



Radin Mas Primary School

A School Where All Work Hard, Play Hard and Make A Mark

JAN 2017 - Notification for Parents and Guardians

CONTENT

- A. THE WEEKS AHEAD
- B. GREETINGS FROM THE PRINCIPAL'S DESK
- C. USAGE OF PERSONAL DATA
- D. COMMUNICATION APP: SNAAPP
- E. READING BEFORE MORNING ASSEMBLY
- F. SNACK TIME
- G. SAFETY & SECURITY MATTERS
 - G1 SCHOOL ARRIVAL & DISMISSAL GUIDELINES
 - G2 GATE OPENING HOURS
 - G3 ACCESSIBILITY OF SCHOOL BOOKSHOP TO PARENTS/ GUARDIANS
 - G4 TRAFFIC MATTERS
 - G5 EARLY DISMISSAL OF STUDENTS
 - G6 DELIVERY OR COLLECTION OF PERSONAL BELONGINGS DURING OR AFTER SCHOOL HOURS
 - G7 BIRTHDAY CELEBRATIONS
 - G8 COLLECTION OF SCHOOL FEES AND OTHER PAYMENTS
- H. TEMPERATURE-TAKING EXERCISE 2017
- I. PARENTS' BRIEFING
- J. JOG-A-WALK AND FAMILY DAY
- K. CHINESE NEW YEAR CELEBRATION
- L. PRIMARY 3 SWIMSAFER SWIMMING PROGRAMME
- M. P4 OUTDOOR ESCAPE AND LEADER SHIP CAMP WITH MATHEMATICS AND SCIENCE TRAIL

A. THE WEEKS AHEAD

Date	Event Description
Fri, 06.01.2017	Temperature-Taking Exercise 2017 P1 Camp
Mon, 23.01.2017 – Fri, 27.01.2017	MT Fortnight
Fri, 27.01.2017	Chinese New Year Celebration
Mon, 30.01.2017	Public Holiday in Lieu – Chinese New Year
Tue, 31.01.2017	School Holiday in Lieu – Chinese New Year
Wed, 01.02.2017 – Fri, 03.02.2017	MT Fortnight

B. GREETINGS FROM THE PRINCIPAL'S DESK

Greetings and Happy New Year! By now, your children would have settled in comfortably into the new school year and class, adjusted to their new teachers and also made new friends who will be sharing their learning experiences in 2017. Please continue to encourage and motivate them in all their endeavours throughout the year.

Looking back at the eventful year of 2016, I want to personally thank all parents who have supported us in countless meaningful ways, value-adding to the learning experiences of Radin Mas Primary School (RMPS) students. I would also like to take this opportunity to thank parents who have continued to provide us with constructive feedback on areas for further improvement, as well as positive feedback on areas we have done well. Your words of appreciations and encouragement motivate us to strive to do even better. We look forward to another year of close partnership with you in your child's/ ward's learning journey at RMPS.

C. USAGE OF PERSONAL DATA

(Miss S Thivya T, HOD ICT)

Under the Personal Data Protection Act (PDPA), photograph(s) and video image(s) of an individual are considered personal data.



This is to notify parents/ guardians that photograph(s) or video image(s) of students and parents/ guardians of RMPS may be captured during school activities and events such as classroom lessons, CCA, school camps, PrizeGiving Day, etc. The school may use and publish such photographs and/ or video recordings in school publications, website, social media channels, and other communication channels. However, these photographs and/ or video images will not be released to any third party without the individual's consent.

D. COMMUNICATION APPLICATION: SNAAPP

(Mdm SH Nisaa, AM)

SNAAPP is a 3G/ 4G/ Wifi enabled smartphone communication application that helps to enhance home-school communication. The SNAAPP application will not only disseminate class or school-based information to parents, it will also notify parents if their children are absent from school. We require all parents to download the SNAAPP application so as to enjoy the ease of receiving timely and 24-hour electronic access to important information pertaining to their children and the school. Please refer to the step-by-step guide attached, to set up the SNAAPP application if you have not done so. Please be assured that all registration information, including your mobile numbers and email addresses, will be kept strictly confidential.

