

# Punggol Cove Primary School

## P1 Orientation

(2023 Cohort)



To Serve To Lead



# Introduction

# School Executive Committee



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# School Executive Committee

- Principal : **Mr Dennis Yap**  
: **Mrs Teo Whye Choo**  
(with effect from 15 Dec 2022)
- Vice-Principal, Academic : **Ms Sharon Thia**
- Vice-Principal, Academic : **Mr Wan Imran**  
: **Ms Chye**  
(with effect from 15 Dec 2022)
- Vice-Principal, Admin : **Ms Chng Shi Hua**



# School Executive Committee

- Head of Dept / English Language : **Mdm Nagina Sawant**
- Head of Dept / Maths : **Mdm Nur Husna**
- Head of Dept / Science : **Mr Hashim Shariff**
- Head of Dept / Mother Tongue : **Mr Ang Hiang Soon**
- Head of Dept / PE, CCA & Aesthetics : **Ms Norjanah Ramli**



# School Executive Committee

- Head of Dept / CCE : **Mr Jeremy Loh**
- Head of Dept / Discipline : **Mr Benjamin Chew**
- Year Head / Lower Primary : **Mdm Fauziah Ramlee**
- Year Head / Middle Primary : **Mr Ken Yeoh**
- Year Head/Upper Primary : **Mdm Nor Azilah**



# School Executive Committee

- School Staff Developer : **Ms Stephanie Yong**
- Level Head / English Language : **Mdm Chua Swan Lynn**
- Level Head/Science : **Mdm Norihsani**
- Subject Head / Physical Education: **Mr Muhammad Hafiizh**
- Subject Head / Discipline : **Mr Jason Hong**
- Subject Head / ICT : **Mr Adrian Liang**



# School Executive Committee

- Senior Teacher / CCE : **Mdm Fatimah**
- Senior Teacher/English : **Ms Munawarrah**
- Senior Teacher/Music : **Ms Sheryl Wong**
- Senior Teacher/SEN : **Ms Charmaine Lim**



# Introduction Administration and Operations Managers



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# Administration and Operations

- Operations Manager : **Mr Kesa Singh**  
: **Mr Vincent Chew**



# Parents Briefing



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# Notes to Parents

- Presentation slides will be uploaded onto the school website.
- Day 1 arrangement, FAQs and Primary 1 Information will be sent via Parent Gateway before start of school.
- Further information on the start of the new school term will be informed via Parents Gateway.



# First Day of School Matters



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# Key Matters

1. Packing List
2. School Attire
3. Reporting Details
4. Transition Programme – Classroom Activities
5. Morning Assembly
6. Recess
7. Dismissal
8. School Safety – Arrival, Dismissal, Safe Management Measures
9. Administrative Matters
10. General Tips and Guidelines to Support Our Students in School
11. Student Well-Being Matters



# What's In Your School Bag?

Help your child develop the good habit of packing their bag before school. Chat about what goes in each day and how to check that they have everything they need. When they are ready, let your child try packing their bag on their own.

Here are some questions you can ask:

What should you bring to school every day?

- My pencil case
- School Diary
- \_\_\_\_\_
- \_\_\_\_\_

Which books should you bring?

- Have you checked your timetable?

Anything else?

- Have you checked your School Diary?
- Have you packed your homework?
- Did your teacher give you any forms for me to read or sign?



What should you bring to school on Mondays? Draw the items in your school bag



# Daily Packing List

1. Pencil case with pencil, ruler and eraser
2. A box of coloured pencils
3. A storybook
4. A water bottle
5. Healthy and dry food for snack breaks in class (e.g. *biscuits*)
6. Money for recess
7. Student Handbook
8. Nametag with lanyard
9. Pack books as indicated in the handout for first three days, thereafter, follow the time-table.



# Safety Considerations For Packing

- School bag (*Trolley bag is not encouraged*)
- Contact details (*e.g. contact numbers*)
- Safe stationeries
- Label all stationeries and materials







Boys Uniform



Girls Uniform



Boys PE Attire



Girls PE Attire

# School Uniform

Prescribed school uniform and modification to the uniform is not allowed.

