



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 2015

Dear Parents and Students

Another exciting school year has dawned upon us and I wish all of you a very happy and meaningful new year. We look forward to more learning, better relationships with those around us and further opportunities to use what we have learnt meaningfully. 2014 has been a good year for the school on many fronts and we look forward to build on this in 2015.

Welcome to Teck Whye Primary!

We welcome all our Primary One and new Teck Whyeans. Besides students, we have new staff who have joined us and staff who have taken on new appointments within the school. These are reflected in Table 1 below. Let us wish them well and work closely with them.

Table 1: New Staff and Appointments

Names of New Staff	Designation
Miss Lye Sze Yee	Head of Department (HOD) (Infocomm and Technology)
Miss Yang Jialing Chamayne	English Language Teacher
Mdm Yak Mui Mui	English Language Teacher
Mr Lim Kiam Peng	Chinese Language Teacher
Miss Tan Pei Bing	Chinese Language Teacher
Mdm Nur Sakinah	Malay Language Teacher
Miss Durgeswary	Tamil Language Teacher
Mdm Cheong Moey Choo	Admin Support Staff
Mdm Roslinah Bte Ghazali	Admin Support Staff
Names of Staff	New Appointment
Miss Chia SH	Year Head 1-3
Ms Janice Leong	HOD Science cum Year Head P5
Ms Christine Poon	HOD Character and Citizenship Education (CCE)
Miss Lee Lu Mei	Subject Head (SH) CCE
Mr Morris Koh	HOD Physical Education / Co-curricular Activities (PE/CCA)
Ms Joyce Liew	SH PE/CCA

Strategic Directions of the School

Since 2013, we have embarked on a process to chart the strategic directions of the school. We consulted widely and many parents contributed their time to this process during our parent engagement sessions. In my letters last year, I had shared about the student outcomes and related values that we want to develop in our students and these are encapsulated in the short phrase CHAMPs EXCEL. Table 2 below explains this in greater detail.

Table 2: Desired Student Outcomes and Values in Action

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 responsibility	EXERCISE RESPONSIBILITY To take the first step and exercise responsibility in all that is done

Desired Outcomes	Values in Action
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

This year, I am glad to be able to share our revised vision, mission and strategic thrusts.

Vision

A future-ready community of passionate learners anchored in values and striving for excellence to make a positive difference

Working towards this vision will help us to prepare our students well for a more volatile, uncertain, complex and ambiguous environment or what we now call a VUCA environment for short. I am sure even today we can feel the fast effects of change and we know that the pace of change is likely to quicken with greater technological advancement and globalisation. The vision we have set for ourselves will ensure that our students are well prepared for the future and to be contributing members in the community and the staff are well positioned to develop and nurture our students effectively and with care.

Mission

Inspiring and empowering our learners to be their best for self and others through a supportive environment and innovative & effective teaching-learning practices.

The next question we have asked and answered is “Why does Teck Whye Primary exist?” My staff and I have committed ourselves to firstly, inspiring our learners by touching their hearts and secondly, empowering them by helping them to develop the required knowledge, competencies and values. And we do this so that they can be their best for themselves as well as for their family, friends, community, country and even the world. We will provide all students with a supportive environment and employ innovative practices as well as approaches that have been found to be effective through research and the well-grounded experiences of educators.

Strategic Thrusts

To operationalise and help us realise our vision and live out our mission, over the next few years we will be guided by 5 strategic thrusts:

- Thrust 1: Providing a **balanced curriculum** that emphasises **strong fundamentals** and **future learning**
- Thrust 2: Creating a **learner-centred school** conducive for teaching and learning
- Thrust 3: Growing a **quality and committed staff**
- Thrust 4: Engaging **community and key stakeholders**
- Thrust 5: Strengthening **TWPS Culture**

I will use my subsequent letters this year to share more about our efforts in each of the strategic thrusts.

So, the confirmation of our strategic directions gives us further impetus to realise our desire for a high quality holistic education for our students. The plans are in place, the tough and equally important work is in the implementation, and we will work on it in a steady and progressive way.

Working in Partnership

In my time with the school, I am very appreciative of the strong support that many parents have given to me and my staff. Thank you! I urge all parents to continue to work with us in the same spirit, a spirit of partnership and mutual respect.

