



Ref No: PCPS 2023/222

16 November 2023

Dear Parents/ Guardians,

In a twinkle of an eye, we have come to the end of the school year for 2023. The year had been great with the resumption of many programmes that enriched our students' learning such as learning journeys, P5 outdoor adventure learning camp and the SwimSafer programme. Thank you for your strong partnership in supporting your child/ ward in his/ her education journey.

As we round up our school year, let me bring you through your child's/ ward's journey thus far and some school matters for 2024.

### 1) **HOLISTIC DEVELOPMENT**

The school's curriculum, assessment and pedagogical approach aims to provide every student with a broad and deep foundation for lifelong learning. We also strive to nurture the development of the moral, emotional, social, cognitive, aesthetics and physical domains of every child.

To achieve these, the school uses Holistic Assessment (HA) to support student learning and development. HA allows teachers to gather, analyse and report information on the different facets of your child/ward's development from various sources. This enables the school and teachers to have a better understanding of each child and to provide effective feedback to support and guide his/her development.

To celebrate your child's/ ward's successes throughout the year, your child/ ward would have received certificates and medals in the various domains.

### 2) **AWARDS DAY FOR ACADEMIC YEAR 2023 WILL TAKE PLACE IN TERM 1 2024**

We will be holding our annual Awards Day for Academic Year 2023 in Term 1 next year. Moving the event to 2024 aims to leverage this platform to also recognise our P6 students who have done well in PSLE 2023 and through their success stories, inspire our P6s of 2024 to work towards achieving their goals. More details will be shared closer to the date of the event.

### 3) **FAREWELL AND BEST WISHES TO OUR VICE-PRINCIPAL, MS SHARON THIA**

As we bid farewell to our graduating students, we would also like to take this opportunity to show our heartfelt appreciation to our founding Vice-Principal, Ms Sharon Thia, who will be posted to St. Anthony's Canossian Primary School with effect from 15 December 2023. Ms Thia has been instrumental in the building of Punggol Cove Primary School and has been a pillar of strength and support in the growth and development of our students as well as an exemplary role-model of servant leadership to the staff. We are deeply grateful for her strong commitment and dedication to always seek the best outcomes for PCPS during her 8-year journey with the school. Though her presence will be greatly missed, we would like to wish her the very best in her new posting! Thank you, Ms Thia! 😊

#### 4) FAREWELL AND BEST WISHES TO OUR 2023 P6 STUDENTS

Time flies and time has come for us to bid farewell to our P6 students. They have blossomed and will soon be embarking on their next phase of growth and development. We wish all our P6 students all the best and trust that they will always keep close to their hearts the teachings of our school values – Empathy, Mindfulness & Care.

**Our dear Primary 6 students**, do remember to express your gratitude to all the teachers and non-teaching staff who have impacted you in the years that you have been at Punggol Cove Primary School. Your family members have also played a crucial role in developing you to be fine boys and girls of character. So do remember to thank them too.

Remember that it is through life experiences that you strengthen your character and build resilience. Here's wishing all of you every success in your future endeavours. May you continue to always give and do your best and embrace all learning opportunities that come your way!

#### **2023 End of Year School Matters**

#### 5) TRAVEL DECLARATION (YEAR-END SCHOOL HOLIDAYS 2023)

Please refer to the notification that was sent out to parents on 2 November 2023 via Parents Gateway.

To ensure schools continue to be a healthy and safe environment for all, we require parents/guardians to make a travel declaration via Parents Gateway **only if your child/ ward intends to travel** for the year-end holidays. **NIL returns are not required.**

We encourage you to do so via the Parents' Gateway (PG) app (refer to <https://pg.moe.edu.sg>). If you do not have access to Parents' Gateway (PG), you may do so by submitting an online form via this link - <https://go.gov.sg/2023traveldeclare-eoy23>.

When planning your travel, please refer to <https://www.ica.gov.sg/enter-transit-depart> for more information and updates. **If there is a change in travel plan(s) after declaration, please submit a new travel declaration via PG if there is a change in travel destination or inform the school if the travel plan(s) are cancelled.**

We seek the cooperation of parents/ guardians to keep our school safe.

#### 6) MOE FINANCIAL ASSISTANCE SCHEME (FAS) FOR 2024

Please refer to the notification that was sent out to parents on 25 October 2023 via Parents Gateway.

The school is in the midst of processing the applications. You will be informed of the status of your application latest by mid December 2023. If you have not submitted your application form and all the supporting documents, please do so by **Friday, 24 November 2023**.

You may submit your application online via:

- a) Parents Gateway app; or
- b) Visit website at <https://go.gov.sg/moe-efas> to access to the MOE FAS Application Form 2024. You will be required to log in using your SingPass.

