



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.ngeeannpri.moe.edu.sg Email: naps@moe.edu.sg

27 December 2024

COMMUNICATION 1/2025

Dear Parents/Guardians,

Warm greetings! As we begin our journey into 2025, we wish you a year filled with happiness, success and fulfillment.

We extend a warm welcome to all our students, especially to the new students who have just joined us. We are delighted to have you with us and look forward to a year of growth, learning and meaningful experiences together.

1. School Personnel Update

We are also pleased to welcome the following officers who have joined the Ngee Ann family:

- Mdm Kong Wing Yan, Year Head
- Mdm Neo Poh Tin Justina, Level Head (Mathematics)
- Miss Gracia Teo Wai Ting, Subject Head (ICT)
- Miss Yang An Qi Angel, Subject Head (Student Management)

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

- Mdm Lim Meixia Larene
- Mdm Sadhana Bte Yusop
- Mrs Yeo-Goh Wenmei Abigail
- Ms Umami Rahima Binti Mahmood

2. First Day of School in 2025

Only Primary 1 students are to report on the first day of school on **Thursday, 2 January 2025**. Please refer to the packing list provided in Para 4 of the *Information for P1 (2025) Parents/Guardian*, previously sent via Parents' Gateway (PG).

Primary 2 to 6 students will begin school on **Friday, 3 January 2025**. On this day, P2 to P6 students are to bring the following items to school:

- Storybook
- Water bottle
- Pencil case, scissors and colour pencils
- Student Handbook 2025
- Thermometer
- Report Book
- Snacks for snack break

The class timetable will be distributed to all students on their first day. We would like to remind students of the importance of packing their school bags according to the timetable to avoid carrying excessive weight. As young growing students, it is essential that they avoid heavy loads that could cause strain or injury. We recommend that school bags do not exceed 10% of each student's body weight. Your attention to this matter is greatly appreciated to support our students' well-being.

3. **School and Student Care Centre Support for P2- P6 Students on Thursday, 2 January 2025**

For parents/guardians who are unable to arrange alternative childcare on **Thursday, 2 January 2025**, in-school support will be provided for a small group of students. If you have a genuine need, please submit a request via email to naps@moe.edu.sg by 12 p.m. on Monday, 30 December 2024.

Our school-based Student Care Centre (SCC), *Ace@Work*, will also be in operation on 2 January in the afternoon. SCC staff will follow up with parents/guardians regarding SCC attendance separately.

4. **School Traffic Reminders**

As Marine Terrace is a designated silver zone area, the speed limit is set at 30 km/h. We kindly request all parents and guardians to strictly observe this speed limit when driving your child/ward to school or picking them up after dismissal.

We also seek your support with the following guidelines:

- a. **Traffic Congestion:** Traffic along Marine Terrace Road is typically heavier after 7 a.m. Please follow directions provided by our teachers and traffic wardens stationed at the car park serving Blocks 1 to 4 during arrival and dismissal times. For less congestion, consider using the car park serving Blocks 5 to 8.
- b. **Drop-Off Point:** Please drop off your child/ward at the car park in front of HDB Block 4, rather than outside the school's front gates or along Marine Terrace Road.
- c. **Pedestrian Crossing:** We instill in our students a commitment to observing road safety regulations. We appreciate your support and cooperation in using the traffic lights with your child/ward when crossing the road in front of our school gates. Your exemplary behavior reinforces the important message of road safety that we impart to your child/ward.
- d. **Avoid U-Turns:** Refrain from making U-turns in front of the school gates.
- e. **Dismissal Pickup:** During school dismissal, avoid waiting outside the school's front gate or along Marine Terrace Road to pick up your child/ward. Do wait at the nearby car parks.
- f. **Be patient:** Exercise patience and refrain from honking so as to be considerate of the residents within the school vicinity.
- g. **No-Parking Zones:** Strictly observe no parking in the following areas:
 - Within 9 meters of a bus stop,
 - Within 6 meters of a junction,
 - Within 3 meters of a fire hydrant,
 - Within 50 meters of a pedestrian crossing,
 - On grass verges and footways, and
 - At entrances or exits of premises.

Your cooperation in following these guidelines is essential to help ease traffic conditions and ensure a safe environment for our students.

5. **Students who Travel to and from School by Riding a Bicycle or Scooter**

If you plan for your child/ward to commute to and from school by bicycle or scooter, please complete the registration form via this [link](#). Registered students will be required to attend a safety briefing at the start of the school year.

