



SBPS/24/001

4 Jan 2024

Open Letter from School Leaders 1/2024

Dear Parents,

1. First and foremost, we warmly welcome parents of our new P1 and K1 students. To parents of the other students, we welcome back your child. We hope he/she had a wonderful family bonding time during the year-end school holidays and is recharged for another exciting and fulfilling year in school.
2. We aspire to make 2024 a memorable experience for your child as we work towards bringing SBPS to greater heights, and parents like you are important partners in this journey. Thank you, parents.
3. Photography and Videography. We would like to reiterate that throughout the course of the year, photograph(s) or video image(s) of you and your child may be captured at all school events. We may use and publish such photographs and/or video recordings in school publications, website, social media channels and other official school communication channels. For clarifications, please feel free to contact the school.

New Staff and New Appointment...

4. New Additions to the Sembawang Family. We would like to extend a warm welcome to the following staff who have joined our school.

- Mdm Lillian Tan Li Noi (EL/Ma)
- Ms Chan Mun Jeeng Dana (EL/PE)
- Mdm Siti Fatimah Bte Yazid Khan S Surattee (EL/Ma)
- Mdm Low Lay Hang Theophania (EL/Ma)
- Mr Lee Meng Chee Alvin (Ma/Sc)
- Mdm Wong Mei Fong Shelley (Music)
- Ms Shaalini D/O Gejendhiran (EL/Sc)
- Mdm Amy Ang Lay Hon (EL/Ma)
- Mdm Chin Shu Fei (EL/Sc)
- Mr Lim Sok Kung (PE)
- Ms Munira Binte Mohammad Rawi (Senior Student Welfare Officer)
- Mdm Manisah Binte Zainal (Science Lab Assistant)

5. New Appointments. Appointment of staff to leadership roles is essential to ensure the delivery of quality learning experiences and provision of a safe environment for your child. Assuming new appointments with effect from 1 January 2024 are:

- Mdm Noraida Binte Wagimin (HOD EL)
- Mr Kelvin Toh (ST PE)
- Ms Sharon Chan (SH Student Well-Being)



- Mr Mohamad Iskandar B Ishak (SH PE & CCA)
- Ms Noorhuda Amalina Binte Ab Rahman (LH EL)

6. We would also like to introduce our Year Heads and Level Managers (see Table 1), who will be overseeing the well-being of your child and coordinating programmes for the level.

Table 1 – Year Heads and Level Managers

Level	Year Head / Assistant Year Head	Level Manager
P1	Ms Ratna Dewi A K Magnus /	Mdm Nor Afidah Binte Jaafar
P2	Mdm Nuremiliyana	Ms Nur Qistina Binte Abdul Wahid
P3	Ms Vernice Soh / Mrs Hazel Boo	Mr Andi Fatahillah
P4		Ms Mahalakshmi
P5	Mr Yang Binglin / Mdm Norlin Bte	Ms Nursahila Bte Roszelan
P6	Mansor	Ms Ruhaida Bte Hashim

Important Information...

School Routines

7. Attendance and Punctuality. We expect our students to attend school on all school days (unless advised otherwise) and be punctual for school. Whilst the reporting time¹ for students is 7.30 am from 3 January 2024 (Wednesday) onwards, students are encouraged to be in school by 7.25 am to allow sufficient time to get ready for the flag-raising ceremony scheduled at 7.30 am. P1 and P2 students will report to the Indoor Sports Hall (ISH), whereas P3 to P6 students will gather at the Multi-Purpose Hall (MPH). Students arriving after 7.30 am will be considered late. Punctuality is a virtue that we would like to advocate in our students. As such, we encourage parents to partner the school to inculcate the importance of being punctual for school. All students will be dismissed² at 1.30 pm unless there are after-school activities.

8. Any absence from school must be accompanied by a medical certificate (MC) or letter (including email) from parents. However, the school only accepts up to 5 letters (including email) for absence from school per semester. Please avoid taking your child out of school for extended family vacation during the school term, as we would like to honour the protected curriculum time for the year.