For parents awaiting outcome of the application approval, please **DO NOT** buy any textbooks or school uniforms. **Should you be successful in your application, information on how to collect the school textbooks and school uniforms will be provided in the approval letter.**

If your child/ ward has never been a recipient and you would like to find out more about this scheme, please feel free to contact our Administration Executive, Mr Qairil Fahri Bin Sapari, or any of our office staff for assistance at Tel: 63857339.

## **7) PRIMARY SCHOOL TRANSFER SERVICE (CYCLE 4/2023)**

The Primary School Transfer Service is aimed to centrally facilitate the transfer of primary school students who are Singapore Citizens or Permanent Residents and have relocated to another address, to schools nearer to their new residences.

Under this online service process, all transfer applications will be considered for available vacancies in a primary school. Provisions will not be allowed to select a particular school for the transfer, as your child will automatically be considered for available vacancies in the nearer school in the first instance.

For your convenience, you can now apply to transfer your child to a primary school near to your new residential address that you have relocated or will be relocating to by submitting the online application for your child to the Ministry of Education through the online form at <http://www.moe.gov.sg/primary/transfers>. **The application period is from 1 November to 23 November 2023, 4.00 p.m.**

For more information on this online process, you may visit the MOE website at <http://www.moe.gov.sg/primary/transfers>.

## **8) REGISTRATION FOR SCHOOL BUS SERVICE**

Our School Bus Operator is SFX Transport Pte Ltd.

Please complete the attached form **(Annex C)** and email it to [punggolcovepri@sfxtransport.com.sg](mailto:punggolcovepri@sfxtransport.com.sg) by **Thursday, 30 November 2023** if you would like to register for the school bus service for 2024.

**Note:** Registration received from 1 to 30 December 2023, will only start school bus service from 15 January 2024, subject to vacancies. For enquiries on the services, please contact the school bus coordinators at Tel: 62820262 or email them at [punggolcovepri@sfxtransport.com.sg](mailto:punggolcovepri@sfxtransport.com.sg).

## **9) PURCHASE OF SCHOOL TEXTBOOKS AND NAME TAGS**

Our School Bookshop Operator is BL Marketing Pte Ltd.

Parents are strongly encouraged to pre-order the school textbooks online at <http://blmarketing.sg> from **17 November 2023 to 15 December 2023** to avoid long queues and enjoy shorter waiting time. You may select home delivery at a delivery charge of \$12.50 or arrange for self-collection at the school on the stipulated dates given on the website when placing the order online.

The booklist for 2024 has been given out to your child/ ward yesterday. You are advised to buy the school textbooks from the school bookshop to ensure that you purchase the correct books.

All students must have a name tag ironed on to their school uniforms for easy identification. **The name tag should be placed just above the school badge.** You may place order for the name

tags when you come to collect the school textbooks from the school bookshop in the school or when school reopens. The cost is \$5.00 for 5 pieces of name tags.

**Note:** Please do not purchase the school textbooks if you are applying for MOE Financial Assistance Scheme. **You will be informed of the outcome by mid December 2023 on your application status.** The details for collection will be shared in the approval letter at a later date.

## 10) PURCHASE OF SCHOOL UNIFORMS

Our School Uniform Supplier is Shanghai School Uniforms Pte Ltd.

Parents are strongly encouraged to purchase the school uniforms online at <https://shop.shanghai-uniforms.com/product-category/punggol-cove-primary/> from now to **15 December 2023**. **Note:** There will only be home delivery for school uniforms. The delivery charge is \$10.00 for orders below 10kg.

Parents who would like to **purchase the school uniforms onsite** at the school, you may do so on the following dates **from 9.00 a.m. to 3.00 p.m.**

- Onsite Sales Dates: **27, 28, 29 Nov & 6, 7, 8, 18, 19, 20, 26 Dec 2023**

Alternatively, you may purchase the school uniform at their retail outlet. The details are as below.

**Note:** All walk-in sales at their retail outlet are strictly by appointment only. You may book an appointment via <https://shop.shanghai-uniforms.com/appointment-booking-at-ubi/>.

63, Ubi Ave 1, #04-09, 63@Ubi (formerly Boustead House), Singapore 408937

Tel: 67478037

Mondays – Saturdays: 10.00 a.m. to 6.00 p.m.

Lunch Time: 1.00 p.m. – 2.00 p.m.

Closed on Sunday, Public Holidays and from 21 to 30 December 2023

Please note that students are required to wear **black shoes and white socks**. Apart from buying the school uniforms, you may also buy the shoes and socks from the school uniform vendor. Alternatively, you may also buy them from the open market. **Note:** The shoes must be plain **black shoes and plain white socks without fanciful designs**.

