

CHIJ (KATONG) PRIMARY

P1 PARENTS' HANDBOOK

CHIJ (KATONG) PRIMARY

2022

# Contents

The School Crest & Motto.....	2
The School Mission, Vision, & Virtues.....	3
Key Personnel.....	4
Our Founder .....	5
Our IJ Pioneer .....	6
The CHIJ Story in Singapore .....	7
CHIJ Schools in Singapore.....	8
School Safe Management Measures.....	9
Visiting the School .....	11
School Hours.....	12
School Rules and Conduct.....	14
School Uniform.....	16
Attendance.....	18
Medical Emergencies in School.....	20
Transportation / Drop-off / Pick-up.....	21
Home-School Communication .....	24
The School Curriculum.....	27
School Assessment.....	36
School Bags & Stationery.....	37
First 3 days of School for Primary 1 .....	38
Preparing your Child for Primary One.....	40
Parents as Partners.....	42
Finance Matters.....	44
Rates of School & Miscellaneous Fees (2021).....	45
Contact Information.....	46
Ground Level Map .....	47

# The School Crest & Motto

## History of the Badge

The CHIJ badge or crest (called the Blason, in French) was designed by Mere Saint Aloysia, Superior General (1877 – 1901) and her senior students of 1894.

## Design of the CHIJ School Crest

At the centre of the school crest lies a red shield with a silver band edged in gold. On the right side of the shield is the Book of Gospels with a silver rosary. On the left is a golden distaff and spindle. The shield, surmounted by a gold cross, is encircled by a garland of marguerites. Emblazoned on the crest is the motto of all CHIJ schools:-

### *Simple Dans Ma Vertu, Forte Dans Devoir (French Version)*

### *Simple in Virtue, Steadfast in Duty (English Version)*

To be **Simple in Virtue** is to cultivate a personal honesty which helps us relate to others with respect, openness and sincerity. Virtue is nobleness of character nurtured by a genuine desire to live according to God's will as revealed in the Gospel.

The **cross** is the symbol of our salvation and the suffering and death of our Lord Jesus Christ.

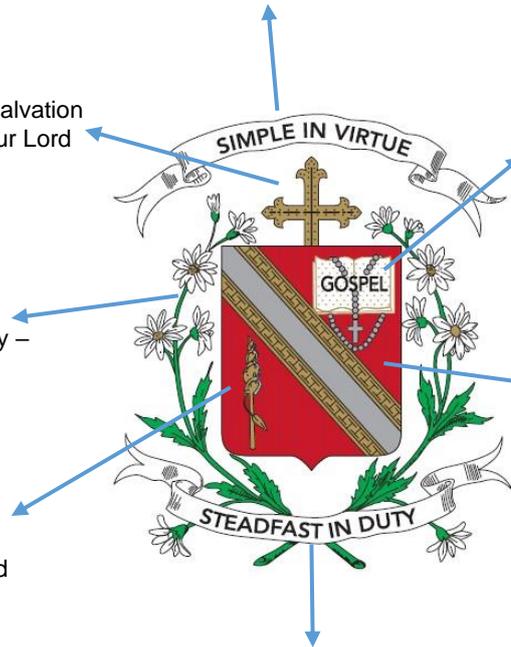
The open **Gospel** represents the teachings of Christ and is a source of inspiration that guides the school community. The **silver rosary** symbolizes prayer and is the story of the Gospel as seen through the eyes of Mary, the Mother of Jesus.

The garland of **marguerites** is symbolic of purity and simplicity – charming traits of girlhood.

The **red shield** symbolizes God's all-embracing message of love.

The **golden distaff and spindle** are symbols of womanly labour and remind us of the dignity of work and the satisfaction and fulfilment to be found in a task well-accomplished.

To be **Steadfast in Duty** is to be faithful in fulfilling our obligations and having the capacity to rise above difficulties or obstacles to execute and complete a task in the service of others.



The school crest is a badge of honour, history and distinction, inspiring every Infant Jesus school student to live a life underpinned by love in faithful pursuit of these noble ideals.

# The School Mission, Vision, & Virtues

## † ***The School Mission***

We, at CHIJ (Katong) Primary, believe in the creation of a Christ-centred school community where all work together for the promotion of truth, justice, freedom and love, with special reference to the needs of persons who are disadvantaged in any way.

## † ***The School Vision***

From Girls to Women of Grace and Substance

## † ***School Virtues***

Self-Discipline

Compassion

Respect

Integrity

**Principal (wef 15 Dec 2021)**

Mrs Mischa Simon

**Vice-Principal (Academic)**

Mrs Joycelyn Tan

**Vice-Principal (Administration)**

Mr Koh Kum Weng

**Administration Manager**

Mr Damien Cher

**Operations Manager**

Mr Lee Tuck Hin

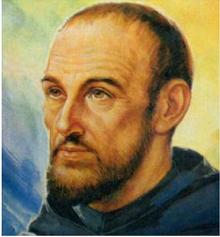
***Heads of Department***

School Staff Developer	: Mrs Angelia Chan
Year Head (P1 & P2)	: Mrs Desiree Ang
Year Head (P3 & P4)	: Mrs Tracey Hoa
Year Head (P5 & P6)	: Mrs Pauline Tan
English	: Mrs Vevian Ng
Mathematics	: Mrs Cindy Ng
Science	: Mrs Angela Loy
Mother Tongue (internal)	: Mdm Venus Tan
Physical Education & Co-Curricular Activity	: Mdm Rozana Kamsari
Information & Communications Technology and Data Management	: Miss Yang Yanqi
Aesthetics	: Ms Christina Lie
Character & Citizenship Education	: Ms Jasmine Tan

**Subject Heads**

Aesthetics	: Mrs Alice Ng
Malay & Tamil Language	: Mdm Normah Nordin
Student Well-Being	: Mr Edward Toh Boon How
English Language	: Mrs Faith Heng

# Our Founder – Blessed Nicolas Barré



## **Early Life**

Nicolas Barré was born in Amiens, France on 21 October 1621, the first-born and only son to Louis and Antoinette Barré. He grew up in a wealthy merchant family and was educated at a Jesuit college in his hometown. As a young child, he had a deep sense of God. When one of his sisters fell ill, his strong faith in God and prayers led to her recovery.

## **Responding to God's Call**

At the age of 19, he loved God so much that he joined the religious order of the Minims founded by St Francis of Paola. In 1642, Nicolas was ordained a priest. In 1659, when he was in Rouen, France, he saw how the poorer families lived. Many of the children, especially the girls, were illiterate and had no knowledge of God. Seeing the disparity in opportunities for education between the rich and the poor, he was inspired to establish little schools to educate girls of poor families.

## **Spread of Nicolas Barré's work**

In 1662, Father Nicolas Barré, with the help of some young women, set up a school for girls in the village near Rouen. Over the next four years, several more schools were established in and around Rouen. These 'Little Charitable Schools' proved very successful and popular.

In 1666, Father Nicolas Barré invited the women to form a community to continue this educative work. In those days, educating the poor, especially girls, was frowned upon by society. The women, in a spirit of total trust in God's guidance, said a wholehearted 'yes' to this invitation. Thus, he began a new religious congregation: the Charitable Mistresses of the Schools of the Holy Infant Jesus.

Father Nicolas Barré continued similar work in Paris with great success. Believing that each child has potential and is unique, the children were taught with care and respect by the teachers who became well-known for their expertise and gentle approach. More CHIJ schools multiplied and spread across the world including Japan, Thailand, Malaysia and Singapore.

## **Celebration of Nicolas Barré's Life**

Father Nicolas Barré suffered ill health in his later years and died at the age of 65 on 31 May 1686 in France. On 7 March 1999, Father Nicolas Barré was <sup>1</sup>beatified by Pope John Paul II. Blessed Nicolas Barré's heart for the education of the poor, especially girls, continue to be an inspiration to many generations of CHIJ girls across cultures, background, race and religions. Through receiving an education in CHIJ schools, all IJ girls are called to act justly with courage and compassion in their lives with a priority to helping the disadvantaged in society.

