
LETTER FROM THE PRINCIPAL

21 March 2016

Dear Parents/Guardians and Students

1. In the beginning of the year (letter dated 4 Jan 2016), I had shared that I will be using the rest of the year to outline how you can play your part for each of our school's Strategic Thrusts. In that letter, I focused on "Providing a **balanced curriculum** that emphasises **strong fundamentals** and **future learning**". For this term, I will elaborate on Strategic Thrust 2 - Creating a **learner-centred school** conducive for teaching and learning.
2. Creating a learner-centred school is essentially about creating a supportive environment for our students to flourish in. This thrust will help us to achieve four key objectives. They are: (i) **transformation of learning spaces** to ensure that our students can effectively engage in learning in and out of the classrooms, (ii) **emphasis on the safety and security** of students, staff, and those using our premises; (iii) **development of student discipline and the relevant character attributes** for effective learning to take place; and (iv) **advancement of an innovative, efficient and effective administration** to support learning and teaching.
3. Concretely, these are some things you can do to support the school.
 - a. Learning Spaces
 - i. Noticed anything or heard about something interesting? Share your ideas with us.
 - ii. Take care of the facilities when you use them.
 - b. Safety and Security
 - i. Follow all safety and security procedures as stipulated by the school.
 - ii. Talk to your children about safety and security.
 - iii. Set a good example for safety and security practices e.g. following rules when crossing the road.
 - iv. Inform the staff should you notice any safety or security concerns.
 - c. Student Discipline and Character Development
 - i. Parents are the children's first teachers of values and character. Share with your children stories (including personal lessons) that can help build character and imbue positive values.
 - ii. Know the school values and reinforce them at home.
 - iii. Talk to the children about school lessons and activities e.g. CCA, Character and Citizenship (CCE) Lessons, Programme for Active Learning (PAL) or Form Teachers' Guidance periods (FTGP).
 - iv. Set high expectations for discipline and character.
 - d. Innovative, Efficient, Effective Administration
 - i. Tell us when things go well and give us constructive criticism when things go wrong.
 - ii. Share interesting and innovative ideas with us so that we can improve.

Accolades

4. We are proud of the achievements of the following students and staff:

Participating Students/Staff	Achievement
CCA – Brownies	Puan Noor Aisha Award - Gold

Participating Students/Staff	Achievement
School and CCA – Saving Gaia Club	Southwest CDC Environment Award - Gold
CCA – Speech and Drama Club Nasrul Aman Bin Zulkefli	National Story Challenge 2016 – Primary Individual (English) - Champion
Miss Chia Siew Hua	MOE Service Excellence Award

P3 Gifted Education Programme (GEP) Identification Exercise

5. Parents of P3 students, please read the important note on the GEP Identification Exercise in the attached information and reminders section. GEP Screening Exercise (English and Mathematics) on 26 Aug 2016. Shortlisted pupils will be invited to participate in the Selection Exercise on 18, 19 Oct 2016.

Homework Policy

6. It is always good to be reminded about the usefulness of homework. More does not mean better. We need to be clear about the purpose of the homework and its quality. Homework is important for several reasons including:
- instilling discipline and helping students to form the good habit of completing tasks given to them and providing opportunities for students to take personal responsibility for their learning
 - reinforcing classroom teaching and learning, and providing feedback to teachers on the effectiveness of lessons
 - providing timely information to parents and the opportunity for parents to be involved in their child's learning.
7. Not all homework needs to be about completing worksheets or workbook activities. It could be reading ahead of a lesson or engaging in projects. What is clear though is that homework is an essential and integral part of learning and teaching. The amount of homework given may vary as children progress at different pace.
8. To manage homework load and as a visual reminder, assignments are written on the class whiteboard by subject teachers. Deadlines for submission of homework take into consideration the competing demands for the students' time (e.g. CCA, competitions, enrichment classes, tests, and examinations). Students are expected to record the homework given to them in the Student's Handbook every day. This will allow parents to monitor and check the assigned homework regularly. We want to emphasise that students should complete and submit their homework on time. It is a basic responsibility of a student.
9. Students need a balanced life with adequate time for family bonding, social activities, personal interests and rest. The table below is a rough gauge on the amount of time that students should be spending on homework daily. Do note that these are just estimates and may vary during the course of the week.

Level	Suggested Daily Average (does not include revision or studying for tests and examinations)
P1 / P2	1h
P3 / P4	1.5h
P5 / P6	2h

10. During the school holidays, homework assigned will generally not be more than 50% of the daily load given during a typical school week. This is subject to the teachers' discretion especially for

graduating classes. If you have any feedback or concerns regarding your child's homework, you may contact your child's teacher or email us.

