



# ***WEST VIEW PRIMARY SCHOOL***

*A vibrant school where we strive to do our best*

## *Partners-in-Action (PiA) Handbook*



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# **WORDS FROM OUR PRINCIPAL**

A warm welcome to Partners-in-Action (PiA) in West View Primary School! Thank you for coming forward to take a more active role in your child's education. PiA plays a key role in inspiring and guiding fellow parents who wish to contribute to the school's efforts, coordinating their time and effort effectively to give our pupils the best educational experience.

We believe that it takes a village to raise a child. When parents are active members of the school community, our pupils tend to develop better self-esteem, and exhibit higher aspirations and motivation towards school.

Our pupils value your contributions and commitment to PiA. I look forward to a sustained partnership as we collectively strive to nurture passionate learners and confident leaders. Best wishes in your PiA journey!



**MR EUGENE LEE  
PRINCIPAL**

# ***SCHOOL VISION, MISSION & VALUES***

## **Vision**

### **Passionate Learners, Confident Leaders**

It envisions every West Viewan, a talented pupil, is passionate and enjoys learning, confident and motivated to make a difference; thereby going on to fulfil his/her potential. When pupils have joy and passion for what they learn, they will have the necessary confidence and motivation to work towards their desired goals. As such, the school seeks to provide platforms and create varied opportunities to ignite the passion and joy of learning in pupils and ultimately moulding them into caring and confident individuals to take actions to live their passion every day and for the future.

## **Mission**

### **A vibrant school where we strive to do our best**

– the mission of West View Primary School is to be an institution of vibrant learning, a place where pupils are endowed with varied opportunities to discover their interests and hone their innate abilities, broaden their horizons and excel to their personal best. The school will provide our pupils with a balanced and well-rounded education, developing them to their potential, and nurturing them into good citizens who are conscious of their responsibilities to their families, the society and country and wanting to take a lead to make a difference. As responsible pupils, they will take charge of their own learning and carry out their responsibilities as a caring citizen without being told.

## Values

- **Integrity to Uphold** – it is a call to our pupils to be honest and uphold strong moral uprightness. They make a personal choice to uphold themselves to consistent moral and ethical standards, doing the right thing even when no one is watching. Their strong moral compass will guide them in making sound decisions in life.
- **CARE** - it expects our pupils to respect and value the people around them. They treat everyone with care and politeness and respect the dignity of every individual. They are selfless and always prepared to show concern and help others who are in need, regardless of language, race and religion. This value will undergird their care towards humanity.
- **Commitment to Learning** – it requires our pupils to understand the importance of learning and gaining knowledge for personal growth, having a strong enthusiasm and commitment to learning. They take pride in their work at all times.
- **Aspiration to achieve** – it inspires our pupils to have a clear vision of what they want to achieve and strive hard to reach their goals. They will uncover the desire and the courage to prioritise and pursue their goals.
- **Responsibility, our growth** – it reminds our pupils to embrace personal responsibility to become good in their endeavor. They acknowledge and accept the choices they have made, the actions they have taken, and the results they are led to.
- **Excellence, our pursuit** – it compels our pupils to always give their best and never settle for mediocrity. They are prepared to face challenges with confidence and bounce back with resilience as they strive for excellence.

# GUIDING PRINCIPLES

## TRUST

Trust is the foundation in building a successful and effective partnership between schools and parents. This can be cultivated by having a shared understanding of various roles and the obligations that come with these roles. Interactions are characterised by respect, integrity and personal regard for others.

## REACH OUT

Educators should be proactive and initiate contact with the parent community. This act of reaching out builds trust and goodwill for the partnership.



## TEAM UP

Both parents and educators have roles to play in the learning and development of a child. In working together, the child should be at the heart of all that we do.

## SUSTAIN

Building successful and effective partnerships takes time and effort. Educators should put in place sound processes to maintain lasting and positive partnerships with the parent community.

## UNDERSTAND

All parents want to do what they feel is best for their children. Take time to acknowledge the parents' perspectives, their strengths, and their challenges. Exercise judgement and sensitivity, and be open to adapt to each parent and situation differently.

# ***GUIDELINES***

1. Membership of PIA is opened to parents of:
  - a. current students of WVPS
  - b. former students of WVPS
2. Members are to serve a minimum of two (2) years.
3. Be involved in regular meetings:
  - a. EXCO meetings - at least once a month
  - b. PiA Mass meetings - at least once a term
4. Agenda of the meetings shall be notified to all members at least 1 week prior to the meeting.
5. Members entering school premises are required to sign in and out at the Guard House.
6. Members to wear red PiA T-shirt or plain red t-shirt for school events.
7. Members are to dress appropriately for physical meetings in school.

