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AMKPS/SCH/24/001

2 January 2024

2024 AMKP TERM 1 LETTER – TERM 1

Dear Parents/Guardians,

Wishing all of you a very Happy New Year! We would like to extend a warm welcome to our new Primary One and MOE Kindergarten (MK1) parents/guardians.

The first letter of the year is usually a bit lengthy as it contains important information for you. In this termly letter, we will be sharing school matters and other relevant information.

1. Welcome

We would like to welcome our new principal, Mrs May Wong to AMKP. Mrs Wong has had a range of leadership experiences in schools and in the Ministry of Education.

She was the Principal at Qifa Primary School from 2012 to 2018 and Vice-principal at Fairfield Methodist School (Secondary) from 2010 to 2012. Prior to joining AMKP, she was the Academy Principal of the English Language Institute of Singapore (ELIS)/Academy of Singapore Teachers. She has done stints in the Curriculum Policy and Pedagogy Unit and Examinations Division. She completed her postgraduate studies (with distinction) in Curriculum, Pedagogy and Assessment at the Institute of Education, University of London, under the MOE Postgraduate Scholarship. Her experience includes teaching English Language, History and Social Studies at the secondary level.

We would also like to welcome the following staff who have joined the AMKP family.

Name of Staff	Designation
Mr Desmond Tay Boon Peng	HOD/ICT
Ms Estee Lim	School Staff Developer
Ms Doris Choong	Subject Head/Character & Citizenship Education
Ms Jasmine Lim	Level Head/Science
Ms Rizwanah Begum	Teacher (Tamil Language)
Mr Chen Jia Xing	Teacher (Chinese Language)
Ms Chen Liming	Teacher (Chinese Language)
Mr Tan Wee Eng	Teacher (English Language & Mathematics)
Mr Chai Jia Yang	Teacher (English Language & Mathematics)
Mr Liew Shaw Leong	Teacher (English Language & Mathematics)
Miss Siti Zulaiha	Special Educational Needs Officer
Mr Iskandar Bin Ramli	ICT Manager
Mr Hong Ying Wah	Operations Support Officer

2. Term 1 Calendar of Events and Activities

We have posted the Term 1 Calendar of Events and Activities on the school website.

<https://www.angmokiopri.moe.edu.sg/resources/parents/letters-n-circulars/>

More detailed information on assessments and events will be issued to you at a later date. We would like to request parents and guardians to turn on the notification on the Parents Gateway app so as to receive timely information on school activities.

3. Attendance and Punctuality

Regular student attendance will have a positive impact on your child's/ward's learning. A child who is absent frequently will miss out on the learning experiences in school and it will also affect the bonds he/she has with their classmates. Thus, we would expect our pupils to be in school during school term unless he/she has taken ill or needs to be excused from school for important private reasons. Please ask your child/ward to submit the medical certificate or any other documents to the form teacher when they returned to school after their day of absence. You may wish to refer to our Student Handbook (page 7) for the details.

Punctuality is a good habit that we would like to cultivate in our pupils. **Hence, all pupils are expected to be in school by 7.30 a.m. Pupils who come to school late (reporting after 7.30 a.m.) will be booked for late-coming** and issued with a late-coming slip for every incidence of late-coming. A notification letter will be issued to parents for pupils who are late for school for 5 times within 5 weeks. **We seek your help in ensuring that your child/ward comes to school punctually. Recalcitrant late-coming will also affect the overall conduct grade of your child/ward.**

4. School Uniform

It is important for pupils to wear the school uniform as this promotes a sense of pride and belonging in our pupils. **As such, pupils are to wear the prescribed school uniform. Modification to the uniform is not allowed.** Pupils are required to be in their school uniform every day unless there are Physical Education (PE) lessons that day.

- a. On days where there are PE lessons, all P4 to P6 female pupils should wear the school's skirt with the PE T-shirt and change into the PE shorts only during the PE lessons.
- b. On days where there is Co-Curricular Activity (CCA), all pupils should bring their CCA attire and shoes to school and change into them just before their CCA.

Similarly, name tag is part of our school uniform and serves as a form of student pride and identity. All pupils must have their name tag affixed to their uniform and PE T-shirt. Please refer to **Annex A** for the correct place to affix the name tag.

