



10 Woodlands Drive 50
Singapore 738853
Telephone: (65) 62697410
Facsimile: (65) 63671165
Website:
www.woodlandspri.moe.edu.sg
Email: wdp@moe.edu.sg

Woodlands Primary School

Reference 4 / 2022

6 January 2022

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 2022

2 Reporting Time

Please be reminded that all pupils are required to be in their classes by 7.25am so that the morning assembly can start promptly at 7.30am. The school will deploy staff members at school gates and the drop off point in school to conduct visual screening and manage flow of traffic and pupils.

3 Dismissal Time

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 through Gate F (opposite HDB block 896B) from 1.15 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 A1, B and D. Parents can wait for their children opposite the respective gates in view of the Safe Management Measures (SMM) in place. We would like P2 (2022) parents to note that the P2 pupils will no longer be dismissed from the basketball court.

4 The school will stagger dismissal timings as indicated in the table below:

Level(s)	Dismissal Time
P1	1.20 pm
P2	1.25 pm
P3	1.30 pm
P4	1.30 pm
P5	1.30 pm
P6	1.30 pm

5 Recess and Meal Break Timing for Pupils

The school will continue with the practice of staggering recess for each level. This will help to minimise the crowd level in the canteen during recess time. Meal breaks have been introduced to allow pupils to have a short break before recess/dismissal. Pupils are encouraged to bring their own healthy snacks e.g. buns, fruits for consumption in class during the meal breaks.

The recess and meal break timing for the respective levels are indicated below:

Level	Recess Timings	Meal Breaks (in addition to recess)
P1	9.00 a.m. to 9.30 a.m.	11.30 a.m.
P2	10.00 a.m. to 10.30 a.m.	8.30 a.m.
P3	11.00 a.m. to 11.30 a.m.	8.30 a.m.
P4	8.30 a.m. to 9.00 a.m.	11.30 a.m.
P5	10.30 a.m. to 11.00 a.m.	8.30 a.m.
P6	9.30 a.m. to 10.00 a.m.	11.30 a.m.

6 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 2.00 p.m. Pupils can have their lunch in the canteen before attending lessons/activities planned for them after curriculum hours.

7 P5 and P6 Supplementary & Remedial Lessons

Supplementary lessons for the P6 level and remedial lessons for selected P5 pupils will be conducted on Mondays, Wednesdays and Fridays from 2.00p.m. to 3.30p.m. Pupils who are identified for remedial and supplementary will be required to stay back in school in the afternoons for these lessons. More information will be disseminated via Parents Gateway.

8 P5 and P6 Higher Mother Tongue Languages (HMT)

P5 & P6 HMT lessons will be held on Mondays from 2.00 p.m. to 4.00 p.m. These lessons are compulsory for pupils who have opted for Higher Mother Tongue in 2022.

9 P4 Remedial Lessons

P4 Remedial lessons for selected pupils who need additional support in their learning will start in Term 2. Should your child/ ward is required to attend remedial classes, information on the details will be disseminated via Parents Gateway closer to the start date.

SEMESTER 1 CALENDAR

10 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.

MEET-THE-PARENTS SESSIONS

11 As part of our on-going efforts to engage you in partnership in your child's/ward's education, we have scheduled the Meet-The-Parents Sessions for the P1 to P6 levels in Term1. These sessions aim to provide you with key information on your child's/ward's schooling matters.

Levels	Day / Date	Time	Mode
P3 & P4	Friday, 11 Feb 2022	2.30 – 3.30pm	Zoom
P5 & P6		3.30 – 4.30pm	
P1 & P2		4.30 – 5.30pm	

12 You are strongly encouraged to attend these sessions. Invitation to attend these sessions will be pushed out via Parents Gateway (PG).

UPDATING OF PUPILS' PARTICULARS AND MEDICAL RECORDS

13 We will be issuing the following documents for your verification and completion:

- Individual Student Details Report 2022 (Pre-printed with information)
- "Getting to know your child" Form

14 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, 10 Jan 2022.

SCHOOL ATTIRE

15 Pupils are required to present themselves smartly at all times by tucking in their shirts when there are wearing their school uniforms. They 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, pupils 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.

16 The school only allows girls to wear accessories that are black, white and maroon in colour. Girls are to refrain from wearing fanciful accessories to school.

