



UNITY PRIMARY SCHOOL

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5 January 2021

Dear Parents

Happy New Year to all and a very warm welcome back! We look forward to yet another safe and fulfilling year journeying with you in support of your children. The following are some key information for all to pay attention to:

1. Staff Movement

We bade farewell to the following staff:

- Mdm Ivy Leow, LH/English Language
- Mrs Eleora Lim, Teacher
- Mdm Grace Chong, Teacher
- Mrs Jocelyn Ho, Teacher
- Ms Malathy d/o Panier Selvem, Teacher
- Mr Mohamed Amin Khan, Teacher
- Mdm Noor Ezaida, Teacher
- Mdm Nur Amalina, Teacher

We extend a warm welcome to the following staff:

- Ms Low Xiu Ling, HOD/Maths
- Ms Neo Xueli, HOD/Discipline
- Mr John Lim, SH/Pastoral Care, NE/SS
- Mrs Sherlyn Koh, Teacher

2. School Direction

Vision : Creative Mind, Confident Self, Caring Heart
Mission : To provide quality and holistic education for our students.
Values : Respect, Resilience, Responsibility, Integrity, Care, Harmony (R³ICH)
Desired Outcomes : Passionate & Self-Directed Learner, Resilient & All-Rounded
Individual, Concerned & Active Citizen

3. Parents Gateway (PG)

Parents Gateway (PG) is a one-stop portal that strengthens school-home partnership to support our children in their education journey. With the PG App, parents can access all school announcements and consent forms, give consent for your child's activities anytime, anywhere. To download PG or for its FAQ, visit <https://pg.moe.edu.sg/>. **Kindly turn on the PG notification in your phone setting so that you can be alerted to PG updates** from the school and MOE in a timely manner.

The school will be conducting emergency relay system test with parents every term using PG. We appreciate your timely co-operation and consideration to read all the notifications sent out and take the necessary actions.

4. Communications

Regular and open communication between the school and parents will help us achieve our common aim in providing an enriching educational experience for our children. The school will keep you informed of important matters regularly through letters sent **via PG to the stated guardian** (as indicated in the Student Details Report). You can also access these letters from the school website at <http://www.unitypri.moe.edu.sg>.

a. Student Handbook

- The Student Handbook is another means of communication between parents and teachers.
- You may write short notes in the handbook addressed to the teacher concerned.
- Please remind your child to show the teacher the note you have written.

b. Contacting or Meeting Teachers

- You may email the teachers on any matter concerning your child. For school-based concerns, you may send your email to the following email address: ***unity_ps@moe.edu.sg***.
- For parents who need to see the teachers, do make an appointment with them to ensure their availability before coming to school to alleviate inconvenience caused. You may write a short note in the Student Handbook requesting for an appointment with the teacher/s concerned. **Visitors with no prior appointment will be turned away.**
- During this COVID-19 period, it is advisable to conduct virtual meeting/phone conversation and refrain from any physical meeting.
- If it is absolutely necessary to meet physically as advised by the teachers, please comply with Safe Management Measures (SMM). Do SafeEntry check-in and temperature-taking at the security counter before **proceeding to the General Office** for further assistance.
- **Kindly do not go beyond the General Office when you are in the school.** Your cooperation will help us maintain a safe and secure environment for the children.
- To ensure well-being and work-life harmony for our teachers, **please contact them only during weekdays between 7.30 am and 6 pm.**
- During curriculum hours when the teachers are teaching in the classrooms, they are not allowed to respond to your phone call, message or email. We appeal to your understanding if our teachers are uncontactable and unable to access their email during such times because of their teaching role.
- We appreciate your consideration not to expect our teachers to respond immediately to you during the weekends and school holidays or if your queries or requests are made beyond the school hours. Our teachers will do their best to respond to your queries as soon as possible.
- **If the queries or requests made during working hours are urgent, parents should contact the school's General Office for assistance.**

c. School Calendar of Events

- Termly school calendar of events will be accessible to parents via the school website at <https://unitypri.moe.edu.sg/our-school/calendar-of-events>.
- Please check the school website for the calendar of events as **no other copy will be issued.**
- Kindly note that other detailed information on programmes, events or activities pertaining to individual or specific classes or levels will be communicated via notification in PG.

d. Information Booklet for Parents

- The Information Booklet for Parents detailing the various subject syllabuses and assessment information will be uploaded onto the school website by end of this week. A copy will also be sent to you via PG.