In commemoration of this great man and what he has done, CHIJ schools in Singapore celebrate Founder's Day on 31 May each year.

---

<sup>1</sup> a religious honour and recognition from the Catholic Church, of Nicolas Barré's entrance into Heaven

## Our IJ Pioneer – Mother Mathilde



### **Early Life : “ Be Holy as I am Holy.”**

Mother Mathilde was born Marie Justine Raclot in France in 1814, the first born and only daughter of a family of farmers who were deeply religious. In her childhood, Justine learned much from her father who was kind to the poor especially those stranded without shelter in the severe cold of winter. She was shy and loved the beauty of the garden and the surrounding countryside. One of her childhood joys was to dress up her dolls as little nuns and she would visualise them going away on missionary journeys. At an early age, Justine was already a prayerful child. At age 6, she went to a primary school and at the age of 12, her father recognising her need for a secondary education, sent her to a boarding school run by the IJ Sisters, who were then known as Dames of St Maur, in France.

### **Responding to God’s call : “Walk in the presence of God and be perfect.”**

At age 19, Justine entered the Congregation of the Sisters of the Holy Infant Jesus, in Paris and was given the name St Mathilde. After her first profession, Mother Mathilde was sent to southern France to teach in various IJ schools for 17 years. There, she acquired a reputation for being firm yet kind, with qualities of courage, integrity and sincerity.

### **Spread of Mother Mathilde’s work : “Leave everything and come.”**

At age 38, Mother Mathilde received a letter from her superior in Paris with this message: “**Leave everything and come.**” Two days later, in September 1852, four IJ Sisters with Mother Mathilde in charge, set sail to Penang, Malaysia on a ship called the Bentinck. They went to Penang to guide and support the small group of IJ Sisters who had arrived earlier in Penang to set up a Convent school for girls. A year and a half later, on 5 February 1854, Mother Mathilde and three IJ Sisters arrived in Singapore. Just ten days after their arrival and move into Caldwell House in Victoria Street, Mother Mathilde and the Sisters began to take in students.

During those early years, Mother Mathilde faced many difficulties as there was little support from the small Catholic community. However, with her strong faith in God, together with a sense of purpose and mission, Mother Mathilde and the Sisters persevered with great determination and went about doing the work of caring for abandoned children, educating young girls, helping the poor and nursing the sick. They served all those in need and offered young girls hope for the future. Mother Mathilde and the Sisters started a Convent Orphanage, a Home for Abandoned Babies and laid the foundation for a school for girls, known as the Convent of the Holy Infant Jesus in Victoria Street. She and the Sisters developed a reputation for charity and graciousness and the city of Singapore began to hold the Sisters in high esteem.

### **Celebration of Mother Mathilde’s Legacy : “Go, good and faithful servant. You have deserved well of the Lord.”**

At age 58, Mother Mathilde set out once again on her next mission to Japan. With the same spirit and faith in God, she toiled tirelessly to build the foundations of IJ schools in Yokohama, Tokyo and Shizuoka. Mother Mathilde died at the age of 97 and lies buried at Yokohama. She is deeply honoured by the IJ schools she helped to establish in Japan and at her funeral in Yokohama was paid this compliment by a Protestant Minister in the crowd who called out, “**Go, good and faithful servant. You have deserved well of the Lord.**” Mother Mathilde was recognised by the government of Singapore in the Women’s Hall of Fame in 2014 for her contributions to education

## THE CHIJ STORY IN SINGAPORE

in Singapore. Today, the eleven Convent of the Holy Infant Jesus (CHIJ) schools in Singapore stand as a testament to Mother Mathilde's work.

The story of the Convent of the Holy Infant Jesus (CHIJ) in Singapore began with the founding of the first CHIJ School in 1854.

In response to a request by Father Jean-Marie Beurel to set up Christian schools for girls, the first group of IJ Sisters set sail in 1851, on "La Julie", a sailing boat that took nearly 4 months to reach Malaya. It was only in 1854 that Singapore received its pioneering group of IJ Sisters comprising Mother Mathilde Raclot, Mother St Appollinaire, Sister St Gregory Connolly and Mother St Gaetan.

The sisters lived in a house called Caldwell House, which was located at the corner of Bras Basah Road and Victoria Street. They began work immediately and commenced classes with 14 fee-paying pupils, 9 boarders and 16 orphans just 10 days upon their arrival. They established the first Convent of the Holy Infant Jesus (CHIJ) School in Victoria Street. The sisters also started an orphanage and a boarding house and in 1903, a new and spectacular chapel designed by Father Charles Benedict Nain was added to the convent. The Chapel was a place of prayer, solace and refuge, used by nuns for quiet contemplation and reflection and by students and the schools for eucharistic celebrations.

In the decades that followed, other CHIJ schools were established throughout Singapore – CHIJ Katong Convent (1930), CHIJ St Nicholas Girls' (1933), CHIJ St Theresa's Convent (1933), CHIJ St Joseph's Convent (1938), CHIJ Bukit Timah (1955) (now known as CHIJ Our Lady Queen of Peace), CHIJ Ponggol (1957) (now known as CHIJ Our Lady of the Nativity), Opera Estate Convent (1959) (merged with the primary section of Katong Convent to form CHIJ Katong Primary in 1990), CHIJ Our Lady of Good Counsel (1960) and CHIJ Kellock (1964). In line with the IJ mission to educate and provide care for children and especially girls in crisis, IJ Homes and Children's Centres (IJHCC) were also established.

Through the years, the CHIJ Schools in Singapore experienced numerous changes, including the relocation of a number of schools. Despite these changes, the CHIJ schools continue to bear witness to the ideals of our founder, Nicolas Barre, and remain faithful to our motto, Simple in Virtue, Steadfast in Duty.

# CHIJ SCHOOLS IN SINGAPORE



1. 1854 CHIJ Primary (Toa Payoh)
2. 1854 CHIJ Secondary (Toa Payoh)
3. 1930 CHIJ Katong (Primary)
4. 1930 CHIJ Katong Convent (Secondary)
5. 1933 CHIJ St Nicholas Girls (Primary and Secondary)
6. 1933 CHIJ St Theresa's Convent (Secondary)
7. 1938 CHIJ St Joseph's Convent (Secondary)
8. 1955 CHIJ Our Lady Queen of Peace (Primary)
9. 1957 CHIJ Our Lady of the Nativity (Primary)
10. 1960 CHIJ Our Lady of Good Counsel (Primary)
11. 1964 CHIJ Kellock (Primary)

# SCHOOL SAFE MANAGEMENT MEASURES (SMM)

As our country is still managing the COVID-19 situation, the school has adopted the safe management measures according to the SMM regulation.

There are 5 critical measures which everyone in school will need to adhere to:

1. wear mask
2. observe personal hygiene
3. practise safe distancing
4. be socially responsible
5. carry out wipe down routines

## Fixed Seating

There will be fixed seating in the form-classroom and subject banded classroom. Students will have fixed seat in the canteen.

Group work of up to 5 students in a group is allowed as directed by your teachers. Students will need to maintain the 1 m safe distancing and 2 m between groups.

## Temperature taking

Every student will bring their own personal digital thermometer for the class level temperature taking daily in the morning and when they are having lessons in the afternoon.

## Recess

One level will attend **recess** during recess period. P4 at 8.30 am, P3 at 9 am, P1 at 9.30 am, P2 at 10 am, P6 at 10.30 am, P5 at 11 am. Students will have your snack break in class and the form teachers will schedule the snack break to ensure reasonable interval between snack time and recess.

## Contact Tracing

In view of the risk of community transmission of COVID-19, MOE will issue Close Contact Testing (CCT) for a period of specific dates to students who are in close contact with an individual who has been tested PCR positive pending issuance of Health Risk Warning (HRW) by MOH. While waiting for the HRW to be issued, your child may return to school with daily ART negative result during the specific period. If an HRW is not eventually issued, your child may return to school on the day after the last day of the specific date without any further conduct of ART.