GENERAL SAFETY AND SECURITY

17 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

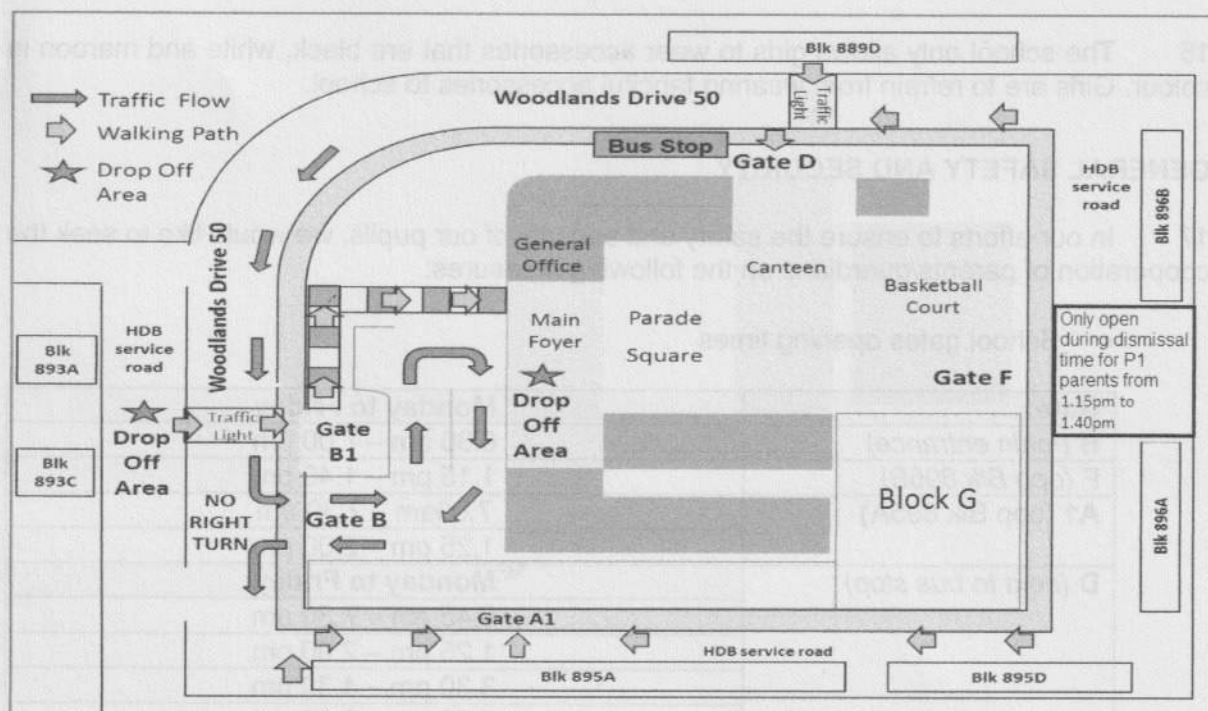
Gate	Monday to Friday
B (main entrance)	6.30 am – 7.00 pm
F (opp Blk 896B)	1.15 pm – 1.40 pm
A1 (opp Blk 895A)	7.00am – 7.30 am
	1.25 pm – 2.00 pm
D (next to bus stop)	Monday to Friday
	6.45 am – 7.30 am
	1.25 pm – 2.00 pm
	3.30 pm – 4.30 pm
	5.00 pm – 5.30 pm

- 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 only allowed in the school premises if you:
 - a) need to fetch your child/ward home early due to valid reasons (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
- 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 strongly 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 strongly discouraged from preparing gifts packs or food items to give away during your child's/ward's birthday. This is because there are pupils who may be allergic to certain food items. Doing so may also result in other pupils feeling pressured to return similar favours in kind during their birthdays.

TRAFFIC MANAGEMENT PLAN IN 2022

18 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.

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



SAFE MANAGEMENT MEASURES (SMM) and HEALTH MATTERS

20 As the nation transits into Covid-19 Resilience Phase, the following SMM will be implemented in school:

- Daily temperature taking exercise will be conducted every morning in class and in the afternoon if there are after school activities. Please ensure that your child/ward has a working oral digital thermometer (ODT) with him/her daily.
- The school bookshop has stocked up its supplies on thermometers, battery replacement for thermometer and masks for ease of purchase by pupils. The pricing of the items can be found below.

Items	Pricing
Thermometer	\$4.90
Battery replacement for Thermometer	\$1.00
Mask per piece / per box of 50	\$0.10 / \$4.90

- Pupils are required to put on their masks at all times, except during PE lessons. Ziploc bags can be used for safe keeping of masks during PE lessons.
- **All pupils must bring along their own Trace Together Token every day.** Please ensure that the token is in working order. Should the token require a replacement of batteries or is faulty, do get it replaced as soon as possible at Community Clubs/Centres, selected malls and also at various designated vending machines at HDB void decks. [For more information, please refer to the following URL: <https://token.gowhere.gov.sg>]
- Pupils will perform wipe down routine at the start of the day, after meal break and at the end of each day.
- Pupils are reminded to practise safe distancing of 1m between individuals and groups during lessons and mealtimes.
- Under the following conditions detailed below, pupils should not report to school and parents should inform the school if your child/ward is:
 - tested positive for Covid-19
 - serving Stay Home Notice (SHN)
 - having fever or flu-like symptoms or issued with a Health Risk Warning (HRW)
- Safeguarding the health and well-being of our pupils is our collective responsibility. We seek your cooperation in bringing your child/ward to see a doctor should he/she develop flu-like symptoms. If you wish to send your child/ward to school while serving HRW, kindly ensure that a negative ART result is submitted daily to your child's/ward's form teacher before he/she reports to school.

