



FIRST TOA PAYOH PRIMARY SCHOOL

7 LOR 8 TOA PAYOH

SINGAPORE 319252

TEL: 6256 7822 FAX: 6256 1102

Website address : <http://www.firsttoapayohpri.moe.edu.sg>

Email address : ftpps@moe.edu.sg

School Notification: 001/2026

5th January 2026

MEMO 1 of 2026

Dear Parents and Guardian,

A warm welcome to the start of a new school year! We are delighted to have our students back with us, and especially pleased to welcome our Primary 1 cohort and all new students joining our school family. Our school takes pride in a strong culture of care and innovation, where every child is known, supported and encouraged to achieve their personal best. We believe that every child is unique, with their own strengths, interests, and potential waiting to be nurtured.

At our school, learning extends beyond the classroom. We are committed to providing varied and purposeful experiences that support your child's growth as a whole person—academically, socially, morally, and emotionally. Guided by our values of love, responsibility, respect, integrity, and perseverance, we aim to grow our students into active, caring, and confident individuals. We want them to carry with them a joy for learning, a curiosity to explore and a desire to make a positive impact at home, in the community and beyond. Not only do they learn to make new friends over the next few years, but will also build a deep and strong foundation that will prepare them well for their secondary school journey.

Thank you for entrusting your child to us. We look forward to partnering with you closely in the year ahead. May 2026 be a fulfilling, enriching, and joyful year for every child and every family.

Here are some important updates for you to take note in Term 1:

1. Updates in Staff Movement

We would like to bid farewell to the following staff and thank them for their contributions to the school.

| | |
|------------------|---------------------------------------|
| Teacher | Mrs Christina Ching Ms Nicole Seow |
| School Attendant | Mr Lim Yock Chuan |

We would like to welcome the following staff who joined the school in January 2026.

| | |
|----------------|---|
| Asst Year Head | Mrs Teo-Mok Ling Ling |
| Teachers | Mdm Vanitha Mani d/o Subramaniam Miss Paranjothy Joanne Denise Mr Chan Ta Hoong |

| | |
|---------------------------|--|
| MOE Kindergarten Educator | Miss Lee Yun Xun |
| Student Teachers | Mr Feng Zheng Yuan Miss Liu Zhe Mr Chen Alan Yu Xia Ms Haycock Olivia Ivy |
| Trainee Officers | Ms Nabeela Nadeem (SEN) Mr Stanley Quek (SC) Ms Emily Leong (EP) |

2. Citizenship and Character Education

For January, the 'Value of the Month' is Responsibility. Our foci are as follows:

Habit 1 Be Proactive: I take initiative

Habit 2: Begin With The End In Mind: I am an important part of my class and school

Habit 3: Put First Things First: I am disciplined and organised

We teach our students that responsibility means that they can be depended on to carry out their duties well. This includes handing in satisfactory written work on time and completing assigned duties in class or school. They also practise responsibility when they carry out everyday responsibilities like keeping the school environment clean. These everyday responsibilities are part of their Values In Action (VIA) learning experiences

Refer to Annex A for more details on the school core values and The Leader In Me – 7 Habits.

3. Code for Fun 2026 – Tue, 13 January 2026 to Fri, 13 February 2026

P5 students will go through the Code for Fun programme in Term 1. The programme aims to expose students to coding and computational thinking. The programme for each class will be over a period of 4 days (Tuesday, Wednesday, Thursday and Friday). A notification will be sent out via Parents Gateway closer to the start of the sessions. The schedule for the P5 classes is shown in the table below.

| Class | Date | Time |
|-------------------|--|-----------------------------------|
| P5 Integrity | 13 January (Tue) 14 January (Wed) 15 January (Thu) 16 January (Fri) | Tue, Thu & Fri, 2.30 pm – 5 pm |
| P5 Responsibility | 20 January (Tue) 21 January (Wed) 22 January (Thu) 23 January (Fri) | Wed, 2 pm – 4.30 pm |
| P5 Respect | 27 January (Tue) 28 January (Wed) 29 January (Thu) 30 January (Fri) | |

| | | |
|-----------------|--|--|
| P5 Love | 3 February (Tue) 4 February (Wed) 5 February (Thu) 6 February (Fri) | |
| P5 Perseverance | 10 February (Tue) 11 February (Wed) 12 February (Thu) 13 February (Fri) | |

4. Parents' Briefing – Fri, 16 January 2026

We look forward to meeting parents and guardians at the briefing sessions for parents. Our School Leaders and Teachers will share the expectations and the different programmes and events your child/ward will experience this year.

The briefing for all levels (P1 to P6) will be held on Friday 16 January 2026 from 3pm to 5pm.

We strongly encourage you to attend this session that will be conducted in school. More information will be provided via Parents Gateway (PG).

