



UNITY PRIMARY SCHOOL

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4 January 2022

Dear Parents

Happy New Year and a very warm welcome back! As we live with COVID, we look forward to a less disruptive school year with the safe resumption of programmes and activities for your children. The following are some key information for your attention:

1. Staff Movement

With sadness, we bade a reluctant farewell to our former Vice-Principal, Mr Remund Koh, who was with Unity Primary School for six years (2016 – 2021). He had contributed significantly to the school and would be deeply missed. Wishing him all the best in his posting to First Toa Payoh Primary School wef 15 Dec 21.

We also bade farewell to the following staff:

- Mrs Dawn Koh, SSD (Posting to Jing Shan Primary School)
- Mr Kevin Chua, AED (Posting to ACS Junior School)
- Mdm Lim SL, Teacher (Retirement)
- Ms Lynne Wong, Teacher (Retirement)
- Mdm Liu Juan, Teacher (No Pay Leave)
- Ms Ainida Bte Shubahi (No Pay Leave)
- Mrs Soh-Lim FY, HOD/MTL (Resignation)

We extend a warm welcome to the following staff:

- Ms Corrine Fong TY, SH/Aes
- Mdm Firdawati Bte Somsudin, Teacher
- Ms Meera D/O Rajarethenam, Teacher
- Mdm Melissa Ting PL, Teacher
- Mdm Ouyang FF, Teacher
- Mr Muhammad Syakir Iman bin Abdul Latiff, Untrained Teacher
- Ms Norfaiza Binte Buang, Teacher (wef Jun 2022)
- Mdm Yong Lee Foon, FAJT
- Mdm Jennifer Chng Bee Ling, FAJT

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 and 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, please 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 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 your children.
- To ensure well-being and work-life harmony of 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/ email. We appeal to your understanding if our teachers are uncontactable and unable to access their email at all 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/ 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 the end of Jan 22. 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 at the Security Post before proceeding to the General Office for assistance.
- Wear the issued Visitor Pass while within the school premises and ensure that it is visible.
- Visitors will have to comply with the safety measures and be disallowed to go beyond any unauthorised areas unaccompanied by our staff.
- There is strictly no parking for all visitors.

c. No Right Turn for Vehicles Exiting School

- A reminder that there is **no right turn** for vehicles exiting the school from **7 am to 7.45 am** to facilitate smoother and safer traffic flow.
- 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

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 onus 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 & Well-Being of Students

Safeguarding the health & 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, do seek immediate medical attention for your child should he/she develop flu-like symptoms, HFMD or any contagious disease 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, 7 Jan 22 (P2 - P6) and Fri, 14 Jan 22 (P1). Should there be any changes, please **update in red, sign on the report and return it to your child's Form Teacher by Mon, 10 Jan 22 (P2 - P6) and Mon, 17 Jan 22 (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 Tue, 4 Jan 22.

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.

16. Use of Photographs, Videos & 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 staff on any social media platforms.

18. School Schedule 2022

We have appended next year's schedule below for your planning. Do note that there will be a snack break in addition to the 30-min recess break. If your child needs a bite, please ensure that he/she brings along his/her snack. The timings for snack breaks will be communicated by the Form Teacher.

	Mon	Tue	Wed	Thu	Fri
7.30 am	Flag Raising & Pledge-Taking				P3 – P6 CCA
8.30 am	P2 Recess				
9 am	P6 Recess				
9.30 am	P5 Recess				
10 am	P3 Recess				
10.30 am	P4 Recess				
11 am	P1 Recess				
1.30 pm	School Dismissal				
2 pm – 3 pm	E2K Programme (MA or SC) for Identified P4 - P6 Students	Remedial Lessons for EL, MA or MTL for Identified P1 & P2 Students		Remedial Lessons for EL, MA or MTL for Identified P1 & P2 Students	HTML Lessons for Identified P3 Students (2 pm – 3 pm); P5 & P6 Students (2 pm – 3.30 pm)
		Remedial Lessons for EL, MA, SC or MTL for Identified P3 & P4 Students		Remedial Lessons for EL, MA, SC or MTL for Identified P3 & P4 Students	
		Supplementary Lessons for all P5 & P6 Students		Supplementary Lessons for all P5 & P6 Students	
				Competitive CCA	
3.15 pm – 4.45 pm					
1. On days when there are supplementary lessons, P5 & P6 students will have their lunch break from 12.30 pm – 1 pm & 12 pm – 12.30 pm respectively.					
2. P1 remedial lessons will commence only in Semester 2.					

This schedule is based on face-to-face interaction and subject to changes following national posture and guidelines from MOE. Should CCA be online, it will be on Tuesdays from 3.45 pm – 4.45 pm after remedial lessons. Competitive CCA will be on Thursdays from 3.45 pm – 5.15 pm.

Please note that **all after-school activities/lessons will commence later** and the teachers will furnish the details at appropriate junctures.

19. TraceTogether (TT) Token

As part of the nationwide contact tracing efforts, all students are expected to have their TraceTogether (TT) tokens with them in school. Please ensure that your child brings his/her token to school every day. For effective contact tracing, you should periodically check that your child's token is working.

Students must exercise the responsibility to take good care of, and personalise their tokens with their name and class to prevent losing them. For replacement of faulty or lost tokens, you can proceed to your nearest CC for a replacement or new token, contact the TraceTogether Hotline (6973 6511) or email support@tracetogogether.gov.sg, should you require further assistance.

20. Gifted Education Programme (GEP) Identification Exercise in 2022

Stage	Date (Tentative)	Papers
GEP Screening Exercise	17 Aug 22 (Wednesday)	English Language Mathematics
GEP Selection Exercise	18 & 19 Oct 22 (Tuesday & Wednesday)	English Language Mathematics General Ability

21. 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 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