



Radin Mas Primary School

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

Jan 2021 - Notification for Parents and Guardians (P2 – P6)

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A. THE WEEKS AHEAD

Date	Event Description
Mon, 04.01.2021	Primary 1 Orientation & Camp
Fri, 08.01.2021	Return of report books to Form Teachers for P2 to P6 students
Mon, 11.01.2021	Start of P4 to P6 students Co-Curricular Activities
Tue, 12.01.2021	P6 Outdoor Day Camp 1 – 6R
Thu, 14.01.2021	P6 Outdoor Day Camp 2 – 6A
Fri, 15.01.2021	Start of P3 Modular Co-Curricular Activities P6 Parent-Teacher Meeting
Tue, 19.01.2021	P6 Outdoor Day Camp – 6I
Thu, 21.01.2021	P6 Outdoor Day Camp – 6D
Fri, 22.01.2021	P5 Parent-Teacher Meeting P2 Camp
Tue, 26.01.2021	P6 Outdoor Day Camp – 6N
Thu, 28.01.2021	P6 Outdoor Day Camp – 6M
Fri, 29.01.2021	P4 Parent-Teacher Meeting
Thu, 04.02.2021	P2 Parent-Teacher Meeting
Fri, 05.02.2021	P3 Parent-Teacher Meeting

B. FROM THE PRINCIPAL'S DESK

Let me start by wishing all Parents, Guardians and Students a wonderful and enriching 2021 ahead.

2020 was indeed a challenging and daunting time for many of us. It was a year filled with challenges and obstacles and it jolted many of us away from our comfort zones. However, as a school, we continued to leverage and seize on opportunities to continue our push for holistic growth and development for all our students. We embraced technology to bring e-learning to the fore and continued to provide opportunities and platforms for our students to make a mark across all domains. We are very grateful to our parents and guardians, who soldiered on with us and rode the uncertainties, disruptions and inconveniences together as we implemented safe management measures



in school and collectively emphasised on personal and social responsibilities. This is truly the hallmark of our Radin Mas family.

2021 will also usher in a year of uncertainties, however, I am optimistic and confident that Radin Mas Primary will continue to be able to shape and grow our students holistically. We will ensure that all our students are still able to work hard, play hard and to discover and mould their talents, interests and passion. We will continue with our safe management measures to keep everyone safe and will continue to partner our parents and guardians in this aspect. Let us work together in 2021 to ensure that our students will continue to flourish and be able to seize these challenges brought about by COVID-19 to shape resilience, positivity and growth.

Stay safe and positive always!

C. SAFE MANAGEMENT MEASURES FOR SCHOOL REOPENING

We will ensure that safe management measures are in place to keep our students safe:

- Daily temperature-taking with additional visual and question screening will continue to be carried out for all students and staff. In addition, students and staff who are unwell, or who have adult household members on home quarantine / Stay Home Notice or have flu-like symptoms such as fever and cough, will be required to stay away from school. P1 students will be given an oral digital thermometer on their first day in school. They will be taught on the usage of the oral digital thermometer. They are to bring it every day to school.
- Students and staff are required to wear their masks. Students are to bring to school a clean, resealable bag, with their name clearly labelled, to keep their mask during PE lessons and recess.
- Students will practise frequent hand-washing throughout the school day and practice wipe down of tables and shared equipment after use.
- Students and staff are to stay home if any of the family members or people living in the same household are unwell with flu-like symptoms.
- Students and staff are not to enter the school if they are on Quarantine Order (QO), Stay Home Notice (SHN) or Leave of Absence (LOA).
- The school will clean high-touch surfaces more frequently and disinfect the premises daily.
- Intermingling across classes and levels will be minimised.
- There will be fixed exam-style seating in classrooms, group seating for Lower Primary and spaced seating in canteens or alternative venues.
- We will stagger recess and dismissal timings to reduce congestion. We would also like to encourage all students to bring packed food from home for recess so as to ease the queue at the canteen stalls and that they will also have sufficient time to finish their food.

