



QUEENSTOWN PRIMARY SCHOOL

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31 December 2024

AN OPEN LETTER JANUARY 2025

Dear Parents / Guardians,

1. Happy New Year to you, and a warm welcome to the parents of our 2025 Primary 1 cohort – 2025 marks the start of a meaningful and enriching journey with Queenstown Primary. As we work hand in hand to nurture the potential and talents of our Queenstowners, I trust you will soon feel the warmth and camaraderie of our extended QtPS family.

2. Allow me to introduce myself as I write this first open letter to you. I have been an educator since 2008, taking on diverse roles in education across both secondary and primary schools. My journey has also included policy work at MOE HQ and a stint with the Ministry of Trade and Industry, broadening my perspectives on education and its role in shaping society. Prior to joining Queenstown Primary, I served as Deputy Director in MOE's Curriculum Policy Office and 21st Century Competencies Office. I am deeply honoured and excited to take on this role, and I look forward to partnering with you to create a quality and memorable school experience for our children.

3. As we step into the new year, we would like to take a moment to reflect on a remarkable 2024, made possible by the dedication of our teachers and staff, the unwavering support of parents, and the steadfast leadership of Ms. Pearly Ng. We extend our heartfelt gratitude to Ms. Ng for her contributions and wish her the very best in her new role as Principal of Blangah Rise Primary School. Her leadership has left a lasting legacy, and I am committed to building on the strong foundation she has laid.

4. My vision for Queenstown Primary is to build on our nurturing environment and strong culture of professional development by empowering *Flourishing Individuals* – students who excel academically, socially, and emotionally, while equipping them with the resilience, curiosity, and empathy needed for success. Guided by our school values of Respect, Integrity, Resilience, and Gratitude, we aim to foster a strong sense of character and prepare students with essential 21st Century Competencies, shaping *Future-Ready Citizens* who can confidently navigate an ever-changing world. Alongside this, we will continue to invest in our teachers' growth, ensuring they remain inspired and equipped to guide our students on this journey.

SCHOOL VISION

Flourishing Individuals, Future-Ready Citizens.

SCHOOL MISSION

School of the 21st Century, committed to providing a Holistic Education to all students.

5. The Monthly Open Letters will serve as our primary means of communicating important information to you, including updates on school announcements and events. It will also provide

a platform to share and celebrate the successes of our students and staff. Soft copies of these Open Letters will be sent through Parents Gateway and our school website. Do sign up for Parents Gateway if you have not already done so as most of our school-wide communication (e.g. letters, consent forms, etc.) will be circulated through this online platform.

Updates

Staff Movement

6. **Farewell:** We would like to express our appreciation and gratitude to our outgoing staff for their service, contributions, and commitment to the students of QtPS. We wish them all the best in their future endeavours as they embark on the next chapter of their careers.

- Mrs Diana Ho, Year Head/ Lower Primary, posted to Ahmad Ibrahim Primary School
- Mdm Li Lingbo, Teacher, posted to Nan Hua Primary School
- Mdm Liu Xi, Level Head/ Science, posted to Gifted Education Branch
- Mdm Muzaiyanah Bte Mohamed Ali, Teacher, posted to Cedar Primary School
- Ms Ng Wan Quan Kaycee, Teacher, posted to CPDD MTL Branch
- Mdm Norwati Bte Neswan, Teacher, posted to Punggol Cove Primary School
- Mdm Teoh Wooi Ling, Year Head/ Middle Primary, seconded to AWWA Napiri
- Ms Wu Pei Ying, Teacher, attending teacher training course at NIE
- Ms Chu Yu Fang, Teacher, attending teacher training course at NIE

7. **Welcome:** We also extend a warm welcome to the new members of the QtPS family.

- Mr Andy Soh, Physical Education Teacher
- Mr Brandon Toh, Chinese Language Teacher
- Mdm Ng Sor Lan, Chinese Language Teacher
- Mdm Woo Siok Hwee, Chinese Language Teacher
- Ms Diane Goh, English Language Teacher
- Mr Kwek Hong Wee, Senior Teacher (Chinese Language)
- Ms Leong Fong Lai Pauline, English Language & Social Studies Teacher
- Mr Low Thiam Chye, Mathematics Teacher
- Mr Muhammad Taufiq Bin Muhammad Abdul Rahman, Physical Education Teacher
- Ms Nurulain Nadiah Binte Zainal Abidin, Malay Language Teacher
- Ms Serene Thio, Music Teacher
- Ms Teh Kai Xin Candice, Music Teacher

8. **Celebration:** We would like to congratulate our staff on their new appointments in our school. Thank you for your continued service to our Queenstown Family!

