



NKPS/2021/01

5 January 2021

Dear Parents / Guardians

TERM 1 LETTER

Happy New Year! My staff and I warmly welcome all our students to the start of the new school year. We trust that you have had a chance for family bonding during the year-end holidays and that our students are now looking forward to the exciting activities and programmes planned for 2021. We would like to especially welcome our new Primary 1 students and parents to our Northoaks family.

On behalf of the school community, I would like to thank my predecessor Mrs Theresa Hong for her contributions to the school over the past 7 years and extend our very best wishes to her in her new posting. Under her leadership, and with the dedication of the school staff of Northoaks Primary as well as the strong support of our parents and partners, the school has grown and has celebrated many milestones and achievements. It is my privilege to take over the baton of leadership and to join the school community in the next lap of its journey.

1. Staff Movement

We warmly welcome the following staff to our Northoaks family:

- ❖ Executive and Administrative Staff
 - Miss Chloe Lim (Administration Manager)
 - Mdm Maryani Endot (Administration Executive)
- ❖ English-Medium Teachers:
 - Mr Gan Tiong Beng (Mathematics and Science)
 - Ms Muslimah Binte Mohd Isahak (English Language and Mathematics)
 - Mdm Nirwani Bte Yusof (English Language and Science)
 - Ms Nur Shereena Binte Abidin (Art)
 - Mr Khusairi (Flexi-adjunct Teacher for Physical Education)
- ❖ Mother-Tongue Language Teachers:
 - Mdm Noor Aini Binte Jamin (Senior Teacher Malay Language)
 - Ms Aiman Khursedah Begam Bte K A (Malay Language)
 - Ms Ren Lina (Chinese Language)
 - Mdm Lim Li Suan (Flexi-Adjunct Teacher for Chinese Language)

The following staff have left the school at the end of 2020. We thank them for their contributions and wish them all the best in their future endeavours:

- Mdm Norasheedah Bte Mohd Ali (Administration Manager)
- Miss Tan Poh Ching (HOD Character and Citizenship Education)

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- Mrs Susie Lee (Senior Teacher)
- Mr Muhd Ashraf Mohd Salleh (Teacher)
- Miss Chan Bixuan (Teacher)
- Miss Jasmine Kwek (Teacher)
- Mrs Pearly Yeo (Teacher)
- Mdm Sivalingam Gayatri Bavani (Teacher)
- Mr Ramanan (Flexi-Adjunct Teacher)

2. New Appointments

We congratulate the following staff in their new appointments and we hope that you will give them your fullest support in the areas that they are leading:

- Mr Mohd Rizal Bin Marof (Subject Head - Discipline)
- Mrs Siva-Lim Hui San (Senior Teacher - Mathematics)

STUDENT WELL-BEING

3. School Hours

Please note that the school hours for Primary 1 to Primary 6 will be as follows from **Mon, 11 Jan 2021**:

	For Pri 1, 3 and 5	For Pri 2, 4 and 6
Reporting Time	7.40 a.m.	
Flag-raising Ceremony	7.50 a.m.	
Start of Lesson	8.00 a.m.	
Dismissal Time:		
(a) on Mon & Wed	2.15 p.m.	2.30 p.m.
(b) on Tue, Thu & Fri	1.15 p.m.	1.30 p.m.

4. Recess, Lunch Break and Snack Time

Below are the timings for recess, lunch and snack time for the respective levels:

	For Pri 1	For Pri 6	For Pri 2 & 4	For Pri 3 & 5
Recess	9.30 a.m. to 10 a.m.	10 a.m. to 10.30 a.m.	10.30 a.m. to 11 a.m.	11a.m. to 11.30 a.m.
Snack Time	12 noon (for Tue, Thu and Fri)		9.30 a.m.(all days)	
Lunch Break (For Mon and Wed only)	12 p.m. to 12.30 p.m.	12.30 p.m. to 1 p.m.	1 p.m. to 1.30 p.m.	1.30 p.m. to 2 p.m.

5. Insurance

MOE has engaged NTUC Income to provide Basic Student Protection Plan for 2021 for all students of the school. The plan will cover all school-related activities, including co-curricular activities carried out in the school as well as outside school. The cost of the student protection

plan will be fully borne by the school. Details of the Plan can be found in the following link:
<https://www.income.com.sg/studentgpa>.

