



3 January 2018

**FIRST TOA PAYOH PRIMARY SCHOOL**  
**7 LOR 8 TOA PAYOH**  
**SINGAPORE 319252**

**TEL: 6256 7822      FAX: 6256 1102**

Website address : <http://www.firsttoapayohpri.moe.edu.sg>

Email address : [ftpps@moe.edu.sg](mailto:ftpps@moe.edu.sg)

Letter to Parents: 002/2018

Dear Parents and Guardians,

Warmest Greetings and A Happy New Year to one and all.

A warm welcome too, to all our students, especially our new P1 intake and students who have just joined us.

**1. 2018 School Theme**

This year, our recurring school theme is '*Unleashing Potential through Joy of Learning*'. We firmly believe that every child can excel and work towards his personal best. Our students will find greater meaning in learning and the intrinsic motivation to learn through igniting the joy for learning.

**2. Character and Citizenship Education**

As part of our values-driven education to equip students with the skills, knowledge and disposition to guide them through the many changes in life, the school believes in partnering parents to develop good character in your child/ward. Through our Character and Citizenship Education, we will inculcate in our students the school values of Respect, Responsibility, Love, Integrity and Perseverance (R<sup>2</sup> LIP). Our Character Programme has also adopted the 7 habits in *The Leader In Me Programme* by Steven Covey. These will be progressively introduced to the students to nurture good character – steadfast in values and imbued with good habits.

The 7 habits in *The Leader In Me Programme* are as follows:

- Habit 1: Be Proactive
- Habit 2: Begin with the End in Mind
- Habit 3: Put First Things First
- Habit 4: Think Win-Win
- Habit 5: Seek First to Understand, then to be Understood
- Habit 6: Synergize
- Habit 7: Sharpen the Saw

Through the 'Value of the Month' and the 'Focus of the Week', our students will be taught explicitly how one can show Respect. In January, they are as follows:

- Term 1 Week 1 : Be Proactive - Respect School Rules
- Term 1 Week 2 : Begin with the End in Mind - Respect Yourself
- Term 1 Week 3 : Think Win-Win - Sportsmanship
- Term 1 Week 4 : Seek First to Understand, then to be Understood - Respect Others

We look forward to partnering with you to develop your child/ward to be individuals with good character and responsible and resilient citizens.



**3. 2018 Start It Right Programme – Tuesday, 2 January 2018 to Thursday, 4 January 2018**

To support and ease the transition for our students into the new academic year, we will begin the new school year with our *Start It Right (SIR) Programme* on the first three days when school starts. SIR is an orientation programme for our students to gain an understanding of what is expected of them and also have the opportunity to get to know their teachers and classmates better. Students will be briefed on the Programmes and activities offered at their respective levels. Through the SIR Programme, we are confident that our teachers will build rapport with their students, establish class routines and set goals and targets for the year ahead. We aim to strengthen our students' character through these activities and interaction and to guide them well.

**4. Buddy Programme for P1 Students – Tuesday, 2 January 2018 to Friday, 12 January 2018**

To help our P1 students transit smoothly into Primary One, P5 students have been appointed as buddies to the P1 students, familiarizing them with the school premises as well as guiding them in the purchase of food during recess. The Buddy Programme will run from the first day of school till 12 January 2018. We certainly hope that your child/ward will enjoy the school experience and continue to grow in confidence and independence.

**5. Temperature-Taking Exercise – Friday, 5 January 2018**

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 students to take personal responsibility for their own health and practise social responsibility.

The first temperature-taking exercise will be conducted on Friday, 5 January 2018.

As part of the school's preparation for the exercise, we will be conducting a pre-exercise check on the Oral Digital Thermometers (ODTs) on Wednesday and Thursday, 3 & 4 January 2018. We would like to seek your assistance in ensuring that your child/ward brings his/her personal ODT on the days mentioned and that the ODT is in working condition.

P1 students will be issued with an ODT at no cost on the day of the pre-exercise check.

