

**January 2017**

Coral Waves

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A. The Weeks Ahead

Date	Event / Programme / Activity
3 rd Jan – 5 th Jan	P1-6 Orientation Programme
6 th Jan	Temperature Taking exercise
14 th Jan	P4 VIA: Project Excite
27 th Jan	Chinese New Year celebration (7.30am – 10am)
30 th Jan	Chinese New Year Public Holiday
31 st Jan	Chinese New Year School Holiday (All students are to return to school on 1st Feb)

B. Warm greetings for 2017 (Ms Chong Siew Fong, Principal)

- 1.1 My staff and I would like to welcome all our students back to school. We would also like to extend our warm welcome to our Primary 1 students and their parents/guardians as they join our Coral family. This marks the beginning of our journey as partners in your child's/ward's education as we collaborate to help him/her achieve his/her fullest potential.
- 1.2 I would like to thank our parents/guardians of our P6 2016 graduands who have given us their strong support as we bring out the best in our students.

C. Staff movement (Ms Chong Siew Fong, Principal)

1.1 The school would like to thank the following teachers for their invaluable contributions to the school. They have left the school with effect from 2017:

- Mdm Noraisha Kidi
- Mrs Wendy King
- Mdm Nursayidah Abd Rahim
- Ms Soomathy d/o Veeraya

I would like to thank and wish them all the best for their future undertakings.

1.2 I would also like to take the opportunity to introduce and welcome new staff members who have joined our school:

S/N	NAME OF PERSONNEL	DESIGNATION
1	Mdm Cheah Tze Yuen, Erica	Year Head P1&P2
2	Mr Wong Yexiang	Assistant Year Head P3&P4
3	Miss Aliza Bte Mohamed Shariff	Teacher
4	Miss Nur Adilah Binte Rahmat	Teacher
5	Mdm Julie Wong	Teacher
6	Mdm Ng Hui Wen	Teacher
7	Mr Chong Thiam Hock	Teacher
8	Ms Tan Sihui Priscilla	Teacher
9	Ms Tan Kai Wei Charmaine	Teacher (Untrained)
10	Ms Tay Siew Yee	Allied Educator (LBS)(Untrained)
11	Ms Low Kit Yong	Corporate Support Officer

1.3 I am pleased to inform parents of the appointment of the following Student Development Team (SDT) to better support each and every student.

Levels	Personnel	Year Head / Assistant Year Head
P1 and P2	Mdm Cheah Tze Yuen, Erica	Year Head
P3 and P4	Mr Wong Yexiang	Assistant Year Head
P5	Mr Gary Peh	Year Head
P6	Mrs Tham-Wong Lin Yen	Assistant Year Head (covering)

The role of a Year Head is to support, encourage and monitor your child/ward to ensure progress is made. As experienced Key Personnel, Year Heads will foster a positive atmosphere with the year group where all students feel valued and understand our joint responsibility for developing their academic, emotional and social skills so that they can fulfil their potential.

Besides the class teachers, you may also contact the respective Year Heads at 65854491 who would be able to provide the support and assistance where necessary.

D. Student Safety (Mrs Evelyn Tay, Vice Principal)

1.1 Your child's/ward's safety is our utmost concern. Hence, all after-school programmes are made known in advance via Coral Waves / consent forms and any subsequent changes would be notified by letters or phone calls. It is also important to inculcate a sense of responsibility in your child/ward and nurture a habit in them to inform you parents/guardians of their activities and whereabouts. We seek your understanding and cooperation in this matter.

- 1.2 Parents/Guardians are reminded to **sign in at the Security Post and get a Visitor's Pass if they need to come into the school**. With the Visitors' Pass, parents/guardians can then proceed to make purchases at the book shop or report to the General Office to get assistance on any other matters.

E. Snack break – reminder (Mr Shafiruddin, HOD/PE & CCA)

- 1.1 As stated in November 2016 Coral Waves, the school will introduce a 'snack break' for students on top of the daily 30-minute recess from 9 January. The 'snack break' will allow students to refresh themselves and take a light snack if they are hungry. The 15-minute break will take place from 12.10pm to 12.25pm each day during which students may snack on dry finger food in the classroom.
- 1.2 The following are a few guidelines for parents to note when packing the snacks for their children.
- Pack only light snacks. Avoid packing a substantial meal as the students only have 15 minutes to consume the food.
 - Pack food in containers to ensure freshness and cleanliness. Ziploc bags may also be used where appropriate.
 - Pack only dry finger food to minimise the need for additional eating utensils.
- 1.3 Parents are encouraged to pack healthier snacks to ensure their child to eat healthily. Teachers will also assist in monitoring the types of snacks packed and encourage students to choose healthier options if necessary. The following are some suggested food items for parents' consideration:
- Wholemeal bread sandwiches
 - Dry biscuits eg Jacob's or Digestives. Avoid cream or jam filled ones.
 - Whole fruits eg bananas, apples and pears. Avoid cut fruits.
- 1.4 The school is also using the 'snack break' as a platform to enable students to learn the values of care and responsibility. Teachers will establish clear routines and set expectations for students to encourage them to take responsibility for the maintenance of the cleanliness of the classroom.