PERI Upgrading

11. The PERI upgrading works continue to make good progress. We are currently on schedule to complete the works by June 2017. I once again thank all parents, students and staff for their patience and understanding.

Use of Photographs and Videos

12. From time to time, staff and students do take photographs and videos of the various school activities. We wish to highlight that photograph(s) or video image(s) of your child or those attending our events could be captured during these times. We may use and publish such photographs and/or video recordings in school publications, the school website, social media channels, and other official school communication channels. The school also has CCTV for safety and security reasons. The recordings will be used by the school as required and may be shared with relevant authorities and organisations.

Parents – a Critical Part of the School Community

13. On occasions, I have shared stories about my interactions with parents and my own experiences as a parent. Regardless of whether the stories are positive or negative, I share them in the spirit of learning. Some of us, perhaps due to our blind spots, ignorance or anxiety, do make mistakes. I have made some as a parent myself. We can all learn from the experiences of others and I hope parents share this same spirit of learning with me and my staff. So I encourage you to be a part of the parent community in the school. Let us learn together.

14. All of us are committed to ensuring that our students learn well not just in their academic work but their character development. Parents and schools have significant influence on the children's learning. We must emphasise the same points so that the children get a consistent message. To do so, we need to keep in touch with one another. I hope parents will see themselves as part of the school community and not as spectators on the fringe. It is when we work hand-in-hand and with synergy that we can help our students further excel and extend their potential. It is possible that we may disagree from time to time. However, with open communication and trust, and the understanding that schools are places of learning for the long-term development of the students, we can certainly overcome such obstacles. Together, we can make the Teck Whyean experience and spirit even stronger.

Administrative Matters

15. 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 also seek your understanding and cooperation on the matters raised.

16. Should you have any queries or feedback, please do not hesitate to contact the school at 67691025 or email us at twps@moe.edu.sg. Do note that our Facebook site is to be used only to celebrate and encourage our students. Queries or concerns should be sent via email.

Yours sincerely

Suraj Nair

INFORMATION AND REMINDERS

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	7.30am-5.20pm
Friday	7.30am-4.50pm

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 after Start of School

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. Parents can help us to teach students responsibility for self. If the item is critical for the students' safety and security, such as medication or house keys, we will assist. However, items such as water bottles, books or homework should not be brought.

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.

Birthday Celebrations in School

While birthdays are special occasions, this is a gentle reminder that parents/guardian should avoid giving out gifts or food, or hold birthday celebrations for their children in school. Parents may wish to consider other meaningful ways for your child to appreciate his/her birthday.

P3 Gifted Education Programme

Parents of P3 students, please note the following dates for the Gifted Education Programme (GEP) Identification Exercise:

- GEP Screening Exercise (English Language and Mathematics) on 26 August 2016 (Friday)
Shortlisted pupils are invited to participate in the Selection Exercise
- GEP Selection Exercise (English Language, Mathematics and General Ability) on 18, 19 October 2016 (Tuesday, Wednesday)

The GEP Screening and Selection Exercises will be based on the Primary 1 to Primary 3 English Language and Mathematics syllabuses. Please note the following:

- a) Screening Exercise (Mathematics) - All topics in the Primary 3 Mathematics syllabus are included except for topics on "Area and Perimeter", "Geometry" and "Time".
- b) Selection Exercise (Mathematics) - All topics in the Primary 3 Mathematics syllabus are included except for Angles, Perpendicular and Parallel lines in the topic of Geometry.

2016 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
Good Friday	25 Mar	All	
Labour Day	1 May	All	Mon, 2 May, will be a public holiday
Vesak Day	21 May	All	Mon, 23 May, will be a school holiday
*Student-Parent-Teacher Conference P1- P6 cum Home-based Learning Day	24 May	All	School is closed for all students. Parents of P1 - P6 students can arrange to meet your children's form teachers
June Holidays	28 May – 26 Jun	All	

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
TWPS Parents' Seminar	2 April	8.00am – 12.30pm	Limited capacity, do register early to avoid disappointment
Parents' Briefing for P5 Overseas trip to Sarawak, Penang and Malacca	16 May	5.00pm – 6.00pm	For parents of P5 pupils who are going to Sarawak, Penang and Malacca (only June trip)
*Student-Parent-Teacher Conference P1- P6 cum Home-based Learning Day	24 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
P1 & P2 Speech & Drama Performance	27 May	12.00pm – 1.00pm	For parents of P1 and P2 pupils
FMS Programme: Triple P (Positive Parenting Programme) Level 2 Seminar: Session 1 Session 2 Session 3	16 April 23 April 7 May	10.00am – 12.00pm 10.00am – 12.00pm 10.00am – 12.00pm	For parents of P3 & P4 pupils. Level 2 Seminar consists of 3 sessions. Participants need to attend all 3 sessions