**6. Primary 1 to Primary 6 Parents' Briefing Sessions – Friday, 12 January 2018**

We look forward to meeting parents and guardians at the briefing sessions for parents. School Leaders and Teachers will share the expectations and the different programmes and events your child/ward will experience this year.

P1, P2 & P3 Parents' Briefing : Friday, 12 January 2018, 7.30pm to 9.00pm

P4, P5 & P6 Parents' Briefing : Friday, 12 January 2018, 7.00pm to 9.00pm

There will be a level-based briefing session from 7.00pm to 7.30pm for P4, P5 and P6 parents on Subject-based Banding (P4) ; Direct School Admission (P5) ; and PSLE & Secondary One Posting (P6), prior to the classroom-based briefing sessions from 7.30pm to 9.00pm for all levels (P1-P6).

For more information, please refer to the attached white Reply Slip. We strongly encourage you to attend this session. Kindly indicate your attendance and return the Reply Slip to your child's Form Teacher by Monday, 8 January 2018.

**7. Sports 4 All – Friday, 19 January 2018, 7.30 am to 1.30 pm**

Sports 4 All will be held in school on Friday, 19 January 2018, for P1 to P6 students. We will be creating a fun learning environment for all our students through mini-sports activities. This event will be the culminating event for all P3-P6 students after three weeks of house practice. Students are to come to school in their House T-shirts, PE shorts and school shoes. They are strongly encouraged to bring along a water bottle. They do not need to bring any books on that day.

**8. Co-Curricular Activity (CCA) - Fridays, 7.30 am to 9.00 am**

CCA for P3 to P6 students will begin on 26 January 2018. All students from P4 to P6 will continue with the CCA they have joined in 2017. P3 students will be joining the CCA allocated to them in 2017.

Students who are involved in the 2018 National School Games and Singapore Youth Festival Arts Presentation will attend afternoon training sessions that will begin from 8 January 2018 as part of the preparatory process.

As CCA is an integral part of the school's holistic education as well as an important platform to build teamwork and develop character, we trust that you will support the school's effort in ensuring that your child/ward participates actively in the CCA allocated.

**9. Stretch-Support-Supplementary (S3) Programme**

The Stretch-Support-Supplementary (S3) Programme will start from Term 1 Week 3 (15 January 2018). It will be conducted on Monday and Wednesday afternoons. A letter with the schedule will be sent to parents closer to the starting date.

**10. Programme for Active Learning (PAL) for P1 & P2 Pupils - Fridays, 7.30 am to 9.30 am**

In lieu of CCA, P1 and P2 students will participate in the Programme for Active Learning (PAL), which aims to provide students with broad exposure and experiences through fun and varied activities. To achieve the learning outcomes of PAL, modules such as Visual and Performing Arts, Sports and Games and Outdoor Education will be conducted for the P1 & P2 students throughout the year.

**11. School Attendance**

In the interest of your child/ward's learning and development, we protect the school curriculum hours and seek your co-operation in ensuring that your child/ward attends school daily unless he/she is unwell. Do seek medical attention immediately when your child/ward is unwell and submit the medical certificate (MC) to the Form Teacher when he/she reports back to school. We would also like parents to contact the school office at 6256 7822 by 8.00 am if your child/ward is unwell. Unless there are urgent family matters that justify your child/ward's absence from school or your child/ward is unwell, we would expect a regular attendance record for the year. Please plan your vacation breaks only during the school holidays. Absenteeism not supported by valid reasons will be documented as 'Absence without valid reason' and will impact on the student's conduct grade and awards/bursary applications.

**12. Communication**

We value the partnership we share in educating your child/ward. Communication is key in building quality relationships. We have many established channels of communication with parents/guardians to enhance our joint partnership in delivering a holistic educational experience for our students, as reflected in the table below. Do note that teachers may not be able to respond to your messages or phone calls immediately or meet you without any prior appointments made as they are usually engaged in class with the students.