6. School Hours, Co-Curricular Activities (CCA), Remedial/Higher Mother Tongue Lesson Schedule

The curriculum hours for the new school year are as follows:

| School Hours | |
|--|--|
| 7.30 a.m. | Flag Raising Ceremony |
| 9.30 – 10.00 a.m. | ^Recess for Primary 1 and 4 |
| 10.00 – 10.30 a.m. | ^Recess for Primary 2 and 5 |
| 10.30 – 11.00 a.m. | ^Recess for Primary 3 and 6 |
| 1.30 p.m. | End of school for Mondays to Thursdays |
| 1.00 p.m. | End of school for Fridays |
| CCA | |
| 2.00 – 4.00 p.m. or 4.30 p.m. | Mondays and / or Wednesdays |
| * Remedial Lessons | |
| 2.00 – 4.00 p.m. | Tuesdays |
| 1.30 – 3.30 p.m. | Fridays |
| + Curriculum Lessons in the afternoons | |
| 2.00 – 4.00 p.m. | Tuesdays |
| <p>^A simplified canteen price guide is attached in Annex A for your reference.</p> <p>*Parents of students involved in remedial lessons will be notified and given the details prior to their commencement.</p> <p>*Higher Mother Tongue and Mother Tongue lessons for selected students will be conducted after lunch from 2:00 p.m. to 3:00 p.m., as indicated in the class timetable. Details for Foundation English sessions will be communicated to the selected students by their subject teachers.</p> <p>Please note that these curriculum lessons in the afternoons, commencing in Term 1 Week 1 and will continue on days when there are no CCAs or remedial lessons.</p> | |

All CCAs will commence on Monday, 13 January 2025, unless otherwise informed by the respective CCA teachers. The teachers-in-charge of the respective CCAs will provide their students with the CCA schedule. We appreciate your ongoing support in ensuring that your child/ward attends CCA sessions regularly.

Our school bus service operator, Steadfast Transport Service, will continue to offer a special bus service to transport students home after CCAs and remedial lessons in the afternoons. The fare starts at \$6.00 per trip and may vary based on distance and demand of the specific bus route. If you are interested in taking up this service, please contact Steadfast Transport Service directly at 6747 4825 for enquiries and arrangements.

7. School Attendance

Regular school attendance is essential for your child's/ward's learning and development. We request your cooperation in ensuring your child/ward attends school daily unless they are unwell.

In the event of your child's/ward's absence, please inform his/her form teachers via email on the same working day, providing the reason for the absence. If your child/ward is unwell, seek

medical attention and submit the medical certificate (MC) to the form teachers upon their return to school. For digital MCs, please email them to the form teachers and copy naps@moe.edu.sg.

Unless there are urgent family matters justifying your child's absence or your child is unwell, we expect regular attendance throughout the year. Do schedule vacation breaks only during school holidays. Absences without valid reasons will be documented as 'Absence without valid reason' and may impact the student's conduct grade and awards/bursary applications.

8. Temperature-Taking Exercise

The temperature-taking exercise, conducted twice a year, aims to maintain schools' preparedness to re-activate the temperature-taking regime should there be a need to. It also encourages students to take personal responsibility for their own health and practice social responsibility.

The first temperature-taking exercise will take place on **Wednesday, 15 January 2025**. We seek your assistance in ensuring that your child/ward brings a personal Oral Digital Thermometer (ODT) on this day and that it is in working condition. All P1 students will be issued an ODT at no cost, which will be kept by their Form Teachers.

9. Lunar New Year Celebration

The school will celebrate the Lunar New Year on **Tuesday, 28 January 2025**. On this day, students will attend school from 7.30 a.m. to 10 a.m. There will be **no school on Wednesday, 29 January 2025 and Thursday, 30 January 2025**. School will **resume on Friday, 31 January 2025**.

10. Communication

We have established various channels of communication with parents/guardians to strengthen our partnership in providing a holistic educational experience for our students, as outlined in the table below. Please note that teachers may not be able to respond to messages or phone calls immediately nor meet with you without prior appointments, as they are often engaged in class with students. Your understanding and cooperation are greatly appreciated.