9. Communications. All official communications with parents will be done through Parents Gateway (PG). We would like to encourage all parents to go through the notifications sent on PG so that you are kept abreast of important information and where necessary, provide timely consent for your child's participation in programmes and activities organised by the school. We urge parents to refrain from contacting your child's teachers after 6.00 pm on school days, on non-school days and weekends, unless the matter requires urgent attention.

¹ & ² P1 students to follow the timings for the 1st week of school, as communicated during the P1 e-Orientation held on 17 November 2023.



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10. Student Handbook 2024. The Student Handbook 2024 has been issued to your child on 3 January (Wednesday). This handbook serves as a valuable resource containing information on school policies, operation details and key information of the school. It also facilitates communication between parents and the teachers. We kindly request that parents ensure your child brings the handbook to school every day. As the Student Handbook has been funded by the school, please note that each student is entitled to receive only one copy. Subsequent acquisition of the Student Handbook 2024 will be charged at a cost, subject to availability.

Calendar Of Events (COE)

11. To keep parents informed in advance of important school/level events, we would like to direct parents' attention to the termly COE. Please refer to Enclosure 1 for the Term 1 COE. Moving forward, the COE will be made available in PG. More information will be shared in the next Open Letter.

Safety and Security

12. Student Well-Being. If your child is unwell, please ensure that he/she stays at home and seeks medical attention if necessary. If your child is recovering from respiratory-related illnesses, please encourage him/her to exercise social responsibility by wearing a mask should your child report to the school. Should your child be unwell or develop flu-like symptoms while in school, we will contact parents to fetch your child. We appreciate your support and will continue to work with you closely. Let us all do our part to exercise personal and social responsibility and stay safe.

13. The safety and security of our students is of utmost importance. As we begin the year, we would like to direct parents to the security and emergency measures found in the school website (sembawangpri.moe.edu.sg/our-school/securityandemergencymeasures).

14. Road Safety. We seek the assistance of parents to emphasise the importance of road safety to your child as our students resume the routine of travelling to and from school. Do remind your child to always exercise caution and care on the road. Specifically, they are to use pedestrian crossings, practise the Kerb Drill when crossing the road, obey traffic signals, avoid crossing in front of stationary vehicles or in between vehicles as the drivers may not see them, avoid running, playing or using personal devices (such as mobile phones) when crossing the road, and use the footpath and walkway instead of walking on the side of the road.

Student Matters

15. Co-Curricular Activities (CCA). CCAs provide an important platform for the holistic development of your child. In 2024, CCAs will start in Term 1 Week 2 (week of 8 to 12 January). Due to the different CCA training days, the respective teachers-in-charge will be sending out the CCA schedules via PG in due course.

16. National School Games (NSG) 2024. The annual NSG is Singapore's largest and most extensive annual youth sports event that will be conducted from January to August 2024. Due



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to the different competition dates, the respective teachers-in-charge will be sending out the NSG schedules via PG in due course.

17. P3 & 4 SwimSafer. Swimming is an important life skill which will be imparted to all Primary 3 and Primary 4 students in Term 1 through the SwimSafer 2.0 programme. The swimming lessons will be conducted at external venues. Please note the details of SwimSafer 2.0 (see Table 2).

Table 2 – SwimSafer 2.0 Details

Group/ Day	P3 Group A (Monday) 9.00 – 10.30 am		P3 Group B (Tuesday) 9.00 – 10.30 am		
Class	3 Integrity	3 Resilience	3 Care	3 Empathy	3 Gratitude
Venue	Singapore Sports School				

Group/ Day	P4 Group A (Monday) 1.30 – 3.00 pm			P4 Group B (Tuesday) 1.30 – 3.00 pm	
Class	4 Care	4 Empathy	4 Gratitude	4 Integrity	4 Resilience
Venue	Orchid Country Club (OCC)				

18. Remedial and Supplementary Classes. To provide further support for our graduating students, we will be conducting supplementary lessons for all P6 students after school from Term 1 Week 2 onwards. For the other levels, remedial lessons will be conducted for selected students from Term 2 Week 1 onwards. Your child's Form Teachers will be sharing more details with you nearer to the dates.

19. P3 Gifted Education Programme (GEP). With the intent of providing early notice to parents, please note the key dates of the P3 GEP Identification Exercise (see Table 3). More information will be sent to parents in Semester 2.