F. Temperature Taking exercise (Mr Benjamin Yap, Administrative Manager)

- 1.1 As part of our continuing efforts and ring-fencing measures to provide a healthy and safe environment in our school, we will be conducting a temperature-taking exercise on **Friday, 6 January**. All students are reminded to bring along their ODT to school for this exercise.
- 1.2 All P1 students will be given an Oral Digital Thermometer (ODT) and will be taught how to use it. Please help us to remind your child/ward to take good care of the ODT as this free issue is a one-time arrangement.

G. Updating students' particulars (Mr Gary Peh, HOD/CCE & YH)

- 1.1 We seek the understanding of our parents/guardians to update on your child's/ward's particulars. It is important that you keep the school updated of any update regarding your child's/ward's particulars including medical conditions. Please update the information on the attached **Annex 1** and submit it to the Form Teacher by **Monday, 9 January**.

H. Student Journal (Mr Mohd Razlee, SH/Science)

- 1.1 Our Student Journal contains useful information for both parents/guardians and our students. Please do spend time going through the contents with your child/ward as you partner us in our continual efforts to develop our students holistically.
- 1.2 Teachers will also make reference to the contents in the Student Journal periodically. Students are encouraged to pen down their assignments for the day as well as other reminders in their journal. Parents/Guardians may also use the handbook/journal as a mode of communication when they wish to relay short messages to the teachers.

I. Administrative Matters (Parental consent needed) (Mr Gary Peh, HOD/CCE & YH)

1. Acceptable Use Policy (AUP) Agreement

- 1.1 Coral Primary School is committed to safeguarding and promoting the welfare of our students. All students use computer facilities including Internet access as an essential part of learning, therefore, gaining students' and parents' agreement to safety rules is important.
- 1.2 This is to be obtained once a year at the same time as checking home and emergency contact details. To ensure clarity, the Cyber Wellness Pledge for P2 to P4 students and Acceptable Use of ICT Policy (AUP) for P5 and P6 students are included in this Coral Waves January issue **Annex 2**.
- 1.3 We encourage you to discuss the content of the Cyber Wellness Pledge and Acceptable Use of ICT Policy (AUP) with your child/ward use the ICT facilities appropriately.

2. Seeking permission to feature students in school publications

- 2.1 As part of our school's vision of 'Leaders with Heart, Learners for Life', the school aims to nurture our students holistically in the different domains, namely cognitive, physical, aesthetics, social and moral. We may take photographs, audio, video recordings of students in action or conduct interviews with students to capture their learning. These resources are in turn used for students' learning for example, reflection, or publication such as school website, magazines, banners and video production.
- 2.2 Please complete the attached **Annex 3** and submit to your child's/ward's form teacher / co-form teacher by **Monday, 9 January**.

We thank you for your support and understanding.

3. School's mobile phone policy

- 3.1 Regarding the use of mobile phones, the school seeks the co-operation of our parents/guardians to submit the request form to the Principal if they want their child/ward to bring one to school. We would also like to bring your attention to the **Policy for the Use of Mobile Phones in School** in **Annex 4**.
- 3.2 Once a written permission is given, your child's/ward's name will be recorded in a register for monitoring and a sticker will be given to your child/ward. The sticker is to be pasted on your child's/ward's mobile phone to indicate that permission has been granted. The permission granted is valid for a year.

Please submit the letter to the Form Teacher/ Co-form Teacher by **Monday, 9 January**.

J. P1 Dismissal Arrangement 2017 (Mr Gary Peh, HOD/CCE & YH)

Please finalise and submit the **Annex 5: Dismissal Arrangement Form 2017 (P1)** to your child's/ward's Form Teacher / Co-form Teacher by **Thursday, 5 January**.

K. P2 Dismissal Arrangement 2017 (Mr Gary Peh, HOD/CCE & YH)

- 1.1 At Coral Primary School, our students' safety is our utmost responsibility. As such, we would like you to confirm the dismissal arrangements. Do finalise and submit the **Annex 5: Dismissal Arrangement Form 2017 (P2)** to your child's/ward's Form Teacher by **Thursday, 5 January**. Your child/ward will be taken to the designated gates or location based on what you have indicated in the form from Friday, 6 January. Do stick to your plan and avoid making any change at the last minute as this will confuse your child/ward.
- 1.2 Please use the "Dismissal Arrangement Form" to inform the teacher of any change in your dismissal arrangements. This form can be downloaded via the school website: **DISMISSAL ARRANGEMENT FORM 2017**
- 1.3 We seek your kind understanding and support in this.