When your child is subsequently issued the Health Risk Warning (HRW), he/she may only return to school with strict compliance with MOH's protocol, i.e. **your child must take an ART test every day and produce photo-evidence of a negative result before being allowed to return to school.** Please ensure that she is well before she returns to school. If your child is feeling unwell at any point, please take him/her to consult a doctor (please visit <https://flu.gowhere.gov.sg/> to locate the nearest suitable clinic) and inform the school immediately.

The school requires the support of parents/guardians to ensure a healthy and safe environment for all students in the school. Observing CCT is also an opportunity to inculcate personal and social responsibility in our children

During recess, all students will have their meals in the canteen as everyone has a fixed seat in the canteen. The student will continue to do the followings:

- Maintain social distancing when queuing for food
- Clean-up after use and return utensil
- Assemble at the designated areas in the inner courtyard or Galleria at the end of recess.

#### Use of Water Cooler

Water cooler is used only for refilling of water bottle and the student will drink from your personal water bottle. No drinking from the tap of the water cooler is allowed.

#### School Coin-phones

School coin-phones will not be operational. Students will need to speak to their form teacher if they to make a call due to urgent matters only.

#### Opening of School Bookshop during Recess

School bookshop will only open in the second half of each recess. This is to ensure the students will have their meals first before patronizing the school bookshop.

#### School Dismissal

Staggered school dismissal will be done according to the mode of transportation home. It will be done as follows in 3 groups:

- Group 1 (Dismissal immediately after the end-of-day prayer) – Students who are taking school bus for their return journey home.
- Group 2 – Students who walk home, cycle or take public transport home (or on their own or accompanied by parents/guardians), and whose parents/guardians are picking them at the gate to take them home either by walking or taking public transport.
- Group 3 – Students taking car home at gate 1 or gate 3

The estimated timing for dismissal for the groups will be as follows:

Dismissal Groupings	Estimated Time
Group 1	1.20 pm
Group 2	1.25 pm
Group 3	1.30 pm

## Visiting the School

### ***Parents may visit the school during school hours only to:***

(Please note Safe Management Measures during COVID-19 only)

- 1) take child home before official dismissal time (Please refer to “Early Dismissal” in the Dismissal Section.
- 2) purchase books, uniform & PE attire (only during designated day and time)
- 3) meet up with teachers or School Management (an appointment must be made prior to the meeting)

### ***Parents are not to:***

- 1) deliver their children’s forgotten lunch, water bottle, books, homework, shoes, PE attire, pocket money, etc. Students will learn to solve problems and take responsibility for the consequences of their actions. This will give them the opportunity to be independent and resilient.
- 2) wait for their children in the school premises
- 3) be with their children in the canteen during recess and at lunch-time
- 4) go to the classrooms at any time

### ***Procedures to observe when visiting the school:***

- 1) Register at the Security Post and receive a Visitor’s Pass.
- 2) Report to the General Office immediately after receiving the Visitor’s Pass.
- 3) Wear the Visitor’s Pass when you are in the school premises.
- 4) After the visit, proceed to the Security Post to return the Visitor’s Pass
- 5) Go only to the designated places.

### **Gate Opening Hours:**

Name of Gate	Days	Open	Lunch Closed	Closed
Gate of Charity (Martia Road)	Mon - Fri	6.30am		6.20pm
Gate of Hope (Bus Stop, Marine Parade Road)	Mon-Fri	6.30am	11.00am - 1.00pm	5.00pm
<b>Opening Hours for Gate of Faith</b>				
Gate of Faith (Marine Parade Road)	Mon	6.40am to 1.30pm	1.30pm to 2.10pm	3.30pm – 4.00pm
	Tue			Closed
	Wed			3.30pm – 4.00pm
	Thur			Closed
	Fri			3.30pm – 4.00pm

**These measures need to be observed so that the safety and security of all the students in the school will not be compromised.**

# School Hours

## 1. SCHOOL HOURS

Level	Days	Curriculum Hours
P1 to P6	Monday to Friday	7.30 a.m. to 1.30 p.m.

Students are expected to report to the designated assembly area by **7.30 a.m.**

## 2. 2022 SCHOOL TERMS & 10-DAY TIMETABLE

Do note that in 2022 there are 10 weeks in Term 1, 2, 3 and 4. The school has implemented the 10-Day Timetable consisting of Odd and Even Weeks (e.g. Odd Weeks are Weeks 1, 3, 5, 7 and 9 and Even Weeks are Weeks 2, 4, 6, 8 and 10).

Your daughter will receive the 10-Day Timetable on the first day of school from her Form Teacher. Do help your daughter pack her school bag according to the numbered days over 2 weeks (i.e. Day 1, 2, 3 to 10). Your daughter's projected timetable will be as follows:

Week	Day / Time	7.30	8.00	8.30	9.00	9.30	10.00	10.30	11.00	11.30	12.00	12.30	1.00
<b>Odd Week</b>	<b>MON</b> (Day 1)	subject	subject	subject	subject	<b>Recess</b>	subject	subject	subject	subject	subject	subject	subject
	<b>TUE</b> (Day 2)	subject	subject	subject	subject		subject	subject	subject	subject	subject	subject	subject
	<b>WED</b> (Day 3)	subject	subject	subject	subject		subject	subject	<b>Assembly/FTGP</b>		subject	subject	subject
	<b>THU</b> (Day 4)	<b>FTGP</b>	subject	subject	subject		subject	subject	subject	subject	subject	subject	subject
	<b>FRI</b> (Day 5)	subject	subject	subject	subject		subject	subject	subject	subject	subject	subject	subject
Week	Day / Time	7.30	8.00	8.30	9.00	9.30	10.00	10.30	11.00	11.30	12.00	12.30	1.00
<b>Even Week</b>	<b>MON</b> (Day 6)	subject	subject	subject	subject	<b>Recess</b>	subject	subject	subject	subject	subject	subject	subject
	<b>TUE</b> (Day 7)	subject	subject	subject	subject		subject	subject	subject	subject	subject	subject	subject
	<b>WED</b> (Day 8)	subject	subject	subject	subject		subject	subject	subject	subject	subject	subject	subject
	<b>THU</b> (Day 9)	<b>FTGP</b>	subject	subject	subject		subject	subject	subject	subject	subject	subject	subject
	<b>FRI</b> (Day 10)	<b>Catechism/ Ethics</b>		subject	subject		subject	subject	subject	subject	subject	subject	subject

<b>Semester 1</b>	
Term 1	Tuesday 4 January to Friday 11 March
Term 2	Monday 21 March to Friday 27 May
<b>Semester 2</b>	
Term 3	Monday 27 June to Friday 2 September
Term 4	Monday 12 September to Friday 18 November

## 5. SCHOOL HOLIDAYS

Between Terms 1 & 2	Saturday 12 March to Sunday 20 March
Between Semesters 1 & 2	Saturday 28 May to Sunday 26 June
Between Terms 3 & 4	Saturday 3 September to Sunday 11 September
End of School Year	Saturday 19 November to Saturday 31 December

## 6. SCHEDULED SCHOOL HOLIDAYS

Youth Day	*Sunday 3 July (Monday 4 July is a scheduled school holiday)
Day after National Day	Wednesday 10 August
Teachers' Day	Friday 2 September
Children's Day	Friday 7 October

# School Rules & Conduct

## EXPECTATIONS OF AN IJ STUDENT

### 1. ATTIRE AND APPEARANCE

#### 1.1 The IJ School Uniform

- Every student must be properly attired in the prescribed school uniform and modification to the school uniform is not allowed (with the school badge and badge of office, if applicable).
- Badges should be worn in this order:
  - Badge of Office
  - School Badge
- The white school blouse should be buttoned at all times, especially the topmost button.
- The sleeves of the white school blouse should not be folded.
- The school belt should be fastened at the waist.
- The blue pinafore should be knee-length, and worn without excessive folds at the belt line.
- The pinafore should be worn over the student's blouse/PE T-shirt before she leaves the school premises.

