

# Administrative & Safety Matters

Presented by:  
Head of P1 Level  
Mrs Josephine Chua

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# Overview of Day 1's Programme

Time	Topic	Speaker
7.50am-8.10am	Our Expectations & Vision for our Pupils	Sister Cescily
8.10am-8.30am	Administrative & Safety Matters to note	P1 Head of Level
8.30am-8.45am	The Character Development Programme	HOD CCE
8.45am-9am	English & Reading Programme & Holistic Assessment	SH EL
9am-9.15am	The Aesthetics Programme (Postpone- Day2)	Aesthetics Coordinator
9.15am-9.30am	The Physical & Health Education Programmes, Leadership Roles & 3Cs Team Building (Postpone- Day2)	SH PHE & Stu Leadership
9.30am-10am	Break, Parents to proceed to the canteen (P1 pupils' recess with P3 Buddies)	
End of Day 1 Session, <b><u>Parents to come back to school at 1pm</u></b>		
1pm-1.30pm	Prepare P1 for Dismissal at the canteen	

# Announcement

- \* Please note the “CCPS Green File - Life Skills” has been taken out from the booklist

# P1 Form Teachers 2013



Miss Elnie Tryana  
Form Teacher  
1 Charity

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Ms Chloe Tan  
Form Teacher  
1 Faith



Miss Lim Ping Siew Melissa  
Form Teacher  
1 Humility  
1 Faith

1HU: [lim\\_ping\\_siew\\_melissa@moe.edu.sg](mailto:lim_ping_siew_melissa@moe.edu.sg)  
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Miss Nurul Ain Samsuri  
Form Teacher  
1 Joy

# Means of Communication

- \* Monthly Newsbites with Calendar of Events (Beginning of each month)
- \* Parent-Teacher Communications
  - \* Email, Student Handbook, Call
  - \* Setting Expectations (Group) Session: 18 January 2013, 5.30pm-7.30pm
  - \* Meet-The-Parent (1 to 1) Session\_Batch 1 in March (TBC)
  - \* Meet-The-Parent (1 to 1) Session\_Batch 2 in May (TBC)

# Updates on Personal Particulars

\* It is important to ensure that the parent/ guardian's contact number is up to date as the school do send SMS to parent/ guardian eg. To declare child's travel plans, Important Information

# Health Matters

- \* Child's medical conditions are currently based on the "Form B", the health declaration for PE department
- \* Annual Health Checkup by the School Health Team for updates
- \* Parent could also constantly update the Form Teacher of the child's medical conditions (if any)
- \* Dental Checks & Talks by the Dental Therapist based in school

# Health Matters –BMI

- \* Child's Height & Weight data would be taken in January, May & August
- \* A letter would be issued to parents in Feb to update parents if the child is overweight (OW)/ underweight(UW) (*refer to BMI table in the Student Handbook pg 34*)
- \* Child who is severely overweight/ underweight would be identified by HPB to attend Nutrition Clinics. Appointment letters would be issued



# Attendance

- \*All pupils must assemble at Hall for morning assembly by **7.20am**.
  - \*Late more than 5 times → recorded in report slip
- \*Pupils are considered late if they are not standing with their classes at the flag-raising ceremony.
- \*No one is allowed to remain in class during the morning assembly or during recess.

# Attendance

\*Pupils should be present in school unless there is a valid reason.

**PS: Pupils who are not well should not attend school**

\*Absence from school must be explained with a medical certificate or letter from parents.

\*Pupils have to remain in school before dismissal unless an unforeseeable matter occurred at home or the pupil is unwell.

# Attendance

- \*Parents/Relatives are to come personally to take their child home.
- \*Parents must obtain permission from the office (fill up a pink slip) before doing so.
- \*Pupils attending extra lessons/CCA should remain in school for lunch. They are not to leave the school.

# Handphones

- \*No handphones are to be used during school hours.
- \*Permission must be given by teachers for the use of handphones.
  - \*Therefore your child will only be allowed to switch on her handphone after school

# Overview of P1 Activities

- \* Learning Journeys
  - \* School Tour (IPW: Ties in with SS, EL & MA)
  - \* Zoo (Ties in with EL)
  - \* Asian Civilization Museum (Ties in with Art)
- \* ICT
  - \* Keyboarding
  - \* E-Learning Day

# Overview of P1 Activities

- \* Team Building & the 3Cs School Values
- \* Physical Education & Health Education
  - \* Morning Jump Jam Mass workout on Thursdays
  - \* P1 to P3 (Lower Pri Games Day Tie in with National Day Celebrations)
  - \* Grooming Checks
  - \* Personal Hygiene & Nutrition Log

# Overview of P1 Activities

- \* Enrichment Programme
  - \* PAL (Programme for Active Learning) acts as a platform for pupils to display their Social and Emotional Learning Competencies: Self-Awareness, Social Awareness, Self-Management, Relationship Management, Responsible Decision Making
    - \* Ballet
    - \* Athletics
    - \* Creative Movement
    - \* Visual Art

# Overview of P1 Activities

- \* Opportunities to display their creativity
  - \* Recycling Craft Day
- \* Opportunities to display their talents & confidence (Aesthetics Programme)
  - \* CCPS Super Star
  - \* Star of the Month



# Sharing for P1 Parents

2013

Day 2

**Welcome Back to CCPS!**

(“,”)

# Overview of Day 2's Programme (Updated)

Time	Topic	Speaker
7.30am-7.45am	<u>Updates &amp; Answer Queries Posted</u> The Physical & Health Education Programmes, Leadership Roles & 3Cs Team Building	Mrs Josephine Chua
7.45am-8am	The Mathematics Programme & Holistic Assessment	HOD Mathematics
8am-8.15am	The Aesthetics Programme	Aesthetics Coordinator
8.15am-8.25am	P1 PAL (Programmes for Active Learning)	P1/2 PAL Coordinator
8.25am-8.40am	The ICT Programmes	SH ICT
8.45.am-9am	The Mother Tongue Programme & Holistic Assessment	SH Mother Tongue (CL), TL & ML Coordinator
9am-9.30am	Parenting Tips & Transition to Primary School	Psychologist Mr Adrian Lim
9.30am-10am	Break, Parents to proceed to the canteen (P1 pupils' recess with P3 Buddies)	
End of Day 2 Session, <b><u>Parents to come back to school at 1.30pm at Gate 1, 3,6.</u></b>		

# Queries –Transport on Remedial Days

- \* Remedial for English & Mathematics (Mondays)
- \* Remedial for Mother Tongue (Wednesdays)
- \* 2<sup>nd</sup> round of transport at 4pm (fixed)
  - Special arrangement made with Bus company Granex to convenient parents

Granex Tel.: 6546 7871

# Queries – Books/ items to be collected

- \* The teachers would be giving the pupils a list of things/items eg. Files, drawing block etc. to be collected & kept by the teachers

# Queries – Name Tags

- \* Compulsory item in the booklist.
- \* Use temporary plastic Name Tags
- \* Name Tags when ready would be given to the pupils through the child
- \* The Form Tr would try to do one round of checks
- \* Any mistakes please approach the bookshop vendor

# Safety: Pupils going home by School Bus

- \* Parents/ Guardians to be at the designated drop off area earlier/ punctually
- \* Do give us feedback if it involves the safety of your child while taking school bus.

# Other School Bus Matters

\* FYI:

→ Advance bus fees collection: Jan 2013 & Dec 2013

→ On 22-24 Jan collection of Feb 2013 payment

\* Any other queries/ feedback, contact Granex  
Tel.6546 7871