# Reporting to School

- 1<sup>st</sup> Day Reporting Date : **3 January 2023 (Tuesday)**
- School Hours : **7.30 a.m. – 1.30 p.m. daily**
- Reporting time : **7.30 a.m.**
- Assemble Point : **School Hall**



# Punctuality

- We seek the cooperation of all parents to help us to instil in our students the value of **punctuality**.
- Lessons start at 7.30a.m. sharp after flag raising.
- **Punctuality helps students with:**
  - Interaction with form teachers
  - School readiness
  - Confidence
  - Well-being
  - Discipline



# Transition Programme

- School Values
- School Tour
- Classroom Orientation
- Work Habits – class rules, routines, commands  
organizational skills
- Social and Communication Skills – greetings, asking  
permission
- School safety matters
- General Cleanliness
- Administration



# School Routines and Safety



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# Morning Assembly

- Assemble in the classrooms or school hall.
- Teachers on duty will guide the students to the classrooms or hall.
- Form Teachers will mark students' attendance.
- Flag-Raising will start promptly at 7.30 a.m.
  - Singing of the National Anthem
  - Pledge Taking
- Morning Greeting



# Recess

Form teachers and staff on duty will:

- bring the students down to the canteen at 9.00 a.m.
- assist students to buy food, drinks, manage their food, drinks and be readily available to assist the students.
- accompany our Primary 1 students throughout the recess.



# After Recess

Form teachers or staff on duty will:

- ensure students have finished eating, clean their eating space and wash their hands.
- accompany the students back to their classroom at 9.30 a.m. to continue with their lessons/activities.





# Snack Break

- Pack healthy and bite-sized snacks.
- Snack time will be at 12pm daily in the classroom for 10 minutes.
- Share with students about 'snack time' and try it at home.



# Arrival of School

- Students must reach school **by 7.25 a.m.**
- There are three entry points into the school: -
  - **Gate B** (Side Gate)
  - **Gate E** (Back Gate nearest to Nibong LRT)
  - **Vehicular Drop-off at the Foyer outside General Office**



# Students' Arrival at Gate B (Side Gate)

- Parents will drop their child off **at Entrance of Gate B.**
- Parents will not be allowed to enter beyond Gate B.
- **Students will walk along the walkway and into the school.**
- Teachers will be stationed along the pathway to assist the students.



# Students' Arrival at Gate E (nearest LRT)

- Parents will drop their child off **at Entrance of Gate E (LRT)**.
- Parents will not be allowed to enter beyond Gate E (LRT).
- **Students will walk along the walkway and into the school.**
- Teachers will be stationed along the walkway to assist the students.
- Parents are advised not to congregate around the gate and block entry.



# Students' Arriving (Vehicle Drop-off)



- Please ensure that the students get off on the left side of the vehicle safely.
- For parents driving to school please drive safely and adhere to the **speed limit of 10km/h.**
- Refrain from getting out of your car so that it will not cause a congestion at the drop-off point.



# Dismissal

- School Dismissal is at **1.15 p.m.**
- There are 5 dismissal arrangements: -
  - **Gate B**
  - **Cove (via Gate E)**
  - **Vehicular Drop-off at Foyer outside General Office**
  - **School Bus**
  - **Student Care Centre**
- There will be designated entrance and waiting areas, and floor markings for adults waiting for their children during dismissal.



