



FIRST TOA PAYOH PRIMARY SCHOOL
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MEMO 1 of 2024

Dear Parents and Guardians,

I hope this message finds you well and rested after the festive season, surrounded by the warmth of your loved ones. As we step into the new year, I am most happy to extend a heartfelt welcome to all of you, especially to the new students who have just joined us. I trust that they are all eager and ready for the new academic year.

As the newly appointed principal for this established school, I too share in the anticipation and enthusiasm that comes with a fresh start. Before my posting to this school, I had the honour of serving as a school principal at both Eunos Primary School (2009 to 2016) and Geylang Methodist Primary School (2016 to 2023). I began my teaching career in 1988 at Si Ling Secondary School, where I taught English and English Literature. Over the years, I gradually took on more responsibilities. The experiences gained from working alongside many dedicated educators, engaging with students of diverse profiles, and collaborating with supportive parents have been most helpful. I look forward to contributing and learning more from our staff and all of you in our shared pursuit of educational excellence here at First Toa Payoh Primary School (FTPPS).

My predecessor, Mr Chua Choon Guan, had over the years, laid a very strong foundation for us to build upon. A true leader, he consistently prioritized the interests of both staff and students in every decision and action. Mr Chua led by example, showcasing an unyielding work ethic and a passion for fostering a positive and enriching educational environment. His tireless efforts and genuine concern for the well-being and growth of the school community left an indelible mark, setting a high standard of excellence for us to uphold and build upon. We are grateful for Mr Chua's invaluable contributions and appreciate the legacy of integrity and selfless dedication he leaves behind as we wish him a very happy and fulfilling retirement. I am sure he will be fondly remembered by the staff and the students. Moving forward, we will continue to foster innovative teaching and learning practices, ensuring that each child remains at the centre of our purpose. We will continue the strong partnership we have with the parents, striving to bring out the best in every child and empowering them to be future-ready.

In the upcoming months and years, I look forward to meeting many of you personally and learning more about how, together, we can enrich your child's school experiences with us. Your strong support and collaboration are key elements for your child's success,

We wish you and your family a wonderful 2024 filled with much joy and purpose.

Other School Matters

1. Staff Movements

FTPPS staff and students would like to express our appreciation to the following officers for their dedication and contributions to the school. They will be either retiring from service on 31 December 2023, leaving the school for their new posting or will be on leave with effect from 2 January 2024.

1. Mr Chua Choon Guan (Principal)	Retired on 31 Dec 2023
2. Mr Choy Yew Meng (Operations Manager)	Retired on 31 Dec 2023
5. Miss Aloysia Tan Wai Mun (SH/EL)	Posting to MOE HQ wef 2 Jan 2024
6. Mr Tan Jia Jun Jake (PE Teacher)	Posting to MOE HQ wef 2 Jan 2024
7. Mdm Stephanie Cheong (CL Teacher)	Posting to Teck Ghee Pri wef 2 Jan 2024
8. Mdm Leo May Lin (SH/Student Well-Being)	On leave wef 2 Jan 2024
9. Mdm Visalini D/O Singaram (TL Teacher)	On leave wef 2 Jan 2024

We warmly welcome the following officers who have just joined our school and wish them a fruitful time with us:

1. Mdm Siti Nur Radhiatun	Teacher
2. Ms Beatriz Fernandez	NIE Trainee
3. Ms Niow Jia Ying	NIE Trainee
4. Mr Ignatus Mario Doli Sentosa	NIE Trainee
5. Mr Muhammad Alif Gadaffi B Abdul Hamid	Untrained School Counsellor

2. Character and Citizenship 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 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 and they are emphasized through our Let's Clean Up! -Sparkling Classroom and Sparkling Canteen programmes. Refer to [Annex A-1](#) for more details on the school core values and The Leader In Me – 7 Habits. You can also visit the [school website](#) to find out more about the programmes.

3. 2024 Start It Right Programme – Tuesday, 2 January 2024 to Friday, 5 January 2024

To support our students in their transition to the next level of studies, we have set aside 3 Jan to 6 Jan 2023 for our Start It Right (SIR) Programme. The SIR programme aims to build positive student-student and teacher-student relationships and nurture a sense of belonging to class and school community. This is done through setting expectations, explicit teaching of social-emotional knowledge and skills and providing ample opportunities for interaction to help students to develop social awareness and manage relationships for their personal and social well-being. We strive to provide support for a smooth transition for each student to the start of a new school year.

For information and resources on supporting your child during transitions, visit <https://www.schoolbag.edu.sg/story/supporting-your-child-during-transitions>

4. Temperature Taking Exercise – Wednesday, 10 January 2024

Conducted twice per year, the temperature taking exercise aims to maintain schools' preparedness to re-activate the temperature-taking regime should there be a need to. It also serves to educate students to take personal responsibility for their own health and practise social responsibility.

