Attendance Taking: https://go.gov.sg/attendance-for-p1-admin-day









P1 Administration Day

21 November 2025 (Friday) 11.30am to 12.30pm



2026 P1 Administration Day

Links to all documents/forms





School Leaders and Administration & Operations Staff



Mdm Siti Suhaila Bte Sapihe (Vice Principal)



Mr Lee Fook Loong Eugene (Principal)



Ms Ong Poh Choo Doris
(Vice Principal(Administration)



Ms Soo Bee Li (Year Head (LP)



Ms Khoo Poh Ling (Administration Manager)



Mdm Tng Yew Li (Operations Manager)



Mdm Yeo Choon Keow (Operations Manager)



Mdm Nur Amalina Bte Sukimin (ICT Manager)



Mr Lok Kin Fook (ICT Manager)



Mdm Faten Hanani Bte Harun (Administrative Executive)



Ms Nurasyirin Bte Mohamad (Administrative Executive)



Mdm Koh Sok Joo (Corporate Support Officer)



Mdm Lai Siew Lan Christina (Corporate Support Officer)

Agenda

- Introduction to School Leaders and School Administration & Operations Staff
- Principal's Address
- Administration and Operations Matters
 - School Operations
 - Purchase of Textbooks and Uniform
 - Application for Bus Transport, Digital Device, Student Care Centre
- Financial Matters
 - Application for eGIRO & Edusave Standing Order
 - Application for MOE-FAS or School-based FAS
- Safety Related Matters
 - Student Detail Form & Health Declaration
 - Health Related Matters
 - School Road Safety Matters
- Central Kitchen Meal Model official (closed) \ NON-SENSITIVE

PRINCIPAL'S ADDRESS

Mr Lee Fook Loong Eugene



School Operations Matters

Ms Soo Bee Li, Year Head (Lower Primary)

Primary 1 School Hours

Date	Activity	Timing
2 January (Friday)	P1 Orientation Day	8.30 am to 12.30 pm
Week 1 5 to 9 January	P1 Start-it-Right	7.30 am to 12.30 pm
12 January onwards	Normal School Hours	7.30 am to 1.30 pm

Primary 1 Typical Timetable

Timing	Activity
7.20 am to 7.30 am	Flag-raising and Tone-setting
7.30 am to 9.00 am	Lessons
9.00 am to 9.30 am	Recess
9.30 am to 11.55 am	Lessons
11.55 am to 12.05 pm	Snack break
12.05 pm to 1.25 pm	Lessons
1.30 pm	Dismissal



Subjects Offered in Primary 1

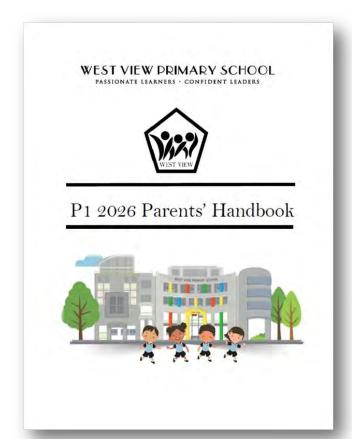
- English Language (EL)
- Mathematics (MA)
- Mother Tongue Languages (Chinese, Malay, Tamil, Hindi)
- Form Teacher Guidance Period (FTGP)
- Character and Citizenship Education (CCE)

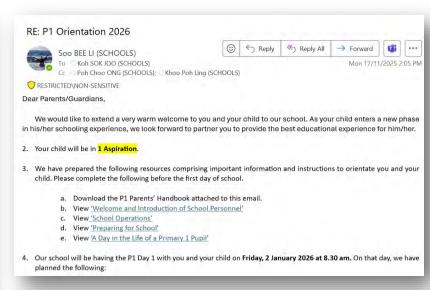
- Programme for Active Learning (PAL)
- Curriculum-based Learning Programme (CLP)
- Social Studies (SS)
- Physical Education (PE)
- Art and Craft (AC)
- Music (MU)

