



Ref No: PCPS 2024/010

4 January 2024

Dear Parents/Guardians and Partners,

### 2024 TERM ONE LETTER TO PARENTS

#### *Principal's Foreword*

A warm welcome to our 2024 Primary One students, Kindergarten One students and all new students as well as their parents and guardians to our big PCPS family. We look forward to building strong home-school partnership with you as your child begins his/her learning adventure in PCPS.

In Punggol Cove Primary, we believe that 'Every Child is a Gift, is Gifted and is a Gift to the Community'. We are committed to value this 'Gift' that you have entrusted upon us and to discover and polish the gem in your child. We seek to provide an inclusive learning environment where each child develops the intrinsic motivation and confidence to strive and thrive in his/her own unique way.

We stay true to our mission to nurturing the whole child and growing future-ready PCPS leaders through quality student-centric programmes, competent staff and purposeful partnerships with our parents and partners. Through our mindful school programmes and experiences, we ignite the joy of reading and learning in the students, nurture the unique strengths and talents in every child and develop his dispositions to be a curious learner, adaptive and inventive thinker, confident communicator, an upright and empathetic contributor to the school, community and the world.

Moving into its next phase of development, the school is set to embark on a journey to envision the future of teaching and learning in PCPS to prepare our students for a world full of uncertainties and complexities. While we continue to strengthen the foundation of literacy and numeracy, we are mindful to re-imagine what and how the students learn to equip them with the dispositions, socio-emotional and emerging 21st century competencies to be future ready.

As facilitators and designers of learning experiences, our teachers continue to deepen their curriculum knowledge, pedagogical and assessment practices. They work in collaboration to plan and enact engaging and authentic lessons, differentiated to meet the needs of our diverse learners. We seek to extend and enrich our student and staff learning beyond the classroom through building sustained partnerships with the community and industries.

We are grateful to our School Advisory Committee, Parent Support Group, parents and partners for working in close partnership with the school to bring out the best in our students. We appreciate their trust in the school leadership and their unyielding support for the school directions and programmes. We look forward to yet another purposeful year in 2024 as we work together to bring about more exciting possibilities for our students in PCPS.

Yours in Learning,  
Mrs Teo Whye Choo  
Principal

***The only skill that will be important in the 21st century is the skill of learning new skills. Everything else will become obsolete over time.***

~ ***Peter Drucker***

New Year Greetings to parents and guardians, we trust that you and your child/ward have had a well-rested, fun and meaningful December holidays and are ready for more exciting learning adventures in the new school year.

As we start first term in 2024, we would like to bring your attention to pertinent school information and Term 1 school activities and events to facilitate your planning and involvement.

## **General Information**

### **1) TEMPERATURE-TAKING EXERCISE (10 JANUARY 2024)**

The school will be conducting the temperature-taking exercise **on Wednesday, 10 January 2024**. The temperature-taking exercise serves to educate our students on the need to take personal responsibility of their own health and practice social responsibility.

As part of the school's preparation for this exercise, **we will be conducting a pre-exercise check on thermometers on Monday, 8 January 2024**. We would like to seek your assistance in ensuring that your child brings his/her personal oral digital thermometer (ODT) to school on the above-mentioned dates. Students, who have misplaced their thermometers or have faulty thermometers, are to replace their thermometers. Thermometers can be purchased at the pharmacies and supermarkets. Alternatively, thermometers can also be purchased at the school bookshop at \$4.50 each.

Primary One students will receive a thermometer each from the Form Teacher on the day of the exercise.

### **2) STUDENT'S HANDBOOK 2024**

The students will be receiving the Student's Handbook 2024 by this Friday, 5 January 2024. The Handbook will serve as a channel of communication between the teachers and parents. It will also be a tool for students to take ownership of their homework as they learn to take notes of their tasks in class and be responsible to complete their work for submission.

Parents and guardians, please read the school rules and discipline policy in the Student's Handbook 2024, and sign on the acknowledgement box on page 26 by **Friday, 12 January 2024**.

