



CONCORD PRIMARY SCHOOL

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JAN 2018 - Notification for Parents and Guardians

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A. THE WEEKS AHEAD

| Date | Event Description |
|-----------------|---|
| Sat, 20.01.2018 | Parents' Engagement Sessions (P2 – P6) |

B. GREETINGS FROM THE PRINCIPAL'S DESK

Greetings and Happy New Year! I am Mrs Wong Siew Shan, the new principal of Concord Primary School (CPS). CPS is a good school by every measure, recognized for her excellent staff, student and partnership systems and processes. I feel privileged to be in a leadership position to review and chart the strategic directions of CPS with the wonderful Concordian Team of dedicated and committed staff and stakeholders like you.

Our children are our most precious and promising resource. We must mould them, encourage them, educate them, and prepare them for the future. My colleagues and I are committed to providing a joyful learning experience in a vibrant school environment, for all Concordians. We want them to succeed and achieve their potential, just like all parents want the best for their children.

While CPS has done very well in many areas, we acknowledge that there is still room for improvement in some areas. With your **constructive** feedback, we will be able to continue our journey to excellence. We welcome **constructive** feedback from you. We also welcome **positive** feedback where we have done well. Your words of appreciations and encouragement will motivate us to do even better. I look forward to partnering you in your children's learning journey at CPS.

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 2018. Please continue to encourage and motivate them in all their endeavours throughout the year.

C. ADMINISTRATION MATTERS

(Mr David Wang, VP(A))

C1 School Bill

From Feb 2018, parents will receive a School Bill prepared by CPS, for enrichment programmes which you have given consent for your child's participation. The School Bill is similar to MOE Bill for school and miscellaneous fees.

For Singaporean Students: If you have authorised the Edusave Enrichment Programme Standing Order (EPSO), CPS will make withdrawals from your child's/ward's Edusave account to pay for enrichment programme charges. If your child's Edusave funds is insufficient, or if you did not authorise the EPSO, cash payment can be made via

1. AXS Self Service Kiosks
2. AXS e-Station (www.axs.com.sg)
3. Cash/ Cheque (to be given to the school)
4. GIRO Option

For non-Singaporean Students: Payment can also be made via the same four modes listed above.

C2 Opening Times of School Gates during Term Time

| Days | Main Gate 1 | Side Gates 4 and 12 |
|--------------------|--------------------|--|
| Mondays to Fridays | 6.30 am to 6.30 pm | 6.50 am to 7.30 am 1.30 pm to 2.00 pm |

C3 School Bookshop

The school bookshop will be open from 8.00 am to 3.00 pm on Mondays to Fridays, during Term Time. The lunch hour will be from 12.00 pm to 1.00 pm.

As the school bookshop is located at the canteen, it will not be open to parents during recess times so as to reduce congestion and to better enable our students to visit the bookshop. To inculcate responsibility and independence in our students, we encourage parents to allow their children to purchase the necessary items themselves. Therefore, parents who need to make purchases will only be allowed to do so from 11.00 am to 12.00 pm.

D. LAUNCH OF SMARTPHONE COMMUNICATION SYSTEM: SCHOOL NOTIFICATION ACKNOWLEDGEMENT CONSOLE (SNAC)

(Mdm Ee Peck San, HOD ICT)

CPS will be implementing a smartphone communication system, SNAC, with effect from February 2018. SNAC is an app that allows you to receive real-time notifications and circulars from school and allows real-time digital acknowledgement to e-consent forms regarding your child's/ward's school activities through your smart phones. We aim to achieve a higher level of communication effectiveness and workflow efficiency in our information dissemination and communication with parents/guardians, as well as promote green movement for the environment in paper reduction. Therefore, we will cease the hardcopy notification distribution to all students from next month. Parents/guardians can also retrieve the monthly Notification on the CPS website.