- Mr Lee Chin Hua Gabriel, Level Head/ Science
- Mdm K Thanalachimi, Year Head/ Lower Primary
- Mrs Syakilla Bates, Year Head/ Middle Primary
- Mdm Kang Li Ping, Year Head/ Upper Primary
- Mr Muhammad Azuan Bin Ruslan, Assistant Year Head/ Upper Primary
- Ms Mahejwari, Senior Teacher (Learner Profile / SEN)
- Ms Lee Yee Hueh, Assistant Year Head/ Middle Primary (Covering)
- Ms Wan Hameezah Binte Mohamed Said, Subject Head/ EdTech(Covering)
- Mdm Revathi d/o Balasubramaniam, Subject Head/ NESS (Covering)

Important Announcements...

Start of the School Year

9. The new academic year will begin on Thursday, 2 Jan 2025 for the P1 students. The P2 to P6 students will only report back to school on Friday, 3 Jan 2025.

Chinese New Year (CNY) Celebrations (28 January) and Holidays (29 to 30 January)

10. QtPS will be celebrating the Chinese New Year on Tuesday, 28 January. This year, we celebrate the Year of the Snake! Students are encouraged to come dressed in their traditional attires/red tops and their school shorts/skorts, school socks, and school shoes. As part of the celebration, students will be dismissed at **10.30 am** on 28 January. Bus services will be provided for students taking the school bus on that day.

11. Please note that as Wednesday, 29 January and Thursday, 30 January are public holidays, school will thus resume on Friday, 31 January.

12. We wish all our Chinese Queenstowners and their families a Happy and Prosperous Chinese New Year! To the rest of our Queenstown Family, Happy Holidays!

School Dismissal Timings & Gates

13. These are the dismissal timings and gates:

Level	Dismissal Time (pm)		Exit Point *
	Mon, Tue, Thu & Fri	Wed	
P1**	1.30	1.15	Back Gate
P2 & P3	1.30	1.15	Back Gate
P4, P5 & P6	1.30	1.15	Field Side Gate

14. *Please note that all students may also choose to exit via the Canteen Gate during their dismissal times.

15. **P1 students will be dismissed half an hour early for Term 1 Week 1 only.

General Information...

Year Head and Assistant Year Head Matters

16. Our Year Heads and Assistant Year Heads work collaboratively with all key stakeholders to champion a school-wide focus on our students' well-being. Their aim is to cultivate a nurturing environment where your child/ward can thrive and realise his/her full potential. Should your child/ward require assistance or guidance, they are dedicated to offering support in various areas as needed. Please feel free to contact your child's/ward's form teachers or the respective level's Year Head or Assistant Year Head through the email addresses reflected below.

Year Head & Assistant Year Head	Name and Designation Contact email
Lower Primary Year Head	Mdm K Thanalachimi k_thanalachimi@moe.edu.sg
Lower Primary Assistant Year Head (covering)	Miss Julie Hong hong_huishan_julie@moe.edu.sg
Middle Primary Year Head	Mrs Syakilla Bates nur_syakilla_hasan@moe.edu.sg

Middle Primary Assistant Year Head (covering)	Ms Lee Yee Hueh lee_yee_hueh@moe.edu.sg
Upper Primary Year Head	Ms Kang Li Ping kang_li_ping@moe.edu.sg
Upper Primary Assistant Year Head	Mr Muhammad Azuan Bin Ruslan muhammad_azuan_ruslan@moe.edu.sg

Recess

17. Please refer to the table below for the recess timing for the respective levels:

Levels	Recess Time	
	Mon, Tue, Thu & Fri	Wed
P1 & P2	9 am – 9.30 am	8.45 am – 9.15 am
P3 & P4	9.30 am – 10 am	9.15 am – 9.45 am
P5	10 am – 10.30 am	9.45 am – 10.15 am
P6	10.30 am – 11 am	10.15 am – 10.45 am

Safety and Security Matters

18. Road safety around the school: Student safety is our priority, and the safety of our students using roads leading to and from the school is the responsibility of all. As a driver, please play your part by slowing down as you approach the vicinity of the school. As a parent, please reinforce the importance of road safety with your children. The road can be very busy and dangerous, especially before the start of school and at dismissal time. Thus, we would appreciate parents being positive role models by using the zebra-crossing.

19. Traffic and pedestrian map: Refer to the school site map on Page 7 indicating the traffic flow for vehicles entering the school and the location of pedestrian gates. Please follow the directional signs and instructions from our security personnel. In the morning, **parents are allowed to drive into the school car park between 6.30 am and 7.45 am**. The bus-bay or the stretch of Margaret Drive is not safe for drop-off or pick-up of students due to heavy vehicular and human traffic during peak school arrival and dismissal hours. Please use the drop-off points outside our school at Blocks 42A and 88A where students can enter the school via the bus-stop gate and back gate respectively.

