



QUEENSTOWN PRIMARY SCHOOL

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4 January 2018

AN OPEN LETTER JANUARY 2018

Dear Parents / Guardians,

1. A Happy New Year to you and a special welcome to parents of our 2018 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 every Queenstowner. We believe that in this process of nurturing the young minds, both parents and teachers play critical roles. 2017 had been a fulfilling year. The achievements of the school would not have been possible without the dedicated hard work of our staff and your partnership.

2. The school believes that 'Every Child Matters and can Accomplish'. With this belief, the school endeavours to develop

- *A Child* – a confident and happy child; motivated and passionate about learning.
- *An Explorer* – one who embraces challenges and diversity, possesses an open mind, and dares to try new things.
- *A Friend* – one who loves and cares for his/her family, shows care and concern for the less privileged, the community, the environment and the nation.

3. To achieve this, the school is committed to providing a holistic education to develop confident and self-directed learners, concerned citizens and active contributors. This process is guided by the school's values of *Questioning Mind, Quality Work, Perseverance, Positive Thinking, Sincerity and Self-discipline* for both students and staff.

Updates...

Staff Movement

4. 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.

- Ms Sylvia Tay, on secondment to APSN Chaoyang School
- Ms Geralin Tan, on attachment to MOE HQ before furthering her studies overseas
- Ms Doreen Lim (Library Assistant), transferred to Tanjong Katong Secondary School

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

- Mdm Revathi Balasubramaniam, English Language & Social Studies Teacher
- Mdm Nazmunnisah Abdul, English Language & Social Studies Teacher
- Mrs Siregar Johnnie Franklin, English Language & Mathematics Teacher
- Ms Lim Zhi Ying, English Language & Mathematics Teacher
- Mdm Jasmin Shanawaz, English Language & Mathematics Teacher
- Ms Mariana Bte Hussain, Malay Language Teacher
- Ms Tan Shuhui, Student Welfare Officer
- Mdm Mun Lai Heng, Operations Support Officer
- Ms Siti Azhan Bte Osman, Library Assistant

New appointments

6. 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 2018 are:

- Mr Haw Shuen Siang, Subject Head (Student Leadership)
- Mr Muhammad A'srie Bin Che Ali, Subject Head (PE & CCA)

7. 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 to share and 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.

In Celebration

PSLE results

8. We would like to extend our heartiest congratulations to the batch of 2017 P6 students who have done well. 99.4% of our P6 students qualified for Secondary education. The following table shows the mean performance of our students:

Description \ Year	2015	2016	2017
Mean PSLE T-score for all students	193.6	194.3	191.8
Mean PSLE T-score for students taking 4-Standard only	209.1	209.6	210.0
% with T-score \geq 250	12.8	11.7	8.9

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

Eligibility \ Year	2015	2016	2017
% Express (without E/NA)	62.8	63.7	64.5
% Express (with E/NA)	72.2	72.5	76.3
% Normal (Academic)	22.2	22.8	20.1
% Normal (Technical)	5.6	4.7	3
% eligible for Sec Sch	100	100	99.4

5th Zong Xiang Cup Weiqi Competition for Primary Schools 2017

10. A group of our students from our Weiqi CCA participated in the above competition in November 2017. Congratulations to these winners! They have made QtPS proud!

Category	Award	Participants	Class in 2017
School Award – Primary 6 Category	1st runner up	Foong Zi Heng, Liu Haozhe & Yang Jiabao	6 Care
		Aaron Chua Zhen Jie	6 Courage
School Award – Primary 4 Category	2nd runner up	Foong Jing Heng	4 Care
		Foong Ye Heng & Wang Wuyang	4 Courage
Primary 6 Category	Participation	Foong Zi Heng, Liu Haozhe & Yang Jiabao	6 Care
		Aaron Chua Zhen Jie	6 Courage
Primary 4 Category	Participation	Foong Jing Heng & Xavier Koh Wen Rui	4 Care
		Elliot Hwong Rui Teng, Foong Ye Heng, Irfan Lau Bin Mohamad Noor, Lee Wei Jun & Wang Wuyang	4 Courage
		Wong Yew Zhong	4 Honesty
Primary 3 Category	Participation	Bryan Li Bo Ning, Goh Kang Qi Rhesa & Qian Zeming	3 Care
		Tay Shen Thaddeus	3 Courage