D. CURRICULUM TIME

The 2021 RMPS school schedule will be as follows:

Description	Level	Mon	Tue	Wed	Thu	Fri
Arrival Time	P1 – P6	7.35 am				
Staggered Dismissal Time	P1	1.00 pm				12.45 pm
	P2 and P4	1.10 pm				12.55 pm
	P3 and P5	1.20 pm				1.05 pm
	P6	1.30 pm				1.15 pm
After School Programmes (2.00 – 4.00 pm)	P3 – P6	P4 – P6 CCA	Remedial Lessons (for selected students)	CCA (for selected students)	Remedial Lessons (for selected students)	Semester 1 P3 Modular CCA

Recess and Snack Break Time

SEMESTER 1, 2021			
LEVEL	RECESS	SNACK BREAK	STAGGERED LUNCH ON MONDAY BEFORE CCA
PRIMARY 1	10.15 am – 10.45 am	12.15 pm	Not Applicable
PRIMARY 2	9.45 am – 10.15 am	12.15 pm	Not Applicable
PRIMARY 3	8.45 am – 9.15 am	12.15 pm	Not Applicable
PRIMARY 4	11.15 am – 11.45 am	9.15 am	To be confirmed
PRIMARY 5	9.15 am – 9.45 am	12.15 pm	To be confirmed
PRIMARY 6	10.45 am – 11.15 am	9.15 am	To be confirmed

Visitor Management

The school has embarked on SafeEntry to manage entry and exit of staff and visitors. This will be carried out on top of our existing visitor management measures. All visitors to the school would still need to declare their travel history and have their temperature taken at the guard house before entering the school.

E. DEVELOPING POSITIVE HABITS

(Mr Chua WN, HOD Disc)

RMPS believes in the importance of inculcating strong values and a sense of personal responsibility and self-discipline. These values and dispositions are essential for a child's pursuit of excellence in all areas.

Our school rules and expectations may be found in our school website, and we encourage you to go through them with your children. We would like to highlight these key points:

1. **Respect and Graciousness.** At home and in school, these values are the foundation that we want all children to develop and live out. Encourage your children to show respect in deed and word to their peers and school staff. Remind them to be gracious by putting the needs of others before self.
2. **Responsibility.** We want our students to have exercise ownership of the things they do and have. Encourage them to pack their own school bags. Being responsible also means how one values time; it also shows respect to others when one is on time. Students are expected to report to their respective assembly areas by 7.40 am every day for flag-raising. The school will work with students who have issues with attendance and punctuality but habitual tardiness and absences from school, CCA or school events will impact a student's Conduct Grade.
3. Students are discouraged from bringing smart devices such as mobile phones to school. Students are to keep their devices turned off during curriculum hours, unless permission is given by teachers. Students are only allowed to use their devices to make personal phone calls **after school**, and only at the canteen or the foyer.
4. Every student must wear their school uniform in accordance to the dress code. An integral part of the Radin Mas school uniform is the student's nametag. It helps staff to quickly address students by name. The nametag should be placed above the school crest of the uniform. Please refer to the student's handbook for rules about the school uniform and the placement of the nametag.

Students are expected to report to school with neat and tidy hair. Girls' hair accessories must be either black or dark blue. Girls' hair that reaches the uniform's collar must be tied up neatly while hair longer than the shoulder must be braided. Boys' hair must be kept short and neat at the back and sides. Hairstyles such as undercut, dyed hair are not permitted.

F. READING BEFORE MORNING ASSEMBLY

(Mr Goh SE, 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.

G. CHINESE LANGUAGE READING PROGRAMME

(Mdm Lee SW, HOD MTL)

To promote a love for reading Chinese Language storybooks amongst our students, the Mother Tongue Language Department has subscribed to ETutor iReading Levelled eBook by e-Com Digital International Pte Ltd. The Chinese Language teachers will assign e-readers for their students to read regularly and students are required to do an online assignment upon completion of the reading task. These e-Readers will enable the students to read independently with confidence, great interest and ease.

Your child can access these e-readers by logging in to website: www.ezhishi.net OR downloading mobile APP to your iPad/ iPhone/ Android Tablet/ Smart Phone for convenient log in. The Chinese Language teacher would be informing your child the username and password to log in.

We hope to work in partnership with you to help your child develop a joy in reading Chinese Language storybooks.