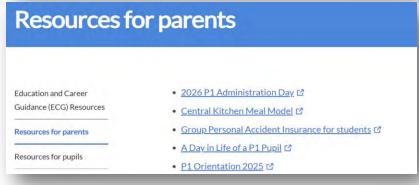


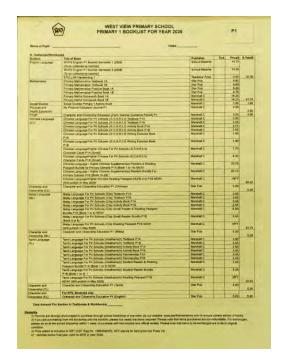


P1 Parents Resources









P1 Investiture



26 January 2026

(Monday)

12.30 to

1.30 pm



Official (Closed)/Sensitive (Normal)

School Administration Matters

Ms Khoo Poh Ling, Administration Manager



Collecting Pupil Data via Student Details Form (SDF) Portal

- ➤ Please submit the information via online Student Details Form (SDF) portal from 1 Dec 2025, 10.00am.
- ➤ Select under the Services page on Parents Gateway (PG) mobile app or the QR code below.
- ➤ We seek your help to complete the submission by 31 Dec 2025.





P1 Textbooks and Uniform

- Online Order and Home delivery
 - Purchase online at <u>www.pacificbookstores.com</u>.
 - Delivery charge of \$14.90 applies.

- > Self-Collection (Online Order) and Walk-In Purchases
 - Opening Hours: 9am to 3pm
 - Avoid lunch time: 12pm to 1pm
- Payment Mode
 - Online: VISA, MASTERCARD, Debit Cards, & PayNow
 - Walk-in: Cash, Paynow, & NTUC CARE FUND (E-VOUCHER)





Walk-In Purchases: Opening Schedule



27/11/2025	Thursday	Self-Collection for Online, Walk-In Purchase for P1 Only	
09/12/2025	Tuesday	Self-Collection for Online, Walk-In Purchase for All Levels	81
10/12/2025	Wednesday	Self-Collection for Online, Walk-In Purchase for All Levels	
11/12/2025	Thursday	Self-Collection for Online, Walk-In Purchase for All Levels	
15/12/2025	Monday	FAS Collection, Walk-In Purchase for FAS Only	Oam to 2nm
16/12/2025	Tuesday	FAS Collection, Walk-In Purchase for FAS Only	9am to 3pm
17/12/2025	Wednesday	FAS Collection, Walk-In Purchase for FAS Only	
23/12/2025	Tuesday	Self-Collection for Online, Walk-In Purchase for All Levels	()
26/12/2025	Friday	Self-Collection for Online, Walk-In Purchase for All Levels	
29/12/2025	Monday	Self-Collection for Online, Walk-In Purchase for All Levels	

Avoid lunch time: 12pm to 1pm

School Uniform







Cost of Name Tags: 6 for \$6.60

Cost of uniform:

- Polo Shirt: \$8.00 to \$9.00
- Shorts: \$7.00 to \$8.00
- Culottes: \$9.00 to \$10.00
- Black Shoes: \$19.90

Cost of Shoes and Socks:

- Black Shoes (Lace): \$19.90
- Black Shoes (Velcro): \$17.90
- Socks: \$2.20

Application for Bus Transport

➢ Bus Transport Vendor: JK59



School Bus

The bus fares listed below are for daily school bus services by distance and the maximum fares for each distance cap. Actual bus fares based on other commercial considerations such as the distance, route, number of students on buses and the size of school bus etc.

Operator: JK59 Transport Pte Ltd

Telephone: 64655959

Distance	Up to 15 Seaters		>15 - 30 seaters		>30 seaters	
	1 way	2 way	1 way	2 way	1 way	2 way
Up to 2km	\$115.00	\$120.00	\$115.00	\$120.00	\$115.00	\$120.00
>2Km - 4Km	\$220.00	\$225.00	\$220.00	\$225.00	\$220.00	\$225.00

Application for Digital Device

- Pupils will have regular online assignments on Student Learning Space (SLS) and other approved platforms.
- Please provide a digital device for home learning, such as:
 - ✓ A tablet with keyboard / laptop/ computer, and
 - ✓ Stable Internet connection.