6. Photo-Taking for Primary 1 and 6 Students for School Smart Cards

The Ministry of Education will be conducting the yearly photo-taking exercise for all students in Primary 1 and Primary 6 for the issuance of the School Smart Card (SSC). While Primary 1 students will get their SSCs by end Mar 2021, the photo-images captured for Primary 6 students will be used for the printing of Secondary SSCs when they are promoted to Secondary One in 2022.

The photo-taking session is scheduled to be on **Thu, 28 Jan 2021** in the school. Students will need to be in their school uniform for the photo-taking session. (Note: If they have PE lessons on that day, they DO NOT need to put on their PE attire. Instead, students will wear their school uniform.)

7. Individual Student Details Report

As part of our school's annual data verification exercise, we seek the assistance of all parents to verify the accuracy of the information printed on the Individual Student Details Report and provide us with the latest information so that the school can provide the necessary support for your child/ward when required. Kindly return the completed Individual Student Details Report Form to your child's/ward's Form Teacher **by Fri, 8 Jan 2021**.

If there are updates to phone numbers and addresses after the submission of the above form, please notify your child's/ward's Form Teacher as soon as possible so that we can update our database to reflect these changes promptly.

8. School Name-Tags

Name tags are compulsory on the school attire: school blouse for the girls, school shirts for the boys and PE T-shirts. They are to be sewn on the blouse / shirt just above the pocket or school crest on the PE T-shirt. You may refer to pages 12 and 13 of the Student Handbook for more details. For students who do not have the woven name-tags, please order the name-tags directly from the school bookshop.

9. Use of Photographs and Videos Involving Northoaks Students

During the course of the year, photographs and videos of your child/ward participating in instructional and school activities may appear on the school website or school newsletter. When selecting photographs and videos to put up, the school is mindful of the way our students may appear in them and will not include photographs and videos which are in any way inappropriate. If there are any concerns regarding the use of your child's/ward's photograph, please write to us at northoaks_ps@moe.edu.sg.

10. Digital Portals for Teaching and Learning

In our continuous effort to engage students in teaching and learning within and beyond the classrooms, the school will use some digital portals. The use of these portals will engage the students in self-directed and collaborative work. This will also provide opportunities for students to be aware of and demonstrate good Cyber Wellness behaviours.

The use of these portals will also mean that assignments for the students will come in digital forms as well. Our school seeks the cooperation of parents to allow your child time and space to complete their digital homework at home.

The main digital portal adopted by the school is the Student Learning Space (SLS) and the link (<https://vle.learning.moe.edu.sg/login>) is provided for your reference. We strongly urged all parents who have yet to be onboard Parents Gateway to sign-on to Parents Gateway app so that you can receive up-to-date information from the Ministry of Education as well as from the school promptly. Besides SLS, the school may also make use of other online applications if the need arises.

To allow us to better support your child/ward, please complete a short survey in Parents Gateway on internet access at home **by Fri, 8 Jan**.

11. Gifted Education Programme (GEP) Identification Exercise 2021 for Primary 3 Students

The GEP Identification Exercise aims to identify suitable students with high intellectual potential. There is no need to prepare your child for this test as test-preparation activities could inflate students' scores and not reflect their actual potential. Students who are not ready to handle the intellectual rigour and demands of the programme will struggle with the enriched curriculum and not benefit fully from it. This would put undue stress on the students, and may even cause them to lose confidence and impact their self-esteem.

The tentative schedule for the two stages of the GEP Identification Exercise 2021 is given below:

Stage	Date	Participants	Papers
GEP Screening Exercise	Wed, 18 Aug	Primary 3 students	English Language and Mathematics
GEP Selection Exercise	Tue, 19 Oct & Wed, 20 Oct	Primary 3 students shortlisted after the GEP Screening Exercise	English Language, Mathematics and General Ability

More information will be provided at a date closer to the exercise.

12. Co-Curricular Activities (CCA) and Enrichment Activities (for Primary 1 to 6)

➤ Enrichment - For Primary 1 and Primary 2

As part of the school's Learning for Life Programme, *SporTs, OutdooR, Programme and*

Inculcation of Values Education (STRIVE) @ Northoaks, our Primary 1 and 2 students will get to experience an enriched sporting curriculum.

Please refer to the following for the details of the enriched sporting curriculum.

Sports Education Programme for Primary 1 – Wushu-Silat Exposure

The optional enrichment programme will start in Term 3 (after the June holidays) on Mondays from 2.45 p.m. to 4.15 p.m. A separate letter with more details will be issued at a later date.

