



義安公司主辦 義安小學

NGEE ANN PRIMARY SCHOOL

344 Marine Terrace, Singapore 449149

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Website: www.ngeeanpri.moe.edu.sg Email: naps@moe.edu.sg

30 December 2021

COMMUNICATION 1/2022

Dear Parents/Guardians

Greetings to you and a very Happy New Year!

We warmly welcome all our students, parents / guardian and staff to school.

1. Staff Matters

I would like to extend a warm welcome to Mrs Tye-Low Lee Chern, Vice-Principal (Academic), who has been posted to Ngee Ann Primary School from 15 Dec 2021.

The following teachers joined the Ngee Ann family from January 2022:

- Ms Sultanah Bte Ali – Subject Head / Science
- Mdm Kelly Lee – Senior Teacher / Mathematics
- Mr Low Boon Siang – English Language Medium Teacher
- Miss Sim Amanda – English Language Medium Teacher

We would also like to congratulate Mdm Maisarah Bte Supani, who has been appointed Year Head and Mdm Azizah Bte Juma'at has been appointed Subject Head / English Language.

2. School and Student Care Center support for students on Tuesday, 4 January 2022

P2 to P6 students will remain at home on Tuesday, 4 January 2022.

The school will remain open for a small group of students whose parents/guardians work in essential services and/or are not able to secure alternative childcare arrangement on the day. Parents/Guardians have to put up a request through the school email naps@moe.edu.sg by 10.00 a.m. Monday, 3 January 2022 should there be a genuine need.

Student Care Center will remain open on 4 January in the afternoon. NASCAN will be following up with parents/guardians on your child's/ward's attendance separately.

3. Packing list

P1 students may refer to the packing list sent out earlier via PG.

P2 to P6 students are to bring the following items on Wednesday, 5 January 2022

- Thermometer
- Storybook
- Water Bottle
- Pencil case and colour pencils
- Student Handbook 2022

4. School Traffic Matters

As Marine Terrace is a designated silver zone area, the speed limit is at 40 km/h. Kindly adhere to the speed limit should you drive your child/ward to school or pick him/her up after dismissal. We thank you for your cooperation in ensuring the safety of our students who use the zebra crossing along Marine Terrace.

We would also appreciate your support in the following:

- a. Follow the directions provided by teachers and traffic wardens who are on duty at the car park serving Blocks 1 to 4 during morning and dismissal times. Your cooperation and patience will help to ensure a smooth flow of traffic. A better alternative is to use the car park serving Blocks 5 to 8 as there is less traffic there;
- b. Kindly let your child/ward get off at the car park in front of HDB Block 4 and not outside the front gates of Ngee Ann Primary or along Marine Terrace Road;
- c. Vehicles are not allowed to make U-turns in front of the front school gate;
- d. If you are picking your child/ward up at dismissal, do not park your vehicle anywhere along Marine Terrace Road;
- e. Use the pedestrian crossing when crossing the road in front of our school gates. Your exemplary behaviour will reinforce the important message of road safety that we have taught your child/ward;
- f. Be patient and refrain from using your car horn so that we could be considerate to the neighbours within the school vicinity; and
- g. There shall be strictly no parking where applicable:
 - 9 metres within a bus stop area;
 - 6 metres within a junction;
 - 3 metres within a fire-hydrant;
 - 50 metres of a pedestrian crossing;
 - On grass verge and footway; and
 - At entrances or exits of other premises.

Your cooperation in the above areas will help to ease the traffic condition outside the school gate.

