



Clementi Primary School

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CTP/2020/P/VP/001

31 December 2019

Dear Parents / Guardian,

Welcome to the new school year of 2020!

My colleagues and I deeply appreciate your continued support and encouragement for the many initiatives introduced by the school in 2019. I am also pleased to see many of you making time to attend Parenting workshops and volunteering in school as part of the Parent Support Group (PSG). Your partnership with the school in providing a conducive home environment for your child's learning is critical in helping him/her develop into a well-rounded individual who is grounded in values.

As we begin the new academic year, we would like to bring your attention to the following matters.

1. Administrative Matters

1.1. Communication with Parents

1.1.1. Our school's general information, such as school hours, calendar and contact details, can be found in the Student Handbook and on our school website, www.clementipri.moe.edu.sg. Since the start of 2016, the school has gone paperless to reduce paper consumption. Thus, you will receive communications materials such as school notifications and examination schedules via our school website, Facebook page and the Parents Gateway (PG) app. The school will provide hard copies of communications materials for students who request for them from their Form Teachers at the beginning of the year.

1.1.2. To view our official Facebook page which functions as our school's e-newsletter, please search for 'Clementi Primary School Official' on Facebook. You may also copy the following URL to your browser or scan the QR code using your mobile devices:



<https://goo.gl/bqA7cl>

1.1.3. Our school went on board MOE's Parents Gateway (PG) app from 1 April 2019. PG app is a digital service that connects parents and schools on key administrative matters. To date, 92% of our parents are active users of the app. If you have yet to download and start using the PG app, we would like to strongly encourage you to do so. For assistance on the PG app, please refer to the following:

- (a) Step by Step Guide to install PG App on Mobile phones : <https://bit.ly/2MD4hqY>
- (b) Step by Step Guide to register for SingPass : <https://bit.ly/2FX9bPd>
- (c) Parents Gateway Frequently Asked Questions (FAQs) for Parents : <https://bit.ly/2DIVdOB>
- (d) Detailed guide to declare travel plans: <https://bit.ly/2MSv4l0>

1.1.4. You can look forward to viewing group-shot photographs and video clips of our Clementians in action on our official Facebook page. These uploaded media may reflect Clementians' names and classes. **Should you wish to exclude information of your child (photographs, names, classes etc.) on our Facebook page, please inform your child's Form Teacher.**

1.2. Student Handbook

1.2.1. We provide all Clementians a free copy of the Student Handbook by the first week of school. Please ensure that your child takes responsibility for the handbook, as we are unable to replace the lost copy.

1.3. Conduct of Temperature-Taking Exercise

1.3.1. There will be a temperature-taking exercise on **16 January 2020 (Thursday)**. This is one of the measures taken by the school to maintain a high level of emergency preparedness, and also an opportunity for us to emphasise the importance of social responsibility. We will also be conducting a pre-exercise check on Oral Digital Thermometers (ODTs) on **15 January 2020 (Wednesday)**. We would like to seek your assistance to replace the batteries in your child's ODT or buy a new one if your child's ODT is not working. We will issue an ODT to each one of our Primary One Clementians on the day of the exercise.

1.4. School Emergency Exercise

1.4.1. We wish to inform you that our school will be conducting an emergency exercise on 28 February 2020 (Friday) from 8.30 a.m. to 11.00 a.m. This emergency exercise involves evacuation to an External Holding Area and aims to train the staff and students to be prepared for any emergency in the school premises and to be familiar with safety and evacuation procedures. We will provide more details on the exercise nearer to the date.

1.5. Lunar New Year Celebration

- 1.5.1. Our school will be celebrating the Lunar New Year on Friday, 24 January 2020. The school hours will be from 7.30 am to 10.00 am. All Clementians are encouraged to be dressed in their traditional costumes and white school shoes. There will be a concert followed by classroom activities related to the festival. It will not be necessary to bring any school books on that day. However, Clementians should bring a story book for silent reading in the morning. School will resume on Wednesday, 29 January 2020.

2. **School Safety and Security**

2.1. Visitors to School

- 2.1.1. All visitors to the school are required to report at the Security Post to obtain a security pass. To ensure the safety of your child, we will not allow visitors without security passes to proceed to any part of the school premises. If you wish to take your child / ward home before dismissal, please inform the staff at the General Office and fill in the required details in the Early Departure Record Book before leaving the school with your child.

2.2. Road Safety

- 2.2.1. We will conduct a safety briefing, including the importance of road safety, in the first week of school. Please remind your child that if he / she walks to and from school, he / she should follow road safety procedures within and outside school at all times. This means adhering to all traffic regulations like using overhead bridges or zebra crossings where possible, ensuring there is no oncoming vehicles before crossing any roads, and crossing only when the green man signal is on.
- 2.2.2. With the completion of the new flats next to the school at Clementi Cascadia, we have reminded Clementians who have to cross the HDB car park entrance daily to reach the school to be particularly careful. Please help to reinforce this message at home.
- 2.2.3. To ensure the safety of all during dismissal time, please do not wait in your vehicle outside the school as this will affect traffic flow. Please park at the nearby HDB car parks and pick up your child from school.

2.3. Traffic Updates

- 2.3.1. We appreciate your cooperation in ensuring smooth vehicular movement in the morning. This is a gentle reminder to all drivers:
- Stay on the left lane patiently to wait for your turn to drive into the school. Overtaking the vehicles turning into Clementi Town Secondary School (CTSS) will likely result in you blocking the vehicles on the right lane, causing traffic on both lanes to be blocked.
 - Stop your vehicle at the alighting point that is furthest along the driveway. The covered driveway can accommodate four vehicles at a time.