#### 1.2 Shoes and Socks

- White school shoes are to be worn.
- Custom-made school socks should be worn. Alternatively, plain white socks may be worn with at least one fold. The length of socks should be about two fingers above the ankle.

#### 1.3 PE Attire

- Students must wear the school PE attire i.e. CHIJ (Katong) Primary T-shirt and shorts.
- Where PE lessons are scheduled for the day, the students may wear the PE T-shirt under the pinafore.
- Students' name tags should be displayed on the right side of the PE T-shirt.

#### 1.4 Art Attire

- Students must wear the school Art Apron during Art lessons.
- Students' name tags should be displayed on the right side of the Art Apron.

#### 1.5 Hair and Accessories and Watches

- A simple watch with a **small face** may be used. The strap should be plain-coloured. SMART watches like smart phone are not allowed. Watches with colourful / fanciful / neon or brightly-coloured watch straps are NOT allowed.
- Hair should be kept neat, tidy and simply styled. Coloured or dyed hair is strictly prohibited.
- Shoulder-length hair must be tied up.
- Hair accessories must be simple and in black only. Big or fanciful ones are not allowed.

#### 1.6 Finger Nails

- Finger nails should be kept short and clean.
- No nail polish or strengthener should be applied to finger nails.

### 1.7 Jewellery

- Only one pair of small, simple ear studs (e.g. single-coloured gemstone or metallic) may be worn, one on each ear lobe. No ear-sticks, dangling, hooped, fanciful or colourful earrings are allowed.
- Only one religious item i.e. necklace (concealed) or bangle is allowed to be worn.
- Other ornamental accessories such as friendship bands, bracelets, anklets etc. are not permitted.

### 1.8 Others

- Use of henna on arms, hands or feet during the school term is not allowed. Permission needs to be sought for special considerations.

### 2. Punctuality

- All students must be present at assembly area (courtyard/hall/classroom) **by 7.30 a.m. sharp.**  
**Students are considered late if they are not seated at the assembly area by 7.30 a.m.**

## School Uniform

- Recommended number of sets to be purchased:

PE Attire (T-shirt & shorts)	-	3 sets
Pinafore	-	3
Blouse	-	1 to 2

### PE Attire and Name Tag

Name Tag to be sewn on PE T-shirt as shown below:



## Art Apron and Name Tag

Name tag to be sewn on the Art apron as shown below:



## Attendance

Attendance in school is recorded daily and reflected in the student's Report Book.

- 1) Parents should contact the Form Teacher/General Office if their child is going to be absent for more than two days.
- 2) Students need to submit a medical certificate or a letter written by their parents/guardians to inform their Form Teacher of their absence.
- 3) Students who are absent from school without a valid reason will have their absence noted.
- 4) A child who is identified for After-school Programme  
For enrichment lessons students will be issued Consent Forms via Parents Gateway (PG). Parents who do not wish to have their children attend these lessons will need to furnish a letter explaining the reason(s) for their non-commitment to / withdrawal from the programme.
- 5) Parents are reminded to take their daughter to see a doctor if she is unwell and keep her Form Teacher informed of her condition immediately. Your daughter should recuperate at home during the period of medical leave until she is well to attend school. A medical certificate has to be submitted to the Form Teacher upon your daughter's return to school. If your daughter is ill with hand-foot-mouth disease (HFMD), she will need to be certified medically fit by a doctor before returning to school. We seek your co-operation in exercising social responsibility to keep infectious diseases at bay.

★ *Travel plans are to be made during the scheduled school holidays.*  
Travel plans must be declared in the Parents Gateway portal.

## **Dismissal**

☆ Security officers and the Operations Manager are on duty to ensure the safe departure of the students.

### ☆ ***Early Dismissal***

If you require your daughter to leave the school early (for valid reasons, e.g. visit to the doctor, external examinations, emergency, etc.), please observe the following:-

- Inform the school at least **one working day before the early dismissal date.**
- The Form Teacher will prepare the “**Application for Early Dismissal – Student**” form.
- The parent / guardian taking her home will first need to sign the “**Application for Early Dismissal - Student**” form in the General Office before she can be released.
- Pick-up will be at Gate of Charity (Martia Road)

### ☆ ***Parents’ Waiting Areas***

- Parents / Guardians who need to wait for their children are to wait at the school gates and inform your child the correct gate for picking up.
- Parents are not allowed to drive their cars into the school compound at all times.
- For the safety and security of the students, parents / guardians / domestic helpers are NOT allowed to wait in the school grounds beyond the security posts.

## Medical Emergencies in School

- If a student is not feeling well or is hurt in school, parents / guardians will be contacted by the school to take the student home. Students will **NOT** be allowed to go home on their own.
- If a student suffers a minor injury, basic first aid will be administered to the student. No oral medication will be given.
- For serious injuries or medical conditions, the school will make the necessary arrangements to take the student to a nearby doctor or hospital. Parents / guardians will be notified immediately.
- For a student who has an existing medical condition, parents will need to keep the Form Teacher updated on precautionary measures that need to be taken.
- Students with asthma should take the responsibility of ensuring that they have their inhalers with them at all times.

