



TECK WHYE PRIMARY SCHOOL
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LETTER FROM THE PRINCIPAL

3 January 2017

Dear Parents and Students

1. Wishing all of you a very Happy New Year! I sincerely wish that this year, we will strengthen the many important relationships in our lives and find meaning and satisfaction in the things we engage in.

Welcome to Teck Whye Primary!

2. We extend a warm welcome to our new Primary One cohort and students from the other levels who have just joined us. We also have new staff with us. These are reflected in Table 1 below. We wish them the best as they make their contributions in nurturing our Teck Whyeans. We take this opportunity to bid farewell to our students and staff who have left us and wish them success in all their future endeavours.

Table 1: Staff Movement and New Appointments

Names of New Staff	Designation
Mr Jeraem River Ho	HOD Science
Ms Swee Siow Hui	CL teacher
Mdm Lim Lay Cheng	EL teacher
Ms Guan Tingren	EL teacher
Ms Tay Mei Siah	Admin Exec
Mr Chan Huat Chye	Operations Support Officer (from Feb 2017)
Mrs Sim Kean Kok nee Goh Swee Yian	Part Time School Counsellor
Miss Loo Kailing Kathleen	School Counsellor
Names of Staff who have left	
Ms Lee Lu Mei	SH CCE
Mdm Nurwati	EL Teacher
Ms Gayeathri	EL Teacher

Strategic Directions of the School

3. Throughout 2016, I have been sharing with you on how you can play your part in each of the school's Strategic Directions. I hope that you will continue to give the school your fullest support as an integral member of our community. You have an important part to play in our success and progress.
4. In summary, our strategic directions are aimed at enhancing the quality of learning and teaching in a learner-centred environment supported by a competent and engaged staff, key stakeholders and a strong organisation culture based on our core values, care, and innovation & learning for improvement & excellence.

*Vision: A future-ready community of passionate learners anchored in values and striving for excellence to make a positive difference.
 Mission: Inspiring and empowering our learners to be their best for self and others through a supportive environment and innovative & effective teaching-learning practices*

What the Future Holds

5. Over the course of this year, I hope to share more about what the future holds for our students and how we can best prepare them for it.
6. We are in a time of very rapid change and uncertainty. There is no sign that the pace of change will slow down especially with technological advancements and world economies becoming increasingly connected and interdependent.
7. To survive in such an environment, it will become increasingly important for our students to learn for life and throughout their lives. They will need to embrace learning, both formal and informal, as a natural and integral part of living. Success cannot and will not just be predetermined based on a narrow set of indicators and the very definition of success will evolve over time.
8. What does this mean then for our students? One of the implications would be that instead of focusing just on learning subjects, a bit more attention needs to be paid to *how* one approaches learning and develops habits that support learning. These good habits will provide a foundation for lifelong learning across domains.
9. What are some of these good habits of learning that we must nurture? I list a few for your consideration:
 - a. Setting up routines for learning such as a timetable. A plan helps students to space out learning, creates slots for regular revision and ensures that learning becomes a regular part of life. It also creates discipline and reduces the propensity to procrastinate.
 - b. Persevering with subjects that students find difficult. Students naturally tend to avoid things that they find difficult. But mastery is only possible if one invests the required time and effort.
 - c. Developing the ability to focus. There is a high tendency for our students to focus on multiple things at the same time. They call this multi-tasking. But several studies have also shown that multi-tasking can be distracting and does not bring out their best. Focused studying is important. This means reducing study distractions and creating a dedicated location for learning.
 - d. Knowing how to take notes. Taking notes in various forms and in ways that are relevant to specific subjects can be extremely useful. For example, summarising a Social Studies paragraph, drawing mind maps to link Science concepts or annotating texts that have been read. It will also be extremely useful for students to make it a habit to re-explain to someone else what he or she has learnt.
10. I urge parents to pay a bit more attention to forming good learning habits. These habits when developed from young will more likely remain with them as they continue their pursuit of learning through life. If we allow bad habits to develop, these will then impede their learning success.
11. In my next letter, I will focus on the importance and power of play. We should not trivialise play and its importance to our students' growth and development.

