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## Woodlands Primary School

Reference 104 / 2017

14 November 2017

Dear Parents/Guardians

### YEAR-END ADMINISTRATIVE AND OPERATIONS MATTERS

The school year is coming to an end, and the end-of-year school vacation will start from 18 November 2017 (17 November being our annual Prize Giving Day). We had a very fulfilling year, and we would like to thank you for your continued partnership with us in the education of your child / ward. We hope you and your child / ward will have a good break recharging and getting ready for the new school year in 2018.

2 We bid a fond farewell to our Vice-Principal (Admin), Mrs Haryati Teh, who will be posted to another school at from 15 December 2017. We also warmly welcome our new Vice-Principal, Mdm Komathi d/o Govindasamy, to the WDP family.

3 The upgrading works for the school have also been progressing well, and we are looking forward to completion of the upgrading works in 2nd quarter of 2018, with a new Performing Arts block housing a performing art studio, dance studio, band room and other learning spaces. These new facilities will encourage greater interaction and self-discovery of our pupils, and facilitate experiential and hands-on learning. We look forward to sharing more about our new facilities and the learning experiences our pupils will create in them in 2018.

### SCHOOL STRUCTURE IN 2018

4 The new school term will commence on Tuesday, 2 January 2018. Please note the schedule and timing of the school and its various programmes:

#### 5 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 in 2018.** Please note the change as the school has reviewed the dismissal time to allow for a common dismissal time for all days, and to allow for an earlier and longer lunch break for all pupils who are staying back for after-school programmes (compared to 1.45pm on some days in 2017).

#### 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. We will inform you of the details if your child/ward is attending HMT lessons.

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 / Tue / Thu	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:

11 Primary 1

All P1 parents are allowed to enter the school through 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.

12 Primary 2 to 6

All P2 to P6 pupils will be dismissed at the gate of their choice, i.e. Gate B, D and F. Parents shall wait for their children at the gate.

**TRAVELLING DURING SCHOOL HOLIDAYS**

- 13 We would like to remind all pupils to remain vigilant against the spread of influenza-like illnesses by maintaining personal hygiene and avoiding crowded places during the school holidays, especially when travelling outside Singapore.

14 Primary 1 – Mandatory Travel Declaration

Parents of ALL P1 pupils are required to declare their travel plans of their P1 children regardless of travel intent via MC Online portal <https://www.mconline.sg> by 17 November 2017. A NIL return is required.

- 15 This declaration process allows P1 parents who are new to the school environment to be familiar with the system and remind them of their personal role in exercising social responsibility.

16 Primary 2 to 6 – Mandatory Travel Declaration (only if the child is travelling)

Pupils who are travelling during the coming school holidays are required to declare travel plan via MC Online portal <https://www.mconline.sg> by 17 November 2017.

## SCHOOL BUS SERVICES IN 2018

17 We are pleased to inform you that the school has appointed JK59 Transport Pte Ltd for a period of 2 years from January 2018 to December 2019 to provide the daily school bus services (i.e. for sending pupils from home to school and vice versa; including after afternoon school programmes).

### 18 School Bus Fares

Please note that there will be a change in the collection of school bus fares in 2018. Instead of 12 months, the annual bus fares will be collected over 9 months in January, February, March, April, May, July, August, September and October. There will be no collections for the months of June, November and December. School bus services will still be provided on every school day in the months of June, November and December.

#### Monthly School Bus Fares in 2018

Distance	Up to 15 seater		>15-30 seater		>30 seater	
	1 way	2 way	1 way	2 way	1 way	2 way
Up to 2km	To be discussed upon request				\$135	\$140
>2 – 4km	To be discussed upon request					
>4 – 6km	To be discussed upon request					

Note:

- i. Prices above include bus services for after school activities (i.e. sending pupils home from school after enrichment programmes, supplementary classes or CCA).
- ii. Charges for small buses (15 and below seater type) are generally higher for the host of benefits of mandatory installation of seat belts, one-to-one seating, easier access to pick up points and shorter journey time.

### 19 Dismissal Pick-Up Schedule

Day	1st Pick Up Time	2nd Pick Up Time
Monday	1.30 p.m.	4.15 p.m.
Tuesday to Friday	1.30 p.m.	4.00 p.m.

20 Parents who are interested in taking up the school bus services in 2018 can contact Mr Robin and Miss Cynthia at tel: 6465 5959 or email: [transport@jk59.com](mailto:transport@jk59.com)

## FINANCIAL ASSISTANCE SCHEME 2018

21 The Ministry of Education (MOE) provides financial assistance to needy Singapore Citizen pupils.

22 The benefits of MOE FAS are:

- Full waiver of standard miscellaneous fees (\$6.50 per month)
- Free textbooks and workbooks (items as specified by the school)
- Free school attire (school uniform, PE attire, school socks and shoes)

23 The eligibility criteria for MOE FAS:

- Gross monthly household income not exceeding \$2,500 or
- Per capita income not exceeding \$625

24 Application forms are available from the General Office. Parents/guardians are required only to submit one application form for all their school-going children (including new P1 pupils) to one of their schools. The school which receives the application form will inform the parents/guardians of the outcome for all the children.

#### **TEMPERATURE-TAKING EXERCISE ON 5 JANUARY 2018**

25 In an effort to maintain our preparedness to re-activate the temperature-taking regime, we will be conducting a temperature-taking exercise on Friday, 5 January 2018.

26 All P2 to P6 pupils are required to bring his/her personal Oral Digital Thermometer on the first day of school for pre-exercise check by the teachers. Please ensure that your child's/ward's thermometer is in working condition.