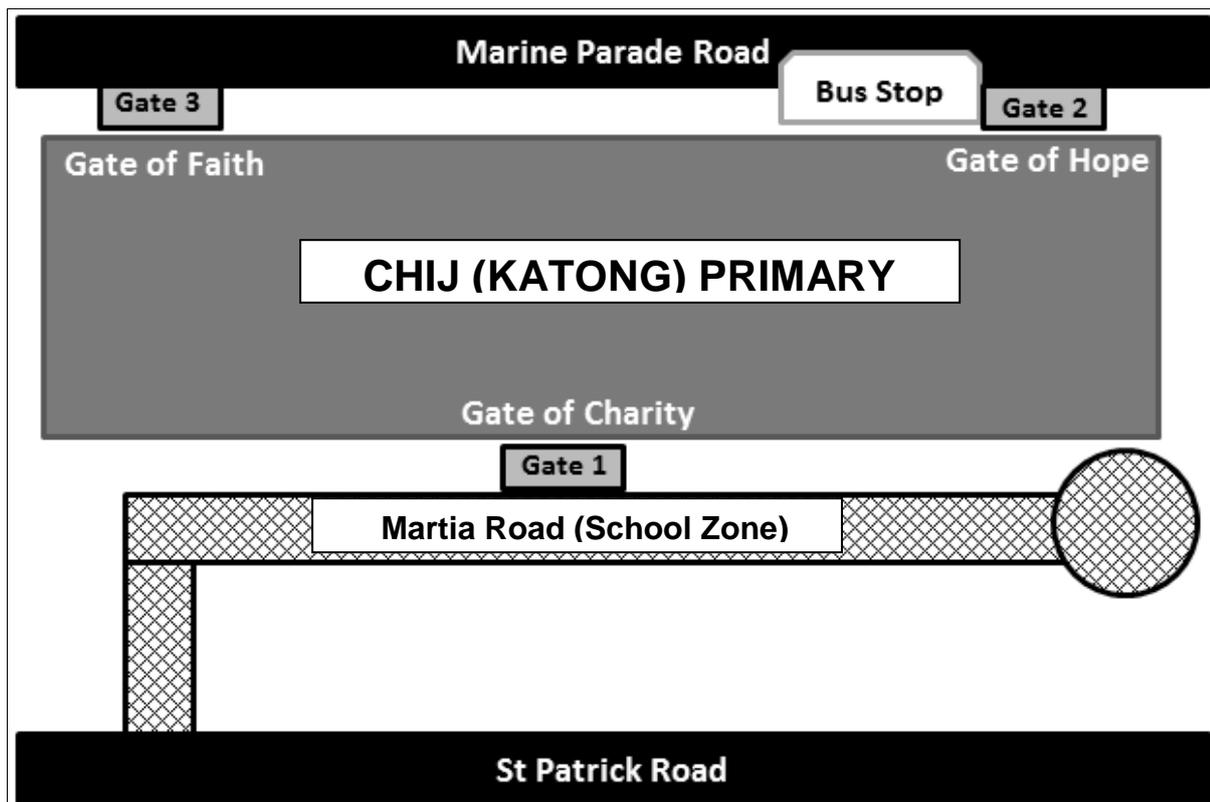
## Transportation / Drop-off / Pick-up

Mode	Arrival	Dismissal
School Bus	Alight at: <ul style="list-style-type: none"> <li>• Gate of Charity</li> <li>• Gate of Faith</li> </ul>	Board bus at: <ul style="list-style-type: none"> <li>• Gate of Charity</li> <li>• Gate of Faith</li> </ul>
Parents' cars	Alight at: <ul style="list-style-type: none"> <li>• Gate of Charity (Martia Road)</li> <li>• Gate of Faith (Marine Parade Road)</li> </ul>	<ul style="list-style-type: none"> <li>• Child to be picked up at Gate of Charity or Gate of Faith <b><u>15 minutes</u></b> after dismissal.</li> <li>• When picking child up at the Gate of Faith, parents are not to stop their cars at the bus-stop outside the Gate of Hope as it will cause obstruction to the public buses.</li> <li>• Parents are <b><u>NOT</u></b> to wait in the 2<sup>nd</sup> lane along Marine Parade Road as it will compromise the safety of the children.</li> </ul>
Walk	Child to be 'dropped off' at any gate. (Accompanying adults are not to walk into the school with the children)	<ul style="list-style-type: none"> <li>• Wait for child outside any gate</li> </ul>

- Gate of Charity (Gate 1): Martia Road
- Gate of Hope (Gate 2): Bus-stop, Marine Parade Road
- Gate of Faith (Gate 3): Outside canteen, Marine Parade Road

For students taking the school bus, bus transportation is provided on parental request for After-School Programme. These programme for selected students will start in Semester 2 (for Primary 1 students).

## Location of School Gate



- Please note that during drop off or pick up at Gate 1 and Gate 3, several vehicles may stop simultaneously (up to 6 vehicles) to expedite the process, allowing vehicles to be cleared sooner and ensuring a smooth boarding and alighting flow of traffic.

### ***Wet Weather Arrangements***

The above procedures will apply, as there are covered walkways to all entrances and exits.

At dismissal time, students will be dismissed from their classes, in stages, to prevent a surge of human traffic at all the exit points.

## **Drop-Off and Pick-Up by Cars**

- 1) Please note that Martia Road leading into the school is an enhanced school zone - no parking and waiting during the morning period from 6.45 a.m. to 8 a.m. and afternoon dismissal from 12.45 p.m. to 4 p.m. In particular, parents should not park in front of the gates of the row of terrace houses opposite the school at Gate 1, as this will be an inconvenience to the residents who are driving their cars in / out of their houses.
- 2) Parents who pick up their daughters at Gate 1 along Martia Road shall not stop / park their cars along St Patrick's Road and walk to the school to wait for their daughters. This will create obstruction to traffic along St Patrick's Road and cause inconvenience to the residents living there.
- 3) Do arrive at Gate 1 at least 15 minutes after dismissal time to allow the school buses to leave the school premises first for the safety of our girls.
- 4) Parents who fetch their daughters at Gate 3 along Marine Parade Road will only be allowed to wait along the road between lamp posts 40A to 46A and you are reminded not to park and wait alongside or in the bus bay.
- 5) LTA enforcement officers are frequently deployed around the school to issue summonses to errant drivers who flout traffic rules. The school, together with the residents around the school, will also seek LTA's assistance to enhance enforcement action, if necessary.
- 6) To ensure smooth traffic flow during dismissal, parents should show patience while queuing to reach the school gate to fetch their daughters. Any cutting in line will only worsen the traffic flow.
- 7) NEA's advice on public health seeks the help of schools to remind our parents to switch off their engines while waiting to fetch their children from school. Under the Environmental Protection and Management (Vehicular Emissions) Regulations, it is an offence to leave the engine of a motor vehicle running when it is stationary for reasons other than traffic conditions. Errant motorists can be fined up to a maximum of \$5000.
- 8) We seek your kind co-operation in being considerate and gracious in order to maintain safe roads for our children.

## Home-School Communication

### **(Parents Gateway)**

Parents Gateway will be the main platform for home-school communication. It is a mobile app developed by MOE to support parents' involvement in their child's educational journey. The app enable you to receive information from the school and perform a range of administrative functions such as giving consent for school programmes and activities, and declaring travel plans.

Information regarding school programmes / activities / calendar of events can also be obtained through the school at <http://chijkcp.moe.edu.sg> for parents who unable to access PG.

### **School Consent Forms (via Parents Gateway)**

*Consent forms will be sent out to parents for:-*

- After-school Programme/Supplementary / Enrichment lessons
- Learning Journeys
- Representation at competitions
- CCA, extra coaching lessons, camps, etc.

### **Termly Letters from Principal / Vice Principals**

As and when required, the Principal or Vice Principals will issue letters to parents informing them of upcoming school events, fund-raising activities and changes in school hours, etc. These letters will be sent via Parents Gateway. They can also be downloaded from the Parents' Portal via the school's website, and/or Parents' Gateway.

## **Student Journal**

Although the journal is largely used by students to record homework assignments, projects, etc., it is also used as a communication tool by teachers to directly inform parents of concerns and requests to meet, etc.

Parents wishing to write short notes / memos to teachers can do so in the child's school journal and alert your child to show the note to her teacher. Where needed, teachers will reply accordingly.

## **Telephone calls from Principal / Vice Principal / Discipline Mistress / Teachers**

Such calls are made to parents for a multitude of reasons: to make enquiries, to raise concerns, to make immediate appointments, etc.

## ♥ **Parent-Teacher Meetings (PTM)** **(via Zoom if COVID-19 pandemic continues)**

At the beginning of the year, parents are introduced to the child's Form Teacher and subject teachers, who will go through their expectations for the year.

At mid-year and year-end, a Parent–Teacher Meeting will be scheduled for parents to meet the teachers to discuss their child's academic and social progress in school. The Principal / Vice Principal / Teachers may arrange separate meetings to discuss specific areas of concern.

## **In-conversation Dialogue with School Leaders** **(via Zoom if COVID-19 pandemic continues)**

Briefing sessions with refreshments are held at each level to communicate MOE / school policies / practices to parents, e.g. PSLE, P4 Subject-based Banding and Overseas Learning Journeys.

## **Telephone calls to the School**

Refer to 'Contacting/ Visiting the School'.

## **Email**

- Parents can email the school / Principal / Vice Principal / teachers for matters concerning their daughter.
- Teachers will reply within 3 working days.

## **Making appointments**

- Appointments to meet up with the teacher can be done by contacting the teacher concerned through the General Office or an email.
- Appointments with the Principal/Vice-Principals should be made with the admin staff at the General Office.

NB: Parents are advised to make an appointment to ensure that the relevant staff is present in school.

## **Letters**

Parents will need to furnish Letter of Excuse for:

- Your child's absence from school, from CCA, After-school Programme / Supplementary / Enrichment lessons, school-organised activities, camps, etc.
- Your child's early dismissal from school.

The school encourages all parents to maintain good communication with the Form / Subject Teachers as they would be the first line of communication.

# The School Curriculum

## **ENGLISH LANGUAGE**

Areas of language learning:

- Listening and Viewing
- Reading and Viewing
- Speaking and Representing
- Writing and Representing
- Grammar
- Vocabulary

At the entry point into Primary 1, it would help tremendously if your child is able to:-

- Listen attentively to simple instructions
- Follow instructions
- Answer simple questions
- Use conversational English to communicate her needs to her teacher and classmates
- Say and write the letters of the alphabet in sequence
- Enjoy listening to stories with sufficient attention
- Pick up a story book for 5/6 year-olds and read some of the words in it.
- Copy a word or a simple sentence correctly
- Write her own name without mixing upper and lower case letters e.g. Carol Tan

The teaching of English Language in the school is mainly based on MOE's Strategies for English Language Learning and Reading (STELLAR). This has been specially drawn up by curriculum specialists. The aim of STELLAR is to strengthen children's language and reading skills as well as promote a positive attitude towards learning in the foundational years. Research-based teaching strategies and age-appropriate materials are used to engage children in the learning of English.