If you encounter any technical issue in accessing Ezhishi portal, you may contact the Ezhishi helpdesk at 67427555 or email to service@ecombay.com.

H. USAGE OF PERSONAL DATA

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, Prize Giving 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. If parents/ guardians wish to opt-out and not allow your child's/ ward's photos to be used, kindly inform the school through your child's/ ward's Form Teachers.

I. SAFETY & SECURITY

(Mdm SH Nisaa, AM)

11 SCHOOL'S GATES OPENING HOURS

The opening hours for the gates on **official school days** are as follows:

Description / Day		Main Gate (Gate #2)	Bukit Purmei Side Gate (Gate #1)	Lower Delta Side Gate (Gate #3)
		Time		
Daily Arrival	Mon - Fri	6.45 am - 7.45am	6.45 am - 7.45am	7.15 am - 7.45am
Daily Dismissal	Mon - Thu	1.45 pm - 2.30 pm	12.55 pm - 2.00 pm	
	Fri	1.30 pm - 2.15 pm	12.40 pm - 2.00 pm	
Dismissal After CCAs	Mon	4.30 pm - 5.00 pm	4.00 pm - 4.45 pm	
Dismissal After CCA (Chinese Orchestra)	Wed	5.30 pm - 6.00 pm	5.30 pm - 6.00 pm	-

If you need to come to the school for other purposes, eg to buy school books, or for appointments with school staff, please call the phone number indicated on the signage at the main gate, for assistance.

I2 SEASON PARKING IN RMPS

All carpark lots in the school have been reserved for season parking holders. Due to limited lots available, the school may not be able to provide sufficient visitor parking to parents. The school seeks your cooperation to park at Blk 108 and Blk 112, and enter the school via the Bukit Purmei Avenue side gate and proceed immediately to the Security Guard Post for visitor's registration. We appreciate your understanding.

I3 TRAFFIC MATTERS

Students Alighting Along Lower Delta Road at Arrival

If you drive your child(ren)/ ward(s) to school in the morning, please do not allow him/ her/ them to alight along the Lower Delta Road and/ or Bukit Purmei Avenue as it poses a danger to him/ her/ them and other road users and is a hindrance to smooth traffic flow. Please drive into RMPS via Bukit Purmei Avenue so that your child(ren)/ ward(s) can alight at the foyer safely. We seek your understanding and cooperation to ensure his/ her/ 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 him/ her/ them at dismissal, please note of the "STRICTLY FOR DROP OFF AND PICK UP" signs at the foyer. If you drive your child(ren)/ ward(s) to school, please ensure that his/ her/ their bags are with them so that he/ she/ they can alight quickly on his/ her/ 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 child(ren)/ ward(s) to school. Similarly, if you drive to school to fetch your child(ren)/ ward(s) at the foyer, he/ she/ 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 child(ren)/ ward(s) 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 him/ her/ them. Alternatively, you may time your arrival after 1.45 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.

J. ADMINISTRATIVE MATTERS

J1 EARLY DISMISSAL OF STUDENTS

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

J2 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 his/ her/ 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 his/ her/ 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.

J3 BIRTHDAY CELEBRATIONS

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 are not allowed. We seek your understanding and cooperation to partner the school in this matter.

J4 COLLECTION OF SCHOOL FEES AND OTHER PAYMENTS

The General Office has set aside a period of time 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 & Thu	11.30 am – 12.30 pm

J5 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	1.45 pm – 3.00 pm

K. P2 CAMP

(Mr Idham Anis Ashblie, HOD PE/ CCA/ Aesthetics)

The PE Department's Outdoor Education Programme is part of our school's holistic education programme. Hence, every student is required to participate in this camp. This camp aims to equip out students with the necessary knowledge, skills and attitudes to explore the natural and urban environments safely and responsibly.

The P2 Camp will be conducted within the school. Students will be learning fundamental outdoor education skills such as identification of places and buildings using pictorial charts/maps within the school and identification of historical landmarks within Bukit Purmei using Google maps (online). They will also learn to appreciate the purpose and historical backgrounds of these buildings and landmarks within the school and neighbourhood through the activities conducted. Thereby, deepening their sense of belonging to the school and its environment, and be able to develop a lasting connection to it.