L. Chinese New Year Celebration and Holiday (Mr Ang Chun Yong, SH/CL)

- 1.1 The school will be celebrating Chinese New Year on **Friday, 27 January 2017**. On that day, there will be an assembly programme and fun-filled activities planned for the students. Coralites are encouraged to wear their Chinese traditional costumes on that day. Alternatively, they could wear their red top and school shorts/pinafore on the day of the celebration.
- 1.2 The reporting and dismissal times on **Friday, 27 January 2017** will be as follows:

Reporting Time	Dismissal Time
By 7.30am	10am

- 1.3 The school will also be organising the annual **Reunion Breakfast** on that day to promote greater bonding between the students and their teachers. Aligned to our school value of care, we hope that our students can bring some **healthy** food to share with one another (Halal certified food only) for the occasion.
- 1.4 **Monday, 30 January 2017 and Tuesday, 31 January 2017 are public and school holidays respectively**. All students will report back to school on **Wednesday, 1 February 2017**.

Day / Date	Public Holiday	Remarks
Mon, 30 January & Tue, 31 January	Chinese New Year	All students will report back to school on Wednesday, 1 February.

- 1.5 On **Wednesday 1 February**, there will be a mass CNY greeting activity. All students are strongly encouraged to bring two mandarin oranges to school.

M. P3 & P4 Conversational Mother Tongue (Mdm Tan Meo Cher, Teacher i/c)

- 1.1 The Conversational in Malay Language/Chinese Language Programme for both P3 and P4 levels will commence **Term 1 Week 3**. It is compulsory for **all the P3 students (Beginner level)** but it is optional for our P4 students (Basic II level).
- 1.2 The Form Teacher will inform your child/ward of the group he / she is in. The schedule and details of the programme for both the P3 and P4 levels are shown below.

Assembly Point	School Hall
Dismissal Point	School Foyer
Duration of Each Session	1 ½ hours (From 2.10pm to 3.40pm)

Term 1	Lesson	Date	Conversational ML/CL Schedule
Week 1	-	05.01.17	No Conversational ML/CL
Week 2	-	12.01.17	No Conversational ML/CL
Week 3	1	19.01.17	Conversational ML/CL
Week 4	2	26.01.17	Conversational ML/CL
Week 5	3	02.02.17	Conversational ML/CL
Week 6	4	09.02.17	Conversational ML/CL
Week 7	5	16.02.17	Conversational ML/CL
Week 8	6	23.02.17	Conversational ML/CL
Week 9	7	02.03.17	Conversational ML/CL
Week 10	8	09.03.17	Conversational ML/CL

- 1.3 In Term 2, the parents/guardians of the P3 students have the option of continuing with the Basic (1) programme. More details on this will be issued upon the completion of the Conversational Mother Tongue Programme in Term 1.
- 1.4 Please make the necessary transport arrangements for your child/ward.

N. P4 Values-In-Action “Project EXCITE” (Mr Gary Peh, HOD/CCE & YH)

- 1.1 In our efforts to provide learning experiences to nurture our students into socially responsible citizens who contribute meaningfully to the community, the P4 students will take part in “Project EXCITE!”, a collaborative partnership with Coral Ris RC. “Project EXCITE” stands for **EX**periencing **C**ommunity **I**nvolvement **T**hrough **E**ngagement of self and others.
- 1.2 The objectives are to:
- develop a sense of pride and belonging to the Pasir Ris neighbourhood
 - infuse the Coral values of Care, Respect, Resilience and Responsibility
 - apply the 7 Habits of Highly Effective People
- 1.3 The students will be engaged in pre-VIA lessons to learn the skills to interact with the residents. On the day of the VIA, the students will be distributing mandarin oranges and greeting cards to the residents.

The schedule is as follows:

Date	14 January 2017 (Saturday)
Class	4C, 4O & 4R
Teacher-in-Charge	Form and Co-form teachers
Time	8.45a.m. – 12noon
Assembly area	School Bus Bay
Dismissal point	School

1.4 On that day, the students have to be in their school uniform. In addition, they are to bring along the following items:

- a cap/umbrella/raincoat
- water bottle and some healthy snacks (sandwiches/fruit)

Please return **Annex 6** by Monday, 9 January.

O. P6 After-school Supplementary Programme (Mr Gary Peh, HOD/CCE & YH)

1.1 In order to provide your child with every opportunity to be successful in his/her classes and in PSLE, we have put in place a structured after-school supplementary programme that will begin on **Monday, 16 January**. This programme is an opportunity for all P6 students to review and strengthen skills that are being taught in the academic classes: English, Mathematics, Science, and Mother Tongue.

