



UNITY PRIMARY SCHOOL

21 Choa Chu Kang Crescent
Singapore 688268
Tel: 67676750 Fax: 67676751
Email: unity_ps@moe.edu.sg
Website: www.unitypri.moe.edu.sg

3 January 2025

Dear Parents

Happy New Year and welcome back! We trust that you have had a rejuvenating break and are looking forward to Academic Year 2025. Appended is key information for your attention.

1. Retirement

We thank Mrs Chong Suet Fong, Vice-Principal, for more than 40 years of dedicated service to the Ministry of Education and wish her a happy retirement!

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. School Holidays for Term 1

Day/Date	School Holidays
Thu, 2 Jan 25	• School Reopens for P1 Students only
Fri, 3 Jan 25	• Start of School for P2 – P6 Students
Tue, 28 Jan 25	• Chinese New Year Celebrations School Hours: 7.30 am – 10.30 am
Wed & Thu, 29 & 30 Jan 25	• Chinese New Year Public Holidays
Mon, 10 Mar 25	• Home-Based Learning (HBL) 1 <i>Students attend online lessons from home.</i>
Sat – Sun, 15 – 23 Mar 25	• Term 1 School Holidays
Mon, 24 Mar 25	• Student report back to school for Term 2

4. School Schedule 2025

School schedule is appended below for your planning. There will be a snack break in addition to a 30-min recess. The timings for snack breaks will be communicated by the form teachers.

Timings	Mon	Tue	Wed	Thu	Fri
7.30 am	Flag Raising & Pledge-Taking				
1.30 pm	School Dismissal				
2 pm – 3 pm	# P5 & P6 Foundation			* Dismissal at 3 pm for P3 to P6	# P5 & P6 Foundation Mathematics

Timings	Mon	Tue	Wed	Thu	Fri
	English Language			students when there is CCA	----- # P3 to P6 HMTL Lessons
After-School	E2K Programme (2 pm – 3.30 pm)	Remedial/ Supplementary Lessons (2 pm – 3 pm)			
	Competitive CCA (3.15 pm – 4.45 pm)	Competitive CCA (3.15 pm – 4.45 pm)			
Recess Timings by levels					
P1: 10.30 am		P2: 8.30 am			
P3: 11 am		P4: 10 am			
P5: 9.30 am		P6: 9 am			
Lunch Timings by levels					
<ul style="list-style-type: none"> For the well-being of the students, lunch break is mandated for lessons beyond 1.30 pm. Lunch breaks for students will be: 					
P1 to P3: 1.30 pm – 2 pm		P4: 1 pm – 1.30 pm			
P5 : 12.30 pm – 1 pm		P6: 12 pm – 12.30 pm			
* CCA Day on Thursdays					
<ul style="list-style-type: none"> For P3 to P6 students, to factor in CCA on Thursday morning, the curriculum hours will be extended and students dismissed at 3 pm every Thursday. When there is no CCA, all P3 to P6 students will be dismissed at 1.30 pm and there will not be any lunch breaks. CCA will start on Thu, 6 Feb 25. 					
# After-School Curriculum Hours					
<ul style="list-style-type: none"> P5 & P6 students taking Foundation English Language will have lessons till 3 pm on Mondays. P5 & P6 students taking Foundation Mathematics will have lessons till 3 pm on Fridays. P3 to P6 students taking Higher Mother Tongue Languages will have lessons till 3 pm on Fridays. 					
Remedial Lessons on Tuesdays from 2 pm to 3 pm					
<ul style="list-style-type: none"> For identified P2 to P4 students starting in Term 2. For identified P1 students starting only in Semester 2. 					
Supplementary Lessons on Tuesdays from 2 pm to 3 pm					
<ul style="list-style-type: none"> For all P5 & P6 students starting in Term 2. 					
E2K Programme (Mathematics or Science) on Mondays from 2 pm to 3.30 pm					
<ul style="list-style-type: none"> For identified P4 to P6 students for Math and P4 & P5 students for Science only. 					
Competitive CCA on Mondays or Tuesdays from 3.15 pm to 4.45 pm					
<ul style="list-style-type: none"> For identified participants only. Competitive CCA may start earlier than 6 Feb 25. 					

5. 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. Girls must tie up their long hair.
Attentiveness	Achievement
Students must always exhibit the school values of responsibility and respect as well as demonstrate the right behaviours both in and out of school.	Students must be resilient and persevere as well as give their personal best in all that they do.