Sports Education Programme for Primary 2 – Basic Inline Skating

The optional enrichment programme will start in Term 1 on Mondays from 2.45 p.m. to 4.15 p.m. The first session will start on 22 Feb 2021 for Primary 2A and 2C. A separate letter with more details will be issued at a later date.

➤ **Enrichment – For Primary 3**

Our Primary 3 students will be rostered to go through the four aspects of co-curricular enrichment programmes in Sports (Frisbee and multi-sports), Performing Arts (Percussion and Fusion Dance), Visual Arts and Outdoor Education. The intention of such a programme is to allow students to experience the different domains of CCA and learn different skills and life skills. The experience that students glean from Primary 3 will allow them to make a more informed decision of their own CCA choice at Primary 4.

The Primary 3 Enrichment programmes will be carried out on Wednesdays from 2.45 p.m. to 4.15 p.m. A separate letter with more details will be issued at a later date.

➤ **CCA – For Primary 4 to Primary 6**

The school strongly believes in providing every child with a positive and enriching school experience. All students are strongly encouraged to participate in CCA to enable them to experience a holistic education.

We would like to assure you that CCA will resume from **Wed, 3 Feb 2021** with strict SMM in place and the teachers in-charge will adhere to the specific guidelines provided by the Ministry of Education when conducting the CCA. All P4 to P6 CCAs will be carried out on Wednesdays from 2.45 p.m. to 4.15 p.m.

The Primary 4 students will be issued with a CCA option form by the end of this week for them to indicate their choices. Our Primary 5 and Primary 6 students will receive a separate letter with details of the commencement dates for their CCA.

13. Health and Security Matters

Safe Management Measures (SMM)

We are grateful that you have worked hand in hand with us in the implementation of SMM last year and we will still need the collective effort of all parents and students this year to exercise social responsibility so that schools stay safe.

As we enter into Phase 3, we would like to assure you that our school will continue with the necessary SMM, such as temperature-taking, visual screening of students and reducing congestion where possible to ensure the well-being of all our students. In 2021, the temperatures of all our students will be taken at all the entrance points using a temperature scanner as they enter the school compound.

We continue to seek your assistance in partnering us in the following areas:

- If your child is feeling unwell (e.g. sore throat, fever or cough), please take your child/ward to see a doctor and do not let your child/ward come to school.
- If students display flu-like symptoms in school, we will require the assistance of parents to take them home and seek medical attention.
- If there are any adult-household members (18 years and above) unwell with flu-like symptoms, please inform the school and keep your child/ward at home. Do ensure that the unwell adult household member seeks medical treatment promptly.
- All individuals on Quarantine Order (QO) /Stay Home Notice (SHN) /Leave of Absence (LOA) /Approved Absence (AA) should not be in school.
- Students are required to don their masks in the school. Students are advised to bring along a Ziploc bag to keep their mask when required (e.g. when they are having their Physical Education lessons).
- Do also provide your child/ward a spare mask so that if his/her mask is damaged or soiled, they could replace it.

Visitor Management

All visitors and parents who wish to visit the school and meet any of our school staff will need to have their temperature taken and visually screened for fever and flu-like symptoms. Visitors will also need to complete a visitor registration form as well as log onto SafeEntry using a QR code. Those who are unwell, or are on QO/SHN/LOA or have an adult household member who is unwell with flu-like symptoms will not be allowed into the school.

The QR code for Northoaks Primary is displayed prominently at our school gate to allow parents to self check-in /out. SafeEntry will currently not apply to parents who drop-off their children in the morning during arrival time. As such, if you are accompanying your child on foot, please do not enter the school premise. If you are driving into the school compound to drop-off your child, please do not disembark from the vehicle. Parents who are fetching your child/ward at dismissal will also not be required to log onto SafeEntry.

School Dismissal

We seek the cooperation of all parents and guardians to adhere strictly to the safe distancing measures put in place by the school while waiting for your child/ward to be released and refrain from crowding around the pick-up point.

As we will need to dismiss students by the level during inclement weather, we seek your understanding that dismissal for your child/ward may be delayed on such days.

Your vigilance and cooperation are important in keeping our schools safe for all.

PARTNERSHIP WITH PARENTS

14. Modes of Communication

Our children do best when schools and parents work hand in hand to support them. Regular communication between parents and school is very important so that we can work together to better guide your child/ward in his/her development.