PERI Upgrading

12. The PERI upgrading works are close to completion and we aim to have an opening ceremony for the new Annex Building as well as our Heritage Corridor in July this year. We will provide more details later.

Working Together

13. Attending School Programmes and Events We hope more parents will commit to attend our school events and programmes. I encourage you to at least come for one event this year. Each

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time we run an event, it involves the hard work and effort of staff and students and they will be greatly heartened if you showed your support. No shows can be discouraging.

14. Communication Channels We continue to have multiple ways to be connected with the school. We wish to remind parents that the Teck Whye Primary Facebook page is intended to keep you informed of school happenings and to celebrate and encourage our students. For all other matters such as assistance, feedback and enquiries, you should call us, email us or use the prescribed smartphone app. **Please refer to the attached on instructions to download the smartphone app.**
15. Safety and Security We need to maintain a high level of safety and security in the school for the sake of our students and staff. I request for your support to adhere to any changes to safety and security measures undertaken by the school. If you enter the school premises, also ensure that you go only to the designated areas allowed by your pass. We will also be adjusting school bookshop opening hours. With immediate effect, the bookshop will be open to parents from 1.45pm-3.30pm (Monday to Friday). Students will continue to have access to the bookshop during school hours.
16. Students Out-of-School Behaviour and Appearance I mentioned this last year but it bears repeating. We appreciate feedback on our students' behaviour – both good and bad. Inform us about their good work so that we can praise them and use them as examples for others. Share with us the areas that they can improve on so that we can advise and encourage them to do better. You can, as a member of the school community and a concerned member of the public, also tell them directly. We also expect our students to look neat when they go home after school. For example, boys should still have their shirts tucked in and girls should have their pinafore belts clipped. Please help us to reinforce this message.
17. Spirit of Partnership The start of a new year is often difficult because people are getting used to new routines, roles and expectations. They are also forming new relationships and getting to know one another – teacher-student, student-student, and teacher-parent. Even child-parent relationships will evolve. There is, therefore, an increased chance of tension, miscommunication and misunderstanding. We hope you will work with us closely during this time so that we can mutually support one another and ensure a positive start to the school year. This in turn will set the tone for the rest of 2017.

Administrative Matters

18. **Please carefully retain the coloured section of this letter for future reference as it contains useful and important information.** Read through the section carefully especially on school closure, curtailment of school hours and dates for meeting teachers. We are providing most of the key information for the entire year so that you can make the necessary work and care arrangements. Do take note of the various reminders provided.
19. I look forward to this new school year with great anticipation and hope you are as excited too. Together, let us inspire our students and support them in realising their aspirations. Should you have any suggestions, queries or feedback, please call the school at 67691025 or email us at twps@moe.edu.sg.

Yours sincerely

Suraj Nair

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IMPORTANT INFORMATION AND REMINDERS TO NOTE FOR 2017

Curricular Hours

The details of the curricular hours are shown in the tables below. For P3-6 students, school will officially end at 2.30pm on Thursdays and they will be expected to attend CCA from 2.45-4.45pm. We will provide time for a 30-min lunch period for the P3-6 students between 12-1pm on Thursdays.

Primary 1 and 2

Day	Flag Raising Ceremony	School End Time
Mon	7.20am	1.30pm
Tue	7.20am	1.30pm
Wed	7.20am	1.30pm
Thur	7.20am	1.30pm
Fri	7.20am	12.40pm

