



MERIDIAN PRIMARY SCHOOL

20 Pasir Ris Street 71
Singapore 518798
Tel: 6583 2125 Fax: 6583 4993
Email: meridian_ps@moe.edu.sg
Website: <http://www.meridianpri.moe.edu.sg/>

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10 January 2022

Dear Parents / Guardians,

Welcome Letter to Parents/Guardians

Welcome to the start of the New Year! Our students have completed the 'Start Right, Start Bright' Programme in the first week of school and they have done well, especially for our P1 students as they adjusted being in a new environment. We are so proud of our P1s! As a school, we shared our expectations with the students so that they can do their part to make Meridian Primary a conducive and safe environment for all to learn and play. The students also had opportunities to learn new routines and get to know their teachers and classmates better.

We would like to take this opportunity to thank all parents/guardians, for your support. You helped to reinforce the values we want to instil in our students and role-model the positive behaviours for our students. While we are still managing the COVID-19 situation, we are happy that we have put in the necessary processes to ensure that learning can continue safely for our students. We seek your continuous support as our partners and strongly encourage you to continue your efforts to work with the school to further develop your child's/ward's potential.

1. Staff Matters

We would like to warmly welcome new staff to the Meridian Primary family:

- Mr Lim Kim Min, Vice Principal
- Mrs Sharon Tng, HOD PE, CCA & Aesthetics

We would also like to thank the following staff for their contributions to the school and wish them all the best in their future endeavours:

- Dr Lau Hock Soon, Vice Principal, who has retired from service after 37 years of service to the education fraternity.
- Miss Tan Shi Ying, SH Aesthetics, who will be furthering her studies.

2. Reporting Time and Dismissal Time

We strongly encourage students to be in school by **7.20am** so that they are more ready for the first lesson at 7.30am. Students will be marked as 'late' if they are not in their respective classrooms for the singing of the National Anthem and pledge-taking at 7.30am.

As for dismissal, please note the staggered dismissal times, as shown in the table below:

Time	Staggered Dismissal Timing
1.30pm	P1 & P2 students
1.35pm	P3 & P4 students
1.40pm	P5 & P6 students

3. Recess and Snack Break Timings

To minimize intermingling of students across levels, the recess timings for all levels will continue to be staggered. Please refer to the table below for the details.

Level	Recess Timing	Snack Break
P1	8.30am to 9.00am	10 minutes of snack break between 12.00pm to 12.30pm (within lesson time)
P2	9.00am to 9.30am	
P3	9.30am to 10.00am	10 minutes of snack break between 12.30pm to 1.00pm (within lesson time)
P4	10.00am to 10.30am	
P5	11.00am to 11.30am	10 minutes of snack break between 8.00am to 8.30am (within lesson time)
P6	10.30am to 11.00am	

Due to the later recesses, P5 and P6 students are encouraged to have a heavier breakfast at home before they come to school. They will also be given time to have their snack break earlier. Parents/guardians, please help ensure that the students bring healthy snacks for the morning snack break.

Recommended Food for Snack Break

In line with the Healthy Meals in Schools Programme (HMSP), the recommended snack items include bread, biscuits, muffins, muesli bar, 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 the cooked food is kept in room temperature for more than four hours.

4. Facilitating Communication between School and Parents/Guardians

4.1 Individual Student Details Report (ISDR)

For us to capture the details of our students accurately, we have given your child/ward a copy of his/her ISDR. Please help to check the ISDR carefully before acknowledging it. We would appreciate if you can update any changes especially the contact details in the ISDR. All changes are to be made directly on the form. **Kindly return the signed ISDR to the Form Teachers by Thursday, 13 January 2022.**



4.2 'Getting to Know You' Questionnaire

The school would like to get to know your child/ward better so as to facilitate a more engaging communication with you. Please fill in the attached questionnaire in FormSg by Thursday, 13 January 2022 via the following URL: <https://go.gov.sg/get-to-know-you-child> or the QR code provided.



4.3 Student Well-Being Check-In Survey

To support our students' social, emotional and mental well-being, the Ministry of Education has provided a safe and regular avenue for students to share information about themselves through a Check-In Survey. Responses through the survey will provide useful information to the school so that we can better understand the needs of the students and proactively provide additional support, if needed. We seek your help to complete the survey with your child/ward by using the links or QR codes provided on page 3.

<p>Primary 1 to Primary 2 Check-In Survey Link: https://go.gov.sg/swbtermlycheckinsurvey-t1-p1p2</p> <p><i>For Primary 1, the students will learn how to use the Student Learning Space (SLS) in Week 3 so parents can complete the survey in Week 4.</i></p>	
<p>Primary 3 to Primary 6 Check-In Survey Link: https://go.gov.sg/swbtermlycheckinsurvey-t1-p3top6</p>	

4.4 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 also contains useful information and can also be used by parents to communicate with teachers.

4.5 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 are able to receive information as well as to perform a range of administrative functions such as giving consent for school's activities and perform travel declaration.

In addition the school has established other channels of communication with parents/guardians to enhance our partnership in delivering a holistic educational experience for our pupils, as reflected 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 (Information letters) / Termly Calendar of Events/ Parents Gateway	✓	
Student Handbook	✓	✓
Curriculum Forum Day / Teacher-Parent Meeting	✓	✓
Meeting with Form/Subject Teacher or Staff Member <i>Due to COVID-19 safe management measures in place, please make an appointment with our teachers/staff before coming down to school. Parents will be required to do the SafeEntry check-in before entering the school.</i>		✓

If you wish to contact our teachers, please call the General Office at 65832125 to leave a message for the teacher. Please note that the teachers may not be able to call you back immediately as they may be teaching, attending meetings or workshops. Alternatively, you can communicate with your child's/ward's teacher using the Student Handbook or e-mail him/her directly. The email addresses of our teachers are available on our school website.

