



# XISHAN PRIMARY SCHOOL

Reference Number: LTP/2017/004

03 January 2017

Dear Parents/Guardians,

## **Welcome**

On behalf of all staff of Xishan Primary School, I wish you and your family a Happy New Year and a great year ahead! A warm welcome back to school to all our pupils and we look forward to an exciting new school year!

2017 marks a significant milestone in the school as we commemorate our 80<sup>th</sup> anniversary on 7<sup>th</sup> April. We deeply appreciate the commitment, sacrifice and hard work of our school founders, pioneers, teachers and alumni who have contributed to the growth and success of our school through the decades.

I would like to thank all P1 parents for your kind cooperation in supporting our teachers to help our new pupils settled in the school. Our Form and Co-Form teachers will continue to render support and care for your child and to look into your child's learning and well-being.

I am pleased to share with you the following:

### **1. Staff Update (with effect from 3 Jan 2017)**

a. Warm welcome to the following new staff who have joined the school:

#### Key Personnel

- Mdm Chan Shi Yun – Subject Head/Math

#### Teachers

- Mr Collin Chew Keng Loon – PE
- Mr Gwee Cher Siang Leslie – EL
- Mdm Fadzlina Binte Malik – Art
- Mr Mohamed Zuraimi Bin Musa – EL
- Ms Teo Lee Ying – EL
- Ms Nurfarazila Binte Abdul Azman – ML
- Mr Ang Zhenwei Shawn – EL
- Mr Ang Zi Jie – CL
- Mdm Habibah – TL
- Mr Jonathan Lock Han Chng – EL
- Mdm Siti Nordiana Bte Hassan – EL
- Mdm Tan Yin Peng – EL

#### EAS / AED

- Mdm Alice Su Nyuk Yeng – OSO
- Mdm Juriah Bte Mislam – OSO
- Mr Tan Hock Huat – Part-time school counsellor

Appreciation and farewell to the following staff:

Retirement

- Mrs Vejaya Rama – School Counsellor

Transfer-out

- Mrs S Nirmala Devi Santhanasamy
- Mr Poh Yang Ming
- Ms Durgha Devi Subramaniam
- Ms Haryani Bte Ngaingati
- Ms Valerie Koh
- Mrs Raja Mageshwari
- Ms Neo Chee Hian
- Ms Isabel Phua
- Ms Tam Wai Man
- Ms Jacqueline Ten
- Ms Wynne Yang

This first letter is also to provide you with an information update on some matters to note for this term.

**2. Academic Matters**

Your role as our partner in education is of great importance to your child. It would be beneficial if you check your child's work daily and work out a schedule for your child's revision and monitor his / her progress. Affirm your child's efforts and learning progress. Feel free to communicate with our staff either through the general office tel (67588837), your child's school handbook, or through the school general email address at [xishan\\_ps@moe.edu.sg](mailto:xishan_ps@moe.edu.sg).

Please do check the Pupil Handbook for homework assignments or notes from the teacher. The Pupil Handbook also contains essential information on school operations matters.

**3. PERI School Upgrading Works, including Construction of Indoor Sports Hall on-site**

We are pleased to inform that the construction of the new Integrated Block, Indoor Sports Hall and upgrading & enhancement works have been completed, with the issuance of the TOP on 28<sup>th</sup> Dec 2016. These new added facilities will be open for use to enhance the quality of our teaching and learning and support our pupils' development, upon completion of some additional outstanding infrastructure works and official administrative processes.

The ground floor corridor from the new Integrated Block leading to the school canteen is now open for access for everyone's convenience.

**4. Individual Student Detailed Reports**

To help us maintain an accurate and updated student database, please verify your child's personal data and update his/her medical condition in the copy of 'Individual Student Detailed Report' which will be issued to your child/ward in the first week of school.

Please note that there is an 'Opt-out Check Box' on page 2 of the copy. If you do **NOT** wish to receive any information on education-related issues and major events sent to your email address by MOE HQ, please tick (✓) in the check box. However, all our parents will continue to receive letters and information relating to school programmes and matters that are sent by the school.

Please return the copy to your child's form teacher by Friday, 06 Jan 2017.

## 5. Pupil Well Being

- **Safety & Security**

For the safety and security of our students, we discourage parents or visitors from being in the school compound unless on official business. This will allow us to closely monitor the school premises. Visitors not on official business will be requested to leave the school. Please note that our staff will stop you from moving around the school premises if you are seen without a valid visitor's pass as issued by the school security post for the designated area of access. With this in mind, we request that all visitors to the school report to the Security Post first to obtain a visitor's pass. We appeal to you to assist us in this matter as the safety of the children is of utmost concern to us.

