



# ST. HILDA'S PRIMARY SCHOOL

ESTABLISHED IN 1934

*A Dynamic Learning Community that nurtures loyal citizens with global outlook and Godly character*

*Serve Humbly ▪ Lead Wisely ▪ Live Responsibly ▪ Love Sincerely ▪ Learn Continuously*



Our ref: SHPS/ 2018 /09

3 January 2018

Dear Parents

I would like to extend a warm welcome to you and your child (particularly if he or she is a Primary 1 Hildan this year) to the new school year and first term. I trust that your child is settling well into the school routines.

At this juncture in the year, it is also appropriate to highlight some administrative information related to vehicular traffic management at the school for the safety of your child and the well-being of the other road-users in school's neighbourhood. This and other information on forthcoming administrative matters may be found in **Annex A**.

In closing, I would like to wish you and your family a healthy and happy 2018.

Yours sincerely

Ms Penny Ng  
Vice-Principal (Administration)



## **UPCOMING EVENTS IN JANUARY 2018**

## **ANNEX A**

### **1. Temperature-Taking Exercise**

As part of all schools' emergency preparedness efforts, MOE requires schools to conduct a temperature-taking exercise twice yearly. The first such exercise in 2018 will be conducted on **Friday, 5 January 2018**. The school will hold a pre-exercise drill on **Thursday, 4 January 2018**.

Parents/guardians are reminded to help your child check on the serviceability of his/her personal oral digital thermometer (ODT) which he/she must bring to school. P1 students will be issued with their personal ODT by their respective class teachers within the first week of school.

### **2. Photo-taking for School Smart Card (P1 and P6 Students Only)**

MOE will be conducting the yearly photo-taking exercise for Primary 1 and 6 students for the School Smart Card. This card will incorporate the function of the public transport fare-card for concessionary travel on public buses and MRT. It will also serve as a library card for borrowing books in the school library and branches of the National Library Board.

The photo-taking session will be held on **Thursday, 11 January 2018** during school hours. Please ensure your child bring along his/her shirt/blouse if your child is scheduled to put on his/her PE attire for their PE lessons (especially for P1 students). Students will not be allowed to take their photos unless they are in their full school uniform.

## **GENERAL ADMINISTRATION**

### **3. Communication With Your Child's Teachers**

While teacher-parent communication concerning student learning and development is encouraged, our teachers are not expected to provide their personal phone number to parents/guardians. The hours within which your child's teachers can be contacted during the weekdays in term time is between 7.30 a.m. and 6.00 p.m. Our teachers are not expected to respond immediately to queries or requests beyond the stipulated hours or during the weekend. They would reply at earliest, on the next working day. If parents/guardians have urgent queries or requests, they should contact the school's General Office during the school's operating hours for assistance.

### **4. Updating of students' personal details**

Parents/guardians are reminded to promptly update the school of any changes in the administrative details related to their children, particularly parents'/guardians' contact details. It is essential that the School's student database is accurate to facilitate expeditious action in any contingency.

## **5. Forgotten Items**

The school will not convey students' forgotten personal items delivered to the General Office, to the students' classes. In case of need, an exception will be made for students' medication and spectacles. We seek parents'/guardians' understanding that this is part of the school's efforts to instil in our students a sense of personal responsibility for themselves and their belongings.

## **6. Students' Birthday Celebrations in School**

While such celebrations in school are generally not encouraged, the school will permit such students' personal celebrations to be conducted in school only at recess time in the canteen, upon application to the students' form teachers. No outside food (except for the birthday cake) or "goodie" gift tokens for other participants at such celebrations will be allowed.

## **7. Traffic Safety**

Parents/guardians who drive to drop off their children at school in the mornings are reminded to observe all traffic rules to be good role models for their children, and to be mindful of the safety of other road users. During disembarkation of passengers along roads, parents/guardians are urged to be considerate of other road users by having their passengers disembark briskly in order to avoid causing traffic build-up along the road. Vehicles should not be stopped along roads directly in front of the school's gates for disembarkation of passengers as this impedes the entry and exit of school buses into and out of the School during peak periods, creating a hazardous potential for accidents.

To avoid congesting the roads immediately around the school, driving parents/guardians are strongly advised to park their vehicles at neighbouring public carparks and to walk their children to school instead.

## **8. Security**

All visitors to the School are required to sign in and out (upon departure) at the Security Guard Post, and are to display their visitor passes prominently at all times when on the premises. This would help our school staff to identify authorised visitors and aid in our efforts to uphold the security of all our students.

## **9. Enquiries/Feedback**

Parents may write to the respective Year Heads/Head of Department or contact us at Tel: 64350211 should you have any queries.

- |      |   |   |
|------|---|---|
| i.   | Year Head, Primary 1 & 2                            | - Mdm Sonia Lee<br><a href="mailto:Lee_sock_ping@moe.edu.sg">Lee_sock_ping@moe.edu.sg</a>                     |
| ii.  | Year Head, Primary 3 & 4                            | - Mr Andrew Soong<br><a href="mailto:Soong_kheng_fah_andrew@moe.edu.sg">Soong_kheng_fah_andrew@moe.edu.sg</a> |
| iii. | Assistant Year Head, Primary 3                      | - Mrs Desiree Chua<br><a href="mailto:Ho_hwee_ling@moe.edu.sg">Ho_hwee_ling@moe.edu.sg</a>                    |
| iv.  | Year Head, Primary 5 & 6                            | - Mrs Gina Ow<br><a href="mailto:Gina_ow@moe.edu.sg">Gina_ow@moe.edu.sg</a>                                   |
| iv.  | Assistant Year Head, Primary 5                      | - Mr Ng Tze Keen<br><a href="mailto:ng_tze_keen_danial@moe.edu.sg">ng_tze_keen_danial@moe.edu.sg</a>          |
| v.   | Subject Head (Internal), Gifted Education Programme | - Mr Andy Ng<br><a href="mailto:ng_ding_xuan@moe.edu.sg">ng_ding_xuan@moe.edu.sg</a>                          |