



TECK WHYE PRIMARY SCHOOL
 11 Teck Whye Walk Singapore 688261
 Tel: 67691025 Fax: 67635191
<http://www.teckwhyepri.moe.edu.sg/>

LETTER FROM THE PRINCIPAL

6 January 2014

Dear Parents and Students

A very happy new year to you and welcome to the start of another school year! We look forward to an exciting year of learning, getting to know those around us better, and contributing to make a positive difference. 2013 has been a year of good progress for the school and students. In 2014, we will continue to build on strengths, and adopt an excellence mindset to improve in all areas.

Welcome to Teck Whye Primary!

This year, we welcome 148 Primary One (P1) students. New staff who have joined us include our Head of Department (HOD-Internal) Physical Education (PE) /Co-Curricular Activities (CCA), Mr Morris Koh; Subject Head for Pastoral Care and Discipline, Mdm Jameela Masood; and Teachers, Mdm Karen Ong, Mdm Lee Soo Chuen, and Ms Sng Wei Zhen. We warmly welcome all new staff and students to the Teck Whye Primary family.

Parent Engagement Sessions

Last year, we conducted several parent engagement sessions as part of our review of the school's strategic directions and goals. We once again thank those who took time to attend these sessions. We received a diversity of views and useful input from the participants. These included affirmation for areas that we are doing well in and suggestions on how we could do better.

The participants witnessed that whilst they shared many similar views, they also occasionally had conflicting preferences. In addition, we should recognise that the needs of different stakeholders such as parents, staff and students also differ. These differences mean that some suggestions can be implemented immediately while others cannot. In some cases, the ideas could be implemented but at a later time. Moving forward, the school will take the responsibility of seriously considering all the input provided to find a good balance that will support the students' learning and development, as well as stakeholder needs.

Our Desired Outcomes and Related Values

During the engagement sessions, we also shared a draft proposal of our desired outcomes and the related values. These had been drawn up after a series of staff conversations in the school. We are pleased that the school's proposal resonated with parents. This is a testament that the school and parents have similar aspirations especially in wanting to develop our children holistically.

At the end of the first phase of our strategic review, we are glad to share with the community the TWPS desired outcomes and values (see Table below). Each outcome is linked to a value in action that we want all pupils (and staff) to imbibe.

Desired Outcomes	Values in Action
CONFIDENT COMMUNICATORS Speak and write confidently in both digital and real world platforms	ENGAGE WITH RESPECT To always engage others with mutual respect
HEALTHY INDIVIDUALS Pursue a healthy lifestyle for life by exercising	EXERCISE RESPONSIBILITY To take the first step and exercise responsibility

Desired Outcomes	Values in Action
responsibility	in all that is done
ADAPTIVE LEADERS Serve and are able to respond to changing situations with integrity	COLLABORATE WITH INTEGRITY To act proactively with others whilst always maintaining a strong moral compass
MODEL CITIZENS Have global awareness and contribute to community and country	ENCOURAGE THROUGH COMPASSION To be an inspiration to others in the way we make choices and contribute so that the lives of those around us get better
PASSIONATE LEARNERS Are self-directed and curious, and display humility and a love for learning	LEARN WITH RESILIENCE To undertake learning as a lifelong endeavour requiring effort, critical questioning and creative solutions and to have an attitude of humility and excellence in all that is undertaken

We believe that the defined outcomes and values will give greater focus to the school's efforts in nurturing our students holistically, and help them to find their areas of passion and excellence. In short, we ask Teck Whyean **CHAMPs** to **EXCEL**; to continually challenge themselves to attain their personal bests. We ask parents to support the school by reinforcing these expectations and values at home. We will during the course of the year explain how the students are nurtured to attain the stated outcomes.

Working in Partnership

I am gratified by the support given by many parents in 2013. I urge parents to continue to work in partnership with the school. As parents, you have the most direct impact on your children's development. The children benefit the most when we put them at the heart of what we do, and when we understand our shared responsibilities and work together to bring out the best in your children. A close partnership will help you to better understand your children's learning experiences in school. You can then provide them with the necessary family care, support and reinforcement at home.

You can get more information on how you can be involved in your children's education at <http://parents-in-education.moe.gov.sg/parents-in-education/how-can-parents-be-involved>.

