



UNITY PRIMARY SCHOOL

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2 January 2024

Dear Parents

Warmest greetings and welcome back to school! We trust that everyone is well rested and looking forward to the new school year. The following are some key information for your attention:

1. Staff Movement

We bid farewell to the following staff:

- Ms Chua Leng Leng, Vice-Principal/Admin (Posting to Lakeside Primary School)
- Ms Iris Ooi, Teacher (Posting to Nanyang Primary School)
- Mdm Izni Nasihah, Teacher (Posting to Dazhong Primary School)
- Mdm Tan Ai Lin, Teacher (Posting to Peiyong Primary School)
- Ms Tan Pheck Wan, Lead Teacher (Retirement)
- Ms Jo Anna Pearl Selvin, Teacher (Resignation)

We extend a warm welcome to the following staff:

- Mr Syamsul Anwar, Vice-Principal/Education
- Mrs Soh-Lim Fun Yen, School Staff Developer
- Mr Naharudin, SH/Student Management
- Ms Vikneshwari, Teacher

2. School Direction

Vision : Creative Mind, Confident Self & Caring Heart
Mission : To provide quality and holistic education for our students.
Values : Respect, Resilience, Responsibility, Integrity, Care & Harmony (R³ICH)
Desired Outcomes : Passionate & Self-Directed Learner, Resilient & All-Rounded Individual, Concerned & Active Citizen

3. School Events and Holidays for Term 1

Day/ Date	School Events & Holidays
Tue, 2 Jan 24	• School Reopens (Only P1 Students Report)
Wed, 3 Jan 24	• Start of School for P2 – P6 Students
Fri, 9 Feb 24	• CNY Celebrations School Hours: 7.30 am – 10.30 am
Mon & Tue, 12 & 13 Feb 24	• CNY (Public Holidays)
Mon, 4 Mar 24	• Home-Based Learning (HBL) <i>Students attend online lessons from home.</i>
Sat – Sun, 9 – 17 Mar 24	• Term 1 School Holidays
Mon, 18 Mar 24	• Commencement of School Term 2

4. School Schedule 2024

We have appended the school schedule below for your planning. Do note that there will be a snack break in addition to the 30-min recess break. If your child needs a bite, please ensure that he/she brings along his/her snack. The timings for snack breaks will be communicated by the Form Teacher.

	Mon	Tue	Wed	Thu	Fri
7.30 am	Flag Raising & Pledge-Taking				P3 – P6 CCA
8.30 am	P2 Recess				
9 am	P6 Recess				
9.30 am	P5 Recess				
10 am	P4 Recess				
10.30 am	P1 Recess				
11 am	P3 Recess				
1.30 pm	School Dismissal P1 & P3: 1.25 pm P2 & P4: 1.30 pm P5 & P6: 1.35 pm				
2 pm – 3 pm / 3.30 pm	FMA for P5 & FEL for P6 (2pm – 3pm) ----- E2K Programme (MA or SC for identified P4 to P6 Students (2pm – 3.30pm)	Remedial Lessons for identified P1 to P4 Students (2pm – 3pm) ----- Supplementary Lessons for P5 & P6 (2pm – 3pm)		Remedial Lessons for identified P1 to P3 Students (2pm – 3pm) ----- Curriculum Lessons for *P4 to P6 (2pm – 3pm)	FEL for P5 & FMA for P6 (2pm – 3pm) ----- HTML Lessons for identified P3 to P6 Students (2pm – 3pm)
3.15 pm – 4.45 pm		Competitive CCA		Competitive CCA	

*For P4 – P6 Students

- To observe the additional weekly period for Character & Citizenship Education (CCE) stipulated by MOE from 2023, all P4 to P6 students will end lessons at 3 pm on Thursdays for scheduled weeks. Thursday lessons will start in **Term 1 Week 2**.
- For the well-being of students, lunch break is mandated for lessons beyond 1.30 pm. Hence, the lunch break for students on long days will be:
 - ✓ P4: 1 pm – 1.30 pm
 - ✓ P5: 12.30 pm – 1 pm
 - ✓ P6: 12 pm – 12.30 pm

1. P1 remedial lessons will commence only in Sem 2.

P2 to P6 remedial/supplementary lessons will commence in Term 2.

2. The schedule for Competitive CCA on Tue or Thu will be confirmed later.

3. **All after-school activities/lessons will commence later**, and the teachers will furnish the details at appropriate junctures.

5. Unity's 4A

We appreciate your support to ensure that your children observe the following:

Attendance	Appearance
Students must come to school regularly and *punctually. If they are absent from school, they must submit a letter from parents explaining their absence or a medical certificate if they are unwell.	Students must be neatly attired. Hair must be cut short for boys. Girls must tie up their long hair.
Attentiveness	Achievement
Students must always exhibit the school values of responsibility and respect as well as demonstrate the right behaviours both in and out of school.	Students must be resilient and persevere as well as give their personal best in all that they do.

