 2026)

Date	Key Events	Remarks
12 Jan	Commencement of P5 and P6 Higher Mother Tongue Lessons	Every Monday (2.00 to 3.30p.m)
19 Jan	Commencement of P6 Remedial Lessons	Every Monday, Wednesday and/or Friday (2.00 – 3.00pm)
30 Jan	Student Leadership Summit 1	For all P4 to P6 student leaders (2.00-4.30pm)
2 Feb	Commencement of P4 and P5 Remedial Lessons	Every Monday, Wednesday and/or Friday (2.00 – 3.00pm)
16 Feb	Chinese New Year Celebration	Students will be dismissed at 10.30am
17 – 18 Feb (Tue – Wed)	Chinese New Year Public Holiday	Students to report back to school on 19 Feb (Thu)
2 Mar, 6 Mar or 9 Mar	P4 Art Museum-based Learning Journey #	Classes will be scheduled for the LJ on one of these dates (12.00pm – 4.30pm)
11 Mar or 13 Mar	P6 Parent-Child-Teacher Conference <ul style="list-style-type: none"> 11 Mar (Wed): 2.00-4.30pm (after school) 13 Mar (Fri): 8.00am-3.30pm cum P6 Home-based Learning (HBL) 	For P6 students only. <i>More details will be provided nearer to the date.</i>
TERM 1 BREAK		
	No Activity / Programme	

Term 2 (23 Mar - 29 May 2026)

Date	Key Events	Remarks
23 Mar (Mon)	Hari Raya Puasa off-in-lieu (School Holiday)	All students to report back to school on 24 Mar (Tue)
27 Mar, 10 Apr or 17 Apr	P3 Learning Journey (LJ) to the Zoo	Classes will be scheduled for the LJ on one of these dates #
30 Mar – 2 Apr	Health Fair and Eye Care Week	During curriculum hours
31 Mar, 1 Apr or 2 Apr	P4 Overseas Learning Journey (1-day trip)	P4 classes will be scheduled for the OLJ on one of these days #
1 Apr	Attendance and Temperature-taking Exercise	All students to bring along a working thermometer
3 Apr (Fri)	Good Friday (Public Holiday)	
1 May (Fri)	Labour Day (Public Holiday)	

Date	Key Events	Remarks
6 May	Student Leadership Summit 2	For all P4 to P6 student leaders (2.00-4.30pm)
19 May or 20 May	P3 Music LJ to the Esplanade	Classes will be scheduled for the LJ on one of these dates #
20 – 23 May (Wed – Sat)	P5 Overseas Learning Journey (OLJ) to Danang, Vietnam (4D3N)	For selected P5 students only #
27 May (Wed)	Hari Raya Haji (Public Holiday)	All students to report back to school on 28 May (Thu)
28-29 May	P1 – P6 Parent-Child-Teacher Conference (PCTC) #	For all P1-P6 students 28 May: 2.00-4.30pm 29 May: 8.00am-3.30pm
JUNE HOLIDAYS		
2 Jun	P3 MT Cultural Camp	For all P3 students (8.30am to 4.00pm)
2 – 3 Jun	P4 Reporters Programme (part of the school's Applied Learning Programme) #	For selected P4 students
23 – 24 Jun	P6 Supplementary Lessons #	
25 Jun	P6 Learning Journey to Sungei Buloh #	

Details of programme will be provided closer to the actual date.