



QUEENSTOWN PRIMARY SCHOOL

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4 January 2017

AN OPEN LETTER *JANUARY 2017*

Dear Parents / Guardians,

1. A Happy New Year to you and a special welcome to parents of our 2017 Primary 1 cohort. We trust that you will soon enjoy the warmth of the extended QtPS family as we work hand in hand to help realise the potential and talents of Queenstowners.

2. This being the first Open Letter that I am writing, allow me to do a self-introduction. Prior to my posting to Queenstown Primary School, I have had 8 fulfilling years serving as the Principal of First Toa Payoh Primary School. I am excited about this new posting and look forward to many good years of partnership with you to bring about a quality and memorable school experience for our children.

3. 2016 has been a great year. The achievements of the school would not have been possible without the dedicated hard and heart work of the teachers and support staff, your partnership and the leadership of Mrs Grace Chua. Mrs Chua has, in many ways, encouraged and inspired us. Through her words and deeds, she demonstrates the school's philosophy – *Every child matters and can accomplish*. We wish her all the best in her new undertaking as the Principal of Sembawang Primary School. We are confident that she will continue to bring smiles and light the flame within the many lives that will come her way.

4. The future is rapidly changing, and as such, we aim to equip our students with 21st Century Competencies, so that they can face the challenges of tomorrow. As we move into this new year, it remains the school's goal to develop our students into 'A Child. An Explorer. A Friend'. In all that we do in QtPS, we are guided by our school values of Questioning Mind, Quality Work, Perseverance, Positive Thinking, Sincerity and Self-discipline.

SCHOOL PHILOSOPHY

We believe that every child matters and can accomplish.

SCHOOL VISION

A Child. An Explorer. A Friend.

SCHOOL MISSION

To provide a holistic education to develop confident and self-directed learners, concerned citizens and active contributors.

SCHOOL MOTTO

Our school motto is ONWARD TO SUCCESS. We want to be on the path of moving onward to success in whatever we endeavour and aspire for.

Updates...

Staff Movement

5. We would like to express our appreciation and gratitude to the following staff for their service, contributions and commitment to students. They will not be with us from this academic year and we wish them well in their endeavours.

- Mdm Teoh Meng Ngee, transferred to Juying Primary School
- Mdm Norliza Ali, transferred to Woodlands Ring Primary School
- Mdm Siti Liyana Bte Mohamad Yusof, transferred to Compassvale Primary School
- Mr Albert Ng, on Professional Development Leave
- Mr Chan Fook Leong, happily retired from service

6. At the same time, we extend a warm welcome to the following new additions to the Queenstown family:

- Mdm Sherlyn Li, English & Mathematics Teacher
- Mdm Chai Jingyi, Chinese Teacher
- Mdm Qian Li, Chinese Teacher
- Mr Mohamad Noor, PE Teacher
- Mr Abdul Latiff Bin A Majeed, Operations Manager 2
- Ms Mary Leow, Flexi Adjunct Teacher
- Mrs Pauline Tan, Flexi Adjunct Teacher

7. **New appointments.** As part of staff development and leadership renewal, it is important to grow more leaders within the school to form the School Leadership Team. Together with the School Leaders (P and VPs), we co-chart the school direction to bring about a memorable and quality schooling experience for your child/ ward. Assuming new appointments with effect from 1 Jan 2017 are:

- Mr Wong Yew Kuan, Head Of Department (Student Management)
- Mrs Bay-Teoh Wooi Ling, Year Head (Lower Primary)
- Mrs Diana Ho, Year Head (Middle Primary)
- Mdm Huzaimah Bte Ahmad, Year Head (Upper Primary)
- Mdm K Thanalachimi, Assistant Year Head (Upper Primary)
- Mr Vincent Lee Kar Leong, Subject Head (ICT)
- Mr Tan Kian Tat, Lead Teacher (Maths)
- Mdm Najumunisha Sahul Hameed, Senior Teacher (Tamil)

8. Monthly Open Letters from School Leaders will be our means of communicating to you important information, as well as to update you on our school events. It is also a platform that we leverage on to celebrate the successes of our students and staff. We strongly believe that when our students taste success, they will grow up to be confident children and be motivated to scale greater heights for themselves. Thus, parents, it is important that you spare some time off your busy schedule to read our letters. Softcopies of the monthly Open Letters are also available on our school website.

