



# ANDERSON PRIMARY SCHOOL

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29 December 2023

Dear Parents/Guardians,

Welcome to a new academic year at Anderson Primary School. To the new parents/guardians amongst us, a warm welcome to our Anderson Family.

We would also like to extend a very warm welcome to the parents/guardians of our Primary 1 cohort and all those who have just joined the Anderson family.

We look forward to another good year of partnership with you; as we welcome all our Andersonians back to school, we would like to thank all parents/guardians for your partnership in co-building a safe and nurturing learning environment for our students.

As we start the new term for 2024, we would like to draw your attention to the following school matters:

## 1. Attendance and Dismissal Procedure

- 1.1 Curriculum time during school days is precious and has been set aside for your child/ward to learn the required syllabus content so that he/she is adequately prepared for the various assessments over the terms. Hence, your child/ward is expected to be present during term time.
- 1.2 **Attendance** will be recorded as **ABSENT** without valid reasons unless supported by **Medical Certificate or relevant official documents**. Parents are discouraged from bringing their children out of school during term time unless there are exigencies to attend to.
- 1.3 Do also assist to monitor your child/ward regularly and ensure that he/she completes the homework assigned, be it physical worksheets or online assignments on Student Learning Space (SLS), so that he/she has the necessary practice and consolidation of his/her learning.

## 2. First Day of School on 2 Jan 2023 (Tue) for Primary 1 cohort

### 2.1 Class Allocation

The school has previously informed you of your child's/ward's form class and the programme for the first day of school through Parents Gateway (PG).

The information was sent out on 21 Dec 2023 by Year Head (Lower Primary), Ms Neo Hwee Hwee, When you log into PG, you will also be able to check your child's/ward's class. The class is indicated below your child's/ward's name in PG.

## 2.2 Reporting Details

All P1 students are to report to school on 2 Jan 2023 (Tue); you can bring your child to their respective classroom by 7.50 am.

<b>Attire</b>	School Uniform, with black shoes and black socks
<b>Reporting Time</b>	<u>8.00 am for all P1 students</u>  Please take your child's/ward's temperature at home before he/she leaves for school. If he/she is feeling unwell, please do not send him/her to school.
<b>Reporting Venue</b>	Respective classrooms on Level 1 from 7.50 am onwards.
<b>Things to bring</b>	<ul style="list-style-type: none"><li>▪ Money for recess (about \$2.50) or packed food from home</li><li>▪ Storybook</li><li>▪ Water bottle with name labelled</li><li>▪ Pencil case with stationery and colour pencils</li></ul>

The curriculum time-table will be issued to your child/ward on 2 Jan (Tue), including the list of learning materials to bring for the rest of the week.

As there are limited parking lots within the school compound, all parents/guardians who drive are to park at the nearest HDB carparks opposite the school.

## 2.3 Programme for Parents/Guardians

After settling your child/ward in his/her classroom, all parents/guardians will be ushered to attend a curriculum briefing in the hall. The briefing will begin at 8.00 am.

Please do refer to the PG notification shared earlier for the detailed programme.

## 2.4 Dismissal Arrangements

Dismissal Time	12.00pm	<u>Pick-up on foot:</u> Gates A and B will be open for parents'/guardians' pick up on foot.  <u>Pick up by vehicular drive-through:</u> Parents/Guardians can only drive into the school from about 12.20 pm.  All students enrolled in our <u>school-based Student Care Centre (SCC)</u> will be brought to the covered basketball court to have their attendance taken by their SCC coaches. We would like all SCC students to be familiar with the SCC daily reporting routines. If you'd like to pick your child/ward up earlier, pls arrange separately with the SCC.
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### **3. First Week of School from 3 Jan to 5 Jan (Wed – Fri)**

All students will report to school from 3 Jan (Wed). To facilitate all students' transition to the new school year, all students will go through Start Right!, a 1-day orientation programme on 3 Jan (Wed).

Curriculum lessons will only begin from 4 Jan (Thu). Students do not need to bring their books or files for the first day of school as there will be a special programme to ease them into the new academic year.

Please refer to **Annex A** for our 2024 school hours, arrival and staggered dismissal timings. Morning flag-raising will start punctually at 7.30 am, followed by first period curriculum lessons.

