



Kranji Primary School

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School Vision:

Joyful Learners,
Gracious Citizens,
Champions in Life

School Mission:

Nurturing Minds,
Engaging Hearts,
Building Character

4 January 2019

Reference No: 2019/T1/W0/001G

Dear Parents/Guardians,

From the Principal's Office – January 2019



A Happy New Year to you and a warm hello from Kranji Primary!

It is my privilege to join the school and carry on the good work of outgoing Principal Mrs Loh Meng Har, who has retired. I have more than 20 years' experience in education, with the past eight years as a school leader. Prior to my posting to Kranji Primary, I had spent 5 enriching years helming Jing Shan Primary School in Ang Mo Kio. I am blessed to be well-supported by a full leadership team of three Vice-Principals in Kranji – Mr Simon Gan and Miss Marion Tay, as well as our former Administrative Manager, Mdm Neu Siew Lay, who has been newly promoted to Vice-Principal (Administration).

Since joining Kranji Primary School on 17 Dec 2018, I have set about to learn more about the school, the staff and the myriad of programmes that the school offers. Kranji has a huge campus with the latest facilities, the latter a result of the upgrading works that was completed in June 2018. The setting up of an MOE Kindergarten@Kranji in 2019, the first such kindergarten in Choa Chu Kang, potentially allows both our kindergarten segment and primary school segment to collaborate on programmes and activities, as well as to share facilities. Our students' experience in Kranji will be even more enriched as a result of this co-location. Supporting this is the setting up of the Student Care and Kindergarten Care Centres, all in 2019. The brand new facilities are matched with highly qualified staff, including a full team of experienced key personnel and dedicated teachers, some of whom have been with the school since it started over twenty years ago.

In Kranji, we believe that ***Every Child Matters and Deserves the Best***. To do so, we commit to our school mission of *Nurturing Minds, Engaging Hearts, Building Character*. Our holistic programme seeks to provide an authentic learning experience for our students that prepares them to be future-ready citizens of tomorrow. To this end, our emphasis on laying a strong foundation in literacy and numeracy, as well as our cultivation of the 21st century competencies of communication, critical thinking, collaboration and confidence are key in the delivery of the Kranji Experience. All these are anchored on a strong values education programme that emphasises character and citizenship. In Kranji, our school values of ***Compassion to Care, Perseverance to Pursue, Responsibility to Serve and Integrity to Uphold*** are infused in our total curriculum. In particular, our Learning for Life programme "Developing Champions in Life through Sports" adopts a whole-school approach to develop Kranjian Champions and build their character through sports.

As you can see, the school aims to deliver a holistic education anchored on values and centred around your child. We cannot do this alone without your close support at home. To this end, I believe in having open and multiple communication channels with parents. I look forward to meeting all parents in January when we will be holding a series of Parent Meetings with Form Teachers and Principal. I will also be starting a monthly letter from the Principal's office, to keep you updated of upcoming events in the school.

I thank all parents of our students for giving Kranji Primary School the privilege of educating your child alongside you. In line with our school motto ***Knowledge, Practice, Success***, we look forward to partnering you to build a strong foundation (*Knowledge*) and cultivate essential skills (*Practice*) that would position your child to be ready for the future (*Success*).

Principal
Mdm Goh Meei Yun

Responsibility to Serve * Compassion to Care * Integrity to Uphold * Perseverance to Pursue

Every Child Matters and Deserves the Best

1. Staff-related matters

The school would like to extend a warm welcome to teachers Ms Junaidah Bte Senor, Mdm Siti Abshah Bte Sulaiman, Administrative Executive Mdm V Vijayaletchimi and Operations Support Executive Mr Tan Chin Seng.