Table 3 – GEP Stages and Schedule

Stage	Date	Participants
GEP Screening Exercise	15 August 2024 (Thursday)	P3 students enrolled in government and government-aided schools
GEP Selection Exercise	15 & 16 October 2024 (Tuesday & Wednesday)	P3 students shortlisted after the GEP Screening Exercise

20. Group Personal Accident (GPA) Insurance Plan for Students. Our students are covered under the GPA Insurance provided by Income Insurance Limited. Please refer to the attachment in the PG announcement accompanying this Open Letter, for details of the insurance plan, including the policy coverage and claim procedures.

Celebration of Successes...

21. PSLE 2023 Results. We would like to congratulate our 2023 P6 cohort who has done well. 97.2% of our P6 students qualified for secondary education with 67.4% of them eligible for Posting Group 3. We wish all our P6 graduates the best as they embark on their secondary



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school education. We hope that they will continue to uphold the values that were instilled in them during their years in Sembawang Primary School.

Up-coming School Events....

22. P3 and P5 e-Parent-Teacher-Conference (e-PTC). For parents' early heads-up, the school will be organising an e-PTC on 1 February 2024 (Thursday) for the P3 and P5 students from 2.30 p.m. to 3.30 p.m. More details will be provided nearer to the date.

23. P5 Cohort Camp. The school is organising the P5 Cohort Camp for the P5 students from 24 January 2024 (Wednesday) to 26 January 2024 (Friday). More details will be provided nearer to the date.

Concluding Remarks...

"Knowledge is power. Information is liberating. Education is the premise of progress, in every society, in every family."

~Kofi Annan~

24. We are thrilled to see our students back in school. It is our belief that partnership with parents is one of the several avenues that will complement the efforts by the school in the holistic development of our students. Thank you, parents.

Warmest regards,

Mr Ng Aik Boon
Principal
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Mr Zafilin Abdul Hamid
Vice-Principal
Zafilin_Abdul_Hamid@schools.gov.sg

Mr Shawn Tan
Vice-Principal (Admin)
TAN_Thiam_Siong@schools.gov.sg



2024 Term 1 Calendar of Events

Date	Event / Activity	Level	Remarks
5 Jan (Fri)	Breakfast with Principal (A.M.)	P2	Invitation has been sent to parents via PG.
8 Jan (Mon)	Start of P6 Supplementary Lessons (P.M.)	P6	The lesson schedule and consent form will be shared by 4 Jan.
11 Jan (Thu)	Breakfast with Principal (A.M.)	P3	Invitation has been sent to parents via PG.
12 Jan (Fri)	Breakfast with Principal (A.M.)	P4	
18 Jan (Thu)	Breakfast with Principal (A.M.)	P5	
19 Jan (Fri)	Breakfast with Principal (A.M.)	P6	
19 Jan (Fri), 26 Jan (Fri)	P4 Learning Journey to Kreta Ayer Heritage Gallery (A.M.)	P4	The activity will take place during curriculum hours.
24 Jan (Wed), 25 Jan (Thu) & 31 Jan (Wed)	P4 Art Museum-Based Learning Journey (P.M.)	P4	Details will be provided closer to the dates.
24 to 26 Jan (Wed – Fri)	P5 Cohort Camp	P5	Details will be provided closer to the dates.
30 Jan (Tue), 31 Jan (Wed)	P5 Learning Journey to Indian Heritage Gallery (P.M.)	P5	Details will be provided closer to the dates.
1 Feb (Thu)	e-PTC (P.M.)	P3 & P5	Details will be provided closer to the dates.
9 Feb (Fri)	Chinese New Year Celebration	All	Students will be dismissed at 10.30 am.
12 to 13 Feb (Mon – Tue)	Chinese New Year Public Holiday and School Holiday	All	Students do not need to report to school.
26 Feb (Mon), 29 Feb (Thu)	P5 Diversity of Cells Workshop at Singapore Science Centre (P.M.)	P5	Details will be provided closer to the dates.
4 to 8 Mar (Mon – Fri)	Experiential Learning Week	All	Students will report to school as usual.