



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

3 January 2022

Letter to Parents: 001/2022

Dear Parents and Guardians,

Warmest greetings and wishing one and all the very best in 2022!

A warm welcome too to all our students, especially our new P1 and K1 intakes, and students who have just joined us.

1. Safe Management Measures

In view of the current Covid-19 situation, we would like to take this opportunity to assure you that FTPPS is taking all possible steps to safeguard the safety and well-being of your child/ward. The following safe management measures have been put in place and will be enforced throughout the school days:

- To keep our school environment safe, the school will only allow entry to visitors if they have a scheduled meeting with school personnel or if there are urgent and important matters to attend to. All visitors are required to use TT App/Token to do Safe Entry check-ins.
- Visual screening of students will be conducted at all school gates. Daily temperature-checks will also be conducted upon their entering the class. Students who are unwell or display symptoms of respiratory infection (e.g. sore throat, fever or cough) will be brought to the infirmary room and their parents/guardians will be contacted to take them to see a doctor and rest at home.
- With the implementation of TraceTogether-Only SafeEntry, all students are required to bring their TraceTogether (TT) tokens for Safe Entry to the school. The TT token will also facilitate faster and more accurate contact tracing. It is required for students' participation in out-of-school activities where SE check-ins via the TT token/app are necessary. Students are encouraged to take good care of their tokens. For replacement of faulty or lost tokens, you can proceed to your nearest CC for a replacement or new token. Do contact the TraceTogether Hotline (69736511) or email support@tracetogether.gov.sg, should you require further assistance.
- Students should continue to wear high filtration face masks. As a good practice, parents/guardians are requested to prepare an extra face mask placed in a zip-lock bag for your child/ward. Students will also be reminded to sanitise their hands before entering their classrooms, practise frequent hand-washing throughout the school day and wipe down the tables and shared equipment after use.



- Fixed spaced seating, safe distancing and wearing of masks will be observed during all lessons and recesses.
- In order to minimize intermingling, we will continue to stagger the recesses and school dismissal timings. We appreciate your patience and encourage you to continue to observe safe distancing while waiting if you are picking up your child/ward at the school gates during school dismissal.
- The school will continue to clean high-touch surface areas more frequently and disinfect the premises daily.
- It is of paramount importance for everyone to continue to be socially responsible to ensure the safety and well-being of our young students.
 - Students who are unwell (e.g. sore throat, fever or cough), or have a positive ART result should not report to school. They should follow MOH's Protocols 1 and 2 respectively.
 - Students who are placed on Health Risk Warning (HRW) should follow MOH's Protocol 3 and ensure they have a valid negative ART result before going to school.
- We look forward to our continual collaboration in the implementation of Safe Management Measures. Your vigilance and cooperation are important in keeping our school safe for all.

2. 2022 School Theme

Our school theme for 2022 is "*Learn for Life through Joy of Learning*". Through this theme, we aspire to ignite the joy of learning in every student; develop his/her diverse strengths and interests; nurture an intrinsic motivation to learn; and ensure every child has a good start in life to access opportunities at every stage of his/her life.

3. Character and Citizenship Education

For January, the 'Value of the Month' is **Responsibility**.

The 'Foci of the Week' 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 classroom and school

We teach our students that responsibility means that they can be depended on to carry out their duties well. This includes completing assigned duties and handing in satisfactory written work. They also show responsibility when they take care of school property. In order to do these, they should be disciplined and organised. As such, we emphasise to our students aspects of Habit 1: Be Proactive and Habit 2: Begin With the End in Mind in helping them develop responsibility. Refer to Annex A-1 for more details about the school core values and The Leader In Me.

4. 2022 Start It Right Programme – Tuesday, 4 January 2022 to Friday, 7 January 2022

To support our students in their transition to the next level of studies, we have set aside 4 Jan to 7 Jan 2022 for our Start It Right (SIR) Programme. The SIR programme aims to establish a foundation for positive student-student and teacher-student relationships. This is done through setting expectations and providing ample opportunities for interaction to help students to develop social awareness and manage relationships for their personal and social well-being. All in all, we strive to provide support for a smooth transition for each student to the start of a new school year.

5. Code for Fun 2022 – Monday, 10 January 2022 to Friday, 21 January 2022

P5 students will go through the Code for Fun programme in the first few weeks of January. The programme aims to expose students to coding and computational thinking. The programme for each class will be over a period of 4 days (Monday, Tuesday, Wednesday 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.

Date	Class	Time
10, 11, 12 and 14 January	P5 Integrity	2pm – 5pm
17, 18, 19 and 21 January	P5 Respect	

6. e-Briefing Sessions for Parents – Thursday, 13 January 2022 and Friday, 14 January 2022

We would like to invite you to our e-briefing sessions for parents. Through these sessions, we would like to communicate curricular goals and school programmes to enable you to better support your child at home. This year, the Parents' Briefing will be conducted via ZOOM from 7pm to about 8pm. Registration will be from 6.45pm. Our School Leaders and/or teachers will share the expectations and the different programmes and events your child/ward will experience this year. Do refer to the following table for more information:

Day / Date	Levels	Topics Covered
Thursday, 13 Jan 2022	P1	Level Highlights Curriculum Matters
	P3	Level Highlights Curriculum Matters
	P5	Level Highlights Curriculum Matters Direct Schools Admission (DSA) PSLE
Friday, 14 Jan 2022	P2	Level Highlights Curriculum Matters
	P4	Level Highlights Curriculum Matters Subject-Based Banding (SBB)
	P6	Level Highlights Curriculum Matters PSLE & Secondary One Posting Exercise

Do register for an account with ZOOM if you do not have one. You may refer to the step-by-step guide ([Annex A-2](#)) on how to register for an account.

