



Greendale
PRIMARY SCHOOL



Orientation Handbook

Primary 1
2024

What to expect on the 1st day of school

School Hours

The school term will commence on **2 January 2024, Tuesday**

Reporting Time	7.30 am Canteen (Group 1A/1B/1C/) Hall (Group 1D/1E/1F/1G) (Parents to leave the school after students return to classroom)
Recess (Canteen)	9.30 - 10.10 am (Group 1A/1B/1C/1D) 10.10 - 10.50 am (Group 1E/1F/1G) (Parents to observe from designated area. Please leave the school after your child's recess is over)
Snack Break (Classroom)	12 - 12.10 pm (All classes)
Dismissal Time	1.20 pm - Gate 1, 2 or 3 - Canteen (For students taking school bus) - School SCC teachers will bring students from class

Recess in the canteen

Canteen Stalls

Price Range:

Stall 1: Drink Stall
Stall 2: Chinese Stall
Stall 3: Chinese Stall
Stall 4: Japanese Food Stall
Stall 6: Halal Rice and Noodle Stall
Stall 7: Halal Western Food Stall
Stall 8: Halal Snack Stall

Snack stall: \$0.50 - \$1.50
Cooked food stall: \$1.50 - \$2.50
Drink stall: \$0.50 - \$1

Note: Students are encouraged to drink plain water from their water bottle during recess.

Snack Break in the classroom

It is NOT compulsory for students to have a snack during this break.

What to prepare:

- pack a light & healthy snack from home for personal consumption
- pack snacks in a lunchbox or Ziploc bag

What to note:

- lessons will continue during snack break
- keep desk and classroom clean and tidy
- do not throw unfinished food items into the wastepaper basket in the classroom
- bring lunchbox back home to wash
- Parents are to choose the type of snacks to pack carefully so as to ensure that snack will not turn bad by mid-day.

Information for Parents on first week of school

- Parents are allowed to visit & observe their children during recess **only on the first day** of school.
- Please remain at the designated waiting area in the school canteen.

Dismissal

- P1 students are issued a lanyard with a temporary nametag each on Orientation Day.
- To ensure that students are dismissed at the correct gate, parents are to indicate the gate you will be picking your child from or the student care centre your child is reporting to on the temporary name-tag.
- Indicate clearly if you have made **alternative arrangement** with your child only for the first few days of school.

Sale of books and uniform

Parents are to ensure that all books and uniform are ready before the start of the school term. You may purchase the books and uniform online and book a date to collect at school.

Should there be a need, parents may purchase items for their children at this timing:

Day	Time	Remarks
Tue to Fri	2 - 3 pm	Parents can enter the school via Gate 1 to purchase books and uniforms for their children. Please note that sale of uniform at school bookshop is only <u>from Term 2 onwards</u>

*Cloth nametag must be **sewn** onto the school uniform and PE t-shirt.

*Refer to Pupil's companion on the requirements for school attires.

Preparing for school – What to pack in the school bag

******To avoid overloading the school bag, teachers will be collecting books over the week. Students are to bring books and files of specific subject on different days of the **first week of school**. These items will be kept in the classroom. They will be returned when there is homework or when parent's signature is required. The class timetable will be issued once confirmed.

Students are to pack their school bags according to the checklist below and ensure that they have labelled all items with their full name and class:

What to bring on 2 Jan 2024, Tuesday		
English Language & Mathematics	✓	<i>Items for submission</i>
		1.GDPS STELLAR English Unit Worksheets P1 (Unit 1 to 14) <ul style="list-style-type: none">- Handwriting Booklets- Word Order Booklets- Punctuation Booklets
		2. P1 Listening Comprehension Booklets 1 & 2
		3. Two 4-compartments Files (for English Language)
		4. Primary Mathematics Practice Book 1A and 1B
		5. 4-compartments File (for Mathematics)
		6. A4 whiteboard set