Announcements and certain administrative tasks, such as providing consent for school trips and declaring travel plans, will be managed through the Parents Gateway mobile app. To avoid missing any important messages, we strongly encourage you to download the app, keep it updated and enable notifications.

| Channels of Communication | School with Parents | Parents with School |
|---|---------------------|---------------------|
| Telephone: 6441 8677 | ✓ | ✓ |
| Email Address: naps@moe.edu.sg | ✓ | ✓ |
| Website: www.ngeeannpri.moe.edu.sg | ✓ | |
| Facebook: Ngee Ann Primary School 爱我義安 | ✓ | ✓ |
| Termly School Communication Letter to Parents | ✓ | |
| Termly Level Letter | ✓ | |
| Parents Gateway | ✓ | |
| Student Handbook | ✓ | ✓ |

| | | |
|--|---|---|
| <i>[Students are to bring Handbook to school on every school day.]</i> | | |
| Parents' Briefing / Parent-Teacher Meeting | ✓ | ✓ |
| Meeting with Form/Subject Teacher or Staff Member: <i>[To facilitate a productive discussion, kindly schedule an appointment to ensure that our teachers/staff are available to meet with you.]</i> | ✓ | ✓ |

Similarly, school leaders can be reached at naps_sl@moe.edu.sg.

11. School-Home Partnership

Fostering a sense of responsibility for one's own learning and belongings is a vital life skill that we aim to instill in our students. We appreciate working together with parents to help our students develop self-management skills and resilience.

To support this, we kindly request that parents refrain from delivering items, such as lunchboxes, water bottles, books, and homework, to the General Office for their children. This practice will encourage students to become more responsible and accountable for their actions. If students need assistance, they are encouraged to seek help from their teachers or the General Office directly. Please note that our security guards and General Office staff have been instructed not to accept the delivery of these items. Your support in promoting these values is appreciated.

12. Visitor Management Procedure

Parents who wish to meet with teachers are encouraged to make an appointment before coming to the school.

All visitors are required to enter through Gate 1 and register with the security guard at the guard post. Upon registration, visitors and parents will be issued a Visitor Pass, which must be prominently displayed at all times while on school premises. Visitors are kindly requested to proceed directly to the General Office for assistance. For the safety of our students, visitors should not go beyond the General Office area. The Visitor Pass must be returned to the guard post during the sign-out process.

13. Bringing Electronic Devices to School

The school strongly advises students against bringing electronic devices, including smartwatches and mobile phones, 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 designated student waiting area beside Gate 1 or Gate 4 after school dismissal. Students are not allowed to take photographs or videos within the school compound without the school's permission. Please refer to 2025 Student Handbook, Page 10, Para 4.

14. Photography and Videography

We would like to inform you that throughout the year, photographs or video recordings of you and your child may be taken at various school events. These visuals may be featured on our official media platforms—both online and in print—as well as displayed on posters and banners within our school premises and on external walls along Marine Terrace.

Please rest assured that we are committed to portraying our students with respect and dignity. No personal information or identification of your child/ward will be associated with the pictures, except for 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 privacy preferences. If you prefer that your child's/ward's photographs or videos not be included in our publicity materials, please email us at naps@moe.edu.sg.

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

Throughout the academic year, students will engage in creating various works, including literary, dramatic or musical works. These creations may manifest as art pieces, drawings, penmanship or music lyrics. The school reserves the right to use these works for both competitive and non-competitive purposes. Your child's creative expressions may contribute to events, competitions or displays, promoting their talents and enhancing the overall school experience.

If you have any concerns or specific preferences regarding the use of your child's work, please feel free to communicate with us.

16. 2025 Term 1 Calendar of Activities

The Calendar of Activities for Term 1 is attached for your information. We will notify you if there are any changes.

We look forward to partnering with you to provide a meaningful and holistic learning experience for your child/ward at Ngee Ann Primary. Wishing everyone all the best in the new academic year!

Thank you.