Should you have technical enquiries on SNAAPP and the setting up of your accounts, please e-mail to snaapp@mggsoftware.com or call 6815 1210. Kindly leave your name and contact details and the personnel will get back to you as soon as possible.

E. READING BEFORE MORNING ASSEMBLY

(Mdm Wong BS, HOD EL & Mdm Lee SW, HOD MTL)

RMPS would like to promote a love for reading in our students in order to raise their language proficiency. Therefore, students will need to bring a Mother Tongue Language story book each on Mondays and Tuesdays, and an English Language story book each on Wednesdays, Thursdays and Fridays, for reading before morning assembly.

F. SNACK TIME

(Mdm Marianna MH, HOD CCE)

This year, RMPS will be implementing Snack Time. This move is in alignment with MOE's direction to promote well-being of our students by allowing our students to eat regularly during formal curriculum hours.

As such, apart for the 30-minute recess break that students will have each day, all students will be allowed to have light snacks during Snack Time, which will take place each day, between 12.15 pm to 12.30 pm. During Snack Time, lessons will continue as usual, as the students have their snacks in the classrooms.

Parents are encouraged to pack healthy dry snacks for their children. Examples of healthy dry snacks include biscuits, bread and fruits. We will be implementing Snack Time from Monday, 09.01.2017.

G. SAFETY & SECURITY MATTERS

(Mr Kwok KL, VP(A))

G1 SCHOOL ARRIVAL & DISMISSAL GUIDELINES

To enhance the safety and security of our students, we seek the cooperation of all parents/ guardians to assist the school during the arrival and dismissal hours by adhering to the following guidelines:

Time	Guidelines
Arrival	<ol style="list-style-type: none">1. If you walk your children/ wards to school, please allow them to proceed into the school premises on their own on arrival at the school side-gate.2. If you have appointments with teachers, and therefore need to enter the school together with your children/ wards, please proceed to the Security Post for registration and obtain a sticker before you proceed to the General Office of RMPS.3. If you drive your children/ wards to school, please ensure that their bags are with them so that they can alight quickly on their own, at the foyer. This will ease traffic congestion leading

Time	Guidelines
	into RMPS and minimize the wait time of other parents who also drive their children/ wards to school.
Dismissal	<p>1. If you fetch your children/ wards home at dismissal, please wait patiently outside the school side gates for them.</p> <p>P1 parents/ guardians with dismissal passes are allowed to wait for their children/ wards at the school canteen. However, if you forget to bring your dismissal passes on any day from Monday to Thursday, you will only be allowed into the canteen to fetch your P1 children/ wards after all the P2 students have been dismissed. If it happens on a Friday, you will be allowed into the canteen only after all the P2 to P6 students have been dismissed.</p> <p>2. The highly congested human traffic during dismissal poses concerns for our students' safety on a daily basis. Please be considerate and create a wide walking path for them outside Side Gate 1, leading to Bukit Purmei Avenue, so that they can walk out of this side gate smoothly. You can also help to alleviate the congestion by making arrangement to pick your child from a specific area slightly away from the side gates.</p>

G2 GATE OPENING HOURS

The side gates are accessible during the following periods of time. We appreciate your understanding as we need to ensure that the school grounds are safe and secure for our students at all times.

OPENING HOURS	
BUKIT PURMEI SIDE GATE (GATE 1)	LOWER DELTA SIDE GATE (GATE 3)
6.45 am to 7.45 am	7.15 am to 7.45 am
1.25 pm to 2.25 pm (Monday – Thursday)	
1.10 pm to 2.00 pm (Friday Only)	

G3 ACCESSIBILITY OF SCHOOL BOOKSHOP TO PARENTS/ GUARDIANS

For the safety and security of our students, and also to facilitate a smooth purchase flow at the School Bookshop, we have issued instructions to our Security Officers to allow parents access to the School Bookshop only during stipulated times. Please adhere to the following stipulated times if you would like to purchase items personally from the School Bookshop.