As parents, you are the most important people in your children's lives and development. We need to work together to bring out the best in your children. They will grow and develop beautifully when we put them at the heart of what we do. They will certainly pose us challenges from time to time and that is part of growing up. But we will then need to be able to stand by them and use the right strategies to ensure that they learn from the different situations and issues they face. With a close partnership, we can together share ideas and find solutions which fit your children. You will also be able to better understand your children's learning experiences in school and subsequently provide the necessary support and reinforcement.

Parents can benefit from the many parenting resources available. One such resource is MOE's Parents in Education web page where you can learn tips and strategies to support your children as they grow up. The URL is <http://parents-in-education.moe.gov.sg>

Join the Parent Support Group

I am making another call for parents to contribute through 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.

Timetable for your Children

Last year, I shared about setting up a timetable for your children. I am reiterating this as I believe that this is an important part of setting routines and expectations for your children, especially at the start of the year. You will find an attached example of a timetable for an upper primary child on the last page of this letter. A balanced timetable should include:

- About 2-3 hours of self-study/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

Doing the timetable is only the first step. You must build your children's discipline in adhering to the timetable for them to reap the 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 entire year so that you can make the necessary work and care arrangements. We also seek your understanding and cooperation on the matters raised within.

I look forward to another enriching school year and I strongly believe that we will accomplish and achieve even more with the strong and full support of all parents and students. Parents, remember that you are as much a part of the TWPS Learning Community as your children and your positive contributions will make a difference. 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

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.

PLEASE RETAIN THIS SECTION FOR YOUR REFERENCE

IMPORTANT INFORMATION AND REMINDERS TO NOTE FOR 2015

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
Eve of the following public holidays - Chinese New Year - Christmas - New Year	7.30am-12noon

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.

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 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. 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.

2015 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	19-20 Feb	All	On Chinese New Year eve, Chinese New Year celebrations will be conducted from 7.10-10.30am. School dismissal will be from 10.30am. The school general office will be closed at 12pm.
March Holidays	14 Mar-22 Mar	All	
Good Friday	3 Apr	All	
Labour Day	1 May	All	
Parent-Teacher Conference P1-6 cum Home-based Learning Day	26 May	All	School is closed for all students. Parents of P1-6 students can arrange to meet your children's form teachers.
June Holidays	30 May – 28 Jun	All	
Vesak Day	1 Jun	All	This public holiday falls within the school holidays
Hari Raya Puasa	17 Jul	All	
Youth Day	27 Jul	All	
National Day	10 Aug	All	As National Day is on a Sunday, 9/8, 10/8 will be a public holiday. On Fri 7 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	20 Aug – 21 Aug	P1-5	P6 students to report for examinations
Parent-Teacher Conference for P6 parents only	2 Sep	P6	
Teachers' Day	4 Sep	All	
September Holidays	5 Sep – 13 Sep	All	
PSLE Listening Comprehension	18 Sep	P1-5	P6 students to report for examinations
Hari Raya Haji	24 Sep	All	
Children's Day	9 Oct	All	
PSLE Marking Days	19 Oct – 22 Oct	All	
Deepavali	10 Nov* To be confirmed	All	On the eve of Deepavali, Mon, 9 Nov, Hindu students can return home from 10.30am.
Admin Day	13 Nov	All	
Parent-Teacher Conference for P1-5 cum Home-based Learning Day	16 Nov	All	School is closed for all students. Parents of P1-5 students can arrange to meet your children's form teachers.

