



# XINGHUA PRIMARY SCHOOL

45 HOUGANG AVENUE 1 SINGAPORE 538882

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## Xinghua Link

ADM 027/19  
14 January 2019

### Message from the Principal

Dear Parents and Guardians,

#### **Happy New Year**

We are off to another new start and I am happy to see the children back at school. I hope you managed to spend time with your child/ward during the December break and are recharged for 2019. Allow me to wish each and every one of you a very Happy New Year!

#### **PERI Upgrading**

The school is undergoing upgrading and from time to time, we will update you on the progress of the works. As mentioned previously, due to major construction work going on nearer the Indoor Sports Hall and the school field, we have to be extra cautious with regard to back gate access into school. With your kind cooperation, we have been able to do this quite smoothly. Thank you for your understanding and support.

Some completed works include the fitting of classrooms with audio enhancement system, fire alarm sensors, storage shelves and movable partitions for flexible use of rooms. Coming up are works to add a new current events corner and a multi-purpose stage at the canteen. The eco-garden will be upgraded to an Outdoors Experiential Learning area where children will interact actively in arts and science concepts.

#### **Parent Child Teacher Conference**

In previous years we used to meet parents thrice a year: at the beginning of the year, at mid year and at the end of the year after the examinations. This year, for a start, we would like parents to meet the teachers individually so that you understand the curriculum and the expectations better. You can clarify your doubts and share with the teachers information that you think is useful for us. You can fix appointments with the teachers so that they can arrange to meet you. My Year Heads will be writing to you separately to give you more information on this. My teachers will also be connecting with you via writing to introduce themselves to you! I look forward to all of us working together so let's try to make this work.

#### **P1 Dismissal**

This year we have a bigger cohort of primary one students. We have 8 classes and as a result of that, dismissal of students takes a longer time. We will continue to dismiss the P1 students first so please do ensure you are at the right pick up points early enough. Students taking the school bus also would have experienced a delay; we want to ensure that we do not miss out any child. By the end of this week the children will be familiar with the routines and we hope things will proceed smoothly thereafter. Do give us any feedback you have so that we can look into it straight away.



## UPDATES ON STAFF MOVEMENT

1. We welcome the following staff to theXHPS family:

Mdm Annie Yap Chin-Kit  
Ms Lim Jie Min  
Mdm Ra Tenmoli (Mrs Vijay)  
Ms Suraya Mustajab  
Mr Eddie Ng Puay Keat

2. We thank the following staff for their contributions to the school and wish them the best in their future endeavours:

Mr Quek Zheng Hao  
Ms Siti Salmah  
Mdm Marilyn Huang

## 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 and 2 pupils do not sit for formal examinations but they will have bite-sized assessments in class to monitor their progress. For Primary 3 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	Formative Assessment (Bite-sized assessments)			
Primary 2				
Primary 3	10%	20%	10%	60%
Primary 4	10%	20%	10%	60%
Primary 5	10%	20%	10%	60%
Primary 6	10%	20%	70%	PSLE

## 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:

Gate	Mondays to Fridays	School Holidays
Main Gate	6.30am to 7.00pm	7.00am to 7.00pm
Gate B (Front side gate)	6.30am to 7.30am 1.30pm to 2.00pm	Closed
Gate D (Back Gate)	6.30am – 7.30am 1.30pm – 2.00pm	Closed

Parents will be able to purchase books at the **School Bookshop** between 11.00am and 12.30pm from Mondays to Fridays and **School Uniform** only on Fridays.

### (b) Morning Drop-Off and Afternoon Pick-Up

Due to space constraints, only authorised 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 on 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. 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.

### **ADMINISTRATIVE MATTERS**

#### **(a) Year Heads and Assistant Year Heads Structure**

The school has 3 Year Heads: Mr Lim Kok Peng, Mrs Dhillon and Mdm Nancy Lee. They will be assisted by Assistant Year Heads: Miss Neo Yuan Ling and Mdm Siti Hajar. Their role is to look into Student Wellbeing and Holistic Development. I have included their email addresses below. Do contact them should you need their help.

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



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.

**(c) Calendar of Events for Semester 1**

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

**(d) 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 15 January 2019.

**(e) Student Personal Accident Plan for 2019**

The MOE insurance policy for pupils will provide 24-hour worldwide accident coverage for activities organized by school. Do note that you have to submit claims within one month from date of accident. Please approach the General Office if you require a claim form.

Warmest regards,

**Mrs Chandrika Mano**

## XINGHUA PRIMARY SCHOOL CALENDAR OF EVENTS FOR SEMESTER 1 2019

DATE	EVENTS	REMARKS
<b>2 Jan</b>	<b>Start of Term 1</b>	
2– 4 Jan	New U Program (Orientation)	For all levels
4 & 7 Jan	Temperature Taking Exercise	For all levels
31 Jan	Photo-Taking Session for School Smart Card	For P1 & P6 pupils only. To be in school uniform.
4 Feb	Chinese New Year Celebrations	Early dismissal for all.
5 & 6 Feb	Chinese New Year Public Holiday	
15 Feb	Total Defence Day	
1 Mar	House Training (P4 & P6)	For selected pupils.
8 Mar	House Training (P3 & P5)	For selected pupils.
15 Mar	Sports and Games Carnival	
16 – 24 Mar	March School Holiday	
<b>25 Mar</b>	<b>Start of Term 2</b>	
12 Apr	Commemoration of International Friendship Day	For all pupils
16 – 25 Apr	Health Check	For all levels
19 Apr	Good Friday Public Holiday	
26 Apr	NAPFA Test	P6 pupils only
29 Apr	SA1 P3 & P4 MT Oral	During school hours
30 Apr	SA1 P3 & P4 English Oral	During school hours
1 May	Labour Day Public Holiday	
3 May	NAPFA Test (Make up session)	P6 pupils only
3 May	SA1 P5 & P6 English Oral	During school hours
6 May	SA1 P5 & P6 MT Oral	During school hours
9 May	SA1 P3 –P6 MT Paper 1 & LC	P3 – P6 pupils only
10 May	SA1 P3 –P6 English Paper 1 & LC	P3 – P6 pupils only
13 May	SA1 P5-P6 HMT Paper 1 & 2	P5-6 HMT pupils only
14 May	SA1 P3-P6 Science	P3 – P6 pupils only
15 May	SA1 P3-P6 English Paper 2	P3 – P6 pupils only
16 May	SA1 P3-P6 Math Paper	P3 – P6 pupils only
17 May	SA1 P3-P6 MT Paper 2	P3 – P6 pupils only
20 May	Vesak Day Public Holiday	
29 May	Clean My School Day	For all levels
30 May	Road Safety Program	P4 pupils only
1 – 30 Jun	June School Holiday	
<b>1 July</b>	<b>Start of Term 3</b>	

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