With MOE Kindergarten@Kranji (MK@Kranji) starting operations this year, we would also like to welcome Ms Stacie Ng (Deputy Centre Head) and our team of MK Educators – Mdm Reka Sherlin John (Lead Teacher), Mdm Sarinah Bte Salleh (Senior Teacher), Mdm Beuliah D/O Jesta Miranda (Level Head), Miss Fadhilah Bte Omar, Mdm Zhang Rui, Miss Tan You Yi, Miss Kanchana D/O Syed Ibrahim, Miss Janelle Yap and Mr Wilson Wong

On the same note, we would like to thank Miss Zhang Fang, Miss Siti Aisyah Bte Waris and Mdm Karen Lee for their services and contributions to the school and wish them all the best in their future endeavours.

2. Student-related matters

2.1 School Hours in 2019

The school hours, recess times and snack break are as follows:

Level	Monday-Friday
Primary 1 to 6	7.30 am to 1.30 pm

Timing for recess	Levels
10.00 am to 10.30 am	P1, P4 & P5
10.30 am to 11.00 am	P2, P3 & P6

Snack Break
12.00 pm

2.2 After School Programme (ASP)

The After School Programme (ASP) provides customised teaching to targeted groups of students and will commence in Term 1 week 4 in the week of 28 January 2019. The days, duration for each level and subjects are given below. Specific details of the programme will be communicated to selected students by their respective teachers at a later date.

Subjects	Levels	Day	Time
Mother Tongue and Science	P3 to P6 (45 min per session)	Mondays	2.00 pm to 3.30 pm
English Language and Mathematics	P3 to P5 (45 min per session)	Thursdays	
	P6 (1h per session)		

2.3 Orientation Programme JumpStart@Kranji

In the last few days, the school's Orientation Programme JumpStart@Kranji has been conducted for all students to support their transition into the new year. Students were also reminded of school rules, expectations, safety and health-related procedures and class routines. Team building and class bonding activities were also carried out with the Form and Co-Form Teachers. Formal lessons will begin on 7 January 2019, Monday.

2.4 Temperature-Taking Exercise

As part of the school's continual efforts to maintain preparedness in school health, the temperature-taking exercise for the semester has been scheduled on **7 January 2019, Monday** for all students. We would like to seek your assistance to ensure that your child's/ward's Oral Digital Thermometer (ODT) is in good working order. All Primary 1 students will be issued their personal ODT from MOE for this exercise and hence will not need to purchase their own.

2.5 Co-Curricular Activities (CCA) Selection and Allocation

CCA plays a key role in the holistic and character development of children. Well-organised and implemented CCA can fuel in your child a lifelong interest in a particular activity, be it a sport or a musical pursuit. In our school, it is mandatory for all students in P3 to P6 to participate in a CCA during curriculum hours on Friday mornings from 7.30 am to 9.00 am. CCA will commence on 18 January 2019, Friday. For parents of P3 to P6 students, a letter is attached with more information pertaining to the CCA Option and Allocation Process.

2.6 Student Care Centre (SCC) @ Kranji Primary School

With the completion of the PERI upgrading Project in 2018, the school-based SCC operated by Nascans Pte Ltd has started operations on 2 January 2019, Wednesday. The SCC provides after-school care for students of the school. Parents who are interested to enrol your child in the SCC may enquire and/or express your interest at the school's General Office.

As part of the Ministry of Education's (MOE) efforts to understand the demand for after-school student care, MOE is conducting a survey to collect information on the number of students who attend SCCs outside school as part of their after-school care arrangement in 2019. Please indicate in the reply slip in Annex A if your child attends a SCC outside school as part of his/her after-school arrangements and return this to your child's/ward's Form Teacher by **7 January 2019, Monday**.

2.7 MOE Kindergarten@Kranji (MK@Kranji) and Kindergarten Care@Kranji (KCare@Kranji)

Both the MK and KCare located on-site have started operations on 2 January 2019, Wednesday, providing pre-school education and care to 5 year olds attending Kindergarten 1 (K1) this year. We would like to extend a warm welcome to our new K1 students and their parents. Queries on admission to the MK for K1 and KCare(for students of MK@Kranji) can be directed to the school's General Office.

