



MERIDIAN PRIMARY SCHOOL

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2 January 2025

Dear Parents/Guardians,

Welcome Letter to Parents/Guardians

Welcome to the start of a new academic year! We are excited to have you and your child/ward on this journey with us in 2025. In Meridian Primary School, we believe that every child matters, can learn and succeed in learning. This shared belief guides us in designing a Meridian Experience that helps our students enjoy learning in an environment that is motivating, safe and respectful.

We hope all our Meridians will be off to a great start in 2025. They will be participating actively in our school's 'Start Right Start Bright' Programme where school expectations and routines were explained, teacher-student relationships strengthened, and friendships fostered through different activities and experiences. The strong support you have given to the school over the years has enabled our Team Meridian teachers and administrative staff to work synergistically to deliver an engaging and enriching Meridian Experience for our students. We are truly appreciative and look to your continued support and partnership as we work steadfastly to nurture Meridians to be Future Learners, Future Citizens and Future Leaders.

2025 is a momentous year for our school as well. We will be commemorating **Meridian Primary School's Silver Jubilee (25th anniversary)** and our **MOE Kindergarten@Meridian's 5th year** of offering quality preschool education, as we celebrate **SG 60** (Diamond Jubilee) with our nation. Triple bliss indeed! Details of our commemoration activities will be shared with all in due course.

1. Staff Matters

This year, we have new staff members joining our Meridian family, working with us to create the amazing Meridian Story. They look forward to partnering you to support our school and Meridians. On behalf of our school, I would like to warmly welcome:

- Mr Aidil Effendy Md Said (HOD/PE & CCA)
- Ms Amy Looi (Senior Teacher/English Language)
- Mdm Lew Nyet Mee Cindy (Teacher)
- Mr Xu Wei Gabriel (Teacher)
- Mdm Siti Nurmunirah Bte Mohamed Arsad (Teacher)
- Mr Muhammad Shakir Bin Sulaiman (Teacher)
- Mdm Aminah do Mohamed Shariff (Teacher)
- Miss Alyah Amani Binte Norazman (Teacher)

Mrs Sharon Tng, HOD PE&CCA, has been posted to CHIJ (Katong) Primary with effect from 15 December 2024 as Vice Principal. We would like to congratulate and thank Mrs Tng for her dedicated contributions to our school. We wish her the best in her leadership journey at her new school.

2. Reporting and Dismissal Timings

We strongly encourage students to be in school by **7.20am** so that they can be prepared for morning assembly at 7.30am. **Students' attendance will be indicated as 'late' should they not be in the School Hall promptly for the singing of the National Anthem and pledge-taking at 7.30am.**

The dismissal timings for students have been included below for your easy reference:

Day	P1 to P3	P4 to P6
Monday	1.30pm*	1.30pm*
Tuesday		1.30pm*
Wednesday		2.30pm+
Thursday		1.30pm*
Friday		1.30pm*

+P4 to P6 students will be dismissed at 2.30pm on Wednesdays. School will set aside a 30-minutes lunch break for students on Wednesdays.

*P1 to P3 students will be dismissed at 1.30pm daily. P4 to P6 students will be dismissed at 1.30pm on Mondays, Tuesdays, Thursdays and Fridays.

3. Recess, Snack Break and Lunch Timings

Please refer to the table below for the timing for recess, snack break and lunch.

Level	Recess Timing	Lunch Timing (Wed)	Snack Break (Wed)	Snack Break (Mon, Tue, Thu and Fri)
P1	9.00am	Nil	Between 12.00pm to 12.30pm	Between 12.00pm to 12.30pm
P2	9.00am	Nil		
P3	10.00am	Nil		
P4	10.00am	12.30pm to 1.00pm	Between 11.30am to 12.00pm	
P5	9.30am	1.00pm to 1.30pm	Between 11.00am to 11.30am	
P6	9.30am	1.00pm to 1.30pm		

Due to the later recess timings, P3 and P4 students are encouraged to have a heavier breakfast at home before they come to school. We also seek parents'/guardians' support to ensure that your children/wards bring healthy snacks for their snack breaks.

Recommended Food for Snack Break

In line with Healthy Meals in Schools Programme (HMSP) by Health Promotion Board, the recommended snack items to be brought for snack breaks can include food items such as bread, biscuits, muffins, muesli bars, dried cereal and fresh/dried fruits; and beverage items such as packet milk, soya milk and Milo.