Primary 3 to Primary 6

Day	Flag Raising Ceremony	School End Time	Lunch Time Avail	CCA and Other After School Lessons
Mon	7.20am	1.30pm	Yes	P5-6 MT/HMT classes: 2.15 to 3.15pm <i>CCA on a needs basis (Make up CCA Day / Day for additional practice) 3.15 to 5.15pm</i>
Tue	7.20am	1.30pm	Yes	P4-6 Supplementary/Remedial Classes: 2.15 to 4.15pm <i>Teachers will issue consent forms if they require your child to attend these sessions.</i>
Wed	7.20am	1.30pm	Yes	-
Thur	7.20am	2.30pm	Yes	Main CCA Day: 2.45 to 4.45pm All P3-6 students are expected to have 1 CCA.
Fri	7.20am	12.40pm		

General Office Operating Hours

Day	Opening Hours
Monday-Thursday	7.30am-5.50pm
Friday	7.30am-4.50pm
Saturday, Sunday and Public Holidays	Closed
School Holidays: Monday-Thursday Friday	7.30am-5.20pm 7.30am-4.50pm
Eve of the following public holidays - Chinese New Year - Christmas - New Year	7.30am-11.50am

Payment of School Fees

We encourage all parents to pay school fees via GIRO. In the event that you are paying cash, please note that **cash payments can be made in our General Office at the times listed below**. We seek your cooperation to adhere to these timings.

Day	Time for fees payment
Monday	7.30am-1pm; 1.45pm-2.15pm
Wednesday	7.30am-1pm; 1.45pm-2.15pm
Thursday	7.30am-1pm; 1.45pm-2.15pm

Opening of Bookshop Hours

Our bookshop will be open to parents from

Mon –Fri: 1.45pm to 3.30pm

School Security

All visitors to the school must report to the General Office. No one should go to any other part of the school unless accompanied or ushered by staff.

Only those issued with the valid coloured stickers can go to the Bookshop during the bookshop opening hours. They should leave immediately after their purchase.

Health and Safety

Health Declaration We will be collecting **Health Declaration Returns** before the end of Term 1. Please fill in the form carefully when you get it and return it to us.

When Sick Please ensure that children who are **unwell stay home** and seek appropriate medical attention. We would want to exercise responsibility so that those around us can remain well. This applies even during exam time (a medical certificate is required to cover absences from tests and exams).

Thermometers Students are reminded to **take good care of their thermometers** and to bring them to school when required.

Dengue Protection As we will experience the traditional period of wet weather and then enter into warmer months, you may want to take precautions especially if your children are more susceptible to mosquito bites. For example, you could consider applying a suitable anti-mosquito lotion for your children before they come to school. The school continues to monitor the school grounds and work with neighbouring institutions to ensure that we keep our premises and surroundings free from mosquito breeding.

Local address for students who commute to school from overseas

All students who commute to school from an overseas location **MUST have a valid Singapore-based address and contact number**. Please update these particulars with the General Office.

Handing of items to school staff

Please note that the school may be **unable to accede to requests to hand items to children once school is in session** i.e. after 7.30am unless they are emergency items that affect the students' safety and security e.g. medicine and home keys. We encourage all children to spend sufficient time packing their school bags and preparing for school the night before. This is their responsibility as a student. Please help us so that these moments allow us to emphasise the importance of this responsibility. We want the children to learn from their mistakes and grow in independence and self-confidence. We don't want them growing up thinking that someone will rescue them all the time.

Snack Break

We are happy to share that in addition to the recess time the students presently get, we will allow them to have a short snack break in class at about 12.10pm daily. Students may bring **dry healthy snacks or fruits** to consume in class during this time.

Attendance and Punctuality

Students are expected to **attend school regularly and on time**. The school will need to take the appropriate actions if students do not attend school regularly or are persistently late despite the advice given. We seek parents' strong cooperation on this.

2017 School Closure, Holidays and Hours Curtailment

Parents will be informed via a letter and the school website if there are changes. Please make the necessary care arrangements.

