



Welcome to Punggol Cove Primary School Primary 1 Orientation





Welcome By Principal

Mr. Dennis Yap



Every Child is a Gift

Every Child is Gifted

Every Child is a Gift to the Community

Introduction

School Executive Committee

School Executive Committee

- ❖ *Mr. Dennis Yap (Principal)*
- ❖ *Ms. Sharon Thia (Vice-Principal, Academic)*
- ❖ *Ms. Chng Shi Hua (Vice-Principal, Admin)*

School Executive Committee

- ❖ *Mr. Lim Peng Yiam (Head of Dept. Mother Tongue)*
- ❖ *Mdm Nagina Sawant (Head of Dept. English)*
- ❖ *Mr Hashim (Head of Dept. Science)*
- ❖ *Ms Lee Jing Yng (Head of Dept. ICT)*
- ❖ *Ms. Norjanah (Head of Dept. PE/Sports/Aesthetics)*

School Executive Committee

- ❖ *Mr. Benjamin Chew (Head of Dept. Discipline)*
- ❖ *Mr Ken Yeoh (Year Head - Middle Primary)*
- ❖ *Mdm. Fauziah (Year Head – Lower Primary)*
- ❖ *Mdm Stephanie Yong (School Staff Developer)*

School Executive Committee

- ❖ *Ms. Chen Kang Li (Level Head Mathematics)*
- ❖ *Mdm Azilah (Subject Head Mother Tongue)*
- ❖ *Mr Lai Yi Han (Subject Head CCE)*
- ❖ *Mdm Fatimah (Senior Teacher CCE)*

Introduction

Administration and Operations

Managers

Administration and Operations Managers

- ❖ *Mr. James Leong (Administration Manager)*
- ❖ *Mr. Kesa Singh (Operations Manager)*
- ❖ *Mr. Tranley Richards (Operations Manager)*

Primary One Form Teachers For Year 2019

Form Teachers of 1 Amber

❖ *Mdm Zurina*

❖ *Miss Kasmini*

Form Teachers of 1 Coral

❖ *Ms Koh Hui Ling*

❖ *Ms Dou Jin Yi*

Form Teachers of 1 Diamond

❖ *Mdm Mani*

❖ *Mdm Fauziah*

Form Teachers of 1 Emerald

❖ *Mrs Ada Chung*

❖ *Mdm Tee Bee Yen*

Form Teachers of 1 Jade

❖ *Mdm Hasanah*

❖ *Ms Tan Qiu Ling*

Form Teachers of 1 Opal

❖ *Miss Priya*

❖ *Mdm Norlela*

Form Teachers of 1 Pearl

❖ *Mdm Chua Swan Lynn*

❖ *Mdm Lee Chow Ching*

Form Teachers of 1 Ruby

❖ *Mrs Martina Chan*

❖ *Mr Benjamin Chew*

Form Teachers of 1 Sapphire

❖ *Mdm Sharmini*

❖ *Mdm Lee Xiao Wei*

Form Teachers of 1 Turquoise

❖ *Mdm Pow Chen Yang*

❖ *Mdm Nurafizah*

First Day of School Matters

First Day of School Matters

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

Packing List for the School Bag

- ✓ *Pencil case with pencil, ruler and eraser.*
- ✓ *A box of coloured pencils*
- ✓ *A storybook*
- ✓ *A water bottle*
- ✓ *Biscuit / Dry food for breaks in class (In small portion)*

Packing List for the School Bag

- ✓ Lanyard – complete the particulars
- ✓ Pack books as indicated in the handout for first three days then follow the time-table
- ✓ Label child/ward's name on ALL personal items
(*I.e. Stationery, Water Bottle, Wallet.*)
- ✓ Pupil's Handbook – To complete page 1 once you have received the Pupil's Handbook.