DAY	TIME
Mon - Fri	11.30 am – 12.30 pm
	2.30 pm – 3.30 pm

G4 TRAFFIC MATTERS

Students Alighting Along Lower Delta Road at Arrival

If you drive your children/ wards to school in the morning, please do not to allow them to alight along the Lower Delta Road and/ or Bukit Purmei Avenue as it poses a danger to them and other road users and is a hindrance to smooth traffic flow. Please drive into RMPS via Bukit Purmei Avenue so that your children can alight at the foyer safely. We seek your understanding and cooperation to ensure their safety and well-being, as well as to be socially responsible by playing your part to prevent traffic congestion along Lower Delta Road and Bukit Purmei Avenue.

Strictly For Drop Off And Pick Up At The School Foyer

To facilitate the smooth flow of vehicles driving into RMPS for students to alight at arrival and for parents to fetch them at dismissal, please note of the "STRICTLY FOR DROP OFF AND PICK UP" signs at the foyer. If you drive your children/ wards to school, please ensure that their bags are with them so that they can alight quickly on their own, at the foyer. This will ease traffic congestion leading into RMPS and minimise the wait time of other parents who are also driving their children/ wards to school. Similarly, if you drive to school to fetch your children/ wards at the foyer, they should board the vehicle quickly and minimise the wait time of other parents who also drive to school to fetch their child(ren)/ ward(s).

No Right Turn

Please take note of the "NO RIGHT TURN" sign in front of the school. Parents/ Guardians are not allowed to make a right turn upon exit from the school on Mondays to Fridays from 6.45 am to 7.45 am.

Parking Along Bukit Purmei Avenue at Dismissal

If you fetch your children/ wards after school by car, please park at the HDB carparks at Blk 108 and Blk 112, and walk to the Bukit Purmei side gate to wait for them. Alternatively, you may time your arrival after 2.15 pm so that you can drive into RMPS after the school buses have left. Please refrain from parking your vehicles along Bukit Purmei Avenue as it poses a danger to other road users and is also a hindrance to smooth traffic flow. We seek your co-operation and understanding to alleviate the inconvenience to the Bukit Purmei Avenue community, caused by illegal parking along the road, leading to traffic congestion.

G5 EARLY DISMISSAL OF STUDENTS

If there is a need for your children's early dismissal from school for valid reasons, please inform their Form Teachers at least one day in advance and make arrangements for them to be fetched by an adult. Please note that the school will not allow your children/ wards to go home on their own before dismissal, in the absence of an accompanying adult. The persons designated to fetch them must sign them out at the General Office.

G6 DELIVERY OR COLLECTION OF PERSONAL BELONGINGS DURING OR AFTER SCHOOL HOURS

RMPS aims to cultivate our students as responsible and independent persons who take personal responsibility for their own belongings. Forgetfulness is common amongst students and is a sign that they lack personal responsibility. This must be addressed as it causes inconvenience to others when assistance is required to deliver or collect their belongings. We seek the understanding and cooperation of all teachers and parents/ guardians to reinforce this important expectation of personal responsibility.

Home-school partnership will be critical in this endeavour to inculcate personal responsibility in our students. We will remind teachers not to ask students to call home and request for the delivery of items they have forgotten to bring to school. Together, teachers and parents must message to the students that they must take personal responsibility and face the consequences of their actions or non-actions. However, we recognize that some items, eg wallets, spectacles or medication, are critical for our students. Therefore, the school will only facilitate delivery of critical items if necessary. In addition, students will only be able to retrieve items left in the classrooms on the next school day.