The importance of road safety cannot be over-emphasised. We have been constantly reminding our pupils of the importance of using the pedestrian crossing such as the zebra crossing outside the school gate and traffic lights at road junctions. We would like to appeal to all parents and caregivers to reinforce the same message to your child and role model this as you walk him / her to and from school.

- **Dropping Off point**

In view of the safety and well-being of our pupils, parents are not to drive into the school to drop off or pick up your child. I would like to urge you to use the drop off area at the car park of Blk 234, which is close to the school side gate (Gate B). However, if you do decide to drop off your child at the main school gate (Gate A), please ensure that he/she uses the proper access walkway. We seek your understanding in this matter and appreciate that you cooperate with our security personnel who are manning the main gate. Vehicles parked at the school gates and those making illegal U-turns at the zebra crossing can potentially endanger the lives of other road users and will be reported to the traffic police.

- **School Dismissal arrangements on rainy days**

Parents will be allowed into the school during inclement weather to fetch their children at dismissal time. Please note that from Week 1 onwards, the following arrangements will be observed in the event of inclement weather:

Primary 1 – dismissal from the school hall (P1 parents to fetch their children from the Hall)

Primary 2 – dismissal from the school canteen

Other Levels – usual dismissal points

We will inform parents of the new arrangements when the new Integrated Block is operational.

- **Temperature Taking Exercise**

Conducted twice per year, the temperature-taking exercise aims to maintain schools' preparedness to re-activate the temperature-taking regime should there be a need to. It also serves to educate pupils to take personal responsibility for their own health and practise social responsibility.

There will be a temperature taking exercise in school on Friday 6 Jan 2017. All new P1 pupils will be given a new thermometer free of charge and taught by teachers to take their own temperatures. Good hygiene practices will also be emphasized.

Pupils of other levels will need to ensure that they have their own personal thermometer in good working condition for the temperature taking exercise. If need be, pupils must purchase replacements before the date of the temperature taking exercise.

## **6. Family Matters@School! Programme**

Once again, I would also like to take this opportunity to invite all parents and their children to participate in our Family Matters@School! This programme is drawn up with the support of the Ministry of Social and Family Development (MSF). Talks, workshops, seminars and activities are drawn up for pupils, parents as well as staff of the school.

The central focus of these talks and workshops is the family unit. The Family Matters@School! programme aims at strengthening the parent/child relationship, equip parents with effective parenting skills, addressing issues related to the teens of today, their challenges, concerns and fears and enhance your bond with your child. All programmes aim to empower the child and imbue them with positive values and attitudes. You too can benefit from interesting parenting seminars and talks on enhancing your personal life. You will be informed of these talks, workshops and other such activities through circulars, letters, school's website and at some school events.

## **7. Parents' Support Group (PSG)**

As a parent, you are the key navigator of your child's growth. Your child will benefit the most when we put your child at the heart of what we do, and when we understand our shared responsibilities for your child and work together to bring out the best in your child. Having a close partnership with us will help you to better understand your child's learning experience in school, so that you could provide him/her the necessary family care, support and reinforcement at home.

You can support your child in various ways. We encourage you to join the school's Parent Support Group so that you can get involved with the school's activities and get to know other parents and your child's friends in school. Effective parenting cannot occur in isolation from the school, and we would like to partner you to develop your child to be the best that he or she can be.

More information on how you can be involved in your child's education can be found at <http://parents-in-education.moe.gov.sg/parents-in-education/how-can-parents-be-involved>.

We greatly appreciate the participation of our existing parent volunteers who have put in much time and effort in the many activities and events of the school. We hope that more of you will take up active PSG membership and support us in providing assistance in any area of expertise that will help achieve our school mission and vision. You may come in to the General Office to leave your details and the PSG will get in touch with you shortly.

Parents can look forward to special interest workshops in 2017 to better equip you to support the school as well as to get to know and learn together with other parents.

## **8. Payment at the General Office**

To facilitate the process of collection by the administrative staff, we seek your assistance in making payment such as fees at the school office from Mondays to Fridays between 8.30 a.m. to 3.30 p.m.

Please find attached the Calendar of Events for Term 1. I look forward to your continual support and partnership to bring out the best in your child.

Thank you.

Yours sincerely,

Mrs Chin Wai Peng  
Principal