6th National Young Shutterbugs Competition 2017

11. The National Young Shutterbugs Competition focuses on inculcating the interest of photography in upper primary students. The competition not only seeks to nurture young photography enthusiasts, but also to allow them to understand and take on the important role of a photographer in archiving our Singapore landscape. A group of our students participated in the above competition in November 2017. Congratulations to these winners! They have made QtPS proud!

Award	Participants	Class in 2017
Special Mention Award (Arrangements)	Sivakumar Akashraj	4 Care
Special Mention Award (Essence)	Heng Yu Hang	4 Courage

12. The pictures taken by our participants can be accessed through the QR code below.



Important Announcements...

Health Check for all students

13. The School Health Service will be visiting the school to conduct the annual health screening exercise from 8 to 16 January 2018. Immunisation will be scheduled for the P1 and P5 students. Parents of P1 and P5 students will have to use their SingPass to log onto <https://childconsent.hpb.gov.sg> to submit their child's immunisation form by **Friday, 5 January**. Parents who do not have a SingPass or who do not possess internet access can request for a hard copy of the consent form from their child's Form Teacher. The completed form must be submitted to the Form Teacher by **Friday, 5 January**.

14. All P1 and P5 students, as well as all **new non-Singaporean students** are to submit their immunisation certificate and Health Booklets to their Form Teachers by **Friday, 5 January**.

Temperature-taking Exercise

15. 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, 5 January**, as part of our standard procedure for safety and security measures. Please ensure your child/ward 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.

Briefing for P1-P6 Parents

16. Parents/guardians 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 on **Saturday, 20 January**. The objectives of this briefing are to keep you informed of school matters, as well as for you to meet up with your child's/ward's Form teachers.

17. The details for the briefing are as below:

For Parents/ Guardians of Primary 1 & 2 Students	For Parents/ Guardians of Primary 3 & 4 Students	For Parents/ Guardians of Primary 5 & 6 Students
<p><u>8.30 am to 9.30 am</u> Briefing by School Leaders & YH in the Hall (Level 2):</p> <ul style="list-style-type: none"> • School Directions 2018 • School's achievements • Curriculum & Assessment Matters • PAL & CCA Matters • Signature Programmes • Cyberwellness 	<p><u>10.00 am to 11.00 am</u> Briefing by School Leaders & YH in the Hall (Level 2):</p> <ul style="list-style-type: none"> • School Directions 2018 • School's achievements • P3 GEP & P4 SBB • Curriculum & Assessment Matters • CCA Matters • Signature Programmes • Cyberwellness 	<p><u>10.00 am to 11.00 am</u> Interaction with/Briefing by Form teachers in your child's/ward's respective classroom:</p> <ul style="list-style-type: none"> • Homework Policy @ QtPS • Attendance & Punctuality Policy @ QtPS • Q&A session

For Parents/ Guardians of Primary 1 & 2 Students	For Parents/ Guardians of Primary 3 & 4 Students	For Parents/ Guardians of Primary 5 & 6 Students
<p><u>10.00 am to 11.00 am</u> Interaction with/Briefing by Form teachers in your child's/ward's respective classroom:</p> <ul style="list-style-type: none"> • Homework Policy @ QtPS • Attendance & Punctuality Policy @ QtPS • Q&A session 	<p><u>11.30 am to 12.30 pm</u> Interaction with/Briefing by Form teachers in your child's/ward's respective classroom:</p> <ul style="list-style-type: none"> • Homework Policy @ QtPS • Attendance & Punctuality Policy @ QtPS • Q&A session 	<p><u>11.30 am to 12.30 pm</u> Briefing by School Leaders & YH in the Hall (Level 2):</p> <ul style="list-style-type: none"> • School Directions 2018 • School's achievements • DSA • Curriculum & Assessment Matters • CCA Matters • Signature Programmes • Cyberwellness

18. Kindly indicate your attendance on the Reply Slip on page 8 and submit it through your child's/ward's Form Teacher by **Thursday, 11 January** so as to allow us time to prepare the logistical arrangements for the session. Thank you and we look forward to meeting you.