Let us be mindful in our partnership efforts by extending graciousness and mutual understanding to one another in our interactions while showing appreciation and respect for our staff's efforts in rendering their assistance.

4.6 Year Heads for 2022

Year Heads and Assistant Year Heads will continue to oversee matters pertaining to their levels and work closely with parents and teachers. The following Year Heads will be overseeing your child's/ward's development for the year 2022:

Class	Year Head	Email Address
Year Head, P1 & P4	Mr Tay Koon Guan	tay_koon_guan@moe.edu.sg
Year Head, P2 & P5	Mrs Stefane Lee-Tan	tan_hugue_hwan@moe.edu.sg
Year Head, P3 & P6	Mdm Chou Shin Chieh	chou_shin_chieh@moe.edu.sg
Assistant Year Head (Covering), P5	Ms Kirenjit Kaur	kirenjit_kaur_sulinder_singh@moe.edu.sg
Assistant Year Head, P6	Mdm Tang Tsin Ray	tang_Tsin_Ray@moe.edu.sg

4.7 Calendar of Events for Term 1

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

Event	Date	Remarks
Chinese New Year Celebrations	31 January (Monday)	<ul style="list-style-type: none"> School will function up till 10.00am Do make the necessary transport arrangements for your child/ward
Chinese New Year	1 February (Tuesday)	<ul style="list-style-type: none"> Public Holiday
	2 February (Wednesday)	<ul style="list-style-type: none"> Public Holiday
Commemoration of Total Defence Day	9 February (Wednesday)	<ul style="list-style-type: none"> During curriculum hours
Curriculum Forum Day and Parents' Workshops	12 February (Saturday)	<ul style="list-style-type: none"> 8.00am to 1.30pm More details will be given nearer the date

5. 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 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.

6. 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 25 of the Student Handbook. Kindly acknowledge the note on the bottom of page 25 of the Student Handbook.

7. Safety, Security and Health Matters

7.1 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 do not always fully appreciate the dangers presented. Their small physique also makes them less visible to motorists. Do take note of the following road safety practices:

- Reinforce correct road safety behaviour such as using the pedestrian crossing, and avoiding jaywalking or using a handphone while crossing.
- 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".
- 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.
- If your child/ward must cycle to school, ensure that he/she knows safe cycling rules and is a competent cyclist.

7.2 Health and Medical Issues

Maintaining good health is important. Should your child/ward fall sick, please ensure that he/she sees the doctor and obtains a medical certificate if he/she needs to be absent from school. The medical certificate should be given to the 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. If your child/ward has any medical need/s, do discuss the matter with his/her teacher concerned.

As part of our effort to instil 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 inhaler). If your child/ward feel unwell, please take him/her to seek medical help and let him/her rest at home.

7.3 Personal Hygiene

It is important that our students understand the importance of having good personal hygiene by washing their hands regularly, before and after food, and after they have visited the washrooms. This is even more important in view of COVID-19. We hope parents/guardians can continue to reinforce these good habits in their children/wards at home.

7.4 Wearing of Face Masks

As face mask is required when we are outside our home, it is the primary option for our students while they are in school. Parents/guardians can help to remind your child/ward on the proper use of the masks. Do ensure that your child/ward wears a mask that fits him/her well so that he/she is protected.

We would like to seek parents'/guardians' assistance in preparing a 'My Personal Care Kit' for your child/ward so that he/she has all the essentials in one bag or pouch and can easily bring this down to the canteen during recess. The following items can be included in 'My Personal Care Kit':

- a. A re-sealable bag with your child/ward's name clearly written on it. The bag will be used by your child/ward to keep his/her mask clean while eating. Once your child is done eating, he/she will be expected to put the mask back on.
- b. An additional mask so that your child/ward can change to a new one if the existing mask is soiled.
- c. A small packet of tissue paper or wet-wipes. Before putting on his/her mask, your child/ward can clean his/her mouth first so that the mask will not be dirtied.
- d. An Oral Digital Thermometer or ODT for use during the morning temperature-taking exercise.
- e. A small bottle of hand sanitizer.

Parents/guardians can go through with your child/ward on how to use these items properly. Your child/ward can also be involved in packing the items properly each evening before putting the bag/pouch into his/her school bag. This will help to instil important values like care and responsibility in our children.

8. Being Socially Responsible

If your child/ward, or anyone in the household is unwell, do take them to the doctor and stay at home until they have recovered. Similarly, if anyone in the household received an Isolation Order (IO), Stay Home Notice (SHN) or Health Risk Warning (HRW) by the Ministry of Health, please let your child's/ward's Form Teachers know so that they can follow-up with you. Let us all do our part to keep the school community safe.

9. School Dental Service

Please note the current operating schedule for the Dental Clinic.

Clinic Schedule (Alternate Weeks)	Closed on Public Holidays
4 to 7 Jan 2022	3 Jan 2022, in lieu of New Year's Day
17 to 21 Jan 2022	
3 to 4 Feb 2022	1 & 2 Feb 2022, Chinese New Year
14 to 18 Feb 2022	
28 Feb to 3 Mar 2022	

We seek parents/guardians understanding that the opening days may change so it would be best to call before coming down to the dental clinic. During clinic closure, please call Health Promotion Board's School Dental Centre at 6435 3782 for assistance in the event of a dental emergency, such as dental trauma, facial/gum swelling or severe toothache.

10. Birthday Celebrations

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

11. 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 in to me if you do not wish the photographs and video recordings that include you and/or your child's/ward's image to be used.

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

Yours sincerely,



Ms Liza Rahmat
Principal