



UNITY PRIMARY SCHOOL

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2 January 2026

Dear Parents

Letter to Parents (Start of Year)

Happy New Year and welcome back to school!

As we begin this brand-new year of 2026, I am both honoured and excited to serve as the new principal of Unity Primary School. For every child who enters the gates of Unity Primary School, we endeavour to nurture the whole child and foster a lifelong love for learning. We are committed to ensure that, each child would feel safe, valued and motivated to reach his/her potential. I firmly believe that each child's success in school is built on the strong partnership between home and school, and I look forward to working closely with you to make this year an enriching journey for our students.

We trust that you have had a rejuvenating break and are looking forward to the new School Year of 2026. Appended is key information for your attention.

1. Staff movement

We are happy to share the following new appointments:

- Mdm Lakshmi, Year Head/Upper Pri as VP/Greenridge Pri
- Ms Neo Xueli, HOD/Student Mgt as Senior Asst Director, Education & Career Guidance

We thank Mdm Lakshmi and Ms Neo for their contributions to UPS, and wish them the best in their new appointments.

We would also like to welcome the following new staff to the school:

- Mr Effandi Bin Jasman, Year Head/Upper Pri
- Mdm Jaelyn Lau, HOD/CCE
- Mdm Nur Fadilah, Teacher
- Mr Fadli Bin Ali, Administrative Executive

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 (2026)

Day / Date	School Holidays
Fri, 2 Jan 26	• School Reopens (Only P1 Students Report)
Mon, 5 Jan 26	• Start of School for P2 – P6 Students
Mon, 16 Feb 26	• CNY Celebrations

Day / Date	School Holidays
	School Hours: 7.30 am – 10.30 am
Tue & Wed, 17 & 18 Feb 26	<ul style="list-style-type: none"> CNY (Public Holidays)
Mon, 9 Mar 26	<ul style="list-style-type: none"> Home-Based Learning (HBL1) <i>Students attend online lessons from home.</i>
Sat – Sun, 14 – 22 Mar 26	<ul style="list-style-type: none"> Term 1 School Holidays
Mon, 23 Mar 26	<ul style="list-style-type: none"> School Holiday (day off-in-lieu for Hari Raya Puasa)
Tue, 24 Mar 26	<ul style="list-style-type: none"> Start of School Term 2

4. School Schedule 2026

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 Mathematics ----- # P3 to P6 HMTL Lessons			* Dismissal at 3 pm for P3 to P6 students when there is CCA	
3 pm – 4 pm	# P5 & P6 Foundation English Language				
After-school	Competitive CCA (3.30 pm – 5 pm)	P3 – P6 Remedial Lessons (2 pm – 3.30 pm)		P1 – P2 Remedial Lessons (2 pm – 3 pm)	
		Competitive CCA (3.30 pm – 5 pm)		E2K Programme (3.15 pm – 4.45 pm)	
Recess Timings by levels <ul style="list-style-type: none"> P1 : 11 am P2 & P3 : 10.30 am P4 : 10 am P5 : 9.30 am P6 : 9 am 					

Lunch Timings by levels

For the well-being of the students, lunch break is mandated for lessons beyond 1.30 pm. Hence, the lunch breaks for students will be:

Tuesdays (for students identified for remedial)

- P3 to P6: 1.30 pm – 2 pm

Thursdays (if there is CCA)

- 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**

- For P3 to P6 students, to factor in CCA on Thursday mornings, the curriculum hours will be extended and students will be 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, 5 Feb 26.**

#

- P5 & P6 students taking *Foundation Mathematics* will have lessons from 2 pm to 3 pm on Mondays.
- P5 & P6 students taking *Foundation English Language* will have lessons from 3 pm to 4 pm on Mondays.
- P3 to P6 students taking *Higher Mother Tongue Languages* will have lessons from 2 pm to 3 pm on Mondays.

Remedial Lessons on Tuesdays from 2 pm to 3.30 pm

- For identified P4 to P6 students starting on **3 Feb 26.**
- For identified P3 students starting in Term 2.

Remedial Lessons on Thursdays from 2 pm to 3 pm

- For identified P2 students starting in Term 2.
- For identified P1 students starting in Term 3.

E2K Programme (Mathematics or Science) on Thursdays from 3.15 pm to 4.45 pm

- For identified P4 to P6 students only.

Competitive CCA on Mondays or Tuesdays from 3.30 pm to 5 pm

- For identified participants only. Competitive CCA may start earlier than **5 Feb 26.**

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 report to the classroom or hall before 7.30 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 hours and are discouraged from being taken out of school during term time without any valid reasons.

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 be able reach independence and practise self-discipline, grounded on sound values; all students must learn to take responsibility their own behaviours and lean to face 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 for what is expected of our students.**

Our Character and Citizenship Education (CCE) drives the inculcation of appropriate values and behaviours. To build good character so that our students do the right things even when no one is watching, the school expects them 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 expected in school.

