



FIRST TOA PAYOH PRIMARY SCHOOL
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School Notification: 001/2025

3 January 2025

MEMO 1 of 2025

Dear Parents/Guardians,

As we embark on a new year, we hope this message finds you refreshed after the holiday season. Our entire team joins me in wishing you and your family a year brimming with joy and purpose. We would also like to extend a very warm welcome to all of you, especially to those whose children are joining us this year. We trust that they are all eager and ready for the new academic year.

The coming months promise numerous chances for us to connect and collaborate. Your engagement and support play a crucial role in your child's success, and we value the partnership between home and school.

This year, our school theme is *"Be the Impact at Home, Community, and Beyond,"* inspired by our school motto, "Making Impact". We aim to nurture students who positively influence those around them by living out our core values: Respect, Responsibility, Love, Integrity, and Perseverance. Whether at home, in the community, or beyond, we encourage them to be role models—showing kindness, taking responsibility, and staying resilient in the face of challenges. Together, let us support our students in making a meaningful and lasting difference in the world they live in.

1. Achievement, Affirmation and Appreciation

We would like to take this opportunity to congratulate the following student/teachers for their outstanding achievements:

Name of Student	Award / Recognition
Liu Yunhao	2nd Prize in the Singapore Chinese Music Competition (SCMC) for solo section, Zhongruan Junior category.

Name of Staff	Award / Recognition
Mrs Maybelline See	MOE Innergy Award 2024
Mr Ivan Sim	Commendation Award

2. Updates in Staff Movement

We would like to bid farewell to the following staff and thank them for their contributions to the school.

HOD/PE, Aesthetics & LLP	Miss Jasmine Kok
Senior Teacher	Mdm Lim Tiew Ling
Teacher	Miss Charissa Zi Xin Mdm Chin Ying Ting Mdm Gowri D/O Devakaran Miss Hsu Yu-Hsun Miss Seng Siok Kuan Anne Miss Tan Lay Cheng
Operations Manager	Mr Teh Cheng Meng

We would like to welcome the following staff who joined the school in January 2025.

HOD/PE, Aesthetics & LLP	Mr Gabriel Tay
LH/ EL	Mr Muhammad Huzaifah
LT/Music	Mr Eng Yan Chen Alvyn
Teachers	Mrs Christina Lim (Tay Shiok Ching) Mrs Emily Tang (Yong Chuy Shin) Mr Lai Chih Wei Ms Liu Yusi Mr Low Khin Sin Ms Lim Jia En, Ebel Mr Muhammad Irfan Bin Selamat Ms Ramya Lakshmanan Mr Sharaf Yar Khan Mdm Tan Peck Hoon
Allied Educators	Ms Carmen Shamala Rajanathan Ms Fang Lum @Lum Yoke Fong Ms Teo Jun Hui Jamie

3. Citizenship and Character Education

For January, the 'Value of the Month' is **Responsibility**. Our foci are as follows:

Habit 1 Be Proactive: I take initiative

Habit 2: Begin With The End In Mind: I am an important part of my class and school

Habit 3: Put First Things First: I am disciplined and organised

We teach our students that responsibility means they can be depended on to carry out their duties well. To help them grow as responsible individuals, we highlight three habits.

Habit 1: **Be Proactive** encourages them to take initiative in all they do, making choices that positively impact themselves and others.

Habit 2: **Begin With The End In Mind** reminds them that they each play an important role in their class and school and that their actions contribute to their shared goals.

Habit 3: **Put First Things First** teaches students to be disciplined and organised, prioritising what matters most. These habits empower students to be responsible and take ownership of their actions and decisions.

Refer to [Annex A](#) for more details on the school core values and The Leader In Me – 7 Habits.

4. Code for Fun 2025 – Tue, 14 January 2025 to Fri, 14 February 2025

P5 students will go through the Code for Fun programme in Term 1. The programme aims to expose students to coding and computational thinking. The programme for each class will be over a period of 4 days (Tuesday, Wednesday, Thursday and Friday). A notification will be sent out via Parents Gateway closer to the start of the sessions. The schedule for the P5 classes is shown in the table below.