Channels of Communication	School with Parents	Parents with School
Telephone : 6256 7822/ Fax : 6256 1102	✓	✓
Email Address: <a href="mailto:ftpps@moe.edu.sg">ftpps@moe.edu.sg</a>	✓	✓
Website: <a href="http://www.firsttoapayohpri.moe.edu.sg">www.firsttoapayohpri.moe.edu.sg</a>	✓	
Monthly letter to parents	✓	
Student's Handbook <i>[Students to bring Handbook to school on every school day]</i>	✓	✓
Parents' Briefing / Parent-Teacher-Pupil Conference	✓	✓
Meeting with Form/Subject Teacher or Staff Member : <i>[In order for you to have a fruitful discussion, do make an appointment to ensure that our teachers/staff are available to meet you.]</i>	✓	✓

Similarly, my VPs and I can be reached at :  
Principal : [Chua\\_Choon\\_Guan@schools.gov.sg](mailto:Chua_Choon_Guan@schools.gov.sg)  
VP (Acad) : [Low\\_Lee\\_Chern@schools.gov.sg](mailto:Low_Lee_Chern@schools.gov.sg)  
VP (Admin): [Tay\\_Yam\\_Eng@schools.gov.sg](mailto:Tay_Yam_Eng@schools.gov.sg)

### 13. School Dismissal

Please note the following dismissal arrangement:

#### Fine Weather

Students will be dismissed from the following dismissal points depending on their respective modes of transport :

Mode of Transport	Dismissal Points
By Car/ Van/Taxi/ Bicycle	Bus Bay via Gate 1 (Front Gate)
By School Bus	Bus Bay
By Public Transport	Gate 4 (Canteen Gate)
Walk to School	Gate 1 (Front Gate) → P4 to P6 Gate 4 (Canteen Gate) → P1 to P3 Gate 10 (Back Gate) → P1 to P6

Parents/Guardians are to inform your child/ward of the preferred gate for dismissal, especially if you are picking him/her up from school.

#### Wet Weather

- Students will be dismissed via Gate 4 (Canteen Gate)
- P1 to P3 students will be dismissed before P4 to P6 students

Parents/Guardians who wish to drive into the school compound to pick your child/ward up after school will only be allowed to do so after all the school buses have left the school compound. Thus, it is advisable to arrive 20 minutes after school dismissal time to avoid congestion.

Please switch off your vehicle engine while waiting so as to minimise pollution. NEA does conduct enforcement exercises from time to time, and fines may be meted out to errant drivers who leave their vehicle engines idling while waiting.

#### 14. Safety and Security

To ensure the safety and security of all our students and staff, all visitors to the school are required to register their names with the security guard at the guard post. Visitors and parents will be issued a Visitor Pass which must be displayed at all time within the school premises. The Visitor Pass will be returned to the guard post when the visitor signs out. Visitors are to proceed directly to the General Office for assistance or to permitted areas (bookshop/student care centre) as specified at the guard post. Parents and visitors are not permitted to enter the school via Gate 4 (Canteen Gate) at all time.

Please also note that the area just outside the main entrance of the school is a non-stopping/non-waiting area. In view of the safety of our students and in compliance with LTA traffic rulings, vehicles are prohibited to make U-turns in front of the school gate.

Teachers will monitor the pedestrian crossing just outside the school to ensure the safety of our students. We educate our students to observe road safety regulations at all times and we seek your support and co-operation in using the pedestrian crossing with your child/ward when you send him/her to school.

#### 15. Group Personal Accident (GPA) Insurance for Students

All MOE-registered students in Government Schools (including MOE Kindergartens) and Government-aided Schools are covered under the Group Personal Accident Insurance for Students.

The plan provides 24-hours coverage to our students for school-related activities both in and out of school. This scheme is provided at no cost to our students as the payment of the premium is borne by the Ministry of Education. Please refer to the attached pamphlet from NTUC Income for more information.