5. Semesterly Temperature-taking Exercise on 10 January 2024

To maintain schools' preparedness to re-activate the temperature-taking regime should there be a need to do so, a temperature-taking exercise will be conducted for all staff and pupils in Term 1 Week 2 on **Wednesday, 10 January 2024**. All pupils will be screened when they arrive in school. Pupils who are unwell will be required to seek medical attention and they can only return to school when they recover fully.

6. Safety and Security Matters

The school ensures the safety of your child/ward by monitoring the flow of human and vehicular traffic in and out of the school. We would like to update you on the arrival and dismissal procedures so that you can play the role of a supportive partner of the school in helping to keep our children safe. These are guidelines set by the school **for compliance** by the staff, pupils, parents and other related stakeholders, including domestic helpers and guardians.

6a. Arrival and Dismissal Procedures

All pupils are to report to school latest by 7.30 a.m. and will be dismissed in two groups as stated in the table below:

Levels	Dismissal Timings
P1 to P4	1.30 p.m.
P5 and P6	1.35 p.m.

We would like to request parents/guardians to send your child/ward to school between 7.00 a.m. and 7.25 a.m., for the school to better manage the arrival and visual screening of our pupils.

These timings are applicable from Mondays to Fridays, except when your child/ward has remedial classes, CCAs or any other school events. We would also like to seek your understanding that parents/guardians are not allowed into the school compound when sending your child/ward to school and picking them up from school. Only the parents/guardians of P1 and P2 pupils will be allowed into the school compound (foyer area) during dismissal to pick up the younger pupils. These procedures and arrangements will be reviewed periodically.

6b. Arrival (Dry/ Wet Weather)

- i. **During dry weather**, pupils may enter the school through Gate A (near the bus stop) or Gate C (next to the Security Guard House) from 6.50 a.m. to 7.30 a.m.

- ii. **During extreme wet weather**, Gate C will be closed and pupils will enter the school through Gate A (near the bus stop) from 6.50 a.m. to 7.30 a.m. This will ensure that our pupils remain dry as there is a covered walkway into the school. Parents' vehicles may enter the school premises via Gate B, make a drop off at the foyer, where staff members will be available to assist, and drive out via Gate D.



6c. Dismissal after School (Dry/ Wet Weather)

Please note the dismissal timings and venues (without after-school activities).

Time	Level	Venue
1.30 p.m.	P1 and P2*	Foyer
1.30 p.m.	P3 and P4	Gate near the bus stop (Gate A)
1.35 p.m.	P5 and P6	or Back Gate (Gate F)

* P1 and P2 parents with children at other levels can fetch them at the foyer.

6d. Dismissal after Remedial or Enrichment lessons/CCAs/Learning Journeys (Dry/ Wet Weather)

All pupils will be dismissed via Gate C (next to the Security Guard House) only. The rest of the gates will be closed, except for Gate A (near the bus stop) during wet weather. During extreme wet weather, parents will be allowed into the school to wait at the covered area of the school foyer.

6e. Late Arrival for Pick-up

Parents/Guardians who arrive late to pick up their child/ward are to register with the Security Officer at the Guard House first before proceeding to the General Office for assistance.

6f. Pupils Taking the School Bus

All pupils taking the school buses will be attended to by the respective bus drivers at the designated school bus bay, located at the school carpark in front of Block A. Pupils' attendance will be taken before they board the buses to ensure accurate accounting of pupils taking the buses. **We would like to seek your cooperation in informing the respective bus driver in advance if your child/ward is not taking the school bus on any particular day due to a valid reason.**

6g. Picking Up Procedures during Curriculum Time

Parents/Guardians who need to pick up their child/ward during curriculum time due to unforeseen circumstances or valid reasons are to register with the Security Officer at the Guard House first before proceeding to the General Office for assistance.

6h. Pupils Attending Student Care Centre (SCCs)

AMKP Student Care Centre (SCC) operated by NASCANS

Pupils who are attending NASCANS will have their attendance taken by the NASCANS mentors. Kindly inform the NASCANS mentor if your child/ward is absent from school or is unable to attend NASCANS due to valid reasons.