Students are considered late for school if they arrive after 7.30 am. All students are encouraged to arrive by 7.20 am.

### **4. Storybook for Silent Reading**

Before morning flag-raising at 7.30 am daily, all students are expected to read a book either in their respective classrooms or in the school hall. Please do ensure that your child/ward brings a storybook to school daily.

<b>Mon and Wed</b>	Mother Tongue Language storybooks
<b>Tue, Thu and Fri</b>	English Language storybooks

### **5. Snack Break**

5.1 To enhance the well-being of our Andersonians, a snack break in class is given daily so that they can have a small bite to tide them over the school day. Do take note that it is not a must for students to eat during this break as some do not require it.

5.2 Only dry snacks such as **biscuits, sandwiches or fruits** are allowed to be consumed in class during this snack break and students are not allowed to go to the canteen to buy food.

More importantly, please discourage your child from consuming unhealthy or junk food such as chips, chocolates and sweets.

For suggestions, please visit the following Ministry of Health (MOH) link: <https://www.healthhub.sg/programmes/55/my-healthy-plate>

### **6. 2024 Year Head's Briefing and Form Teachers' engagement sessions**

We are pleased to organise the following Parents' Briefing sessions. To update you about level-specific school matters, we will be holding our 2024 Curriculum Briefing and Form Teachers' engagement with Parents.

The overview of the engagement sessions would be:

- (1) level-specific briefing on school matters by respective Year Heads;
- (2) followed by the FT's engagement with parents (Respective FTs will provide a zoom link via ClassDojo)

The school aims to leverage these sessions as touchpoints for teachers to better engage parents to deepen the students' learning. At the session, we would share with you the following:

- a brief overview of the curriculum
- subject and instructional approaches
- classroom expectations and practices (FT's engagement session)

Please refer to the table below for more webinar (zoom meeting) details for the level-specific engagement session.

For Primary 2 to Primary 6, it would be a virtual session (via Zoom), and we strongly encourage all parents/guardian to attend the sessions.

The meeting ID and the password for FT's engagement will be shared with you prior to the briefing session via ClassDojo.

Level	Date	Time	Remarks
P1	2 January 2024, Tue	Face-to-Face session: 1 <sup>st</sup> day of school on Tue, 2 Jan 2024	
P2	3 January 2024, Wed	2.30 p.m. to 4.00 p.m.	Join Zoom Meeting <a href="https://moe-singapore.zoom.us/j/84374106118">https://moe-singapore.zoom.us/j/84374106118</a>  <b>Meeting ID: 843 7410 6118</b> <b>Passcode: Aps2024</b>
P3	5 January 2024, Fri	2.30 p.m. to 4.00 p.m.	Join Zoom Meeting <a href="https://moe-singapore.zoom.us/j/83781132876">https://moe-singapore.zoom.us/j/83781132876</a>  <b>Meeting ID: 837 8113 2876</b> <b>Passcode: Aps2024</b>
P4	8 January 2024, Mon	2.30 p.m. to 4.00 p.m.	Join Zoom Meeting <a href="https://moe-singapore.zoom.us/j/87073249042">https://moe-singapore.zoom.us/j/87073249042</a>  <b>Meeting ID: 870 7324 9042</b> <b>Passcode: 944325</b>
P5	10 January 2024, Wed	2.30 p.m. to 4.00 p.m.	Join Zoom Meeting <a href="https://moe-singapore.zoom.us/j/82436406814">https://moe-singapore.zoom.us/j/82436406814</a>  <b>Meeting ID: 824 3640 6814</b> <b>Passcode: 999709</b>

Level	Date	Time	Remarks
P6	12 January 2024, Fri	2.30 p.m. to 4.00 p.m.	Join Zoom Meeting <a href="https://moe-singapore.zoom.us/j/89931169096">https://moe-singapore.zoom.us/j/89931169096</a>  <b>Meeting ID: 899 3116 9096</b> <b>Passcode: 332853</b>

### **7. Student Well-Being & Temperature-Taking Exercise on 10 Jan (Wed)**

All P1 students will be issued with an Oral Digital Thermometer (ODT) within the first week of school. Please ensure that your child/ward brings a working thermometer to school daily.

The school will be conducting a school-wide temperature-taking exercise on 10 Jan (Wed). All students are expected to take their temperatures with their personal thermometers to be reported to their Form Teachers.

