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Woodlands Primary School

Reference: 004/ 2025

7 January 2025

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.

As we begin an exciting new year, I am pleased to share the introduction of our refreshed set of core values: **Integrity, Collaboration, Adaptability, Respect, Resilience, Responsibility, and Empathy (ICAR³E)**. Anchored by our vision to nurture “Gracious Woodlanders with the Zest to Excel”, these values will guide us in creating enriching learning experiences that inspire our students to explore, innovate, and grow into better versions of themselves.

SCHOOL STRUCTURE IN 2025

2. From this year onwards, the refreshed core values (**ICAR³E**) will also be reflected in the naming convention of all our classes:

Levels	Core Values Represented	Name of Classes (example)
P1 – P2	All 7 values (Integrity, Collaboration, Adaptability, Respect, Resilience, Responsibility, Empathy)	P1-Integrity, P1-Collaboration, P1-Adaptability, P1-Respect, P1-Resilience, P1-Responsibility, P1-Empathy
P3 – P6	6 values (Integrity, Collaboration, Adaptability, Respect, Resilience, Empathy). The value "Responsibility" is not assigned to a class due to the smaller number of classes at these levels.	P3-Integrity, P3-Collaboration, P3-Adaptability, P3-Respect, P3-Resilience, P3-Empathy

3. Reporting Time

Please be reminded that all students are required to be in their classes 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.

4. Recess and Meal Break Timing for Students

The school will continue with the practice of staggering recess for each level. This will help to minimise crowding in the canteen during recess time. Meal breaks have been introduced to allow students to have a short break before recess/dismissal. Students are encouraged to bring healthy snacks (e.g. buns, fruits) for consumption in class during these meal breaks. The recess and meal break timings for the respective levels are indicated below:

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	

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

Small	Medium	Large
\$1.50	\$1.80	\$2.30

6. 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	1.20 pm	<ul style="list-style-type: none"> All P1 parents are allowed to enter the school through Gate F (opposite HDB block 896B) from 1.15 p.m. Students will be dismissed at the Basketball Court located at the Indoor Sports Hall. Students who are not fetched by their parents by 1.35 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 B (main 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, B or D. Parents should wait for their children opposite the respective gates. A gentle reminder to parents of P2 students that they will no longer be dismissed from the basketball court.
P3 – P6	1.30 pm	

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

The above lessons are for selected/identified Primary 3 to Primary 6 students only. More information will be disseminated to parents of selected/identified students via Parents Gateway.

After-School Lessons	Day	Time
Higher Mother Tongue Languages (HMTL)	Mon	2.00 – 3.30pm
School-based Dyslexia Remediation Programme (SDR)**	Mon, Tue, Wed	
Reading Remediation Programme (RRP)**	Mon, Wed	
Remedial Lessons **	Mon, Wed and/or Fri	2.00 – 3.00pm
<i>**Schedule will depend on the level, subject and groupings</i>		

Students involved in any after-school activities (including CCA) can have their lunch in the school. The canteen vendors will continue to operate from 1.30 p.m. to 2.00 p.m.

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 2025 (pages 9 – 11).

GENERAL SAFETY AND SECURITY

10. Appended are the opening hours of the school gates:

Gate	Monday to Friday
B (main entrance)	6.30am – 7.00pm
A1 (opp Blk 895A)	7.00am – 7.30am
	1.25 pm – 2.00 pm (Dismissal time)
F (opp Blk 896B)	1.15 pm – 1.40 pm (P1 dismissal only)
D (next to bus stop)	6.45 am – 7.30 am
	1.25 pm – 2.00 pm (Dismissal time)
	3.00 pm – 4.30 pm*
* Gate B will the main gate for any dismissal after 4.30pm!	

11. 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:

