



義安公司主辦 義安小學

NGEE ANN PRIMARY SCHOOL

344 Marine Terrace, Singapore 449149

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Established 1940

29 December 2022

COMMUNICATION 1/2023

Dear Parents/Guardians

Joyous greetings and wishing one and all the very best in 2023!

A warm welcome too, to all our students, especially our new P1 intakes, and students who have just joined us.

1. School Personnel Update

We would like to welcome Mrs Lim – Lee Li Li, Vice-Principal (Academic), who has been posted to Ngee Ann Primary School from 15 Dec 2022.

We also welcome the following teachers who are joining the Ngee Ann family from 3 January 2023:

- Miss Mary Goh Pei Ying – Subject Head / Student Well-Being
- Ms Revathy D/O Pachamuthu – Subject Head / Student Development
- Miss Lau Wei Yi Elaine – English Language Medium Teacher

We would like to congratulate Mr Nurrizzat Mohamed Ishak, who has been appointed Assistant Year Head/ Upper Primary with effect from 1 January 2023.

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

- Mrs Yvonne Tan
- Mdm Shen Yang
- Ms Tan Wan Lee
- Mr Kok Hoe Ming

2. First Day of School in 2023

All Primary 1 students will report on the first day of school on Tuesday, 3 January 2023. P1 students are to refer to the packing list stated in Para 4 in the Information for P1 (2023) Parents/Guardians that was sent out earlier via PG.

Primary 2 to 6 students will remain at home on Tuesday, 3 January 2023 and report to school only on Wednesday, 4 January 2023. P2 to P6 students are to bring the following items on Wednesday, 4 January 2023:

- Storybook
- Water bottle
- Pencil case, scissors and colour pencils
- Student Handbook 2023
- Thermometer
- Report Book
- Snacks for snack break

The class timetable will be distributed to all students on the first day of school. 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.

3. School and Student Care Centre support for P2- P6 students on Tuesday, 3 January 2023

The school will remain open for a small group of students whose parents/guardians 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 12 p.m., Saturday, 31 December 2022 should there be a genuine need.

Student Care Centre (SCC) will remain open on 3 January in the afternoon. Ace@Work will be following up with parents/guardians on SCC attendance separately.

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. If you are driving, please follow the directions provided by our 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. We educate our students to observe road safety regulations at all times and we seek your support and co-operation in using the pedestrian crossing with your child / ward 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;
- d. Vehicles are not allowed to make U-turns in front of the front school gate;
- e. If you are picking your child/ward up at school dismissal, do not park your vehicle anywhere along Marine Terrace Road;
- 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/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
1.30 – 3.30 p.m.	Fridays
<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 reflected in the class timetable. Selected students for Foundation English and Foundation Mathematics will be informed of the details by their subject teachers.</p>	

All CCAs, unless otherwise informed by the CCA teachers, will commence with effect from Monday, 9 January 2023. 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 CCA 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 \$6.00 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.

6. 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.

7. School Attendance

Regular attendance in school is important to a child's learning and development. Hence, we seek your co-operation in ensuring that your child / ward attends school daily unless he / she is unwell.

If your child is absent from school, please inform your child's form teacher the reason for absence within the same working day. Do seek medical attention immediately when your child / ward is unwell and submit the medical certificate (MC) to the Form Teacher when he / she reports back to school. For digital MC, please email it to the Form Teachers and copy naps@moe.edu.sg.

Unless there are urgent family matters that justify your child / ward's absence from school or your child / ward is unwell, we would expect a regular attendance record for the year. Please plan your vacation breaks only during the school holidays. Absenteeism not supported by valid reasons will be documented as 'Absence without valid reason' and will impact on the student's conduct grade and awards / bursary applications.

8. Temperature-Taking Exercise

Conducted twice per year, the temperature-taking exercise aims to maintain schools' preparedness to re-activate the temperature-taking regime should there be a need to. It also serves to educate students to take personal responsibility for their own health and practise social responsibility.

The first temperature-taking exercise will be conducted on Wednesday, 11 January 2023. We would like to seek your assistance in ensuring that your child/ward brings his/her personal Oral Digital Thermometer (ODT) on that day and ensure that it is in working condition. All P1 students will be issued with an ODT at no cost on the day of the exercise.

9. Lunar New Year Celebration

The school will celebrate the Lunar New Year on Friday, 20 January 2023. Students will attend school as per normal school day from 7.30 a.m. to 1.00 p.m. There will be **no school on Monday, 23 January 2023 and Tuesday, 24 January 2023.** School will **resume on Wednesday, 25 January 2023.**

10. 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 and register their names with the security guard at the guard post. Visitors and parents will be issued a Visitor Pass which must be displayed at all times within the school premises. The Visitor Pass will be returned to the guard post when the visitor signs out. Visitors are to proceed directly to the General Office for assistance. For the safety of our students, visitors should not go beyond the General Office.