Unhealthy snack items such as chocolates, sweets, chips and sweet drinks will not be allowed. We discourage students from bringing packed meals such as noodles or rice from home for snack break as there is a higher risk of food-borne illness if cooked food is kept in room temperature for more than four hours.

4. Facilitating Communication between School and Parents/Guardians

4.1 Student Details Form

We would like to draw the attention of parents/guardians to the Student Details Form sent by the school via Parents Gateway (PG) on 2 January 2025. To facilitate timely and accurate communication, we would appreciate if you can complete the form via the URL <https://pg.moe.edu.sg/forms/sdf> by **Wednesday, 31 January 2025**, if you have not managed to do so.

4.2 Student Handbook

We have made significant enhancements to the Student Handbook for our students to record their homework as well as their learning and reflections. By doing so, we hope to instill a sense of responsibility so that they take greater ownership of their own learning. The Student Handbook contains useful information and can also be used by parents/guardians to communicate with your child's/ward's teachers.

Due to unforeseen printing delays, students will be receiving the Student Handbook at a later date in Term 1. Nonetheless, Form Teachers will be going through important information with the students in the coming week. Should parents/guardians have any queries in the meantime, please do not hesitate to contact your child's/ward's Form Teachers or call the school's General Office at 6583 2125.

4.3 Communication Channels between School and Parents/Guardians

The school is using the Parents Gateway (PG) app as one of our main communication channel. Through this mobile app, parents/guardians are able to receive information as well as to perform a range of administrative functions such as giving consent for school activities and performing travel declaration. Parents/Guardians are strongly encouraged to turn on the notification for the PG app so that you are able to read and respond to notifications in a timely manner.

In addition, the school has established different channels of communication with parents/guardians to enhance our partnership in delivering a holistic educational experience for our students. The details are in the table below.

Channels of Communication	School with Parents	Parents with School
Telephone: 65832125	✓	✓
Email Address: meridian_ps@moe.edu.sg	✓	✓
Website: https://meridianpri.moe.edu.sg	✓	
Notification to Parents/Guardians (Information Letters) /Termly Calendar of Events/ Parents Gateway	✓	
Student Handbook	✓	✓
Curriculum Forum Day / School Home Connect (Teacher Parent Meeting)	✓	✓
Meeting with Form/Subject Teacher or Staff Member <i>For a fruitful discussion, do make an appointment to ensure that our teachers/staff members are available to meet up with you.</i>		✓

If you wish to contact our teachers, please call the General Office at 6583 2125 to leave a message for the teachers between 7.30am to 5.30pm. We seek your understanding that the teachers may not be able to return your calls immediately as they may be teaching in class or attending meetings or workshops. Alternatively, you can communicate with your child's/ward's teacher using the Student Handbook or send an e-mail to him/her directly. The email addresses of our teachers are available on our school website. Form Teachers will send the Introductory Letter to parents/guardians with further information by 10 Jan 2025.

We would greatly appreciate that communications between parents/guardians and teachers take place between **7.30am to 5.30pm** to allow our teachers ample rest after a day of teaching and other duties in school. Let us continue to strengthen our school-home partnership efforts by extending graciousness and mutual understanding to one another in our interactions, while showing appreciation and respect for our staff members' efforts in rendering their assistance.

4.4 Year Heads for 2025

Year Heads (YHs) and Assistant Year Head (AYH) will continue to oversee the matters pertaining to their levels and work closely with parents/guardians and teachers. The following YHs/AYH will be overseeing your child's/ward's development for the year 2025:

Levels	YHs/AYHs	Email Addresses
YH for P1 & P2	Mrs Ananthi Selva	ananthi_chandramohan@moe.edu.sg
YH for P3 & P4	Mrs Stefane Lee-Tan Hugue Hwan	tan_hugue_hwan_stefane@moe.edu.sg
YH for P5 & P6 AYH for P5	Mdm Chou Shin Chieh Mdm Low Hwee Miang	chou_shin_chieh@moe.edu.sg low_hwee_miang_a@moe.edu.sg

4.5 Calendar of Events for Term 1

Some important school and level events in Term 1 are listed below for your reference.

