



# 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/2019/17

4 January 2019

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. I trust that your child is settling well into the school's routines.

At this juncture in the year, it is also appropriate to highlight some administrative information for the safety and well-being of your child. 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 2019.

Yours sincerely

Ms Penny Ng  
Vice-Principal (Administration)

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ANNEX A

## UPCOMING EVENTS IN JANUARY 2019

### 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 **Monday, 7 January 2019**.

Parents/guardians of P2-P6 students are reminded to help their children check on the availability and serviceability of their personal oral digital thermometers (ODT) which they 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, 10 January 2019** during school hours. Please ensure your child brings 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.

### 3. Camp Kesel 2019 (Primary 5 Students Only)

The school will be organising the annual Camp Kesel for all P5 students in Term 1 on 17 to 19 January 2019 at the MOE Changi Coast Outdoor Adventure Learning Centre. More details will be given to your child closer to the dates.

### 4. Parents' Briefing Session

We invite parents to attend these sessions to learn more about the class and level programmes for the year.

The Parents' Briefing sessions are scheduled below:

Level	Date	Time
P5 & P6 (GEP included)	Friday, 25 January 2019	7PM to 9.30PM
P2 to P4 (GEP included)	Friday, 15 February 2019	7PM to 9.30PM

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## GENERAL ADMINISTRATION

### 5. Gifted Education Programme (GEP) Exercise 2019

The GEP Identification Exercise aims to identify suitable students with high intellectual potential. The tentative schedule for the two stages of the GEP Identification Exercise 2019 is given below:

Stage	Dates	Participants	Papers
GEP Screening Exercise	23 August 2019 (Friday)	Primary 3 students enrolled in government and government aided schools	English Language Mathematics
GEP Selection Exercise	15 & 16 October 2019 (Tuesday, Wednesday)	Primary 3 students shortlisted at the GEP Screening Exercise	English Language Mathematics General Ability

Parents/guardians are reminded that test-preparation activities could inflate students' scores and not reflect their actual potential. Students who are not ready to handle the intellectual rigour and demands of the programme will struggle with the enriched curriculum and not benefit fully from it. This would put undue stress on the students, and may even cause them to lose confidence and impact their self-esteem.

### 6. Communication With Your Child's Teachers

While teacher-parent communication concerning students' learning and development is encouraged, our teachers are not expected to provide their personal phone numbers 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.

### 7. 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 an emergency.

### 8. Forgotten Items

Our staff 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.

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## 9. 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, in consultation with 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.

## 10. 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.

## 11. 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 safeguard the security of all our students.

## 12. School Canteen Stall

We are pleased to inform you that the canteen's stalls 5 and 10 have introduced some food items in their offerings which are suitable for vegetarians.

## 13. Drop off / Pick up car decal

Vehicular entry into the school is restricted for the safety and security of our students. As such, vehicles driven into the school to drop-off/pick-up our students are required to display an authorised decal. The decal must be clearly displayed on the **LEFT SIDE** of the vehicle's windscreen (from the driver's view point) before the vehicle is allowed to enter into the school.

Please refer to the SNAC™ notification on applying for the 2019 drop-off/pick-up decal sent on 3 Jan 2019. Application closes on 10 Jan 2019.

## 12. Enquiries/Feedback

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

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|------|---|--|
| i.   | Year Head, Primary 1 & 2                            | - Mdm Sonia Lee<br>Lee_sock_ping@schools.gov.sg            |
| ii.  | Year Head, Primary 3 & 4                            | - Mr Andrew Soong<br>Soong_kheng_fah_andrew@schools.gov.sg |
| iii. | Assistant Year Head, Primary 3                      | - Mrs Desiree Chua<br>ho_hwee_ling@schools.gov.sg          |
| iv.  | Year Head, Primary 5 & 6                            | - Mrs Gina Ow<br>Gina_ow@schools.gov.sg                    |
| iv.  | Assistant Year Head, Primary 5                      | - Mr Ng Tze Keen<br>ng_tze_keen_daniel@schools.gov.sg      |
| v.   | Subject Head (Internal), Gifted Education Programme | - Mr Andy Ng<br>ng_ding_xuan@schools.gov.sg                |