Student Care Centres (SCC) operated by External Organisations

The school will centrally group pupils attending SCCs managed by external organisations while awaiting pick-up by personnel from these centres at the foyer. These pupils can only be dismissed when the personnel from the respective centres arrive in school to receive them at the foyer.

7. Traffic Advisory from the Land Transport Authority (LTA)

LTA has observed vehicles parking/waiting outside the school along Ang Mo Kio Ave 3, especially during the school's reporting and dismissal hours. As LTA does not allow any vehicle to park/wait along Ang Mo Kio Avenue 3 other than a quick drop-off of the pupils, LTA has cautioned that it will take enforcement actions against errant road users who flout traffic rules and regulations.

In view of the above, we would like to appeal to parents and guardians to observe the road safety guidelines. Your co-operation will go a long way to ensure that every child and road user stays safe.

8. Visitors to the School

All visitors, including our parents/guardians, **will only be allowed to enter the school through Gate C (next to the Security Guard House)**. They are to report to the General Office to state the purpose of their visit. We seek your understanding that multiple points of entry into the school by visitors may compromise the security of the school premise and the safety of our pupils. **Visitors may move within the school compound ONLY when accompanied by a designated school staff.**

9. Conduct

The school rules and expected behaviours can be found in the Student Handbook. Our teachers will explain the rules and expected behaviors to your child/ward during the first week of the school and will be reiterating them consistently throughout the year. Your active involvement in helping to reinforce these expected behaviours in your child/ward will go a long way to help him/her enjoy a more fulfilling school experience.

10. Proper Usage of Mobile Phones and Electronic Devices

Pupils are discouraged from bringing mobile phones or electronic devices to school.

- a. Should there be a need to contact your child/ward during curriculum time, you can call the General Office at 6452 0794.
- b. If you would like your child/ward to bring his/her mobile phone to school for communication purpose, you will need to submit a request via the QR code provided below by **Friday, 12 January 2024**.



<https://go.gov.sg/registerhandphone2024>

- c. If your child/ward brings a mobile phone to school, he/she is responsible and accountable for the safekeeping of his/her mobile phone. He/She must switch off the device during curriculum time, failing which, the device will be kept in the General Office for collection by the parents. Please note that playing of games on mobile phones and electronic devices is not allowed.
- d. In the event of misuse of the mobile phone and electronic devices, the school will safekeep the devices for the purpose of investigation. The devices will only be returned to the parents after the investigation.
- e. We seek your understanding regarding this matter as we strive to inculcate good social habits and responsible behaviour in our pupils. We also seek your help to reiterate this message to your child/ward.

11. Photography and videography during school events

Please be informed that photographs/videos of pupils/parents/guardians taken at all school events by the official school photographers may be published on the school's official media platforms and used for briefings, workshops and other educational purposes within MOE. In addition, the school may publish photographs, videos and pupils' work/achievements together with their names. Please notify the school in writing, via email to amkps@moe.edu.sg by **Friday, 12 January 2024** if you do not wish to grant permission for the above.

12. Birthday Celebrations in School

We seek the understanding and support of all parents/guardians not to bring goodie bags or food items for your child's/ward's classmates. This will prevent any possibility of food allergies and comparisons among pupils.

13. Parent Support Group (PSG)

We would like to express our appreciation and gratitude to the Parent Support Group Executive Committee (PSG EXCO) and parent volunteers who have been supporting us. Your partnership and support for the various school programmes and activities in 2023 (e.g. through organising the Healthy Fusion Cooking Demonstration as part of AMKP's Racial Harmony Day commemoration and a mental wellness workshop for our parents, aiding our pupils to develop creative artistic skills

through our Maker Education recess activities, Values in Action programmes, Sports Carnival and learning journeys) have enabled us to run the events smoothly for our children. Feedback from our pupils was very positive as they had meaningful interactions with the parent volunteers during the activities outlined above.

Moving forward, as we continue to plan purposeful activities for our pupils, we welcome all parents as well as our new P1 parents to be active members of the PSG. We look forward to your positive response to our calls for support and participation. Interested parents can sign up to be a PSG member by completing an online form available at:

<https://www.angmokiopri.moe.edu.sg/resources/parents/parents-support-group-psg/>.