### **3) PHOTOGRAPHY AND VIDEOGRAPHY**

We would like to inform parents that throughout the course of the year, photograph(s) or video image(s) of you and your child may be captured at all school events. The photos and videos will be used for publicity purposes, on platforms such as school publications, school website, school social media channels, and other official school communication channels.

If you have any concerns or do not wish that your child's images are captured, please inform the school via this link – <https://go.gov.sg/pcps-nophoto2024> so that we can take appropriate steps to ensure your child is not included.

#### 4) SCHOOL CANTEEN FOOD & PRICING

The school is on board Health Promotion Board's 'Healthy Meals in Schools Programme'. This programme serves to encourage healthier food and beverage choices in schools. Under this programme, the canteen vendors are to serve wholesome meals that include rice/noodles, meat, vegetables and fruits.

In view of the rising costs of ingredients and utilities, the school has conducted a review of the canteen food prices to ensure business sustainability for the canteen stallholders. As such, with effect from 2 January 2024, the set meals (with a serving of fruit) served in the canteen will be adjusted to \$2.00 (small portion) for lower primary students and \$2.20 (medium portion) for the other levels.

Parents are encouraged to pack a healthy, balanced breakfast meal for their children for recess. If they are buying food from the canteen, it will be sufficient for students to bring about \$3.00 to purchase a set meal & a drink during recess.

#### 5) GROUP PERSONAL ACCIDENT (GPA) INSURANCE PLAN FOR STUDENTS

The 2024 product fact sheet for the MOE Group Personal Accident (GPA) Insurance Plan for students and e-Submission User Guide are attached for your reference.

All student accident insurance claims are to be submitted electronically. Parents are to submit their claims online at <https://studentgpa.incomegroupins.com.sg/#/disclaimer> and check the claims status through the online portal. On submission of the claims by parents, the school will verify the claims information through the online portal.

Information on claims, FAQs and other details pertaining to the GPA Insurance Plan for Students can be found on Income's website at <https://www.income.com.sg/studentgpa>.

*Note: Where possible, please avoid the use of private hospitals, as the benefits under the GPA insurance plan may not fully cover the significantly higher medical costs at these hospitals.*

#### 6) MANAGEMENT OF C+ / Ag+ STUDENTS

As part of the endemic COVID-19 new norm, while the school remains vigilant, developing students' social responsibility within the school community becomes increasingly important so that our school remains a safe and conducive environment for teaching and learning to take place.

We would like to seek the collective effort of all staff, parents and students to exercise social responsibility and observe the following measures if your child/ ward is C+ or Ag+.

- a) **If unwell:** Students should seek medical attention and/or stay home to rest (regardless of ART result). If their COVID-19 condition is not getting better or has deteriorated, they should seek medical treatment. Please inform the form teacher of the medical leave and symptoms, if any.

If your child is Ag+ and unwell, please send the photo evidence of the Ag+ test result to the form teacher if your child did not seek medical treatment.

- b) **If well:** Students may return to school (regardless of ART result). If the student has mild symptoms after recovering from COVID-19 or test Ag+ but has no symptoms, the student should wear a mask, exercise social responsibility and minimise close physical contact with others in large group settings.

## 7) PARENTS GATEWAY MOBILE APP

Parents Gateway (PG) is a mobile app specially designed for parents developed by MOE and GovTech. The school will engage parents through PG such as sending out consent forms and announcements as well as perform a range of administrative functions including travel declaration. To-date, 99% of our parents have come on board Parents Gateway.

**For parents who have not come on board, we would like to invite you to come on board.** It will allow the school to disseminate information to you in a timely manner. You may download the free Parents Gateway mobile app on your mobile phone (available on iOS and Android platforms only) and perform a simple one-time on boarding process to access the app.

## 2024 School Matters

## 8) SCHOOL HOURS

The school hours are **from 7.30 a.m. to 1.30 p.m.** We seek the cooperation of all parents to help us to instil in our students the value of punctuality.