New Developments in 2017...

Daily cleaning of classrooms and school environment

9. As you may have already known from the media last month, all schools will have daily cleaning January 2017. As such, all students (P1 to 6) will spend the last five minutes before the school day ends to clean up their classrooms. This aims to provide students with learning experiences which allow them to cultivate good habits for life and also the sense of responsibility for self and others. We seek your support in this by encouraging your child on his/her good effort in school. You may also like to establish a similar routine at home by encouraging your child to make his/her own bed after waking up, put away his/ her books and toys after use, help in simple household chores, etc.

'Elevenses' (Snack Break)

10. Besides the daily half-hour recess break, we will be introducing an additional break between lessons when the new school year begins on Thursday, 5 January. This is to improve our students' well-being, as according to an article on snacking in Kidshealth, snacks can keep younger children from getting so hungry

that they become cranky, and can also keep older kids from overeating at larger meals. Our students will also be able to concentrate better in class. This 10-minute break will take place between 12.15 pm to 12.30 pm each day. As such, please prepare a healthy snack (eg: biscuits, bread, a packet of milk, finger food, healthy cereal bar, fruits [whole and not cut, as cut fruit loses its nutrients easily], etc for your child which can be consumed within 15 minutes.

No-Frills Birthday Celebrations

11. Birthdays are an annual joyful event to celebrate our birth, especially for our children. While we understand that you would like to celebrate this day for your children, especially in the company of their fellow classmates, we would like to appeal to all parents not to provide their children with birthday cakes, food items, tidbits, goodie bags, gift packs, etc to share with their classmates in school. The reasons are as follows:

- we want to promote a healthy lifestyle and
- we also want to safeguard our students' safety as some of them may suffer from food allergies.

12. To celebrate the birthdays of our students, the school conducts monthly mass birthday celebrations on the first Friday of each month during the school's morning assembly. At these sessions, the names of students who will be celebrating their birthday in that month will be announced. These students will then be invited to stand and the entire school community will join in the singing of a birthday song for them. Students enjoy this time and feel valued as significant individuals of the QtPS family. Form and Co-Form Teachers will also conduct a conversation with the birthday child during the weekly 1-to-1 Interaction Time.

In Celebration

PSLE results

13. We would like to extend our heartiest congratulations to the batch of 2016 P6 students who have done well. 95.4% of our P6 students qualified for Secondary education. The following table shows the mean performance of our students:

Description \ Year	2014	2015	2016
Mean PSLE T-score for all students	188.2	193.6	194.3
Mean PSLE T-score for students taking 4-Standard only	204.5	209.1	209.6
% with T-score \geq 250	9.1	12.8	11.7

14. The following is a breakdown of the Secondary posting results for students taking the 4-Standard course:

Eligibility \ Year	2014	2015	2016
% Express (without E/NA)	59.1	62.8	63.7
% Express (with E/NA)	68.2	72.2	72.5
% Normal (Academic)	22.2	22.2	22.8
% Normal (Technical)	8.5	5.6	4.7
% eligible for Sec Sch	98.9	100	100

School Green Awards 2016

15. The school participated in the School Green Awards, an annual environmental audit programme organised by the Singapore Environmental Council. The programme aims to increase the school's level of environmental awareness and encourage each individual to develop solutions and adopt habits to improve their environment. It requires the school to submit information such as its usage of electricity, the amount and type of rubbish generated in different areas in the school and green activities organised by the school.

16. For the School Green Awards, there are four basic levels of awards – Palm, Hibiscus, Orchid and Lotus. We are pleased to announce that the school has attained the Lotus Sustained Achievement Award (the highest award given to schools that have achieved the Lotus Award three or more times consecutively) in the

School Green Awards. Congratulations to all students, teachers and parents involved, especially members of the school's Green Club and its team of dedicated teachers!

Important Announcements...

Chinese New Year Celebrations & Holiday

17. The school will be celebrating Chinese New Year on Friday, 27 January. As that day is the eve of the Chinese New Year, students will be dismissed at 9.45 am. All after-school activities such as remedial/supplementary classes and CCA will be suspended on that day. The following Monday, 30 January, will be a public holiday, while Tuesday, 31 January will be a school holiday. As such, students will only return to school on Wednesday, 1 February. We would like to take this opportunity to wish our Chinese students and their families “A Happy and Prosperous Chinese New Year – 新年快乐, 万事如意!” and everyone a good holiday break.