Please refer to the Student Handbook for the details. *Students should only report to school **from 7 am but before 7.25 am** so that they have time to settle down before their lessons start at 7.30 am. Students are expected to be present in school during curriculum time and discouraged from being taken out of school during term time with no valid reasons.

6. School Rules and Discipline Policy

Good discipline is fundamental to ensuring learning and progress. Our school's philosophy on discipline is to transit every student to reach independence and self-discipline, grounded on sound values. What that means is all students must learn and take onus for their behaviours and the consequences of their actions.

We take a whole-school approach to discipline and articulate explicitly to our students the school rules and expectations at the start of every academic year. **Please refer to the Student Handbook on what are expected of our students.**

Our Character and Citizenship Education (CCE) drives the inculcation of appropriate values and behaviours. To build good character so that your child always does the right thing even when no one is watching, the school expects him/her to act in accordance with the school rules. Do go through the Student Handbook with your child and reinforce the significance of sound values and appropriate behaviours.

7. Use of Mobile Phones / Electronic Devices in School

Students are discouraged from bringing mobile phones or any expensive gadgets, e.g., smartwatch, etc. to school. Should your child bring such unauthorised gadgets/devices, it is his/her responsibility to ensure that they are kept away safely/out of sight. **The school will not be liable for any loss of items.**

Students are not allowed to use their mobile phones including smartwatches to communicate with others or unauthorised devices during school hours in class or within the school compound. School will have the right to confiscate any gadgets/devices if students are found to be flouting the regulation.

8. Homework Policy

Homework refers to any learning assignments that students are required to complete outside of curriculum time. Homework is meant to reinforce understanding of lessons, cultivate independence towards educational attainment and foster healthy learning dispositions. To inculcate a sense of responsibility in our students, they are to take ownership in recording the homework in their handbook, complete it on time and seek clarifications from their teachers if they have any doubts.

We appreciate parents' support in working with the teachers to monitor your child's homework to ensure he/she is accountable for his/her learning.

9. Health & Well-Being of Students

Safeguarding the health and well-being of all our students is our collective responsibility. At the school level, we will continue to ensure a high level of hygiene to prevent the spread of any viruses.

On your part, if your child is unwell, please ensure that he/she stays at home and seeks medical attention. If your child is recovering from respiratory-related illnesses, please encourage him/her to exercise social responsibility, e.g., by wearing a mask, minimising social interactions with big groups, etc. Should your child develop any contagious disease, please keep him/her away from school **until he/she has fully recovered**.

To ensure that the students have valid reasons for absence from school, only supporting documentation from parents (**not acceptable during weighted assessments and only up to a maximum of 5 per semester**) and medical certificate from professional health practitioners (not TCM) can be accepted.

10. Snack Break

A 10-min mid-day snack break will be implemented in class. Teachers will introduce class routines for snack break to ensure students are accustomed to it, thus maximising curriculum time.

- *Respect and Responsibility* – Get your child to keep his/her personal trash and then dispose of it to prevent pest infestation in the classroom.
- *Caring Individual* – Use of reusable plastic food containers is strongly encouraged in line with the school's green efforts.

It is not compulsory for students to eat during this break if they do not require food. Only dry snacks such as **biscuits, sandwiches or fruits** should be consumed in class during this snack break. Students are not allowed to go to the canteen to buy food. They will have their staggered recesses at the school canteen during the stipulated timings. Kindly refrain from packing wet food items for your child to consume in class as it will be difficult for them to eat or manage and the food may not last long enough or remain fresh for consumption.

More importantly, discourage your child from consuming unhealthy or junk food such as chips, chocolates and sweets. Simple yet easy to eat snacks such as fruits, biscuits and bread with healthier choice symbols will serve the students' needs well. Eating healthily at a young age will go a long way in cultivating healthy lifestyle when they reach adulthood. Parents can click on this link: <https://www.healthhub.sg/programmes/55/my-healthy-plate> for some suggestions as to what constitute healthy meals and snacks.

To teach our students to plan and be independent, they can pack their light snacks from home and purchase healthy meals from the canteen during recess. Parents will not be allowed to bring food for your child during recess/ lunch/ snack break.

11. Parents Gateway (PG) App

Parents Gateway (PG) is a one-stop portal that strengthens school-home partnership to support our children in their education journey. With the PG App, parents can access all school announcements and give consent for your child's activities anytime, anywhere. To download PG or for its FAQ, visit <https://pg.moe.edu.sg/>.

Kindly turn on the PG Notification in your phone setting so that you can be alerted to updates from the school and MOE in a timely manner.