Mass Borrowing Activity by National Library Board (NLB)

19. Our school is collaborating with the NLB to encourage students to read for pleasure. As part of our efforts, we will be conducting termly mass borrowing sessions for our students. During these sessions, a wide variety of books will be brought to the school for our students to browse and borrow on the spot. Students can also approach the NLB librarians for book recommendations. In Term 1, the mass borrowing sessions will be conducted from **Monday, 29 January to Wednesday, 31 January**.

20. We would like to take this opportunity to remind you of the following so that your child/ward will be able to borrow the books.

- Ensure your child/ward brings his/her school EZ-Link card / library card from 29 January to 31 January 2018.
- Pay the fines (if any) in your child's/ward's library account
- Return all books in your child's/ward's account before the mass borrowing activity
- If your child/ward has lost his/her school EZ-Link card, please report the loss at any public library and make a new library card. (Note: A fee will apply for a new library card).

21. Kindly ensure that the NLB books borrowed in the school from **29 January to 31 January 2018** are returned to any public library by the due date that is indicated on the loan receipt.

No-Frills Birthday Celebrations

22. 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.

23. 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.

General Information...

School Hours

24. The details of the school's timetable structure are presented below:

Days	Time
Wednesday	7.30 am to 1.15 pm
Monday, Tuesday, Thursday & Friday	7.30 am to 1.30 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 on page 7 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.

School Uniforms

29. From 2018, the School Uniform Supplier for QtPS is:
 My Uniform Shop (Asia) Pte Ltd
 209 New Upper Changi Road
 #03-651, Singapore 460209
 Tel: 62766689
 Mondays, Wednesdays to Fridays: 3.00 pm to 8.00 pm
 Saturdays and Sundays : 10.00 am to 4.00 pm

Reminders about School Procedures

Updating of Student's Personal Particulars Form

30. We will be issuing your child/ward with a Personal Particulars Form. We seek your help in updating the particulars and returning the form to your child's/ward's Form teachers by **Friday, 26 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.

Importance of School Attendance

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/ward attends school regularly.

33. 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.

34. If your child/ward is down with chicken pox, H1N1 or Hand-Foot-Mouth disease, please take your doctor's advice and let your child/ward 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 2 January to 31 December 2018. Your child/ward 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.

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

School's Calendar of Events (COE)

37. Please access the calendar of event for the month of January at our website, <http://www.queenstownpri.moe.edu.sg/others/coe-for-parents> or through the QR code below.



Concluding Remarks...

“Self-discipline begins with the mastery of your thoughts. If you don't control what you think, you can't control what you do. Simply, self-discipline enables you to think first and act afterward.”

Napoleon Hill

38. Since this is the first Open Letter for 2018, we would like to begin the year with the school value of *Self-discipline*. In order to achieve success, we all need to practise self-discipline and thus we hope to begin 2018 by reinforcing in our students the value of *Self-discipline*. We would like to seek your assistance by reinforcing the same message of *Self-discipline* at home. A simple act would be to encourage your child/ward to make his/her bed first thing in the morning. You can do so by demonstrating to your child/ward how to do it for the first few times and be around to watch him/her in action. At relevant junctures, encourage and praise your child/ward to sustain the effort, as this will become a good habit in time to come.

39. With your continued support, we are confident that 2018 will be yet another exciting and fulfilling year for your child/ward and the school.