5. School Hours, Co-Curricular Activities (CCA), Remedial/Enrichment Programmes Schedule

The school hours and corresponding activities for the new school year are as follows:

Curriculum Hours	
7.30 a.m.	Flag Raising Ceremony
9.00 – 9.30 a.m.	Recess for Primary 2
9.30 – 10.00 a.m.	Recess for Primary 1
10.00 – 10.30 a.m.	Recess for Primary 3 (in canteen) and 4 (in class [#])
10.30 – 11.00 a.m.	Recess for Primary 5 (in class [#]) and 6 (in canteen)
1.05 - 1.30 p.m.	End of Lessons for Monday to Thursday
12.35 - 1.00 p.m.	End of Lessons for Friday
CCA	
2.00 – 4.00 p.m. or 4.30 p.m.	Mondays and / or Wednesdays
* Remedial (tentative, pending mode of remedial)	
2.00 – 4.30 p.m.	Tuesdays
1.30 – 4.00 p.m.	Fridays

* Parents of students involved in these programmes will be notified and given the details prior to their commencement.

#Primary 4 and 5 students will consume their food in the classroom during recess in Semester 1. More details under SMM in paragraph 6.

A simplified canteen price guide is attached in Annex A for your reference.

Higher Mother Tongue lessons will be conducted after lunch from 2.00 to 3.00p.m. as reflected in the class timetable.

All CCAs will commence with effect from **Monday, 17 January 2022**. The teachers-in-charge of the various CCAs will keep their students informed of the CCA schedule. We seek your continuous support to ensure that your child/ward attends the training sessions regularly.

Our school bus service operators will continue to run a special bus service to ferry students home after their CCAs/remedial lessons in the afternoons. The bus fare is from \$5.00 onwards per trip, depending on the distance and the demand of the required bus route. If you are keen to take up this service, please contact your child's/ward's current school bus service operator (Steadfast Transport Service at 6747 4825) to make direct enquiries.

The class timetable will be distributed to all students and we would like to remind students on the importance of packing their school bag using the timetable. Students in primary school are still at a growing age and it is important that they do not carry excessive loads that may cause them harm or injury. It is recommended that they do not carry school bag that weighs more than 10% of their body weight.

6. **Safe Management Measures (SMM) in School**

Schools will ensure that safe management measures are in place to keep our students safe:

- On the first day of school, our teachers will reiterate the routines for safe distancing and good hygiene to our students so as to keep them safe in school.
- Students are reminded to bring along their **Trace Together Token** at all times when they are in school. Please collect TT tokens for your children from any Community Centre/Club. Singaporeans and Permanent Residents who are collecting their tokens for the first time can also request for the TT token to be delivered via post. Details can be found at token.gowhere.gov.sg.
- Daily temperature-taking with additional visual and question screening will continue to be carried out for all students and staff. In addition, students and staff who are unwell, or who have adult household members on Isolation Order or have flu-like symptoms such as fever and/or cough, will be required to stay away from school.
- If students or their household members had been issued Health Risk Warning (HRW), please inform the school. Students on HRW can return to school if the ART result is negative. Please take a photo evidence of your child's (with name and class) ART and send to the school via email or whatsapp.
- P1 students will be issued a new complimentary Oral Digital Thermometer (ODT). Students are expected to maintain their ODTs well and use them daily.
- Students and staff are required to wear their face masks.
- Do allow your child/ward to bring with them an additional ziplock bag to place their mask in when they remove it during PE lesson or recess when consuming their food.
- A spare mask (kept in ziplock bag) should be brought along in case the mask worn is damaged, dampened or dirtied. Parents are strongly encouraged to label their children's face masks for easy identification.
- Primary 4 and 5 students will consume their food in the classroom during recess in Semester 1. They are encouraged to bring a lunch box with packed food or to purchase food at the canteen and their own reusable fork and spoon.
- Schools will clean high-touch surfaces more frequently and disinfect the premises daily.
- Students will practise frequent hand-washing throughout the school day and wipe down of tables and shared equipment after use.
- Intermingling across classes and levels will be minimised.
- There will be fixed exam-style or cluster seating in classrooms and spaced seating in canteens or alternative venues.

7. **Staggered Dismissal**

We are implementing staggered dismissal to reduce transient congestion of students and parents/guardians/caregivers at the school gates and bus stops during dismissal.