Support for Families

- Lower-income households can apply for the DigitalAccess@Home Scheme to purchase a device at subsidised rates.
 - 👉 Scan the QR code to find out more.



School Administration Matters

Mdm Faten Hanani Bte Harun, Administrative Executive





Inspiring Minds · Touching Hearts

Our Programme Highlights:

- · Affordable After-school Care
- Homework Supervision
- · Meals Provided

Operating Hours:

School Term: 1.30pm - 7pm

and Centre closure days

School Holidays: 7.30am - 7pm

Closed on Sat, Sun, Public Holidays,

- Holistic Learning Programme
- Values & Character Development
- Enrichment and Life Skills
- Health, Sports & Aesthetics
- Holiday Enrichment Programmes

JOIN US AT BIG HEART!



Learn virtues and values through games



Develop an interest & love for reading



CITIZEN **HEALTH &** FITNESS

IMAGINEART



Keep up to date on today's current affairs





For enrolment enquiries, please feel free to contact us:

9855 2910 (between 11.00am and 6.45pm on weekdays)

Explore the

westview@shgstudentcare.com.sg

(Student Care Fee Assistance (SCFA) is available, please approach our staff for more information.)



Express your creativity in various ways



Strong support and partnership with MOE, school, parents. Self Help Groups and the community

Big Heart Student Care is managed by Self Help Groups Student Care Limited, a joint venture by:









Application for Student Care Centre



Parent Expresses Interest



Scan the QR Code to fill in the E-Interest Form

SCC Receives E-Interest Form

Centre reviews and forwards to school for approval

School Approval

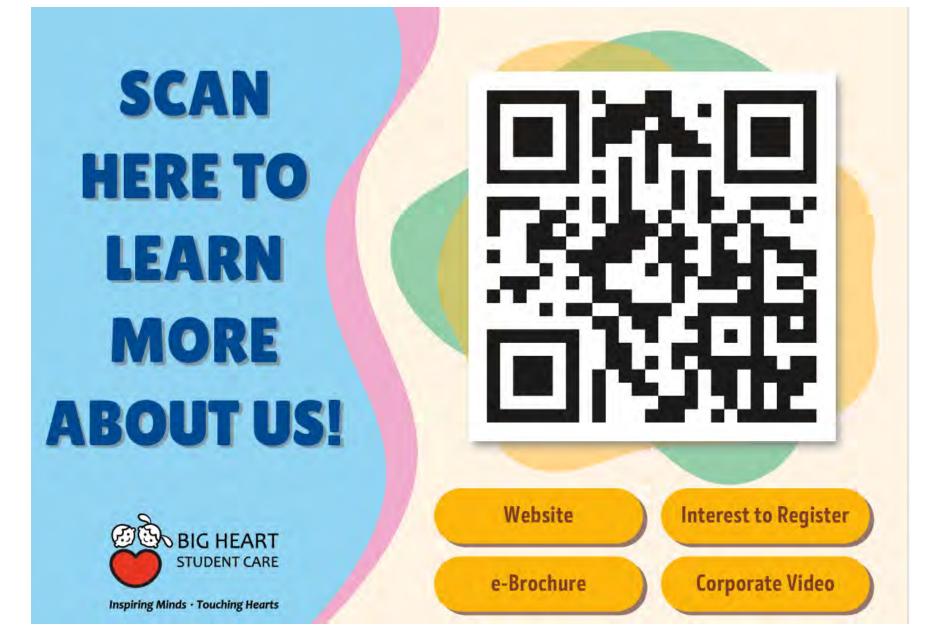
Application is reviewed and approved by the school

Document Submission & Payment

Parent to bring all required documents.