In line with the Go Green initiatives, we strongly encourage students and parents to bring your own water bottle on that day. Water points are available in our school to fill up your water bottles. As there are no parking lots in the school, please park at the nearby car parks.

***Please respond to the following questions found in this announcement on PG.**

| | |
|---|-----------|
| 1. Will you be attending the parent briefing? | Yes or No |
| 2. If yes, please indicate the number of attendees: | 1 or 2 |

5. Stretch and Support Programme

The Stretch and Support Programme will commence from the date in the schedule below. A notification with further details will be sent to parents closer to the starting date.

| Levels | Days | Starting From |
|----------|---------------------------------|---|
| P3 to P6 | Tuesday and Thursday afternoons | Term 1 Week 4 (27 January) <i>*Some P5 classes will attend the Code For Fun Programme instead of Stretch and Support programme for a selected week. Updates will be shared nearer to the date.</i> |

6. School Dental Service

Please be informed that the dental clinic will be closed till further notice. If any dental treatment is required, please contact the Buddy clinics to book for an appointment.

| Dental Clinic | Telephone | Address |
|--------------------|-----------|---|
| Kheng Cheng School | 8764 8106 | 15 Lorong 3 Toa Payoh Singapore 319580 |

| | | |
|------------------------|-----------|--|
| Pei Chun Public School | 8909 0547 | 16 Lorong 7 Toa Payoh Singapore 319320 |
| CHIJ Toa Payoh | 8764 7307 | 628 Lorong 1 Toa Payoh Singapore 319765 |

7. Student Absence feature on Parents Gateway (PG)

We are excited to share that the new Student Absence feature on PG will be made available to our school in January 2026.

With this feature, you will be able to submit reasons for your child's absence, and attach medical certificates and documents – all on the PG app. Do ensure that your push notifications are enabled in PG.

Refer to Annex B & C for the user guide and FAQ.

8. School Attendance

In the interest of your child's/ward's learning and development, we protect the school curriculum hours and seek your co-operation in ensuring that your child/ward attends school daily unless he/she is unwell. Do seek medical attention immediately when your child/ward is unwell and submit the Medical Certificate (MC) via Parents Gateway. We seek parents' understanding that the whole duration of medical leave endorsed by the doctor must be complied with in the interest and well-being of the child concerned, and all other students and staff in the school. Unless there are urgent family matters that justify your child/ward's absence from school or your child/ward is unwell, we would expect a regular attendance record for the year.

The school will only accept letters for up to five days of student absences per semester without medical certificates, for reasons such as family issues and self-medication. Each letter can cover up to two consecutive days per instance. Letters related to absences on compassionate grounds will be reviewed separately. Students who are absent beyond these five days must provide official medical certificates to account for their absence due to medical reasons. In the interests of our students' well-being, the school advises that unwell students should seek medical attention.

Absenteeism not supported by valid reasons will be documented as 'Absence without valid reason' and will impact the student's conduct grade and awards / bursary applications. In addition, teachers are not obliged to provide make-up lessons or homework for students who go on holiday during curriculum time.

9. Communication channels

We value our partnership with parents/guardians in educating our students and communication is key in building quality relationships. We have many established channels of communication with parents/ guardians to enhance our joint partnership in delivering a holistic educational experience for our students as reflected in the table below. Teachers are not obligated to give parents/guardians their contact number. If provided, it is a mutual arrangement between the two parties. For emergency matters during curriculum time, please contact the General Office. Do note that teachers may not be able to respond to your

messages or phone calls immediately or meet you without any prior appointments made as they are usually engaged in class with the students. Also, we seek your understanding to only contact the teachers on weekdays, during office hours, i.e. between 8.00 am and 5.30 pm. Teachers too need their protected time for their family as well as their personal well-being.

Announcements and forms, as well as some administrative functions such as giving consent for school trips and declaring travels, will be done through the Parents Gateway mobile app. Do ensure that your app is up to date, enable notifications, so that you do not miss out on any important messages.

| Channels of Communication | School with Parents | Parents with School |
|--|---------------------|---------------------|
| Telephone: 6256 7822/ Fax: 6256 1102 | ✓ | ✓ |
| Email Address: ftpps@moe.edu.sg | ✓ | ✓ |
| Website: www.firsttoapayohpri.moe.edu.sg | ✓ | |
| Monthly letter to parents through Parents Gateway | ✓ | |
| Parents Gateway | ✓ | |
| Student Handbook <i>[Students to bring Handbook to school on every school day]</i> | ✓ | ✓ |
| Parents' Briefing / Parent-Teacher-Student Conference | ✓ | ✓ |
| Meeting with Form/Subject Teacher or Staff Member: <i>[In order for you to have a fruitful discussion, do make an appointment to ensure that our teachers/staff are available to meet you.]</i> | ✓ | ✓ |

10. Recess and Snack Break

The timings for recess and snack breaks for the various levels are highlighted below:

| Level | Recess | Snack Break | Lunch Break (Mondays) on CCA and House Practice Days |
|--------------------|------------------|-------------|--|
| P1 & P2 | 9.30 – 10.00 am | 12 noon | Not Applicable |
| P3 & P4 | 10.00 – 10.30 am | 8.30 am | 12.00 pm – 12.30 pm |
| P5 & P6 | 10.30 – 11.00 am | 9.00 am | 12.30 pm – 1.00 pm |

Students are encouraged to pack healthy snacks for the snack break.