Class	Date	Time
P5 Integrity	14 January (Tue), 15 January (Wed), 16 January (Thu), 17 January (Fri)	Tue, Thu & Fri, 2.15 pm – 5 pm Wed, 1.45 pm – 4.15 pm
P5 Respect	21 January (Tue), 22 January (Wed), 23 January (Thu), 24 January (Fri)	
P5 Responsibility	4 February (Tue), 5 February (Wed), 6 February (Thu), 7 February (Fri)	
P5 Love	11 February (Tue), 12 February (Wed), 13 February (Thu), 14 February (Fri)	

5. Temperature Taking Exercise – Wed, 15 January 2025

Temperature taking exercise aims to maintain schools' preparedness to re-activate the temperature-taking regime should there be a need to do so. 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 Wednesday, 15 January 2025.

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

6. Parents Briefing

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

P3 to P6 Parents' Briefing: Friday 17 January 2025, 3.00 pm to 5.00 pm

P1 & P2 Parents' Briefing: Friday 14 February 2025, 3.00 pm to 5.00 pm

We strongly encourage you to put aside time to attend this session in school. More information will be provided via Parents Gateway (PG).

7. Stretch and Support Programme

The Stretch and Support Programme will commence from the date in the schedule below. A notification with further details will be sent to parents closer to the starting date.

Levels	Days	Starting From
P3 to P6	Tuesday and Thursday afternoons	Term 1 Week 3 (21 January) <i>*Some P5 classes will attend the Code For Fun Programme instead of Stretch and Support programme for a selected week. Updates will be shared nearer to the date.</i>

8. Chinese New Year Celebrations – Tue, 28 January 2025

The Chinese New Year Celebration will be held in school on Tuesday, 28 January 2025. The school will function from 7.30 am to 10.30 am on that day.

Our school bus vendor and Student Care Centre have been informed about the early dismissal. Students going home by school bus will be sent home by the school bus operator as per normal. The Student Care Centre at our school will operate till 1.30 pm on that day.

Chinese New Year public holiday will be on Wednesday, 29 January 2025 and Thursday, 30 January 2025. School will resume on Friday, 31 January 2025.

We would like to take this opportunity to wish all Chinese staff, students and their families a Happy Chinese New Year.

Kindly also note that school will end at 12.00 pm on Wednesday, 5 February 2025 for our staff to have lunch with the School Advisory Board members during the festive season.

9. Red Corporate T-shirt for students

The school is excited to introduce a new Student Corporate T-shirt, designed for learning journeys and special school events. This initiative aims to strengthen students' sense of shared identity. The vibrant red T-shirt will replace the current House T-shirt. For this year, the school will cover the cost of the T-shirt for **all** students.

10. School Dental Service

Please be informed that the dental clinic will be closed till further notice. If any dental treatment is required, please contact the Buddy clinics to book for an appointment.

Dental Clinic	Telephone	Address
Kheng Cheng School	8764 8106	15 Lorong 3 Toa Payoh Singapore 319580
Pei Chun Public School	8909 0547	16 Lorong 7 Toa Payoh Singapore 319320
CHIJ Toa Payoh	8764 7307	628 Lorong 1 Toa Payoh Singapore 319765

11. School Attendance

In the interest of your child's/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 seek parents' understanding that the whole duration of medical leave endorsed by the doctor must be complied with in the interest and well-being of the child concern, and all other students and staff in the school.

We would also like parents/guardians 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.

The school will only accept letters for up to five days of student absences per semester without medical certificates, for reasons such as family issues and self-medication. Each letter can cover up to two consecutive days per instance. Letters related to absences on compassionate grounds will be reviewed separately. Students who are absent beyond these five days must provide official medical certificates to account for their absence due to medical reasons. In the interests of our students' well-being, the school advises that unwell students should seek medical attention.

Absenteeism not supported by valid reasons will be documented as ‘**Absence without valid reason**’ and will impact the student’s conduct grade and awards / bursary applications. In addition, teachers are not obliged to provide make-up lessons or homework for students who go on holiday during curriculum time.

12. Communication Channels

We value our partnership with parents/guardians in educating our students and 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. Teachers are not obligated to give parents/guardians their contact number. If provided, it is a mutual arrangement between the two parties. For emergency matters during curriculum time, please contact the General Office. 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. Also, we seek your understanding to only contact the teachers on weekdays, during office hours, i.e. between 8.00 am and 5.30 pm. Teachers too need their protected time for their family as well as their personal well-being.

Announcements and forms, as well as some administrative functions such as giving consent for school trips and declaring travels, will be done through the Parents Gateway mobile app. Do ensure that your app is up to date, enable notifications, so that you do not miss out on any important messages.