Health Check for all students

18. The School Health Service will be visiting the school to conduct the annual health screening exercise. Parents of P1 and P5 students will receive an information booklet on the School Health Service. In the booklet, there is a form where parents need to provide information on their child's past medical history and information on allergies. Immunisation will be scheduled for the P1 and P5 students. Parents with children in these levels will need to sign the consent forms attached in the information booklet.

Dates	9 January 2017 to 20 January 2017
What to submit to Form Teachers	1. Health booklets, records of immunisation and all relevant past and current medical information about your child (for P1 <u>and</u> P5 students only) 2. Signed consent form for immunisation (for P1 <u>and</u> P5 students only)
When to submit to Form Teachers	by Thursday, 5 January 2017

HealthHub

19. HealthHub is a one-stop information and services portal and mobile application by the Ministry of Health and Health Promotion Board. This portal will allow you to access your child's immunisation, dental and school health records, lab test results and medical/ dental appointments (only for Public Health Institutions). You can visit www.healthhub.sg or download the app from the Google Play Store or Apple APP Store. After you have downloaded the app, login to MyHealth with your SingPass to access the health records of your child.

Temperature-taking Exercise

20. As a preparatory measure, please note that all students are required to have a personal Oral Digital Thermometer (ODT) at all times. There will be a Temperature-taking Exercise on **Friday, 6 January**, as part of our standard procedure for safety and security measures. Please ensure your child has an ODT in working condition and brings it to school with immediate effect. A one-time complimentary ODT will be given to our P1 students by the class teacher prior to the exercise. All P1 students will be taught how to use the ODT.

Gifted Education Programme (GEP) Screening Test (Only for P3 students)

21. The Gifted Education Branch of the Ministry of Education will be conducting the GEP Screening Test on Wednesday, 23 August. The test is open to all P3 students and it will be based on what students have learnt from Primary 1 to Primary 3 in the English Language and Mathematics syllabuses. A separate letter will be issued to all P3 parents in August.

Welcome Party for P1/New Parents

22. Parents from the Queenstown Parent-Support-Group (QtPSG) will be organising a Welcome Tea Party on Friday, 13 January, from 6.00 pm to 8.30 pm, in the school hall. The objectives of this party are

(i) to welcome the parents of all P1 students and parents of new students in the other levels, (ii) to network with other parents and (iii) to explore possibilities of you being part of the QtPSG. For those who have not registered, you are most welcome to do so. Please RSVP online by Monday, 9 January, via <http://queenstownpsg.org/join-us/>.

23. The school values your partnership and looks forward to working closely with you to nurture our children holistically. For on-going communication and updates regarding QtPSG, please sign up on the PSG mailing list via <http://queenstownpsg.org/join-us/>. If you have a Facebook account, please add them to your list of friends and be updated on the many interesting activities and happenings the QtPSG does for the school at www.facebook.com/QtPSG.

General Information...

School Hours

24. The school’s timetable structure functions on a 52-period week. The hours are presented below:

Days	Time
Monday, Wednesday & Thursday	7.30 am to 1.15 pm
Tuesday & Friday	7.30 am to 1.45 pm
Flag Raising Ceremony	7.30 am to 7.40 am

25. The recess timing and the time for elevenses (snack break) for the respective levels is presented below:

Levels	Recess Time & Snack Break
P1 & 4	9.45 am to 10.15 am
P2 & 5	10.15 am to 10.45 am
P3 & 6	10.45 am to 11.15 am
All levels	10 minutes snack break between 12.15 pm to 12.30 pm

Safety and Security Matters

26. Student safety is our priority. The safety of our students using roads leading to and from the school is the responsibility of all. We need motorists to play their part by slowing down as they approach the vicinity of the school, and parents to reinforce the importance of road safety with their children. Road Crossing in the morning is patrolled by our staff. The road can be very busy and dangerous at this time. Thus, we would appreciate parents being positive role models by using the zebra-crossing too.

27. Attached is a school site map indicating the traffic flow for vehicles entering the school and the location of pedestrian gates. For the safety of our students, please follow the directional signs and instructions from our security personnel. During dismissal time, private vehicles will not be allowed to enter the school. Please make the necessary arrangements to meet your child at the pedestrian gates – either the Canteen Gate or Back Gate.