No specific textbook will be used for the programme. Instead, with each unit, the various learning outcomes will be spelt out with the accompanying worksheets. In addition to the STELLAR worksheets, there are also supplementary Teacher-prepared worksheets.

*What your child can look forward to:*

- Motivating and enjoyable stories
- Balance of word attack skills and whole word for independent reading
- Core language skills developed simultaneously

# MATHEMATICS

At the entry point into Primary 1, it would help your child tremendously if your child is able to:-

The following terms will be used in Mathematics for Primary 1:-

count	numbers/numerals	fewer/smaller
write	words	greater/bigger
read	add	same as/as many as
match	subtract	between
colour	more than	before
circle	less than	after

1. Recognize simple patterns such as “ apple, orange, apple, orange”
2. Recite numbers (1-10) in the right order
3. Count up to 10 objects
4. Recognize numbers in numerals and words (1 to 10)
5. Write numbers (1 to 10)
6. Compare which of the two groups has “more”, “less” or “the same as”

## **CHINESE LANGUAGE**

At the entry point into Primary 1, it would help your child tremendously if your child is able to:-

在进入小一之前，若您的孩子已经能够完成以下的要求，将对她有很大的帮助：

- ❖ 会写自己的中文姓名 (write her Chinese name)
- ❖ 具有基本的会话能力 (communicate using basic Mandarin)
- ❖ 懂得一些基本笔顺、笔画 (write the basic strokes)
- ❖ 正确的执笔方法 (hold a pencil in the correct way)

During Term One, our pupils will be learning:-

一年级学生将在第一学段学习：

- ❖ 汉语拼音（采用“直呼法”）(Hanyu Pinyin)
- ❖ 识读 / 识写汉字 (read/ recognise Chinese Characters)
- ❖ 汉语拼音 / 汉字听写 (Spelling of Hanyu Pinyin & Chinese Characters)

# **MALAY LANGUAGE**

At the entry point into Primary 1, it would help your child tremendously if your child is able to:

- **Recognise, pronounce and spell the following things found at home:-** kerusi, meja, jendela, pintu, katil, almari, sofa, televisyen, radio, sudu, cawan, gelas, periuk, pisau, piring, dapur dan lain-lain lagi.
- **Recognise, pronounce and spell the following names of animals:-** kucing, arnab, singa, gajah, ikan, harimau, ular, kuda, anjing dan lain-lain lagi.
- **Recognise, pronounce and spell the following numbers 1- 20 :-** satu, dua, tiga, empat, lima, enam, tujuh, lapan, sembilan, sepuluh, sebelas, dua belas, tiga belas, empat belas, lima belas, enam belas, tujuh belas, lapan belas, sembilan belas dan dua puluh.
- **Recognise, pronounce and spell the following verbs :-** makan, minum, tidur, membaca, menulis, melukis, berlari, berjalan, menyapu, memasak, membuka, memakai dan lain-lain lagi.
- **Recognise, pronounce and spell the following adjectives:-** cantik, kotor, busuk, bersih, wangi, hodoh, panas, sejuk, cepat, panjang, pendek, tinggi, lambat dan lain-lain lagi.
- **Read and write simple sentences :-**  
Saya ada baju.  
Dia suka membaca buku.  
Kami makan di kedai.  
Zaidah berjalan kaki ke sekolah.
- **Read Malay story books available at the libraries**

## TAMIL LANGUAGE

At the entry point into Primary 1, it would help your child tremendously if your child is able to:-

உங்கள் மகளால் கீழே குறிப்பிட்டது போல் செய்ய முடிந்தால் சிறப்பாக இருக்கும்.

- **To know some simple words for communication purposes**

( அன்றாடம் பயன்படுத்தும் எளிய சொற்களை அறிதல் )

- **To be able to understand and follow the teacher's instruction:-**

( ஆசிரியை கூறும் கட்டளைகளைப் புரிந்துகொள்ளுதல் )

- **To recognize, pronounce and spell the following adjectives:-**

( எளிய சொற்களைப் பேச அறிதல் )

# **AESTHETICS DEPARTMENT**

**Vision:** 'Passion for the Arts'

**Mission:** 'To develop the Arts through the mastery of techniques, aesthetic appreciation and creativity'

At CHIJ (Katong) Primary, Music, Art and Performing Arts programmes are aligned to the "Experience, Enrich and Excel" approach. All students have the opportunity to be exposed to the Arts through the various activities in the school. There are enrichment programmes planned to further enrich their Arts experience. Opportunities are given to those who have the aptitude to further develop their talents.

## **The 3E Approach for Aesthetics Development:**

<b>Group</b>	<b>Experience</b>	<b>Enrich</b>	<b>Excel</b>
<b>ALL</b>	Assembly Programme Recess Programme P1/P2 Showcase (Concert and Art Exhibition) Year End Concert	Learning Journeys for all levels Arts Monitor Workshop/Training Platforms for performance in school for students not in the Performing Arts CCAs	Arts Monitors represent school in cluster, IJ, national or international events, exhibitions and concerts.  Talented students to be recommended for the SOTA Junior Academy
<b>Art</b>	Art Curriculum	Art Club Art Exhibition Art Workshops (Art Appreciation)	National Art Competitions International Art Competitions SYF Art Exhibition
<b>Music</b>	Music Curriculum	Enrichment Lessons (Hand Chimes, Ukelele, Guitar, and Garage Band) Platforms for performance in school: Showcase of students taking music lessons outside school	Platforms for performance locally and overseas  Zonal, National and International Competitions Examinations
<b>Performing Arts CCAs</b>	CCA training sessions Watch local and overseas performances School platforms	Exchanges with local schools /workshops External (local/overseas) platforms Exchanges with overseas schools	SYF Arts Presentation Competitions (Non-SYF Year) Examinations (Certification) Direct School Admission Exercise  Talented students to be recommended for the SOTA Junior Academy

### Art

Students in Primary 1 will:

- learn about key artists and their artworks
- learn the Elements of Art
- be exposed to a range of basic art tools and materials from which they explore creative ways to use to create artworks

### Music

Students in Primary 1 will:

- Sing and perform songs from Singapore and other cultures
- Listen and respond to the different elements of music
- Create short simple rhythmic and melodic phrases

**PAL (Programme for Active Learning)** in CHIJ (Katong) Primary aims to provide broad exposure through fun and varied activities in Sports & Games, Outdoor Education, Performing Arts and Visual Arts. PAL promotes the well-rounded development of students in the five learning domains (i.e. cognitive, moral, social, aesthetics and physical). It provides varied avenues for students to develop social and emotional competencies as well.

Through PAL students will:

- Learn to express themselves clearly;
- Develop confidence;
- Develop a sense of curiosity and positive attitude towards school and learning;
- Develop greater awareness of self and others;
- Learn to manage relationships and work in teams;
- Learn to make responsible decisions.

Through active participation in **Physical Education** lessons, students will be able to demonstrate individually and with others, the physical skills and values to enjoy a lifetime of active and healthy living.

★ **God Reaching Out To All Children Everyday (GRACE) Programme and Living Our Virtues Everyday (LOVE) Programme (C/E)**

CHIJ (Katong) Primary is committed to the IJ mission of creating a Christ centered community. We have Catholic values lessons for all Catholic students. Other Students who are interested in the GRACE Programme, parental consent is needed. LOVE Programme lessons are conducted for all other non-Catholic students.

Both GRACE Programme and LOVE Programme follow a prescribed scheme of work and are conducted by teachers and religious.

