



義安公司主辦 義安小學

NGEE ANN PRIMARY SCHOOL

344 Marine Terrace, Singapore 449149

Tel: 64418677 Fax: 64417411

Website: www.ngeeanpri.moe.edu.sg Email: naps@moe.edu.sg

Established 1940

27 December 2023

COMMUNICATION 1/2024

Dear Parents/Guardians,

Joyous greetings! As we embark on the journey into 2024, we extend our heartfelt wishes for a year filled with success and happiness.

A warm welcome is also extended to all our students, with a special mention to our new P1 intakes and those who have recently joined our school community. We are excited to have you on board and look forward to a year of growth, learning, and shared experiences.

1. School Personnel Update

We also welcome the following officers who have joined the Ngee Ann family:

- Miss Ong Ren-Ne, PE Teacher
- Ms Hazel Lian Siao Yean, Chinese Teacher
- Mdm Nur Azreen Binte Raimi, Corporate Support Officer

We bid farewell to the following officers and would like to wish them all the best in their new endeavours:

- Mrs Looi-Tan Lee Ling
- Ms Chew Mei Ling, Magdaline
- Mr Rahul Rajasabhai
- Ms Shazwani Latiff
- Mr Low Boon Siang
- Ms Florence Yong Swee Mei

2. First Day of School in 2024

Please note that only Primary 1 students are expected to report on the first day of school on **Tuesday, 2 January 2024**. P1 students are to refer to the packing list stated in Para 4 in the Information for P1 (2024) Parents/Guardians that was sent out earlier via PG.

Primary 2 to 6 students will have their first day of school only **Wednesday, 3 January 2024**.

On this day, P2 to P6 students are to bring the following items:

- Storybook
- Water bottle
- Pencil case, scissors and colour pencils
- Student Handbook 2024
- Thermometer
- Report Book
- Snacks for snack break

The class timetable will be distributed to all students on the first day of school. We would like to remind students on the importance of packing their school bag in accordance with the

given timetable. As students in primary school are still at a growing age, it is important to ensure that they do not bear excessive loads that may cause them harm or injury. It is recommended that their school bags should not exceed 10% of their body weight. Your attention to this matter is greatly appreciated for the well-being of our students.

3. School and Student Care Centre support for P2- P6 students on Tuesday, 2 January 2024

The school will remain open for a small group of students whose parents/guardians are unable to secure alternative childcare arrangement on the day. Should there be a genuine need, parents/guardians are to put up a request through the school email naps@moe.edu.sg by 12p.m. on Saturday, 30 December 2023.

Additionally, Student Care Centre (SCC) will remain open on 2 January in the afternoon. Ace@Work will be following up with parents/guardians on SCC attendance separately.

4. School Traffic Matters

As Marine Terrace is a designated silver zone area, the speed limit is at 40 km/h. We kindly request all parents and guardians to strictly adhere to this speed limit when driving your child/ward to school or picking them up after dismissal. Your cooperation in observing this speed limit is greatly appreciated as it plays a crucial role in ensuring the safety of our students, especially those using the zebra crossing along Marine Terrace.

We also seek your support in the following:

- a. Traffic congestion along Marine Terrace Road typically occurs after 7 a.m. When driving, please adhere to the directions provided by our teachers and traffic wardens stationed at the car park serving Blocks 1 to 4 in the mornings and at dismissal times. Your cooperation and patience are essential for maintaining a smooth traffic flow. A better alternative is to use the car park serving Blocks 5 to 8 as it typically experiences less congestion;
- b. Kindly drop off your child/ward at the car park in front of HDB Block 4 instead of outside the front gates of Ngee Ann Primary or along Marine Terrace Road;
- c. We instill in our students a commitment to observing road safety regulations. We appreciate your support and cooperation in using the pedestrian crossing with your child/ward when crossing the road in front of our school gates. Your exemplary behavior reinforces the important message of road safety that we impart to your child/ward.
- d. Refrain from making U-turns in front of the school gate;
- e. During school dismissal, avoid parking your vehicle along Marine Terrace Road.
- f. Exercise patience and refrain from using your car horn so that we could be considerate to the neighbours within the school vicinity; and
- g. Strictly observe no parking in the following areas:
 - 9 metres within a bus stop area;
 - 6 metres within a junction;
 - 3 metres within a fire-hydrant;
 - 50 metres of a pedestrian crossing;
 - On grass verge and footway; and
 - At entrances or exits of other premises.