Events	Dates	Remarks
Curriculum Forum Day	18 Jan (Sat)	<ul style="list-style-type: none"> 8.00am to 1.30pm More details will be given nearer to the event.
Eve of Chinese New Year: Chinese New Year Celebrations	28 Jan (Tue)	<ul style="list-style-type: none"> School will function half day and students will be dismissed at 10.30am.
Chinese New Year	29 Jan (Wed)	<ul style="list-style-type: none"> Public Holiday
	30 Jan (Thurs)	<ul style="list-style-type: none"> Public Holiday
Start of Remedial	3 Feb (Mon)	<ul style="list-style-type: none"> Remedial for P3 to P6 will start from 3 Feb (Mon). Please refer to the remedial schedule which will be provided nearer the date.
Start of P3 Conversational Chinese Malay	13 Feb (Thurs)	<ul style="list-style-type: none"> After school 2.00pm to 4.00pm More details will be given nearer the starting date.
Commemoration of Total Defence Day	18 Feb (Tue)	<ul style="list-style-type: none"> Activities will take place during curriculum hours
P6 Review 1	20 Feb (Thu) 21 Feb (Fri) 24 Feb (Mon) 25 Feb (Tue)	<ul style="list-style-type: none"> English /Foundation English Math/Foundation Math Mother Tongue Language / Foundation Mother Tongue Language Science/Foundation Science <p>Reviews are conducted during curriculum time.</p>
	26 Feb (Wed)	<ul style="list-style-type: none"> Higher Mother Tongue Paper (HMTL) <p>The HMTL Review 1 will be conducted during HMTL lesson after school.</p>

5. Road Safety

We would like to seek your cooperation to work with the school in ensuring the safety of students coming to and leaving school. This is especially important as young children may not have the skills required to use roads properly and are not aware of the dangers in their surroundings. Their smaller physique also makes them less visible to motorists. Do take note of the following road safety practices:

- Reduce vehicle speed and stay alert for pedestrians in the school zone.
- Cooperate with traffic marshals to ensure overall safety and smooth traffic flow.
- Let your child/ward alight only at the designated drop-off point. Your child/ward should alight from the car on the side nearest to the kerb as quickly as possible.
- Be advised not to violate traffic rules by driving recklessly or making illegal maneuvers.

We seek your assistance to also reinforce these road safety practices with your child/ward:

- Reinforce correct road safety behaviours such as using the pedestrian crossing and avoiding jaywalking or using a handphone while crossing the road.
- Remind your child/ward to practise the kerb drill before crossing - "look right, look left, look right again, ensure all vehicles have stopped, raise your hand high up and cross the road briskly".
- If your child/ward must cycle to school, ensure that he/she knows safe cycling rules and is a competent cyclist.

6. Health- and Medical-related Matters

Maintaining good health is important. Should your child/ward fall sick, please ensure that he/she sees the doctor and obtain a medical certificate if he/she needs to be absent from school. The medical certificate should be given to the respective Form Teachers when your child/ward reports back to school. Please also indicate clearly if your child/ward needs to be excused from PE lessons due to any medical conditions or to allow him/her to recuperate from an illness. Kindly take note that, in the best interest of your child/ward, we do not administer any medication on behalf of any parent/guardian. If your child/ward has any special need(s), do discuss the matter with his/her teacher concerned.

As part of our effort to instill social responsibility in our students, we seek your cooperation to check your child's/ward's temperature and his/her overall well-being daily. Please remind your child/ward of good hygiene practices and to bring his/her thermometer to school every day. If your child/ward has a pre-existing condition, do also remind him/her to have the medication with him/her daily (e.g. children with asthma to carry an inhaler). If your child/ward feels unwell, please take him/her to seek medical help and let him/her rest at home.

7. Safety and Security Matters

Our students need to understand the importance of having good personal hygiene by washing their hands regularly, before and after food, and after they have visited the washrooms. Our teachers share this important message with students, and they must wash their hands when they go for their recesses. We hope parents/guardians can continue to reinforce these good habits in their children at home.

If your child/ward develops flu-like symptoms, kindly consult a doctor immediately, inform the Form Teachers, and refrain from coming to school until he/she has recovered fully. We seek the understanding and cooperation of parents/guardians in this matter so that we can continue to keep Meridian Primary School a safe place for all students and staff. Let us all do our part to keep the school community safe.