Safety Considerations for Packing

- ✓ *School Bag*
- ✓ *Contact details eg) contact numbers*
- ✓ *Stationeries*

Reporting Details

- 1st Day Reporting Date: 2 January 2019 ,Wednesday
- Reporting time: 7.30 a.m. sharp
(Seated in Canteen by 7.25 a.m.)
- *School Hours – 7.30 a.m. – 1.30p.m. daily*
- Assemble Point: School Canteen
- Students will be seated according to their classes labelled on the long tables.
- We seek the cooperation of all parents to help us to instil in our students the value of punctuality.

Morning Assembly

- *Form Teacher will mark students' attendance.*
- *Morning Greeting*
- *Flag Raising starts promptly at 7.30 a.m.*
- *Singing of the National Anthem*
- *Pledge Taking*
- *Form Teacher will bring the students back to their classes after the Morning Assembly for lessons.*

Transition Programme – Classroom Activities

- *School Tour*
- *Classroom Orientation*
- *School and Class Rules*
- *School and Class Routines*
- *Safety Matters*
- *General Cleanliness*
- *Communication Skills – Greetings, Asking Permission*
- *Organizational Skills – Arranging things on their desks*
- *Simple Financial Awareness – Knowing dollars and cents*
- *Administration – Lanyards/Collection of books and files*

Recess

Form teachers will:

- *bring the students down to the canteen for recess by 9.30 a.m.*
- *teach the students how to purchase/get food & drinks*
- *assist in managing their food and drinks*
- *accompany the students throughout the recess*

After Recess

Form teachers will:

- *assemble the students at the school canteen after recess*
- *accompany the students back to their classroom at 10.00 a.m. after recess to continue lessons/activities*

Snack Break

Subject teachers will:

- *allow students to have their light snack at 12 noon in the classroom, for 10 minutes*

Recess Visit for Parents

Parents/guardians are welcomed to visit your child/ward at the canteen during recess time for the 1st three days only. Due to the limited parking lot and for the safety of the students, please park at the nearby HDB carpark.

Level	Time
Primary 1 A, C, D, E, J	8.45 a.m. – 9.15a.m.
Primary 1 O, P, R, S, T	9.30a.m. – 10.00a.m.

Dismissal

School Dismissal is at 1.30 p.m.

➤ Taking school bus

Form Teachers will accompany students to their designated waiting area and ensure proper hand over to the school bus drivers.

➤ Pick up by parents/guardians

Form Teachers will bring students to the Gate B, LRT Gate E and outside the General Office (for students' parents picking up in a car) and ensure proper hand over to the parents/guardians.

➤ Student Care Centre (SCC)

Form Teachers will hand over the SCC students in the classrooms to their SCC teachers-in-charge.

School Safety - Arrival and Dismissal Arrangement

- All P2 to P4 students will assemble in the Hall while the P1 students will assemble in the Canteen for assembly every morning.
- **For parents driving to school** please drive safely and adhere to the speed limit of 10km/h. Refrain from getting out of your cars to ensure that the waiting time for drop off is short. Ensure that their child/ward alight from the **left** passenger door at all times.
- **For parents driving to pick your child up after dismissal**, you are advised to park at the nearby HDB carpark or drive through only after dismissal at 1.45 pm. The designated drop off/ pick up point is the foyer (outside General Office).

School Safety - Arrival and Dismissal Arrangement

- For parents sending and picking up your child via the school gates, please be informed that the gates will only be opened during the stipulated hours below.

MAIN GATE A (School Vehicular Traffic Gate)	6.30 a.m. – 7.00 p.m.
GATE B (Side Gate beside Main Gate A)	6.50 a.m. – 8.15 a.m. 1.15 p.m. – 2.00 p.m. 3.45 p.m. – 6.00 p.m.
GATE E (Side gate towards LRT Station)	6.50 a.m. – 8.15 a.m. 1.15 p.m. – 2.00 p.m. 3.45 p.m. – 6.00 p.m. 6.00 p.m. – 7.00 p.m. (Student Care dismissal)

School Safety - Arrival and Dismissal Arrangement

- Parents **will not be allowed** to enter the school premises (e.g. Canteen) when dropping off or picking up their 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.*

School Safety - Parents' Waiting Area for Arrival and Dismissal

- Parents' Waiting Area at **Gate B** – Walkway along Gate B leading to the zebra crossing.