Make the necessary payment during
the appointment

Application for Student Care Centre



School Finance Matters

Mdm Faten Hanani Bte Harun, Administrative Executive



Application for eGIRO



- > Cashless convenience for parents (Enrichment Programmes or Reimbursement)
- > We strongly encourage all parents to set up eGiro for easy and hassle-free payments

Singaporean, PR, and International Student can apply via QR

Code below

Apply for eGIRO | MOE

Refer to User Guide: moeegirouserguide.pdf

Acceptable bank accounts

Account holders from the following banks can sign up for the GIRO scheme with MOE through this page:

























Submission of Edusave Standing Order

- ➤ Parents whose child is a Singapore Citizen are strongly encouraged to opt in for Edusave Standing Order
 - All school fees and enrichment programs will be automatically deducted from the child's Edusave account
 - This ensures convenient and timely payments with no manual processing required

> Apply via:

Standing Order for Use of Edusave Account At Govt / Govt-Aided
 School (wef June 2025) | FormSG

MOE-FAS and School-based FAS

➤ A briefing on MOE-FAS and School-Based FAS will be held on 3 December 2025 (Wednesday), at 1.30pm.

➤ Please <u>register your interest to attend</u> the briefing at the Administration Booth after the session.

Parents are encouraged to <u>submit an online application</u> using this link: https://go.gov.sg/moe-efasggas

Student Health Matters

Ms Ong Poh Choo Doris, Vice Principal (Administration)



School Health Services

- Annual Health Check (P1 to P6)
 - All P1 to P6 students will undergo the annual health check conducted by Health Promotion Board
 - For 2026, it is tentatively scheduled from 23 February to 3 March.
- > Reminder to parents:
 - The school will collect your child's Health Booklet prior to the annual health check
 - Notification for collection will be sent via Parent Gateway

> Refer to this link for more information:

Health Screening for Primary School

School Dental Services

- West View Primary School Dental Clinic
 - Services Provided:
 - Regular dental checks for students
 - Basic dental treatments and oral health education
- > Dental clinic will be open in the school from Jan to Jun annually
- Buddy Dental Clinics
 - Greenridge Primary School
 - Bukit Panjang Primary School
- > Contact numbers for the dental clinics:

https://www.westviewpri.moe.edu.sg/wvps/services/

School Dental Services

(A) For any dental enquiries, please contact the following:

First point of contact:	8798 5043	
	WhatsApp messages are preferred, as our staff may be occupied with providing treatment for patients. If it is urgent, please call.	
General enquiry, please email:	Cheong_Wai_Leong@hpb.gov.sg	

(B) Information on urgent dental needs and buddy dental clinics as a supporting role:

Urgent dental conditions:	Fever dueFacial sweInjury to m		
Buddy Dental Clinic (supporting role)	Contact Number		
Greenridge Primary School	9839 6594	WhatsApp messages are	
Bukit Panjang Primary School	9114 2186	preferred, as our staff may be	
Mobile Dental Clinic 25 (located in a Secondary School)	9186 4597	occupied with providing treatment for patients. If it is urgent, please call.	