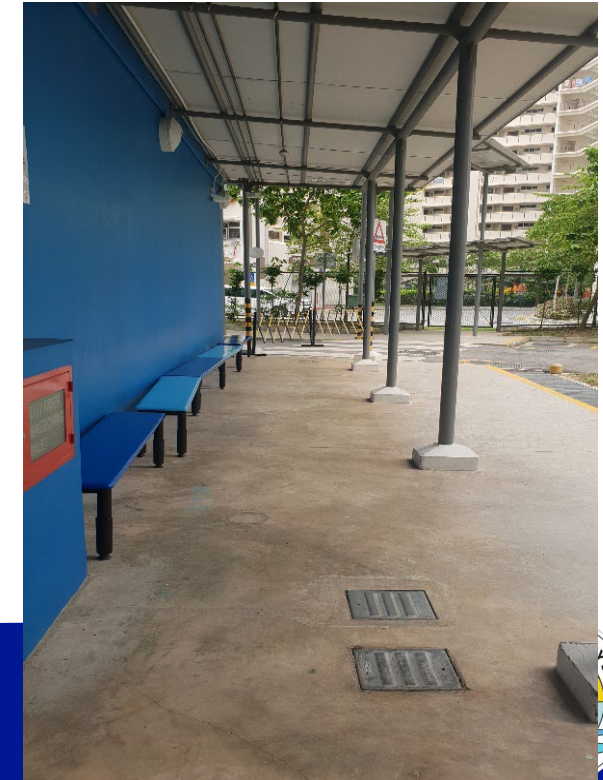
# Pick up by Parents at Gate B

- Last period teacher will bring the Primary 1 students down to Level 1 and release them to walk to the Parents Waiting Area leading to Gate B.
- Teachers will be stationed at the Parents Waiting Area to ensure students are handed over to the parents/care-givers.



# School Safety – Entrance to the Parents Waiting Area at Gate B

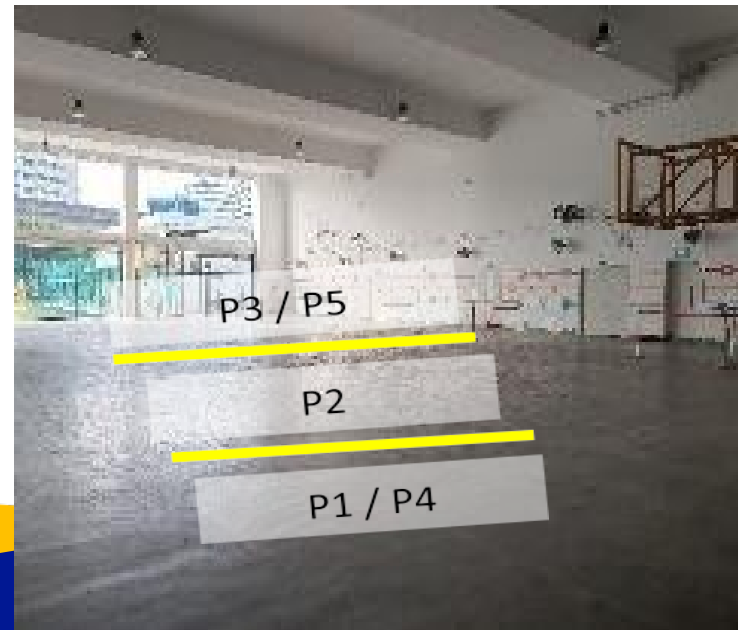
- Parents' entrance and waiting area at **Gate B** – Walkway along Gate B leading to the zebra crossing.





# Pick up by Parents at Cove (enter via Gate E)

- Parents will stand on the markers pasted on the floor of the COVE which is demarcated by levels.
- Last period teacher will bring the Primary students down to the Cove and hand them over to their parents/caregivers.



# School Safety – Entrance to the Parents Waiting Area at Gate E (LRT)

- Parents' Entrance **Gate E (LRT)** – Walkway along Gate E leading to the gate of The Cove.



# Vehicular Pick-Up Foyer

- Last period teacher will bring the Primary 1 students down to Level 1 and release them to walk along the school corridors towards the General Office.
- Teachers will be stationed outside the General Office to ensure that the students wait safely for their parents' to pick them up.





- Students will wait at the Foyer (outside General Office) for their parents to pick them up.
- Vehicles may enter the school premises **only from 1.45 p.m. onwards**).

# School Bus Dismissal

- Form Teachers will accompany students to the hall and ensure proper hand over to the school bus drivers.
- Bus drivers will be stationed at the hall to assemble the students with safe management measures in place before bringing them down to board the school bus.
- Staff I/C will ensure that the students are belted up before the school bus can leave the school.



# School-Based Student Care Centre

- Primary 1 students who are in Student Care, will wait in the classroom after dismissal.
- Student Care Teachers will take over the students immediately after dismissal.