School Closure	Dates	Levels affected	Remarks
New Year	1 Jan	All	Monday, 2 January will be a public holiday
Chinese New Year	28 Jan - 31 Jan	All	On Chinese New Year eve, 27 Jan, school will operate from 7.30-10.00am. School dismissal will be from 10.00am. The school general office will be closed at 12pm. Mon, 30 Jan will be a public holiday Tues, 31 Jan, will be a school holiday
March Holidays	11 March - 19 March	All	
Good Friday	14 Apr	All	
Labour Day	1 May	All	
Vesak Day	10 May	All	
P1- P6 Student-Teacher-Parent Meeting and Home Based Learning	23 May	All	School is closed for all students. Parents of P1-6 students can arrange to meet your children's form teachers.
June Holidays	27 May - 25 Jun	All	
Hari Raya Puasa	25 June -26 June	All	Mon, 26 June will be a public holiday
Youth Day	2- 3 July	All	Mon, 3 Jul will be a scheduled school holiday
National Day	9-10 Aug	All	On Tues, 8 Aug, eve of National Day, celebrations will be conducted from 7.30-10.00am. School dismissal will be from 10.00am. The school general office will be closed at 5pm. 10 Aug is a scheduled school holiday
PSLE Oral	17 Aug- 18 Aug	P1-P5	P6 students to report for examinations
Teachers' Day	31 Aug	All	
Hari Raya Haji	1 Sept	All	
September Holidays	2 Sep – 10 Sep	All	
PSLE Listening Comprehension	15 Sep	P1-5	P6 students to report for examinations
Children's Day	6 Oct	All	

School Closure	Dates	Levels affected	Remarks
Deepavali	18 Oct	All	On the eve of Deepavali, Tues, 17 Oct, Hindu students can return home from 10am.
PSLE Marking Days	19 Oct – 24 Oct	All	
Admin Day	3 Nov	All	
P1-P5 Student-Teacher-Parent Meeting and Home-based Learning	9 Nov	All	School is closed for all students. Parents of P1-P5 students can arrange to meet your children's form teachers. Report books will be released on this day.
P6 Year End Holidays	16 Nov – 31 Nov	P6	School will function as usual for P6 students till 15 Nov
P1-5 Year-end Holidays	17 Nov – 31 Dec	All	School will function as usual for P1-5 students till 16 Nov
Curtailed School Hours	Dates and Time	Level	
Chinese New Year Eve	Fri, 27 Jan	All	7.30 am-10.00am
National Day Celebrations	Tues, 8 Aug	All	7.30am-10.00am
Teachers' Day Celebrations	30 Aug	All	7.30am – 11.30am

Important Dates for Parents

Parents, we are informing you of these dates early and hope that it will facilitate your attendance where necessary.

Title of Event	Dates	Times	Remarks
Tea with School Leaders	3 Jan	7.30am – 9.00am	Talk on Understanding the Singapore Educational Landscape for P1 Parents
P1 and P2 Curriculum Talk	3 Jan	9.45am – 12.00pm	P1 Parents who have attended the talk last year need not attend this year.
P1 Initiation Ceremony Cum Parenting Talk	5 Jan	10.00am – 11.00am	Parents to be seated in the hall by 9.45am
		11.00am – 12.45pm	Family Matters@ School Talk on 'IQ + EQ + SQ = Success'
P3 and P4 Curriculum Talk	16 Jan	5.00pm – 6.15pm	For parents of P3-P4 students. Parents who attended P3-P4 Curriculum talk in 2016 need not attend
P5-P6 Curriculum Talk	16 Jan	6.30pm – 8.00pm	For parents of P5-P6 students
P1- P6 Student-Teacher-Parent Meeting cum Home Based Learning*	23 May	8.00am – 4.30pm	You may make an appointment with your child's teacher. Students attending with parents are expected to be in school attire.