Please refer to Student Handbook for the details.

*Students should only report to school **from 7 am and be in the classroom or hall before 7.25 am** so that they have time to settle down before their lessons start at 7.30 am. Students are expected to be present in school during curriculum time and are discouraged from being taken out of school during term time with no valid reasons.

6. School Rules & Discipline Policy

Good discipline is fundamental to ensuring learning and progress. Our school 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 is expected of our students.**

Our Character & Citizenship Education (CCE) drives the inculcation of appropriate values and behaviours. To build good character so that your child always does 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. Wearing the Prescribed Uniform

Students are to wear the prescribed school uniform and modification to the uniform is not allowed. Uniform and PE attire are to be neatly worn. Wearing of PE attire should be only during days when there are PE lessons, CCA or Learning Journeys. **All students must wear uniforms with personal name tags on them.** Name tag and school badge should be fastened at the correct positions. Please refer to the Student Handbook for details.

8. Use of Mobile Phones/ Electronic Devices in School

Students are **strongly discouraged** from bringing smartphones and smartwatches or any unauthorised devices to school. Students are not to use smartphones, smartwatches and/or unauthorised devices, during school hours including recess, CCA and after-school programmes, e.g. supplementary/ enrichment/remedial lessons.

Students who bring such devices are to **put them in their school bags and ensure that they are switched off before school start time**. Students should bear responsibility for safekeeping of devices. The school will not be liable for any loss of items. Please refer to the Student Handbook for the consequences for violation and flouting school regulation.

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 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, if your child is unwell, please ensure that he/she stays at home and receives medical attention. If your child is recovering from respiratory-related illnesses, please encourage him/her to exercise social responsibility, e.g., by wearing a mask, minimising social interactions with big groups, etc. Should your child develop any contagious disease, please 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 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 to prevent pest infestation in the classroom.
- *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 if they do not require food. Only dry snacks such as **biscuits, sandwiches or fruits** should be consumed in class during this snack break. 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 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 not last long enough or remain fresh for consumption.

More importantly, 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.

Parents can click on this link: <https://www.healthhub.sg/programmes/nutrition-hub/eat-more> for some suggestions as to what constitute healthy meals and snacks.

To teach our students to plan and be independent, 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 during recess/ lunch/ snack break.

12. Parents Gateway (PG) App

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 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 updates from the school and MOE in a timely manner.

We appreciate your timely co-operation and consideration to read all the notifications sent out, note the important dates of your child's activities and follow up with the necessary actions promptly.

13. Communications

To support our children to be happy, confident and kind, it is important to work with the teachers/school. Respectful communication forms the basis of this relationship and 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 the 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.
- **Please read through the important information spelt out on Pg 3 to 31 of the Student Handbook and initial on Pg 2.**

b. Contacting or Meeting Teachers

- You may email the teachers on any matter concerning your child. For school-based concerns, please write to ***unity_ps@moe.edu.sg***.
- For parents who need to see the teachers, please make an appointment with them to confirm their availability before coming to school. 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.**
- **Do not venture beyond the General Office when you are in the school.** Your cooperation will help us maintain a safe and secure environment for the students.
- To ensure well-being and work-life harmony of our teachers, **please contact them only during school days between 7.30 am and 6 pm.** We appreciate your consideration not to expect the teachers to respond to you during the weekends and school holidays or if your queries or requests are made beyond the school hours. They will do their best to respond to your queries as soon as possible.

- During curriculum hours, the teachers will not be contactable or have access to their email when they are in class. **If the queries or requests made during work hours are urgent, parents should contact the 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://www.unitypri.moe.edu.sg/parents-matter/School-Calendar/permalink/>.
 - Please check the school website for the calendar of events as **no other copy will be issued**. You may download the softcopy onto your personal electronic devices.
 - 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 T1 W1 2025. A copy will also be sent to you via PG.