Developing Grit

Your children are in school to learn and learning requires effort. Try to recall the time when you had to learn something new and you will better appreciate the effort required. One of the key things that you can help the school to do is to build your children's **grit**. Grit encapsulates the ideas of resilience, tenacity, perseverance, and the ability to bounce back from failure.

Several pieces of research have suggested with compelling evidence that 'grit' matters more to a child's ability to reach his/her potential than intelligence, skills or even grades. Grit can be developed by everyone. How can we do it? The following are some points you could take note of:

1. **Challenge your children.** Your children need to triumph over something difficult (not impossible). This challenge should promote the discipline of practice.
2. **Promote perseverance.** Even with natural talent, you need to work hard to reach your potential. Encourage your children to put in the required effort.
3. **Be the stimulant.** Set high expectations for your children and create the structures to help them meet those expectations. For example, other than sharing your expectations, set up a timetable to guide the children. Encourage them.
4. **Welcome frustrations.** Success does not always come immediately. Being confused, frustrated or even bored is part of learning; learning is not always easy. Having a hard time is not about their intellectual capacity. Help them think through their alternatives and choices when they hit a road block (do not provide the answers).

5. **Let your children fall from time to time.** Role model to your children how you pick yourself up from struggles. Share relevant stories. Remind your children that giving up after a failure will not get them anywhere.
6. **Praise for effort.** Always attribute achievement of expectations to effort (not to their intelligence i.e. Do not say “You are a very clever boy!” instead try “I can see that you have put in effort to do well in this piece of work.”). If your children are succeeding without much effort, they are probably not being stretched to reach their potential.

Do note that the above do not just refer to the academic areas. They could refer to learning a new skill (e.g. musical instrument or sport).

Join the Parent Support Group

I encourage you to join the school’s Parent Support Group so that you can get involved with the school’s activities and get to know other parents and your children’s friends in school. You can sign up for activities that suit your schedule and do not have to devote long hours in the school’s Parent Support Group to be fully engaged in your children’s education.

Timetable for your Children

Some parents have asked what a reasonable timetable will look like for children. A balanced timetable should include:

- About 2-3 hours for homework daily (if there is less homework for that day, this time could be used for revision)
- At least 30 min of daily Mathematics practice (over and above homework)
- Up to 3 hours of play/rest time (try not to exceed 2 hours of TV/computer game time a day)
- At least 30 min a day for reading
- About 8 hours of sleep

At the end of the day, each child will require a different timetable but for those of you looking to start with something, I hope the attached example for an upper primary child (found on the last page) will be of help. You will, however, need to monitor and insist that the timetable be followed for it to reap benefits.

Administrative Matters

Please 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 whole year so that you can make the necessary work and care arrangements. We also seek your understanding and cooperation on the matters raised.

As we are experiencing wet weather and may soon enter warmer months, you may want to take some precautions especially if your children are more susceptible to mosquito bites. For example, you could consider applying a suitable and gentle 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.

I look forward to a meaningful and enriching school year. Let us work together in building a close knit community that will enable our students to flourish. Should you have any queries or feedback, please call the school at 67691025 or email us at twps@moe.edu.sg.

Yours sincerely

Suraj Nair

PLEASE RETAIN THIS SECTION FOR YOUR REFERENCE

IMPORTANT INFORMATION AND REMINDERS TO NOTE FOR 2014

General Office Operating Hours

Day	Opening Hours
Monday-Thursday	7.30am-6pm
Friday	7.30am-5pm
Saturday, Sunday and Public Holidays	Closed
School Holidays:	
Monday-Thursday	7.30am-5.30pm
Friday	7.30am-5pm

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: 10.30am to 12noon and 1.45pm to 3.30pm

As our students will be having recess from 9am-10.30am, parents intending to go to the bookshop are requested to wait near the security post during this period.

Health and Safety

Please ensure that children who are **unwell stay home** and seek appropriate medical attention. Students are reminded to **take good care of their thermometers** and to bring them to school when required.

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. We encourage all children to spend sufficient time packing their school bags and preparing for school the night before.

Attendance and Punctuality

Students are expected to **attend school regularly and on time**. Students who come in after 7.20am will be considered late. 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.

