



Ref No: PCPS 2019/102

15 November 2019

Dear Parents / Guardians,

END OF YEAR LETTER

As we round up our school year, let me bring you through your child/ward's journey thus far and some school matters for 2020.

1) Holistic Development

The school's curriculum, assessment and instructional approach aims to provide every student with a broad and deep foundation for lifelong learning. We also strive to nurture the development of the moral, emotional, social, cognitive, aesthetics and physical domains of every child.

To achieve these, the school uses Holistic Assessment (HA) to support student learning and development. HA allows teachers to gather, analyse and report information on the different facets of your child/ward's development from various sources. This enables the school and teachers to have a better understanding of each child and to provide effective feedback to support and guide his/her development.

To celebrate your child/ward's successes, throughout the year, your child/ward would have received certificates and medals in the various domains.

2) Travel Declaration (November/December School Holidays 2019)

With the approaching November/December school holidays, you may be planning holidays to overseas destinations for the family. To help us safeguard your child's health and that of all children and staff in the school, students are required to declare their travel plans whenever they leave the country during the school holidays. We seek the cooperation of parents/guardians in ensuring this.

Please declare your child's travel plan/s through Parents Gateway. Alternatively, you may collect the hardcopy travel declaration form from the General Office and submit it to us once you have completed the form. Kindly keep the school office informed of any travel plans even after submission of the form.

3) MOE Financial Assistance Scheme (FAS) for 2020

Your child would have received the application form. We are in the midst of processing the applications. You will be informed of the status of your application by latest by end November. If you have not submitted your application form and all the supporting documents, please do so by **Friday, 22 November 2019**.

If your child has never been a recipient and you would like to find out more about this scheme, please feel free to contact our Administration Manager, Mr James Leong, or any of our office staff for assistance. You may reach them at Tel: 63857339.

4) Primary School Transfer Service

The Primary School Transfer Service is aimed to centrally facilitate the transfer of primary school students who are Singapore Citizens or Permanent Residents and have relocated to another address, to schools nearer to their new residences.

Under this online service process, all transfer applications will be considered for available vacancies in a primary school. Provisions will not be allowed to select a particular school for the transfer, as your child will automatically be considered for available vacancies in the nearer school in the first instance.

For your convenience, you can now apply to transfer your child to a primary school near to your new residential address that you have relocated or will be relocating to by submitting the online application for your child to the Ministry of Education through the online form at www.moe.gov.sg/admissions/schooltransfer. The application period is from 21 October to 28 November 2019.

For more information on this online process, you may visit the MOE website at www.moe.gov.sg/admissions/schooltransfer.

5) Parents Gateway Mobile App

We are pleased to share that to-date over 90% of our parents have come onboard Parents Gateway.

Parents Gateway is a mobile app specially designed for parents. Developed by MOE and GovTech. Come 2020, the school will continue to engage parents through Parents Gateway such as sending out consent forms and announcements as well as perform a range of administrative functions including travel declaration.

For parents who have not come onboard, we would like to invite you to 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 to access the app.

2020 School Matters

6) New School Term

The new school term will begin on **Thursday, 2 January 2020**. All students will need to report to the school at **7.30 a.m. sharp**. We seek the cooperation of all parents to help us to instil in our students the value of punctuality. The school hours will be as follows:

Monday – Friday: 7.30 a.m. to 1.30 p.m.

7) Recess Timing

The recess timing for 2020 are as follows: -

Level	Time	Snack Break
Primary 1 & 3	9.30 am – 10.00 am	12.00 pm
Primary 2 & 5	10.00 am – 10.30 am	12.00 pm
Primary 4	10.30 am – 11.00 am	12.30 pm

8) School Safety and Assembly Arrangement

As the school enrolment increases, for the safety and security of our students, we would like to share with you on the following measures with regard to arrival and dismissal arrangements.

- All P2 to P5 students will assemble in the **Hall** while the P1 students will assemble in the **Canteen** for assembly every morning.
- For parents driving to school** in the morning, your co-operation is required to ensure that traffic is smooth. Please adhere to the speed limit and refrain from getting out of your cars to ensure that the waiting time for drop off is short.
- 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).
- 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.

As Valour Primary School will begin its operations in Punggol Cove Primary School for one school term from 2 January 2020 to 13 March 2020, **we seek the understanding and cooperation of PCPS parents who are picking up their child from Gate B and Gate E at dismissal to come only after 1.20 p.m. so as to facilitate the dismissal of Valour Primary School at 1.00 p.m.**

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)

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.

We seek the understanding and cooperation of parents to wait for your child at the designated Parents' Waiting Area.

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



ii) Parents' Waiting Area at Gate E – Walkway along Gate E leading to the gate of The Cove.



e) Please remind your child/ward to practice the 'kerb drill' before crossing any roads.

9) Purchase of School Books and School Attire

The booklist for 2020 has been given to your child this week. The schedule for the sale of the school books and school uniforms in school are as follows:

a) Sale of Books and Stationery

Month	Dates of Sale	Time of sale	Remarks
November	21	9 am – 3 pm	P2 and P3
	22		P4 and P5
	25, 26, 27, 28 & 29		For all levels
December	4 & 5	9 am – 3 pm	For all levels
	12, 17, 18, 26 & 27		For FAS Only
	9 & 10		

***Lunch Break is from 12.30 p.m. to 1.30 p.m.**

b) Sale of School Attire* (includes Uniform, Black Shoes and White Socks)

Month	Dates of Sale	Time of sale	Remarks
November	19, 20, 21 & 22	9 am – 3 pm	For all levels
December	4, 5, 9, 10, 26 & 27	9 am – 3 pm	For all levels

Alternatively, you may purchase the school uniform at: -

Shanghai School Uniforms Pte Ltd
63, Ubi Ave 1, #04-01, 63@Ubi, Singapore 408937
Tel: 67478037
Mondays – Saturdays: 10 am to 6 pm
Lunch Time: 1pm – 2pm
Closed on Sunday and Public Holidays

Please note that students are required to wear black shoes. You may also buy the shoes from the open market. The shoes must be plain black shoes without fancy designs.

c) Sale of Name Tags

All students must have a name tag ironed on to their uniforms for easy identification. **The name tag should be placed just above the school badge.** If you have not purchased the name tags for your child, kindly proceed to the school bookshop to purchase them. The cost is \$6.00 for 6 pieces of name tags.

10) Bus Transport Services

The school has engaged LongLim Pte Ltd to provide school bus services for our students.

For existing students taking the school bus in 2019

- You would have received the form from the bus vendor in October 2019 and submitted the form to the bus vendor.
- If you have not submitted the form, please do so by **Friday, 22 November 2019**.

For new students applying to take the school bus

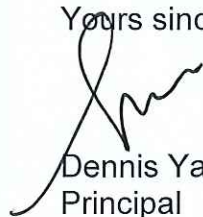
All interested parents may come to the general office to collect a bus transport form. Please submit the form to the bus vendor or general office by **Friday, 22 November 2019**.

The bus vendor will contact the parents and inform them of the pick-up time and location by 3rd week of December 2019.

We wish you a good holiday and look forward to yet another fruitful and enriching year with your child in 2020.

Thank you.

Yours sincerely,



Dennis Yap
Principal