School Closure	Dates	Levels affected	Remarks
Honours Day	20 Nov	Primary 1-4 and P6 only	School closed for P1-4 and P6 students. Curtailed school hours for P5 students, student helpers and prize winners/performers from 7.30am – 10.30am
Year-end Holidays	21 Nov – 31 Dec	All	
Curtailed School Hours	Dates and Time	Level	
Chinese New Year Eve	Wed, 18 Feb	All	7.10am-10.30am
TWPS Games and Sports Carnival	Fri, 22 May	All	7.10am-11.00am
National Day Celebrations cum Pioneer Educators Tribute	Fri, 7 Aug	P1-6	7.10am-10.30am
Honours Day	Fri, 20 Nov	P5 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
Coffee with School Leaders and Understanding the Singapore Educational Landscape for P1 Parents	2 Jan	7.30-8am 8am-9am	
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	12 Jan	5.45-6.45pm	
P3-4 Curriculum Talk	12 Jan	6-7.15pm	
KidsExcel Parents' Seminar	15 Jan 17 Jan	6.30pm – 8.30pm 9.30am – 11.30am	For interested parents with children from P1-3
P5 Curriculum Talk	19 Jan	5.45-6.45pm	
P6 Curriculum Talk	19 Jan	6-7.15pm	
TWPS Parents' Seminar cum Community Walk	28 Mar	8-1pm	
Parent Engagement Sessions	23 May 25 May	9-11am 6-8pm	Parents will be invited to sign up for the sessions
P1-6 Parent-Teacher Conference cum Home-based Learning Day*	26 May	8am-5pm	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-Teacher Conference P1-5 cum Home-based Learning Day*	16 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.
2016 P1 Orientation Day	21 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 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
2015 Orientation Days	2/1, 5/1, 6/1	Curriculum Time	Ms Chia SH	
Temperature-taking Exercise 1	7/1	Curriculum Time	Mr Sua KW	
Total Defence Day	13/2	Curriculum Time	Ms Nurulhuda Misman	
Chinese New Year Celebrations	18/2	Curriculum Time	Ms Qiu Yanyun	School ends at 10.30am
MT Fortnight	2/3 – 6/3	Curriculum Time	Mdm Tan Wan Foon	
P1 Initiation Ceremony	6/1	Curriculum Time	Ms Juliana Loke	
P1 EL Speech & Drama	26/1 – 30/1, 2/2 – 6/2, 9/2 – 13/2, 16/2 – 17/2, 23/2 – 27/2, 2/3 – 6/3, 9/3 – 13/3	Curriculum Time	Mdm Lynn Yeo	
Board Game Appreciation class (Math Ambassadors P1 & P2),(P5 & P6)	6/3	1.30pm – 3.30pm	Dr Casey Ang / Ms Charmian	Please also refer to consent forms issued by the respective trs
P1 & P6 Photo-taking for Smart Card	12/2	Curriculum Time	Mdm Susan Gan	Please come in school uniform
P2 Buddy Reading	Mondays – 26/1, 2/2, 9/2, 16/2	2.00pm – 3.00pm	Ms Estherelda Chin	Please also refer to consent forms issued by the respective trs
P2 Drawing & Painting	Term 1	Curriculum Time	Mdm Abigail	
P2 LJ to Botanical Gardens (Malay Language)	10/3	2.00pm-4.30pm	Mdm Juraida	

Activities	Dates	Time	Teacher I/C	Remarks
P2 & P3 Kids Excel Programme	Wednesdays 14/1, 21/1, 28/1, 4/2, 11/2, *17/2, 25/2, 4/3, 11/3	2.00pm – 5.15pm	KidsExcel Service Providers Ms Nur Khalidah	*17/2 - Tues
	Fridays 16/1, 23/1, 30/1, 6/2, 13/2, 27/2, 6/3, 13/3	1.30pm – 4.45pm		
P3 Garage Band Programme	From 2 March	Curriculum Time	Mdm Abigail	
P3 & P4 Reading Remediation Programme (RRP) (Selected Students)	Tues and Thurs 10/2, 12/2, 24/2, 26/2, 3/3, 5/3	2.15pm – 3.00pm	P3 – Mdm Farhanah P4 – Mdm Chong	Please also refer to consent forms issued by the respective trs
P3 Dyslexia Remediation (Selected students)	Mon – Thurs 19/1 – 22/1, 26/1 – 29/1, 2/2 – 5/2, 9/2 – 12/2, 23/2 – 26/2, 2/3 – 5/3, 9/3 – 12/3	2.15pm – 3.15pm	Ms Sanly Poh, Mdm Vidhya	Please also refer to consent forms issued by the respective trs
Board Game Appreciation Class (2014 P3 Abacus pupils) & P5 & P6	6/2	1.30pm – 3.30pm	Dr Casey Ang / Ms Charmian	Please also refer to consent forms issued by the respective trs
Board Game Appreciation Class (Math Ambassadors P3-6)	13/2	1.30pm – 3.30pm	Dr Casey Ang / Ms Charmian	Please also refer to consent forms issued by the respective trs
P3 SwimSafer Programme	Tuesdays – 20/1, 27/1, 3/2, 10/2, 17/2, 24/2, 10/3	1.45pm – 3.30pm	Mr Morris Koh	P3-1, P3-3, P3-5 only
	Tuesdays – 10/3			P3-2, P3-4, P3-6 only
P3 EL Storytelling	Term 1	Curriculum Time	Mdm Intan	
P4 Dyslexia Remediation (Selected students)	Mon – Thurs 2/2 – 5/2, 9/2 – 12/2, 23/2 – 26/2, 2/3 – 5/3, 9/3 – 12/3	2.15pm – 3.15pm	Mrs Elaine Lee, Ms Eileen Tan, Ms Zuraidah	Please also refer to consent forms issued by the respective trs
P4 Chingay NE Show	14/2	3.30pm – 10.15pm	Mdm Sapiah	Please also refer to consent forms issued by the respective trs
P4 E-journalism	Term 1	Curriculum Time	Mdm Intan	
P4, P6 Ukulele Programme	From 2 March	Curriculum Time	Mdm Abigail	
P5 Chinese Brush Painting	Term 1	Curriculum Time	Mdm Abigail	