G7 BIRTHDAY CELEBRATIONS

We have noted a growing trend of parents requesting for permission to celebrate their children's birthday in school with birthday cakes and goodie bags for their classmates. While we acknowledge the joy children have in celebrating their birthdays with their peers, this practice may pose a challenge to the school, in ensuring the hygiene standards of the food brought in and the well-being of our students, some of whom have specific food allergies. This practice may also lead to undesirable expectations amongst our students which may in turn, result in unnecessary pressure on their parents. Birthday celebrations in school is not allowed. We seek your understanding and cooperation to partner the school in this matter.

G8 COLLECTION OF SCHOOL FEES AND OTHER PAYMENTS

The General Office has set aside a period of time on two days each week for parents to make payments personally. Please adhere to the following stipulated times if you would like to make payments to the school.

DAY	TIME
Tue & Wed	10.30 am – 1.45 pm

H. TEMPERATURE-TAKING EXERCISE 2017

(Mdm SH Nisaa, AM)

As part of our measures to maintain schools' readiness to resume a temperature-taking exercise, the school will be conducting its first temperature-taking exercise on **Friday, 06.01.2017 (Term 1, Week 1)**. The school will only be providing the 2017 Primary 1 students with new Oral Digital Thermometers (ODTs). Please ensure that your child's/ ward's ODT is in good working condition. If the ODT is not working, a new one can be purchased from the RMPS bookshop at \$4.50 each.

We seek your support and cooperation to ensure that your child/ ward brings his/ her ODT on the day of the Temperature-Taking Exercise. Together, we can conduct a successful temperature-taking exercise as part of our continuing efforts to provide a healthy and safe environment for all in our school.

I. PARENTS' BRIEFING

(Mrs Doreen Foo, YH LP, Mdm Wong Pauline, YH MP, Mdm Malar Vizhi, YH UP)

RMPS will be conducting Parents' Briefings for parents of P2 – P6 students, on Sat, 18.02.2017, to share on the following:

- the changing Singapore education landscape;
- the school directions;
- the respective level's holistic programmes for the year;
- the importance of home-school partnership;
- the expectations of teachers in the classroom.

Due to the limited parking lots within the school compound, we request parents who drive, to park their cars at the HDB carparks at Block 112 or Block 108 Bukit Purmei Avenue. Your understanding is greatly appreciated.

To facilitate seating arrangements, please confirm your attendance by filling in the details and your questions/ concerns (if any) under 'Forms/ Letters' in SNAAPP, by **Friday, 13.01.2017**. For non-SNAPP users, please fill in the attached Response Slip and submit the hard copy to your children's/ wards' Form Teachers by the same date.

A NIL reply is required.

Please note that these briefings are for parents/ guardians only and children will not be allowed into the hall/ classrooms. As they are mass briefings, you will **NOT** have the opportunity to speak individually to the teachers about your children's progress and/ or your concerns. If you would like to do so, please arrange for individual appointments with the teachers on other days.

The schedule of the Parents' Briefing for the respective levels is shown in the table below.

Date	Levels	9.00	9.15	9.30	9.45	10.00	10.15	10.30	10.45	11.00	11.15	11.30	11.45	12.00
18.02.2017	P2 - P4	Principal's Address (Hall)			YH's Address Level Programmes (Hall)			Form Teacher's Address Class Focus 2017 (Classroom)						
	P5- P6				Form Teacher's Address Class Focus 2017 (Classroom)			Principal's Address (Hall)			YH's Address Level Programmes (Hall)			

J. JOG-A-WALK AND FAMILY DAY

(Mr Aaron Koh SM, HOD PE/ CCA/ Aes)

RMPS will be having its annual Jogawalk cum Family Day on Sat, 08.04.2017 at 8.30 am. It is jointly organized with our esteemed stakeholders – Parent Link, Alumni and School Advisory Committee. As part of the event, the school will be conducting a fund-raising activity through donation cards. Students will receive the donation cards on Thu, 26.01.2017.