School Road Safety Matters

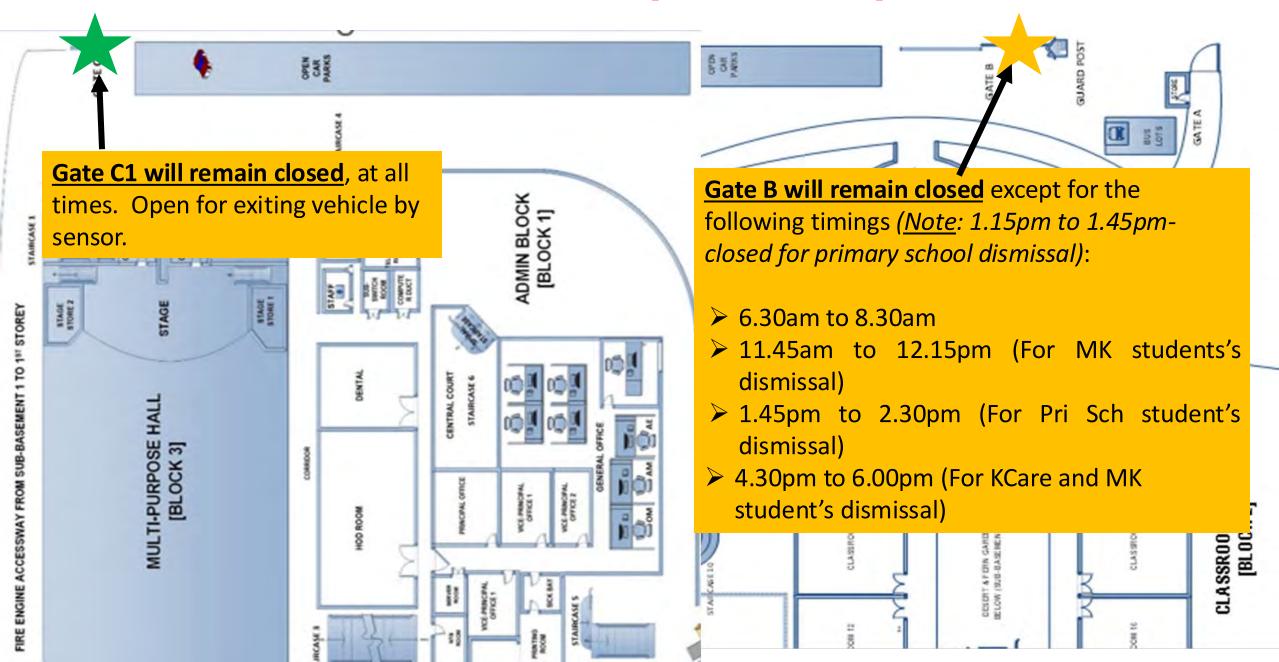
Ms Ong Poh Choo Doris, Vice Principal (Administration)