Your cooperation in these areas will significantly contribute to easing the traffic conditions outside the school gate.

5. Students who Travel to and from School by Riding a Bicycle or Scooter

If your child/ward is commuting to and from school by riding a bicycle or a scooter, please complete the registration via this [link](#). Additionally, your child/ward will be notified to attend a safety briefing at the beginning of the school year.

6. School Hours, Co-Curricular Activities (CCA), Remedial/Higher Mother Tongue Lesson Schedule

The curriculum hours for the new school year are as follows:

School Hours	
7.30 a.m.	Flag Raising Ceremony
9.30 – 10.00 a.m.	^Recess for Primary 1 and 4
10.00 – 10.30 a.m.	^Recess for Primary 2 and 5
10.30 – 11.00 a.m.	^Recess for Primary 3 and 6
1.30 p.m.	End of school for Mondays to Thursdays
1.00 p.m.	End of school for Fridays
CCA	
2.00 – 4.00 p.m. or 4.30 p.m.	Mondays and / or Wednesdays
* Remedial Lessons	
2.00 – 4.00 p.m.	Tuesdays
1.30 – 3.30 p.m.	Fridays
+ Curriculum Lessons in the afternoons	
2.00 – 4.00 p.m.	Tuesdays
1.30 – 3.30 p.m.	Fridays
<p>^A simplified canteen price guide is attached in Annex A for your reference.</p> <p>*Parents of students involved in remedial lessons will be notified and given the details prior to their commencement.</p> <p>*Higher Mother Tongue and Mother Tongue lessons for selected students will be conducted after lunch from 2:00 p.m. to 3:00 p.m., as indicated in the class timetable. Details for Foundation English sessions will be communicated to the selected students by their subject teachers. Please note that these curriculum lessons in the afternoons, commencing in Term 1 Week 2, will continue on days when there are no CCAs or remedial lessons.</p>	

All CCAs, unless otherwise informed by the CCA teachers, will commence with effect from Monday, 8 January 2024. The teachers-in-charge of the respective CCAs will provide their students with the CCA schedule. We seek your continuous support to ensure that your child/ward attends the CCA sessions regularly.

Our school bus service operators will continue to run a special bus service to transport students home after their CCAs/remedial lessons in the afternoons. The bus fare starts from \$6.00 per trip and varies based on the distance and demand of the specific bus route. If you are keen to take up this service, please contact your child’s/ward’s current school bus service operator, Steadfast Transport Service at 6747 4825 to make direct enquiries and arrangements.

7. School Attendance

Regular attendance in school is crucial for your child's learning and development. Therefore, we kindly request your cooperation in ensuring that your child/ward attends school daily unless they are unwell.

In the event of your child's absence, please promptly inform your child's form teacher on the same working day, providing the reason for the absence. If your child is unwell, seek medical attention immediately and submit the medical certificate (MC) to the form teacher upon their return to school. For digital MCs, kindly email them to the form teachers and copy naps@moe.edu.sg.

Unless there are urgent family matters justifying your child's absence or your child is unwell, we expect regular attendance throughout the year. Do schedule vacation breaks only during school holidays. Absenteeism not supported by valid reasons will be documented as 'Absence without valid reason' and will impact on the student's conduct grade and awards / bursary applications.