What to bring on 3 Jan 2024, Wednesday		
Chinese Language	✓	<i>Items for submission</i>
		1. Chinese Language for Primary Schools (欢乐伙伴 2.0) Textbook 1A
		2. Chinese Language for Primary Schools (欢乐伙伴 2.0) Activity Book 1A
		3. Chinese Language for Primary Schools (欢乐伙伴 2.0) Writing Exercise Book 1A
		4. Character and Citizenship Education P1 (Chinese)
		5. One GDPS A5 big square Exercise Book
		6. 4-compartments File (for Chinese Language)
		7. A4 Management File-P18 Purple (For Chinese Language)
OR		
Malay Language		1. Malay Language for Primary Schools (Cita) Textbook 1A
		2. Malay Language for Primary Schools (Cita) Activity Book 1A
		3. Malay Language for Primary Schools (Cita) Small Reader Book 1A (Book 1-4)
		4. Character and Citizenship Education P1 (Malay)
		5. One GDPS A4 broad line Exercise Book (Written Expression)
		6. One GDPS A5 broad line Exercise Books
		7. 4-compartments File (for Malay Language)

What to bring on 3 Jan 2024, Wednesday		
OR		
Tamil Language	✓	Items for submission
		1. Tamil Language for Primary Schools (Inbathamizh) Textbook 1A
		2. Tamil Language for Primary Schools (Inbathamizh) Activity Book 1A
		3. Tamil Language for Primary Schools (Inbathamizh) Small Reader 1A (Books 1-3)
		4. Tamil Language for Primary Schools (Inbathamizh) Penmanship 1A
		5. Character and Citizenship Education P1 (Tamil)
		6. One GDPS A5 broad line Exercise Book
		7. 4-compartments File (for Tamil Language)

What to bring on 4 Jan 2024, Thursday		
	✓	Items for submission
Others		1. Character and Citizenship Education (Form Teacher Guidance Period) P1
		2. Transparent zipper bag (For Music)
		3. First Steps to Music (Third Edition) Primary 1 Textbook
		4. A4 Drawing Block 135g 20's
		5. My Physical Education Journal P1
		6. Social Studies Primary 1 Activity Book
		7. GDPS Report Book
		8. GDPS P1 My Portfolio (Purple)

Other useful information

School Bags and Stationery

Cultivate good habits through everyday responsibilities:

- train your child to pack his/her own bag every day using the timetable as a guide
- bring only the required items and a storybook for silent reading
- get your child to label his/her belongings (e.g. stationery, bottle, lunch box, shoes and wallet) clearly with his/her full name & class
- train your child to take care of his/ her own belongings

The Health Promotion Board (HPB) advises that students should NOT carry weight of more than 15% of their body weight. Based on this, the weight of bags carried by primary school students should therefore range from 3.5 to 5kg. To cut down unnecessary weight, **big, bulky school bags and trolley bags are not encouraged.**



Stationery should be kept in a simple & light-weight pencil case with basic items such as:

- 2B pencils
- sharpener
- soft eraser
- short ruler
- a box of colour pencils

Classroom lockers

Each pupil will be given a personal locker in the classroom. Students can keep books that are needed daily in their lockers. They are expected to manage their belongings and make sure that they bring home books needed for revision or assigned as homework.

A typical school day for a Primary 1 student (Starting from 3 January 2024)

Start Time	Activity	Remarks
By 7.30 am	Arrive in school	- Proceed to the Hall (Mon to Wed) or classroom (Thur and Fri)
7.20 am - 7.40 am	<ul style="list-style-type: none"> • Silent Reading in the Hall or Classrooms • Pre-Assembly Programmes • Flag-raising ceremony 	<ul style="list-style-type: none"> - Pack a story book to school every day - Pupils who come early will participate in the pre-assembly programmes
7.45 am - 9.00 am	Lessons	
9.00 am - 9.30 am	Recess	
9.30 am - 1.20 pm	Lessons (Snack break: 11.30 - 11.40 am)	
1.20 pm	Dismissal	

Arrival

All students are expected to observe **punctuality** and report to school **by 7.30 am**. For the safety of the students, they are not allowed to go into any classrooms without teachers' supervision.

