



# WOODGROVE PRIMARY SCHOOL

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ADM/459/2017

AMENDED

18 May 2017

Dear Parent/ Guardian,

## SEMESTER 2/ 2017 - SCHOOL EVENTS AND OPERATIONAL MATTERS

### 1. Reporting Time

In view of the first period starting at 8.00 am, all students are expected to be in the School Courtyard (P1 to P4) or the School Hall (P5 and P6) latest by **7.40 am** for the flag-raising ceremony. Student who comes in after 7.50 am will be considered late.

### 2. Student Travel Declaration

As part of the school's health-related measures, parents are required to declare the travel plans of your child. The travel declaration is mandatory for P1 students regardless of travel intent. We have distributed the "Informing School of Child's/Ward's Travel Plans" form to your child through their Form Teachers. Please return the form to the Form Teacher latest by **22 May 2017**.

For P2 to P6 students, only parents of those students who intend to travel need to declare the travel plans of their child. Please submit your child's travel declaration through your child's MC-Online portal - <http://www.mconline.sg/> (School Admin -> School Matters -> Travel Plan).

### 3. Temperature-Taking Exercise

There will be a temperature-taking exercise conducted on **Fri 30 June 2017** as part of our continuing efforts to provide a healthy and safe environment for all in the school. We seek your assistance in ensuring that your child brings his/her personal ODT on that day.

### 4. June Holiday Activities

Due to intense PERI upgrading work during the June holiday period, there will be no student-related activities conducted in school during the June school holidays.

### 5. Semester 2 School Events & Holidays

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

### 6. Curtailment of school hours

#### a) National Day Celebration and Sports Carnival

School will be celebrating National Day on **Tuesday 8 August 2017**.

Sports Carnival will be held for Primary 3 to Primary 6 students.

School hours for the day are as follow:

- Primary 1 to Primary 2: 8.00 am - 10.15 am
- Primary 3 to Primary 6: 8.00 am - 10.30 am

Students are encouraged to wear a **red T-shirt** with their **PE Attire**. Students need only bring a small bag with their **stationery**.

9 and 10 August 2017 are National Day public holiday and school holiday respectively.

**b) Teachers' Day Celebration**

School will be celebrating Teachers' Day on **Wednesday 30 August 2017**.

School hours for the day are as follow:

- Primary 1 to Primary 2: 8.00 am - 10.45 am
- Primary 3 to Primary 6: 8.00 am - 11.00 am

School will be closed at 12.00 pm.

Students will be advised by their teachers on the things to bring on that day.

**Thursday 31 August** is a Teachers' Day school holiday.

**c) Children's Day Celebration**

School will be celebrating Children's Day on **Thursday 5 October 2017**.

Lower Primary Sports Games Day will be conducted for Primary 1 and Primary 2 students.

School hours for the day are as follow:

- Primary 1 to Primary 2: 8.00 am - 10.15 am
- Primary 3 to Primary 6: 8.00 am - 10.30 am

Students need only bring water bottle, pencil case and story books (for silent reading). P1 and P2 students are to report in PE attire.

Friday 6 October is a Children's Day school holiday.

**Please make the necessary transport arrangements for your child/ward** for the celebration days above.

**All after-school activities** (CCA/Supplementary and remediation lessons) will be **cancelled** for those days.

**7. Students Well-Being**

As part of the school's effort to improve students' welfare, snack breaks are scheduled before or after recess. Students are encouraged to bring healthy snacks in containers to school. The following are examples of healthy snacks :

- Bread with cheese/jam/peanut butter
- Fruits
- Buns/ Raisin buns/ Wholemeal buns
- Granola bars/ Muesli bars

**8. School Online Survey**

To help the school improve our services, we would like to invite you to participate in the School Survey via MC-Online. The survey portal will be available from 26 May till 18 June 2017.

Please refer to the attached "School Online Survey Guide" for reference.

**9. Use of Images and Photographs**

Photograph(s) or video image(s) of you and your child may be captured during school activities and events such as classroom lessons, CCA, school camps, school concerts. The school may use and publish such photographs and/or video recordings in school publications, website, social media channels, and other communication channels. Please write in officially to the school at woodgrove\_ps@moe.edu.sg if you do not consent to the use.

For any enquiries, please contact us at 68943371 or email us at woodgrove\_ps@moe.edu.sg

Ms Josephine Ng  
Principal