The first temperature-taking exercise will be conducted on **Wednesday, 10 January 2024.**

As part of the school's preparation for the exercise, we will be conducting a pre-exercise check on the Oral Digital Thermometers (ODTs) on Monday, 8 January 2024 and Tuesday, 9 January 2024. We would like to seek your assistance in ensuring that your child/ward brings his/her personal ODT on the days mentioned and that it is in working condition.

P1 students will be issued with an ODT at no cost on the day of the pre-exercise check.

5. Recess and Snack Break

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

Level	Recess	Snack Break
P1 & P5	9.30 – 10.00 am	12 noon
P2 & P3	10.00 – 10.30 am	8.30 am
P4 & P6	10.30 – 11.00 am	9.00 am

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

6. Code for Fun 2024 – Monday, 8 January 2024 to Friday, 26 January 2024

P5 students will go through the Code for Fun programme in January. The programme aims to expose students to coding and computational thinking. The programme for each class will be over a period of 4 days (Monday, Tuesday, Wednesday 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.

Date	Class	Time
8, 9, 10 and 12 January	P5 Integrity	2.15pm – 5pm
15, 16, 17 and 19 January	P5 Responsibility	
22, 23, 24 and 26 January	P5 Love	

7. Parents Briefing – Thursday, 11 January 2024 and Friday, 12 January 2024

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.

P1, P2, P3 Parents' Briefing - Thursday, 11 January 2024, 4pm to 6pm
P4, P5, P6 Parents' Briefing - Friday, 12 January 2024, 4pm to 6pm

We strongly encourage you to attend this session that will be conducted in school. More information will be provided via Parents Gateway (PG). Do indicate your attendance by Friday, 5 Jan 2024.

8. Chinese New Year Celebration – Friday, 9 February 2024

We would like to take this opportunity to wish all Chinese staff, students and their families a Happy Chinese New Year. The Chinese New Year Celebration will be held in school on Friday, 9 February 2024. The school will function from 7.30am to 10.30am on that day.

Our school bus vendor and Student Care Centre have been informed about the early dismissal. Students going home by school bus will be sent home by the school bus operator as per normal. The Student Care Centre at our school will operate till 1pm on that day.

Chinese New Year public holiday will be on Monday, 12 February 2024 and Tuesday, 13 February 2024. School will resume on Wednesday, 14 February 2024.

9. Stretch-Support-Supplementary (S3) Programme

The Stretch-Support-Supplementary (S3) Programme will commence from the dates in the schedule below. A letter with further details will be sent to parents closer to the starting date.

Levels	Days	Starting From
P5 & P6	Monday and Wednesday afternoons	Term 1 Week 3 (15 January) <i>*Some P5 classes will attend the Code For Fun Programme instead of Supplementary for a selected week. Updates will be made known nearer to the date.</i>
P1 & P2	Monday afternoons	P2 starts from Term 1 Week 5 (29 Jan) P1 starts from Term 1 Week 8 (19 Feb)
P3 & P4	Wednesday afternoons	Term 1 Week 3 (17 January)

10. Programme for Active Learning (PAL) for P1 & P2 Students - Fridays, 7.30 am to 9.30 am

In place of CCA, P1 & P2 students will participate in the Programme for Active Learning (PAL), which aims to provide students with broad exposure and experiences through fun and varied activities. To achieve the learning outcomes of PAL, modules such as Visual and Performing Arts, Sports & Games, and Outdoor Education will be conducted for the P1 & P2 students throughout the year.

11. School-Based Health Services

The Health Promotion Board (HPB) will conduct health screenings, immunisations, and dental checks for your child. These services ensure protection of your child's health and allow for early detection of health issues.

[For P1 & P5] Immunisations for Diphtheria and Measles are compulsory by Law for P1 & P5 children in Singapore. Your consent is needed for your child/ward to receive these important vaccinations. To submit your consent, please go to <https://go.gov.sg/hpb-ccp> to update your child's medical condition(s) and indicate "Yes" or "No" for vaccination. Please refer to the attached Annex P1/ Annex P5 for more details.

If you do not wish for your child to undergo HPB's health screening in school, please write to Contact_YPS@hpb.gov.sg.

12. 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

13. 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) to the Form Teacher when he/she reports back to school. We seek parents' understanding that the whole duration of medical leave endorsed by the doctor must be complied in the interest and well-being of the child concern, and all other students and staff in the school.

We would also like parents/guardians to contact the school office at 6256 7822 by 8:00 am if your child/ward is unwell. 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 four days of student absences per term 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 four 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.

14. Communication channels

We value our partnership with parents/guardians in educating our students. 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 receptionist at 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>	✓	✓

15. School Dismissal

Please note the following dismissal arrangements:

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	Front Gate
By School Bus	Bus Bay
By Public Transport	Canteen Gate
Walk to School	Front Gate → P4 to P6 Canteen Gate → P1 to P3 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

- P1 to P3 students will be dismissed before P4 to P6 students

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.

16. Safety and Security

Our school maintains a range of active security measures, including mandatory check-in procedures at the school's main entrance, 24-hour video surveillance, alarms, and school security personnel.

