



GREENRIDGE PRIMARY SCHOOL

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15 November 2017

End of Year Notification Letter for Parents

Dear Parents,

As we come to the end of the academic year, I thank you for your support in your child's holistic education journey with us and the trust you have placed in our school. 2017 has been another meaningful and memorable year for us at Greenridge Primary School. We hope that your child's experience with us has been as enriching too.

In alignment with MOE's guidelines on school hours, we have reviewed our current school hours and will make changes to them in 2018. The change will enable the school to better cater to the academic and non-academic provisions as well as the meal breaks needs of our students. You may refer to page 2 for details on the change.

In the coming school holidays, we encourage you to continue to engage your child in learning beyond the school. You can consider the following R.I.V.E.R. activities for your child:

- **Read widely and for enjoyment** because reading is a key skill for lifelong learning. It is also a healthy stress relieving strategy.
- **Interact with knowledgeable others** such as yourself (parents/ guardians) and other adults in the family and among friends. Every good role model that your child interacts with helps him/ her to grow in knowledge and character.
- **Volunteer in community and environmental values-in-action activities** because if we can serve, we should. Serving others also build our resilience because we become stronger in character when we know that we can make a positive difference to those around us.
- **Exercise for good health and enjoyment** because engaging in sports builds our physical and mental strength. Engaging in sports as a family also strengthens family relationships and deepens family bonds.
- **Reflect** on experiences and feelings **through art and music making or appreciation**. Art and music allows us to express our experiences and emotions in creative ways. Art and music appreciation also relaxes the mind and soothe emotions.

On behalf of the school, I wish all of you a restful and meaningful school vacation.

Yours sincerely,

Mr Chua Choon Hock (Chris)
Principal

Important Dates

20 Nov

P1 Orientation
for 2018 Primary
1 Cohort

24 Nov

Release of PSLE
2017 Results
(Tentative)

3rd/4th week of Dec

Release of S1
Posting Results

18 Nov 2017 to 1 Jan 2018

Term 4 School
Holidays

2 to 5 Jan 2018

- P1 Buddy
Programme

2 to 5 Jan 2018

- P3 –P6 CCA
Recruitment

3 and 4 Jan 2018

P4 Personal
Leadership
Workshop

3 and 4 Jan 2018

P5 Team
Leadership
Workshop

3 and 4 Jan 2018

P6 Motivational
Programme

Administrative Matters

5 Jan 2018
Temperature
Taking Exercise

❖ 2018 School Hours (NEW)

To better cater to the academic and non-academic provisions as well as the well-being needs of our students, we will be changing our school hours in 2018. The change take into account the physiological and psychological needs of primary school students, including timely and adequate meal breaks. The following table shows the revised school hours in 2018.

Levels / Days	School Hours		Reporting Time
	Monday	Tuesday to Friday	Monday to Friday
P1 to P6	7.30am – 2.45pm	7.30am – 1.15pm	7.30am

Please note the change in school hours next year as compared to 2017.

❖ Recess and Lunch

We believe in developing our students to be independent. During their recess, parents will not be allowed into the school canteen to buy food for their children. Parents are also advised not to pass any food to their children or ask them to come out to the *Parents' Waiting Area / Foyer* during their recess. Students are to consume their food in the canteen.

Recesses will be staggered for the different levels. Classes will be assigned a fixed recess period which will be reflected in the class time-table. However, recess timings may be adjusted when there are celebrations in school or during examination periods due to the duration of different papers.

Recess	Levels	Time
First	P1 and P4	9.15am – 9.45am
Second	P2 and P5	9.45am – 10.15am
Third	P3 and P6	10.15am – 10.45am

❖ Lunch Breaks on Monday (NEW)

To ensure student well-being and that they have lunches at a reasonable time, there will lunch breaks on Mondays. Lunch breaks will be staggered for the different levels.

Lunch (Monday)	Levels	Time
First	P1 and P4	12.15pm – 12.45pm
Second	P2 and P5	12.45pm – 1.15pm
Third	P3 and P6	1.15pm – 1.45 pm

❖ Snack Breaks in Schools (Tuesday to Friday)

In line with MOE's recommendation, there will be an additional snack break to ensure that children are allowed to eat regularly. This additional snack break will take place during curriculum time between 11.45am to 12.15pm. Lessons will go on as usual and students will be given about 5 to 10 minutes to consume the snack during the designated timing. Parents may pack dry finger food such as buns or biscuits.