The school will be conducting emergency relay system test with parents every term using PG. We appreciate your timely co-operation and consideration to read all the notifications sent out and take the necessary actions.

12. Communications

Regular and open communication between the school and parents will help us achieve our common aim in providing an enriching educational experience for our children. The school will keep you informed of important matters regularly through letters sent **via PG to the stated guardian** (as indicated in the Student Details Report). You can also access these letters from the school website at <http://www.unitypri.moe.edu.sg>.

a. Student Handbook

- The Student Handbook is another means of communication between the parents and teachers.
- You may write short notes in the handbook addressed to the teacher concerned. Please remind your child to show the teacher the note you have written.
- **Please read through the important information spelt out on Pg 2 to 29 of the Student Handbook and initial on Pg 1.**

b. Contacting or Meeting Teachers

- You may email the teachers on any matter concerning your child. For school-based concerns, please send to this email address: ***unity_ps@moe.edu.sg***.
- For parents who need to see the teachers, please make appointment with them to ensure their availability and alleviate inconvenience caused before coming to school. You may write a short note in the Student Handbook requesting for an appointment with the teacher/s concerned. **Visitors with no prior appointment will be turned away.**
- **Kindly do not venture beyond the General Office when you are in the school.** Your cooperation will help us maintain a safe and secure environment for your children.
- To ensure well-being and work-life harmony of our teachers, **please contact them only during school days between 7.30 am and 6 pm.** We appreciate your consideration not to expect the teachers to respond to you during the weekends and school holidays or if your queries or requests are made beyond the school hours. They will do their best to respond to your queries as soon as possible.
- During curriculum hours, the teachers will not be contactable or have access to their email when they are in class. **If the queries or requests made during work hours are urgent, parents should contact the General Office for assistance.**

c. School Calendar of Events

- Termly school calendar of events will be accessible to parents via the school website at <https://www.unitypri.moe.edu.sg/parents-matter/School-Calendar/permalink/>.
- Please check the school website for the calendar of events as **no other copy will be issued.** You may download the softcopy onto your personal electronic devices.

- Kindly note that other detailed information on programmes, events or activities pertaining to individual or specific classes/ levels will be communicated via notification in PG.

d. Information Booklet for Parents

- The Information Booklet for Parents detailing the various subject syllabuses and assessment information will be uploaded onto the school website by the end of T1 W1 2024. A copy will also be sent to you via PG.

13. Safety and Security

Safety and security in our school is of paramount concern. We urge all parents to observe the following to keep the school safe for your child:

a. Vehicular/ Pedestrian Access and Road Safety

- The entire Choa Chu Kang Crescent along which the school is located has been redesignated a Silver Zone and there will be enforcement (refer to attached advisory from LTA) against vehicles that are parked outside School Main Gate. All parents and visitors will have to drive into the school to drop off/ pick up students/passengers.
- Heed traffic rules, drive slowly in the school compound and queue patiently for drop-off and moving off.
- **Make sure that your children are ready with their bags to disembark briskly and safely from the vehicle and not hold up other vehicles waiting in line.**
- To reduce traffic congestion within the school compound, you may use the nearby HDB driveways as quick drop-off & pick-up points for your child. In consideration of the residents, please do not park and wait there.
- As with all good habits, foster road safety practices from an early age for your child.
- Children are the most vulnerable road users, and they need to be taught how to be road smart. Remind them to comply with the guidelines to be safe and considerate pedestrians.
- Extend graciousness and respect to the security guards who have the duty to keep the school secure.
- An important part of teaching your child road safety is to model safe behaviours yourself.

b. No Right Turn for Vehicles Exiting School

- A reminder that there is **no right turn** for vehicles exiting the school from **6.45 am to 7.45 am & 1.45 pm to 2.00 pm** to facilitate smoother and safer traffic flow.
- All vehicles exiting during that timing will need to turn left. We seek the cooperation of all drivers to comply with the regulation to mitigate the traffic congestion in the school carpark and the road outside.

c. All Visitors to School

- Make an appointment before turning up at the school. **Visitors with no appointment will be turned away.**
- Register at the Security Post before proceeding to the General Office for assistance.
- Wear the issued Visitor Pass while in the school premises and ensure that it is visible.
- Visitors will have to comply with the safety measures and be disallowed to go beyond any unauthorised areas unaccompanied by our staff.
- There is strictly no parking for all visitors.

14. Student Dismissal Plan (2024)

For better management of crowds and safety, dismissals of all students are staggered and at different points. Please refer to the table for the various venues and observe the following during dismissals:

Time	Side Gate 1 & 2 (Front)	Side Gate 3 (Near Block 672)	Back Gate (Near School Field)
1.25 pm	P1	P3	P1 & P3
1.30 pm	P2	P4	P2 & P4
1.35 pm		P5 & P6	P5 & P6
After 1.45 pm	P1 – P6		

Parents/Caregivers

- Wait at the appropriate dismissal venue regardless of weather conditions.
- Wait at the appropriate dismissal venue of the younger/youngest sibling. Arrange with and inform your children where they should be picked up.
- Pick up P1 & P2 children at the designated waiting area within the school.
- Do not crowd outside Side Gate 3 but keep the pavement clear for the students. Wait at the sheltered HDB void deck.