2.8 Chinese New Year Celebration

The school will be celebrating Chinese New Year (CNY) on 4 February 2019, Monday. School hours on that day will be from 7.30 am to 9.30 am, and usual lessons will be suspended for the festive celebration.

In keeping with the festive spirit, students are strongly encouraged to put on **Chinese traditional costumes (without any headgear)** and their school shoes. It is not necessary to purchase new Chinese traditional costume if your child/ ward does not currently own a set. Students may report to school in their school uniform. The programme includes a special CNY concert, hands-on activities and observance of simple Chinese customs typically practised during this time. Through this celebration, we hope that students of different races can develop a greater appreciation of the Chinese culture and learn to respect the different cultures in Singapore.

Please make the necessary transport arrangements for your child/ward if he/she is not taking the school bus. School bus operators have been informed of the early dismissal. The school canteen will also not be operating on that day.

2.9 Healthy Meals in Schools Programme 2019

The school has implemented the Healthy Meals in School Programme since 2016 where students can buy healthy set meals from the school canteen comprising of food in the 4 food groups – brown rice & wholemeal bread, fruit, vegetables, meat and others. As part of our efforts to ensure that the quality of food sold meet basic nutritional needs of the students, we will be adjusting the prices of the set meals sold in the canteen to \$1.50 (Small), \$1.80 (Medium) & \$2.00 (Large). This change in prices of food sold in the canteen will take effect in Term 2 from 25 March 2019, Monday. Please ensure that your child is given sufficient pocket money to purchase his/her food during recess time and lunch.

2.10 Insurance Coverage for Students

MOE has purchased a Group Personal Accident Insurance coverage for all our students. A copy of the insurance product fact sheet from the insurer, NTUC Income, providing details on the policy coverage, benefits and claim procedure is attached for your information and retention.

2.11 Updating of student particulars 2019

Updating of student details including emergency contact and medical information is conducted annually at the beginning of the school year to ensure that the school has the most recent contact details and medical information of your child/ward.

Please verify the information on the pre-printed “Individual Student Details Report for Year 2019” attached and complete the Medical Declaration on the reverse side. The completed form is to be submitted to your child’s/ward’s Form Teacher by **7 January 2019, Monday**.

If there are changes to any of the information listed, please strike out the incorrect information and replace it with the updated data, legibly written next to it.

2.12 P3 Swimsafer Programme – Swimsafer 2.0

As part of the Physical Education Curriculum, the school will be conducting a Swimming Programme for all Primary 3 students to equip them with water safety knowledge and basic swimming proficiency. The lessons will start in Term 1 Week 2 on Tuesday, 15 January 2019 lasting 12 weeks. A separate letter is attached for parents of Primary 3 students.

2.13 Gifted Education Programme (GEP) Screening and Selection Exercise

The P3 GEP Screening and Selection are tentatively scheduled on the following dates. More details will be provided to Primary 3 students at a later date.

- GEP Screening Exercise – 23 August 2019, Friday
- GEP Selection Exercise – 15 and 16 October 2019, Tuesday and Wednesday

3. Parent-related matters

3.1 Parent Meetings with Form Teachers and Principal

Parents play an important role in supporting the school’s efforts in educating our students. To start the year, we have scheduled the following dates for parents to meet with your child’s/ward’s Form Teachers and the Principal.

Date	Programme	Time
17 January, Thursday	P5 and P6 Parent Meeting with Form Teachers and Principal	5.00 pm to 6.30 pm
18 January, Friday	P3 and P4 Parent Meeting with Form Teachers and Principal	
25 January, Friday	P1 and P2 Parent Meeting with Form Teachers and Principal	

The programme will consist of a 30-minute classroom engagement with your child’s/ward’s Form and Co-Form Teachers in his/her classroom followed by Principal’s Briefing in the school hall. Please complete the reply slip attached and return it to your child’s/ward’s Form Teacher by **7 January 2019, Monday**. We strongly encourage all parents to make time to attend the session.