This fund-raising event is voluntary and students must not solicit donations door-to-door or at public places. Every family will be given one donation card. If you have more than one child in the school, only the youngest will be receiving the donation card. Students must return the donation cards to their form teachers latest by Fri, 31.03.2017.

We thank you in advance for your generosity and continuous support!

K. CHINESE NEW YEAR CELEBRATION

(Mdm Lee SW, HOD MTL)

The school will celebrate Chinese New Year on Friday, 27.01.2017. On that day, school will function from **7.45 am to 10.15 am**. If your child does not take the school bus home, kindly make your own transport arrangements. Students are encouraged to bring mandarin oranges to school to greet their teachers.

All students are encouraged to come to school in traditional costumes on that day. Please note that jeans, T-shirts and blouses or dresses in spaghetti straps are not allowed in school. Students also have the option to come to school in their school uniform. It is compulsory for all students to be in school shoes whatever attire they choose to wear on that day.

L. P3 SWIMSAFER SWIMMING PROGRAMME

(Mr Aaron Koh SM, HOD PE/ CCA/ Aes)

SwimSafer is a national water safety programme designed to teach students an important life skill – swimming in a fun and safe way. The programme will develop swimming and water safety skills in them. The classes will be small, with an instructor-child ratio of 1:10. Teachers will be present as well. This is to ensure that your children/wards are well-supervised.

These lessons are part of the school's Physical Education curriculum and students will attend the swimming lessons during their PE periods. The programme will reach out to the different groups of students, ranging from non-swimmers to proficient swimmers. It is our belief that every child should be water confident.

All P3 students, except those with valid medical reasons, are required to attend these swimming lessons which will be conducted at the Delta Swimming Complex. If you would like to seek exemption for your children/wards, please submit a letter of excuse with supporting documents to their PE teachers by **Friday, 27.01.2017**.

The cost of the programme will be co-funded by the school. Students only need to pay \$30 each. The amount will be deducted from their Pupil Edusave Fund for Singaporean students. SPR students and IS need to pay cash/cheque of \$30. This amount will be reflected in the Consolidated Edusave/ Cash Payment for Enrichment Programmes for 2017.

The schedule of the swimming lessons for the respective P3 classes is shown in the table below:

Class	Day/ Time	Session No.									
		1	2	3	4	5	6	7	8	9	10
3A/ 3M	Mon/ 7.45 – 9.45am*	6 Feb	13 Feb	20 Feb	27 Feb	6 Mar	20 Mar	27 Mar	3 Apr	10 Apr	17 Apr
3R/ 3I	Wed/ 7.45 – 9.45am*	1 Feb	8 Feb	15 Feb	22 Feb	1 Mar	8 Mar	22 Mar	29 Mar	5 Apr	12 Apr
3D/ 3N	Thu/ 7.45 – 9.45am*	2 Feb	9 Feb	16 Feb	23 Feb	2 Mar	9 Mar	23 Mar	30 Mar	6 Apr	13 Apr

* The time reflected above includes travelling and changing time. Swimming lessons are from 8.15 am to 9.15 am. You will be informed if there are any changes to the schedule in future

P3 students need to bring the following list of items for their swimming lessons:

S/N	Item	Recommended quantity
1	Swimwear	1 set
2	Goggles	1
3	Towel	1
4	Plastic bag for wet clothing	1
5	Bag for dry clothes & items above	1

* Students must label ALL their personal belongings. RMPS & service provider will not be liable/ responsible for any loss/ damage to personal belongings.

Students will place their school bags in their classroom before leaving for Delta Swimming Complex. They will carry a small bag containing their swimming apparels and towel for the swimming lessons.

Due to time constraint, students are encouraged to take a quick rinse after each swimming lesson. Your understanding is much appreciated. They are allowed to bring some snacks to eat on the way back to school.

Please acknowledge that you have received this information by filling in your details via SNAAPP under 'Forms/ Letters' by **Friday, 13.01.2017**. For non-SNAPP users, please fill in the attached Response Slip and submit the hard copy to your children's PE Teachers, by **the same date**.