We strongly urge all parents/guardians/caregivers who are picking up your child/ward to practise safe distancing and make space for students who are leaving the school. Reduce Intermingling and refrain from crowding around Block 4 barricade or Gate 1 entrance. Observe social distancing and social responsibility. To ease pick-up, do arrange with your child/ward a specific location to meet you.

The dismissal timings are below:

Level	Dismissal Time Monday to Thursday	Dismissal Time Friday
P1	1.05 p.m.	12.35 p.m.
P2	1.20 p.m.	12.50 p.m.
P3 and P4	1.25 p.m.	12.55 p.m.
P5 and P6	1.30 p.m.	1.00 p.m.

8. Learn for Life

In our effort to align to MOE's direction of nurturing lifelong learners, we need to help our students discover more joy and develop stronger intrinsic motivation in learning. There are adjustments made to reduce school-based assessment load and perceived examination stakes in Ngee Ann Primary School. This will free up more time and space to strengthen holistic development, self-discovery and engaged learning. We have also introduced mixed ability classes to all levels. These changes will lay the groundwork for nurturing life-long learning attitudes and skills in our students.

9. Lunar New Year Celebration

The school will celebrate the Lunar New Year on Monday, 31 January 2022. Students will attend the Lunar New Year celebration from 7.30 a.m. to 10.00 a.m. There will be no school on **Tuesday, 1 February 2022 and Wednesday, 2 February 2022**. School will resume on **Thursday, 3 February 2022**.

10. Absence from School

Regular attendance in school is important to a child's learning. Hence, students must be present on all school days.

If your child is absent from school, please inform your child's form teacher the reason for absence within the same working day. If your child is unwell, a medical certificate must be produced on your child's return to school. (Please refer to 2022 Student Handbook, page 9, point 5)

11. Visitor Management Procedure

Parents who would like to meet up with the teachers are encouraged to make prior appointment before proceeding to the school.

All visitors are to enter the school via Gate 1. Our security guards have stepped up measures to manage visitors to the school by:

- i. Conducting visual screening and registration for all visitors;
- ii. Declining entry of visitors
 - a. with fever (38°C and above) and/or exhibiting flu-like symptoms; and/or
 - b. who has been issued Isolation Order.

Visitors are to check in using Trace Together SafeEntry using TT Token or app at security post before proceeding to the General Office to seek assistance. For the safety of our students, visitors should not go beyond the General Office.

12. School-Home Partnership

Taking responsibility for their own learning and belongings is an important life skill that we would like to inculcate in our students. We would like to work together with our parents so that our students will develop self-management skills and build resilience.

We have noticed that parents and caregivers have been delivering lunchbox, water bottle, books and/or homework to the General Office. We urge parents to refrain from delivering items so that our students will learn to be more responsible and accountable for their actions. Our security guards and General Office staff have been advised not to take delivery of such forgotten items.

13. Bringing Electronic Devices to School

The school strongly discourages students to bring electronic devices (smart watch, handphone, Kindle etc) to school. All electronic devices are strictly prohibited during curriculum time and examinations.

Students can only use their handphones strictly for communication with parents /guardians on urgent matters at the student waiting area beside Gate 4 or at the school gates. Students are not allowed to take photographs or videos within the school compound without the school's permission. (Please refer to 2022 Student Handbook, page 10, point 4)

14. Photography and Videography

We would like to inform you that throughout the course of the year, photograph(s) or video image(s) of you and your child may be captured at various school events. We may use and publish them on our official media platforms (both online and in hardcopy) as well as on posters and banners within our premises and external walls along Marine Terrace.

We wish to assure you that we will always portray our students with respect and dignity. We will ensure that no personal information or identification of your child/ward will be made with the pictures, with exception of those in the school's commemorative publications. If specific identification of your child/ward is required in other school publications, your consent will be sought.