#### 16. Student Development Team

To promote and place greater emphasis on a holistic education, a Student Development Team comprising the Year Heads, Head of Department from the Character and Citizenship Education (CCE) and Discipline Departments, has been formed. The Year Heads will lead the level teachers in aligning the school programmes towards the total development of the students. You may contact the respective personnel for any clarifications when needed.

Level	Year Head	Email address
Primary 1 & 2	Miss Lee Jo-Anne	lee_jo-anne@moe.edu.sg
Primary 3 & 4	Miss Mindy Ng	ng_ying_mindy@moe.edu.sg
Primary 5 & 6	Mr Abraham Abe	Abraham_abe@moe.edu.sg

HOD / CCE	Mrs Pearly Goh	tan_kui_ing_pearly@moe.edu.sg
HOD / Discipline	Mr Joel Prathiev Vinson	joel_prathiev_vinson@moe.edu.sg

### 17. Gifted Education Programme (GEP) for Primary 3 Students

The GEP Identification Exercise aims to identify suitable students with high intellectual potential. The tentative schedule for the two stages of the GEP Identification Exercise 2018 is given below:

Stage	Date	Participants	Papers
GEP Screening Exercise	24 August 2018 (Friday)	Primary 3 students	English Language Mathematics
GEP Selection Exercise	16 & 17 October 2018 (Tuesday, Wednesday)	Only shortlisted students will be invited to the selection stage	English Language Mathematics General Ability

### 18. Annual Updating of Student's Particulars & Medical Record

Please verify the pre-printed information in the attached yellow form. If there are corrections/updates to be made, please strike out the incorrect information and update with the correct information next to it in ink. In addition, all parents are required to complete page 2 of the attachment for medical records and attach a photocopy of the doctor's diagnosis (if applicable).

### 19. School Activities (1 January to 15 February 2018)

The school will provide further details as necessary closer to the date, otherwise the schedule below serves as a notification.

Date	Activities	Levels / Class involved	Attachments/ Reply Slips
2 January (Tue) to 4 January (Thu)	Start-It-Right Programme	All	
2 January (Tue) to 12 January (Fri)	Buddy System for P1 and P5	P1 and P5	
3 January (Wed) to 4 January (Thu)	Checking of ODTs	All	
5 January (Fri)	Temperature-taking Exercise	All	
10 January (Wed)	CCA Talk	P3	
12 January (Fri)	P1 to P6 Parents' Briefing	P1 to P6	Annex A-1
19 January (Fri)	Sports 4 All	All	
22 January (Mon) to 1 February (Thu)	P5 Science Learning Journey	22 Jan (Mon) - P5 IN 24 Jan (Thu) - P5 LO 25 Jan (Fri) - P5 PE & P5 RY 1 Feb (Thu) - P5 RT	
31 January (Wed)	Mass Students' Leadership Training	All	Annex SL
6 February (Tue) to 12 February (Mon)	P6 Science Learning Journey	6 Feb (Tue) – P6 PE & P6 EX 7 Feb (Wed) - P6 IN & P6 RT 12 Feb (Mon) – P6 LO & P6 RY	
8 February (Thu)	P3 Outdoor Adventure Learning Journey	P3	
10 February (Sat)	Chingay NE Show	P4	
14 February (Wed)	Total Defence Day	All	

## 20. School Personnel Update

FTPSS bid farewell to the following officers and would like to wish them all the best in their new endeavours:

- Mr Cavin Jhee
- Mrs Fanny Gerard Anthony
- Ms Indhumathi
- Mr Khalid Bin Abdullah

We warmly welcome the following officers who have just joined/returned to our school and wish them a fruitful time with us:

- Miss Diana Bte Mohamed Mazlan
- Miss Lim Jing Hui Melissa
- Miss Luan Ling
- Mdm Sathya Panchatcharam
- Mr Mohd Ramli B Abdul Samad

We look forward to a great year ahead as partners in your child's education. Happy 2018!

Thank you.



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Mr Chua Choon Guan  
Principal