Covid-19 VACCINATION for 5 to 11 YEAR-OLD CHILDREN

21 MOE has recently sent detailed information via PG on the Covid-19 vaccination exercise for children aged 5 to 11 years old. The registration for vaccination will be done progressively and you will be notified via a customised SMS invitation to book a slot for your child's/ward's vaccination.

22 The school will excuse pupils for two weeks from strenuous physical activities after each vaccination dose. **Pupils are reminded to inform their PE and relevant CCA teachers about the date of their vaccination so that they will be exempted from strenuous physical activities for two weeks.** Similarly, the PE and relevant CCA teachers will also check in with pupils before the start of activities if they had done their vaccination recently.

STUDENT PROTECTION PLAN 2021

23 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. You can now submit your 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 submission of claims.

24 SCHOOL SERVICE PROVIDERS

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

Bus Operator	JK59 Transport Pte Ltd Tel: 6465 5959	Day	1 st Pick Up	2 nd Pick Up
		Mon	1.30 pm	4.15 pm
		Tue to Fri	1.30pm	4.00 pm

Bookshop	Pacific Bookstores Pte Ltd Tel: 6362 5367	Mon	Tue – Fri
		8.30 am – 3.00 pm	8.30 am – 4.00 pm

25 In view of the SMM in place, we encourage pupils to make purchases at the bookshop on their own. If you wish to make purchases on behalf of your children, you may do so from Tuesday to Friday between 2pm to 3.30pm.


26 The bookshop would help facilitate the sale of uniforms from the month of February. In the meantime school uniforms can be purchased directly from the uniform supplier at 1004 Toa Payoh North, #07-08/09, Spore 318995. The supplier can be contacted at 62531063 for further enquiries.

PARENTAL CONSENT (USE OF IMAGES AND PHOTOGRAPHS)

27 Photographs or video images of your child / ward or his / her legal guardians 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 or his / her legal guardians pictures or videos being used at above-mentioned platforms, please email the school at wdp@moe.edu.sg.

28 We look forward to forging strong home-school partnership with the aim of helping our pupils 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 FOR PARENTS**

Term 1 – Tue, 4 Jan to Sat, 12 Mar 2022		
Week	Date	School / Level Events
Week 2	Mon, 10 Jan	Commencement of Higher Mother Tongue Lessons
Week 3	#	Commencement of SDR & RRP Lessons
	#	Commencement of P5 & P6 Supplementary and Remedial Lessons
Week 5	Mon, 31 Jan	Eve of Lunar New Year <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>
	Tue to Wed (1 – 2 Feb)	Lunar New Year Public Holiday
Week 6	Fri, 11 Feb	P1 to P6 Meet-The-Parents Session
Week 7	Tue, 15 Feb	Total Defence Day
	Wed & Fri (16 & 18 Feb)	P6 Mock Oral Session
Weeks 8	Mon – Fri (21 – 25 Feb)	P6 Continual Assessment
Week 9	Mon, 28 Feb	P6 Continual Assessment
	Tue, 1 Mar	Commencement of P3 Conversational Chinese and Malay (CCM)
	Tue, 1 Mar	Student Leadership Summit
Week 10	Wed & Fri (9 & 11 Mar)	P6 Growing Years
Term 1 School Holidays – Mon, 14 Mar to Sun, 20 Mar 2022		
14, Mar	Mon	P3 Applied Learning Programme P4 Media Literacy Workshop
14 to 15 Mar	Mon, Tues	P6 Remedial Lessons for Selected Pupils

Term 2 – Mon, 21 Mar to Fri, 27 May 2022

Week	Date	School / Level Events
Week 4	Fri, 15 Apr	Good Friday (Public Holiday)
Week 5	Wed & Fri (20 & 22 Apr)	P6 Semestral Assessment Oral Exam
Week 7	Mon, 2 May	Labour Day (Public Holiday Observed)
	Tue, 3 May	Hari Raya Puasa (Public Holiday)
	Fri, 6 May	P4 Semestral Assessment 1
Week 8	Mon to Fri (9 – 13 May)	P4 Semestral Assessment 1 & P6 Semestral Assessment
Week 9	Mon, 16 May	Vesak Day (Public Holiday)
	Tue, 17 May	P4 Semestral Assessment 1 & P6 Semestral Assessment make-up exam
	Tue, 17 May	Student Leadership Summit
Week 10	Thurs, 26 May (Full Day)	Parent-Child-Teacher Conference (Non School day)
	Fri, 27 May	Glee Festival Finale
	Fri, 27 May (PM)	Parent-Child-Teacher Conference

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

Calendar dates may be subject to change.