We respect your need for privacy. If you wish to exclude your child's/ward's photograph or video from our publicity channels, please email us at naps@moe.edu.sg.

15. Use of Students' Works for Competitive and Non-competitive purposes

Over the course of the academic year, students will/may be creating pieces such as literary, dramatic or musical works. This might come in the form of art pieces, drawings, penmanship and music lyrics. The school may use these works for competitive or non-competitive purposes.

16. Amendment to 2022 Student Handbook

Following the announcement by the Majlis Ugama Islam Singapore (Muis) on the revised dates for Hari Raya Puasa and Hari Raya Haji in 2022, Ministry of Manpower (MOM) had gazetted **Tuesday, 3 May 2022** and **Sunday, 10 July 2022** as the new public holidays for Hari Raya Puasa and Hari Raya Haji respectively.

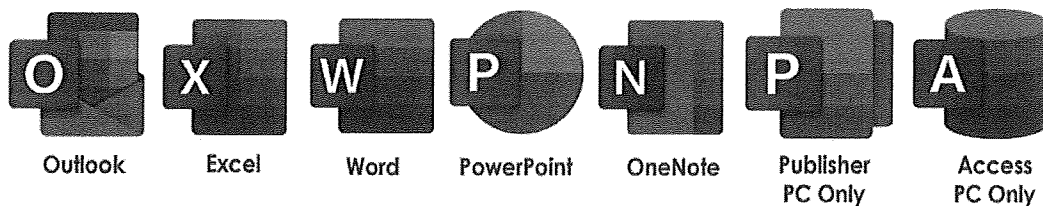
Please note and amend pages 54, 68, 87 and 91 of the 2022 Student Handbook accordingly.

17. Survey on Home-Based Learning Readiness

The school is in the process of updating our database to support our students for Home-Based Learning. Please complete a short survey by clicking on the link attached via Parents Gateway during the first week of Term 1.

18. Microsoft Office 365 for Student

MOE will be rolling out free Microsoft Office 365 suite to students in 2022. The list applications includes:



With this initiative, each student can:

- Install Office Desktop apps on their personal devices on up to 5 PCs or Mac
- Install Office apps on their personal devices on up to 5 tablets and 5 phones

Students can sign in to Office 365 services and activate apps licenses using their Student iCON credentials; `child's_name@students.edu.sg`

A self-help guide will be shared via Parents Gateway during the third week of Term 1.

19. School Upgrading

The school is undergoing upgrading and painting works since November 2021 and is expected to complete by April 2022. Affected areas will be cordoned off for the safety of our staff and students. Students are reminded to stay away from the affected areas.

20. Student Vaccination

As COVID-19 vaccination is an important strategy in our fight against the COVID-19 pandemic, parents are encouraged to book vaccination appointments for your children between the age of 5 to 11 years old. Please provide evidence of their vaccination appointment to the Form Teachers so that they can be excused for two weeks from strenuous physical activities after each vaccination dose. Sametime, our teachers will check in with the students before the start of any strenuous physical activities.

21. Updating of Travel Declarations for Year- End Holidays

To ensure schools continue to be a healthy and safe environment for all, we would require parents/guardians to **update their child's/ward's travel declaration if there is a change of travel plan(s) after declaration.**

To update the travel declaration for your child/ward via Parents' Gateway (PG), go to [SERVICE > DECLARE TRAVELS]. Please declare your child's/ward's updated travel plan(s), indicating both the country and city of travel, and any city of transit, **by Friday, 31 December 2021.** Only one parent is required to make the declaration.

For students who are not on Parents Gateway, a separate email / whatsapp will be sent to you for travel declaration.

If there is no change of travel plan(s) after declaration, **no action is required** on your side.

We look forward to working closely with you in providing a meaningful learning experience for your child/ward in Ngee Ann Primary.

Stay safe, stay healthy.

Thank you.