2014 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	
Chinese New Year	31 Jan – 3 Feb	All	On Chinese New Year eve, Thur 30 Jan, lessons will be conducted from 7.10-10.30am. School dismissal will be from 10.30am. The school general office will be closed at 12.30pm.
March Holidays	15 Mar-23 Mar	All	

School Closure	Dates	Levels affected	Remarks
Good Friday	18 Apr	All	
Labour Day	1 May	All	
Vesak Day	13 May	All	
Parent-Teacher Conference P1-6 cum Home-based Learning Day	30 May	All	School is closed for all students. Parents of P1-6 students can arrange to meet your children's form teachers.
June Holidays	31 May – 29 Jun	All	
Youth Day	7 Jul	All	
Hari Raya Puasa	28 Jul	All	
National Day	9 Aug - 11 Aug	All	As it is the eve of National Day, on Fri 8 Aug, celebrations will be conducted from 7.30-10.30am. School dismissal will be from 10.30am. The school general office will be closed at 5pm.
PSLE Oral	14 Aug – 15 Aug	P1-5	P6 students to report for examinations
Teachers' Day	5 Sep	All	
September Holidays	6 Sep – 14 Sep	All	
PSLE Listening Comprehension	19 Sep	P1-5	P6 students to report for examinations
Children's Day	3 Oct	All	
Hari Raya Haji	5 Oct – 6 Oct	All	
PSLE Marking Days	14 Oct – 17 Oct	All	
Deepavali	23 Oct* To be confirmed	All	On the eve of Deepavali, Wed 22 Oct, Hindu students can return home from 10.30am.
Admin Day	7 Nov	All	
Parent-Teacher Conference for P1-5 cum Home-based Learning Day	12 Nov	All	School is closed for all students. Parents of P1-5 students can arrange to meet your children's form teachers.
Honours Day	14 Nov	Primary 1-4 only	School closed for P1-4 students. Curtailed school hours for P5-6, student helpers and prize winners/performers from 7.30am – 10.30am
Year-end Holidays	15 Nov – 31 Dec	All	
Curtailed School Hours	Dates and Time	Level	
Chinese New Year Eve	30 Jan	All	7.10am-10.30am
National Day Celebrations	8 Aug	P1-6	7.10am-10.30am
Honours Day	14 Nov	P5-6 students, student helpers and prize winners/performers	7.30am – 10.30am

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
P1 Curriculum Talk	2 Jan	9.45-11.30am	
P1 Initiation Ceremony Cum Parent Talk	6 Jan	10.00-11.00am 11am-12.45pm	Seated by 9.45am
P2 Curriculum Talk	13 Jan	5.45-6.45pm	
P3-4 Curriculum Talk	13 Jan	6-7.15pm	
P5 Curriculum Talk	20 Jan	5.45-6.45pm	
P6 Curriculum Talk	20 Jan	6-7.15pm	
P1 Learning Support Programmes Briefing	7 Feb	6.30 – 7.30pm	Parents of selected students will be informed to attend
P1-6 Parent-Teacher Conference for selected students*	12 Mar	2.15-5.30pm	You may make an appointment with your child's teacher or your child's teacher may contact you. Students attending with parents are expected to be in school attire.
Parents' Seminar	5 Apr	8-1pm	
MOE Excel Fest	12 Apr	Free and easy whole day	Suntec Singapore• Hall 401-402 Organised by MOE HQ Registration will begin in Feb 2014.
Parent-Teacher Conference P1-6 cum Home-based Learning Day*	30 May	8am-5pm	You may make an appointment with your child's teacher Students attending with parents are expected to be in school attire.
P1-6 Parent-Teacher Conference for selected students*	3 Sep	2.15-5.30pm	You may make an appointment with your child's teacher or your child's teacher may contact you. Students attending with parents are expected to be in school attire.
Parent-Teacher Conference P1-5 cum Home-based Learning Day*	12 Nov	8am-5pm	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.
2015 P1 Orientation Day	15 Nov	9am-12noon	Seated by 8.50am