3.2 Communication with Parents

As part of the school’s efforts to establish and maintain good communication with parents, you would have received a letter from your child’s Form and Co-Form Teachers with their contact details. If you have any enquiries for any of your child’s teachers, you may use the Student Handbook as a platform to provide feedback to the teachers or email the teachers concerned. Alternatively, you may email the school at kranji_ps@moe.edu.sg or call the school office at 6763 4812, between 7.30am – 6.00pm, Monday – Friday.

We seek your understanding not to contact teachers after 6.00 pm on weekdays and on weekends and appeal to your understanding when teachers do not respond to your phone/email beyond their regular work hours.

The school's latest announcements, briefing slides and school calendar will be updated on the school website at <https://kranjipri.moe.edu.sg>. This year, we also endeavor to keep parents posted of school events in a more timely manner. Photographs of school events will be posted on the school's official Facebook page at www.facebook.com/kranji.kps. Please 'like' us on Facebook to be updated of the latest school happenings in Kranji Primary.

3.3 Personal Data Protection

The school holds personal data of our students and parents which include contact details, assessment results, information on attendance, behaviour, special educational needs, medical conditions as well as photographs and/or video footage.

In view of the Personal Data Protection Act, the school would like to assure parents that we will take reasonable effort to ensure personal data is protected and kept confidential. However, relevant data will be used to support the education of our students. For example, the school will:

- a. make available information to staff for the purpose of maintaining contact with students or for administration purposes;
- b. make use of photographs, videos, and/or sound recordings of students and/or parents in school publications, the school website, school social media channels, and other official school communication channels; and
- c. make personal data, including sensitive personal data, available to staff for planning activities and trips for students, both in and outside of Singapore.

Data is shared as necessary with third party companies to provide extended services such as transport, medical, catering and online services including email. Do rest assured that the school will take all reasonable effort to ensure the protection of personal data.

4. Safety and Security

The school strives to make our school a safe and secure place for all. Hence, your partnership is critical to help us ensure school safety and security of students, staff and stakeholders in the school.

4.1 Visitor Registration Procedures

All visitors (including parents/guardians) are required to enter the school via the main gate, Gate A and obtain a Visitor's/Parent's Pass from the Security Officers before entering the school. Visitors are to proceed to the General Office for assistance. The pass must be displayed prominently during the duration of the visit.

