



XINGHUA PRIMARY SCHOOL

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Xinghua Link

ADM 006 /18

08 January 2018

Message

From The Principal

Dear Parents and Guardians,

Allow me to wish each and every one a very Happy New Year. I hope all of you had a restful vacation. We welcomed our new primary one students into Xinghua Primary last week, together with all the other levels. It is good to have the children back at school. Your children would have gone through 4 days of orientation connecting with friends and teachers. They worked in collaboration with their teachers to set up the class, formed their committees and drew up their administrative and other class duties. Each class has its own character and it was very fulfilling to see how this took shape over the orientation period.

I spoke to the children on the first day about their role in the school. They are innovative and curious, learning to improve current practices and exploring new ways of doing things. I also emphasised the discerning and caring nature that we would like to see in our students. Each one has done well in these areas; there is more that we can do so that we serve friends, family and the community better. Being at school is all about learning and improving continuously and I ask that of all of us - to work together to see the children become better in terms of skills and character.

Our highlight for this year is our school musical that will be staged sometime in November; we have conducted auditions at school and some of your children may be performing in it. We believe that our children can do great things but we start small. The musical involves much time and effort and I am appreciative of the support that you are giving them. You will be given more information about this later this year.

Meanwhile I would like to thank the Parent Support Group that has stood by us during all our events and learning journeys. My heartfelt appreciation goes to each and every parent volunteer for helping us on the first day of school. Let's continue to work together so that the children can have a great school to come to and many meaningful experiences to learn from. My teachers and I wish every Xinghua student and family Happy 2018!



UPDATES ON STAFF MOVEMENT

1. The school congratulates Mrs Shirley Quek on her new appointment as the Deputy Director to the English Language and Literature Branch CPDD.
2. We welcome the following staff to theXHPS family:
 - Miss Sim Hwee Jian (Chinese Language Teacher)
 - Miss Nong Suraya Binte Suib (School Programme Executive)
3. We thank the following staff for their contribution to the school and wish them the best in their future endeavours:
 - Mr Kelvin Ting
 - Mr Dex Goh
 - Miss Chi Pei Yu
 - Ms Melissa Sin

CURRICULUM MATTERS

a) Curriculum Hours

Please note that our curriculum hours are from 7.30am to 1.30pm, Mondays to Fridays. CCAs are conducted on Tuesdays, from 7.30am to 9am. Additional CCA practices may be conducted after school.

b) Assessment Framework

The following table shows the assessment framework and the respective weightings for each assessment. Primary 1 pupils do not sit for formal examinations but they will have bite-sized assessments in class to monitor their progress. For Primary 2 to Primary 6 pupils, details such as the topics to be tested will be given later separately. For more information about assessment, please refer to the Pupil's Handbook, pages 17 and 18.

Level	Term 1 (CA1)	Term 2 (SA1)	Term 3 (CA2)	Term 4 (SA2)
Primary 1	Bite-sized assessments			
	0%	25%	25%	50%
Primary 2	10%	20%	10%	60%
Primary 3	10%	20%	10%	60%
Primary 4	10%	20%	10%	60%
Primary 5	10%	20%	10%	60%
Primary 6	10%	20%	70%	PSLE

(c) Parent-Child Teacher Conferences (PCTC)

Every child is precious to us and we want to develop them to their fullest potential. Thus, it is vital for the home and school to work closely. We have planned three PCTC conferences for the year, where we will share important information about academic matters and progress of your children. It also provides a platform to establish contact with the Form Teacher so it is important that all parents attend. The table below provides an overview of these PCTCs:

	Term 1 26 January 2018	Term 2 25 May 2018	Term 3	Term 4 12 November 2018
P1, P2, P3 & P5	Meet the Teachers	Progress Update & Return of Report Books	-	Progress Update & Return of Report Books
P4	Subject-Based Banding Briefing & Meet the Teachers			
P6	PSLE Briefing & Meet the Teachers			

More details will be provided nearer the date of each conference.

HEALTHY MEALS IN SCHOOLS PROGRAMME (HMSP)

The school embarked on this programme in 2016 to provide healthier food and beverage in school and we are excited to inform you that the school will continue this programme in 2018. School canteen vendors are expected to follow strict food service guidelines. Please do encourage your child/ward to eat healthy food.