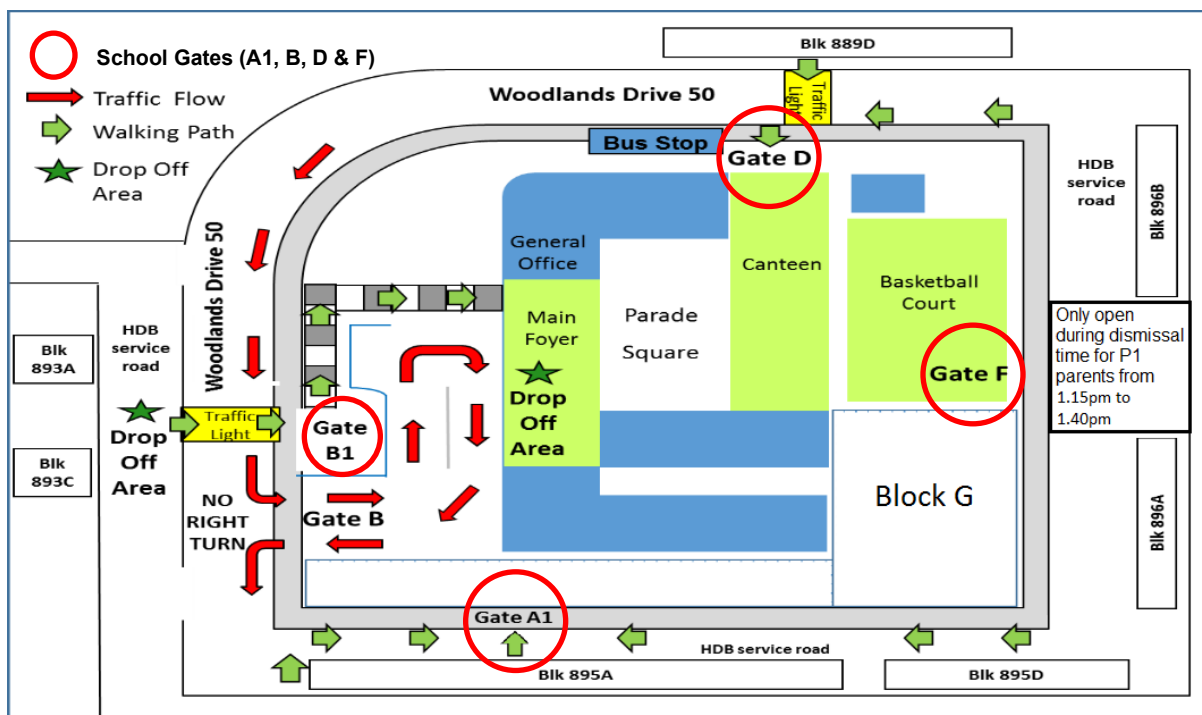
- All visitors, including parents/guardians, are to report to the Security Guard Post at Gate B (main entrance) before proceeding to the General Office.
- Parents/Guardians are only allowed in the school premises if you:
 - a) need to fetch your child/ward home before dismissal time, due to valid reasons;
 - b) have an appointment with a school staff member;
 - c) need to make an enquiry or process administrative matters at the General Office.
- 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.
- Parents/Guardians are strongly discouraged from preparing gifts 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.

TRAFFIC MANAGEMENT PLAN IN 2025

12. The safety and security of our students is our top priority. The school has put in place measures to make sure that the school is safe and secure for our students.

13. 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 drop-off points at the foyer. This is in consideration of other parents/drivers and to avoid congestion both within the school as well as at 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.

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



ATTENDANCE & TEMPERATURE-TAKING EXERCISE (15 Jan 2025)

15. Safeguarding the health and well-being of our students is our collective responsibility. We seek your cooperation in taking your child/ward to see a doctor if he/she is unwell, especially when he/she develops flu-like symptoms. In the event that your child is already in school and is unwell during curriculum hours, we will contact you to take your child home from school as he/she may require medical attention.

16. The Temperature-taking Exercise serves to familiarise students with the temperature-taking procedures and to educate them to take responsibility for their own health. The school will be conducting its semestral temperature-taking exercise on **15 Jan 2025 (Wed)**. Please help ensure that your child/ward brings a working thermometer on this day. Students can also purchase oral thermometers from the school bookshop (priced at \$5.30 each).

STUDENT PROTECTION PLAN 2025

17. 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://studentqpa.incomegroups.com.sg/>. Alternatively you can call the General Office at 62697410 if you have any queries related to the submission of claims.

SCHOOL SERVICE PROVIDERS

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

Bus Operator	RushOwl Singapore Pte Ltd Tel: 68718817	Day	1 st Pick Up	2 nd Pick Up
		Mon – Fri	1.30 pm	4.00 pm
Bookshop	Pacific Bookstores Pte Ltd Tel: 94751271	Mon – Fri		
		8.30 am – 4.00 pm		
School Uniform	Asencio Pte Ltd Tel: 6764 3102	<p>Kindly refer to our PG message on “Sale of Uniform During the New School Term 2025” sent on 23 Dec 2024 for details.</p> <p>School uniforms can be purchased:</p> <ul style="list-style-type: none"> - At the sale booth in school from 2.00pm – 3.00pm only (until 31 Jan 2025). From Feb 2025, the school bookshop will resume the sale of uniform. - Online at www.ascencio.com.sg <p>Please refer to the School Diary 2025 (page 3) for more details regarding the operating hours.</p>		

19. 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 B1 to exchange for a visitor pass.