# School Safety- Arrival and Dismissal

- For the safety of our students and staff, parents **will not be allowed** to enter the school premises (e.g. Canteen) when dropping off or picking up your child from the school every morning and during dismissal. Parents will also not be able to pass through The Cove and Canteen to get to the LRT Station and vice versa.
- **Parents and guardians to remind your child/ward on the importance of road safety.** For example: Make use of the traffic light when crossing the road; look out for heavy vehicles before they cross the road.



# Administrative Matters



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# Administrative Matters

- Lanyard with nametag **has to be worn** by the students on the **first three weeks** of school to provide identification and the details of going-home arrangement.
- Please **indicate** on the lanyard tag on the going-home arrangement (i.e., Sch Bus Number (going home) / Side Gate B / Gate E (LRT) / Student Care Centre / In front of General Office for vehicular pick-up)



# Administrative Matters



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- School Bus (No. \_\_\_\_\_)
- Student Care Centre
- Side Gate B (*Parents Waiting Area*)
- LRT Gate E (*Parents Waiting Area*)
- In Front of General Office  
(*Car Pick-up Point*)



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# Administrative Matters

<p style="text-align: center;"><b>Wednesday</b> 4 January 2023</p>	<p style="text-align: center;"><b>Thursday</b> 5 January 2023</p>	<p style="text-align: center;"><b>Friday</b> 6 January 2023</p>
<p><b><u>Mathematics</u></b></p> <ul style="list-style-type: none"> <li>• Primary Mathematics Practice Book 2A/2B (New)</li> <li>• PCPS Worksheet File with 10-Part Dividers &amp; 10 Sheet Protectors - Maths (Blue)</li> <li>• Mini-whiteboard with white board marker and white board eraser</li> </ul> <p><b><u>Physical Education</u></b></p> <ul style="list-style-type: none"> <li>• An Active and Healthy Me - Student Journal Primary 2 (Rev Ed)</li> </ul> <p><b><u>Art</u></b></p> <ul style="list-style-type: none"> <li>• A4 Drawing Paper</li> <li>• PCPS My Art Portfolio 20-pocket</li> </ul> <p><b><u>Music</u></b></p> <ul style="list-style-type: none"> <li>• PCPS Music File 20-pocket</li> </ul>	<p><b><u>English</u></b></p> <ul style="list-style-type: none"> <li>• English Listening Comprehension &amp; Oral P2</li> <li>• PCPS A5 Single Line Exercise Book (English Spelling)</li> <li>• PCPS English Worksheet File (purple) with 10-part dividers &amp; 10 sheet protectors</li> </ul> <p><b><u>Social Studies</u></b></p> <ul style="list-style-type: none"> <li>• Social Studies Activity Book</li> </ul>	<p><b><u>Mother Tongue</u></b></p> <p><i>*A circular with specific instructions will be given to the students on the second day of school in 2023.</i></p> <p><i>Please refer to the circular to prepare the books for collection.</i></p> <p><b><u>FTGP</u></b></p> <ul style="list-style-type: none"> <li>• My Form Teacher Guidance Period (FTGP) Journal P2</li> </ul>



# Communication Channels for Parents

1. Student's Handbook
2. Parents Gateway
3. Termly Letter to Parents (Start of each term)
4. Meet-the-Parents Session (Twice a year)
5. Curriculum Briefings



# Communication with Teachers

- Have regular conversations with our teachers in both academic and non-academic areas – this will help you better guide your child's holistic development.
- Ask the teachers for the best way and time to contact them.
- Call the General Office to leave a message for the teacher to call back to make an appointment to meet the teachers



# Uniform and Books Purchase

- Refer to 'ADMINISTRATIVE MATTERS FOR 2023 PRIMARY ONE COHORT' letter sent on 19 September.
- Child's class has been allocated a timeslot to come to the school to purchase the school uniform and textbooks.
- Keep to the allocated timeslot for your child's/ward's class listed in the letter.
- Alternatively, you may order the books and school uniforms online.



# Update of Nametags and Booklist

- The name tags have been included in the revised booklist, which has been given out today.
- For parents who have already ordered their books online via the school bookshop, the bookshop will be contacting you directly to make payment for the name tags.
- For parents who have not bought the books, you will pay for the name tags when placing order for your books online or onsite at the school bookshop.
- The name tags will be printed with the name you have just confirmed at the registration counter today and will be given out to the students the first week of school through the form teacher.



