

**MERIDIAN PRIMARY SCHOOL
FAQ FOR P1 PARENTS**

1. Attire

- Your child/ward need to have at least 1 set of school uniform.
- Your child/ward must put on his/her school t-shirt and shorts (PE attire) on the days when he/she has PE and PAL lessons (refer to their respective timetable) as well as during Learning Journeys. They will also use their normal school shoes when in their PE attire. They will put on their school t-shirts and shorts throughout the day.
- You are advised to purchase more school t-shirts as your child/ward will need them more often than the school uniform.

2. Programme for Active Learning (PAL)

- PAL lessons are held on every Friday (P3 to P6 pupils will have CCA during those periods) where pupils are engaged in Sports & Games, Outdoor Education, Performing Art or Visual Art.

3. Name Tags

- Complete the form given during the P1 Orientation to order Name Tags for your child/ward. You can get the form during office hours from the General Office if you do not have the form.
- After payment has been made the school will fax the form to the company and your child/ward will receive his/her Name Tags from his/her Form/Co-form Teacher within 2/3 weeks.

4. Recess Buddies

- All P1 pupils will have a P2 pupil as their buddy during recess to assist them to buy food and drinks, accompany them during recess and show them to the washrooms, if needed.
- The buddy system will continue for 2 weeks after which P1 pupils are expected to be independent. However, P1 pupils who need more time will be assisted by the Parent Volunteers, teachers & Year Heads during recess.

5. Mother Tongue Classes

- Pupils are assigned to the Mother Tongue classes based on the choice made during the P1 registration
- Tamil or Hindi is offered to Indian pupils during the curriculum time. Books and other materials for pupils taking Hindi will be arranged by the Hindi teacher separately. Other languages are offered at the respective centres.

6. Medical Leave

- Contact your child's/ward's Form/Co-form Teacher immediately via General Office should he/she be diagnosed by a medical doctor to have any of the following contagious disease e.g. Hand, Foot & Mouth Disease, Chicken Pox etc so that the school can take the necessary actions to sanitize the classrooms to avoid the disease from spreading to other pupils.
- The school will send an SMS to you when your child/ward is absent. Please respond to the SMS sent to inform the school if your child/ward is not well for the day.
- Inform your child's/ward's Form/Co-form Teacher should your child/ward be away from school for a few days or longer so that arrangement can be made to ensure that your child/ward is able to catch up with the lessons.

7. Leave of Absence

- No leave will be granted during curriculum time as the school views education as very important and hope you will convey the same message to your child/ward
- Should your child/ward need to be away from school due to valid reasons, contact his/her teachers to find out what he/she has missed and ensure that he/she is able to catch up with the lessons as our teachers will not be covering the lessons missed.

8. Communication Channels

a. Email

- Contact your respective child's/ward's Form/Co-form Teacher, Year Head and Assistant Year Head via the e-mails stated in the Welcome Letter.

b. Meeting With Teacher

- Contact the teacher to make an appointment before coming down to school as the teacher may be teaching in class or away from school due to training or workshops.

c. General Office

- Contact any teachers by calling the general office at 65832125 to leave a message for the teacher.
- Note that the teacher may not be able to call you back immediately as he/she may be teaching in class or attending meetings or workshops.
- Contact the General Office for any urgent matters as they will revert the call to the respective teacher immediately

d. School SMS

- Respond to the school sms sent by teachers for matters concerning your child/ward.

e. School Website

- Check the school website at www.meridianpri.sg regularly for information and updates.

9. Counselling

- Contact form/ co-form teachers if your child/ward has any issue that needs counselling or support
- Form/ Co-form teachers will refer to the school counsellors for further support where needed

10. House Colours

- Pupils have been allocated to the 6 school houses.
- Pupils who have sibling/s currently in the school will be given the same house as their sibling/s.

11. Entering School Premises

- Enter the school via the Blue Gate only if you need to purchase books, uniforms or for any other matters. Due to security reasons we do not allow entrance via other gates.
- Indicate the purpose of your visit by filling in the form at the Security Post.
- Parents are not allowed at the teaching blocks.

12. Early Dismissal From School

a. Releasing pupils before school dismissal hour:

- Go to the General Office and complete the 'Early Dismissal' form.
- Hand the completed form to the security guards stationed at the main gate.
- Security guards will verify and retain the completed form before releasing pupil.
- Pupils will not be allowed to leave school unless accompanied by an adult.

b. Unwell or mildly injured pupil:

- Pupil will be taken to the Sick Bay at the General Office.
- Teacher or staff from the General Office will contact parent and explain the situation to the parent.
- Parents will be required to complete the 'Early Dismissal' form.
- Hand the completed form to the security guards stationed at main gate.
- Security guards will verify and retain the completed form before releasing pupil.
- Pupils will not be allowed to leave school unless accompanied by an adult.

13. Dismissal

a. Pupils leaving the school:

- There are 4 dismissal gates namely the Orange, Red, Blue and Yellow gates.
- Inform your child/ward and his/her form/co-form teachers the dismissal gate of your choice
- Your child/ward will be given a sticker on his/her name tag according to the colour of the gate that you have chosen
- Another sticker will be pasted next to your child's/ward's name in the class list for teachers' reference
- If your child is going back with his/her sibling/s they will meet at the school canteen before proceeding to the respective gate
- Otherwise during dismissal your child/ward will be taken to the respective gate by the teachers or parent volunteers
- For parents/guardians who arrive late, pupils will be taken to the General Office. Parents/ guardians will be contacted and your child/ward will have to be fetched via the Blue Gate.

b. Pupils going to Student Care Centre:

- Inform your child/ward and his/her form/co-form teachers the Student Care Centre that they will go to after school.
- Your child/ward will be given a white sticker on his/her name tag.
- Another white sticker will be pasted next to your child's/ward's name in the class list for teachers' reference
- Your child will be taken to the school canteen before proceeding to the respective student care centre.

14. Other Support

a. Money Needed For Meals:

- Pupils who forget to bring money for recess or lunch will go to the General Office to get tokens for their meals. The officer in the General Office will contact you before issuing the tokens. If you cannot be contacted, a notification slip will be given to inform you of the amount to be returned to the General Office the next school day.

b. Wet or Soiled Attire:

- Pupil who may get wet due to heavy rain or pupil who accidentally soiled himself/herself will be able to borrow a clean set of uniform from the General Office.
- Ensure that the borrowed uniform is washed and ironed before returning to the General Office.

c. Issues With Other Pupils

- Inform either your child Form/Co-form Teacher, Year Head or Assistant Year Head when your child/ward has any issue with other pupils or parents.
- Parent/guardian is NOT allowed to approach or confront any pupils or parents when there is any issue for safety and security reasons.
- Form/Co-form Teacher and Year Head/ Assistant Year Head will investigate and communicate with you. We will do our best to resolve the issue.