For a start, parents/ guardians are required to download and install this free smartphone application which is located via a keyword search 'SNAC' from Apple App Store or Android Google Play. Please visit our school website (<http://concordpri.moe.edu.sg>) to retrieve a step-by-step guide to help you with the one-time registration. Please be assured that all registration information will be kept strictly confidential. Should you encounter any technical problems, please email snac.support@apptitude.sg and the SNAC support team will revert as soon as possible. We sincerely hope that with this new technology, we can achieve better communications and higher efficiency in serving you.

E. PERSONAL DATA PROTECTION

(Mdm Ee Peck San, HOD ICT)

Under the Personal Data Protection Act (PDPA), photograph(s) and video image(s) of individuals are considered personal data. This is to notify parents/guardians that photograph(s) or video image(s) of students and parents/guardians of CPS may be captured during school activities and events. The school may use and publish such photographs and/or video recordings in our school publications, official school website and other communication channels. However, these photographs and/or video images will not be released to any third party without the individual's consent.

F. VALUES-IN-ACTION (VIA) PROGRAMMES

(Miss Kanmani, SH CCE)

Character and Citizenship Education (CCE) has always been at the heart of Singapore's education system. The goal of CCE is to inculcate values and build competencies in our students to nurture them to be good individuals and useful citizens. In CPS, all Concordians are given the opportunities to develop into Concerned Citizens and Active Contributors through the various school-based VIA programmes. These programmes provide our students with authentic contexts which enable them to identify the needs of the community and to reflect on their own learning experiences. These experiences allow the students to appreciate their roles as Concerned Citizens and Active Contributors to local and global issues. Please refer to the table below for an overview of the school-based VIA programmes that we have planned for our students in 2018.

| Objectives | Programme | Time Frame | Remarks |
|---|--------------------------|--|--|
| <ul style="list-style-type: none"> To instil personal and social responsibility in Concordians in keeping common spaces clean | Spick and Span Classroom | Term 1 to Term 4 (Programme will start on 15.01.2018) | |
| | Clean and Gleam Canteen | | |
| <ul style="list-style-type: none"> To instil social responsibility in Concordians in minimising waste through recycling | Go Green Project | Term 1 to 4 (Programme will start on 10.01.2018) | Students bring old newspaper and magazines for recycling. The proceeds from this project will be used to support needy students. |
| <ul style="list-style-type: none"> To include parents as co-educators in reinforcing values learnt in school through the affirmation of positive behaviour | Thumbs Up! | Term 1 to 4 (Programme will start on 15.01.2018) | Parents affirm children's positive behaviour by writing positive comments on the Thumbs Up Cards and endorsing their actions. (Refer to Pg 18 of Student's Handbook 2018) |
| <ul style="list-style-type: none"> To provide Concordians with a platform to demonstrate Values in Action through donation to the needy | Give and Take Project | Term 1 – P5 & P6 Term 2 – P3 & P4 Term 3 – P1 & P2 | Students donate unused or used items which are still in a good condition to help the needy residents in the community. |
| <ul style="list-style-type: none"> To encourage Concordians to take ownership as responsible citizens to raise funds for the Children's Cancer Foundation | P6 Fundraiser | Term 4 | All students are encouraged to participate in the fundraising programme. |

G. BRIEFING SESSIONS FOR PARENTS/ GUARDIANS OF P2 TO P6 STUDENTS

(Mr Chan Chok Seng, YH LP; Mdm Ee Peck San, YH MP; Mr Kumaran, YH UP)

The school will be conducting a briefing session for parents/guardians of P2 to P6 students, on Sat, 20.01.2018.

The sharing for the day will include:

- the changing landscape of Singapore
- the focus and direction for CPS
- the respective level's holistic programmes for 2018
- the subject expectations by HODs
- the expectations of Form Teachers in the classrooms

Please note that these briefings are for parents/guardians only and children will not be allowed into the hall and classrooms. There will not be any individual discussion on your child's progress as this will be carried out in Term 2, at the Parent-Teacher Conference. If you would like to meet the teachers individually, please arrange for individual appointments with the respective teachers on other days.