8. Temperature-Taking Exercise

Conducted twice per year, the temperature-taking exercise aims to maintain schools' preparedness to re-activate the temperature-taking regime should there be a need to. It also serves to educate students to take personal responsibility for their own health and practise social responsibility.

The first temperature-taking exercise will be conducted on Wednesday, 10 January 2024. We would like to seek your assistance in ensuring that your child/ward brings his/her personal Oral Digital Thermometer (ODT) on this day and ensure that it is in working condition. All P1 students will be issued with an ODT at no cost and will be kept by their Form Teachers.

9. Lunar New Year Celebration

The school will celebrate the Lunar New Year on Friday, 9 February 2024. On this day, students will attend school from 7.30 a.m. to 10 a.m. There will be **no school on Monday, 12 February 2024 and Tuesday, 13 February 2024**. School will **resume on Wednesday, 14 February 2024**.

10. Total Defence Day

Total Defence Day (TDD) will mark a significant milestone for Singapore as it commemorates 40 Years of Total Defence (TD40) on 15 February 2024. The focus for TDD 2024 will be on Singaporean's readiness and resilience in the face of crises and disruptions. Total Defence underpins our ability to deal with the ever-evolving threats and challenges to Singapore. Every Singaporean plays a part in our daily lives to ensure that Singapore is prepared for crises and disruption.

For students to experience the possible effects of such disruptions and consider how they can respond calmly and responsibly, our school will conduct a TD40 Exercise simulating an energy disruption on 15 February 2024 as part of TDD commemoration. This exercise entails turning off electricity school-wide for at least one hour. This simulation aims to prepare

students for potential disruptions to our energy supply, considering Singapore’s reliance on fuel imports. Through enduring the inconvenience and physical discomfort of not having electricity, students are encouraged to develop resilience and adaptability. As they continue with their activities as best as they can, they can also be influenced to see how everyday acts of conservation and sacrifice can serve the greater good.

In addition to the energy disruption, our students will also go through CCE lessons and participate in related activities during recess.

11. Communication

We have many established various channels of communication with parents / guardians to strengthen our collaborative partnership in delivering a holistic educational experience for our students as outlined in the table below. Please note that teachers may not be able to respond to your messages or phone calls immediately, nor meet with you without prior appointments, as they are often engaged in class with the students. Your understanding and cooperation in this matter are greatly appreciated.

Channels of Communication	School with Parents	Parents with School
Telephone : 6441 8677	ü	ü
Email Address: naps@moe.edu.sg	ü	ü
Website: www.ngeeannpri.moe.edu.sg	ü	
Facebook: Ngee Ann Primary School 爱我義安	ü	ü
Termly School Communication Letter to Parents	ü	
Termly Level Letter	ü	
Parents Gateway	ü	
Student Handbook <i>[Students are to bring Handbook to school on every school day.]</i>	ü	ü
Parents’ Briefing / Parent-Teacher Meeting	ü	ü
Meeting with Form/Subject Teacher or Staff Member : <i>[To facilitate a productive discussion, kindly schedule an appointment to ensure that our teachers/staff are available to meet with you.]</i>	ü	ü

Similarly, school leaders can be reached at naps_sl@moe.edu.sg .

12. School-Home Partnership

Fostering a sense of responsibility for one’s own learning and belongings is a crucial life skill that we aim to instill in our students. We would like to work together with our parents so that our students will develop self-management skills and build resilience.

We kindly request parents to refrain from delivering items, such as lunchbox, water bottle, books and/or homework, to the General Office for your children so that they will learn to be more responsible and accountable for their actions. In the event that students require assistance, we encourage them to seek help from their teachers or the General Office directly. Please be advised that our security guards and General Office staff have been instructed not

to accept the delivery of these items. Your support in promoting these values is greatly appreciated.

13. Visitor Management Procedure

Parents who would like to meet up with the teachers are encouraged to make prior appointment before proceeding to the school.