Dismissal

Students taking school bus:

- wait at the designated area in the school canteen in an orderly manner
- behave & observe safety rules on the bus



Parents picking child:

- inform your child the correct gate that you will be picking him/her after school

Road Safety of Students

Safety of the students is our priority. We seek your support and cooperation in ensuring the safety of the students coming and leaving school.

If you are driving your child to school:

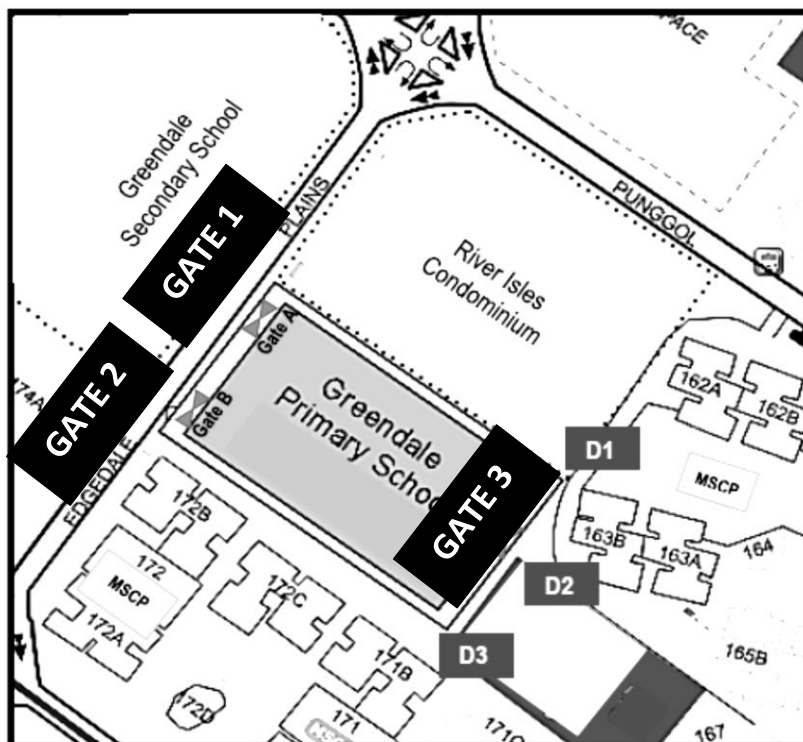
- parents may drive into the school porch
- reduce vehicle speed and stay alert for pedestrians in the school zone
- teach your child to alight from the vehicle quickly & safely
- cooperate with our traffic marshals to ensure overall safety & smooth traffic flow

If you are walking your child to school:

- teach & model the right way to cross the roads
- use pedestrian crossings & remind your child to raise his/her hand when crossing the road so that he/she is visible to the driver

If you are cycling to school with your child:

- observe traffic rules
- teach your child to disembark when using pedestrian crossings



Legend:

D1, D2, D3:
Sheltered drop off
point

Notices of Absence from School

Under the Compulsory Education Act, all Singapore Citizen children born after 2 January 1996 who are residing in Singapore **MUST** attend school. We seek your assistance in ensuring that your child attends school every day as this will enable our teacher to teach them well. Should you urgently need to bring your child overseas during curriculum time, please write a letter to inform the form teacher. Do note that if there is no valid reason for the absence, there will be no re-take for the reviews that he/she missed and no marks will be awarded for that review.

What to do if your child is ill

If your child is ill, the best place for him/ her is at home. Students who are absent from school must submit a medical certificate from a doctor or a letter from the parents, giving the dates and reasons for their absence, when they return to school.

Please inform the form teacher if your child needs leave for an extended period of time.