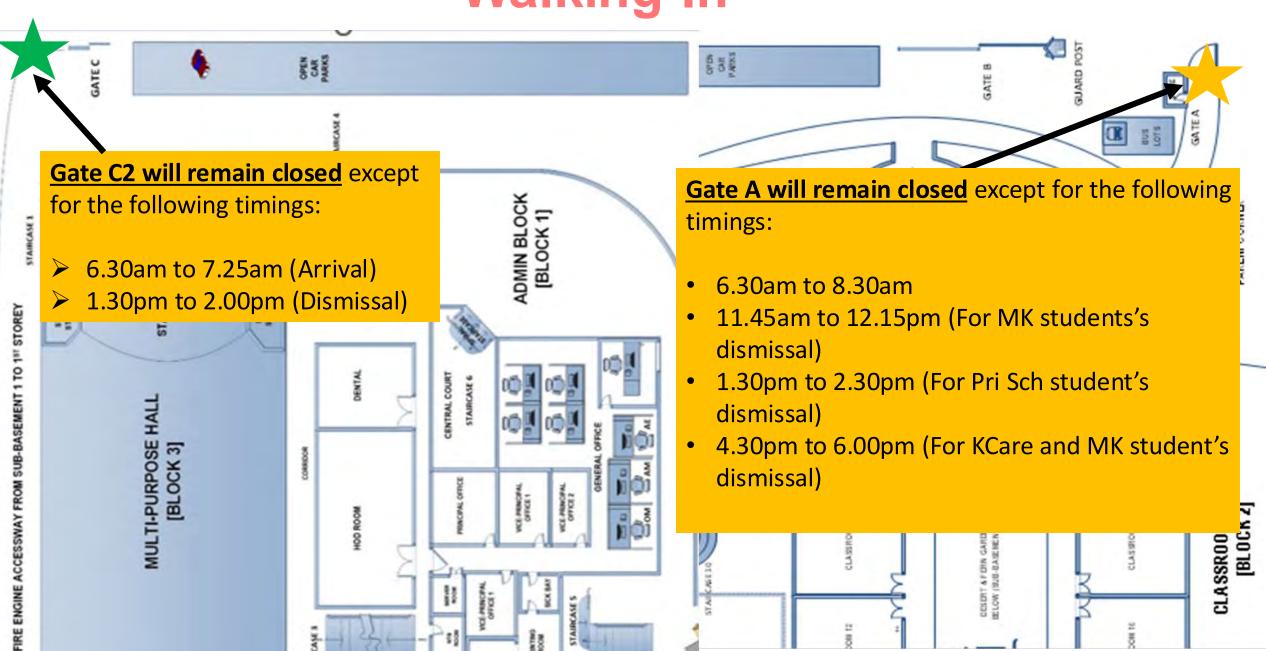
Vehicle Pick-Up and Drop-off



Vehicle Pick-Up and Drop-off



Walking-In



For Noting

- Vehicular Drop-off and Pick-up
 - Ensure your child is ready to exit the vehicle quickly, with their bags in hand
 - Parents/Caregivers must remain inside the vehicle at all times
 - Teachers will be on-site to assist younger children with alighting
 - Please move off promptly after your child has exited to avoid traffic congestion

> Pedestrian Movement In and Out of the School

- Use Gate A or Gate C2 according to the designated entry/exit timings
- Parents/Caregivers are not allowed beyond the Security Guard Post, unless during dismissal to pick up at the foyer
- Encourage your child to enter the school premises independently





Why This Change?

Students often face long waiting times in queues before receiving their food.



Why This Change?

There are limited food choices.



Fewer people are willing to run canteen stalls, leaving many stalls vacant for extended periods.

Why This Change?

Rising ingredient costs versus the need to keep prices affordable.



THE STRAITS TIMES

UPDATED APR 29 2024, 12:01 PM -

Pre-packed meals, dispensers: Canteen vendor shortage drives S'pore schools to serve up alternatives





Amid shortage of canteen stallholders, sch turn to catering and vending machines

Higher costs, school closures during holidays and limited operating hours have made it tough for canteen vendors to maintain a steady income.



Students buy food from canteen stallholder Khoo Lian Geak, who sells noodles at Methodist Girls' Schoo (Photo: CNA/Rebecca Metteo)















THE STRAITS TIMES

FOR SUBSCRIBERS

There's a food crisis silently brewing in schools in Singapore

With canteen operators struggling, vending machines and food deliveries are replacing fresh meals, This raises serious concerns about the long-term health of students.

