



# WOODGROVE PRIMARY SCHOOL

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ADM/105/2017

3 January 2017

Dear Parents / Guardians

## 2017 SCHOOL EVENTS AND OPERATIONAL MATTERS

A warm welcome to all our students!

### 1. Student Insurance

The school has appointed AB Lim Pte Ltd to provide an insurance policy to insure our students against accidents for the year 2017. The school will pay the insurance premium.

A summary of the policy coverage and benefits is attached for your reference.

### 2. Collection Matters

Parents are strongly encouraged to issue cheque payment for cash/cheque collection requirement where applicable. Students can make payment at the school's General Office before or after school.

### 3. Temperature-Taking Exercise

The 1st temperature-taking exercise for 2017 will be conducted on **Friday 6 Jan 2017**. All students are to bring their personal ODT on that day. Oral Digital Thermometers (ODT) will be given to P1 students on the day of the temperature-taking exercise.

### 4. Curtailment of School Hours

#### **Lunar New Year celebration cum Total Defence Day Commemoration**

School will be celebrating Lunar New Year cum Total Defence Day commemoration on **Friday 27 Jan 2017**.

School hours for the day will be as follow:

- **Primary 1 to 2: 8.00 am - 10.00 am**
- **Primary 3 to 6: 8.00 am - 10.30 am**

Please make the necessary transport arrangement for your child/ward.

All students are encouraged to come dressed in red T-shirts with school skirt/shorts and school shoes on that day. Those without red T-shirts are to come in P.E. attire. Students need only to bring their stationery, including colour pencils, and a story book.

All after-school activities will be cancelled on Friday 27 Jan 2017. Students are to report back to school on Wednesday 1 Feb 2017.

### 5. Student's Well-Being

Parents are requested to take note of the following information on student well-being:

- Please do not send your child to school if he/she is unwell with any of the following infectious diseases or symptoms: Chicken Pox, Hand-foot-and-mouth disease (HFMD), red eye (conjunctivitis), gastric flu, fever, cough, vomiting, etc. To prevent the spread of infection, a child who is unwell or is given a medical certificate by the doctor should stay at home to rest. Any sick children will not be allowed to stay in the school.

- Please refrain from delivering your child's personal items (e.g. pocket money, books, stationery, water bottle and food) through the general office and security post. Our students should learn to be independent and responsible. Inculcate in the children the good habit of checking their own bags each night and ensure that they have the necessary items for each school day.
- To ensure the safety and security of your children, parents/visitors are only allowed into the school premises if they:
  - ✓ need to fetch their children home early (before dismissal time).
  - ✓ have an appointment with the Principal, Vice-Principal and/or teachers.
  - ✓ need to make any enquiry at the general office.
- All parents/visitors should report to the Security Guard at Main Gate (Gate 2) to obtain a 'Visitor Pass' before proceeding to General Office. Parents/Visitors are not allowed to enter the school through side gates 1 and 4. The Classroom Blocks and Canteen is Out of Bounds to all visitors.
- Should any child require early dismissal, parents/guardians are to fetch the child at the General Office. This is to ensure that the child leaves the school under proper adult supervision.
- Restriction of food for the celebration of students' birthdays  
 Parents who wish to celebrate their children's birthdays in school are strongly encouraged to celebrate with non-food treats (such as balloons, pencils, erasers, etc.) or with packaged food (such as wrapped chocolates or sweets). Celebration can only be done during recess time.  
 The school needs to ensure the well-being of the students as cooked food must be consumed within 3 hours of production, and must be from licensed food caterers.
- Students are strongly discouraged from bringing to school too much pocket money and expensive personal belongings to prevent loss or damage to items.  
 Students should not bring into the school items (such as handphones, play cards, etc.) that distract them for learning. As the use of handphones encourages students to indulge in texting, gaming, cyberbullying and the viewing of offensive materials, etc., it is advisable for parents to teach children the responsible use of handphones and to install the necessary restrictions, monitoring and tracking devices.  
 Parents who wish their children to have a handphone in the school strictly for the purpose of communicating with family members in an emergency should inform the respective Form Teachers.  
 The school will not be held accountable for the loss of the handphone. If brought to school and misused, it will be confiscated and returned only to the parents.  
 Please refer to the Student Handbook for more information on Students' Well-Being. The Student Handbook for 2017 will be given out to the students by 3 Jan 2017.

## 6. Communication

There are a number of ways for parents to communicate with the school.

- For general school matters, please contact the school office staff through telephone at 68943371 or email at [woodgrove\\_ps@moe.edu.sg](mailto:woodgrove_ps@moe.edu.sg).
- To communicate with the individual staff/teachers, you may use the email address available at the school website <http://www.woodgrovepri.moe.edu.sg>. As teachers are not deskbound, please be patient and not expect an immediate response within a day. Teachers will make the effort to respond as soon as they can. The service standards target is to provide a response within 3 working days from the date of notification and up to 7 or 21 days for complex cases.
- Please make an appointment if you wish to meet the Teachers / Heads of Department, Vice Principals or Principal.
- Please direct all concerns relating to students' issues to the class teacher. Do not approach other students directly for information or clarification.