# Financial Assistance

MOE Financial Assistance Scheme (FAS) :

- School Textbooks
- School Attire
- School Meal Subsidy
- Transport

For enquiries, please contact our school office, at Tel: 63857339.





# Basic Insurance Coverage

- All students are covered with group personal insurance for accidents that happen in school or when the student is on the way to school or home.
- Parents and guardians are encouraged to continue with their existing insurance coverage for their child/ward.



# Dental Update

- Opt in or out of the school dental programme.
- Exercise the consent for dental treatment in late December 2022.
- Information of the consent form link will be sent to the parents via PG through the school.



# Student Well-Being Matters



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# How can I support my child through transition?

- **S**upport your child and encourage them to overcome challenges with you
- **A**ffirm your child by recognising small successes and praising their efforts
- **F**amiliarise your child by easing them into new routines and sharing with them your experiences in primary school
- **E**mpathise and acknowledge your child's feelings

Supporting your child's transition through  
**Primary 1**

Build a caring home environment to nurture the social and emotional skills of your child using these S.A.F.E. tips.



**SUPPORT**

- Commit some time every weekend to **play games** and **have fun** together.
- **Visit places** or take part in events that **both of you enjoy**.
- **Encourage** your child to make **new friends**.
- Try out **FTGP\*** Family Time activities.

**AFFIRM**

- **Encourage** your child when he makes **observations**.  
E.g. Say "That's interesting!" and ask why he/she said that.
- **Recognise small successes**. E.g. Say "You've made another new friend in class - well done!"

**FAMILIARISE**

- **Find out** what primary schools have in store for students these days.
- Do practical things to **ease your child into new routines**.  
E.g. Plan daily routines together, teach your child new habits like packing his/her bag.

**EMPATHISE**

- **Teach** your child words that **describe feelings**.
- **Acknowledge** your child's **emotions**.  
E.g. "It's okay to feel anxious about starting school."
- **Understand** your child's **needs**. E.g. Start bedtime early. Children need a lot of sleep.

\*Form Teacher Guidance Period

**Spend Time Chatting. Use T.A.D.**

<b>Talk</b>	<b>Ask</b>	<b>Discuss</b>
Talk about fond memories of your own school days. E.g. What you did in Primary One; kind teachers and cheeky classmates you had.	Ask about his/her thoughts and feelings about the school. E.g. FTGP* activities; when he/she felt happiest.	Discuss together what can be done if he/she has worries at school. E.g. Explore how people deal with conflicts.

**QUICK TIPS**

- **Listen without interrupting.**
- Nod your head and **ask questions** to show interest and affirmation.

These tips may be used with children of other ages too, it depends on each child's needs. Using these tips as your child journeys through the school years can help ease anxiety and worries, and build warmer and closer relationships at home.

Ministry of Education SINGAPORE



# Starter Tips

## Help your child to understand and verbalise:

- Names of form teachers and class
- Names and contact numbers of parents and/or caregivers
- Mother Tongue Language he/she is taking
- School routines such as morning assembly, recess and dismissal
- Going-home arrangement
- A good PCPS student – Empathetic, Mindful and Caring



# Absence from School

- Medical Certificate (MC) or a letter from parent/guardian is needed to explain your child's absence.
- If your child is sick for more than 1 day – call the General Office and leave a message for your child/ward's Form Teacher.
- Remind your child/ward to **pass** the MC or letter to their Form Teacher when he/she is back in school.



# Parents Gateway Resources

**SCHOOLBAG**  
THE EDUCATION NEWS SITE

Search **GO**

HOME EDUCATION FEATURES TEACHERS' DIGEST MULTIMEDIA FAQ

Home > [Every Parent's Buddy: The Parents Gateway app](#)

## Every Parent's Buddy: The Parents Gateway app

23 AUG 2022

5 reasons to sign up for the Parents Gateway app if you haven't done so already.