## 9) DISMISSAL TIMING

The dismissal timing will be as follows:

| Level                  | Time      |
|------------------------|-----------|
| Primary 1              | 1.20 p.m. |
| Primary 2 to Primary 6 | 1.30 p.m. |

## 10) RECESS AND SNACK BREAK TIMINGS

The recess and snack break timings are as follows:

| Level     | Recess Time             | Snack Break             |
|-----------|-------------------------|-------------------------|
| Primary 1 | 9.00 a.m. - 9.30 a.m.   | 12.20 p.m. - 12.30 p.m. |
| Primary 2 | 10.30 a.m. - 11.00 a.m. | 8.50 a.m. - 9.00 a.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. |

## 11) SCHOOL SAFETY AND SECURITY

As you approach the school, you would have noticed red-textured surface, "SCHOOL" markings on the road, as well as "40 km/h When Lights Flash" signs outside our school. There are also traffic lights at the traffic junctions near the school. These road safety

measures are part of the Enhanced School Zone Scheme implemented by the Land Transport Authority (LTA) to improve road safety for schools. This scheme highlights to motorists that they are approaching a school and should take extra care, slow down, and be alert to look out for school children crossing the road.

You may encounter heavy traffic during school days especially between 7.15 a.m. to 7.30 a.m. as well as during dismissal time in the afternoon, we seek your understanding to exercise patience when you bring or pick up your child to and from school.

If you walk your child to school, please set a good example by crossing the road at the traffic lights located outside the school. Please remind your child/ward to practice the 'kerb drill' before crossing any roads.

LTA has implemented the road safety measures to safeguard the safety of school children. However, it requires your co-operation to make them work effectively. The public road is a shared space for all road users; let us be more gracious and considerate the next time we are in a school zone.

- a) **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.
- b) **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 the Foyer (outside General Office).
- c) **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.

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

***Please advise your child 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 (*Indoor Basketball Court*) and Canteen to get to the LRT Station and vice versa.

**For safety and security of the school, parents who wished to enter the school would need to register at the security guard post through the front gate.**

We seek the understanding and cooperation of parents to wait for your child at the designated Parents' Waiting Area at **Gate B** (*side gate*) or **Gate E** (*towards Nibong LRT*) accordingly.

- i. Parents' Waiting Area (Gate B) – Walkway along Gate B leading to the zebra crossing.
  - ii. Parents' Waiting Area (Gate E) – Walkway along Gate E leading to gate of The Cove.
- d) Please remind your child/ward to practice the 'kerb drill' before crossing any roads.

### ***Term 1 Activities***

#### **JANUARY 2024**

##### **12) SCHOOL SMART CARD PHOTO-TAKING (P1 AND P6)**

MOE will be conducting the yearly photo-taking exercise for all students in Primary One (P1) and Primary Six (P6) for the purpose of generating the School Smart Card (SSC).

The photo-taking session for our school is scheduled on **Monday, 8 January 2024 and Tuesday, 9 January 2024** during curriculum time.

For more details, please refer to the letter that has been sent out via Parents Gateway to the P1 and P6 parents on Wednesday, 3 January 2024.

##### **13) P6 CURRICULUM BRIEFING (19 JANUARY 2024)**

The P6 Curriculum Briefing for parents is scheduled for **Friday, 19 January 2024**, from **3.00 p.m. to 5.00 p.m.** More details will be sent out via Parents Gateway to parents soon.

##### **14) P3 & P5 CURRICULUM BRIEFING (26 JANUARY 2024)**

The P3 and P5 Curriculum Briefings for parents are scheduled for **Friday, 26 January 2024**, from **3.00 p.m. to 5.00 p.m.** More details will be sent out via Parents Gateway to parents soon.

#### **FEBRUARY 2024**

##### **15) P2 & P4 CURRICULUM BRIEFING (2 FEBRUARY 2024)**

The P2 and P4 Curriculum Briefings for parents are scheduled for **Friday, 2 February 2024**, from **3.00 p.m. to 5.00 p.m.** More details will be sent out via Parents Gateway to parents soon.