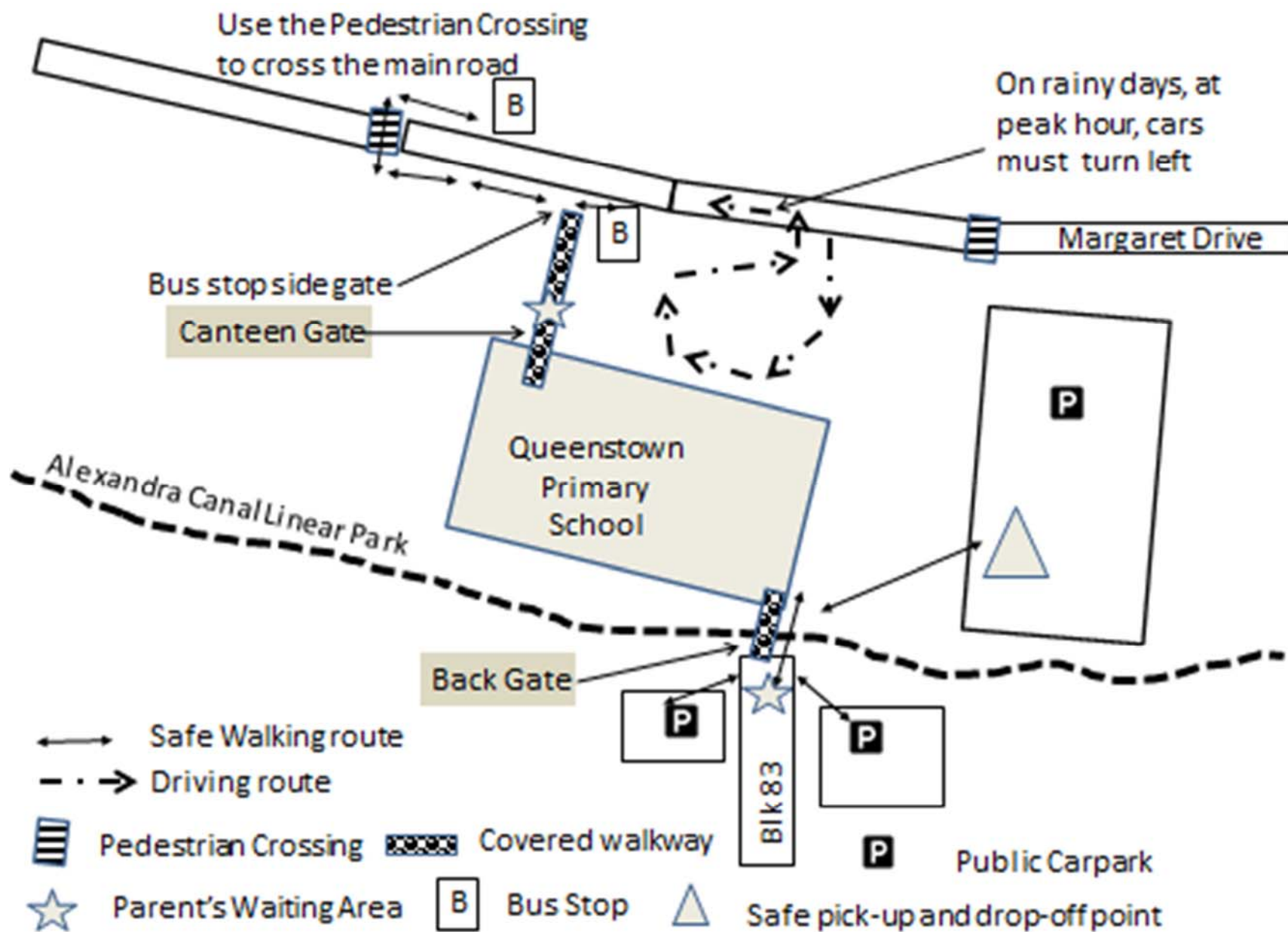
Warmest regards,



Ms Pearly Ng

Principal

Pearly_Ng@schools.gov.sg



Reply Slip
Queenstown Primary School
Briefing for Parents of Primary 1 to 6 students – Saturday, 20 January 2018
(Please tick accordingly)

(a) I will be attending the session and have noted the time and venue.

Number of people attending (including child) _____

(b) I will not be able to attend the session.

(c) I would like to find out more about

Name & Signature of Parent

Name of Child : _____ Class: _____

Contact Number : _____ (H) _____ (Mobile)

***Kindly submit this Reply Slip to your child's/ ward's Form Teacher by
Thursday, 11 January 2018***