All visitors are required to enter the school through Gate 1 and register their names with the security guard at the guard post. Upon registration, visitors and parents will be provided with a Visitor Pass, which must be prominently displayed at all times while within the school premises. Visitors are kindly requested to proceed directly to the General Office for assistance. To ensure the safety of our students, it is essential that visitors do not go beyond the General Office area. The Visitor Pass is to be returned to the guard post during the sign-out process.

14. Bringing Electronic Devices to School

The school strongly advises against students bringing electronic devices, including smartwatches and mobile phones, to school. All electronic devices are strictly prohibited during curriculum time and examinations.

Students can only use their handphones strictly for communication with parents/guardians on urgent matters at the designated student waiting area beside Gate 1 or Gate 4 after school dismissal. Students are not allowed to take photographs or videos within the school compound without the school's permission. Please refer to 2024 Student Handbook, Page 10, Para 4.

15. Photography and Videography

We would like to inform you that throughout the year, photographs or video images of you and your child may be captured at various school events. These visuals may be used and published on our official media platforms, both online and in hardcopy, as well as on posters and banners within our premises and external walls along Marine Terrace.

Be assured that we will always portray our students with respect and dignity. No personal information or identification of your child/ward will be associated with the pictures, except for those in the school's commemorative publications. If specific identification of your child/ward is required in other school publications, your consent will be sought.

We understand and respect your need for privacy. If you wish to exclude your child's/ward's photograph or video from our publicity channels, please email us at naps@moe.edu.sg.

16. Use of Students' Works for Competitive and Non-competitive purposes

Throughout the academic year, students will be involved in creating various pieces, including literary, dramatic, or musical works. These creations may manifest as art pieces, drawings, penmanship, or music lyrics. The school reserves the right to utilize these works for both competitive and non-competitive purposes. Your child's creative expressions may contribute to events, competitions, or showcases, promoting their talents and enhancing the overall

school experience. If you have any concerns or specific preferences regarding the use of your child's work, please feel free to communicate with us.

17. 2024 Term 1 Calendar of Activities

The Calendar of Activities for Term 1 is attached for your information. We will keep you updated if there are any changes.

We look forward to partnering with you to provide a meaningful and holistic learning experience for your child/ward at Ngee Ann Primary. Wishing everyone the very best in this new academic year!

Thank you.

Yours faithfully,
Mdm Pang Siu San
Principal

**NGEE ANN PRIMARY SCHOOL
CALENDAR OF ACTIVITIES 2024 (TERM 1)**

Week	Date	Day	Activities	CCA (Mon & /or Wed)	Remedial/ Enrichment (Tue &/or Fri)
1	1 Jan	Mon	Public Holiday – New Year’s Day	No	No
	2 Jan	Tue	• P1 students reporting to school		
	3 Jan	Wed	• P2 to P6 students reporting to school		
	4 Jan	Thu			
	5 Jan	Fri			
2	8 Jan	Mon		Yes	No
	9 Jan	Tue			
	10 Jan	Wed	• Attendance & Temperature Taking Exercise		
	11 Jan	Thu			
	12 Jan	Fri			
3	15 Jan	Mon		Yes	Yes
	16 Jan	Tue			
	17 Jan	Wed			
	18 Jan	Thu			
	19 Jan	Fri	• Photo-taking for P1 and P6 students for School Smart Cards*		
4	22 Jan	Mon	• Photo-taking for P1 and P6 students for School Smart Cards*	Yes	Yes
	23 Jan	Tue			
	24 Jan	Wed	• P4 Museum-Based Learning Journey (4U, 4J)*		
	25 Jan	Thu	• P4 Museum-Based Learning Journey (4R, 4L)*		
	26 Jan	Fri	• P4 Museum-Based Learning Journey (4H, 4T)*		
5	29 Jan	Mon		Yes	Yes
	2 Feb	Fri			
6	5 Feb	Mon		Yes	Yes (Except Fri)
	6 Feb	Tue			
	7 Feb	Wed			
	8 Feb	Thu			
	9 Feb	Fri	• Chinese New Year Celebration (School Dismissal: 10am)		
7	12 Feb	Mon	Public Holiday – Chinese New Year	Yes (Except Mon)	Yes (Except Tue)
	13 Feb	Tue	School Holiday – Chinese New Year (Day off-in-lieu)		
	14 Feb	Wed	• Commemoration of TDD		
	15 Feb	Thu			
	16 Feb	Fri	• P3 Learning Journey to Dragon Kiln (PM – 3U, 3R, 3H)*		
8	19 Feb	Mon		Yes	Yes
	20 Feb	Tue	• P3 Learning Journey to Dragon Kiln (PM – 3L, 3J, 3T)*		
	21 Feb	Wed			
	22 Feb	Thu			
	23 Feb	Fri	• P1 Parents Engagement* • P4 SBB Parents’ Briefing via SLS*		
9	26 Feb	Mon		Yes	Yes
	27 Feb	Tue			
	28 Feb	Wed			
	29 Feb	Thu			
	1 Mar	Fri			
10	4 Mar	Mon		Yes	Yes
	8 Mar	Fri			