Teo Yik Ying



THE STRAITS TIMES

Forum: Time for centralised system to replace stallholders at school canteens

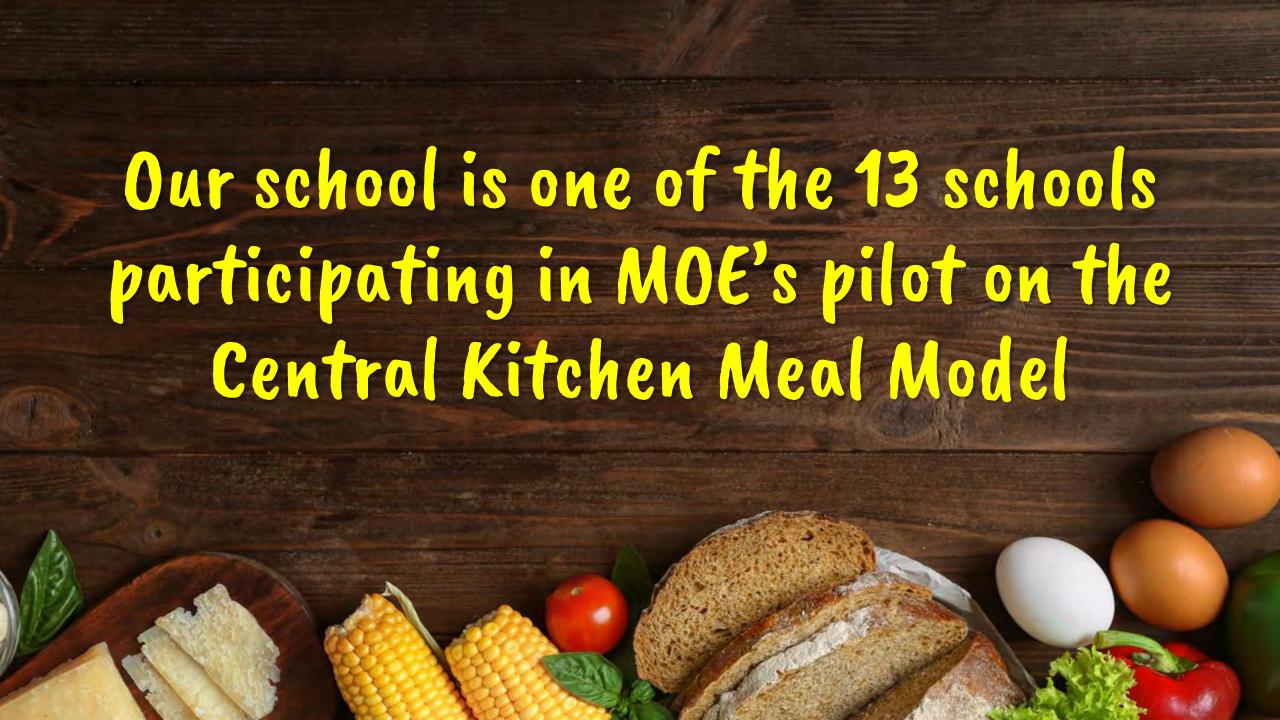
UPDATED OCT 09 2024 05:00 AM -

It would be a good change if Mr Teo Yik Ying's proposal of centralised cooking for all school canteens were implemented (There's a food crisis silently brewing in schools in Singapore. Oct

School canteens are in a fluid situation now. Some schools use vending machines for their food, some engage external caterers while the rest are still relying on individual stallholders.

The Education Ministry should help transit this discretionary method to the centralised system Mr Teo proposed.

I was the operations manager in a primary school from 2000 to 2016 and would like to suggest it is time for individual stallholders to leave the scene.







Project with
Ministry of
Education and
13 schools



Involves central kitchens



Starts in 2026

What is a central kitchen?

- **★**Commercial kitchen facility
- *Equipped to prepare and produce food in large quantities
- One central kitchen can prepare food for multiple locations



Soba-making machine at RE&S central kitchen

Wok frying of food at Chang Cheng central kitchen

Many well-known brands and restaurants in Singapore already use central kitchens

Coffeeshops

Example:







Supported by central kitchen operated by:



Restaurants

Example:







Supported by central kitchen operated by:



Meet Our New Central Kitchen Operator



- Started as one small stall in 1994
- Now they have 160 food places and 30 coffeeshops
- They make both halal and non-halal food including vegetarian
- They even run the canteen at Curtin University





SO Many Food
Choices from the
Pre-Order Menu

Super Fast Service! Every meal will taste the same delicious way, every single day!

Way more options than we have now, something for everyone! In addition, each menu comes with the nutrition information and ingredient.

Child have to simply scan the QR code on AMI Card to collect their food!

Does the Menu fulfil the Healthy Meals in School Programme?

amibox

Healthy Meals in School Programme (HMSP)

- Our menus are designed to meet the nutritional standards set by the HMSP.
- Ensuring that each meal is balanced with the right proportions of carbohydrates, proteins, healthy fats, and fiber.
- Using Healthier Choice Symbol (HCS) labelled products (low sodium salt, low saturated fat oil)
- To further manage nutritional quality, our chefs use precise

Approx 16.5cm

HMSP Guideline - Example Menu

WHOLEGRAIN

SERVING SIZE:

2 Serves or more

EXAMPLES OF 1 SERVE:



100g of Cooked Mixed Rice/Pasta (20% or more wholegrain in total)



2 slices of Wholegrain Bread



100g Cooked Wholegrain Bee Hoon

VEGETABLES

SERVING

2 Heaped Dessertspoons or more

EXAMPLES OF VEGETABLES:



Leafy Vegetables (E.g. Spinach, Cai Xin, etc)



Non-leafy Vegetables (E.g. Carrot, Broccoli, etc) Starchy vegetables are not considered as vegetable.