School Safety - Parents' Waiting Area for Arrival and Dismissal

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



In Front of General Office for Car Pick-Up



PUNGGOL COVE PRIMARY SCHOOL

Buses – Parade Square



PUNGGOL COVE PRIMARY SCHOOL

Administrative Matters

- Lanyard 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. 'Bus (Number), Side Gate B', 'Gate E (LRT)' 'after school care' or Outside General Office for car pick-ups)



Name Tag (Lanyard) Sample



To Serve To Lead

- 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*)

Form Teachers will refer to the student's name tag/lanyard during school dismissal.

Schedule for Submission of Books and Files

Dates	Books For Submission
<i>Wednesday, 2 Jan 2019</i>	<ul style="list-style-type: none">• My Pals Are Here! Maths Workbook 1A• My Pals Are Here! Maths Extra Practice 1• PCPS Mathematics Worksheet File (Blue) with 10-part dividers & 10 Sheet protectors.• Mini-whiteboard with white board marker and white board eraser.• An Active and Healthy Me – Student Journal Primary 1• Art Journal and Materials• Music File

Dates	Books For Submission
<p><i>Thursday, 3 Jan 2019</i></p>	<ul style="list-style-type: none"> • STELLAR Handwriting 1 • P1 Language Usage, Booklet 1 to Booklet 4 • • P1 Sounds Booklet 1 and 2 • • PCPS A5 Single Lined Exercise Book (English Spelling) • • PCPS A5 Single Lined Exercise Book (English Vocabulary) • • Ruled Jotter Book (English) • • PCPS English Worksheet File (purple) with 10-part dividers & 10 sheet protectors • • Social Studies -Inquiring into Our World Activity Book 1



	Books For Submission
<i>Friday, 4 Jan 2019</i>	<ul style="list-style-type: none">• Mother Tongue Materials – <i>A handout will be given to your child on the 2nd day of school, Thursday, 3 January 2019. Please refer to the handout to assist your child in the preparation of books for collection</i>• My Form Teacher Guidance Period (FTGP) Journal 1

General Tips and Guidelines to Support Our Students in School

General Tips and Guidelines

Help our students 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 routine such as morning assembly, recess and dismissal*

General Tips and Guidelines

Help our students to understand and verbalise:

- *the going-home arrangement*
- *how to count money in coins and dollars (\$2 dollars and below)*
- *what to say if he/she wants to go to the washroom (E.g.: May I go to the washroom please)*

General Tips and Guidelines

Help our students to understand and verbalise:

- ✓ *what will happen on the first day of school*
- ✓ *the school books they will be using*
- ✓ *the use of the Student's Handbook*
- ✓ *the purpose of the class and school rules and routines*

Points to Note

1. *Daily Pocket Money - \$2.50 is sufficient*
2. *Use of jewellery is discouraged – ear studs only*
3. *Proper Uniform and Personal Hygiene*

Points to Note

4. Leaving school during curriculum time

- To be picked up personally by a family member
- To sign out at the General Office

5. Student unwell/injured during school hours

- Will be brought to the sick bay
- First Aid trained teachers will check and monitor student
- Parents will be informed of the follow-up

6. Any medical condition

- Submit document to Form Teacher

Absence from School

- Medical Certificate or a letter from parent/guardian is needed to explain 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 Form Teacher.
- Remind you child/ward to **pass** the MC or letter to their Form Teacher when he/she is back in school