★ **Home-Based learning (HBL)**

The school schedules e-learning days @IJ where P1 to P6 students stay at home on scheduled days to do e-learning through the school's Learning Management System {Student Learning Space (SLS)}. Notices of these days will be made through Parents Gateway with work assigned on SLS.

★ **Girls Like Tech**

Being future ready means having a solid grounding and foundation in STEM (Science, Technology, Engineering and Mathematics) education. We aim to prepare our girls to be inquisitive and creative through our "Girls Like Tech" programme and activities here they will be exposed to coding, robotics, tinkering and makers' education.

Through the use of technology to engage students in learning, we want our students to take thoughtful risks, engage in experiential learning, persist in problem-solving, embrace collaboration and work through the creative processes to find the joy in learning.

★ **Community Student Leadership**

The school's Lifelong Learning Programme focuses on Community Student Leadership. Using The Five Practices of Exemplary Leadership Model by Barry Posner and James M. Kouzes, the school works towards nurturing the leadership potential of our students from Primary 1 onwards. Through teacher-designed differentiated lessons, the students are engaged in the five practices, namely; 'Model the Way', 'Inspire a Shared Vision', 'Challenge the Process', 'Enable Others to Act' and 'Encourage the Heart'.

★ **The Learning Support Programme (LSP) & Learning Support in Mathematics (LSM)**

The LSP & LSM help students who are unable to cope with mainstream education at their age level because they are lagging behind in linguistic skills/mathematical skills. These students are identified at Primary 1.

For LSP, support is delivered through a daily pull-out teaching programme, aimed at raising students' language and literacy skills and interest in learning.

For LSM, students learn the same topics / units and content as their classmates but their learning needs are addressed in a small group setting of 8 to 10 students.

The Learning Support Co-ordinators, together with AED (LBS) , educational counsellors and psychologists work together to help each student assimilate the mainstream curriculum when she is ready.

## **School Assessment**

There are no weighted assessments for P1 & P2 students. Assessments conducted will not be counted to form any overall mark or grade.

Teachers leverage on various modes of assessment to check for students' understanding, and provide timely feedback to improve learning.

# School Bags & Stationery

## **Student Journal**

- ▶ The Student Journal has to be brought to school **daily** to enable your daughter to record homework assignments and reminders from teachers.
- ▶ In the first few weeks of school, students will be trained to do this. The record of homework to be done may first appear in the form of circled pages in the workbooks or worksheets sent home.

## **Stationery**

- ▶ Basic stationery items for daily use:
  - \* 2 or 3 sharpened 2B pencils and NOT mechanical pencils
  - \* a soft eraser
  - \* a short ruler
  - \* a sharpener
  - \* a box of 6 coloured pencils
- ▶ Stationery should be kept in a simple and light pencil case to avoid adding weight to your child's bag.
- ▶ On days when an Art and Craft lesson is scheduled, pack only the necessary art materials as instructed by the teacher.

## **Packing the School Bag**

- ▶ Big and bulky school bags, e.g. trolley bags are not encouraged as these add unnecessary weight.
- ▶ Fanciful and heavy water bottles are also not encouraged.
- ▶ The class timetable should serve as a guide to the books students should bring for each day of the week.
- ▶ Monitor your child closely to ensure that she is disciplined in packing her bag every day at a fixed time.
- ▶ If the overall weight proves too overwhelming for your child, arrange to have her carry an additional hand-held bag to distribute the weight of items and to offload the weight exerted on her shoulders.

N.B. Please **label your child's belongings** e.g. wallet/purse, water bottles, inside of school shoes, pinafore, pencil case with her name and class to aid in identification should they be misplaced.

# FIRST 3 DAYS OF SCHOOL FOR PRIMARY 1

**4, 5 & 6 JANUARY 2022**

## **DAY ONE**

**Tuesday, 4 January 2022**

**(9 a.m. – 12nn)**

### ***Items to bring***

1. Pencil case
2. Everyday File
3. Water bottle
4. Snacks: Dry finger food eg. sandwiches, cookies
5. Extra face mask (in ziplock bag), wet wipes, hand sanitiser – care pack

\*Parents' Forum (9.45 a.m. to 11.15 a.m.) in the Multi-Purpose Hall

## **DAY TWO**

**Wednesday, 5 January 2022**

**(9 a.m. – 12.30 p.m.)**

### ***Items to bring***

1. Pencil case
2. Everyday File
3. Water bottle
4. Snacks (sufficient for Recess and Snack Time): Dry finger food eg. sandwiches, cookies
5. Extra face mask (in ziplock bag), wet wipes, hand sanitiser

## **DAY THREE**

**Thursday, 6 January 2022**

**(7.30 a.m. – 1.30 p.m.)**

### ***Items to bring***

1. Pencil case
2. Everyday File
3. Water bottle
4. Snacks (sufficient for Recess and Snack Time): Dry finger food eg. sandwiches, cookies
5. Books & Files as stated on letter to parents from Form Teachers (given on Day1 / Day2)
6. Extra face mask (in ziplock bag), wet wipes, hand sanitiser

## **IMPORTANT INFORMATION**

### ***School Hours, Recess & Snack Break***

<b>LEVEL</b>	<b>DAYS</b>	<b>CURRICULUM HOURS</b>
P1 – P6	Monday to Friday	7.30a.m. to 1.30 p.m.

All students are to report to school no later than **7.30 a.m.** to their designated assembly area.

Recess for **P1** students will be from **9.30 a.m. to 10.00 a.m.**

The school has instituted a 10-minute **Snack Break** for P1 students between 12 noon to 12.30 p.m. daily. We encourage your daughter to bring dried snacks for this break and want to cultivate healthy-eating habits. Please ensure that the food for snack-time is healthy e.g. sandwiches, cereal bars, nuts and dried fruit and not junk food such as potato chips. Your daughter should not bring sweetened packet drinks or carbonated drinks.

## Identification & Dismissal

Your daughter will be given a name tag (see below) when she arrives in school on **the first day**. The mode of dismissal for all the next two days is to be completed on your child's name tag **before** she arrives in school on **5 Jan 2022**. All information is to be accurately completed on your daughter's name tag as the teachers will use this information for dismissal.

(FRONT)

<b>AMETHYST 1</b>		
<b>«Childs_Name»</b>		
Please indicate accordingly:		
	<b>Parents / Helper / Guardian</b>	<b>School Bus No:</b>
<b>Tues 4 Jan</b>	<b>Gate No:</b>	
<b>Wed 5 Jan</b>	<b>Gate No:</b>	
<b>Thurs 6 Jan onwards</b>	<b>Gate No:</b>	
<b>Car Plate No:</b>	<b>Parent's Contact No:</b>	

( BACK)

<i>Name of Student Care Centre:</i> _____ _____
<i>Located in School:</i> <input type="checkbox"/>
<i>Located outside School:</i> <input type="checkbox"/>

### Legend

<b>Gate 1</b>	: Martia Road	(Gate of Charity)
<b>Gate 2</b>	: Marine Parade Road – Bus Stop	(Gate of Hope)
<b>Gate 3</b>	: Marine Parade Road – Canteen	(Gate of Faith)

- In the event that there are any changes to your daughter's pick-up arrangements due to unforeseen circumstances on **the first 3 days of school**, please call the General Office at 63443072 to notify us. We strongly encourage the mode of dismissal for **the first 3 days** as indicated on her tag to remain unchanged to minimise confusion for your daughter.
- Your daughter's safety and well-being are of utmost importance. Please refrain from engaging in any conversation with her Form Teacher during dismissal. You can email any clarifications/queries to the Form Teachers.

