



# Greendale Primary School

绿苑小学

50 Edgedale Plains Singapore 828848

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<http://www.greendalepri.moe.edu.sg>

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Our Ref: 2018/Jan/023

9 January 2018

Dear Parents/Guardian

I am happy to see that majority of our new pupils have adjusted well to the primary school routine with the support of their parents, buddies and school staff.

## **New Staff**

2 Please join me in welcoming these officers to the Greendale family:

- Mrs Jasmine Tan, Vice-Principal
- Mr Chua Bo Xuan
- Mdm Nazurah Abdul Hamid
- Mdm Syazwani Bte Samsudin
- Mdm Fa'izah Bte Ibrahim
- Ms Lee Lay Khim Celetio
- Ms Gnaneswary d/o Govinda Rajoo
- Ms Cheek Ying Xuan Delcine
- Ms Angela Soh Zi Xuan
- Ms Goh Caiping Regina
- Mdm Chek Davoudou Ragmath Nissa
- Ms Mary Ann (ICT Executive)
- Mdm Alice Ng (Administrative Officer)

## **Gate Opening Hours**

3 Opening hours for the gates before and after school hours are shown below:

Day	Gate A (main gate)	Gate B	Gate D
<b>Arrival</b>			
Mon to Fri	6.45am to 8.00am	7.00am to 7.25am	7.00am to 7.25am
<b>Dismissal</b>			
Mon & Tue	1.40pm to 2.00pm	1.40pm to 2.00pm	1.40pm to 2.00pm
Wed, Thu & Fri	1.10pm to 1.30pm	1.10pm to 1.30pm	1.10pm to 1.30pm
<b>After-School Activities/CCA (from Week 2)</b>			
Tue	3.00pm to 5.30pm	3.15pm to 3.30pm	3.15pm to 3.30pm
Wed	2.30pm to 5.30pm	2.45pm to 3.00pm	2.45pm to 3.00pm 4.30pm to 4.45pm
Thu	2.30pm to 5.30pm	2.45pm to 3.00pm	2.45pm to 3.00pm
Fri	2.30pm to 5.30pm	4.00pm to 4.15pm	4.00pm to 4.15pm

4 All pupils are expected to be in the school hall for morning assembly **by 7.25am**. Pupils who report to school after morning assembly must report to the General Office first.

## **Traffic & Security Matters**

5 In the first week of school, our pupils were briefed during assembly on school safety rules and road safety e.g. practising the kerb-drill. We seek your support to reinforce good road safety practices by role-modelling for them.

6 We noticed that some parents who drove their children to and from school have parked near Gates A and B. This is a safety concern for our pupils, staff and other road users. It also results in traffic congestion along the road fronting the school's main gates. We appeal to these parents to use the drop-off point at Gate D instead. Should it rain, parents are allowed to drive into the school to drop-off their child.

7 Given the road safety hazards, cycling is not the preferred mode of transport to school. **P1 and P2 pupils should not** be riding their bicycles to school. If your P3 to P6 child must cycle to school this year, he/she should collect a form from the General Office. With effect from 1 Feb 2018, only P3 to P6 pupils who have submitted the form will be issued a tag that allows them to park their bicycles in the school.

8 To inculcate responsibility in our pupils, parents are discouraged from delivering their child's personal items through the General Office. If they should forget to bring the necessary items to schools, they must be prepared to face the consequences and to learn from the episode. Parents are allowed into the school premises if:

- They need to fetch their children early for valid reasons;
- Have an appointment with the school staff;
- Need to make an enquiry with the General Office; or
- Purchase books and uniform after school dismissal

For the safety and security of our school population, you are required to register your particulars at the security counter at Gate A before proceeding to the General Office. You will be issued a visitor's pass which you should put on at all times while in the school.

## **Operating Hours for Sale of School Uniform and Textbooks**

9 The schedule for the sale of uniform and PE attire (including school tie) by the vendor (My Uniform Shop) in school is as follows:

11, 18 & 25 Jan	1.15pm to 3.30pm (Gate B)
1, 8 and 22 Feb	1.15pm to 3.30pm (Gate B)
1 and 8 Mar	1.15pm to 3.30pm (Gate B)
19 Mar onwards	Sales will resume at the school bookshop when Term 2 starts.

10 The school bookshop's operating hours for parents during term time are:

- 2.00pm to 3.00pm (Mon and Tue)
- 1.30pm to 3.00pm (Wed to Fri)

## **Annual Updating of Child's Particulars & Medical Record (for P2 to P6 pupils)**

11 We seek your assistance to verify your child's particulars and medical record in the Individual Student Details Report. Updates should be made in blue or red in the Report. Please return the signed report to the form teacher by Mon, 15 Jan 2018.

## **Communications between Parents and Schools**

12 If you would like to contact our teachers, you may call the General Office and leave a message for them to return the call. We seek your understanding that our teachers can only return your calls when they are not in class or attending meetings. Some teachers may be away for training or on medical leave and could only respond to your message when they return to school.

13 You can also email to our staff directly; their email addresses have been published in the school website. You are also encouraged to leverage on the Pupil's Companion to communicate with our teachers and to read messages from them. Please check with your child regularly if there are letters from school.

## **Photo-taking for School Smart Card (for P1 and P6 Pupils Only)**

14 A photo-taking session is scheduled on **29 Jan (Mon)** between 8.00am to noon for the issue of the School Smart Card (SSC) to P1 and P6 pupils. These pupils should put on their **full school uniform** for the photo-taking. Photos taken for the P6 pupils will be used for the printing of Secondary SSCs when they are promoted to Sec 1 in 2019.

## **Gifted Education Programme (GEP) Screening Dates (for P3 pupils only)**

- 15 The tentative schedule for GEP Screening is:
- Screening Exercise - 24 Aug 2018 (Fri)
  - Selection Exercise (for shortlisted pupils) – 16 and 17 Oct 2018 (Tue, Wed)

Details will be provided closer to the GEP Screening Exercise.

## **Co-curricular Activities (CCA) & SwimSafer Programme**

16 CCA training for P3 pupils will only commence in Term 3. For P4-P6s, it will commence this term and your child will be given a consent form.

17 SwimSafer programme which aims to equip pupils with basic swimming competency will be introduced at P3 instead of P2. Hence, there will be no SwimSafer programme for our P2s this year. The school will arrange for them to participate when they are in P3.

Thank you.

Regards

Mdm Ng Soh Hua  
Principal