Title of Event	Dates	Times	Remarks
Parent Engagement Session	27 May	9.00am – 11.30am	Parents will be invited to sign up for the session.
Annex Building and Heritage Corridor Official Opening	22 Jul	To be confirmed	
Parent-Teacher Conference for P6 parents only*	29 Aug	12.00pm – 5.00pm	For parents of P6 students
P1-5 Student-Teacher-Parent Meeting and Home-based Learning*	9 Nov	8.00am – 5.00pm	Parents of P1-5 students, you may make an appointment with your child's teacher Students attending with parents are expected to be in school attire.
2018 P1 Orientation Day	11 Nov	9.00am – 12.00pm	Seated by 8.50am
Level Awards Ceremony for P1 – P5	16 Nov	P1-P2: 8am-9.30am P3-P4: 10am-11.30am P5: 12.30pm-1.30pm	

* Other than these official slots, do keep in close contact with your children's teachers and make an appointment to meet them where necessary.

School Student Activities for Term 1

Please note that students will be issued with consent forms by the teachers-in-charge for all after school activities.

Activities	Dates	Time	Teacher I/C	Remarks
2016 Orientation Days	3/1 –5/1	Curriculum Time		
P1 Initiation Ceremony cum Parenting Talk	5/1	Curriculum Time		
Temperature Taking Exercise 1	6/1	Curriculum Time	Mr Sua KW	Students are reminded to bring their thermometers
International Trip to Malacca	2/3 - 4/3		Dr Casey Ang	Please refer to consent forms issued
International Trip to Sarawak/Nanjing	9/3 – 12/3		Mdm Janice Leong (Sarawak) Ms Chia SH (Nanjing)	Please refer to consent forms issued
P1 EL Speech and Drama	6/2	Curriculum Time	Mdm Intan	(Term 1 W6 to Term 2 W8)
P2 Art: Drawing and Painting	9/1	Curriculum Time	Mdm Abigail	(Term 1 W2 to Term 1 W10)
P2 ICT/EL Telestory	9/1	Curriculum Time	Miss Lye Sze Yee	(Term 1 W2 to Term 1 W9)

Activities	Dates	Time	Teacher I/C	Remarks
P3 RRP Reading Remediation Programme (Selected students)	Pre-Test: 9/1, 10/1 Mon- 23/1, 6/2, 13/2, 27/2 Tues- 24/1, 7/2, 14/2, 28/2	2pm-3pm	Mdm Chong	Please refer to consent forms issued
P3 Dyslexia Remediation (Selected students)	Mon- 9/1, 16/1, 23/1, 6/2, 13/2, 20/2 Tues- 10/1, 17/1, 24/1, 7/2, 14/2 Wed- 11/1, 18/1, 25/1, 1/2, 8/2, 15/2, 22/2 Fri – 3/2, 10/2	2pm- 3pm 2pm- 4pm 2pm- 3pm 1.15 pm - 2.15 pm	Ms Sanly Poh	Please refer to consent forms issued
P3 Music: Angklung	16/1	Curriculum Time	Mdm Abigail	(Term 1 W3 to Term 2 W2)
P3 - P5 Intensive Math Programme (IMP)	Fri- 20/1, 3/2, 10/2, 17/2	PM	Dr Casey Ang	Please refer to consent forms issued
P3 – P6 Math Olympiad Training (Selected students)	Wed - 25/1 (excludes P4), 1/2, 8/2, 1/3 15/2* for P4 only	PM	Dr Casey Ang / Ms Charmian	(Term 1 W4 to Term 2 W3) * P4 Math Olympiad (replacement for 25/1 camp)
P3 Art: Photography	20/2	Curriculum Time	Mdm Abigail	(Term 1 W8 to Term 2 W6)
P4 Adventure Camp at MOE Labrador Adventure Centre	Mon – Wed 23/1 – 25/1		Mdm Joyce Liew	Please refer to consent forms issued
P4 RRP Reading Remediation Programme (Selected students)	Mon- 9/1, 6/2, 13/2, 27/2 Tues- 10/1, 7/2, 14/2, 28/2	2.15pm-3pm 2.15pm-3pm	Ms Chamayne Yang, Mdm Abigail Teng	Please refer to consent forms issued
P4 Dyslexia Remediation (Selected students)	Wed- 11/1, 1/2, 8/2 Mon- 16/1, 6/2, 13/2 Tues- 17/1, 7/2 Wed- 18/1, 15/2 Fri – 3/2, 10/2	2pm- 3pm 2pm- 4pm 2pm- 4pm 2pm- 3pm 1.15 pm - 2.15 pm	Ms Sanly Poh	Please refer to consent forms issued
P4 ICT/EL Blogging	9/1	Curriculum time	Miss Lye Sze Yee	Term 1 W2 to Term 1 W6
P4 and P5: Nanjing School Visit to TWPS	19/1 – 20/1	Curriculum time		