Should your child/ward feel unwell (e.g. sore throat, cough, fever and/or running nose), please keep your child/ward at home and bring him/her to see a doctor.

If a medical certificate is issued, your child/ward can only return to school after the stipulated MC period. If your child/ward has received a Covid-19 vaccination within 2 weeks before he/she attends school, please inform his/her Form Teacher about the date of vaccination.

Your child/ward will be excused from any strenuous activities for 2 weeks from the day of vaccination.

### **8. EZ Link School Smart Card Photo-Taking Exercise for P1 & P6 Students on 25 Jan (Thu)**

The individual student smart card photo-taking exercise for P1 and P6 students will be held on 25 Jan (Thu).

Students can come to school in their PE attire if they have PE lessons on that day. They can then bring a set of school uniform to change before their photo-taking session.

### **9. Chinese New Year (CNY) Celebrations on 9 Feb (Fri) – Early school dismissal at 10.30 am**

There will be a school-based CNY celebration on 9 Feb (Fri). As it is the eve of CNY, school hours would be from 7.30 am to 10.30 am.

School will close for CNY on 12 Feb (Mon) and 13 Feb (Tue). Classes will only resume on 14 Feb (Wed).

## **10. Class Photo-Taking for all students on 19 Feb (Tue) & 22 Feb (Thu)**


The class photo-taking exercise for all students will be on 19 Feb and 22 Feb 2024.

Students can also come to school in their PE attire if they have PE lessons on that day. They can then bring a set of school uniform to change before their photo-taking session.

## **11. Communication Channels**

We remain committed to building a strong home-school partnership, working closely with parents/guardians to enrich the learning experiences of our students.

While teacher-parent communication is encouraged, teachers are not expected to provide their personal phone number to parents. We seek your understanding to use the following channels to communicate with our teachers.

<b>S/N</b>	<b>Existing Communication Channels between School and Parents/Guardians</b>	<b>Remarks</b>
1	Student Handbook 2024 & Class Dojo	Exchanging notes with teachers
2	School Email	anderson_ps@moe.edu.sg
3	School General Office	6456 0340
4	School Website	<a href="http://www.andersonpri.moe.edu.sg">http://www.andersonpri.moe.edu.sg</a> 
5	Emails with Teaching Staff	Email addresses can be found on school website
6	Emails with School Leaders and EXCO	Email addresses can be found on school website.
7	Face-to-face/virtual engagements	School briefings and Parent-Child-Teacher Conference (PCTC)
8	Letters to Parents through <u>Parents Gateway</u>	Letters to parents will be sent out <u>electronically</u> through <i>Parents Gateway (PG)</i> . Please ensure that you have onboarded PG so that you can be kept updated on important school matters.

We also seek your understanding to only contact our teachers during school operating hours (weekdays during school terms from 7.30 am to 5.30 pm).

Our teachers may only be able to respond on the next working day. You may contact the school's General Office for assistance if queries/requests made during working hours are urgent.

## **12. 2024 School Terms, Holidays & PSLE Dates**

The school would also like to apprise parents of 2024 school terms, school and public holidays as well as PSLE dates. This is for your early information.

Should there be any changes to the dates, we will notify you closer to the actual dates. Please refer to **Annex B** for more details.

## **13. Gentle Reminder: Vehicular Access via Car Decals & Road Safety**

For parents/guardians who wish to have vehicular access to the school compound for picking up/ dropping off your child/ward, kindly be reminded that you will need to display a registered serialised car decal prominently on the windscreen of your vehicle.

For those who have yet to register, please do so by completing a short road safety quiz at <https://go.gov.sg/roadsafetyquiz> or access the quiz via the QR code.



You will be prompted to submit the car decal application form only after you have completed and submitted the quiz. Our admin team will process the application and pass the car decal to your child/ward when it is ready.

## **14. School Calendar of Events 2024 for Term 1**

For your reference, please refer to **Annex C** for the 2024 Term 1 COE. Should there be any changes in the given COE, you will be informed via Parents Gateway.

15. Looking forward to a year of strong partnership with you. Wishing all parents/guardians a fulfilling and happy new year ahead.