M. P4 OUTDOOR ESCAPE AND LEADER SHIP CAMP WITH MATHEMATICS AND SCIENCE TRAIL

(Mr Aaron Koh SM, HOD PE/ CCA/ Aes)

In RMPS, we provide every student with a camp experience at all levels as we believe that experiential camps provide excellent opportunities to impart values and knowledge that are not possible in the classrooms. They are also excellent platforms for celebrating our students' diversities and talents.

As part of the school's Outdoor Education programme, P4 students will learn useful skills such as outdoor cooking, and tying of basic knots and lashings and experience camping outdoors. This is a progression from their Primary 3 camp where they learnt how to prepare for an overnight camp. They will also experience sleeping in tents, going for a night walk as well as participate in team building activities. As part of the camp programme, Mathematics and Science concepts will also be taught. Leadership roles will be rotated among the students to give every student an opportunity to lead.

As the camp is part of our school's co-curriculum, every student is required to attend the camp. Every student who is unable to attend the camp due to valid medical reasons, must submit a letter of excuse with supporting document(s) to the Form Teacher. Please note that students who are unable to attend the camp will be required to report to school as usual. An alternative programme will be arranged for them.

Please be assured that your child is in a very safe environment and every possible measure is taken to ensure the safety of your child during the camp. They will be sleeping in tents and there is a sheltered area in case of wet weather. A sleeping bag is essential for additional comfort. A packing list will be given to the students.

Details of P4 Camp

Date : Thu, 09.02.2017 to Fri, 10.02.2017
Time : Arrival - Report to school as usual by 7.40 am in school on Thu, 09.02.2017
Dismissal - Students will be dismissed from school by 1.15 pm on Fri, 10.02.2017
Venue : Singapore Zoo

The cost of the camp is \$100.00 per student. After school subsidy, students need to co-pay only \$50.00. The amount will be reflected in the consolidated Edusave/ Cash payment Form for 2017.

Please complete the acknowledgement under 'Forms/ Letters' in SNAAPP, **by Fri, 13.01.2017**. For non-SNAPP users, please fill in the attached Acknowledgement Slip and submit the hard copy to your children's/ wards' Form Teachers by the same date.

Prepared By:



Mdm S Hidayatun Nisaa
Administration Manager

Endorsed By:



Mrs Wong Siew Shan
Principal

**PARENTS' BRIEFING
RESPONSE SLIP**

(For non-SNAAPP users, please submit the completed Response Slip to your children's/ wards' Form Teachers by **Friday, 13.01.2017**)

Please tick the appropriate box to indicate your response.

- I will attend the briefing with my spouse. (2 attendees)
- I will attend the briefing myself. (1 attendee)
- I will not be attending the briefing. (0 attendee)

My question(s)/ concern(s)

Name of Child: _____ Class: _____
Name of Parent: _____ Contact No: _____
E-mail Address: _____



**P3 SWIMSAFER PROGRAMME
RESPONSE SLIP**

(For non-SNAAPP users, please submit the completed Response Slip to your children's/ wards' PE Teachers by **Friday, 13.01.2017**)

I have read Item M of the January 2017 Notification for Parents/ Guardians and have taken note of the contents.

Name of Child: _____ Class: _____
Name of Parent: _____ Contact No: _____
E-mail Address: _____



**P4 OUTDOOR ESCAPADE AND LEADERSHIP CAMP WITH MATHEMATICS AND SCIENCE TRAIL
ACKNOWLEDGEMENT SLIP**

(For non-SNAAPP users, please submit the completed Response Slip to your children's/ wards' Form Teachers by Fri, 13.01.2017)

I have read Item M of the February 2016 Notification for Parents/ Guardians and have taken note of the contents.

Name of Child: _____ Class: _____
Name of Parent: _____ Contact No: _____