SAFETY & SECURITY

(a) Access to the School

The school is a safe place for all our pupils. All visitors must register at the Security Guard Post at the front gate when you visit the school. You will be issued a Visitor Pass and are expected to wear and display the pass clearly. Thereafter, please proceed to the General Office so that our staff can attend to you. Do note that the classroom blocks are out-of-bounds to all visitors at all times.

The opening hours of the school gates are as follow:

Gates	Term Time		School Holidays
	Mondays, Wednesdays & Fridays	Tuesdays and Thursdays	Monday - Friday
Main Gate	6.30am to 7.00pm		
Gate B (near the Security Guard Post)	6.30am to 7.30am 1.30pm to 2.00pm		Closed
Gate D (Back Gate)	6.30am – 7.30am 1.30pm – 2.30pm	6.30am – 7.30am 1.30pm – 2.30pm 3.15pm – 3.45pm 4.15pm – 4.45pm	Closed

Parents will be able to purchase books at the school bookshop between 11am – 12.30pm from Mondays to Fridays and school uniform only on Fridays.

(b) Morning Drop-Offs and Afternoon Pick-Ups

Due to space constraints, only authorized buses and vehicles are allowed to enter the school compound. Parents who drive your children to school should park your vehicles in the nearby HDB carparks. Please do not park along Hougang Ave 1 as this will hinder traffic flow and obstruct the school buses from turning into and out of the school safely. Officers from LTA and HDB's appointed enforcement service provider will enforce summons for illegal parking offences. The school strongly encourages parents who drive to use the **car-park behind the school** as there are more parking lots and there is a zebra crossing that is linked directly to the school.

On rainy days, all vehicles are allowed to enter the school. All drivers must observe the speed limit of 15km/h and follow the directions given by the security guards or our Operations Managers.

(c) Outside the School

Parents are reminded to be good role models to all our children. Please use the designated pedestrian crossings and obey traffic signals.

(d) Early Dismissal For Pupils Who Are Not Feeling Well

If your child is unwell, our staff will contact you and you will need to come and pick up your child. Kindly proceed to the General Office where our staff will assist you. You will have to sign an Early Release Form. For the safety of our children, the school cannot allow them to go home on their own.

(e) Attendance & Punctuality

Xinghua Primary School recognises that arriving in school on time is vital to a student's success in school. Our school strongly believes in instilling the value of responsibility in our students. In order to take full advantage of the educational programmes offered by the school, it is essential that your child/ward arrives on time on a daily basis. We seek your cooperation in ensuring that your child/ward is punctual for all school activities.

Pupils are expected to be regular in their attendance. The school cannot grant permission for vacation before the term ends. If a pupil is absent from school, he/she has to produce a medical certificate (MC) or letter from parents when he/she returns to school. If your child were to be absent from school for more than 3 days e.g. chicken pox, please inform the General Office immediately. Parents are reminded not to send your child/ward to school if he/she is not well.

(f) School Bags

Pupils are expected to pack their bags daily and bring the right books to school. Please ensure that the weight of your child's bag does not exceed 20% of the total body weight.

ADMINISTRATIVE MATTERS

(a) Year Heads and Assistant Year Heads Structure

The school has 3 Year Heads namely Mrs Dhillon, Mr Lim Kok Peng and Mdm Nancy Lee. They will be assisted by Assistant Year Heads to look into the holistic development of the pupils. Should your child need help or further support, please contact the respective Year Heads.

Levels	Year Head	Assistant Year Head
P1 & P2	Mdm Nancy Lee lee_yuen_chee@moe.edu.sg	-
P3	-	Mdm Siti Hajar siti_hajar_saini@moe.edu.sg
P4	-	Miss Neo Yuan Ling neo_yuan_ling@moe.edu.sg
P5	Mr Lim Kok Peng lim_kok_peng@moe.edu.sg	-
P6	Mrs Dhillon lasime_kumari@moe.edu.sg	-

(b) You've Got Mail on Mondays!