10:56 67%

Let's get started  
We'll be retrieving your child's information

**Related**

- Every Parent's Buddy: The Parents Gateway app >
- Strengthening Community Ties Through Social Media >

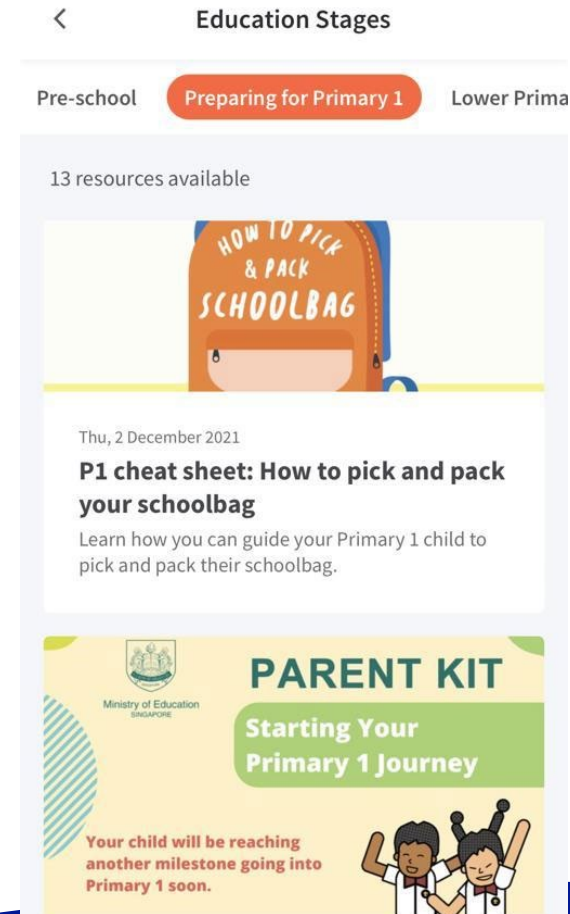
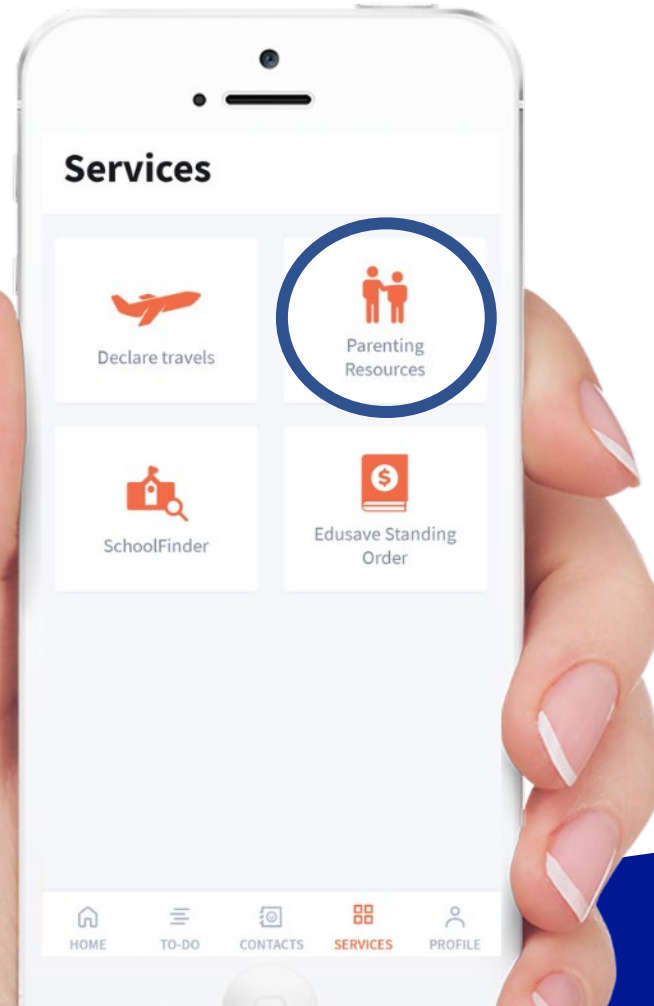


<https://go.gov.sg/every-parents-buddy-the-parents-gateway-app>

# One-stop Portal Resources

## Parenting Resources repository

A repository for parents to browse resources on topics such as preparing for Primary 1, forging parent-child relationships and education pathways.



Find out more about Parents Gateway here.