PARENTAL CONSENT (USE OF IMAGES AND PHOTOGRAPHS)

20. 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.

SEMESTER 1 CALENDAR

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

Lastly, we continue to look forward to forging strong home-school partnership with all parents, with the aim of helping our students maximise 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

Date	Key Events JANUARY	Remarks
13 Jan (Mon)	Commencement of P5 and P6 Higher Mother Tongue Lessons	For identified students only. Every Monday (2.00 to 3.30p.m)
15 Jan (Wed)	Attendance and Temperature-taking Exercise	All students to bring along a working thermometer
21 Jan (Tue)	P1 and P6 Photo-Taking for the School Smart Card 2025	During curriculum hours
28 Jan (Tue)	Chinese New Year Celebration	All students will be dismissed at 10.30am
29 – 30 Jan (Wed – Thu)	Chinese New Year Public Holiday	All students to report back to school on 31 Jan (Fri)
FEBRUARY		
6 Feb (Thu) or 7 Feb (Fri)	P4 Road Safety Games #	During curriculum hours. P4 classes will be scheduled to go on either day
19 Feb (Wed)	Student Leaders Summit 1	For selected P4 to P6 student leaders (2.00 - 4.30pm)
27 Feb (Thu)	Student Leaders Investiture	During curriculum hours
MARCH		
12 Mar (Wed) or 14 Mar (Fri)	P6 Parent-Child-Teacher Conference <ul style="list-style-type: none"> • 12 Mar (Wed): 2.00-4.30pm (after school) • 14 Mar (Fri): 8.00am-3.30pm <ul style="list-style-type: none"> ○ cum P6 Home-based Learning (HBL) 	For P6 students only. <i>More details will be provided nearer to the date.</i>
Term 1 Break		
20 -21 Mar (Thu - Fri)	P5 Reporter Programme (part of the school's Applied Learning Programme) #	For selected students only
21 Mar (Fri)	Student Leaders Exchange Programme with partner schools #	For selected P5 and P6 student leaders (8.30am to 12.00pm)

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

Term 2

Date	Key Events MARCH / APRIL	Remarks
25 Mar (Tue)	Commencement of P3 Conversational Chinese & Malay (CCM)	Every Tuesday (2.00-4.00pm), 8 sessions till 13 May
31 Mar (Mon)	Hari Raya Puasa	Public Holiday
1 – 4 Apr (Mon – Fri)	Health Fair & Eye Care Week	During curriculum hours
9 Apr (Wed) or 10 Apr (Thu)	P4 1-day Overseas Learning Journey to Johor Bahru, Malaysia (tentative) #	P4 classes will be scheduled for the OLJ on either day.
18 Apr (Fri)	Good Friday	Public Holiday
MAY		
1 May (Mon)	Labour Day	Public Holiday
14 Apr (Mon) – 25 Apr (Fri)	School Health Screening by Health Promotion Board (P1 - P6)	During curriculum hours. Classes will be scheduled over the duration.
2 – 3 May (Fri & Sat)	2D1N Student Leaders Camp cum Student Leaders Summit 2	For selected P4 to P6 student leaders
12 May (Mon)	Vesak Day	Public Holiday
16 May, 19 May or 23 May	P4 Art Museum-based Learning Journey #	Classes will be scheduled on one of the days (11.00am – 4.00pm)
22 May (Thu)	GLEE Fest Finale	During curriculum hours
27 May (Tue) or 28 May (Wed)	P3 Music Learning Journey to the Esplanade #	During curriculum hours
29 – 30 May (Thu & Fri)	P1 – P6 Parent-Child-Teacher Conference (PCTC)	For all P1-P6 students 29 May: 2.00-4.30pm 30 May: 8.00am-3.30pm <i>More details will be provided nearer to the date.</i>
JUNE HOLIDAYS		
2 Jun (Mon)	P3 MT Cultural Camp	For all P3 students (8.30am – 4.00pm)
2 – 3 Jun (Mon & Tue)	P4 Reporters Programme (part of the school's Applied Learning Programme) #	For selected P4 students
24 – 25 Jun (Tue & Wed)	P6 Supplementary Lessons #	
26 Jun (Thu)	P6 Learning Journey to Sungei Buloh #	

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