



## 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/>

Our Ref: MPS/LM/2023/002

9 January 2023

Dear Parents/Guardians,

### Welcome Letter to Parents/Guardians

Welcome to the start of the new year. We trust that your child/ward had a restful and enjoyable school holidays, and he/she is ready for the new academic year. We also look forward to your continued support and gracious partnership in our shared efforts to deliver a quality holistic education for your child/ward.

Our students had a great start to 2023. They participated 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. With the return to normalcy, the school will be bringing back more programmes and activities as part of the Meridian Experience. We are deeply appreciative of the support you have given us in the past and I would like to continue to seek your assistance to ensure that Meridian Primary remains as a safe place for our staff and students.

#### 1. Staff Matters

We would like to warmly welcome new staff to the school:

- Mr Alwin Tien Der Wei (Music Teacher)
- Mdm Aliza Farhana Bte Mohd Raus (Administration Manager)

We would also like to bid farewell and thank the following teachers for their contributions to the school. We wish them all the best in their future endeavors:

- Mr Zahrul Bin Zaiden
- Ms Tan Shi Ying

#### 2. Reporting and Dismissal Timings

We strongly encourage students to be in school by **7.25am** so that they can prepare themselves for morning assembly at 7.30am. **Students will be marked as 'late' if they are not in the hall for the singing of the National Anthem and pledge-taking at 7.30am.**

With the introduction of CCE 2021 curriculum, the school has added one more period for the P4 to P6 students. 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 30mins lunch time for students on Wednesdays.*

*\*P1 to P3 students will be dismissed at 1.30pm daily and 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 details for recess, snack break and lunch timings.

Level	Recess timing	Lunch time (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	9.30am	Nil		
P3	10.00am	Nil		
P4	9.00am	12.30pm to 1.00pm	Between 11.00am to 11.30am	
P5	9.30am	12.30pm to 1.00pm		
P6	10.00am	1.00pm to 1.30pm	Between 11.30am to 12.00pm	

Due to the later recesses, P3 and P6 students are encouraged to have a heavier breakfast at home before they come to school. Parents/guardians, please help 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 The school would like to get to know your child/ward better so as to better engage you in communication about your child/ward. Please fill in the attached questionnaire in FormSg via the following URL: <http://go.gov.sg/get-to-know-your-child-2023> by **Thursday, 13 January 2023**.



4.2 We would like to remind parents/guardians to fill up the Student Details Form sent by MOE HQ via Parent Gateway (PG) on 3 January and 6 January respectively. To facilitate accurate communication, we would appreciate if you can complete the form by **31 January 2023**.

#### 4.3 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 to communicate with teachers.

#### 4.4 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 many channels of communication with parents/guardians to enhance our partnership in delivering a holistic educational experience for our students, as reflected in the table below.

<b>Channels of Communication</b>	<b>School with Parents</b>	<b>Parents with School</b>
Telephone: 65832125	✓	✓
Email Address: meridian_ps@moe.edu.sg	✓	✓
Website: <a href="https://meridianpri.moe.edu.sg">https://meridianpri.moe.edu.sg</a>	✓	
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>For you to have a fruitful discussion, do make an appointment to ensure that our teachers/staff are available to meet up with you.</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 or 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 at 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.

#### 4.5 Year Heads for 2023

Year Heads (YHs) and Assistant Year Heads (AYHs) will continue to oversee the matters pertaining to their levels and work closely with parents and teachers. The following YH/AYHs will be overseeing your child's/ward's development for the year 2023:

<b>Levels</b>	<b>YHs/AYHs</b>	<b>Email Addresses</b>
YH for P2 & P4	Mdm Chou Shin Chieh* Mdm Anna Lim Lin Lin	chou_shin_chieh@moe.edu.sg anna_lim_lin_lin@moe.edu.sg
YH for P3 & P5	Mrs Stefane Lee	tan_hugue_hwan@moe.edu.sg
AYH for P1	Mdm Tang Tsin Ray	tang_tsin_ray@moe.edu.sg
AYH for P6	Ms Kirenjit Kaur	kirenjit_kaur_sulinder_singh@moe.edu.sg

\*Mdm Chou will be away for a professional development opportunity in Semester 1. Mdm Anna Lim will cover Mdm Chou's duties in her absence.

#### 4.6 Calendar of Events for Term 1

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

<b>Events</b>	<b>Dates</b>	<b>Remarks</b>
Chinese New Year Celebrations	20 Jan (Fri)	• School will function as per normal and students will be dismissed at 1.30pm.
Chinese New Year	23 Feb (Mon)	• Public Holiday

	24 Feb (Tue)	• Public Holiday
Curriculum Forum Day and Parents' Workshops	11 Feb (Sat)	• 8.00am to 1.30pm • More details will be given nearer to the event.
Commemoration of Total Defence Day	14 Feb (Wed)	• During curriculum hours
P6 Subject Reviews	23 Feb (Thu) 24 Feb (Fri) 27 Feb (Mon)  28 Feb (Tue)	• English/Foundation English Review • Math/Foundation Math Review • Mother Tongue Language/Foundation Mother Tongue Language Review • Science/Foundation Science Review  The reviews will be conducted during curriculum time.
	1 Mar (Wed)	• Higher Mother Tongue Paper (HMTL)  The HMTL review will be conducted after school hours.

## 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 small 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.
- 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 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. 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 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. This is even more important in view of COVID-19 as the situation is still evolving. 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 school, 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 a safe place for all students and staff.

### Being Socially Responsible

If your child/ward, or anyone in the household is unwell, do take them to the doctor and stay home until they have recovered. Please let your child/ward's Form Teachers know so that they can follow-up with you. Let us all do our part to keep the school community

## **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 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:

<b>Level</b>	<b>Approximate Time Taken to Complete Homework</b>
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 25 of the Student Handbook. Kindly acknowledge the note on the bottom of page 25 of the Student Handbook.

## **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 inline with the Healthy Meals in School Programme.

## **11 Roving Dental Clinic@ Meridian Primary School**

Please be informed that the Roving Dental Clinic in our school will be closed from 3 January 2023 to 30 June 2023. During this period of clinic closure, students who need urgent dental treatment (fillings, cleaning and extractions) can contact the staff in charge of the school buddy clinic at Pasir Ris Primary School, School Dental Clinic at 89406770 or Mobile Dental Clinic 6 at 92379143 for an appointment.

## **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.

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