14. Communication Channels

We have established the following communication channels with you so that we can respond to your needs and queries in an efficient and effective manner:

Communication Channels Available for Parents/Guardians	
Student Handbook	Parents can use the Student Handbook for writing short messages to teachers.
AMKP Office Telephone No.	6452 0794 Parents can contact the school for general queries and to make appointments with teachers or school leaders.
Parents Gateway	Parents can check your Parents Gateway (PG) accounts frequently or turn on the 'notifications' button on the PG app on your mobile devices. Kindly ensure that the PG app is of the latest version so that you can receive the notifications promptly.
AMKP Website	www.angmokiopri.moe.edu.sg Parents can visit the school's website for termly letters and other information.
AMKP Facebook	Parents can follow us on Facebook for timely updates at https://www.facebook.com/amkp203/ .
Teacher's Email Addresses	All teachers' emails are available on the school's website for parents to correspond with them.
School's Generic Email Address	amkps@moe.edu.sg
Making appointments	Do call up the office for an appointment with a staff at least one day in advance .

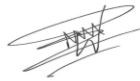
We are blessed to have a strong home-school partnership. As we begin a new year, we look forward to working even more closely with you to nurture our children to be 'Confident' AMKPIans who are 'Joyful Learners' and 'Caring Citizens'.

We wish you a happy 2024 filled with abundant blessings for you and your loved ones.

Yours sincerely,



Mrs May Wong
Principal



Mr Kyaw Saw Lynn
Vice-Principal (Edu)



Ms Tan Siew Khim
Vice-Principal (Edu)

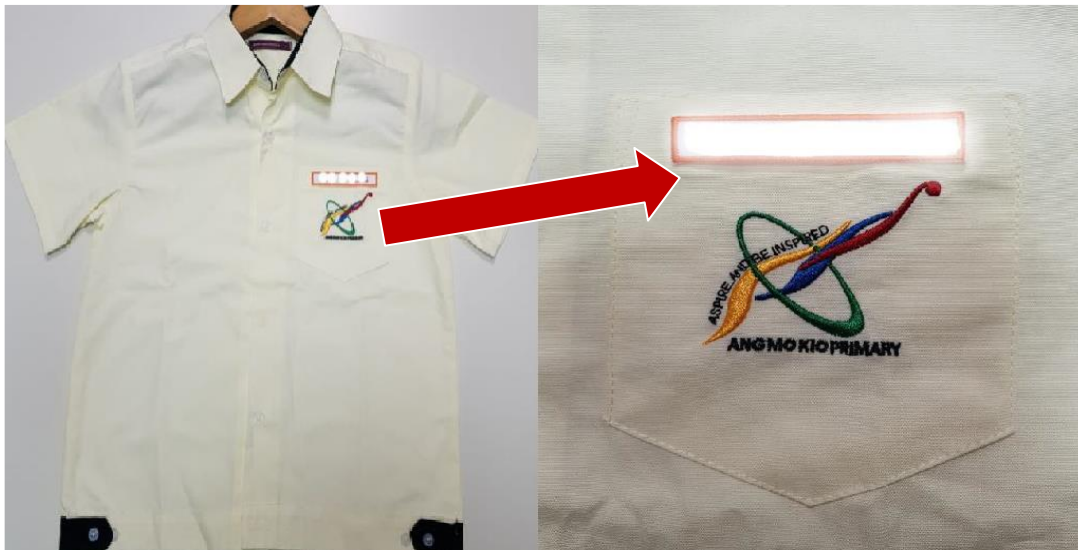


Ms Alethea Liew
Vice-Principal (Admin)

Correct place to affix the name tag on the school uniform and PE T-shirt

School Uniform

Please affix the name tag on the uniform pocket, directly above the school logo as shown in the picture below.



PE T-Shirt

Please affix the name tag on the PE T-shirt, directly above the school logo as shown in the pictures below.



Actions that can endanger our pupils and other road users

1. Parking within 9 metres of a bus stop



2. Dropping off at the traffic light junction



3. Waiting/Parking along a prohibited zone for a prolonged period of time