Yours faithfully,

Mdm Pang Siu San
Principal

NGEE ANN PRIMARY SCHOOL

CALENDAR OF ACTIVITIES 2025 (TERM 1)

| Week | Date | Day | Activities | CCA (Mon &/or Wed) | Remedial/ Curriculum [#] (Tue &/or Fri) |
|------|---------------|------------|---|---------------------------|--|
| 0 | 1 Jan | Wed | Public Holidays – New Year’s Day | No | No |
| | 2 Jan | Thu | • P1 students reporting to school | | |
| | 3 Jan | Fri | • P2 to P6 students reporting to school | | |
| 1 | 6 Jan | Mon | | Yes (Selected CCAs) | No [#] |
| | 10 Jan | Fri | | | |
| 2 | 13 Jan | Mon | | Yes | No [#] |
| | 14 Jan | Tue | | | |
| | 15 Jan | Wed | • Attendance and Temperature Taking Exercise | | |
| | 16 Jan | Thu | • P5 Camp* | | |
| | 17 Jan | Fri | • P5 Camp* | | |
| | 18 Jan | Sat | • P5 Camp* | | |
| 3 | 20 Jan | Mon | | Yes | Yes |
| | 24 Jan | Fri | | | |
| 4 | 27 Jan | Mon | | No | No |
| | 28 Jan | Tue | • Chinese New Year Celebration (School Dismissal: 10am) | | |
| | 29 Jan | Wed | Public Holidays - Chinese New Year | | |
| | 30 Jan | Thu | Public Holidays - Chinese New Year | | |
| | 31 Jan | Fri | | | |
| 5 | 3 Feb | Mon | | Yes | Yes |
| | 4 Feb | Tue | | | |
| | 5 Feb | Wed | | | |
| | 6 Feb | Thu | | | |
| | 7 Feb | Fri | | | |
| 6 | 10 Feb | Mon | | Yes | Yes |
| | 11 Feb | Tue | • Commemoration of Total Defence Day* • P4 Museum-Based Learning Journey* – 4J & 4T | | |
| | 12 Feb | Wed | • P4 Museum-Based Learning Journey* – 4H & 4L | | |
| | 13 Feb | Thu | • P4 Museum-Based Learning Journey* – 4U & 4R | | |
| | 14 Feb | Fri | | | |
| 7 | 17 Feb | Mon | | Yes | Yes (Except Fri) |
| | 18 Feb | Tue | | | |
| | 19 Feb | Wed | | | |
| | 20 Feb | Thu | | | |
| | 21 Feb | Fri | • P1 Parents Engagement* • P4 SBB Parents’ Briefing* | | |
| 8 | 24 Feb | Mon | | Yes | Yes |
| | 28 Feb | Fri | | | |
| 9 | 3 Mar | Mon | | Yes | Yes |
| | 7 Mar | Fri | | | |
| 10 | 10 Mar | Mon | | Yes | Yes |
| | 14 Mar | Fri | | | |

School Term: Tue, 2 Jan 2025 – Fri, 14 Mar 2025

School Vacation: Sat, 15 Mar 2025 – Sun, 23 Mar 2025

School activities will be carried out during curriculum time, unless otherwise specified.

** More details will be provided to the levels/students involved closer to the date*

Even though there are no remedial lessons this week, curriculum lessons (e.g. Higher Mother Tongue, Mother Tongue, Foundation English lessons) for selected students will still be held on Tuesday afternoon, as indicated in the class timetable.

Canteen Stall and Price Guide

Stall 1 – Drink Stall

| | Items | Price Range |
|----|----------------|-----------------|
| 1. | Packet Drinks | \$0.70 - \$1.20 |
| 2. | Bottled Drinks | \$1.10 - \$1.20 |

Stall 2 – Snack and Fruits Stall (Halal)

| | Items | Price Range |
|----|------------------------------------|-----------------|
| 1. | Sandwich / Buns / Steamed items | \$0.70 - \$1.30 |
| 2. | Fruits | \$0.40 - \$1.10 |
| 3. | Snacks with healthier choice label | \$0.50 - \$0.90 |

Stall 3 – Western Food Stall

| | Items | Price Range |
|----|--------------------------------|-----------------|
| 1. | Gratinated Potatoes and Cheese | \$1.20 |
| 2. | Spaghetti / Rice | \$1.60 - \$2.10 |
| 3. | Burgers | \$1.60 - \$2.00 |

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) | \$1.60 to \$2.10 |
| 2. | Chicken Set (Rice, vegetable, potato, egg) | \$1.60 to \$2.10 |

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 noodle dishes contain egg and cabbage. | \$1.60 to \$2.10 |

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. | Chicken Rice Set | \$1.60 - \$2.10 |
| 2. | Nasi Lemak Set | \$1.60 - \$2.10 |

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 | \$1.60 - \$2.10 |
| 2. | Spaghetti Set / Noodles Set | \$1.60 - \$2.10 |
| 3. | Prata with dalca | \$1.00 |

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