To ensure the safety and security of all our students and staff, all visitors/parents to the school are required to register their names with the security guard at the guard post and comply with the Safe Management Measures in place. Visitors and parents will be issued a Visitor Pass which must be displayed at all times within the school premises. The Visitor Pass must be returned to the guard post when the visitor signs out. Visitors are to proceed directly to the General Office for assistance or to permitted areas (bookshop / student care centre) as specified at the guard post. Parents and visitors are not permitted to enter the school via Canteen Gate and Back Gate at all times. No

visitors are allowed to proceed to the classrooms. We seek your understanding and cooperation to keep our school environment safe and secure.

Please note that the area just outside the main entrance of the school is a non-stopping / non-waiting area. In view of the safety of our students and in compliance with LTA traffic rulings, vehicles are prohibited to make U-turns in front of the school gate.

We educate our students to observe road safety regulations at all times and we seek your support and co-operation in using the pedestrian crossing with your child/ward when you send him/ her to school.

Students will be excused from strenuous physical activities when they are unwell or have pre-existing medical conditions. We seek your help in reminding your child/ward to inform his/her Form Teachers, PE, and CCA teachers promptly, so that he/she will be exempted from strenuous physical activities.

All students who wish to cycle to school are required to register with the school's Operations Managers. They must observe road safety and are strongly encouraged to wear cycling helmets, even if they are only using park connectors and pedestrian pavements to reach the school. As part of our care for students, we strictly do not allow bicycles without brakes or any form of personal mobility devices (PMDs) into the school compound.

Photography and Videography at School Events / Publication of Students' Work. We wish to inform you that photographs and videos taken at all school events, as well as students' work, may be published on the school's official media platforms (e.g. school website) and used for briefings, workshops, displays and other educational purposes. **Please notify your child's/ward's Form Teacher in writing by 31 January 2024 if you do not wish to grant such permission**

17. 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 A-2](#)) from NTUC Income for more information.

18. Student Development Team

To promote and place greater emphasis on a holistic education, a Student Development Team comprising the Year Heads, Head of Department from the Character and Citizenship Education (CCE) and Discipline Departments, has been formed. The Year Heads will lead the level teachers in aligning the school programmes towards the total development of the students. You may contact the respective personnel for any clarifications when needed.

Designation	Name	Email address
Primary 1 & 2 Year Head	Miss Lee Jo-Anne	Lee_jo-anne@moe.edu.sg
Primary 3 & 4 Year Head	Mdm Siti Maskinah Bte Muzakir	Siti_maskinah_muzakir@moe.edu.sg
Primary 5 & 6 Year Head	Mr Abraham Abe	Abraham_abe@moe.edu.sg
HOD / Character & Citizenship Education	Miss Mindy Ng	Ng_ying_mindy@moe.edu.sg
HOD / Discipline & CCAs	Mr Joel Prathiev Vinson	Joel_prathiev_vinson@moe.edu.sg

19. School Activities (1 January to 15 February 2024)

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

Date	Activities	Levels / Class involved	Attachments / Reply Slips
1 January 2024 (Mon)	Public Holiday – New Year's Day	All	
2 January 2024 (Tue)	First Day Reporting for P1 & K1 Students	P1 & K1	
3 January 2024 (Wed)	First Day Reporting for P2 to P6 students	P2 to P6	
2 January (Tue) to 5 January 2024 (Fri)	Start It Right (SIR) Programme	All	
8 January (Mon) to 26 January 2024 (Fri)	Code for Fun (2.30pm – 5pm)	P5	
10 January 2024 (Wed)	Temperature Taking Exercise	All	
11 January 2024 (Thu)	Parents' Briefing	P1, P2 & P3	

Date	Activities	Levels / Class involved	Attachments / Reply Slips
12 January 2024 (Fri)	Parents' Briefing	P4, P5 & P6	
12 January 2024 (Fri)	Level / House / CCA Briefings	All	
3 February 2024 (Sat)	MK@First Toa Payoh Open House	Interested Kindergarten Parents	
9 February 2024 (Fri)	Chinese New Year Celebration	All	
10 February (Sat) & 11 February 2024 (Sun)	Public Holiday – Chinese New Year	All	
12 February 2024 (Mon)	Public Holiday In-Lieu – Chinese New Year	All	
13 February 2024 (Tue)	School Holiday In-Lieu – Chinese New Year	All	

20. We have the Same Goals for the Children

We feel it is opportune to share our insights with you at the start of a new year. Understandably as parents, we expect our children to do well in school and achieve a reasonable level of academic performance. It is important to recognise your children's strengths and areas for growth. Instil in them the resilience to learn from their experience and confidence to continue forging on. We are confident of your continual collaboration with us and seek your strongest support as we strive towards the best holistic outcomes for your children.

Thank you for your trust in us. We look forward to a blessed year ahead as partners in your child's/ward's education.

Yours in partnership,



Mrs Jennifer Choy (Principal)

Mr Remund Koh (VP)

Ms Tay Yam Eng (VPA)