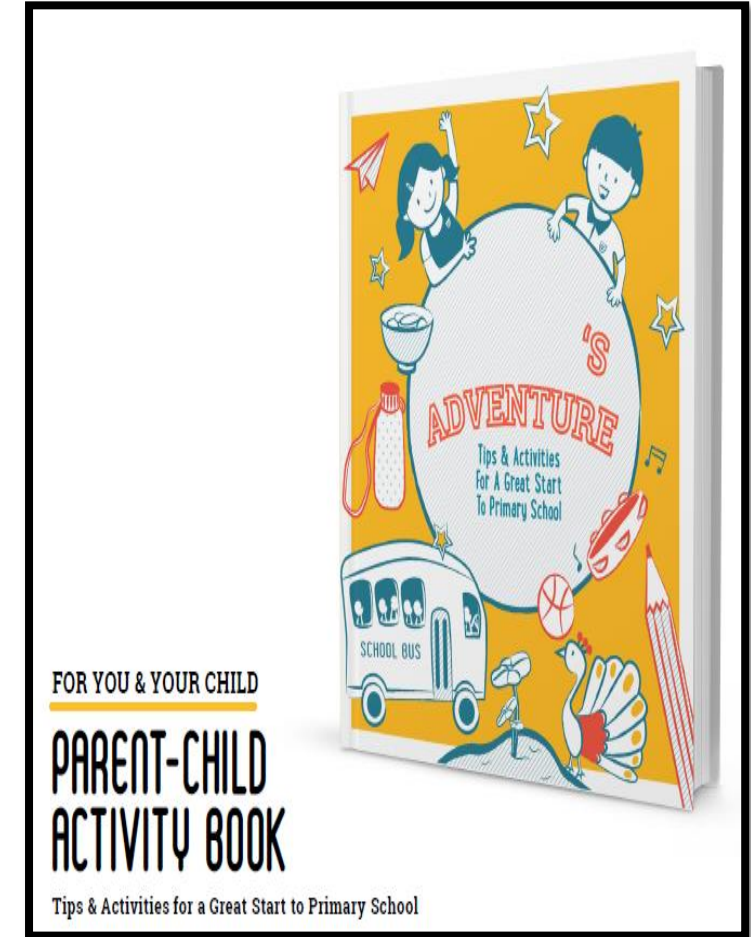
Parents Gateway

- Mobile app specially designed for parents by MOE and GovTech
- Allows parents to engage closely with schools, receive information and perform a range of administrative functions including giving consent for school trips.
- Download the free Parents Gateway mobile app on your mobile phone (available on iOS and Android platforms only) and perform a simple one-time onboarding process.
- Please refer to attached Annex A for a step-by-step guide.

Use of Adventure Book

The objectives of this book are to:

- Promote parents' understanding and appreciation of school processes and practices.
- Support parents guiding your children as they enter Primary 1, so that their children enjoy learning and going to school
- Support parents in building strong relationships with your children, through bite-sized activities that encourage sharing and spending time together



Student Support and Well-Being Matters

Student Support Personnel in PCPS

Counselling	Special Needs	Academic
Mr. Nicky Chong (AED School Counsellor)	Ms. Hidayati (AED LBS)	Ms. Sarina (LSP and LSM) Ms. Siti Mariam (LSP)

Basic Insurance Coverage

- *All students are covered with basic insurance coverage.*
- *Parents and guardians are encouraged to continue with their existing insurance coverage for their child/ward.*

Communication Channels for Parents

- 1. Student's Handbook*
- 2. Mass SMS update to parents/guardians*
- 3. Termly Update Letter (at the start of each term)*
- 4. Meet-The-Parents-Session (twice a year)*
- 5. A Day at The Cove (Information will be provided at a later date)*