# What's in the repository?

## Supporting your child through the Primary 1 journey



Fri, 23 September 2022

[Preparing for P1 - PDF] Supporting Your Child Through the Primary 1 Journey

Click to download or view this issue on preparing your child for P1.

## Teach Your Child Social Emotional Skills

BE READY FOR LEARNING

What your child may learn in school



What you can do at home



Mon, 18 October 2021

[PDF] Social skills to prepare your child for Primary 1

Click to download or view this resource to learn how you can help your child learn social skills.



Mon, 23 August 2021

Are you over-preparing your child for P1?

Learn how overpreparing your child may hinder learning.



Wed, 15 December 2021

[NLB] LearnX Reading - Primary

Create fun experiences for your child to discover the joy of reading.

Find out what your child really needs for Primary 1.

Help develop your child's social and emotional skills by referring to this infographic

Are you over-preparing your child for primary school?

How to cultivate the love for reading? Check out resources from the National Library Board.



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# Support Platforms For Parents



## Parent Kit

[www.moe.gov.sg/parentkit](http://www.moe.gov.sg/parentkit)

Each Parent Kit issue contains bite-sized actionable tips with supporting resources for parents to help them support their child in their education journey.

Parent Kit



## Schoolbag.edu.sg

[www.schoolbag.edu.sg](http://www.schoolbag.edu.sg)

Through articles and multimedia content, Schoolbag provide parents and general public with information and insights related to education, tips for parent involvement and features on school programmes.

**SCHOOLBAG**  
THE EDUCATION NEWS SITE

# Parent-Child Activity Book Online

## PARENT-CHILD ACTIVITY BOOK (DIGITAL)

**10 TIPS FOR PARENTS** to help you navigate your child's first year in primary school.

- Chat with your child
- Boost their confidence
- Practise various scenarios
- Create something interesting
- Thank others for their help
- Pledge to do things together

The screenshot shows a website titled "Parent kit" with a navigation menu including "Education Stages", "Learning", "Technology", "Parent-Child Relationship", "Well-Being", and "Personal Growth". The "Parent-Child Relationship" tab is selected. Below the menu, there is a section for "Parent-Child Activity Book" with two sub-sections: "A Great Start to Primary School" and "How To Use This Book". Each sub-section has a small thumbnail image and a brief description of the content.

The activity card is titled "Making Friends Is Fun!" and includes the instruction: "Show your child how to say hi to a new friend at school. Ask your child to pretend they are meeting you for the first time and practise introducing themselves." It features two cartoon children, one asking "Hello, my name is. What is your name?" and the other replying "My name is. Nice to meet you!"



# Parent-Child Activity Book Online

## How To Use This Book?

Primary school is an exciting time for all – not just for the kids, but for parents, too!

In this book, you'll find 10 tips for parents – to help you and your child adjust smoothly to primary-school life. Each tip includes activities which you can do together.

As this is an e-version, you may want to download this and print it, and let your child write or draw on paper. If you prefer an environmental-friendly way, screenshot the pages, or download it and use a mobile application for your child to doodle on it.

With your child, pick the activities that you'd like to do. You don't have to do them all!



Use an application and allow your child to doodle on it!

2

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## Activities Inside Include:

Pledge

Make promises and keep them



Every child needs encouragement



Show gratitude. It's a great habit



Make something awesome together



Get familiar with new routines



Keep that conversation flowing

This will be a year of making great memories, together. Have fun learning with your child!

Your adventure begins on the next page.



3

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# Parent-Child Activity Book Online

## Great Ideas For A Great Adventure

Paste a sticker after you complete each tip!  
Stickers can be downloaded from <https://www.moe.gov.sg/parentkit>