11. School Dismissal

Please note the following dismissal arrangements:

Dismissal Time

| Level | Days | Dismissal Time | Remarks |
|----------|-----------------------------------|----------------|---|
| P1 & P2 | Monday, Tuesday, Thursday, Friday | 1.30 pm | |
| | Wednesday | 1.00 pm | |
| P3 to P6 | Monday | 4pm | CCA/House Practice: 2pm – 4pm House Practice starts from 12 Jan and CCA starts from 30 Mar. As there is no CCA or House Practice on 5 Jan, P3 to P6 will end school at 1.30 pm. |
| | Tuesday, Thursday, Friday | 1.30 pm | |
| | Wednesday | 1.00 pm | |
| | | | |

Fine Weather

Students will be dismissed from the following dismissal points depending on their respective modes of transport:

| Mode of Transport | Dismissal Points |
|-------------------------------|---|
| By Car / Van / Taxi / Bicycle | Main Gate |
| By School Bus | Student Interaction Area |
| By Public Transport | Canteen Gate / Main Gate |
| Walk to School | Main Gate → P3 to P6 Canteen Gate → P1 to P6 Back Gate → P1 to P6 |

Parents/Guardians are to inform your child/ward of the preferred gate for dismissal, especially if you are picking him/her up from school.

Wet Weather

Parents/Guardians who wish to drive into the school compound to pick your child/ward up after school will only be allowed to do so after all the school buses have left the school

compound. Thus, it is advisable to arrive 20 minutes after school dismissal time to avoid congestion.

Please switch off your vehicle engine while waiting to minimise pollution. NEA conducts enforcement exercises from time to time, and fines may be meted out to errant drivers who leave their vehicle engines idling while waiting.

12. MOE Group Personal Accident (GPA) Insurance Plan for Students

All MOE-registered students in Government Schools (including MOE Kindergartens) and Government-aided Schools are covered under the Group Personal Accident Insurance for Students.

The plan provides 24-hours coverage to our students for school-related activities both in and out of school. This scheme is provided at no cost to our students as the payment of the premium is borne by the Ministry of Education. Please refer to the attached pamphlet (Annex D) from NTUC Income for more information.

13. School Activities (1 January 2026 to 13 February 2026)

The school will provide further details as necessary closer to the date, otherwise the schedule below serves as a notification.

| Date | Activities | Levels & Classes Involved | Attachment/ Reply Slips |
|--|---|--------------------------------------|--|
| Thu, 1 January 2026 | Public Holiday – New Year | All | |
| Fri, 2 January 2026 | First Day of School Reporting for the new P1 students P2 to P6 students (2026) need not report to school | P1 (2026) | Dismissal at 11.30 am |
| Mon, 5 January 2026 | First Day of School Reporting for P2 to P6 students | P1 to P6 (2026) | P1 Dismissal at 11.30 am P2 – P6 Dismissal at 1.30 pm |
| Mon, 5 January 2026 to Wed, 7 January 2026 | Start It Right (SIR) Programme | All | |
| Fri, 16 January 2026 | Parents' Briefing | P1 to P6 | |

14. We have the Same Goals for the Children

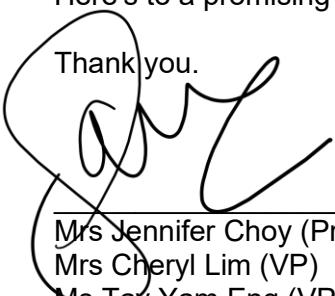
As parents, it is natural to have expectations for your children's academic performance. However, it is equally important to recognise their individual strengths and areas for growth. We encourage you to foster resilience in your children, helping them learn from their experiences and build the confidence to persevere.

Your continued partnership is invaluable to us. We ask for your unwavering support as we work together to achieve the best holistic outcomes for your children.

We deeply appreciate the trust you have placed in us. As we look forward to the year ahead, we are excited to continue our journey as partners in your child's/ward's education, nurturing their growth and potential.

Here's to a promising and rewarding year ahead!

Thank you.


Mrs Jennifer Choy (Principal)
Mrs Cheryl Lim (VP)
Ms Tay Yam Eng (VPA)