1.2 For students taking standard subjects, the schedule for the supplementary programme is as follows:

Day	Monday	Wednesday
2.10pm – 3.10pm	English Language	Mathematics
3.15pm – 4.15pm	Mother Tongue	Science

For students taking foundation subjects, the schedule for the supplementary programme is as follows:

Day	Mon	Wed
2.10pm – 3.10pm	Foundation English Language	Foundation Mathematics

The programme will begin in **Term 1 Week 3**.

Please take note of the following weeks/day when supplementary programme will not be conducted:

Session	Weeks / Day	Remarks
i	Term 1 Week 9 to 10	CA1 week & Post-exam
ii	Term 2 Week 6, 7 & 8	SA 1 weeks
iii	Wednesday, 16 August 2017	The day before PSLE Oral
iv	Term 3 Week 9	Prelims week
v	Term 4 Week 3 to 10	PSLE & Post-exam

Please acknowledgement **Annex 7** and return to your child's Form Teacher by Monday, **9 January**.

P. Continual Assessment 1 (CA1) schedule (Mrs Low Chiew Chuet, HOD/Math & Exam Head)

- 1.1 This year, to provide students with a longer run way to adjust to the new level in terms of course content in the new academic year, CA 1 in Term 1 will only be conducted for Primary 6 students.
- 1.2 Below is the schedule for your reference. We hope that you can partner with us to monitor your child's/ward's academic progress and to ensure that he/she is prepared for the examinations.

Mon 27 Feb	CA1 English Language (P6)
Tues 28 Feb	CA1 Mathematics (P6)
Wed 1 Mar	CA1 Mother Tongue (P6)
Thurs 2 Mar	CA1 Science (P6)
Fri 3 Mar	CA1 Higher Mother Tongue (P6)

The table below shows an overview of the CAs and SAs for the various levels.

Levels	Continual Assessment 1	Semestral Assessment 1	Continual Assessment 2/ P6 Prelims	Semestral Assessment 2
P1				
P2				✓
P3		✓		✓
P4		✓	✓	✓
P5		✓	✓	✓
P6	✓	✓	✓	

Parents /Guardians will be provided with more details of the different modes of assessments for the various levels through our later issues of the Coral Waves.

Q. Home-school Partnership (Ms Chong Siew Fong, Principal)

- 1.1 Research has shown that increased parental involvement in the education of their children positively affects the educational development and success of their children in school. Students who have support from their parents at home show better performance at school.
- 1.2 The school values the involvement of our parents/guardians in the school programmes and activities. Having a close partnership with the school will help you to better understand your child's/ward's learning experience in school so that you could provide him/her the necessary care, support and reinforcement at home.
- 1.3 We hope more of our parents/guardians would volunteer their services to the school. Please refer to **Annex 8**)

More information on how you can be involved in your child's/ward's education can be found at <https://www.schoolbag.sg/features/parent-partnership>.

R. Monitoring students' health (Mrs Evelyn Tay, VP)

- 1.1 We seek the co-operation of our parents/guardians to monitor their child's/ward's well-being and to inform the form teacher/co-form teacher or the General Office immediately if the child/ward is unwell. This is important so that follow-up actions can be taken. For the well-being of the child, we strongly encourage that he/she stays at home if he/she is unwell.

- 1.2 We also seek the understanding of our parents/guardians to provide the school with the necessary documentation, i.e. Medical Certificates for record purposes when your child/ward returns to school.

S. School Holidays (Mr Benjamin Yap, Admin Manager)

We seek our parents'/guardian's understanding and cooperation in taking your child/ward on overseas holidays only during the school holidays so that your child/ward does not miss out on his/her lessons. To help you in your planning, we have included the school vacations for your reference.

March Holidays	11 March to 19 March
June Holidays	27 May to 25 June
September Holidays	2 September to 10 September
December Holidays	18 November to 31 December

T. Submission of acknowledgement slips (Mr Benjamin Yap, Admin Manager)

- 1.1 As part of our standard procedures, acknowledgement slips will be attached to our monthly Coral Waves. We seek the understanding and co-operation of our parents/guardians to **return the signed** acknowledgement slips **by the stipulated date** through your child/ward so that the teachers can collect and file them accordingly. It is to ensure that all our parents/guardians have received the letters which contain important information for your reference pertaining to the school and activities involving your child/ward.
- 1.2 Please assist to ensure that your child/ward returns the Acknowledgement Slips as required as we inculcate the **school value of responsibility** in our students. The issues of Coral Waves will also be made available on our school website.

On behalf of the school, I would like to wish you all a fulfilling and meaningful New Year!

Your partners-in-education

Ms Chong Siew Fong
Principal

Mrs Evelyn Tay
Vice-Principal