- Remind your child to sit on the left side of the car and alight as soon as your vehicle comes to a stop.
- Place your child’s school bag in the car beside him / her, and allow your child to alight by himself / herself independently to avoid holding up the traffic behind you.
- Drive carefully when it rains. Any delay in getting to school on such days is understandable.
- Please do not park along the road outside the school during dismissal times.

2.3.2. The Land Transport Authority (LTA) would like to remind all drivers that there shall be strictly NO PARKING:

- 9 metres of a bus stop;
- 6 metres of a junction;
- 3 metres of a fire-hydrant;
- 50 metres of a pedestrian crossing;
- On grass verge and footway; and
- At entrances or exits of any other premises.

2.3.3. LTA officers will not hesitate to take the necessary enforcement actions against vehicles that park at the above-mentioned areas.

2.3.4. Let us all show consideration and emphasise road safety, so that we can be role models to Clementians.

3. Curriculum Hours 2020

3.1.1. The school hours for 2020 will end at 1.30 p.m. daily as communicated in the Term 4 School Notification dated 5 September 2019 and End of Year Notification dated 5 November 2019. Please refer to table below for details. The Co-Curricular Activities (CCAs) for Primary 3 to 6 Clementians will continue to be held on Tuesday mornings.

Level	School Hours	Recess (Mon, Wed, Thu and Fri)	Recess (Tue)	Fruit & Snack Time
Primary 1 Primary 3	7.30 a.m. to 1.30 p.m.	9.30 a.m. to 10.00 a.m.	9.15 a.m. to 9.45 a.m.	12 noon
Primary 2 Primary 5		10.00 a.m. to 10.30 a.m.	9.45 a.m. to 10.15 a.m.	12 noon
Primary 4 Primary 6		10.30 a.m. to 11.00 a.m.	10.15 a.m. to 10.45 a.m.	9 a.m.

3.1.2. The school’s After School Programme planned for Primary 3 to 6 Clementians complement the school’s effort in making learning authentic and enjoyable. These programmes have been specially designed to meet the different learning needs of Primary 3, 4, 5 and 6 pupils. More details on the purpose and intent of these programmes can be found on the school’s website.

Please refer to the table below for an updated schedule of the After School Programme 2020. For all programmes, your child will receive a detailed information form by Term 1 Week 2.

Time	Mon	Tue	Wed	Thu	Fri
2.00 p.m. to 3.30 p.m.	ALPHA+ (E2K Math and E2K Science) for selected Primary 4 and 6 Clementians	Math Olympiad for selected Primary 5 and Primary 6 Clementians		ALPHA+ (E2K Math and E2K Science) for selected Primary 5 Clementians	ALPHA+ (Destination Imagination) for selected Primary 4 to 6 Clementians
	Enrichment activities for selected Primary 4 and Primary 6 Clementians	Student Leadership Training for selected Primary 4 to 6 Clementians		Enrichment activities for selected Primary 3 and Primary 5 Clementians	
	Primary 5 Higher Mother Tongue			Primary 6 Higher Mother Tongue	
	Mother Tongue Enrichment activities for Primary 3 and Primary 5 Clementians			Mother Tongue Enrichment activities for Primary 4 Clementians	
	Remediation* for selected Primary 3 to 6 Clementians			Remediation* for selected Primary 3 to 6 Clementians	
3.30 p.m. to 5.00 p.m.	For selected CCA and Clementians during competition periods only			For selected CCA and Clementians during competition periods only	

*Please refer to your child's information form for the specific timing for remediation

- 3.1.3. As part of the school's efforts on developing a Growth Mindset in your child through the four As (Attendance, Attire, Attitude and Achievement), we would like to seek your help to ensure that your child be in the school hall by 7.30 a.m. every morning. We will continue to monitor latecomers and teachers will get in touch with parents to find out how best the school and the home can work together to ensure that your child / ward comes to school to learn with joy and little anxiety.

4. Primary 1 Back to School Day and Primary 2 to 6 Networking session with Form Teachers

- 4.1. The school will be organising a session for parents to network with their child's Form Teacher. We will provide more details in a separate school notification by Term 1 Week 1.

Date (Day)	Levels	Time
31 Jan 2020 (Friday)	P1	7.45 a.m. to 1.00 p.m.
31 Jan 2020 (Friday)	P2 - P6	Commences at 4.45 p.m. (Session is approximately 1.5 hour long)

5. Parental Involvement and Support

- 5.1. Parents play an important role in their child's growth, and your involvement and support in your child's education will motivate him / her to better behaviour and learning outcomes. It is our shared responsibility to bring out the best in your child. Please visit our school website if you wish to join our school's Parent Support Group (PSG) and be involved in the school's activities.
- 5.2. More information on how you can be involved in your child's education can be found at <https://www.schoolbag.sg/education/primary>.

6. CTP 20th Anniversary Celebrations

- 6.1. In 2020, we will celebrate our school's 20th anniversary and it is timely for us to use this moment to reflect how far Clementi Primary School has progressed from its inception and continue the forward-looking outlook to help prepare our children to be future-ready and have a strong sense of belonging to the community. We will also be using this opportunity to build a community of alumni members who are keen to connect with the school and contribute in areas that can benefit the present cohorts of students.

To our Clementians, parents and ex-Clementians, 2020 will be a momentous year, and we look forward to celebrating it with you.

Yours sincerely,

Mr Chia See Chew Albert
Principal