School Term: Tue, 2 Jan 2024 – Fri, 8 Mar 2024

School Vacation: Sat, 9 Mar 2024 – Sun, 17 Mar 2024

School activities will be carried out during curriculum time, unless otherwise specified.

*More details will be provided to the levels/students involved closer to the date.

Canteen Stall and Price Guide

Stall 1 – Drink Stall

	Items	Price Range
1.	Packet Drinks	\$0.70 - \$1.20
2.	Bottled Drinks	\$1.10 - \$1.20

Stall 2 – Snack and Fruits Stall (Halal)

	Items	Price Range
1.	Sandwich / Buns / Steamed items	\$0.70 - \$1.30
2.	Fruits	\$0.40 - \$1.10
3.	Snacks with healthier choice label	\$0.50 - \$0.90

Stall 3 – Western Food Stall

	Items	Price Range
1.	Gratinated Potatoes and Cheese	\$1.20
2.	Spaghetti / Rice	\$1.60 - \$2.10
3.	Burgers	\$1.60 - \$2.00

All rice/noodles dishes will be served with a substantial portion of vegetables and fruits required by HPB.

Stall 4 – Mixed Rice Stall

	Items	Price Range
1.	Fish Set (Rice, vegetable, potato, egg)	\$1.60 to \$2.10
2.	Chicken Set (Rice, vegetable, potato, egg)	\$1.60 to \$2.10

All rice dishes will be served with a substantial portion of vegetables and fruits required by HPB.

Stall 5 – Dry Noodle Stall

	Items	Price Range
1.	Noodles: Bee Hoon / Macaroni / Kway Teow All noodle dishes contain egg and cabbage.	\$1.60 to \$2.10

All noodle dishes will be served with a substantial portion of vegetables and fruits required by HPB.

Stall 6 – Wet Noodle Stall

	Items	Price Range
1.	Noodles: Chicken Soup / Pork Soup / Soba / Curry	\$1.60 to \$2.10

All noodle dishes will be served with a substantial portion of vegetables and fruits required by HPB.

Stall 7 – Mix Rice Stall (Halal)

	Items	Price Range
1.	Chicken Rice Set	\$1.60 - \$2.10
2.	Nasi Lemak Set	\$1.60 - \$2.10

All rice dishes will be served with a substantial portion of vegetables and fruits required by HPB.

Stall 8 – Noodles Stall (Halal)

	Items	Price Range
1.	Mac & Cheese	\$1.60 - \$2.10
2.	Spaghetti Set / Noodles Set	\$1.60 - \$2.10
3.	Prata with dalca	\$1.00

All noodle dishes will be served with a substantial portion of vegetables and fruits required by HPB.