## Preparing your Child for Primary One

### ***Teach your child the following life-skills:-***

- ▶ Communicating with her teacher when she needs to go to the toilet. “Please may I be excused?” is an example.
- ▶ Cleaning herself after she has visited the toilet. Provide her with wet wipes or extra underwear if you feel she needs them in the beginning.
- ▶ Dressing and undressing on her own, e.g. putting on and taking off her pinafore, socks and shoes. Do practise this with her at home.
- ▶ Tying her shoelaces if they come apart. Buy her shoes with velcro straps if she has not mastered the skill of tying shoelaces yet.
- ▶ Looking after her personal belongings like her purse, spectacles, stationery, water bottles, and school pinafore. Label **all** personal belongings.
- ▶ Packing her bag by herself so that she takes responsibility for what she needs to bring to school.
- ▶ Giving her some hands-on experience in using money to pay for items.
- ▶ Writing her full name using appropriate upper and lower case letters.
- ▶ Thank anyone who has offered help to her.
- ▶ Please give your child **not more than \$2.50** for her to purchase food during recess.
- ▶ Your child will be supervised by the teachers and the canteen vendors will help the children in their payment for their food. You can help by getting your child familiar with using money.
- ▶ If your child does not seem to be eating well or has no confidence in buying food after 1-2 weeks, provide her with home-packed food or snacks. Do not force her. She probably needs more time to learn.
- ▶ Fast food packages are not allowed to be consumed during recess as we would like to inculcate in our students the life-long habit of healthy eating.

- ▶ Parents are not allowed not to enter the school premises to feed their child during recess.
- ▶ There will be a **10-minute snack time** for the children in the classrooms daily at around noon. Please ensure that your child brings finger food / healthy snacks, (e.g. sandwiches, biscuits, museli bars, fruits etc) that she can easily manage.

*“If a child cannot learn in the way we teach,  
we must teach in a way the child can learn.” ~Unknown*

## Parents as Partners

### ★ *The IJ Parent-Volunteer Programme*

This programme, initiated in 1998, stems from the belief that our parents are our partners-in-education. If you are interested in finding out more about how you can share your expertise and time in CHIJ (Katong) Primary scan the QR code:



*“Parents are their children’s first and most influential teachers. What parents do to help their children learn is more important to academic success than how well-off the family is.”*

Parents, can do many things at home to help your children succeed. You can create a curriculum at home that teaches your child what matters.

- Set firm and consistent routines for work and play from the start.
- Refer to your child’s school journal daily for information regarding homework. Also, get her used to checking for daily homework at home.
- Ensure she completes all school work on time. School homework should take priority over any other work you have assigned her to do.
- Assist by checking your child’s work and ensure that it is done neatly.
- Teach your child study skills – these do not come naturally to all children.
- Check your child’s bag at least once a week for letters and to encourage her to do ‘housekeeping’ of her files.
- When workbooks, exercise books or test papers are returned for your endorsement, it is to keep you informed of your child’s learning progress in school. You can use these materials to keep tabs on her progress in school and to encourage her.
- Give your child ample time to play, exercise, pursue her hobbies, develop her talents or simply to relax at home.
- Converse and listen to your child. Allow her room to ‘grow’ in all dimensions. Let her solve some of her own ‘life problems’.
- Monitor your child closely for subtle changes in her behaviour and habits.
- Don’t take the blame if she forgets to bring her things or do her homework.
- Read to your child for **at least 20 minutes daily** to expose her to print
- If your child is currently not a member of the National Library, please sign her up as a member as soon as you can and take her to the library often to read and borrow books to inculcate a love for

## 📖 **Fatigue**

- ▶ The first week of school can be trying for the child, as she will feel exhausted from the routine, which is more taxing than her kindergarten routine. Ensure that your child has enough rest and sleep each night.

## 😞 **Anxiety Attacks**

- ▶ Your child may experience some degree of anxiety during her first few weeks in school. A lot of patience and understanding is needed from you. Try to give her lots of reassurance and encouragement.

## 😊 **“Why is this teacher different from that other teacher?”**

- ▶ Do not be overly concerned if you see different styles of classroom management when you compare notes with other parents. Each teacher has his/her own style of classroom management and will help your child develop and grow. It does not help if you draw too many conclusions from just one or two weeks of observation or ‘parent talk’. Approach the teacher concerned or the Principal for clarifications rather than be fueled with uncertainties.

## 😊 **Coping with other classmates**

- ▶ It will take a while for some children to learn how to socialise and make friends with her classmates. Give her time. Do not force ‘friends’ on her or assign ‘bodyguards’ for your child. This will only serve to undermine her self-esteem and confidence.
- ▶ Children will be incidentally and formally taught social skills in their lessons.
- ▶ Having differences of opinions or clashes in personalities are common in a class of 30. Do not overreact in trying to protect your child. Give her room to grow and to learn to manage conflicts. She learns better and faster this way.

## Finance Matters

### ***School and Miscellaneous Fees***

All students are encouraged to pay their school and miscellaneous fees through GIRO to avoid bringing large amounts of cash to school.

For enquiry on payment of school and miscellaneous fees, please call the following:

MOE Customer Service Centre	Tel: 6872 2220	8.30 am to 5.30am on Mondays - Fridays
-----------------------------	----------------	--

### ***Deduction Dates:***

Deductions are made on the 26<sup>th</sup> of each month from February to December. You are advised to maintain sufficient funds for deduction. If deduction fails twice due to insufficient funds, GIRO will be suspended until the outstanding amount is settled by SingPost SAM Kiosk / Mobile / Web, cash or cheque.

## Rates of School and Miscellaneous Fees - 2022

Student's Nationality	Monthly Miscellaneous Fees Rate	Monthly School Fees Rate	Total (S\$)
Singapore Citizen	Standard -\$6.50 2 <sup>nd</sup> Tier - \$6.50	Free	\$13.00
Singapore Permanent Resident	Standard -\$6.50 2 <sup>nd</sup> Tier - \$6.50	\$230.00	\$243.00
International Student (ASEAN)	Standard -\$6.50 2 <sup>nd</sup> Tier - \$6.50	\$490.00	\$503.00
International Student (Non-ASEAN)	Standard -\$6.50 2 <sup>nd</sup> Tier - \$6.50	\$825.00	\$838.00

*The rates of school and miscellaneous fees payable are reviewed by the Ministry of Education and individual schools from time to time.*

### **Student Edusave Fund**

Your child will receive an annual contribution of \$230 in her Edusave account if she is a Singaporean. Parents can make use of this fund to pay for the 2<sup>nd</sup> Tier Miscellaneous Fees or enrichment programmes organized by the school. Parents will be informed by the school when this fund is to be utilised.

### **Edusave Grant Enrichment Programme**

The Edusave Grant given to the school provides for our students to be exposed to a range of enrichment and multi-disciplinary programmes in their 6 years of education in the school.

## Contact Information

### School Address and Telephone Numbers

Address : 17, Martia Road, Singapore 424821  
Tel No. : 6344 3072  
Fax : 6345 9007  
Email : CHIJKTPS@moe.edu.sg

### Other contact numbers for your information:-

#### **Dental Clinic**

Dental Clinic is closed till further notice.

For emergencies such as dental trauma, facial/gum swelling or toothache, please call the Health Promotion Board's, School Dental Centre at 6435 3782 for assistance.

#### **Textbooks, Stationery**

Pacific Bookstores (Tel: 6346 2095)

**Students are able to purchase the PE Attire from the School Book Shop:**

12.30 p.m. to 1.30 p.m. (Closed for Lunch)

**Parents are allowed to visit the bookshop only at the following times:**

Mon – Fri: 2.00 p.m. to 4.00 pm.

#### **Uniforms and PE Attire**

##### **Magdalene Sewing Centre Pte Ltd**

5000, Ang Mo Kio Avenue 5, Techplace 2, #05-09, Singapore 569870

Tel: 9671 7047 / 6293 5840

Opening Hours: Monday – Friday (9 am – 5pm), Saturday (9 am - 12 pm)

The school uniform is being sold at the school bookshop as follows: Monday, Tuesday, Thursday & Friday from 2 pm to 4pm.

*\*Please note that parents are only allowed to be in the school premises to assist their children in purchasing school uniforms **after 2 p.m.***

#### **School Bus Coordinator**

##### **Arcelie Bus Service**

First Point-of-Contact: Aunty May (9734 5155)

Second Point-Of –Contact: Mr Lim (9098 2622)

# Ground Level Map