* 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 2

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
International Friendship and Earth Day	8/4	Curriculum time	Ms Qiu Yanyun	
Litter Picking & Mozzies Wipeout Operation	14/4	3.15 - 5.15pm	Mdm Masnah	
Health Week - Inter-house Skipping Competition - Roving exhibition for P1 to P3 - Post-activities	18/4 - 21/4 18/4 - 19/4 26/4 & 6/5	Curriculum time	Mdm Joyce Liew	
Staff Appreciation Day	29/4	Curriculum time	Mdm Karen Ong	
SG Kindness Week	16/5 – 20/5	Curriculum time	Ms Christine Poon, Ms Lee Lu Mei	
Environment Day: Pot-a-Plant	27/5	Curriculum time	Mdm Masnah	
P1 EL Speech & Drama	Term 2	Curriculum time	Mdm Intan	
P1 Drawing & Painting	Term 2	Curriculum Time	Mdm Abigail	
P1 Learning Journey to the Zoo	29/3	Curriculum time	Mrs Elaine Lee	
P1 Buddy Reading	Tuesdays – 5/4, 12/4, 19/4	2.00pm – 3.00pm	Ms Estherelda Chin	Please refer to consent forms
P1 Tennis (SEP)	4/4, 11/4 (P1-1, P1-6) 6/4, 13/4 (P1-2, P1-5) 7/4, 14/4 (P1-3, P1-4)	Curriculum Time	Mdm Joyce Liew	
P1 & P2 Speech & Drama Performance	27/5	12.00pm – 1.00pm	Mdm Intan, Mdm Tan WF	EL & MT
P2 MT Speech & Drama	22/3 – 17/5	Curriculum time	Mdm Tan WF	
P2 NE/EL Learning Journey to Kampong Glam	28/4	Curriculum time	Mdm Nurwati, Mdm Azlina and Ms Lee Lu Mei	
P2 Buddy Reading	Tuesdays – 29/3, 5/4, 12/4, 19/4	2.00pm – 3.00pm	Ms Estherelda Chin	Please refer to consent forms

Activities	Dates	Time	Teacher I/C	Remarks
KidsExcel Programme	<u>Primary 2</u> Wednesdays- 23/3,30/3, 6/4, 13/4, 20/4, 27/4, 4/5, 11/5, 18/5, 25/5	2.00pm – 5.15pm	Mdm Joyce Liew Ms Nur Khalidah (SPE)	Please note that any change in dates will be notified directly by KidsExcel service provider
	Fridays- 1/4,8/4,15/4, 22/4, 29/4, 6/5, 13/5, 27/5	1.30pm – 4.45pm		
	<u>Primary 1</u> Fridays- 1/4, 8/4, 15/4, 22/4, 29/4, 6/5, 13/5, 27/5	1.30pm – 4.45pm		
P3 to P6 Math Olympiad Training (Selected students)	Wednesday- 23/3, 30/3, 6/4, 13/4, 4/5	2.00pm – 4.00pm	Ms Charmian Chng	Please refer to consent forms
P3 Digital Composition	Term 2	Curriculum time	Mdm Abigail	
P3 CL Cultural Performance Exposure Scheme	1/4	1.30pm – 4.00pm	Mdm Tan WF	P3 Chinese Language pupils
P3 FAS – Confidence Building workshop	18/5	2.00pm – 3.00pm	Ms Sanly	
P3 Reading Remediation Programme (RRP) (Selected Students)	Tues and Thurs 29/3, 31/3, 5/4, 7/4, 12/4, 14/4, 19/4, 21/4, 26/4, 28/4, 3/5, 5/5	2.15pm – 3.00pm	Mdm Farhanah	Please refer to consent forms
P3 Dyslexia Remediation (Selected students)	Mon – Thurs 21/3 – 24/3, 28/3 – 31/3, 4/4 – 7/4, 11/4 – 14/4, 18/4 – 21/4, 25/4 – 28/4, 3/5 – 5/5, 9/5	2.00pm - 2.45pm	Ms Michelle Lim	Please refer to consent forms
P3 & P4 Learning for Life Programme: Public Speaking	16/5, 17/5, 18/5, 19/5, 20/5, 25/5, 26/5, 27/5	Curriculum Time	Ms Samantha Ting	
P4 Reading Remediation Programme (RRP) (Selected Students)	Mon (Gp 1: P4-3,P4-4) 28/3,4/4,11/4,18/4,9/5, 16/5 Tues (Gp 2: P4-2) 29/3, 5/4,12/4, 19/4, 3/5, 10/5 Thurs (Both Gp 1 & 2) 31/3, 7/4,14/4, 21/4, 5/5, 12/5, 19/5	2.15pm – 3.00pm	P4 – Mdm Chong	Please refer to consent forms

