

Reference No: MOECFSLTP2022_0002

29 December 2021

Through the Principal 

Dear Parents/Guardians,
Administrative Matters for First Week of School

It is with great pleasure that I welcome you and your child to Chongfu School. As the school term is about to begin, I would also like to take this opportunity to highlight the following matters for your attention.

School Reporting

All students are to report to school in **PE attire** on **Tuesday, 4 January 2022**. Students are to report to school every day **by 7.25 a.m.**

- **Students reporting via Gate 1 and 2:**

Upon arrival in school, students will be led by school teachers to the school hall.

School Dismissal

Dismissal time for P1 students is at **12.50 p.m. for the first week of school.**

Long day for P1 students begins on the second week of school and students will be dismissed at **3.35 p.m. every Wednesday, starting from 12 January 2022.**

	Dismissal Timing
First Week (4 Jan – 7 Jan)	12.50 p.m.
Second Week onwards (10 Jan onwards)	Monday, Tuesday, Thursday, Friday – 1.05 p.m. Wednesday (Long Day) – 3.35 p.m.



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Students who are not taking the school bus will be dismissed by their teachers only when their parents/guardians/care-takers are present either at the security post near Gate 1 or the void deck at HDB Blk 272 outside Gate 2.

- **Dismissal via Gate 1 or Gate 2**

Please circle either **Gate 1** or **Gate 2** clearly on the plastic name tag to indicate where you will be waiting for your child/ward.

- **Bus Dismissal**

For students taking the school bus, please indicate the **bus number** clearly on the plastic name tag that was provided in the Orientation Kit.

- **Student Care**

For students heading to Student Care Centres, teachers will hand the students over to the respective personnel from the various student care centres.

Sample of Name Tag

JOHN TAN KAIEN P1 Gracious	
Dismissal: Gate 1 / Gate 2	
Fetches by: _____ (Relationship with child)	Bus No.:
Student Care Centre: _____	

Please indicate the Gate clearly if your child will be dismissed via Gate 1 or Gate 2.

Please indicate the Bus Number clearly if your child is taking the school bus home.

Please indicate the name of the Student Care Centre if your child is heading there after school.

***Note:** Should there be any change in dismissal arrangement, kindly inform the form/co-form teacher earlier so that the teachers may assist to dismiss your child/ward accordingly at the right venue.



Recess Programme

To start the P1 students on their journey towards independence and character building, there will be no buddy recess in 2022. As part of student wellbeing, teachers will be in the canteen to provide their assistance during recess. We would like to reassure parents that the students are well taken care of and seek your support to allow them the full experience of being independent in school.

In the event that you need to be present during recess, please note that only **one vaccinated parent/guardian is allowed into the school at the stipulated timings for P1 recess for Tuesday, 4 January**. We seek your cooperation to remain outside the cordoned area so as to allow the students the full use of the canteen.

To safeguard the well-being of students and school staff, parents/guardians are expected to observe the Safe Management Measures (SMMs) that have been put in place. Please enter via Gate 1 and school staff will be stationed to assist with SafeEntry check-in, temperature-taking and registration. Parents/Guardians who are served with Stay Home Notice (SHN), Health Risk Warning (HRW) or feeling unwell are requested to stay at home.

The recess timings are as follow:

Group	Classes	Time	Registration venue
1	GRACIOUS, RESPECTFUL, ACHIEVING CARING	<u>8.15 – 8.45 a.m.</u>	Basketball court
2	INNOVATIVE, OBSERVANT, UNITED	<u>9.00 – 9.30 a.m.</u>	
3	SINCERE, LOYAL, YOUTHFUL	<u>9.45 – 10.15 a.m.</u>	

***Note: Parents/Guardians are to adhere closely to the recess timings for their child/ward. Parents/Guardians may enter school 5 minutes before the start of recess.**

Parents/guardians are encouraged to prepare packed food for recess or alternatively, do ensure that your child/ward has enough pocket money (about \$2) to buy food in the school canteen.

Meal Break

P1 students will have their meal break at about 11.15 a.m. This is in addition to their recess break. Parents are strongly encouraged to pack some healthy snacks for the students to consume in class. Some examples will be fresh fruits, buns or sandwiches.

Parents/Guardians' Checklist

Getting Ready for School (22 December 2021 – 3 January 2022)

Things to do	Check
<p>My child/ward has his/her name tag (plastic tag) for the first week of school.</p> <p>I have filled up the Gate, Bus No. or name of Student Care Centre on the name tag (for dismissal).</p>	
<p>I have checked that my child/ward has these things in his/her schoolbag daily.</p> <ol style="list-style-type: none"> 1) Pencil case with writing materials 2) Plastic file (for letters & notices) 3) English Storybook 4) Water bottle/ Lunch box / Pocket money 5) Trace Together Token 6) A small zip lock bag (to keep their facial mask during PE lessons) 7) Some spare facial masks 	
<p>My child/ ward has labelled his/ her books and belongings with his/ her name and class, including water bottles, lunch boxes and zip lock bags.</p> <p><i>*Please refer to the checklist on the next page for the list of books to bring on the first week of school.</i></p>	
<p>I have contacted the bus transport company to find out (if applicable):</p> <ul style="list-style-type: none"> - the bus number (eg. Bus 3) - the time to board the bus 	
<p>I have communicated with my child/ward regarding the mode of dismissal.</p>	

Updated list of items (school books) for Week 1

Please pack your child/ward's school bag according to the revised checklist as follow:

***REVISED BOOK CHECKLIST FOR THE FIRST WEEK OF SCHOOL (BY SUBJECT)**

Tuesday (4 January)
<ul style="list-style-type: none"> - Form Teacher Guidance Period (FTGP) Pupil's Journal P1 - Purposeful Penmanship 1 - Primary Mathematics Textbook 1A - Primary Mathematics Practice Book 1A - Primary Math Tests Book 1A
Wednesday (5 January)
<ul style="list-style-type: none"> - Social Studies Primary 1 Activity Book - An Active and Healthy Me Primary 1 - First Step to Music Primary 1 Textbook
Thursday (6 January)
<ul style="list-style-type: none"> - Higher Chinese Language: Higher Chinese for Primary Schools Textbook 1A Higher Chinese for Primary Schools Activity Book 1A Higher Chinese for Primary Schools Writing Exercise Book 1A - Malay Language: Malay Language for Primary Schools (Cekap) Textbook 1A Malay Language for Primary Schools (Cekap) Activity Book 1A - Tamil Language: Tamil Language for Primary Schools (Theen Thamizh) Textbook 1A Tamil Language for Primary Schools (Theen Thamizh) Workbook 1A
Friday (7 January)
- Subject teachers will inform students the remaining items to bring to school.

As part of student well-being, teachers will keep most of the books in the classrooms so as to reduce the weight of the school bag.



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I look forward to partnering you in supporting your child's educational journey in Chongfu School. For any queries, please feel free to email me at nur_lailie_jamal@moe.edu.sg

Thank you.

Yours sincerely,

Mdm Nur Lailie
Assistant Year Head – P1 (2022)



School
Distinction
Award



Student
All-Round
Development



Teaching
& Learning



Staff
Well-Being