20. Parking: 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 parks adjacent to the school. All visitors entering the school premises are to obtain visitor passes 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.

Mobile Phones and Smart Devices

21. Students who need to bring a mobile phone for the purpose of keeping in touch with family members can only use the mobile phone after school hours and only at the school foyer. Students are not to use mobile phones or smart devices (other than the POSB Smart Buddy Watch) during school hours (including recess, CCA and after-school programmes). The school will take strict action against students who use their mobile phones or smart devices to take pictures or videos without permission, and uploading them onto the Internet.

22. Students are to place their mobile phones or smart devices in their school bags before the start of the school day. They should bear the responsibility for the safekeeping of their

mobile phones or smart devices. The school will not bear responsibility for the loss of, damage to or theft of students' mobile phones or smart devices.

School Fees Payment via eGIRO

23. Please note that GIRO deductions for school fees and miscellaneous fees are made on the 26th of every month from February to December. To ensure smooth and timely deductions, and to reduce the likelihood of any school fee arrears, we strongly encourage all parents/guardians to activate their child's/ward's eGIRO account.

24. If you have not yet activated your child's/ward's eGIRO account, we kindly advise you to do so at your earliest convenience. You can easily activate the eGIRO via the Ministry of Education's website by following this link: <https://www.moe.gov.sg/financial-matters/fees>



Activation of Edusave Funds for Enrichment Programmes and Miscellaneous Fees

25. We would like to inform you that the Edusave Account is automatically opened for all students who are Singapore Citizens (SC). Students who are Singapore Citizens will receive an annual contribution of \$230 into their Edusave Account.

26. The funds in the Edusave Account are primarily used to cover the costs of enrichment programmes organised by the school, as well as the single-tier miscellaneous fees.

27. If you have not yet activated your child's/ward's Edusave funds, we kindly advise you to do so at your earliest convenience. Please visit the following link to activate the Edusave funds: <https://www.moe.gov.sg/financial-matters/edusave-account/usage-of-edusave-funds>



Reminders about School Procedures...

Importance of School Attendance

28. School attendance: **All students are expected to attend school regularly.** Research has shown a close correlation between students' achievement and their attendance. Students who attend school regularly are more likely to succeed in their studies and enjoy their schooling experience. Attending school regularly during the early school years is especially critical as children 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. We seek your cooperation and understanding in ensuring that your child/ward attends school regularly so as to support his/her schooling success.

29. Absence from school: As curriculum time is precious, we strongly discourage parents from planning overseas trips during curriculum time, unless it is an unforeseen emergency. 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.

30. Illness: If your child/ward is not feeling well, please bring him/her to see a doctor and only allow your child/ward 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/ward returns the next day. **For letters of excuse, the school will only accept up to two days of absence per term.**

31. Infectious disease: If your child/ward is down with an infectious disease, e.g. chicken pox, Hand-Foot-Mouth Disease, Tuberculosis, Covid-19, Influenza A, please

- take your doctor’s advice and let your child/ward rest at home.
- call the school to inform us of your child’s/ward’s diagnosis. It is important that parents/guardians inform the school in case of infectious disease so that we can monitor the situation with other students in their class. 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.
- seek clearance from your doctor before allowing your child/ward to return to school.

Assembly Reading Activity

32. Reading is a lifelong habit that we aim to nurture in our Queenstowners and many efforts have been put in to promote reading in QtPS. As such, we conduct daily assembly reading sessions. During these sessions, students will engage in reading silently before the flag raising ceremony. Please ensure that your child/ward has an English Language storybook with him/her on Mondays to Wednesdays, and a Mother Tongue Language storybook on Thursdays and Fridays, as we aim to develop in him/her a good reading habit.

School’s Calendar of Events (COE)

33. Our January calendar of events can be found on our school website, at <https://www.queenstownpri.moe.edu.sg/useful-links/school-calendar/>



Connect with us

34. To be updated on what has been happening in our school, please visit us at:

<p><u>Our School’s Website</u> www.queenstownpri.moe.edu.sg</p> 	<p><u>Our School’s Facebook Page</u> https://www.facebook.com/qtps.sg/</p>  <p>QtPS Facebook Page</p>
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Concluding Remarks...

35. The school value to be highlighted in Term 1 is **Respect**. Respect is caring how our words and actions may impact others. Offering to help others around us is also part of respecting others. When we believe that everyone around us is worthy of our help and kindness, and we help and show kindness to them, we are showing respect for them. As our very important partners at home, do encourage your children to help others out. You can do this by including them in household chores and activities, and praising and thanking them for their help and respect. Let us inculcate in our Queenstowners a healthy and joyful respect for others.

Warmest regards,
Mrs Olivia Cheong, Principal