14. 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
- The entire Choa Chu Kang Crescent along which the school is located has been redesignated a Silver Zone and there will be enforcement against vehicles that are parked outside School Main Gate. All parents and visitors will have to drive into the school to drop off/ pick up students/ passengers.
 - Heed traffic rules, drive slowly in the school compound and queue patiently for drop-off and moving off.
 - **Make sure that your children are ready with their bags to disembark briskly and safely from the vehicle and not hold up other vehicles waiting in line.**
 - To reduce traffic congestion within the school compound, you may use the nearby HDB driveways as quick drop-off & pick-up points for your child. In consideration of the residents, please do not park and wait there.
 - 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. Remind them to comply with the guidelines to be safe and considerate pedestrians.
 - Extend graciousness and respect to the security guards who have the duty to keep the school secure.
 - An important part of teaching your child road safety is to model safe behaviours yourself.
- b. No Right Turn for Vehicles Exiting School
- A reminder that there is **no right turn** for vehicles exiting the school from **6.45 am to 7.45 am & 1.45 pm to 2 pm** 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.
- c. 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 in 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.

15. Student Dismissal Plan (2025)

For better management of crowds and safety, **mass dismissals of all students** are staggered.

Refer to this table for the various venues:

Time	Side Gate 1 & 2 (Front)	Side Gate 3 (near Block 672)	Side Gate 5 (near School Field)
1.25 pm / 3 pm	P1	P3	P1 & P3
1.30 pm / 3 pm	P2	P4	P2 & P4
1.35 pm / 3 pm	-	P5 & P6	P5 & P6
Ad-hoc Dismissal after 3.15 pm	P1 – P3	P4 – 6 (Turnstile Exit with Student Pass)	P4 – 6 (Turnstile Exit with Student Pass)

Kindly observe the following:

Parents/Caregivers

- Wait at the appropriate dismissal venue regardless of weather conditions.
- Wait at the appropriate dismissal venue of the younger/youngest sibling. Arrange with and inform your children where they should be picked up.
- Pick up P1 & P2 children at the designated waiting area within the school.
- Do not crowd outside Side Gate 3 but keep the pavement clear for students. Wait at the sheltered HDB void deck.

Students

- **Bring an umbrella to school every day.**
- Can be dismissed via Side Gate 1 & 2 if they have a sibling in P1 or P2 or be dismissed collectively via a gate that is convenient for the family. Dismissal points **should not vary** on a day-to-day basis to avoid confusion to students and teachers.
- Wait at the canteen for siblings before proceeding to the appropriate dismissal gate if they are going home together without any adults.
- Walk along the pavement instead of on the road and not dash across the road.
- Comply with road safety regulations. Exercise the kerb drills and safe pedestrian practices. Be considerate road users.

16. MOE Group Personal Accident (GPA) Insurance Plan for Students

The contract for MOE GPA Insurance Plan for students from 1 Jan 2024 to 31 Dec 2026 has been awarded to Income Insurance Limited (Income Insurance). Please refer to the attached 2025 factsheet for the details and submit any claims online as well as check the claims status through Insurance's online claims portal (<https://studentgpa.incomegroupins.com.sg>).

17. Visual Screening and Temperature-Taking

In line with the revised guidelines from MOE, temperature-taking will be conducted at the beginning of each semester. The temperature-taking exercise for Term 1 2025 will take place on **Wed, 15 Jan 25**. Please ensure that your child brings a working Oral Digital Thermometer (ODT) to school every day.

18. 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 official media platforms of MOE and School 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.

19. 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.

20. 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.

21. Gifted Education Programme (GEP) Identification Exercise 2025

Stage	Date (Tentative)	Papers
GEP Screening Exercise	Thu, 21 Aug 25	English Language Mathematics
GEP Selection Exercise	Tue & Wed, 14 & 15 Oct 25	English Language Mathematics General Ability

22. Cyber Wellness (CW)

The focus of Cyber Wellness (CW) is 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 establish 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. Legal Age Requirement of the use of online App/ Social Media

Parents are advised to check the legal age requirements for the use of the various online/ social media App to avoid exposing your child to unnecessary or harmful messages or images that may not be age-appropriate for your child.

Online App/ Social Media	Legal Age Requirement
WhatsApp, Facebook, Instagram, TikTok, etc.	At least 13 years old
Telegram	At least 16 years old

c. Useful links for Parents

- <https://www.schoolbag.edu.sg/story/children-and-their-devices-how-to-strike-the-right-balance/>
- <https://www.schoolbag.edu.sg/story/7-things-every-parent-can-do-to-keep-kids-cyber-safe-a-tech-dads-special/>
- <https://www.schoolbag.edu.sg/story/are-you-struggling-with-your-child-s-excessive-device-use/>

We appreciate you journeying with the school for the development and wellbeing of your child.
Wishing you a fruitful year ahead.

Yours sincerely
Mrs Lee-Koh SC
Principal