Students who are unable to attend the camp, due to valid medical reasons, must submit a letter of excuse with supporting document(s) to their Form Teacher.

The details of the P2 camp are as follows:

Date	:	Fri, 22.01.2021
Time	:	Assemble at school hall by 7.35 am Dismiss from school at 12:55 p.m
Venue	:	Radin Mas Primary School
Attire	:	PE attire and school shoes (sports shoes are allowed)
Things to bring	:	Small bag, storybook, colour pencils, pencil, eraser, scissors, glue, clipboard , water bottle, a small ziplock bag containing some dead leaves and twigs/branches, money/food for recess and snack for snack time.

Please acknowledge that you have received this information via Parents Gateway by **Fri, 08.01.2021**. If you are not able to submit your reply through the Parent Gateway, please fill in the attached Acknowledgement Slip and submit the hard copy to your child's/ ward's Form Teacher, by the same date.

L. P3 MODULAR CCA

(Mr Idham Anis Ashiblie, HOD PE/ CCA/ Aes)

As part of a holistic education, our P3 students will be attending Modular CCA sessions in Semester 1, 2021. The objectives of Modular CCAs are to provide our students with further exposure in sports, performing arts and visual arts lessons and also to serve as a platform for them to discover their interests and talent in 'alternative CCAs' not offered by the school.

The details of P3 Modular CCA are as follows:

Day	9 Friday sessions, commencing 15.01.2021
Time	2.00 pm - 4.00 pm
Venue	Upper ISH & School Hall – Floorball Music Room & PAL Room – Show Choir Art Rooms – Manga Drawing

Session	Dates	3A	3D	3I	3M	3N	3R
1	15-Jan	Floorball	Floorball	Show Choir	Show Choir	Manga Art	Manga Art
2	22-Jan	Floorball	Floorball	Show Choir	Show Choir	Manga Art	Manga Art
3	29-Jan	Floorball	Floorball	Show Choir	Show Choir	Manga Art	Manga Art
4	5-Feb	Manga Art	Manga Art	Floorball	Floorball	Show Choir	Show Choir
5	19-Feb	Manga Art	Manga Art	Floorball	Floorball	Show Choir	Show Choir
6	26-Feb	Manga Art	Manga Art	Floorball	Floorball	Show Choir	Show Choir
7	5-Mar	Show Choir	Show Choir	Manga Art	Manga Art	Floorball	Floorball
8	26-Mar	Show Choir	Show Choir	Manga Art	Manga Art	Floorball	Floorball
9	16-Apr	Show Choir	Show Choir	Manga Art	Manga Art	Floorball	Floorball

Once our P3 students have completed their Modular CCAs by the end of Semester 1, they will attend **two CCA orientation sessions on 26.04.2021 and 24.05.2021** for a glimpse of what is to be expected from each of the 16 CCAs offered in RMPS. They will then indicate their 3 choices of CCAs offered by the school in the online CCA Option Form in June. The school will ensure that every P3 student will be assigned a CCA within their 3 choices. Do note that the choices made will not follow any sequential or preferential order and allocation of CCA will be based on availability of each CCA.

To summarise, P3 students will participate in 3 modular CCAs in Semester 1 and begin their regular CCA from Semester 2 onwards. The school will arrange for transport for those taking the school bus home.

M. P2-6 PARENT-TEACHER MEETINGS (conducted through Zoom)

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

As part of our on-going efforts to work in close partnership with parents to better support our students in their educational journey, RMPS will be conducting online Parent-Teacher Meetings. The objectives of the meeting are to share with parents on:

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

The schedule for the respective levels is shown in the table below.