Activities	Dates	Time	Teacher I/C	Remarks
P4 Dyslexia Remediation (Selected students)	Group 1 21/3, 22/3, 24/3, 30/3, 31/3. 6/4, 7/4, 13/4, 14/4, 21/4, 25/4-26/4 2/5-5/5 Group 2 21/3, 22/3, 24/3, 28/3, 30/3, 31/3, 4/4, 7/4, 11/4,13/3,14/4, 18/4, 21/4, 25/4-26/4 2/5-5/5 Group 3 21/3, 22/3, 24/3, 29/3- 31/3, 5/4,7/4, 12/4-14/4, 21/4, 25/4-26/4, 2/5-5/5	2.00pm – 3.00pm	Mdm Nurwati (G1) Ms Sanly Poh (G2) Mdm Vidhya (G3)	Please refer to consent forms
P4 Manga Art	Term 2	Curriculum time	Mdm Abigail	
P4 Ukulele Programme	Term 2	Curriculum time	Mdm Abigail	
P4 NE/SS LJ to Maritime Experiential Museum	22/3, 23/3, 24/3	Curriculum time	Ms Lee Lu Mei	Please refer to consent forms
P4 MindFest @ Science Centre	23/3 (P4-1, P4-2, P4-3, P4-4) 5/4 (P4-5, P4-6)	1.00pm – 4.00pm	Ms Eileen Tan	Please refer to consent forms
P4 E-journalism	29/3, 5/4, 12/4, 19/4,17/5 (P4-3 and P4-4) 28/3, 4/4, 11/4, 18/4,16/5 (P4-1, P4-2, P4-5 and P4-6)	2.15pm – 3.15pm	Mdm Lynn Yeo	
P4 & P5 Library Ambassadors- Librarian Challenge LJ	13/4	2.25pm – 5.00pm	Mdm Juraida	
P4 NAPFA test	Day 1 : 19/4 Day 2 : 20/4	2.15pm – 5.00pm	Mr Morris Koh	
P5 Chinese Brush Painting	Term 2	Curriculum time	Mdm Abigail	
P5 Golf Sports Programme (SEP)	29/3 – Session 1 5/4 – Session 2	2.15pm – 4.15pm	Mr Morris Koh	
P5 Traffic Games	31/3	1.15pm – 5.00pm	Mdm Jameela	

Activities	Dates	Time	Teacher I/C	Remarks
P5 NE/SS LJ to Chinatown	6/4 – (P5-1, 5-2, 5-3) 8/4 – (P5-4, 5-5)	2.00pm – 4.45pm 1.30pm – 4.15pm	Ms Lee Lu Mei, Mdm Jameela	
P5 MT e-Oral Familiarisation Exercise	11/4 – 15/4	Curriculum time	Mdm Tan WF	
P5 Malacca, Penang, Sarawak Pre-Departure Briefing for Pupils and Parents	16/5	5.00pm – 6.00pm	Ms Christine Poon	
P5 FAS pupils – Motivational Workshop	25/5	2.00pm- 3.00pm	Ms Sanly	
P5 Overseas trip to Sarawak	27/5 – 31/5	Flight Departure: 6.10pm (27/5) Flight Arrival: 11.50am (31/5)	Mdm Tan WF	*Flight timings are tentative
P5 Overseas trip to Penang	27/5 – 29/5	Flight Departure: 7.55am (27/5) Flight Arrival: 8.40pm (29/5)*	Ms Christine Poon	*Flight timings are tentative
P6 Percussion Enrichment	Term 2	Curriculum Time	Mdm Abigail	
P6 Science Enrichment (Selected Pupils)	22/3 (Tues) 29/3 (Tues)	2.15pm – 4.15pm 3.15pm - 4.15pm	Mr Andrew Koh	
P6 NAPFA test	Day 1 : 19/4 Day 2 : 20/4	2.15pm – 5.00pm	Mr Morris Koh	
P6 Learning Journey to Gardens By The Bay	18/5	To be confirmed	Mr Andrew Koh	Please refer to consent forms
P3, P4, P6 Remedial/Supplementary	Mondays – 21/3, 28/3, 4/4, 11/4, 18/4, 16/5	2.15pm – 3.15pm	Respective subject HODs	Please refer to consent forms issued
P5 HMT & MT Remedial/Supplementary	Mondays – 21/3, 28/3, 4/4, 11/4, 18/4, 16/5	2.15pm – 3.15pm	Mdm Tan WF	
P2-P6 Remedial/Supplementary	Tuesdays – 29/3, 5/4, 12/4, 19/4, 3/5, 17/5	2.15pm – 3.15pm (Session 1) 3.15pm – 4.15pm (Session 2)	Respective subject HODs	
P3-P6 Remedial/Supplementary	Thursdays – 24/3, 31/3, 7/4, 14/4, 21/4, 19/5	2.15pm – 3.15pm	Respective subject HODs	
P6 HMT & MT Remedial/Supplementary	Thursdays – 24/3, 31/3, 7/4, 14/4, 21/4, 19/5	2.15pm – 3.15pm	Mdm Tan WF	