Best wishes,  
Mdm Delia Hoo  
Principal

**School Hours for 2024**

Day	School Hours	Reporting Time	Recess/ Snack & Lunch Breaks	Pick-up Time (by car)
Mon, Tue & Wed	7.30 am to 1.30 pm	7.20 am	<u>Staggered Recess:</u> P1: 8.30 am to 9.00 am P2: 9.00 am to 9.30 am P6: 9.30 am to 10.00 am P3: 10.00 am to 10.30 am P4: 10.30 am to 11.00 am P5: 11.00 am to 11.30 am	From 1.50 pm
Thu & Fri	7.30 am to 1.00 pm	7.20 am	<u>In-Class Snack Break:</u> P3, P4, P5: 8.30 am P1, P2, P6: 12.00 pm	From 1.20 pm

**More information on staggered dismissal times for 2024**

	Mon	Tue	Wed	Thu	Fri	Dismissal Gates (pick up by foot)
<b>All students</b>	1.30 pm	1.30 pm	1.30 pm	1.00 pm	1.00 pm	P1 dismissed at Gate B. P2 dismissed at Gate C (Gate E for wet weather)
<b>All P3 to P6 students</b>						Gate A or Gate E



**2024 School Terms, Holidays & PSLE Dates****A) School Terms for 2024**

<b>Semester 1</b>	
Term 1	(For P1) 2 Jan (Tue) to 10 Mar (Fri) 2024 (For P2 – P6) 3 Jan (Wed) to 10 Mar (Fri) 2024
Term 2	18 Mar (Mon) to 24 May (Fri) 2024

<b>Semester 2</b>	
Term 3	24 Jun (Mon) to 30 Aug (Fri) 2024
Term 4	9 Sep (Mon) to 15 Nov (Fri) 2024

**B) School Vacation for 2024**

<b>Semester 1</b>	
Between Terms 1 and 2	9 Mar (Sat) to 17 Mar (Sun) 2024
Between Semesters 1 and 2	25 May (Sat) to 23 Jun (Sun) 2024

<b>Semester 2</b>	
Between Terms 3 and 4	31 Aug (Sat) to 8 Sep (Sun) 2024
At End of School Year	16 Nov (Sat) to 1 Jan (Wed) 2025

**C) Public Holidays & Scheduled School Holidays for 2024**

<b>Holiday</b>	<b>Date</b>
New Year's Day	1 Jan (Mon) 2024.
Chinese New Year	10 Feb (Sat) and 11 Feb (Sun) 2024 * 12 Feb (Mon) will be a public holiday ** 13 Feb (Tue) will be a school holiday and a designated day off-in-lieu. Schools will be closed, including the General Office and Student Care Centre.
Good Friday	29 Mar (Fri) 2024

Holiday	Date
Hari Raya Puasa	10 Apr (Wed) 2024
Labour Day	1 May (Wed) 2024
Vesak Day	22 May (Wed) 2024
Hari Raya Haji	17 Jun (Mon) 2024
Youth Day	30 Jun (Sun) 2024 *1 Jul (Mon) will be a school holiday
National Day	9 Aug (Fri) 2024
Teachers' Day	30 Aug (Fri) 2024
Children's Day	4 Oct (Fri) 2024
Deepavali	31 Oct (Thu) 2024
Christmas Day	25 Dec (Wed) 2024

For information on the school terms and school/public holidays 2024, you may visit this web link: <https://www.moe.gov.sg/news/press-releases/20230807-school-terms-and-holidays-for-2024>

#### D) PSLE 2024 and School Closure due to PSLE examinations

National Exam	Exam Dates	Remarks
PSLE Oral Examinations	13 Aug (Tue) & 14 Aug (Wed)	<b>School will be closed;</b> P1 to P5 students do not report to school.
PSLE Listening Comprehension	13 Sep (Fri)	<b>School will be closed;</b> P1 to P5 students do not report to school.
PSLE Written Exams	26 Sep (Thu) to 2 Oct (Wed)	There will be Home-Based Learning (HBL) for P1 – P5 levels.  More details will be shared nearer the dates.
PSLE Marking Exercise	14 Oct (Mon) to 16 Oct (Wed)	<b>School will be closed;</b> all students do not report to school.