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

| Levels | 8.30 | 8.45 | 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 |
|---------|------|----------------------------|--|---------------------|--|------|-------|--|-------|-------|---------------------|---|-------|-------|-------|
| P2 - P4 | | Principal's Address (Hall) | | YH's Sharing (Hall) | Briefing on Subject-related Matters by HODs (Hall) | | | Sharing of Class Expectations by Form Teachers (Classroom) | | | | | | | |
| P5- P6 | | | Sharing of Class Expectations By Form Teachers (Classroom) | | | | | Principal's Address (Hall) | | | YH's Sharing (Hall) | Briefing on Subject -related Matters by HODs (Hall) | | | |

We value your partnership with us and hope you will be able to join us for the session.

H. READING BEYOND THE TEXTBOOK PROGRAMME - WHAT'S UP NEWSPAPERS (P3-P6)

(Mdm Siti Rianawati, HOD EL)

In the English Language curriculum at CPS, newspapers are used as part of an array of materials to teach students important language and life skills. We have arranged for students' subscription for the What's Up Newspaper as part of our Reading Beyond the Textbook Programme. Through this programme, students are exposed to reading materials beyond their STELLAR texts, updated about current affairs (i.e. local and international news), and enhance their critical thinking skills.

| Programme Name | Duration / Date | Payment By Student |
|--|-----------------|--------------------|
| Reading Beyond the Textbook Programme – What's Up Newspaper (10 issues @ \$1.50 each) | Jan – Nov 2018 | \$15 |

Thank you for your support in making your child's learning enriching.

I. SWIMSAFER PROGRAMME (P3)

(Mr Tamil Selvam Charleston, SH CCA)

In our continuous effort to provide a **holistic school experience** for our students, we have integrated the P3 SwimSafer programme into the school's Physical Education (PE) curriculum. It is our belief that every child should be water confident. The swimming lessons will be conducted during curriculum time, as part of the students' PE lessons. The programme will reach out to the different segments of students, ranging from non-swimmers to proficient swimmers.

Every student is required to participate in the programme, except those with valid medical reasons. A letter of excuse with supporting documents must be submitted to the Form Teacher by Friday, 12.01.2018.

| Time : 7.30 am – 10.00 am | | | | | Venue: Chua Chu Kang Swimming Complex | | | | |
|---------------------------|-------|---------------------|---------------------|---------------------|---------------------------------------|---------------------|----------------------|---------------------|---------------------|
| Day | Class | Lesson 1 T1 WK 4 | Lesson 2 T1 WK 5 | Lesson 3 T1 WK 6 | Lesson 4 T1 WK 8 | Lesson 5 T1 WK 9 | Lesson 6 T1 WK 10 | Lesson 7 T2 WK 1 | Lesson 8 T2 WK 2 |
| Tue | 3A/3B | 23.01 | 30.01 | 06.02 | 20.02 | 27.02 | 06.03 | 20.03 | 27.03 |
| Wed | 3C/3D | 24.01 | 31.01 | 07.02 | 21.02 | 28.02 | 07.03 | 21.03 | 28.03 |
| Thu | 3E/3F | 25.01 | 01.02 | 08.02 | 22.02 | 01.03 | 08.03 | 22.03 | 29.03 |

As qualified professional coaches are hired to conduct the lessons at a public pool, each student will have to pay a **nominal fee** after school subsidy:

| Programme Name | Programme Cost | School Subsidy | Co-payment By Student |
|----------------|----------------|----------------|-----------------------|
| P3 Swimsafer | \$105 | \$70 | \$35 |

We also need parent volunteers to assist teachers in ensuring our students' safety. If you can accompany the class on days when they have swimming lessons, please let us know. Please fill in the attached Additional Information form and submit it to the Form Teacher by Fri, 12.01.2018.

J. MASTER SCRABBLE PROGRAMME (P3, P4, P5 & P6)

(Mdm Siti Rianawati, HOD EL)

CPS has enlisted The Scrabble Academy to conduct lessons for interested students to stretch and expose them to the techniques and skills in the game of Scrabble.