Activities	Dates	Time	Teacher I/C	Remarks
CCA (P3 – P5)				
Mondays: Selected CCAs	21/3, 28/3, 4/4, 11/4, 18/4, 16/5	3.15pm – 5.15pm	Mr Morris Koh	Please refer to consent forms issued
Thursdays: Selected CCAs	24/3, 31/3, 7/4, 14/4, 21/4, 19/5	3.15pm – 5.15pm	Mr Morris Koh	
Tests and Examinations				
P1 Holistic Assessment English	20/4, 25/4, 26/4, 27/4, 9/5, 10/5, 11/5	Curriculum time	Mdm Intan	
Mathematics	23/3, 8/4, 28/4, 12/5		Dr Casey Ang	
Mother Tongue	22/4, 3/5, 4/5		Mdm Tan WF	
P2 Holistic Assessment English	20/4, 21/4, 22/4, 13/5,	Curriculum time	Mdm Intan	
Mathematics	8/4, 12/5,		Dr Casey Ang	
Mother Tongue	12/4, 25/4, 26/4, 27/4, 11/5		Mdm Tan WF	
SA1 P3 Oral (EL & MT)	25/4, 26/4	Curriculum time	Mdm Intan, Mdm Tan WF	
SA1 P4 Oral (EL & MT)	27/4, 28/4	2.00pm – 4.30pm	Mdm Intan, Mdm Tan WF	
SA1 P5 Oral (EL & MT)	25/4, 26/4	2.00pm – 4.30pm	Mdm Intan, Mdm Tan WF	
SA1 P6 Oral (EL & MT)	27/4, 28/4	2.00pm – 4.30pm	Mdm Intan, Mdm Tan WF	
SA1 P3 MT Paper 1 & LC	4/5	Curriculum time	Mdm Intan, Mdm Tan WF	
SA1 P4 EL Paper 1 & LC				
SA1 P5 MT Paper 1 & LC				
SA1 P6 EL Paper 1 & LC				
SA1 P3 EL Paper 1 & LC	5/5	Curriculum time	Mdm Intan, Mdm Tan WF	
SA1 P4 MT Paper 1 & LC				
SA1 P5 EL Paper 1 & LC				
SA1 P6 MT Paper 1 & LC				
SA1 P5 HMT P6 HMT	6/5	Curriculum time	Mdm Tan WF	

Activities	Dates	Time	Teacher I/C	Remarks
SA1 P3 SC P4 MT P5 MA/FMA P6 EL/FEL	9/5	Curriculum time	IP HODs	
SA1 P3 EL P4 SC P5 MT/FMT P6 MA/FMA	10/5	Curriculum time	IP HODs	
SA1 P3 MA P4 EL P5 SC/FSC P6 MT/FMT	11/5	Curriculum time	IP HODs	
SA1 P3 MT P4 MA P5 EL/FEL P6 SC/FSC	12/5	Curriculum time	IP HODs	
School Holidays				
Term 2 Holidays	28/5 – 26/6			
P4 MT Cultural Camp	30/5	9.00am – 4.00pm	Mdm Tan WF	For P4 pupils taking CL,ML,TL
P6 Supplementary Lessons	30/5 – 1/6, 21/6 – 22/6	8.00am– 12.00pm	Mdm Janice	
Student Leadership Training (Tier 3 & 4)	31/5	8.00am- 12.00pm	Ms Samantha Ting	
P5 Overseas trip to Malacca	1/6 – 3/6	Departure: 6.30am (1/6) Arrival: 6.30pm (3/6)	Mdm Magespari	
KidsExcel	Primary 2: 30/5	8.15am- 11.30am	Mdm Joyce Liew	Make-up date for 20/5
KidsExcel Holiday Camp	2/6 – 3/6	TBC by vendor	Mdm Joyce Liew	TBC by vendor