Activities	Dates	Time	Teacher I/C	Remarks
P6 Drama in Writing	Term 1	Curriculum Time	Mdm Intan	
P6 Science Centre Visit	24/2	2.15pm-5pm		
P3, P4, P6 Remedial/Supplementary	Mondays – 12/1, 19/1, 26/1, 2/2, 9/2, 16/2, 23/2	2.15pm – 3.15pm	Respective subject HODs	Please also refer to consent forms issued by the respective trs
P5 HMT & MT Remedial/Supplementary	Mondays – 12/1, 19/1, 26/1, 2/2, 9/2, 16/2, 23/2	2.15pm – 3.15pm	Mdm Tan Wan Foon	
P2-P6 Remedial/Supplementary	Tuesdays – 13/1, 20/1, 27/1, 3/2, 10/2, 17/2, 24/2	2.15pm – 3.15pm (Session 1) 3.15pm – 4.15pm (Session 2)	Respective subject HODs	
P3-P6 Remedial/Supplementary	Thursdays – 15/1, 22/1, 29/1, 5/2, 12/2, 12/3	2.15pm – 3.15pm	Respective subject HODs	
P6 HMT & MT Remedial/Supplementary	Thursdays – 15/1, 22/1, 29/1, 5/2, 12/2, 12/3	2.15pm – 3.15pm	Mdm Tan Wan Foon	
Board Game Appreciation Class (Math Ambassadors P5 & P6)	30/1	1.30pm – 3.30pm	Dr Casey Ang / Ms Charmian	
CCA (P3 – P5)				
Mondays: Selected CCAs	12/1, 19/1, 26/1, 2/2, 9/2, 16/2, 9/3	3.15pm – 5.15pm	Mr Morris Koh	
Thursdays: CCAs	15/1, 22/1, 29/1, 5/2, 12/2, 12/3	3.15pm – 5.15pm	Mr Morris Koh	
CCA Fair	26/1, 29/1	3.15pm – 5.15pm	Mr Morris Koh	
Tests and Examinations				
P2 Holistic Assessment - English - Mathematics - Mother Tongue	3/2, 25/2 – 27/2	Curriculum Time	Mdm Intan	
	12/2, 3/3		Dr Casey Ang	
	5/2, 9/2 – 11/2		Mdm Tan Wan Foon	
CA1 - P3 SC - P4 MT - P5 MA/FMA - P6 EL/FEL	26/2	Curriculum Time	Mdm Tan Wan Foon	
CA1 - P3 EL - P4 SC - P5 MT - P6 MA/FMA	27/2	Curriculum Time	Mdm Tan Wan Foon	
CA1 - P3 MA - P4 EL - P5 SC - P6 MT/FMT	2/3	Curriculum Time	Mdm Tan Wan Foon	
CA1 - P3 MT - P4 MA - P5 EL	3/3	Curriculum Time	Mdm Tan Wan Foon	

Activities	Dates	Time	Teacher I/C	Remarks
- P6 SC/FSC				
CA1 - P5 HMT - P6 HMT	4/3	Curriculum Time	Mdm Tan Wan Foon	
School Holidays				
Term 1 Holidays	14 Mar – 22 Mar			