5. Safety and Security

Safety and security in our school is of paramount concern. We urge all parents to observe the following to keep the school safe for your child:

a. Vehicular/ Pedestrian Access and Road Safety

- Extend graciousness and respect to our security guards who have the duty to keep the school secure.
- Be a considerate and safe road user. Do not stop your vehicle illegally, leave them unattended by the side of the road or obstruct traffic especially during peak school hours.
- To reduce traffic congestion within the school compound, use the nearby HDB driveways near Block 670 as quick drop-off & pick-up points for your child. **In consideration of the residents, please do not park and wait there.**
- Heed traffic rules and drive slowly within the vicinity of the school.
- As with all good habits, foster road safety practices from an early age for your child.
- Children are the most vulnerable road users and they need to be taught how to be road smart. An important part of teaching your child road safety is to model safe behaviours yourself.

b. All Visitors to School

- Make an appointment before turning up at the school. **Visitors with no appointment will be turned away.**
- Register and do SafeEntry check-in and temperature-taking at the security counter before **proceeding to the General Office** for further assistance.
- Wear the issued Visitor Pass while within the school premises and ensure that it is visible.
- Visitors will have to comply with safety measures and be disallowed to go beyond any unauthorised areas unaccompanied by our staff.

c. No Right Turn for Vehicles Exiting School wef 1 January 2021

- In response to the traffic situation and LTA's recommendation to facilitate smoother and safer traffic flow, wef 1 January 2021, there will be **no right turn for vehicles** exiting the school **from 7 am to 7.45 am**.
- All vehicles exiting during that timing will need to turn left. We seek the cooperation of all drivers to comply with the regulation to mitigate the traffic congestion in the school carpark and the road outside especially during wet weather.

6. School Rules and Discipline Policy

Good discipline is fundamental to ensuring learning and progress. Our school's philosophy on discipline is to transit every student to reach independence and self-discipline, grounded on sound values. What that means is all students must learn and take ownership for their behaviours and the consequences of their actions.

We take a whole-school approach to discipline and articulate explicitly to our students the school rules and expectations at the start of every academic year. Please refer to the Student Handbook on what are expected of our students.

Our Character and Citizenship Education (CCE) drives the inculcation of appropriate values and behaviours. To build good character so that your child always do the right thing even when no one is watching, the school expects him/her to act in accordance with the school rules. Do go through the Student Handbook with your child and reinforce the significance of sound values and appropriate behaviours.

7. Use of Mobile Phones/ Electronic Devices in School

We strongly discourage students from bringing mobile phones or any expensive gadgets, e.g. smartwatch, etc. to school. Should your child bring such unauthorised gadgets/devices, it is his/her responsibility to ensure that they are kept away safely/out of sight. The school will not be liable for any loss of items. Students are not allowed to use their mobile phones/unauthorised devices in class or within the school compound. **School will have the right to confiscate any gadgets/devices if students are found to be flouting the regulation.**

8. Unity's 4A

We appreciate your support to ensure that your children observe the following:

Attendance	Appearance
Students must come to school regularly and punctually. If they are absent from school, they must submit a letter from parents explaining their absence or a medical certificate if they are unwell.	Students must be neatly attired. Hair must be cut short for boys and girls with long hair need to tie up their hair. Please refer to the Student Handbook on the expectations.
Attentiveness	Achievement
Students must exhibit the school values of responsibility and respect and demonstrate the right behaviours both in and out of school at all times.	Students must be resilient and persevere in all that they do and give their best to achieve the best possible in all areas.

Please ensure your child reports to school only **from 7 am but before 7.25 am** so that students have time to settle down before lessons start at 7.30 am. Students are expected to be present in school during curriculum time. Parents are discouraged from taking your child out of school during term time.