Level	Primary 2	Primary 3	Primary 4	Primary 5	Primary 6
Date	Thu, 04.02.2021	Fri, 05.02.2021	Fri, 29.01.2021	Fri, 22.01.2021	Fri, 15.01.2021
Zoom Details	It will be sent out through Parents' Gateway 3 days prior to the respective session.				
3.30 pm	Principal's Address – School Directions				
4.00 pm	Year Head's Address – Level Programme Academic Heads' Address – Curriculum Matters				
4.55 pm	Break				
5.00 pm	Form Teacher's Address – Class Focus				
5.30 pm	End of session				

N. P4 TO P6 CO-CURRICULAR ACTIVITIES

(Mr Idham Anis Ashiblie, HOD PE/ CCA/ Aes)

In line with the current national posture and safe management measures (SMMs), face-to-face CCAs will resume again beginning **Mon, 11.01.2021 from 2.15 pm to 4.15 pm**. P4-P6 students are to be properly attired in their CCA outfits. Lunch time on Mondays will be staggered to ensure that our students have sufficient time for their meal before commencement of CCAs. The school will arrange for transport for those taking the school bus home.

O. P6 OUTDOOR DAY CAMP

(Mr Idham Anis Ashiblie, HOD PE/ CCA/ Aes)

As part of the school's "Camps for All" programme, this P6 day camp will expose our students to several challenging obstacle courses that are all within their physical and mental capabilities. These obstacles are designed to assist students to overcome fear and at the same time enjoy the adrenaline rush of successfully completing the obstacles. The day camp programme includes ice-breaker activities, challenge ropes course and rock wall climbing. Such activities will allow them to practise effective communication, responsible decision-making and work cohesively as a team.

By participating in the camp, students will be able to:

- Develop ruggedness and resilience through outdoor experiences,
- Forge camaraderie, develop growth mindset and instil values of teamwork and individual responsibility
- Equip themselves with the skills to identify risks and manage the safety of self and others

The details of the camp are as follows:

Start Time	:	Report to school as usual by 7.35 am
End Time	:	Dismissed from school as usual at 1.30 pm
Venue	:	HomeTeamNS Bukit Batok

Day & Date	Class
Tue, 12.01.2021	6R
Thu, 14.01.2021	6A
Tue, 19.01.2021	6I
Thu, 21.01.2021	6D
Tue, 26.01.2021	6N
Thu, 28.01.2021	6M

We would like to assure you that the safety of your child/ward is of the highest priority. All necessary precautions will be taken to ensure the safety of our students, in alignment with the national posture and prevalent safe management measures (SMMs). Instructors are proficient in outdoor skills and are First Aid, CPR and AED certified.

As the outdoor day camp is part of our school's co-curriculum, every student is required to attend the camp. Students who are unable to attend the camp due to medical reasons are required to submit a letter of excuse with supporting document(s) to their form teachers. 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. The cost of the camp will be borne by the school.

Please acknowledge that you have received this information via Parents Gateway by **Fri, 08.01.2021**. If you are not able to submit your reply through the Parents Gateway, please fill in the attached Acknowledgement Slip and submit the hard copy to your child's/ ward's Form Teacher, by the same date.

P. PHOTO-TAKING FOR P6 STUDENTS FOR THE SCHOOL SMART CARDS (SSC)

(Mdm SH Nisaa, AM)

The TransitLink Pte Ltd will be conducting the yearly photo-taking exercise for all P6 students for the issue of the SSC on **Mon, 08.02.2021**. The photo-images captured for P6 students will be used for the printing of Secondary SSCs when they progressed to Secondary One in 2022.

Prepared by

Mdm Siti Hidayatun Nisaa
Administration Manager

Endorsed by

Mr Muhammad Farizal Bin Umar Effendi
Principal

SUMMARY OF DEADLINES				
Item No.	Level	Description	Remarks	Deadline
K	P1	P2 CAMP	Acknowledgement via Parents Gateway or hardcopy	Fri, 08.01.2021
O	P6	P6 OUTDOOR DAY CAMP	Acknowledgement via Parents Gateway or hardcopy	Fri, 08.01.2021

P2 CAMP
(Acknowledgement Slip. Reply by Fri, 08.01.2021)

I have read **Item K** of the January 2021 Notification for Parents/ Guardians and have taken note of the contents.

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

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P6 OUTDOOR DAY CAMP
(Acknowledgement Slip. Reply by Fri, 08.01.2021)

I have read **Item O** of the January 2021 Notification for Parents/ Guardians and have taken note of the contents.

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

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