* 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 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/ School Programmes	Dates	Time	Teacher i/c	Remarks
2014 Orientation Week	2/1-3/1; 6/1	Curriculum Time		
Temperature-taking Exercise 1	7/1	Curriculum Time		
Chinese New Year Celebrations	4/2	Curriculum Time		School functions as usual
Total Defence Day	14/2	Curriculum Time		

Activities/ School Programmes	Dates	Time	Teacher i/c	Remarks
P1 & P6 Photo-taking for Smart Card	21/2	Curriculum Time	AM	Please come in school uniform
P3, 4, 6 Remedial/Supplementary	Mondays – 13/1, 20/1, 27/1, 10/2, 17/2, 24/2	2.15 - 3.15pm	Respective subject HODs	Please also refer to consent forms issued by the respective subject teachers
P5 HMT & MT Remedial/Supplementary	Mondays – 13/1, 20/1, 27/1, 10/2, 17/2, 24/2	2.15 - 3.15pm	Tan Wan Foon	
P2-P6 Remedial/Supplementary	Tuesdays – 14/1, 21/1, 28/1, 11/2, 18/2, 25/2	2.15 - 3.15pm (Session 1) 3.15 - 4.15pm (Session 2)	Respective subject HODs	
P3-P5 Remedial/Supplementary	Thursdays – 16/1, 23/1, 6/2, 13/2, 20/2	2.15 - 3.15pm	Respective subject HODs	
P6 HMT & MT Remedial/Supplementary	Thursdays – 16/1, 23/1, 6/2, 13/2, 20/2	2.15 - 3.15pm	Tan Wan Foon	
P3-4 Dyslexia Remediation (Selected students)	Mon – Thurs	2.15 - 3.15pm	P3 - Elaine, Zuraidah P4 - Azlina, Lim Mingli and Nurwati	
P1-P2 Drawing & Painting	Term 1 and 2	Curriculum Time	Mdm Lynn Yeo	
P3-P4 Ukulele	Term 1 and 2	Curriculum Time	Ms Abigail Teng	10 sessions
P5-P6 2D Animation Stop Motion	Term 1 and 2	Curriculum Time	Mdm Lynn Yeo	8 sessions
P5 Digital Music Composition	Term 1	Curriculum Time	Ms Abigail Teng	
P6 Batik Painting	Term 1	Curriculum Time	Mdm Lynn Yeo	
P2 & P3 Kids Excel Programme	Wednesdays - 15/1, 22/1, 29/1, 5/2, 12/2, 19/2, 26/2, 5/3, 12/3, 19/3 Fridays – 17/1, 24/1, 7/2, 14/2, 21/2, 28/2, 7/3, 14/3, 21/3	Curriculum Time	Mdm Joyce Liew	Please contact the KidsExcel Instructors directly where necessary.
P3 Swimsafer Programme	21/1, 28/1, 4/2, 11/2, 18/2, 25/2, 11/3, 13/3	8.00 – 10.00am	Mdm Joyce Liew	
P5-P6 Heuristics Problem solving for students	Mondays – 27/1, 10/2, 17/2, 10/3, Tuesdays – 28/1, 11/2, 18/2, 11/3	Supplementary Period	Dr Casey Ang	
P1 Speech & Drama (EL)	Tuesdays – 4/2, 11/2, 18/2	Curriculum Time	Mdm Siti Noor	10 x 1 hr sessions
P5 E-Journalism (EL)	4/2, 11/2, 17/2	EL Supplementary	Mdm Siti Noor	
P6 Drama in Writing (EL)	4/2, 17/2	EL Supplementary	Mdm Siti Noor	
P6 Science Centre Workshop & Visit	11/2	1.30 – 5.00pm	Mdm Janice Leong	All P6 pupils
P2 & P3 Abacus	12/2, 19/2, 17/3, 18/3, 19/3	2.15 – 3.45pm	Dr Casey Ang	
P3-P6 Math Olympiad	12/2, 19/2, 17/3,	2.15 – 3.45pm	Dr Casey Ang	