- The Student Handbook is an important item for communication between parent and teacher. Please use the relevant section in the handbook for communication. Students are required to bring their handbook to school daily and must inform parent/teacher when there is an entry in the handbook.
- **School Notification & Attendance App (SNAAPP)**  
School will continue to use the communication app SNAAPP to send short notification message to parents this year. Please see attached parent’s brochure (Annex A) for more information.

### 7. Accessing MC-Online Email Account for Parents

To provide another platform of communication between the school and parents, MC-Online email accounts have been set up for all parents of students studying in this school. To access your MC-Online email account, please follow instructions found in Annex B.

### 8. Access to e-Learning Portal

Students will be given assignments on the MC-Online Learning Management System (LMS) Portal throughout the year. The onus lies on the students to access these assignments when instructed by their subject teachers.

### 9. Formative/ Continual / Semestral Assessments

The following table is our weightage computation for the various assessments.

Term/ Level	T1	T2	T3	T4	Remarks
P1	-	30%	30%	40%	SAs are computed using multiple modes of assessment in class such as class tests, oral, reading and listening comprehension tests.
P2	10%	20%	20%	SA2 50%	
P3	-	SA1 40%	-	SA2 60%	
P4	-	SA1 35%	CA2 15%	SA2 50%	
P5	-	SA1 35%	CA2 15%	SA2 50%	
P6	CA1 100%	SA1 100%	Prelims 100%	PSLE	

The Assessment Year Plan for all subjects can be retrieved from the respective departmental pages on the school website. Please inform the form teacher if you would like a hard copy.

### 10. Gifted Education Programme (GEP) Identification Exercise (Primary 3)

The GEP identification exercise aims to identify P3 students with high intellectual potential who will benefit from the enriched curriculum provided in the programme. The tentative schedule for the two stages of the GEP Identification Exercise is given below:

- GEP Screening Exercise - 23 Aug 2017 (Wednesday)  
– English Language and Mathematics

Shortlisted students will be invited to participate in the Selection Exercise:

- GEP Selection Exercise – 19, 20 Oct 2017 (Thursday, Friday)  
– English Language, Mathematics and General Ability

The GEP Screening and Selection Exercises will be based on the Primary 1 to 3 English Language and Mathematics syllabuses. The following topics in the P3 Mathematics syllabus will be excluded:

- Screening Exercise (Mathematics)  
Topics on “Area and Perimeter”, “Geometry” and “Time”.
- Selection Exercise (Mathematics)  
Angles, Perpendicular and Parallel lines in the topic of Geometry.

### 11. Briefing for P1 Parents (Primary 1)

The following briefings have been scheduled for the **P1 Parents**. Parents are strongly encouraged to attend these talks.

S/N	Topic	Date (Day)	Time	Venue
1	P1 Parents' Talk on MTL Curriculum & Instructional Materials	4 Jan 2017 (Wed)	12.00pm – 1.30pm	Library
2	P1 MTL Parents' Workshop on Reading Strategies	5 Jan 2017 (Thu)	8.30am – 10.30am	Library
3	PSLE Engagement Talk for P1 Parents (New Scoring System)	5 Jan 2017 (Thu)	12.00pm – 1.30pm	Library

### 12. Programme for Active Learning (PAL)

The school will be embarking on Programme for Active Learning (PAL). This programme will be part of the curriculum for the P1 and P2 classes. Pupils will be experiencing different domains in each term. The domains include Visual Arts, Sports and Games, Drama and Outdoor Education. The focus of PAL is to develop pupils' social and emotional competencies.

### 13. CCA Open House

CCA Open House will be held on **Friday, 6 Jan 2017** from 3.00pm to 5.00pm. Students from P3, P4 and P5, who are without CCAs in 2016, are invited to attend the CCA Open House.

### 14. CCA Information

CCA activities will commence from Term 1 Week 1 for competitive sports CCA and week 2 for all other CCAs. Please note that CCA schedule attached is **subject to change** because of competition fixtures or additional training for competitions. For any changes, the teacher-in-charge will issue consent forms to inform parents. Please refer to Annex C for details.

### 15. Class Time-Table & Orientation Schedule

Class Time-Table will be distributed to the students on the first day of school by the Form Teachers. Time-table will be suspended for the first 3 days of school. Parents can refer to the school website for the Orientation schedule.

### 16. School Events & Holidays

The schedule (Annex D) attached is **subject to change**. Parents will be informed should there be any changes.

### 17. Updates on progress of PERI upgrading

We are pleased to provide you with an update on the PERI upgrading plans for Woodgrove Primary to provide additional facilities to better support the delivery of holistic education.

To date, work to facilitate the expansion of the library and the foyer has been completed.

The following works are still in progress:

No.	Facilities	Expected Completion Date
1	Teaching Lab and Science Room on 4th floor	Dec 2017
2	Classroom extension to existing blocks	Dec 2017

3	New teaching block and Indoor Sport Hall	Aug 2017
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Places under construction will be hoarded up.

The school will continue to brief students on the safety precautions to be undertaken. Please be assured that we will take measures to ensure that our students remain safe during the period of upgrading.

We look forward to your continued support in 2017. Thank you.

Ms Josephine Ng  
Principal

Attachments:

Summary of insurance policy coverage and benefits

Annex A: Parents Brochure on SNAAPP

Annex B: Instructions on MC-Online access

Annex C: CCA Information

Annex D: School Events & Holidays