9. Homework Policy

Homework refers to any learning assignments that students are required to complete outside of curriculum time. Homework is meant to reinforce understanding of lessons, cultivate independence towards educational attainment and foster healthy learning dispositions. To inculcate a sense of responsibility in our students, they are to take ownership in recording the homework in their handbook, complete it on time and seek clarifications from their teachers if they have any doubts. We appreciate parents' support in working with the teachers to monitor your child's homework to ensure he/she is accountable for his/her learning.

10. Health and Well-Being of Students

Safeguarding the health and well-being of all our students is our collective responsibility. At the school level, we will continue to ensure a high level of hygiene to prevent the spread of any viruses. **On your part, we seek your co-operation to seek medical attention for your child should he/she becomes unwell, develop flu-like or HFMD symptoms and keep him/her away from school until he/she has fully recovered.**

To ensure that the students have valid reasons for absence from school, only supporting documentation from parents (***not acceptable during weighted assessments and only up to a maximum of 5 per semester***) and medical certificate from professional health practitioners (not TCM) can be accepted.

11. Snack Break

A 10-min mid-day snack break will be implemented in class. Teachers will introduce class routines for snack break to ensure students are accustomed to it, thus maximising curriculum time.

- *Respect and Responsibility* – Get your child to keep his/her personal trash and then dispose of it out of the classroom to prevent pest infestation.
- *Caring Individual* – Use of reusable plastic food containers is strongly encouraged in line with the school's green efforts.

It is not compulsory for students to eat during this break as some do not require it. Only dry snacks such as **biscuits, sandwiches or fruits** should be consumed in class during this snack break and students are not allowed to go to the canteen to buy food. They will have their staggered recesses at the school canteen during the stipulated recess timings. Kindly refrain from packing wet food items for your child to consume in class as it will be difficult for them to eat or manage and the food may also not last or remain fresh for consumption after a few hours.

More importantly, please discourage your child from consuming unhealthy or junk food such as chips, chocolates and sweets. Simple yet easy to eat snacks such as fruits, biscuits and bread with healthier choice symbols will serve the students' needs well. Eating healthily at a young age will go a long way in cultivating healthy lifestyle when they reach adulthood. To provide parents with some suggestions as to what constitute healthy meals and snacks, please click on the following Ministry of Health (MOH) link: <https://www.healthhub.sg/programmes/55/my-healthy-plate>

In order to teach our students to be independent and plan ahead, they can pack their light snacks from home and purchase healthy meals from the canteen during recess. Parents will not be allowed to bring food for your child for recess or snack breaks.

12. Students Accident Protection Insurance

Our school has purchased an insurance policy for all students that will cover accidents arising from school and co-curricular activities. It is a basic cover and the details of coverage including claims procedures are available online. Please refer to this website for the details: <https://www.income.com.sg/studentgpa>

Parents may opt to pay for enhanced coverage at your own cost in order for you to have the flexibility to choose the enhanced coverage that best meets your child's needs.

13. Updating of Students' Information

The school is conducting its annual updating of students' particulars in the school's information management system. A report of your child's particulars will be given to him/her by Fri, 8 Jan 21 (for P2 to P6) and Fri, 22 Jan 21 (for P1). Should there be any changes, please **update in red, sign on the report and return it to your child's Form Teacher by Wed, 13 Jan 21 (for P2 to P6) and Wed, 27 Jan 21 (for P1).**

14. Daily Temperature-Taking

In view of the COVID-19 situation, your child is required to bring along his/her Oral Digital Thermometer (ODT) every day. ***Kindly ensure that your child's thermometer is in working condition and he/she has the thermometer in his/her bag daily.***

We would like to seek your assistance to replace the batteries of the ODT or buy a new one if his/her ODT is not working. For P1, the school will be issuing your child with a one-time free ODT on this first week of the term.

15. Informing School of Child's Travel Plans

As part of MOE's regulations, parents are expected to update and provide the school with travel details via PG if your child is travelling overseas at any time. Please comply and declare prior to travels. Please also note the latest border measures in view of the COVID-19 situation globally.

16. Use of Photographs, Videos and Publication of Students' Works

We would like to inform you that photographs/videos of students/parents taken at all school activities/events and students' works may be featured/published on the school's official media platforms like school website, newsletters, slides for presentations/briefings/workshops, class album, publications or any other form of publicity materials.