28. Due to the limited parking lots within the school, we seek your understanding that all visitors to the school will have to park at the public car park adjacent to the school. All visitors entering the school premises are to obtain a visitor’s pass from the Security Guard Post outside the General Office. As the security of our students is of utmost importance to us, please comply with our security measures.

Parents’ Smartphone Messaging System

29. With reference to the school's Open Letter dated August 2016 on C2HAMPS (Character, Cognitive and Holistic) Messaging App system. The school has made a decision not to tap the C2HAMPS Messaging system as a platform to communicate between the school and parents due to unfavourable technical issues that had surfaced during the trial session conducted. We will explore and trial alternative communication messaging systems before notifying you of our decision at a later date. We thank you for your patience and understanding. You can contact your child’s teachers via email and/ or phone call. The email addressed of your child’s teachers will be shared with you via the Year Head letter. Kindly look out for it.

Reminders about School Procedures

Updating of Student's Personal Particulars Form

30. We will be issuing your child with a Personal Particulars Form. We seek your help in updating the particulars and returning the form to your child's form/co-form teacher by Friday, 13 January. After this updating exercise, please inform the General Office in writing of any changes to your contact number, address and/or citizenship status. It is crucial that the school has the updated student's particulars so that we can get in touch with you swiftly in the event of any emergency.

Presence in school

31. Research has shown a close correlation between students' achievement and their attendance. Students who attend school regularly are more likely to accomplish in their studies and enjoy their schooling experience. Attending school regularly during the early school years is especially critical for students as they require a strong foundation in literacy and numeracy, as well as strong social-emotional competencies to cope with the academic demands at the higher levels. In QtPS, we aim to nurture every child holistically, guided by our school's philosophy that "Every Child Matters and can Accomplish".

32. As such, the school expects all students to attend school regularly. The only exceptions for absence are (i) the student is ill and is covered by valid medical certificates and (ii) parents have sought prior permission from the Principal for leave of absence. We seek your cooperation and understanding in ensuring that your child attends school regularly.

33. If your child is not feeling well, please bring him/her to see a doctor and only allow your child to return to school when he/she is feeling better. Any absence from school must be accompanied with either a medical certificate from a doctor or a letter of excuse from you when your child returns the next day.

34. If your child is down with chicken pox, H1N1 or Hand-Foot-Mouth disease, please take your doctor's advice and let your child rest at home. Children have close contact with one another in class and as these conditions are highly infectious, kindly call the school to inform us so that we can monitor the situation with other students in class too. We seek your understanding in this matter as the health of our students is our concern because learning can only take place when our students are healthy and alert.

Insurance Coverage for students

35. As part of our dedication to student welfare, we have taken an annual insurance policy to cover all students in the event of any injury incurred during school activities. The period of the policy is from 3 January to 31 December 2017. Your child will receive a brochure with details on:

- how to report a claim and the documents which are required;
- methods of submitting claims; and
- the value of the reimbursements related to expenditures incurred.

Do feel free to contact the school for assistance or clarification.

36. Please refer to Annex 1 for the calendar of events (COE) for the month of January. You can also access it at our website, <http://www.queenstownpri.moe.edu.sg/others/coe-for-parents>. All major events for 2017 has been updated on the website. You may want to check out the COE before planning any family events.

Concluding Remarks...

*"Success is a state of mind.
If you want success, start thinking of yourself as a success."*
Anonymous

37. Since 2010, we have adopted the approach to focus on one school value each month. We like to begin with the school value of *Positive Thinking*. In order to achieve success, we first have to believe that we can, and we will. In many ways, our staff and students have tasted success in 2016. We hope to begin 2017

by reinforcing in our students the value of *Positive Thinking*, even as we nurture them in their onward journey to success. We seek your assistance by reinforcing the same message of positive thinking at home.

38. With your continued support, we are confident that 2017 will be yet another exciting and fulfilling year for your child and the school.

Warmest regards,



Ms Pearly Ng
Principal

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Annex 1

Calendar of Events in January...