Channels of Communication	School with Parents	Parents with School
Telephone: 6256 7822/ Fax: 6256 1102	✓	✓
Email Address: ftpps@moe.edu.sg	✓	✓
Website: www.firsttoapayohpri.moe.edu.sg	✓	
Monthly letter to parents through Parents Gateway	✓	
Parents Gateway	✓	
Student Handbook <i>[Students to bring Handbook to school on every school day]</i>	✓	✓
Parents’ Briefing / Parent-Teacher-Student 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>	✓	✓

13. Recess and Snack Break

The timings for recess and snack breaks for the various levels are highlighted below:

Level	Recess	Snack Break	Lunch Break (Mondays)
P1 & P2	9.30 – 10.00 am	12 noon	Not Applicable
P3 & P4	10.00 – 10.30 am	8.30 am	12.00 pm – 12.30 pm
P5 & P6	10.30 – 11.00 am	9.00 am	12.30 pm – 1.00 pm

Students are encouraged to pack healthy snacks for the snack break.

14. School Dismissal

Please note the following dismissal arrangements:

Dismissal Time

Level	Days	Dismissal Time	Remarks
P1 & P2	Monday, Tuesday, Thursday, Friday	1.30 pm	
	Wednesday	1.00 pm	
P3 to P6	Monday	4.30 pm	CCA/House Practice: 2.30 pm – 4.30 pm House Practice starts from 20 Jan and CCA starts from 24 Mar. As there is no CCA or House Practice on 6 Jan and 13 Jan, P3 to P6 will end school at 2.30 pm.
	Tuesday, Thursday, Friday	1.30 pm	
	Wednesday	1.00 pm	

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	Front Gate
By School Bus	Bus Bay
By Public Transport	Canteen Gate

Walk to School	Front Gate → P3 to P6
	Canteen Gate → P1 to P6
	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

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 to minimise pollution. NEA conducts enforcement exercises from time to time, and fines may be meted out to errant drivers who leave their vehicle engines idling while waiting.

15. MOE Group Personal Accident (GPA) Insurance Plan 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 (Annex B) from NTUC Income for more information.

16. School Activities (1 January 2025 to 16 February 2025)

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

Date	Activities	Levels Classes Involved	& Attachment/ Reply Slips
Wed, 1 January 2025	Public Holiday – New Year	All	
Thu, 2 January 2024	First Day of School Reporting for the new P1 students P2 to P6 students (2025) need not report to school	P1 (2025)	Dismissal at 11.30 am

Fri, 3 January 2025	First Day of School Reporting for P2 to P6 students	P1 to P6 (2025)	P1 Dismissal at 11.30 am P2 – P6 Dismissal at 1.30 pm
Thu, 2 January 2025 to Tue, 7 January 2025	Start It Right (SIR) Programme	All	
Wed, 15 January 2025	Temperature Taking Exercise	All	
Fri, 17 January 2025	Parents' Briefing	P3 to P6	
Tue, 28 January 2025	Chinese New Year Celebration	All	Dismissal at 10.30 am
Wed, 29 January 2025 & Thu, 30 January 2025	Public Holiday – Chinese New Year	All	
Wed, 5 February 2025	Staff Chinese New Year Lunch	All	Dismissal at 12.00 pm
Fri, 14 February 2025	Parents' Briefing	P1 & P2	
Sat, 15 February 2025	MK@First Toa Payoh Open House	Interested Kindergarten Parents	

17. We have the Same Goals for the Children

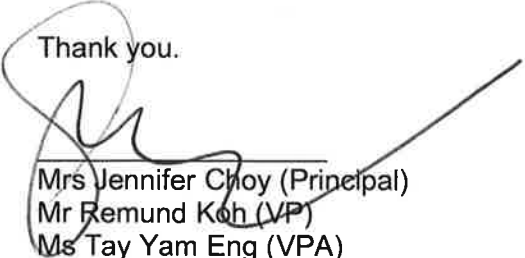
As parents, it is natural to have expectations for your children's academic performance. However, it is equally important to recognise their individual strengths and areas for growth. We encourage you to foster resilience in your children, helping them learn from their experiences and build the confidence to persevere.

Your continued partnership is invaluable to us. We ask for your unwavering support as we work together to achieve the best holistic outcomes for your children.

We deeply appreciate the trust you have placed in us. As we look forward to the year ahead, we are excited to continue our journey as partners in your child's/ward's education, nurturing their growth and potential.

Here's to a promising and rewarding year ahead!

Thank you.



Mrs Jennifer Choy (Principal)
Mr Remund Koh (VP)
Ms Tay Yam Eng (VPA)