**Before school starts!**

**Tip 1: Get Ready For School**  
Pg 9 - 16  
Dec - before school starts!

**Tip 2: Practise Routines**  
Pg 17 - 28  
Dec - before school starts!

**Tip 3: New Places, New Faces**  
Pg 29 - 38  
Jan - first week of school!

**Tip 4: We Can Do This Together**  
Pg 39 - 48  
Feb - when learning gets more serious!

**Tip 5: Show Interest In Your Child**  
Pg 49 - 56  
Mar - holidays!

**Tip 6: Time To Let Go!**  
Pg 57 - 68  
Apr - start of Term 2!

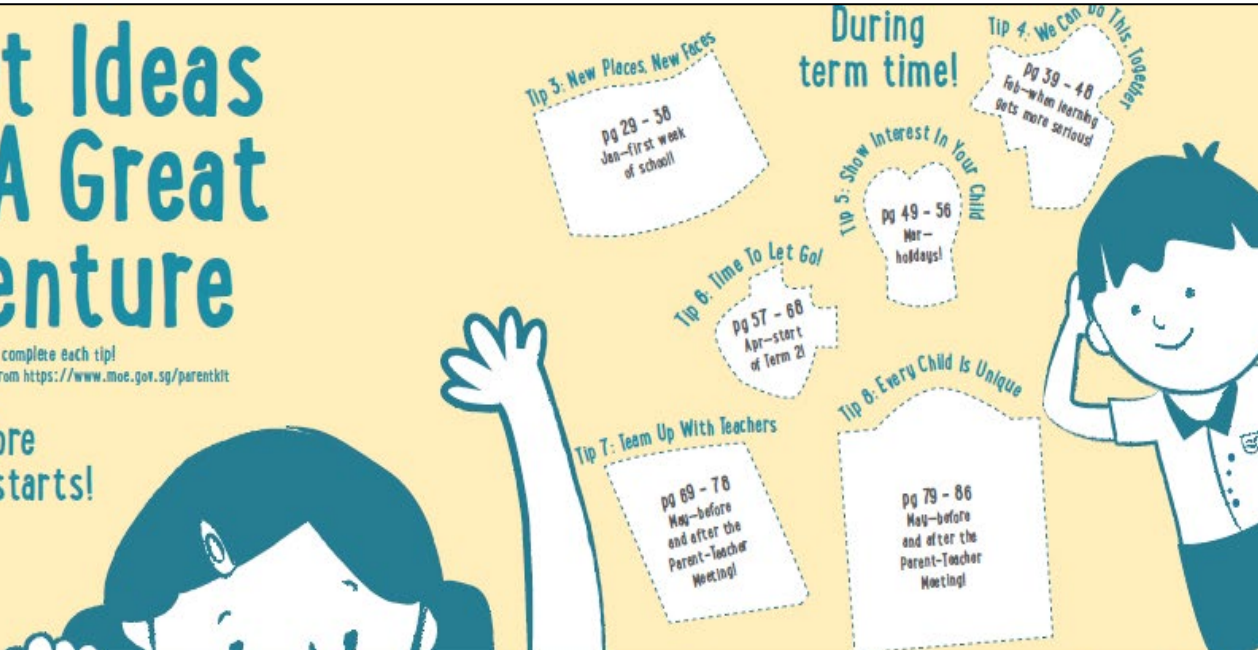
**Tip 7: Team Up With Teachers**  
Pg 69 - 78  
May - before and after the Parent-Teacher Meeting!

**Tip 8: Every Child Is Unique**  
Pg 79 - 86  
May - before and after the Parent-Teacher Meeting!


**During term time!**

**Tip 9: Be A Great Role Model**  
Pg 87 - 96  
Jun - holidays!

**Tip 10: Let's Help Out At Home**  
Pg 97 - 104  
Jun - holidays!



## TIP 2



# Practise Routines

Building good habits helps your child cope with the many new things they will encounter this year.

School is a lot more structured than your child is used to. Lessons are longer and so is the school day. Buying food at recess is a new experience and they will need to go to the washroom on their own. After-school activities and homework might take some getting used to. Practising routines will help your child face the unfamiliar with a smile!

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# Student Support Personnel

Counselling	Special Needs	Academic
<b>Mr. Nicky Chong</b> School Counsellor)	<b>Mdm Liyana</b> (SENO)	<b>Ms. Siti Mariam</b> (LSP)
	<b>Ms. Hidayati</b> (SENO)	<b>Ms Chen Kang Li</b> (LSM)
	<b>Ms Shameema</b> (SENO)	



# Notes to Parents

- Presentation slides will be uploaded onto the school website.
- FAQs and Primary 1 Information will be sent via Parent Gateway before start of school.
- Further information on the start of the new school term will be informed via Parents Gateway.



# Thank You



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