** Call General Office to make appointment to meet teachers*

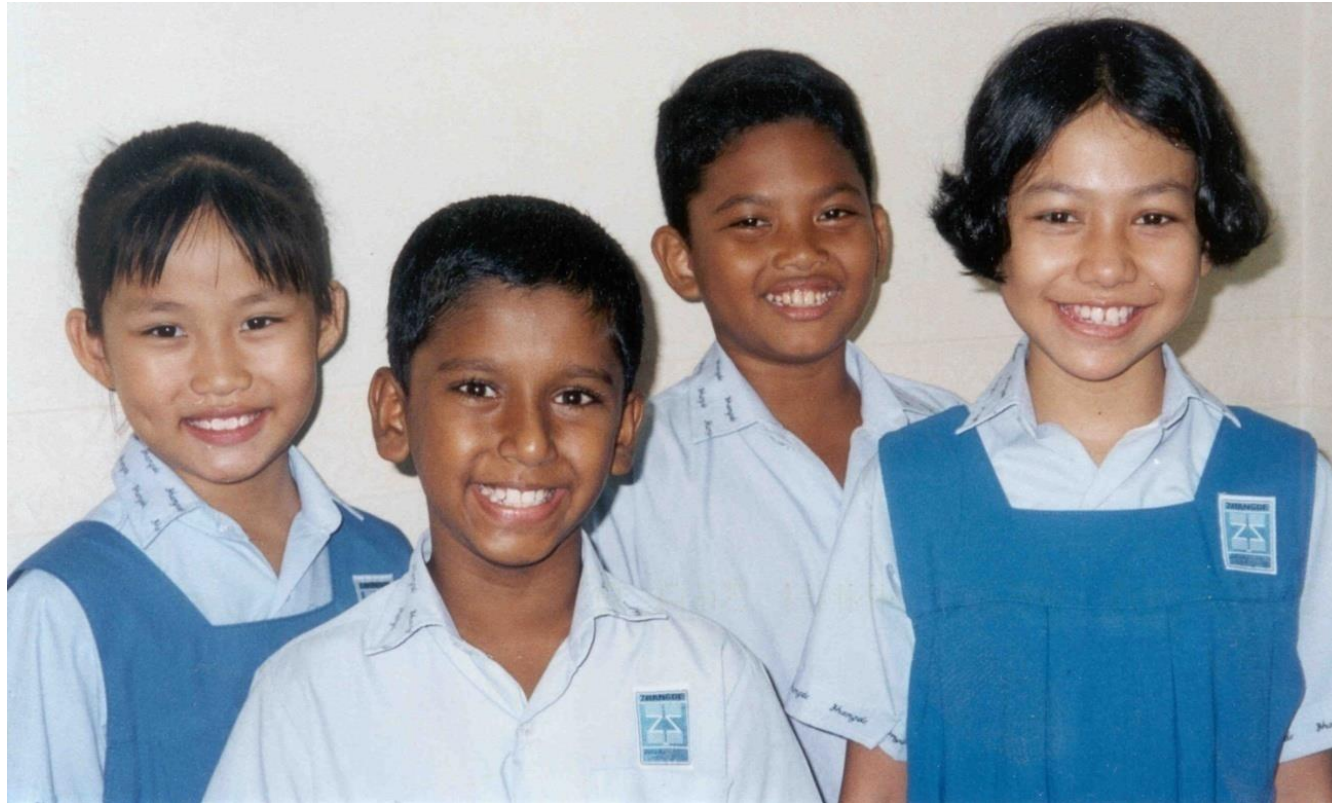
Temperature Taking

- The school will be conducting a temperature-taking exercise on the *7 January 2019 (Monday)*.
- Please note that your child/ward will be issued a digital thermometer on the day itself.

**Give Online Consent for
Immunisation and Dental
Services**

Parents must give their consent before their children receive the services

Every year to date, 99% of parents have done so



Oral Healthcare Programme

- Available to all consenting school children.
- Convenient on-site oral healthcare in schools.
- Comprehensive range of free basic oral healthcare services.