7. Wearing the Prescribed Uniform

Students are to wear the prescribed school uniform and modification to the uniform is not allowed. The school uniform and PE attire are to be neatly worn. Wearing of PE attire should only be on days when there are PE lessons, CCA or Learning Journeys. **All students must wear the uniform with their personal name tags on.** Name tag and school badge should be fastened at the correct positions. Refer to 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 permitted to use smartphones, smartwatches and/or any 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 the responsibility for the safekeeping of their devices. The school will not be liable for any loss of items. Refer to Student Handbook for the consequences for violating 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 concepts/skills taught, 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 and 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. In alignment with Grow Well SG message of "Eat Well", healthy snacks like high fibre **biscuits**, simple **sandwiches or cut fruits or vegetables** 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. You 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

Regular and open communication between the school and parents will help us achieve our common goal 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 on 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.
- **[For your follow-up] Please read through the important information spelt out in the Student Handbook and initial on Pg 2.**

b. Contacting or Meeting Teachers

- You may contact the teachers via email or *Class Dojo* on any matter concerning your child. For school-based concerns, please write to ***unity_ps@moe.edu.sg***.
- Parents who need to see the teachers should 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 your children.
- To ensure well-being and work-life harmony of our teachers, **please contact them only during school days between 7.30 am and 5.30 pm.** We appreciate your consideration not to expect our 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 call 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 9 Jan 2026. 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 help 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 within the school compound and queue patiently for drop-off and when moving off.
- **Make sure that your children are ready with their bags to disembark briskly and safely from the vehicle and refrain from holding up traffic at the drop-off points in school.**
- 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 safe and 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 **no right turn** is allowed for vehicles exiting the school from **6.45 am to 7.45 am & 1.45 pm to 2.00 pm** to facilitate a 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 the school.

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.
- Display the issued Visitor Pass prominently while in the school premises.
- Visitors will have to comply with the safety measures and be disallowed to go beyond any authorised areas when unaccompanied by our staff.
- There is strictly no parking for all visitors. All visitors are advised to park at nearby HDB carparks.

15. Student Dismissal Plan 2026

For better management of crowds and safety, please note that students are dismissed from different gates after lessons or remedial lessons.

Level	Side Gates 1 & 2 (Front)	Side Gate 3 (near Block 672)	Side Gate 5 (near School Field)
P1	✓		✓
P2	✓		✓
P3		✓	✓
P4		✓	✓
P5		✓	✓
P6		✓	✓

Students involved in afternoon Competitive CCAs or E2K Programmes will be dismissed from Side Gates 1 & 2.

Do also note that when students are dismissed from lessons at 1.30 pm, dismissal time is staggered.

Level	Staggered Dismissal Time
P1	1.25 pm
P2	1.30 pm
P3	1.25 pm
P4	1.30 pm
P5	1.35 pm
P6	1.35 pm

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 2026 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. Temperature-Taking

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. Cyber Wellness (CW)

Empowering Our Children to Be Safe and Responsible Digital Learners

The digital world continues to evolve rapidly, bringing new opportunities and challenges for our children. As technology becomes a bigger part of their daily lives, **Cyber Wellness (CW)** remains a key focus in helping students navigate cyberspace safely and responsibly. In 2026, we continue to guide students to show **respect for self and others, think critically before sharing online**, and **use technology positively** for learning, collaboration, and creativity.

Every Parent a Supportive Partner

Parents continue to play an important role in shaping their child's online behavior. Strong partnership between school and home helps nurture **responsible, kind, and discerning digital citizens**.

1. Set boundaries together. Establish agreed screen-free times (e.g., during meals or before bedtime).
2. Encourage balance. Help your child schedule time for schoolwork, outdoor play, and adequate rest.
3. Model positive online behavior. Demonstrate respectful communication and responsible sharing.
4. Be S.U.R.E before sharing:
 - **Source** – Check where the information comes from.

- **Understand** – Know what it really means.
 - **Research** – Verify facts with reliable sources.
 - **Evaluate** – Think before sharing.
5. T.H.I.N.K before posting, Ask: Is it **True, Helpful, Inspiring, Necessary, and Kind?**
 6. Keep communication open. Regularly talk about and monitor what your child watches, plays, and posts online.

Supporting Your Child in Managing Screen Time and Internet Use

Recent trends show increased time spent on short-form video platforms and online gaming. While these can be sources of learning and creativity, **overuse may affect focus, sleep, and emotional wellbeing.**

1. Use built-in digital wellbeing tools (e.g., screen-time trackers or parental controls).
2. Encourage tech-free zones or times, such as no devices in bedrooms at night.
3. Co-view or co-play occasionally to understand your child's online interests.
4. Guide your child to critically evaluate AI-generated or viral content, which may not always be accurate.
5. Remind your child to never share personal information or interact with strangers online.

Legal Age Requirements for Online and Social Media Use

Parents are reminded to observe the legal age limits for social media platforms to protect children from exposure to age-inappropriate content.

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

Useful Links for Parents

Here are some helpful resources to support your child's cyber wellness journey:

- [Screen Time: Finding the Right Balance](#)
- [Helping Kids Build Healthy Digital Habits](#)
- [Managing Your Child's Device Use](#)
- [Digital for Life – Digital Parenting Tips](#)
- [Cyber Security Agency \(CSA\) – Go Safe Online](#)

Working Together for a Digitally Smart Generation

By working hand-in-hand, parents and schools can help our children thrive in a digital world — staying **safe, balanced, and kind online**. Let's continue to guide them to make **wise and positive choices** in their use of technology.

We appreciate your partnership with the school in the growth and development of your child. Wishing you a fruitful year ahead!

Yours sincerely
Mrs Finella Goh
Principal