If you have reservations about the use of such images, please notify the school in writing or email us at Unity_ps@moe.edu.sg.

17. Personal Data Protection Act (PDPA)

In view of PDPA, please respect the personal rights and privacy of others and **do not** upload any photographs you have taken of our students or of our staff on any social media platforms.

18. School Schedule 2021

We have appended the school schedule below for your planning. Do note that there will be a snack break in addition to the 30-min recess break. The timings for snack breaks will be communicated by the Form Teacher.

	Mon	Tue	Wed	Thu	Fri
7.30 am	Flag Raising & Pledge-Taking Staggered Arrival: P1 – 7.25 am P2 & P4 – 7.15 am P3 & P5 – 7.05 am P6 – 7 am				P3 – P6 CCA
8.30 am	P2 Recess				
9 am	P6 Recess				
9.30 am	P5 Recess				
10 am	*P3 Recess (Pending SwimSafer Schedule)				
10.30 am	*P4 Recess (Pending SwimSafer Schedule)				
11 am	P1 Recess				
1.20 pm - 1.30 pm	Staggered Dismissal: P1 & P4 - 1.20 pm P2 & P3 - 1.30 pm P5 & P6 - 1.40 pm				
2 pm – 3 pm		EL, MA or MTL Remedial for Identified P1 - P2 Students		EL, MA or MTL Remedial for Identified P1 - P2 Students	Higher Mother Tongue Language (HMTL) Lessons for P5 & P6 Students taking HMTL
		EL, MA, SC or MTL Remedial for Identified P3 & P4 Students		EL, MA, SC or MTL Remedial for Identified P3 & P4 Students	
		Supplementary Lessons for All P5 & P6 Students		Supplementary Lessons for All P5 & P6 Students	
1. On days when there are Supplementary Lessons, the P5 & P6 students will have their lunch break from 12.30 pm – 1 pm & 12 pm – 12.30 pm respectively.					
2. Competitive CCA for selected P4 to P6 students is on Tue or Thu from 3.15 pm to 4.45 pm.					
3. P1 Remedial Lessons will commence only in Semester 2.					

This schedule is subject to change pending the evolving Covid situation. Parents will be updated in due time.

19. Gifted Education Programme (GEP) Identification Exercise in 2021

Stage	Date (Tentative)	Papers
GEP Screening Exercise	Wed, 18 August 2021	English Language Mathematics
GEP Selection Exercise	Tue & Wed, 19 & 20 October 2021	English Language Mathematics General Ability

20. Cyber Wellness (CW)

The focus of Cyber Wellness (CW) is about helping students to become responsible digital learners. When navigating cyberspace, students should demonstrate respect for self and others and practise safe and responsible use. Students should also be a positive peer influence by harnessing technology for collaboration, learning and productivity, as well as advocating positive use of technology for the good of the community.

a. Every Parent a Supportive Partner

Parents play an important role as partners, giving the child a holistic CW environment. It is only through collaborative effort between parents and teachers that we can encourage our students to be a safe cyber citizen.

We encourage you to promote good online habits as well as establishing rules and guidelines to ensure the safety of your child in the cyber world. Let us be good role models on the safe use of online habits and encourage your child to:

- be S.U.R.E before sharing. Check the **S**ource, **U**nderstand the facts, **R**esearch and **E**valuate.
- T.H.I.N.K before posting. Ask if it is 'True? Helpful? Inspiring? Necessary? Kind?'
- be respectful online.
- have open discussions with you on cyber issues.

b. Useful links for Parents

- <https://www.schoolbag.edu.sg/story/parents-the-guardians-of-internet-safety>
- <https://www.schoolbag.edu.sg/story/guide-for-parents-on-setting-parental-controls>
- <https://www.schoolbag.edu.sg/story/safeguarding-your-child-online>

Thank you for your kind attention. Let us begin the year on a right footing and continue with our close partnership for your child's learning!

Wishing you and all at home a great year ahead.

Yours sincerely
Mrs Lee-Koh SC
Principal