Yours faithfully,



Mdm Pang Siu San
Principal

**NGEE ANN PRIMARY SCHOOL
CALENDAR OF ACTIVITIES 2022 (TERM 1)**

Week	Date	Day	Activities	CCA (Mon &/or Wed)	Remedial / Enrichment (Tue &/or Fri)
1	3 Jan	Mon	School Holiday – New Year’s Day	No	No
	4 Jan	Tue	P1 students reporting to school		
	5 Jan	Wed	P2 to P6 students reporting to school		
	6 Jan	Thu	-		
	7 Jan	Fri	-		
2	10 -14 Jan	Mon - Fri	-	No	No
3	17 -21 Jan	Mon - Fri	-	Yes	Yes
4	24 Jan	Mon	-	Yes	Yes
	25 Jan	Tue	-		
	26 Jan	Wed	P1 Curriculum Briefing for Parents (details provided later)		
	27 Jan	Thu	-		
	28 Jan	Fri	-		
5	31 Jan	Mon	Eve of Chinese New Year School Dismissal at 10am	No	Yes (except Tues)
	1 Feb	Tue	Public Holiday – Chinese New Year		
	2 Feb	Wed	Public Holiday – Chinese New Year		
	3 Feb	Thu	-		
	4 Feb	Fri	-		
6	7 -11 Feb	Mon -Fri	-	Yes	Yes
7	14 - 17 Feb	Mon - Thu	-	Yes	Yes
	18 Feb	Fri	P4 SBB Meet Parents’ Briefing (details provided later)		
8	Non-Weighted Assessment Week – English Language and Math (P3 – P6)				
	21 - 25 Feb	Mon - Fri	-	Yes	Yes
9	Non-Weighted Assessment Week – Mother Tongue Language and Science (P3 – P6)				
	28 Feb – 4 Mar	Mon - Fri	-	Yes	Yes
10	7 – 11 Mar	Mon - Fri	-	Yes	Yes

Canteen Stall and Price Guide

Stall 1 – Drink Stall

	Items	Price Range
1.	Packet Drinks	\$0.60 - \$1.00
2.	Bottled Drinks	\$1.00 - \$1.10

Stall 2 – Snack and Fruits Stall (Halal)

	Items	Price Range
1.	Sandwich / Buns / Steamed items	\$0.50 - \$1.00
2.	Fruits	\$0.40 - \$1.00
3.	Snacks with healthier choice label	\$0.50 - \$0.80

Stall 3 – Western Food Stall

	Items	Price Range
1.	Gratinated Potatoes and Cheese	\$1.00
2.	Spaghetti / Rice	\$1.30
3.	Burgers	\$1.70

All rice/noodles dishes will be served with a substantial portion of vegetables and fruits required by HPB.

Stall 4 – Mixed Rice Stall

	Items	Price Range
1.	Fish Set (Rice, vegetable, potato, egg)	\$1.50
2.	Chicken Set (Rice, vegetable, potato, egg)	\$1.50

All rice dishes will be served with a substantial portion of vegetables and fruits required by HPB.

Stall 5 – Dry Noodle Stall

	Items	Price Range
1.	Noodles / Bee Hoon / Macaroni / Kway Teow All noodles dishes contains egg and cabbage.	\$1.50

All noodle dishes will be served with a substantial portion of vegetables and fruits required by HPB.

Stall 7 – Mix Rice Stall (Halal)

	Items	Price Range
1.	Fish Set / Chicken Set	\$1.50 - \$2.00
2.	Nasi Lemak Set	\$1.50

All rice dishes will be served with a substantial portion of vegetables and fruits required by HPB.

Stall 8 – Noodles Stall (Halal)

	Items	Price Range
1.	Mac & Cheese with Chicken	\$2.00
2.	Spaghetti Set / Noodles Set	\$1.90 - \$2.20
3.	Prata	\$1.30 - \$1.80

All noodle dishes will be served with a substantial portion of vegetables and fruits required by HPB.