WEEK	DAY	DATE	ACTIVITIES	STAFF / STUDENTS INVOLVED	TIME	
1	Tue	03 Jan	1 ST Day of School. (No formal lesson)	Whole school	During curriculum time	
			P1 Orientation	P1 students	During curriculum time	
			Principal's Address	Whole school	7.45 am – 8.15 am	
			Discipline Talk	Whole school	8.15 am – 8.45 am	
	Wed	04 Jan	P1 Orientation	P1 students	During curriculum time	
	Thurs	05 Jan	P1 Orientation	P1 students	During curriculum time	
2	Mon	09 Jan	P1 & P2 Level Discipline Talk	P1 & P2 students	During curriculum time	
			Annual Health Check	Whole school	During curriculum time	
			Assembly: FTGP & SSR	Whole school	12.15 pm – 1.15 pm	
			P4 Care ICT Lesson (1)	P4 Care	2.00 pm – 3.30 pm	
	Tue	10 Jan	Annual Health Check	Whole school	During curriculum time	
	Wed	11 Jan	Annual Health Check	Whole school	During curriculum time	
	Thurs	12 Jan	Overseas School Hosting from Guiyang Huan Xi Primary School	P4 students only	During curriculum time	
			Annual Health Check	Whole school	During curriculum time	
			P3 – P6 Leadership Training	Selected P3 – P6 students	2.00 pm – 5.00 pm	
	Fri	13 Jan	Overseas School Hosting from Guiyang Huan Xi Primary School	P4 students only	During curriculum time	
			Annual Health Check	Whole school	During curriculum time	
	3	Mon	16 Jan	Annual Health Check	Whole school	During curriculum time
Assembly: Leadership Framework Talk cum Head Prefect Election				Whole school	12.15 pm – 1.15 pm	
P5 Care Art Project (Iskandar)				P5 Care	1.45 pm – 5.30 pm	
P4 Courage ICT Lesson (1)				P4 Courage	2.00 pm – 3.30 pm	
Tue		17 Jan	Annual Health Check	Whole school	During curriculum time	
			P5 Courage Art Project (Iskandar)	P5 Courage	1.45 pm – 5.30 pm	
Wed		18 Jan	Annual Health Check	Whole school	During curriculum time	
			P5 Cre & 5 Peace Art Project (Iskandar)	P5 Cre & 5 Peace	1.45 pm – 5.30 pm	
Thurs		19 Jan	Annual Health Check	Whole school	During curriculum time	
			P5 Dil & 5 Peace Art Project (Iskandar)	P5 Dil & 5 Peace	1.45 pm – 5.30 pm	
Fri		20 Jan	P4 Creativity ICT Lesson (1)	P4 Creativity	2.00 pm – 3.30 pm	
			Annual Health Check	Whole school	During curriculum time	
4	Mon	23 Jan	P5 Hon & 5 Peace Art Project (Iskandar)	P5 Hon & 5 Peace	1.45 pm – 5.30 pm	
			Assembly: Prefect's Voting / Children's Society Talk/ FTGP	Whole school	12.15 pm – 1.15 pm	
			P5 Joy & 5 Peace Art Project (Iskandar)	P5 Joy & 5 Peace	1.45 pm – 5.30 pm	
	Thurs	26 Jan	P4 Diligence ICT Lesson (1)	P4 Diligence	2.00 pm – 3.30 pm	
			P4 Honesty ICT Lesson (1)	P4 Honesty	2.00 pm – 3.30 pm	
	Fri	27 Jan	P5 Care Science Learning Journey	P5 Care	2.30 pm – 4.30 pm	
			Chinese New Year (CNY) Celebration Early school dismissal at 9.45 am	Whole School	7.45 am – 9.45 am	
	Sat	28 Jan	Public Holiday: Chinese New Year			
	Sun	29 Jan	Public Holiday: Chinese New Year			
	5	Mon	30 Jan	Public Holiday Off-in-lieu: Chinese New Year		
Tue		31 Jan	School Holiday Off-in-lieu: Chinese New Year			

WEEK	DAY	DATE	ACTIVITIES	STAFF / STUDENTS INVOLVED	TIME
5	Wed	01 Feb	1-to-1 interaction [Student Suggestion Scheme]	P6 students	During curriculum time
			P4 Pilot Museum-based Programme	P4	2.30 pm – 4.30 pm
			P5 Creativity Science Learning Journey	P5 Creativity	2.30 pm – 4.30 pm
	Thurs	02 Feb	P4 Joy ICT Lesson (1)	P4 Joy	2.00 pm – 3.30 pm
	Sat	04 Feb	Briefing for Parents	P1 – P6 parents	8.30 am – 12.00 pm