❖ **Arrival and Dismissal Arrangement**

We seek parents' cooperation in ensuring that your children report punctually by 7.30am for the Flag-raising and Pledge-taking ceremony. For the safety of the students, children are not allowed to leave school once they are within the school compound.

Arrival

During students' arrival in the morning, Gates 1A, 1C*, 3 and 7 will be manned by the school staff and/or security guards. As part of the school's efforts to enhance safety and security, parents are strongly advised not to enter the school except during wet weather. Please refer to the school's website for the gate locations.

**Gate 1C will be closed during wet weather. The sheltered Gate 2, on the left of gate 1C will be opened instead.*

Morning Assembly Arrangement

Days	Fair Weather		Wet Weather	
Mon & Tue	P5 & P6	School Hall	P1 & P2	Canteen
	P1 to P4	Parade Square	P3 & P4	School Hall
Wed to Fri	P1 to P4	School Hall	P1 to P4	School Hall
	P5 & P6	Parade Square	P5 & P6	Canteen

Dismissal

An additional gate, Gate 1B, will be opened to accommodate the larger numbers of students leaving the school during dismissal.

Parents of Primary 1 (2018) students are to pick up their children from the Parents' Waiting Area at the school foyer. Primary 1 classes will be brought there to be dismissed. No parents will be allowed into the school premises beyond the designated Parents' Waiting Area.

Primary 2, 3, 4, 5 and 6 (2018) students will go to the various gates after they are dismissed by their teacher near the canteen area on the ground floor. Kindly inform your child which gate to meet you or your child's caregiver.

Students with siblings in other levels are to meet in the *Quiet Zone* before going to the designated gates.

Students taking the school bus will also gather at the *Quiet Zone* and wait to be picked up.

❖ **Edusave Awards for P1 to P6 Students**

Edusave Awards are given by the government annually to Singaporean students to enhance educational opportunities and motivate students to excel in schools in academic and non-academic domains. The three broad categories of Edusave Awards are:

- a) Excellence in Character and Values
 - Edusave Character Award
- b) Excellence in Non-Academic Achievements
 - Edusave Awards for Achievement, Good Leadership & Service (EAGLES)
- c) Excellence in Academic Achievements
 - Edusave Scholarship
 - Edusave Merit Bursary
 - Edusave Good Progress Award

Please refer to the attached letter for details.

Students' Programme

❖ **P1 Buddy Programme**

From 2 to 5 January, the Primary 4 students will be involved in the 'P1 Buddy Programme' to enable the new cohort of Primary 1 students to be accustomed to their new surroundings. The programme will be conducted during curriculum time.

❖ **Pre-Assembly Silent Reading**

Students are to bring an English Language storybook on Mondays, Tuesdays and Wednesdays for silent reading. For Thursdays and Fridays, students are required to have a Mother Tongue Language storybook. The school library is well-stocked with new and interesting books and students are strongly encouraged to borrow these books from the school library or public libraries.

❖ **PE Attire**

Please ensure that your child is dressed in proper PE attire on days when he/she has PE lessons and morning exercises. Students are allowed to remain in their PE attire throughout the day.

❖ **P3 SwimSafer Programme**

In line with MOE's focus on Holistic Education, the PE Department will be organizing a swimming programme for **all** Primary 3 students. This programme is an excellent opportunity for your child to build water confidence and acquire basic/advanced proficiency. The programme will start in Term 1. More details of the programme will be given at a later date.

❖ **CCA for P3 to P6**

As CCA allows students to develop their talents and provides opportunities for social integration with all races, all Primary 3 to 6 students are strongly encouraged to take up a CCA to balance his/her academic life. CCA recruitment will be conducted for **P3 students** and **P4 to P6 students with NO CCA** from Tuesday, 2 Jan 2018 to Friday, 5 Jan 2018. Booths will be set up during recess for your child to submit his/her CCA Option Form on the above dates. More details will be given to the students on the first day of school.

❖ **P4 and P5 Student Leadership Workshops**

The P4 and P5 students will be attending a student leadership workshop on the 3rd and 4th January during curriculum time which focuses on personal leadership (P4) and team leadership (P5). These workshops seek to help students understand themselves better, appreciate the power of teamwork and maximise their individual strengths.