Through participation in this enrichment programme, students will develop Socio Emotional Competencies like self and relationship management as well as decision-making skills; 21st Century Competencies like Communication, Collaboration and Information Skills as well as Critical Thinking Skills.

Details of the Master Scrabble Programme are:

| Cost per Student: \$90.00 | | | | Time: 2.00 to 3.30 pm | | | |
|---------------------------|------------|------------|------------|-----------------------|------------|------------|------------|
| Session 1 | Session 2 | Session 3 | Session 4 | Session 5 | Session 6 | Session 7 | Session 8 |
| Wed, 31.01 | Wed, 07.02 | Wed, 14.02 | Mon, 05.03 | Mon, 19.03 | Wed, 21.03 | Wed, 28.03 | Wed, 11.04 |

Prepared By:

Mr David Wang
Vice-Principal (Admin)

Endorsed By:

Mrs Wong Siew Shan
Principal



PARENTS' ENGAGEMENT SESSIONS (P2 TO P6)
RESPONSE SLIP

(Please submit the completed Response Slip to your child's/ward's Form Teacher
by **Fri, 12.01.2018**)

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)

Name of Child: _____

Class: _____

Name of Parent: _____

Contact No: _____

E-mail Address: _____

Signature: _____



SWIMSAFER PROGRAMME (P3)
ADDITIONAL INFORMATION

(Please submit the completed form to your child's/ward's Form Teacher
by **Fri, 12.01.2018**)

Please indicate if your child/ ward has any medical condition that needs to be monitored

We need **parent volunteers** to assist teachers in providing more safety for the pupils.
The Form Teacher will contact you for further details if you indicate 'YES'

I can accompany the class as a parent volunteer.

- Yes
- No

Name of Child: _____

Class: _____

Name of Parent: _____

Contact No: _____

E-mail Address: _____

Signature: _____



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SCHOOL BILL CONSENT FORM

(Please submit the completed form to your child's/ward's Form Teacher
by Fri, 12.01.2018)

- SwimSafer and What's Up programmes are part of the CPS curriculum for students while Master Scrabble programme is optional.
- The table below shows the total cost of these programmes for P3 – P6. Parents are required to put a '✓' in the appropriate box (ONE ONLY) to indicate consent and payment amount.
- As CPS will be implementing School Bill from February 2018, parents are to wait for their School Bill before making payment to the school. Singapore Citizen students with Edusave Standing Order for Enrichment Programmes (EPSO) established, have already authorised the school to make withdrawals from their Edusave funds for enrichment programmes as and when payment is required. If there is insufficient Edusave account balance, the difference will be paid by cash/cheque. Singapore PR and International Students are required to pay by cash/cheque. We will provide parents with more information on School Bill in February.
- Please fill in and submit this consent form to your child's Form Teacher by Fri, 12.01.2018.

| Programme/ Level/ Co-payment | P3 | P4 | P5 | P6 |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| P3 SwimSafer | \$35 | | | |
| What's Up Magazine | \$15 | \$15 | \$15 | \$15 |
| Master Scrabble | \$90 | \$90 | \$90 | \$90 |
| Please put a () in the appropriate box to indicate your consent. | | | | |
| Total Amount (inclusive of Master Scrabble) | \$140 <input type="checkbox"/> | \$105 <input type="checkbox"/> | \$105 <input type="checkbox"/> | \$105 <input type="checkbox"/> |
| Total Amount (exclusive of Master Scrabble) | \$50 <input type="checkbox"/> | \$15 <input type="checkbox"/> | \$15 <input type="checkbox"/> | \$15 <input type="checkbox"/> |

I GIVE CONSENT for my child/ward to participate in the above-mentioned programme(s). If the available balance in my child's/ward's Edusave account is insufficient for the deduction, I will pay in cash/cheque.

Name of Child: _____

BC/ Ident No.: _____

Name of Parent: _____

E-mail Address: _____

Class: _____

Signature: _____

Contact No: _____