For P1 and P2 students, should they miss a review assessment due to medical or valid reason, he/she will be allowed to sit for the paper within a week from the test date.

Communication with teachers

Pupil's Companion

Each student will be given a Pupil's Companion which contains important school information.

This handy booklet serves two purposes:

- for students to record their daily homework or assignments
- as a communication tool between parents & teachers

Teachers and parents may leave messages in the Pupil's Companion. Parents are advised to check the companion regularly and students are to **show to teachers or parents accordingly**.

Contacting teachers

Parents can also contact teachers via the school phone number. However, do note that teachers may not be available to receive your calls as they could be in class or away for courses. Please leave a message & the teacher will get back to you when he/she is available.

Other means of communication include:

- E-mail
- School website
- Parent Gateway (download app)
- Letters/circulars



If students are required to stay beyond the official school hours for school activities, consent forms will be issued.

Students' progress in school

Parents who show interest in their child's work will motivate them to do well. We encourage parents to engage in regular conversations with your children about their progress in school.

Books and files are returned periodically to help parents stay informed of their child's progress in school. Kindly acknowledge and return the items through your child.

Parents-Teacher Meeting (PTM) sessions will be organised later in the year for parents to meet face-to-face with their child's teachers. Parents will be invited to discuss their child's progress and strategies to support learning at home.

Parents may be requested to come to school and meet up with teachers for discussion if their child is not making satisfactory progress, neglecting their work or displaying poor behaviour.

Visiting the School

Parents of Primary 1 students are allowed to come into the school **only on the first day of Term 1**.

If you are visiting the school on other days:

- get a visitor pass from the guard house & proceed directly to the General Office
- office staff will attend to your needs
- visitors are strictly not allowed to loiter in the school compound

If you need to meet a teacher:

- call to make an appointment first
- leave your contact number with the office staff if the teacher is unable to pick up your call.
- park your vehicle at the HDB multi-storey car park at Block 172 if you are driving



Lost and Found

The school will not replace or provide restitution for lost or damaged personal belongings. Valuables, games and toys should not be brought to school.

The lost-and-found corner is located in the canteen. Students are advised to look through the items at the corner if he/ she has lost something. Please label your child's belongings with name and class.

Frequently Asked Questions

1. What if I have forgotten to give my child pocket money for recess?

Your child should approach his/her form teacher for help rather than go hungry. Students are **NOT** allowed to borrow from or lend money to other students. Let your child know that they are to approach teachers for help should they encounter problems in school.

2. What if my child forgot to bring his/her work to school?

We want our students to learn to take ownership of their learning and cultivate good habits through everyday responsibilities. Students should pack and check their own bags before coming to school. Should they forget to bring their work, parents are strongly discouraged to deliver them to school. Students are to inform their teachers and hand in the work the next day.

3. What if my child wants to contact me?

For urgent cases, your child may also approach the office staff or any teacher for help.

4. How do I apply for financial assistance scheme?

You can approach the office staff for assistance.

Important Information and Contacts

Greendale Primary School

50, Edgedale Plains

Singapore 828848

Tel: 6886 1413

Fax: 6886 1419

Email: greendale_ps@moe.edu.sg

Website: www.greendalepri.moe.edu.sg

School Bus

SFX Transport Services

Mr Joseph Koh

Tel: 9622 0262 / 6282 0262

Student CARE @Greendale Primary School

Singapore EduSmart Learning Hub Student Care Centre (EduSmart)

150 Changi Rd Singapore 419973

Tel: 9022 3526 (12 noon - 7 pm)

Email: greendale@singaporeedusmart.com.sg

Bookshop

Pacific Bookstores Pte Ltd

Website:

www.pacificbookstores.com

School Uniform

My Uniform Shop

209 New Upper Changi Rd

#03-651

Singapore 460209

Tel: 6276 6689

Email:

myuniformshopasia@gmail.com

Website:

www.myuniformshop.com.sg