8. Homework Policy

Our students can benefit from homework as it helps them to reinforce learning and deepen understanding of lessons taught, allow regular practice and application of skills and concepts, develop good study skills and habits and encourage greater ownership and responsibility for independent learning. By monitoring children's homework, parents/guardians will have timely information on learning progress of your children. We are also mindful of the amount of homework we provide for our students so that homework remains manageable for them.

The table below provides a guide to the homework load for our students:

Level	Approximate Time Taken to Complete Homework
P1 and P2	No more than 1 hour per day
P3 and P4	No more than 1.5 hours per day
P5 and P6	No more than 2 hours per day

Do help in supervising your child's/ward's work. Homework should be submitted on time. Your child/ward is encouraged to write his/her homework in the Student Handbook.

9. Handphone Usage Policy

Students are not allowed to bring their handphones or smart watches to school as we believe that they should be developed holistically in healthy online and offline activities, and not be distracted by their handphones or smart watches. For more details, please refer to page 26 of the Student Handbook. Kindly acknowledge the note on the bottom of page 26 of the Student Handbook after students receive their copy.

10. Birthday Celebrations

The school will not facilitate any request for birthday celebrations in school in view of the children's varying dietary needs and possible allergic reactions. This is also in line with the Healthy Meals in School Programme.

11. Canteen Food Prices

To facilitate your provision of school pocket money for your child/ward, the table below reflects the pricing of the food sold in our canteen:

Set Meal	Food Price
Small Set	\$2.00
Large Set	\$2.40
Adult Portion	\$2.80

12. Photographs and Videos of Students for Non-Commercial Use

Photograph(s) and video image(s) of you and your child/ward may be captured during school activities and events such as classroom lessons, CCA, school camps and school concert. The school may use and publish such photographs and/or video recordings in school publications, websites, social media channels, and other communication channels, for the purpose of documentation or non-commercial use. Please write to the Principal if you do not wish the photographs and video recordings that include you and/or your child's/ward's image to be used.

13. Books to be collected during Start Right Start Bright Programme

The table below provides a guide to the books that will be collected by the teachers during the 3-days of Start Right Start Bright programme. Please help to ensure your child/ward brings the necessary books on the different days.

Fri, 3 Jan 2025	Mon, 6 Jan 2025	Tue, 7 Jan 2025
<p>All EL books</p> <ul style="list-style-type: none"> • Stellar Handwriting (Primary 2, 3) • Grammar Practice Book (Primary 2, 3, 4, 5) • Listening Comprehension & Oral Communication (Primary 2, 3, 4, 5, 6) • P3B STELLAR 2.0 Readers (Units 5 to 9) • P4 STELLAR 2.0 Readers (Units 1 to 11) • P5 STELLAR 2.0 Readers (Units 1 to 9) • P6 STELLAR 2.0 Readers (Units 1 to 7) • P5 Situational Writing • Synthesis and Transformation P6 • Primary 6 4-in-1 English • Visual Text Practice Booklet Primary 6 • 2 A5 Single Line Ex book • 5-part Divider Red file with School Logo <p>*includes Foundation books</p>	<p>All MA books</p> <ul style="list-style-type: none"> • Primary Mathematics Practice Book (2A, 3A, 4A, 5A, 6A) • A4 Yellow Ring file with School Logo (5-colours dividers) <p>All SC books</p> <ul style="list-style-type: none"> • Inspiring Science Activity Book (Primary 3, 4, 5) • My PALs are Here! Science Workbook P5/6 – Interactions & Energy • A4 Green Ring file with School Logo (5-colours dividers) • 3 A5 Single Line Ex book <p>*includes Foundation books</p>	<p>All MTL books</p> <ul style="list-style-type: none"> • CL/ML/TL Activity Book (2A, 3A, 4A, 5A, 6A) • CL Writing Book (2A, 3A) • 2 A5 Big Square Ex book • 2 A5 Single Line Ex book • CCE Student's Journal CL/ML/TL (Primary 2, 3, 4, 5, 6) • 1 A4 Blue Ring file with School Logo (5-colours dividers) • 1 Thin Blue School Subject file <p>*includes Foundation and Higher Mother Tongue books</p>

We would like to wish you and your family good health in the new year, and we look forward to a fulfilling and engaging school year with you and your child/ward.

Yours sincerely,



Mrs Lim-Chew Siang Jiun
Principal