We would like to share with you the various modes of communication for us to forge stronger partnership.



Student Handbook

- The Student Handbook contains important information regarding the school such as school rules, school hours and school contact.
- Your child may record homework or other information in the handbook.
- You and your child's/ward's teachers could write to one another through this handbook. Your child/ward should alert his/her teacher if there is a written message from you to the teacher.

Tip for parents:

Help your child develop good habits. Encourage your child/ward to refer to his/her Student Handbook daily to monitor his/her homework himself/herself or whether there is a message from his/her teacher. Teach your child to use the class timetable for packing of his/her schoolbag daily.





Telephone: 6753 8835

- This is the telephone number of our General Office. Should you wish to call a teacher, it is best to leave a message at the General Office as teachers are very likely to be in class and may not be in the Staff Room to answer your call.
- Appointments should also preferably be made in advance so that teachers can set aside their free periods to meet you.
- We seek your understanding that our teachers, at times, may not be able to return your call or respond to your queries immediately as they have teaching duties during curriculum time and might be involved in meetings outside of curriculum time.
- Please do give us 3 working days of turnaround time for our staff to get back to you. Where possible, we will respond to your queries as soon as we can.
- However, if there are urgent matters related to student well-being and safety, do inform our office staff when you call so that we could get other relevant staff to attend to you first.



Email: northoaks_ps@moe.edu.sg

- This is the generic email address of the school. Please give the school 3 working days to respond to you.

	Parents Gateway
<ul style="list-style-type: none"> ➤ From time to time, you will be receiving letters/newsletters from the school via Parents Gateway, a mobile app specially designed for parents. Developed by MOE and GovTech, the app allows parents to engage closely with schools, receive information and perform a range of administrative functions including giving consent for school trips. The step-by-step guide for Parents Gateway is available at our school website. ➤ The school may require an acknowledgement from you so that we know that you have read the letter(s). These letters will keep you informed of what is happening in the school as well as upcoming events so that you could make alternative transport or childcare arrangements, if needed. ➤ For an out-of-school learning journey, we may also seek your consent for your child/ward to participate in the activity through Parents Gateway. For safety and security reasons, the school will not be able to allow your child/ward to participate in the out-of-school learning journey if consent has not been granted. 	
	School website: http://www.northoakspri.moe.edu.sg
<ul style="list-style-type: none"> ➤ You can also access the school website to refer to past issues of the school newsletters. 	

15. School Vacation 2021

To provide you with an oversight of the school's overall curriculum schedule, we have listed below the school vacation periods for 2021 to help you in your plans for family activities. Outside the vacation periods stated below, the school expects all our students to attend school regularly.

The 4 school vacation periods are as follows:

Between Terms I & II	Sat, 13 Mar to Sun, 21 Mar
Between Semesters I & II	Sat, 29 May to Sun, 27 Jun
Between Terms III & IV	Sat, 4 Sep to Sun, 12 Sep
At end of School Year	Sat, 20 Nov to Fri, 31 Dec

16. Calendar of Events for Term 1

Date	Event
Mon, 11 Jan	<p><u>Higher Mother-Tongue Language Classes for Primary 5 & Primary 6</u></p> <p>These classes are <u>only</u> for students taking the subject and will start in Term 1 on Mon from 2.30 p.m. to 4 p.m. The class will start from Mon, 11 January 2021.</p>
Thu, 28 Jan	<p><u>For Primary 1 & Primary 6 only</u></p> <p>Photo-Taking for School Smart Card (all students are to wear their school uniform).</p>

Date	Event
Wed, 3 Feb	Start of Co-Curricular activities (CCA) for Primary 4, 5 and 6
Thu, 11 Feb	Chinese New Year Celebration (School will end at 10 a.m.)
Fri, 12 Feb	Chinese New Year (Public Holiday)
Mon, 15 Feb	Chinese New Year (School Holiday-in-lieu)
Wed, 17 Feb	Start of Primary 3 Modular Co-Curricular activities (CCA)
Mon, 22 Feb	Start of Primary 2 Basic Inline Skating (Primary 2A and 2C)
Term 1 School Vacation – Sat 13 Mar to Sun 21 Mar 2021	

Together with my school leadership team, teachers and staff, we would like to wish you a great year ahead and we look forward to your continuous support.

In partnership with you



Mr Melvin Cher
Principal