We understand that you may have a busy schedule and may not get to read all the letters and forms from the school on a daily basis. To ensure that you do not miss out on any information from the school, we will be issuing letters to you on Mondays, as far as possible. Please ensure that you go through these letters, complete and return the forms to the respective teachers by Wednesday.



(c) Ceasing of SNAC Attendance and Notification App for parents

We have ceased using the SNAC application for our school communications with parents. Hence, our communications with parents will revert to hardcopy notifications/ letters.

Letters or notifications will be issued to your child if he/she is required to come to school for co-curricular activities (CCA), remedial lessons, enrichment lessons, excursions, etc. Please ensure that your child produces the relevant letter or Consent Form for your written consent before you permit him/her to participate in the activities.

(d) Calendar of Events for Semester 1

To help you in your planning, we have attached the Calendar of Events for Semester 1 at the back of this circular. Please note that the activities are correct at the time of printing.

(e) Update of Student Particulars and Student Medical Records

At the start of every year, MOE requires parents to update the school on the changes in contact details and the pupil's medical condition. The school has distributed the form to your child. Parents are to complete the form and attach supporting medical document, if any. Please return the form via your child's form teacher by 12 January 2018.

(f) Student Personal Accident Plan for 2018

The school has procured an insurance policy for pupils. This will provide 24-hour worldwide accident coverage for activities organized by school. Do note that claims must be reported within one month from date of accident. Please approach the General Office if you require a claim form.

Warmest regards,

Mrs Chandrika Mano

Thank You

XINGHUA PRIMARY SCHOOL CALENDAR OF EVENTS FOR SEMESTER 1, 2018

DATE	EVENTS	REMARKS
2 Jan	Start of Term 1	
2 – 5 Jan	New U Program (Orientation)	For all levels
4 & 5 Jan	Temperature Taking Exercise	For all levels
26 Jan	Parent-Child-Teacher Conference <ul style="list-style-type: none"> • Subject-Based Banding Briefing for P4 parents • PSLE Briefing for P6 parents • Meet the Teachers for all other levels 	For all pupils. More details will be given later.
1 Feb	Photo-Taking Session for School Smart Card	For P1 & P6 pupils only. To be in school uniform.
15 Feb	Chinese New Year Celebrations (Early dismissal for all)	For all pupils. More details will be given later.
15 Feb	Commemoration of Total Defence Day	More details will be given later.
16 Feb	Chinese New Year Public Holiday	
19 Feb	Chinese New Year School Holiday	
23 Feb	House Training (P3 & P4)	For selected pupils.
2 Mar	House Training (P5 & P6)	For selected pupils.
9 Mar	Sports and Games Carnival	More details will be given later.
10 – 18 March	Term 1 School Vacation	
19 March	Start of Term 2	
30 March	Good Friday Public Holiday	
6 April	Commemoration of International Friendship Day	For all pupils.
20 April	NAPFA Test (P6)	Conducted after school
25 - 26 April	P3 & P4 SA1 Oral Exams	During school hours
27 & 30 April	P5 & P6 SA1 Oral Exams	During school hours
1 May	Labour Day Public Holiday	
3 May	SA1 EL Paper 1 & Listening Comprehension	For P3 to P6 pupils only
4 May	SA 1 Mother Tongue Paper 1 & Listening Comprehension	For P3 to P6 pupils only
7 May	SA1 Higher Mother Tongue Papers 1 & 2	For P5 & P6 pupils only
8 May	SA1 EL Paper 2	For P3 to P6 pupils only
9 May	SA1 Math Paper	For P3 to P6 pupils only
10 May	SA1 Mother Tongue Paper 2	For P3 to P6 pupils only
11 May	SA1 Science	For P3 to P6 pupils only
21 & 23 May	Traffic Games (Morning Programme)	For P4 pupils only. More details will be given later.
24 May	VIA: Clean My School Day	For all levels
25 May	Parent-Child-Teacher Conference & Return of Report Books	For all levels. More details will be given later.
26 May – 24 June	Term 2 School Vacation	
25 June	Start of Term 3	
2 July	Youth Day School Holiday	

Activities are correct at the time of printing. Any update will be put up on our school website.