*The national examination dates may be subjected to changes and parents will be informed of any changes. The PSLE examination timetable will be made available by 1 March 2024.*

**ANDERSON PRIMARY SCHOOL**  
**CALENDAR OF EVENTS [COE – For Students] TERM 1, 2024**

Term/ Week	Date	Day	Programme & Event	Level	Remarks
<b>JANUARY</b>					
<b>T1 / W1</b>	1/1/2024	Mon	<b>Public Holiday – New Year’s Day</b>		
	2/1/2024	Tue	First Day of School (P1 students only)	Primary 1	Please refer to PG notification sent on 21 Dec 2023
			P1 Year Head’s Briefing and Form Teachers’ engagement sessions	Primary 1 parents	School hours
	3/1/2024	Wed	First Day of School (P2 – P6 pupils only)	All students	
			P2 Year Head’s Briefing and Form Teachers’ engagement sessions	Primary 2 parents	2.30 pm to 4.00 pm
	4/1/2024	Thu	P3 ViA (NEA Buddy Clean workshop)	Primary 3	School hours
	5/1/2024	Fri	P3 Year Head’s Briefing and Form Teachers’ engagement sessions	Primary 3 parents	2.30 pm to 4.00 pm
<b>T1 / W2</b>	8/1/2024	Mon	P4 Year Head’s Briefing and Form Teachers’ engagement sessions	Primary 4 parents	2.30 pm to 4.00 pm
			Start of P3 SwimSafer	Primary 3	School hours
			Start of P4 Code For Fun	Primary 4	School hours
	10/1/2024	Wed	P5 Year Head’s Briefing and Form Teachers’ engagement sessions	Primary 5 parents	2.30 pm to 4.00 pm
	12/1/2024	Fri	P6 Year Head’s Briefing and Form Teachers’ engagement sessions	Primary 6 parents	2.30 pm to 4.00 pm
<b>T1 / W3</b>	17/1/2024	Wed	Student Leaders’ Investiture	Selected students	TBC

<b>Term/ Week</b>	<b>Date</b>	<b>Day</b>	<b>Programme &amp; Event</b>	<b>Level</b>	<b>Remarks</b>
<b>T1 / W4</b>	24/1/2024	Wed	Start of National Education cohort Learning Journeys	P4/P5/P6	School hours/After School
	25/1/2024	Thu	EZ Link School Smart Card Photo-Taking Exercise	Primary 1 & Primary 6	School hours
<b>FEBRUARY</b>					
<b>T1 / W6</b>	9/2/2024	Fri	Eve of Chinese New Year	All students	Early Dismissal at 10.30am
<b>T1 / W7</b>	12/2/2024	Mon	<b>Public Holiday - Chinese New Year</b>		
	13/2/2024	Tue	<b>School Holiday - Chinese New Year</b>		
	14/2/2024	Wed	Total Defence Day Commemoration	All students	School hours
	16/2/2024	Fri	TD40 Exercise	All students	School hours
<b>T1 / W8</b>	19/2/2024	Mon	Class Photo-taking Day 1	All students	School hours
	19/2/2024	Mon	Start of P5 Values-Education Drama programme	All P5	School hours
	22/2/2024	Thu	Class Photo-taking Day 2	All students	School hours
	23/2/2024	Fri	P3 CCA Experience	Primary 3	After school
<b>T1 / W9</b>	26/2/2024	Mon	P6 TA1 (EL/FEL)	Primary 6	School hours
	27/2/2024	Tue	P6 TA1 (MA/FMA)	Primary 6	School hours
	28/2/2024	Wed	P6 TA1 (MT/FMT)	Primary 6	School hours
	29/2/2024	Thu	P6 TA1 (SC/FSC)	Primary 6	School hours

Term/ Week	Date	Day	Programme & Event	Level	Remarks
<b>MARCH</b>					
<b>T1 / W9</b>	1/3/2024	Fri	P6 TA1 (HMT)	Selected Primary 6 students	School hours
		Fri	Uniform Group Camp	Selected students	After school
<b>T1 / W10</b>	7/3/2024	Thu	P4 Outdoor orienteering cum museum-based learning Day 1	Primary 4	
	8/3/2024	Fri	P4 Outdoor orienteering cum museum-based learning Day 2	Primary 4	
<b>Term 1 Break (9/3/2024 – 17/3/2024)</b>					