11. School-Home Partnership

Taking responsibility for 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 urge parents to refrain from delivering items, such as lunchbox, water bottle, books and/or homework, to the General Office for your children so that they will learn to be more responsible and accountable for their actions. Students are to seek assistance from their teachers or at General Office in the event they need help. Our security guards and General Office staff have been advised not to take delivery of these items.

12. Communication

We have many established channels of communication with parents / guardians to enhance our joint partnership in delivering a holistic educational experience for our students as reflected in the table below. Do note that teachers may not be able to respond to your messages or phone calls immediately or meet you without any prior appointments made as they are usually engaged in class with the students.

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 letter to parents	✓	
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>[In order for you to have a fruitful discussion, do make an appointment to ensure that our teachers/staff are available to meet you.]</i>	✓	✓

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

13. Bringing Electronic Devices to School

The school strongly discourages students to bring electronic devices, such as smart watch and handphone 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 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 2023 Student Handbook, Page 10, Para 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.

We look forward to partnering you in providing a meaningful learning experience for your child/ward in Ngee Ann Primary. Happy 2023!

Thank you.

Yours faithfully,



Mdm Pang Siu San
Principal

**NGEE ANN PRIMARY SCHOOL
CALENDAR OF ACTIVITIES 2023 (TERM 1)**

Week	Date	Day	Activities	CCA (Mon & /or Wed)	Remedial/ Enrichment (Tue &/or Fri)
1	2 Jan	Mon	Public Holiday – New Year’s Day	No	No
	3 Jan	Tue	P1 students reporting to school		
	4 Jan	Wed	P2 to P6 students reporting to school		
	5 Jan	Thu	-		
	6 Jan	Fri	-		
2	9 Jan	Mon	-	Yes	No
	10 Jan	Tue	-		
	11 Jan	Wed	Temperature Taking Exercise		
	12 Jan	Thu	P1 Photo-taking for School Smart Card		
	13 Jan	Fri	P6 Photo-taking for School Smart Card		
3	16 - 20 Jan	Mon - Fri	-	Yes	Yes (except Fri)
4	23 Jan	Mon	Public Holiday – Chinese New Year	Yes (except Mon)	Yes (except Tue)
	24 Jan	Tue	Public Holiday – Chinese New Year		
	25 Jan	Wed	-		
	26 Jan	Thu	-		
	27 Jan	Fri	-		
5	30 Jan – 3 Feb	Mon - Fri	-	Yes	Yes
6	6 – 10 Feb	Mon - Fri	-	Yes	Yes
7	13 Feb	Mon	-	Yes	Yes
	14 Feb	Tue	-		
	15 Feb	Wed	Total Defence Day (TDD) Commemoration		
	16 Feb	Thu	-		
	17 Feb	Fri	P1 Parents Engagement* P4 SBB Parents’ Briefing*		
8	20 Feb	Mon		Yes	Yes (except Fri)
	21 Feb	Tue			
	22 Feb	Wed			
	23 Feb	Thu	P5 Camp*		
	24 Feb	Fri	P5 Camp*		
	25 Feb	Sat	P5 Camp*		
9	27 Feb - 3 Mar	Mon - Fri	-	Yes	Yes
10	6 Mar - 10 Mar	Mon - Fri	-	Yes	Yes
Term 1 School Vacation: Sat, 11 Mar 2023 – Sun, 19 Mar 2023					

*More details will be provided closer to the date.

Canteen Stall and Price Guide

Stall 1 – Drink Stall

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

Stall 2 – Snack and Fruits Stall (Halal)

	Items	Price Range
1.	Sandwich / Buns / Steamed items	\$0.60 - \$1.10
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	\$1.10
2.	Spaghetti / Rice	\$1.50 - \$2.00
3.	Burgers	\$1.50 - \$1.90

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 to \$2.00
2.	Chicken Set (Rice, vegetable, potato, egg)	\$1.50 to \$2.00

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.	\$1.50 to \$2.00

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

Stall 6 – Wet Noodle Stall

	Items	Price Range
1.	Noodles: Chicken Soup / Pork Soup / Soba / Curry	\$1.50 to \$2.00

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	\$1.50 - \$2.00
2.	Nasi Lemak Set	\$1.50 - \$2.00

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	\$1.50 - \$2.00
2.	Spaghetti Set / Noodles Set	\$1.50 - \$2.00
3.	Prata with dalca	\$1.00

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