Activities/ School Programmes	Dates	Time	Teacher i/c	Remarks
	18/3, 19/3			
P2 Speech & Drama (MT)	Mondays – 24/2, 3/3, 10/3	Curriculum Time	Mdm Tan Wan Foon	10 x 1 hr sessions
P2 River Safari Trip	27/2	Curriculum Time	Ms Abigail Teng	3 classes
	4/3			4 classes
P2 Theatre Experience	6/3	Curriculum Time	Mdm Lynn Yeo	
P3 Theatre Experience	11/3	Curriculum Time	Mdm Lynn Yeo	
P3 & P4 SEP – Archery	To be confirmed	2.15 – 3.15pm	Mr Morris Koh	
P1 – P6 Parent Teacher Conference	12/3	2.15 – 5.30 pm	Mdm Siti Noor	Selected students and parents
P5 Science Centre Workshop & Visit	11/3	1.30 – 5.00pm	Mdm Janice Leong	All P5 pupils
CCA (P3 – P5)				
Mondays: Selected CCAs	13/1, 20/1, 27/1, 10/2, 17/2, 24/2, 10/3	3.15 – 5.15pm	Mr Morris Koh	
Thursdays: CCAs	16/1, 23/1, 6/2, 13/2, 20/2, 6/3, 13/3	3.15 – 5.15pm	Mr Morris Koh	CCA Fair for 2014 P3s on 16 Jan
CCA Fair	16/1	3.15 – 5.15pm	Mr Morris Koh	P3 will start CCA week beginning 20/1
Tests and Examinations				
P6 CA1 – EL/FEL P5 CA1 – MA/FMA P4 CA1 – MT P3 CA1 – SC	27/2	Curriculum Time	IP HODs	
P6 CA1 – MA/FMA P5 CA1 – MT/FMT P4 CA1 – SC P3 CA1 – EL	28/2	Curriculum Time	IP HODs	
P6 CA1 – MT/FMT P5 CA1 – SC/FSC P4 CA1 – EL P3 CA1 - MA	3/3	Curriculum Time	IP HODs	
P6 CA1 – SC/FSC P5 CA1 – EL/FEL P4 CA1 – MA P3 CA1 – MT	4/3	Curriculum Time	IP HODs	
P6 CA1 – HMT P5 CA1 - HMT	5/3	Curriculum Time	IP HODs	
School Holidays				
Term 1 School Holidays	15/3 to 23/3			

SAMPLE TIMETABLE FOR AN UPPER PRIMARY CHILD (Mon-Sun)

MON	TUE	WED	THU	FRI	SAT	SUN
CCA Day ends at 5.15pm**	Supp/Remedial ends at 4.15pm	ends at 1.30pm	CCA Day ends at 5.15pm**	ends at 1pm	Allocate time for: - Homework about 3-4 hours - Revision about 1-2 hours (the previous weeks' lessons/weaker topics)/ Students can also spend time reading ahead for the following week. - Math Practice about 1-2 hours - Read about 1-2 hours Other than sleep, the rest of the time could be for family bonding/rest/play/pursuing interests and other activities (i.e. about 22-26 hours)	
6pm-7pm Rest/ Dinner/ Personal Interests	5pm-6.30pm Rest/ Dinner/ Personal Interests	2-3pm Lunch/Rest/ Personal Interests	6pm-7pm Rest/ Dinner/ Personal Interests	2-3pm Lunch/Rest/ Personal Interests		
7pm-9pm Homework or Revision Math Practice (30min)	6.30pm-9pm Homework or Revision Math Practice (30min)	3-5pm Homework or Revision	7pm-9pm Homework or Revision Math Practice (30min)	3-5pm Homework or Revision		
9-9.30pm/10pm Read	9-9.30pm/10pm Read	5-7pm Play/Rest/ Personal Interests	9-9.30pm/10pm Read	5-7pm Play/Rest/ Personal Interests		
Bed 9.30pm Latest 10pm^	Bed 9.30pm Latest 10pm	7-8pm Math practice	Bed 9.30pm Latest 10pm	7-8pm Math practice		
		8-9.30pm/10pm Revision Read (30min)		8-9.30pm/10pm Revision Read (30min)		
		Bed 9.30pm Latest 10pm		Bed 9.30pm Latest 10pm		

** Some CCAs are conducted on two days during competition season. Otherwise, it is only held on either Monday or Thursday.

^ If waking up at 6am daily

The above is just intended to be a sample for a typical week. Your child may have different activities on specific days and you can adjust the timetable accordingly. The timetable during exam periods could be further adjusted.