Activities	Dates	Time	Teacher I/C	Remarks
P4 Art: Manga	6/2	Curriculum time	Mdm Abigail	Term 1 W6 to Term 2 W6
P5 Music: Ukulele Programme	9/1	Curriculum time	Mdm Abigail	Term 1 W2 to Term 2 W5
P5 IDA Lab on the Wheels	6/3, 7/3	Curriculum time	Miss Lye Sze Yee	
P5 and P6 Lesson @ Science Centre	10/1 (P5-1, P6-6) 17/1 (P5-2) 24/1 (P5-3) 7/2 (P5-4) 14/2 (P5-5) *14/3 (P6-3, P6-4)	2pm – 4pm	Mr River Ho	Please refer to consent forms issued *School Hols
P6 Batik Art Enrichment Lessons	9/1	Curriculum time	Mdm Abigail	Term 1 W2 to Term 2 W1
P6 Science Explore Workshop (selected pupils)	Tues-7/2, 14/2	PM	Mr River Ho	Please refer to consent forms issued
P5 – P6 MT/HMT Remedial/Supplementary	Mon- 9/1, 16/1, 23/1, 6/2, 13/2, 20/2	2.15pm – 3.15pm	Respective subject HODs	Please refer to consent forms issued
P3 – P6 Remedial/Supplementary	Tues- 10/1, 17/1, 24/1*, 7/2, 14/2	Session 1 2.15pm – 3.15pm Session 2 3.15pm – 4.15pm	Respective subject HODs	Please refer to consent forms issued *P3, 5, 6, only
CCA (P3 – P5)				
Official CCA day for all CCAs	Thursdays-12/1,19/1, 26/1, 2/2, 9/2, 16/2, 2/3	2.45pm – 4.45pm	Mr Morris Koh	Please refer to consent forms issued
<i>(Make up CCA Day / Day for additional practice)</i>	Mondays- on a needs basis	3.15pm – 5.15pm	Mr Morris Koh	Please refer to consent forms issued
CCA Fair	19/1	2.45pm – 4.45pm	Mr Morris Koh	
Tests and Examinations				
P2 Holistic Assessment - English • Listening Comprehension • Show and Tell - Mathematics - Mother Tongue • Listening Comprehension • Show and Tell	7/2 22/2, 23/2, 24/2 13/2, 28/2 10/2 15/2, 16/2, 17/2	Curriculum Time	Respective subject HODs	
CA1 - P3 SC - P4 MT	21/2	Curriculum Time	Respective subject HODs	

Activities	Dates	Time	Teacher I/C	Remarks
- P5 MA/FMA - P6 EL/FEL				
CA1 - P3 EL - P4 SC - P5 MT - P6 MA/FMA	22/2	Curriculum Time	Respective subject HODs	
CA1 - P3 MA - P4 EL - P5 SC - P6 MT/FMT	23/2	Curriculum Time	Respective subject HODs	
CA1 - P3 MT - P4 MA - P5 EL - P6 SC/FSC	24/2	Curriculum Time	Respective subject HODs	
CA1 - P5 & P6 HMT	27/2	Curriculum Time	Respective subject HODs	
School Holidays				
Term 1 Holidays	11/3- 19/3			
P6 Supplementary/ Remediation	13/3	8am – 12pm	Mdm Janice Leong	Please refer to consent forms issued
P3 – P6 Pupil Leadership Training (selected students)	15/3	8.30am – 12pm	Miss Samantha Ting, Mdm Jameela	Please refer to consent forms issued