27 New P1 pupils for next year will receive their thermometers from their form teachers when they report to school.

#### **BACK TO SCHOOL WITH DADS, 2 JANUARY 2018**

28 In support of Dads for Life movement, we would like to encourage all fathers to accompany their children to school at least once during the first week of the new term in 2018. The father's positive action in accompanying the child to school will demonstrate his interest and involvement in his child's education journey. This engagement will build a stronger father-child relationship and inspire the child to do better in school.

29 We wish our pupils and families a fruitful and restful break.

Yours sincerely



Winnie Tan (Ms)  
Principal

#### Distribution Materials

1. 2017 Student Transfer Exercise for Primary Schools  
The Student Transfer Exercise for Primary Schools (STEPS) serves to facilitate the transfer of students who have relocated to another address, to schools nearer to their new residences.

**Information Sheet for Parents**  
**2017 Student Transfer Exercise for Primary Schools**

**Introduction**

1. The Student Transfer Exercise for Primary Schools (STEPS) serves to facilitate the transfer of students who have relocated to another address, to schools nearer to their new residences. The 2017 STEPS registration at schools will be conducted on 20, 21 and 22 November 2017. The STEPS-Internet System (STEPS-IS) serves as a channel to facilitate the registration of children. STEPS-IS registration for parents will start from 10 am on 17 November 2017 to 11.59 pm 21 November 2017. The outcome of the STEPS application will be released on 12 December 2017.

2. Under the STEPS process, all students will be considered for available vacancies in a school. Provision will not be given to the parents/guardians to select a particular school for the transfer, as the student will automatically be considered for available vacancies in the nearer school in the first instance.

**Eligibility to participate in STEPS**

3. To be eligible to participate in STEPS, the child must satisfy the following criteria:

- a. The child is a Singapore Citizen or Singapore Permanent Resident;
- b. The child is currently attending Primary 1 to Primary 5 in 2017;
- c. The parents/guardians have changed their residential address within the last two years i.e. since 1 January 2016 to 31 December 2017 (both dates inclusive).

**STEPS Process**

4. The STEPS is a service to assist parents/guardians in school transfers due to changes in residential address. Participation in STEPS is optional where parents/guardians may wish to participate in the exercise, should their child satisfy the eligibility criteria. If parents/guardians prefer to directly approach the school they would like to transfer their child to, they could do so, but outside the period when STEPS is being conducted (17 November 2017 to 15 December 2017). Alternatively, parents can approach their child's current primary school and submit their STEPS application.

5. The parents/guardians will be required to make an undertaking to give up their child's place in the current school and to accept the school of transfer identified under the STEPS process.

6. The STEPS process is as follows:

- a. Each student will be considered for transfer to a school which has available vacancies and is nearer to his/her new home address.
- b. Where the school can accommodate the number of applicants assigned, the transfer will be effected.
- c. If there are no schools with available vacancies within 3 km of the students' residential address, these students will be posted back to their current school.
- d. A student will not be posted to a school that is further from his/her home compared to his/her current school.

7. A student seeking a transfer to Primary 5 or Primary 6 in 2018 will be posted to a school with vacancies and is nearer to his/her new residential address. On successful posting to a school, the parents/guardians can discuss with the school to decide on an appropriate subject combination. Schools generally offer similar subject combinations. Should parents/guardians wish for a school to offer a definitive subject combination, they may wish to apply for a transfer to their preferred school outside of the STEPS period.

8. The smooth operation of STEPS depends on parents/guardians furnishing correct information in the application especially that of the residential address. To this end, parents/guardians are required to declare that the information provided by them in the application is correct and true. Any transfer of school resulting from false or incorrect information furnished in the application will be nullified and in such an event, the child affected may be posted to any school as directed by the Ministry of Education (MOE).

#### **Application to participate in 2017 STEPS**

9. Schools will be inviting applications for 2017 STEPS on 20, 21 and 22 November 2017. Parents/guardians should approach their child's current school and submit their applications through the school between 8 am and 5 pm each day.

10. The STEPS-Internet System (STEPS-IS) serves as a convenient channel to facilitate the registration of children. STEPS internet registration for parents will start from 10 am on 17 November 2017 to 11.59 pm on 21 November 2017. Parents may access STEPS-IS from any internet enabled Personal Computer at <http://www.moe.gov.sg/education/admissions/steps> using both the parents' SingPasses.

11. The parents/guardians will be required to make an undertaking to give up the child's place in the current school and to accept the school of transfer identified under the STEPS process.

12. The parents/guardians will also need to make an undertaking stating that they have changed their residential addresses between 1 January 2016 and 31 December 2017 (both dates inclusive). The address to be used for the registration of children in the STEPS registration should be the parents' official residential address as reflected on their NRICs.

13. The outcome of applications will be released on 12 December 2017. Parents/guardians would receive a letter from MOE to inform them of their child's posted school on 12 December 2017. They may also check the results with their child's current school or log on to the Internet at <http://www.moe.gov.sg/education/admissions/steps> using the student's BC No. and the Acknowledgement Number on the Acknowledgement Slip. The posting results will be available on STEPS-IS from 12 to 18 December 2017.

14. All students who are successful in the exercise will be required to report to their current school on 13 December 2017 with their report books. They should then report to their posted school by 15 December 2017 to complete the transfer formalities.

15. We would like to take this opportunity to encourage parents to visit the MOE website ([www.moe.gov.sg/admissions/steps](http://www.moe.gov.sg/admissions/steps)) for more information on STEPS.