Students

- Bring an umbrella to school every day.
- Can be dismissed via Side Gate 1 & 2 if they have a P1 or P2 sibling or be dismissed collectively via a gate that is convenient for the family. Dismissal points **should not vary** on a day-to-day basis so as not to confuse the students and teachers.
- Wait at the canteen for siblings before proceeding to the appropriate dismissal gate if they are going home together without any adults.
- Walk along the pavement instead of on the road and not cross the road recklessly.
- Comply with road safety regulations. Exercise the kerb drills and safe pedestrian practices. Be considerate road users.

15. MOE Group Personal Accident (GPA) Insurance Plan for Students

The contract for MOE GPA Insurance Plan for students from 1 Jan 2024 to 31 Dec 2026 has been awarded to Income Insurance Limited (Income Insurance). Please refer to the attached 2024 factsheet for the details and submit any claims online as well as check the claims status through Insurance's online claims portal (<https://studentgpa.incomegroupins.com.sg>).

16. Visual Screening and Temperature-Taking

In line with the guidelines from MOE, temperature-taking will be conducted at the start of each semester. The temperature-taking exercise for Term 1, 2024 will take place on **Wed, 10 Jan 24. We seek your assistance in ensuring that your child brings a working Oral Digital Thermometer to school every day. For P1, the school will be issuing your child with a one-time free ODT by Fri, 5 Jan 24.**

17. Use of Photographs, Videos & Publication of Students' Works

We would like to inform you that photographs/videos of students/ parents taken at all school activities/ events and students' works may be featured/published on official media platforms of MOE and School like school website, newsletters, slides for presentations/ briefings/ workshops, class album, publications or any other form of publicity materials. If you have reservations about the use of such images, please notify the school in writing or email us at unity_ps@moe.edu.sg.

18. Personal Data Protection Act (PDPA)

In view of PDPA, please respect the personal rights and privacy of others and **do not** upload any photographs you have taken of our students or staff on any social media platforms.

19. Informing School of Child's Travel Plans

As part of MOE's regulations, parents are expected to update and provide the school with travel details via PG if your child is travelling overseas at any time. Please comply and declare prior to travels.

20. Gifted Education Programme (GEP) Identification Exercise 2024

Stage	Date (Tentative)	Papers
GEP Screening Exercise	15 Aug 24 (Thursday)	English Language Mathematics
GEP Selection Exercise	15 & 16 Oct 24 (Tuesday & Wednesday)	English Language Mathematics General Ability

21. Cyber Wellness (CW)

The focus of Cyber Wellness (CW) is about helping students to become responsible digital learners. When navigating cyberspace, students should demonstrate respect for self and others and practise safe and responsible use. Students should also be a positive peer influence by harnessing technology for collaboration, learning and productivity, as well as advocating positive use of technology for the good of the community.

a. Every Parent a Supportive Partner

Parents play an important role as partners, giving the child a holistic CW environment. It is only through collaborative effort between parents and teachers that we can encourage our students to be a safe cyber citizen. We encourage you to promote good online habits as well as establish rules and guidelines to ensure the safety of your child in the cyber world. Let us be good role models on the safe use of online habits and encourage your child to:

- be S.U.R.E before sharing. Check the **S**ource, **U**nderstand the facts, **R**esearch and **E**valuate.
- T.H.I.N.K before posting. Ask if it is 'True? Helpful? Inspiring? Necessary? Kind?'
- be respectful online.
- have open discussions with you on cyber issues.

b. Legal Age Requirement of the use of online App/ Social Media

Parents are advised to check the legal age requirements for the use of the various online/ social media App to avoid exposing your child to unnecessary or harmful messages or images that may not be age-appropriate for your child.

Online App/ Social Media	Legal Age Requirement
WhatsApp, Facebook, Instagram, TikTok, etc.	At least 13 years old
Telegram	At least 16 years old

c. Useful links for Parents

- [cwsafeonline.pdf \(go.gov.sg\)](#)
- <https://www.schoolbag.edu.sg/story/parents-the-guardians-of-internet-safety>
- <https://www.schoolbag.edu.sg/story/guide-for-parents-on-setting-parental-controls>
- <https://www.schoolbag.edu.sg/story/safeguarding-your-child-online>

We value your partnership as we journey together for the holistic development of your child.
Wishing you and all at home a fabulous year ahead.

Yours sincerely
Mrs Lee-Koh SC
Principal