To attend the e-Parents' Briefing, please complete the following registration form by Friday, 7 January 2022 at <https://go.gov.sg/eparentsbriefing>.

You can access it via the QR code as well.



More information will be shared with you via PG. We strongly encourage you to attend this session and look forward to meeting you at our e-briefing for parents.

7. Stretch-Support-Supplementary (S3) Programme

The Stretch-Support-Supplementary (S3) Programme will commence from the dates in the schedule below. A letter with further details will be sent to parents closer to the starting date.

Levels	Days	Starting From
P5 and P6	Monday and Wednesday afternoons	Term 1 Week 3 (17 January) <i>*P5 Respect will attend Code For Fun in Term 1 Week 3 instead of Supplementary</i>
P1 and P2	Thursday afternoons	P2 starts from Week 4 (27 Jan) P1 starts from Week 6 (10 Feb)
P3 and P4	Friday afternoons	Term 1 Week 3 (21 January)

8. Programme for Active Learning (PAL) for P1 & P2 Students - Fridays, 7.30 am to 9.30 am

In place 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.

9. Annual Updating of Individual Student Details Report (ISDR)

Please verify the pre-printed information in the hardcopy yellow form that will be issued to your child. If there are corrections / updates to be made, please update with the correct information in the column provided. In addition, all parents are required to complete page 3 of the attachment for medical records and attach a photocopy of the doctor's diagnosis (if applicable). Kindly return the completed form to your child's/ ward's Form-Teacher by **Friday, 14 January 2022**. As this is an important document that concerns your child's safety and well-being, we seek your co-operation to ensure timely submission and accuracy of information.

10. 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 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. 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.

11. Communication

We value our partnership with parents/guardians in educating our students. 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: 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>	✓	✓

Similarly, my VPs and I can be reached at:

Principal : Chua_Choon_Guan@schools.gov.sg

VP (Acad) : Koh_Peng_Yeow@schools.gov.sg

VP (Admin): Tay_Yam_Eng@schools.gov.sg

12. School Dismissal

Please note the following dismissal arrangements:

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

13. Safety and Security

To ensure the safety and security of all our students and staff, all visitors/parents to the school are required to register their names with the security guard at the guard post and comply with the Safe Management Measures in place. Visitors and parents will be issued a Visitor Pass which must be displayed at all times within the school premises. The Visitor Pass must 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) and Gate 10 (Back Gate) at all times.

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.

14. 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, as well as Subject Head of Student Well-Being & Student Leadership, 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.

Designation	Name	Email address
Primary 1 & 2 Year Head	Miss Lee Jo-Anne	Lee_jo-anne@moe.edu.sg
Primary 3 & 4 Year Head	Mdm Siti Maskinah Bte Muzakir	Siti_maskinah_muzakir@moe.edu.sg
Primary 5 & 6 Year Head	Mr Abraham Abe	Abraham_abe@moe.edu.sg
HOD / Character & Citizenship Education	Miss Mindy Ng	Ng_ying_mindy@moe.edu.sg
HOD / Discipline & CCAs	Mr Joel Prathiev Vinson	Joel_prathiev_vinson@moe.edu.sg
SH / Student Well-Being & Student Leadership	Mdm Leo May Lin Jeanne	Leo_may_lin@moe.edu.sg

15. School Personnel Update

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

- Mrs Tye-Low Lee Chern (Vice-Principal)
- Miss Tan Yueh Zhen Clara
- Miss Low Li Lin
- Mr Tan Xian, Shaun

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

- Mr Remund Koh Peng Yeow – Vice-Principal
- Mdm Aw Yong Bi Zhu – Senior AED(LBS)

16. School Activities (1 January to 15 February 2022)

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
1 January 2022 (Sat)	Public Holiday – New Year's Day	All	
3 January 2022 (Mon)	School Holiday In-Lieu – New Year's Day	All	
4 January (Tue) to 7 January 2022 (Fri)	Start It Right (SIR) Programme	All	

Date	Activities	Levels / Class involved	Attachments / Reply Slips
10 January 2022 (Mon) to 21 January 2022 (Fri)	Code for Fun (2pm – 5pm)	P5	
13 January 2022 (Thu)	e-Briefing for Parents	P1, P3 & P5	
14 January 2022 (Fri)	e-Briefing for Parents	P2, P4 & P6	
14 January 2022 (Fri)	Level / House / CCA Briefings	All	
29 January 2022 (Sat)	MK E-Open House	Interested Parents	
31 January 2022 (Mon)	Chinese New Year Celebration	All	
1 February (Tue) to 2 February 2022 (Wed)	Public Holiday – Chinese New Year	All	

17. We have the Same Goals for the Children

We feel it is opportune to share our insights with you at the start of a new year. Understandably as parents, we expect our children to do well in school and achieve a reasonable level of academic performance. It is important to recognise your children's strengths and areas for growth. Instil in them the resilience to learn from their experience and confidence to continue forging on. We are confident of your continual collaboration with us and seek your strongest support as we strive towards the best holistic outcomes for the children.

We look forward to a great year ahead as partners in your child's/ward's education.

Happy 2022!

Yours in partnership,



Mr Chua Choon Guan
Principal