**SDS
Oral Healthcare
Programme**

Primary 1 ,2, 4 & 6

Comprehensive

Primary 3 & 5

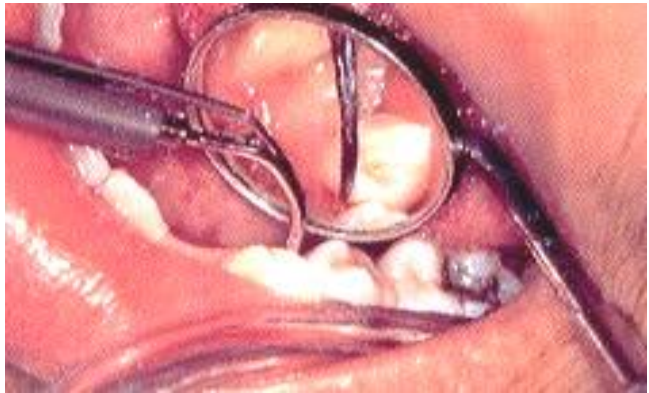
**Promotion &
Preventive
Treat High
Caries Risk
Group**

Secondary 1 & 3

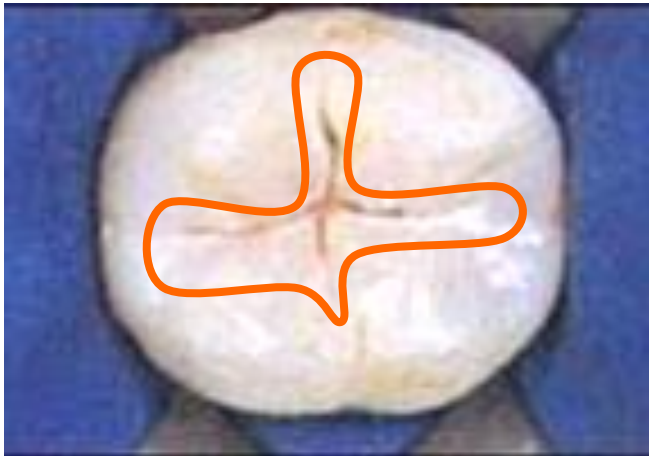
Comprehensive

Secondary 2, 4 & 5

**Attend
Treatment by
Appointment**



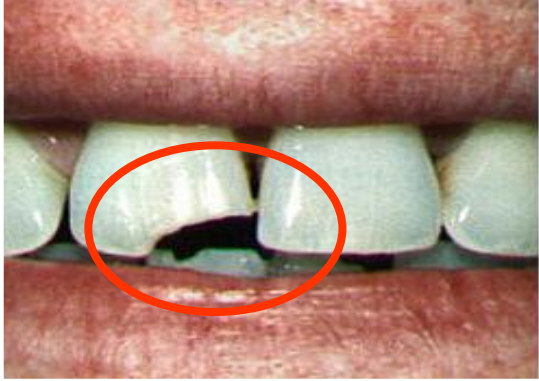
● Scaling & Polishing of Teeth & Gums



● Fissure Sealant



● Fluoride Therapy