Please see **Annex B** for more information on the purchase of school uniforms and the size charts.

**Note:** Please do not purchase the school uniforms if you are applying for MOE Financial Assistance Scheme. **You will be informed of the outcome by mid December 2023 on your application status.** The details for the order and collection will be shared in the approval letter at a later date.

## 2024 School Matters

### 11) NEW SCHOOL TERM

The 2024 new school term will begin for the respective levels as follows: -

- **Primary 1** : **Tuesday, 2 January 2024**
- **Primary 2 to 6** : **Wednesday, 3 January 2024**

**Note:** The Student Care Centre (SCC) will operate full-day on Tuesday, 2 January 2024 for P2 to P6 students who require care services. Please inform the SCC if you require this service. SCC will operate as usual from Wednesday, 3 January 2024. More details will be provided by the SCC by end December 2023.

## 12) SCHOOL HOURS

The school hours for 2024 will be as follows. We seek the cooperation of parents to help us to instil in our students the value of punctuality.

- **Monday – Friday : 7.30 a.m. to 1.30 p.m.**

## 13) RECESS AND SNACK BREAK AND DISMISSAL TIMING

The recess, snack break and dismissal timings for 2024 are as follows:

Level	Recess Time	Snack Break	Dismissal Timing
Primary 1	9.00 a.m. – 9.30 a.m.	12.20 p.m. – 12.30 p.m.	1.20 p.m.
Primary 2	10.30 a.m. – 11.00 a.m.	8.50 a.m. – 9.00 a.m.	1.30 p.m.
Primary 3	11.30 a.m. – 12.00 p.m.	8.50 a.m. – 9.00 a.m.	
Primary 4	11.00 a.m. – 11.30 a.m.	8.50 a.m. – 9.00 a.m.	
Primary 5	9.30 a.m. – 10.00 a.m.	12.20 p.m. – 12.30 p.m.	
Primary 6	10.00 a.m. – 10.30 a.m.	12.20 p.m. – 12.30 p.m.	

## 14) SCHOOL SAFETY & SECURITY

- For parents driving to school** in the morning, your cooperation is required to ensure that traffic is smooth. **Please adhere to the speed limit of 10km/h in the school premises** and refrain from getting out of your cars to ensure that the waiting time for drop off is short.
- For parents driving to pick your child up after dismissal**, you are advised to park at the nearby HDB carpark or drive through only after dismissal at 1.45 p.m. The designated drop off/ pick up point is at the Foyer (outside General Office).
- For parents sending and picking up your child via the school gates**, please be informed that the gates will only be opened during the stipulated hours below, subject to changes.

<b>MAIN GATE</b> (School Vehicular Traffic Gate)	6.30 a.m. – 7.00 p.m.
<b>GATE A</b> (Small Gate at Main Gate)	6.30 a.m. – 6.45 a.m. 8.00 a.m. – 1.00 p.m. 1.45 p.m. – 7.00 p.m.
<b>GATE B</b> (Side Gate beside Main Gate)	6.50 a.m. – 8.15 a.m. 11.45 a.m. – 2.00 p.m. 3.00 p.m. – 5.00 p.m.
<b>GATE E</b> (Side gate towards LRT Station)	6.50 a.m. – 8.15 a.m. 1.15 p.m. – 2.00 p.m. 3.00 p.m. – 6.00 p.m. 6.00 p.m. – 7.00 p.m. (Student Care dismissal)

**Please advise your child/ward where exactly you will be picking him/ her up from daily.**



**Parents will not be allowed to enter the school premises (e.g. Canteen) when dropping off or picking up their child from the school every morning and during dismissal. Parents will also not be able to pass through The Cove and Canteen to get to the LRT Station and vice versa.**

We seek the understanding and cooperation of parents to wait for your child at the designated Parents' Waiting Area.

- i) Parents' Waiting Area at Gate B – Walkway along Gate B leading to the zebra crossing.



- ii) Parents' Waiting Area at Gate E – Walkway along Gate E leading to the gate of The Cove.



- d) Please remind your child/ward to practice the 'kerb drill' before crossing any roads.

With the long school holidays ahead, we encourage your child/ward to read widely and take time to pursue their passion and interests. We wish you and your child/ward a joyful and purposeful year-end break and look forward to yet another fruitful and enriching year with you and your child/ward in 2024.

Thank you and stay safe.

Yours sincerely,

A handwritten signature in black ink, appearing to be "Teo Whye Choo".

Mrs Teo Whye Choo  
Principal