❖ **P6 Motivational Programme**

The P6 students will be attending a motivational workshop on the 3rd and 4th January during curriculum time. This is part of a series of talks and workshops that will be carried out throughout the year to inculcate our P6 students with resilient attitudes and resourceful growth mindsets in preparation for changes in school, life and future challenges.

Students' Safety

❖ **Road Safety**

We would like to seek the cooperation of parents who walk their children to school to always use the designated pedestrian crossings. As part of our road safety briefing to all students, we have reminded our students to be safe when crossing roads. We seek parents' support in helping the school to be positive role models to the children and reinforce the importance of road safety.

For the safety of our students and road users in the community, parents who drive are advised to park at the nearby HDB carparks at Block 505A or Block 507-508 before proceeding to pick up or drop off their children at the school gates in the morning or at dismissal. Parents should not be stopping along Jelapang Road or outside the school gate as this causes serious safety issues and creates traffic congestions.

❖ **Procedures When Entering the School**

For security reasons, the school does not encourage anyone to come into the school premises unnecessarily. The school gates will remain closed during school hours. All visitors are required to produce their identification cards (e.g. NRIC, driver's license etc.) at the security guard post.

The security officers will issue an official school pass to visitors once they have stated a valid reason for their visit. These passes are to be returned upon leaving the school.

❖ **Temperature-Taking Exercise**

The school will continue the current practice of conducting a temperature-taking exercise at the beginning of 1st and 3rd term to maintain its preparedness as well as educate our students to take personal responsibility for their own health and practice social responsibility. For 2018, the first exercise will be on Friday, 5 January. We seek your assistance in ensuring that your child brings his/her personal Oral Digital Thermometer (ODT) on that day. For Primary 1 and 2 students, their ODTs will be kept with the Form Teachers.

If your child's thermometer is faulty or require a battery replacement, please purchase a new ODT or get the battery replaced by Tuesday, 2 January 2018. Thermometers and batteries are available at the school bookshop at the following prices (inclusive of GST):

Oral Digital Thermometer:	\$5.20
Battery:	\$0.80

Photography or Videography during School Events and Activities

Please be informed that when you or your child attend any school event or activity, your photographs or video images may be captured. We may use and publish such photographs and/ or video recordings in our school publications, website, banners and other official school communication channels.

EDUSAVE AWARDS FOR PRIMARY SCHOOLS

Dear Parent/Guardian,

Edusave Awards are given by the government annually to Singaporean pupils to enhance educational opportunities and motivate pupils to excel in schools in academic and non-academic domains. The three broad categories of Edusave Awards are:

- a) Excellence in Character and Values
 - Edusave Character Award

- b) Excellence in Non-Academic Achievements
 - Edusave Awards for Achievement, Good Leadership & Service (EAGLES)

- c) Excellence in Academic Achievements
 - Edusave Scholarship
 - Edusave Merit Bursary
 - Edusave Good Progress Award

Type of Award	For Whom?	How Much?	How is it given?
Edusave Character Award	Pupils who demonstrate exemplary values and personal qualities through their behaviour and actions. This is given to up to 2% of Singaporean pupils.	Primary 1 to 3 - \$200 Primary 4 to 6 - \$350	Awardees will be notified by post in late November.
EAGLES	Pupils who demonstrate leadership qualities, offer good service to community and schools, and excel in non-academic activities. Pupils must also pass the school exams and have good conduct. This is given to up to 10% of Singaporean pupils.	Primary 4 to 6 - \$250	Awardees will be notified by post in late November.
Edusave Scholarship	Pupils within top 10% of each level academically and who have good conduct.	Primary 5 to 6 - \$350	Awardees will be notified by post in late November.
Edusave Merit Bursary	Pupils within top 25% of each level academically, have good conduct and gross household income below \$6,000 per month (or per capita income of below \$1,500).	Primary 1 to 3 - \$200 Primary 4 to 6 - \$250	<ul style="list-style-type: none"> ● Pupils who are eligible to apply for the bursary will receive an application form by post in late November. ● If your household income is below \$6,000 (or per capita income of below \$1,500), you can complete the application form and submit the form to the community centre/club nearest to your house, by early December. ● Successful applicants will be notified by post in December/January.
Edusave Good Progress Award	Pupils within top 10% based on academic improvement and have good conduct.	Primary 2 to 3 - \$100 Primary 4 to 6 - \$150	Awardees will be notified by post in early December.

We wish your child every success in his/her academic and non-academic pursuits.