● *Repair of Fractured Tooth*



● *Extraction of Badly Decayed Teeth*

To make the submission of consent more convenient and secure



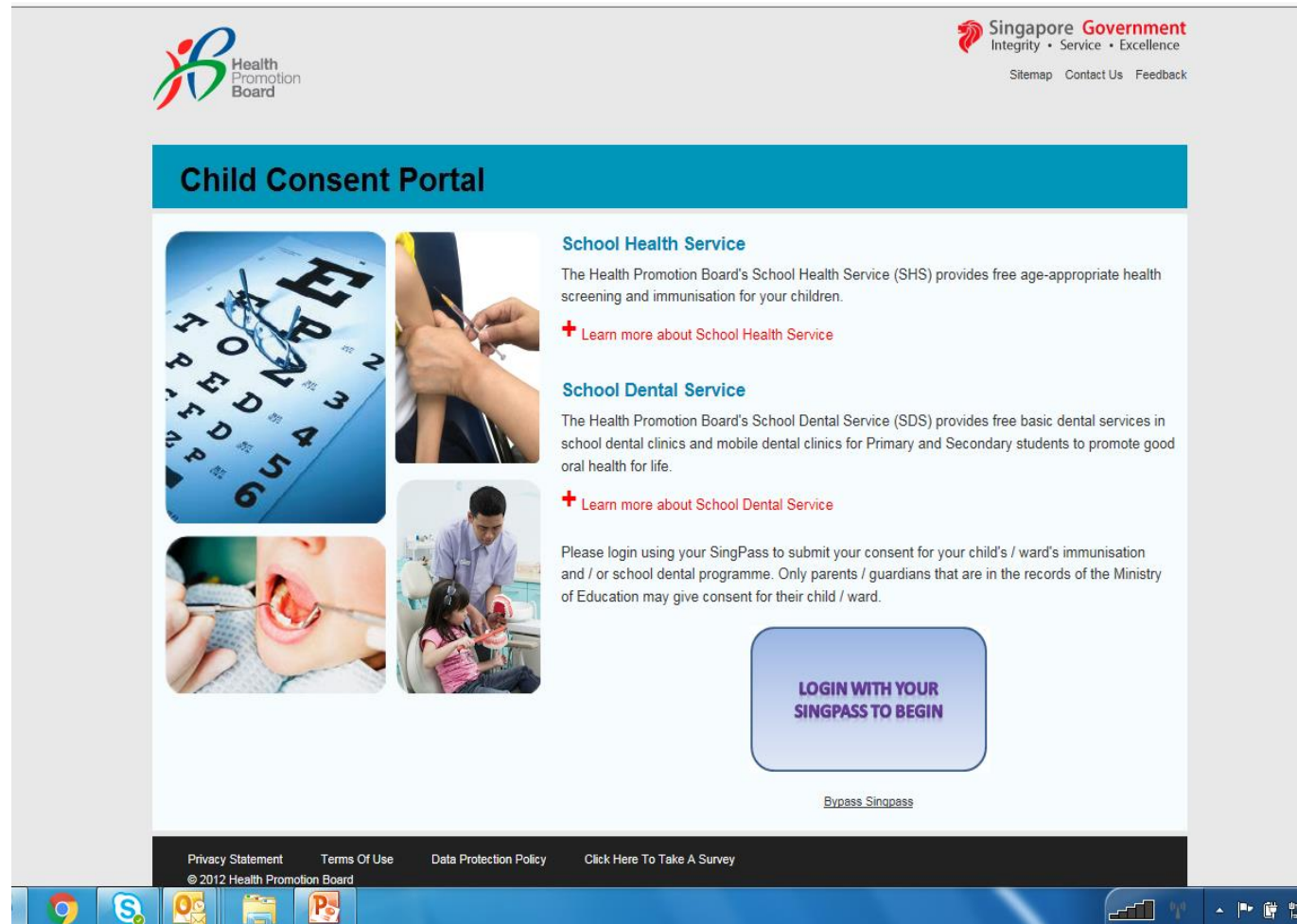
Paperless Forms

Key Benefits

- Save time
- Reduce errors
- Legally binding
- Green, Environmentally Friendly
- Faster processes



Health Promotion Board has launched the *Child Consent Portal* (<https://childconsent.hpb.gov.sg>) to submit your consent *online*