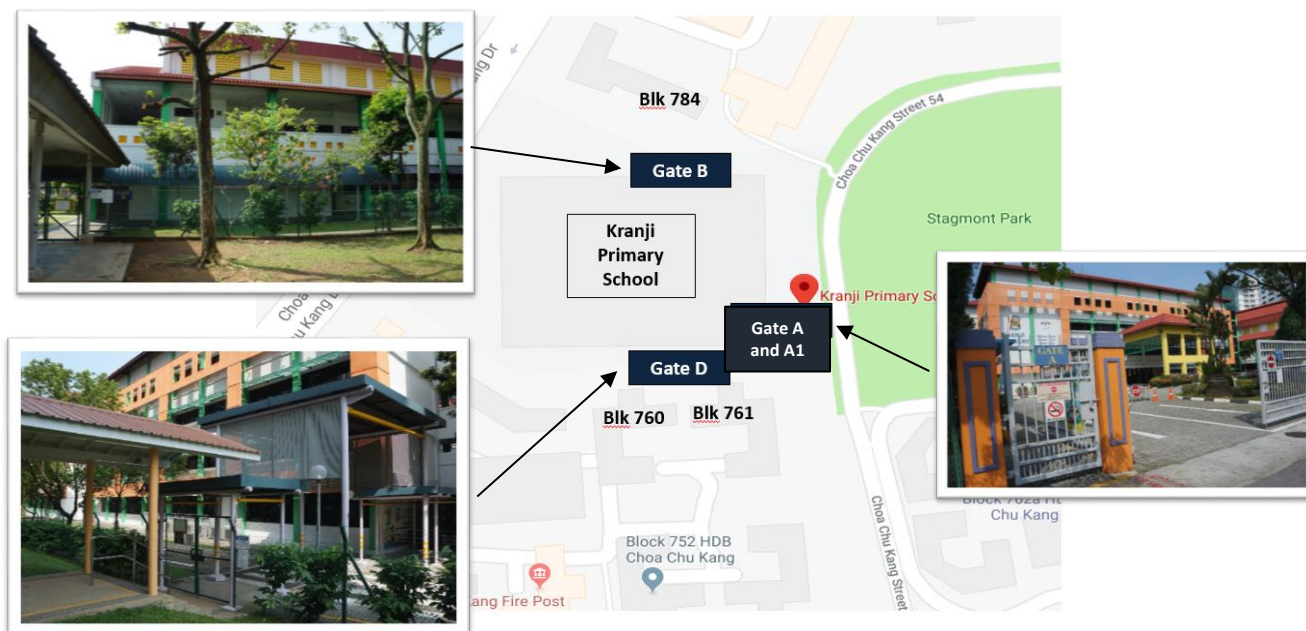
4.2 Arrival and Dismissal Information

Besides Gate A (along Choa Chu Kang St 54), students may also enter the school using the side gates, Gates B and D, which are open for students before morning assembly and during school dismissal.

Gate	Opening Times	
	Morning	After School
Side Gate B (Near the School Canteen)	6.45 am to 7.25 am	1.30 pm to 2.00 pm
Side Gate D (Near Block 761)		

4.3 Morning Drop-Off

Students would need to be dropped off outside the school premise except for those arriving in school buses. Students could enter the school via gates A, B or D as indicated by the map below. Parents who drive your child to school may drop off him/her between blocks 760 and 761 or along Choa Chu Kang Street 54 near to Gate B. Provision would only be made to allow parents/ guardians to drop off their child/ ward within the school premise when it rains. We urge everyone driving into the school to exhibit patience and care. Please do not drop off your child near Gate A1 as this would pose a safety hazard to other road users.



4.4 Leaving the school during school hours

Students are not allowed to leave the school during school hours without being accompanied by their parent/guardian /adult caregiver. The guardian/adult caregiver must be authorized by the parent and be at least 18 years old. Proper identification must be produced at the General Office and particulars will be recorded when the student is picked up.

5. Calendar of Events for Term 1

Please take note of the public holidays and major school events scheduled in Term 1:

Date	Event	Time	Remarks
7 January, Monday	Temperature Taking Exercise		During curriculum hours
17 January, Thursday	P5 and P6 Parents' Meeting with Form Teachers and Principal	5.00 pm to 6.30 pm	
18 January, Friday	P3 and P4 Parents' Meeting with Form Teachers and Principal	5.00 pm to 6.30 pm	
18 January, Friday	Commencement of CCA	7.30 am to 9.00 am	
25 January, Friday	P1 and P2 Parents' Meeting with Form Teachers and Principal	5.00 pm to 6.30 pm	
4 February, Monday	Chinese New Year Celebration	7.30 am to 9.30 am	
5 February, Tuesday – 6 February, Wednesday	Chinese New Year Public Holidays		Students need not report to school. School will resume on 7 February 2019, Thursday
16 March, Saturday – 24 March, Sunday	Term 1 School Holidays		School will resume on 25 March 2019, Monday

Reply Slip

Survey on after-school care arrangement – Student Care Centre outside school

(Please tick the applicable option)

My child is currently attending after school care at Student Care Centre <u>outside school</u> this year.	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

Name of student: _____ Class: _____

Name and signature of parent: _____ (Father/ Mother/ Guardian)*
**Please delete where applicable*