# ***PARTNERSHIP & OUTREACH COMMITTEE TEACHERS***



**MDM RAJVINDER KAUR**



**MRS ZHAO YIJIN**



**MS SOO BEE LI**



**MDM SARIFAH**



**MDM CHAN WAI LING**



**MDM LIM SEOW YIN**



**MS DEVIGA**



**MDM CHENG SIEW KIM**



# EXCO 2023/2024



<b>Chairperson</b>	Mdm Nurul Izwa Bt Khairul Jamil	
<b>Co-Chairperson</b>	Mdm Syiffa Bt Amron	
<b>Secretary</b>	Mdm Ruchelou Terrazola	
<b>Level/School Needs Coordinator</b>	Mdm Normarhaini Bte Noordin	Mdm Nura'syikin Bte Omar
<b>School Events/Activities Coordinator</b>	Mdm Siti Hairunisa Bte Roslan	
<b>Parents Engagement Coordinator</b>	Mdm Nur Diyana Binte Abbas	Mdm Ruhani bte. Rahamat
<b>CCA Coordinator</b>	Mdm Narayanasamy Anitha	Mdm Pandey Savitha
<b>Dad's For Life Ambassador</b>	Mr Suraj Kamath	

# **ROLES & RESPONSIBILITIES**

## **CHAIR/CO-CHAIRPERSON**

- Provide leadership to PiA
- Promote effective relationship and open communication
- Lead PiA EXCO in day-to-day operations
- Organise/ oversees management of PiA
- Manage deployment of PiA members
- Liaison person between PiA and school personnel

## **SECRETARY**

- Send EXCO meeting agenda to EXCO members and PiA members
- Arrange and record PiA EXCO meetings and PiA meetings
- Work with chair and co-chairpersons on the deployment of PiA members

## **COORDINATORS**

### **(LEVEL NEEDS)**

- Work with Partnership & Outreach Committee to determine school and level needs and the support required
- Coordinate resources and manpower for support

### **(SCHOOL EVENTS/ACTIVITIES)**

- Take reference to the PiA support document on the support needed for school events/activities
- Identify the main point of contact and communicate events requirements to PiA members

## **(PARENT ENGAGEMENT)**

- Seize opportunities to network with PiA and non-PiA members
- Plan termly PiA mass meetings and bonding sessions together with Partnership & Outreach Committee members

## **(CCA)**

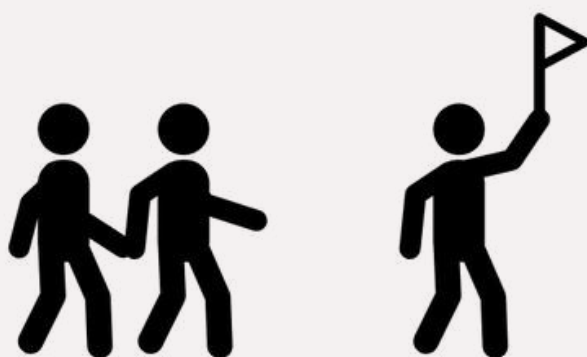
- Support teachers and pupils during CCA sessions to enhance the development of students' skills and aptitude

## **DADS FOR LIFE AMBASSADOR**

- Inspire and influence fathers in playing an active role in their child's learning and development
- Plan for Father-Child bonding sessions/activities

# ***OUR KEY FOCUS***

**LEAD**



**EMPOWER**



**INFLUENCE**





# ***DATES OF MEETINGS***

<b>Meeting/Activity</b>	<b>Date/Time</b>
PiA EXCO Meeting #1	5 January (Friday) 11 a.m. - 1.00 p.m.
PiA Mass Meeting CNY Celebrations School Strategic Review	23 February (Friday) 11 a.m. - 1.00 p.m.
PiA EXCO Meeting #2	2 February (Friday) 11 a.m. - 1.00 p.m.
PiA EXCO Meeting #3	1 March (Friday) 11 a.m. - 1.00 p.m.
PiA EXCO Meeting #4	5 April (Friday) 11 a.m. - 1.00 p.m.
PiA Mass Meeting Agenda tbc	26 April (Friday) 11 a.m. - 1 p.m.
PiA EXCO Meeting #5	3 May (Friday) 11 a.m - 1.00 p.m

Meetings will be held at the PiA room unless specified. Dates are subjected to change and will be confirmed in the PiA chatgroups.



# PROGRAMMES/EVENTS

<b>Meeting/Activity</b>	<b>Date/Time</b>
<b>Chinese New Year Celebrations</b>	9 Feb 7.30am - 10.30am
<b>Term 1 PiA Activity</b>	TBC
<b>International Friendship Day</b>	1 April
<b>Term 2 PiA Activity</b>	TBC
<b>Hari Raya Celebrations</b>	26 April
<b>Term 3 PiA Activity</b>	TBC
<b>Teachers' Day Celebration</b>	29 August
<b>Career Fair ( ECG ) for P6</b>	Oct/Nov
<b>Term 4 PiA Activity</b>	TBC

# GET IN TOUCH WITH US

[HTTPS://GO.GOV.SG/WVPSPARTNERS](https://go.gov.sg/wvpSPARTNERS)



[HTTPS://GO.GOV.SG/WVPSFB](https://go.gov.sg/wvpsfb)



[HTTPS://GO.GOV.SG/WESTVIEWINSTAGRAM](https://go.gov.sg/westviewinstagram)



PIA PROFILING FORM 2024

[HTTPS://GO.GOV.SG/PIAPROFILINGFORM2024](https://go.gov.sg/piaprofilingform2024)