The screenshot shows the 'Child Consent Portal' website. At the top left is the Health Promotion Board logo, and at the top right is the Singapore Government logo with the tagline 'Integrity • Service • Excellence' and links for 'Sitemap', 'Contact Us', and 'Feedback'. The main heading is 'Child Consent Portal'. Below this, there are three columns of content. The first column contains three images: a vision chart, a person getting a vaccine, and a child's mouth being examined. The second column is titled 'School Health Service' and describes the SHS providing free health screening and immunisation. It includes a link to 'Learn more about School Health Service'. The third column is titled 'School Dental Service' and describes the SDS providing free basic dental services. It includes a link to 'Learn more about School Dental Service'. Below these columns, there is a paragraph explaining that users should login with SingPass to submit consent for immunisation and/or school dental programmes. A large blue button labeled 'LOGIN WITH YOUR SINGPASS TO BEGIN' is centered below the text. A link for 'Bypass Singpass' is located below the button. At the bottom of the page, there are links for 'Privacy Statement', 'Terms Of Use', 'Data Protection Policy', and 'Click Here To Take A Survey', along with the copyright notice '© 2012 Health Promotion Board'. The Windows taskbar is visible at the very bottom of the image.

Health Promotion Board

Singapore Government
Integrity • Service • Excellence
Sitemap Contact Us Feedback

Child Consent Portal

School Health Service

The Health Promotion Board's School Health Service (SHS) provides free age-appropriate health screening and immunisation for your children.

[+ Learn more about School Health Service](#)

School Dental Service

The Health Promotion Board's School Dental Service (SDS) provides free basic dental services in school dental clinics and mobile dental clinics for Primary and Secondary students to promote good oral health for life.

[+ Learn more about School Dental Service](#)

Please login using your SingPass to submit your consent for your child's / ward's immunisation and / or school dental programme. Only parents / guardians that are in the records of the Ministry of Education may give consent for their child / ward.

LOGIN WITH YOUR SINGPASS TO BEGIN

[Bypass Singpass](#)

Privacy Statement Terms Of Use Data Protection Policy Click Here To Take A Survey
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It only takes *three* steps

1

Log on to <https://childconsent.hpb.gov.sg> using your SingPass with 2-factor authentication (2FA) **OR** scan the QR code on letter to access CCP **after 22 Dec 2018**

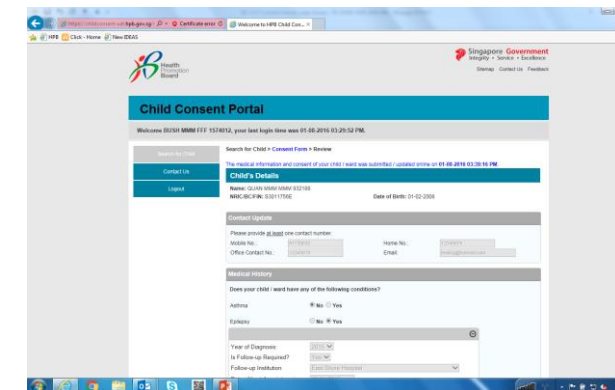
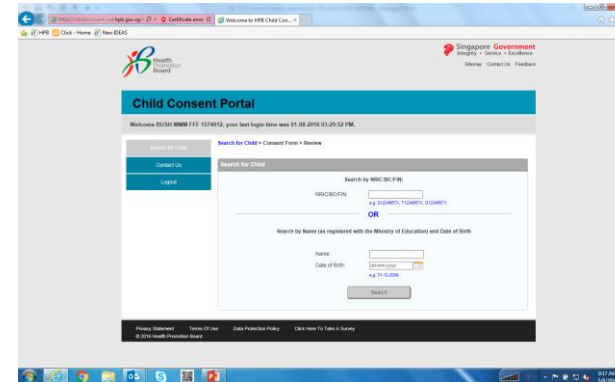


2

Type in your child's NRIC/BC/FIN

3

Fill up and submit the medical form



Please submit your consent online

by

15 Feb 2019



THANK YOU



Announcement

- Students who have registered with the **Student Care Centre (SCC)** will remain in MPH for SCC teachers to bring them to the SCC classroom.
- Parents will remain in the hall for the **briefing** by Ms. Jennifer.
- SCC students **will be brought back** to the MPH after the parents' briefing.