



QUEENSTOWN PRIMARY SCHOOL

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30 December 2025

AN OPEN LETTER

JANUARY 2026

Dear Parents / Guardians,

1. Warm greetings to all and a heartfelt hello to the parents and caregivers of our incoming Primary 1 learners. The year 2026 begins an exciting chapter for your children here at Queenstown Primary School. Together, as partners in their growth and discovery, we look forward to seeing every young Queenstowner flourish. Very soon, you will experience the strong sense of community and belonging that defines our QtPS family.

2. These 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.

3. We are excited to share that Queenstown Primary School has refreshed our Vision, Mission, GRACE values and IMPACT dispositions to better reflect our aspirations for every child in today's world. Our renewed Vision is '***Confident Leaders and Caring Citizens who are Change Makers***'. This speaks to our belief that every Queenstowner can make a positive difference. With your partnership, small but meaningful experiences will grow into the confidence and compassion to take on bigger challenges as they progress through their years with us and beyond.

4. To realise this vision, our Mission affirms our identity as ***a caring learning community that nurtures hearts and empowers all***. Care lies at the centre of how we teach, learn and treat one another and when we nurture hearts, we support each child's character, well-being and sense of purpose. Empowerment ensures that every student and staff member is recognised for their unique strengths and possibilities. Our GRACE values - ***Gratitude, Resilience, Accountability, Care and Empathy*** - guide how we relate to others, while our IMPACT dispositions - ***Inventive, Mindful, Proactive, Adaptable, Collaborative and Tenacious*** - grow the habits of mind needed to thrive in life. As we celebrate our 70th anniversary in 2026, this renewed direction strengthens our commitment to meaningful learning that equips every Queenstowner to live with GRACE and reach with IMPACT.

Updates

Staff Movement

5. **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.

- Mr Feng Wenfu, HOD/ Character and Citizenship Education, posted to ACS(Jr)
- Mr Wong Yew Kuan, HOD/Student Management, posted to Sembawang Primary School
- Mrs Calista Yap (Fang Shilin), SH/Student Leadership, posted to Rulang Primary School

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

- Mr Max Chua Thian Keong, Vice-Principal (Academic)
- Mdm Nazreen, HOD/ Student Management, English and Social Studies Teacher
- Mdm Beh Jing Ying, SH/Professional Development, Mathematics and Science Teacher (fr T2 onwards)
- Mr Wong Wai Liang, ST/Science, Science Teacher
- Mr Tang Wei Kok, PE Teacher
- Ms Jesse Lee, English Teacher

7. **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!

- Mdm Jeanna Goh, HOD/ Character and Citizenship Education (Covering)
- Mdm Lu Wei, SH/EdTech (Covering)
- Ms Venus Lim, AYH (Middle Pr) (Covering)
- Ms Lee Yee Hueh, SH/21st Century Competencies (Covering)

Upcoming Events

Briefing for Parents (22, 29 Jan and 5 Feb)

8. Parents / Guardians, you are our very important partners because you play an important role in supporting our students in the learning and development process at home. As such, we would like to invite you to our annual Briefing for Parents to be held face to face in our QtPS campus. The objective of this briefing is to keep you informed and updated on school matters related to your child's/ward's education. Please see the table below for the dates and times for briefing sessions for each level.

Level	Date	Time
P3 and P4	22 Jan 2026	3pm - 4.30pm
P1 and P2	29 Jan 2026	
P5 and P6	5 Feb 2026	

9. More information about the briefing sessions will be made available to you via PG soon.

General Information

Start of the School Year

10. The new academic year will begin on **Friday, 2 Jan 2026** for the P1 students. The P2 to P6 students will only report back to school on **Monday, 5 Jan 2026**.

Change of School Hours for 2026

11. **Beginning in 2026, the school hours will be standardised from 7.30 a.m. to 1.30 p.m. daily**, including Wednesdays, which currently end at 1.15 p.m. This adjustment creates consistency throughout the week, and allows us to enhance our curriculum delivery to create more meaningful learning experiences for your children. **As per previous years, all Queenstowners are expected to arrive in school punctually and be seated in the hall/classrooms by 7.30 a.m.** We seek your understanding and continued support as we implement this change.

School Dismissal Timings & Gates

12. These are the dismissal timings and gates:

Level	Dismissal Time (PM)	Exit Point*
P1**	1.30	Back Gate
P2 & P3	1.30	Back Gate
P4, P5 & P6	1.30	Field Side Gate

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

14. **P1 students will be dismissed half an hour early on 5, 6 and 7 Jan 2026 (Term 1 Week 1, Monday to Wednesday).

Year Head and Assistant Year Head Matters

15. 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 Venus Lim lim_wen_xuan_venus@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

16. 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

17. 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 signalised pedestrian crossing.

18. Traffic and pedestrian map: Refer to the school site map in Annex A 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. Vehicles driving in should exit via the Main Gate with left turn ONLY between 6.45am and 7.45am on school days. 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.

19. 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.

School Fees Payment via eGIRO

20. 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.

21. 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

22. 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.

23. 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.

24. 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>



Importance of School Attendance

25. 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.

26. 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.

27. 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 on the day your child/ward returns to school. **Medical certificates may also be submitted via Parents Gateway.** For such letters of excuse, the school will only accept up to two days of absence per term.

28. 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

29. 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 morning reading sessions in the hall/classrooms. During these sessions, students will engage in reading silently before the singing of the national anthem/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)

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



Connect with us

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

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

Concluding Remarks

32. As we take our first steps into this new year, let us dream boldly for our children and walk alongside them as they uncover their strengths, passions, and purpose. With your unwavering support and our shared belief in every Queenstowner's potential, I know that the year ahead will be filled with meaningful learning, confident growth, and moments that inspire pride in us all. Thank you for partnering with us. Together, we will build a future where each child is truly empowered to shine.

Warmest regards,
 Mrs Olivia Cheong
 Principal

Annex A- School Site Map