## **16) CHINESE NEW YEAR CELEBRATIONS (9 FEBRUARY 2024)**

The school will be celebrating Chinese New Year on **Friday, 9 February 2024**. The **school** will function **from 7.30 a.m. to 10.30 a.m.** and the Student Care Centre will operate from 10.30 a.m. to 2.00 p.m. on this day.

## **17) PUBLIC HOLIDAY & SCHOOL HOLIDAY IN LIEU OF CHINESE NEW YEAR (12 & 13 FEBRUARY 2024)**

There is **no school** on Monday, 12 February and Tuesday, 13 February 2024. The Student Care Centre will also be closed on both days. School will resume on Wednesday, 14 February 2024.

## **18) TOTAL DEFENCE DAY (15 FEBRUARY 2024)**

Total Defence Day is a day we remind our students that Singapore is defensible and is worth defending, and we ourselves must defend Singapore. Singapore has remained safe and peaceful over the past 58 years because we have worked together to keep Singapore strong. This year, Total Defence Day falls on Thursday, 15 February 2024. The school will be commemorating the day during that week. More information will be given to the students nearer to the date.

## **19) A DAY AT THE COVE (23 FEBRUARY 2024)**

The school has organised 'A Day at the Cove' on **Friday, 23 February 2024**, for you to spend some time at school with your child/ward. You will have the opportunity to visit your child's/ward's classroom and also to take a peek into some of the fun learning experiences that he/she goes through at school. You will receive an invitation to this event with more details soon.

## **20) P4 TO P6 COHORT LEARNING JOURNEYS**

As part of CCE 2021, the school has planned for cohort learning journeys for our P4 to P6 students to support the development of citizenship dispositions and national identity for our students. The learning journeys will be held during curriculum time. The P4 and P5 students will be going on the following learning journeys between February to March 2024.

- 1) P4 Learning Journey to Geylang Serai – *Tales of the Emporium*
- 2) P5 Learning Journey to Indian Heritage Centre – *Sights and Sounds of Little India*

Details for these learning journeys will be disseminated to parents via Parents Gateway nearer to the dates.

## **21) P4 MUSEUM-BASED LEARNING JOURNEY TO NATIONAL GALLERY**

As part of the Art syllabus, our P4 pupils will be visiting National Gallery Singapore for Museum-Based Learning (MBL) to expand their art learning experience beyond the classroom context and deepen their knowledge on Singapore's local artists. The learning journey will be held in the afternoon after school. Details for the learning journey will be disseminated to parents via Parents Gateway nearer to the date.

## MARCH 2024

### 22) P6 MEET-THE-PARENTS VIA ZOOM (6 & 7 MARCH 2024)

The P6 Meet-The-Parents has been scheduled for **Wednesday, 6 March and Thursday, 7 March 2024** via Zoom from 2.00 p.m. to 5.00 p.m. More details will be provided nearer to the dates.

### 23) EX-RHINOS (7 MARCH 2024)

As part of the school's emergency preparedness, the school will be conducting an emergency preparedness exercise, Ex-RHINOS, on **Thursday, 7 March 2024** during curriculum hours.

School will function as usual from 7.30 a.m. to 1.30 p.m. More details will be provided nearer to the date.

### 24) PCPS AWARDS DAY FOR ACADEMIC YEAR 2023 (8 MARCH 2024)

The school's Awards Day for Academic Year 2023 will be held on **Friday, 8 March 2024** from **3.00 p.m. to 5.00 p.m.** More details will be provided nearer to the date.

### 25) 2024 MARCH SCHOOL HOLIDAYS

Term 1 March holidays will begin **from 9 to 17 March 2024**. School will resume on **Monday, 18 March 2024**.

Should you require further clarification, please do not hesitate to contact us at Tel: 63857339 or email at [punggolcove\\_ps@moe.edu.sg](mailto:punggolcove_ps@moe.edu.sg).

My staff and I look forward to your collaboration and support in the holistic development of your child/ward in 2024.

We wish you and your child/ward a joyful and purposeful Term 1 2024.

Thank you.

Yours sincerely,



Mrs Teo Whye Choo  
Principal