PROTEIN

SERVING SIZE: 2 Heaped Dessertspoons or more

EXAMPLES OF PROTEINS:







Lean Meat (e.g. Skinless Chicken or Fish)

Egg

Tofu/ Tau Kwa

*Size of bowl used is 11cm (diameter) x 4cm (height).



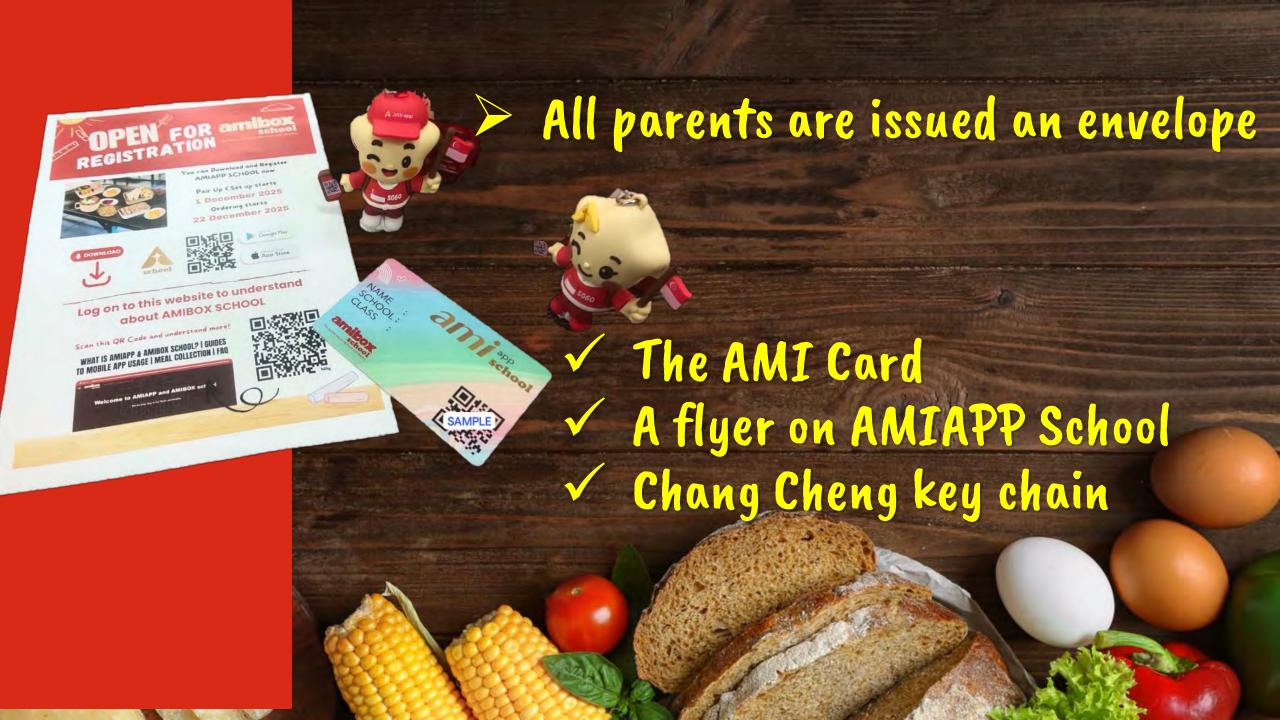
<u>Video</u>

A Glimpse...Menu options

No.	o. Week 1		Week 2		Week 3		Week 4	
			H	lalal M	ain Meal			
1	Fish Ball Bee Hoon Soup	\$1.80	Mixed Grain Nasi Goreng	\$1.80	Teriyaki Braised Chicken with	\$2.00	Teriyaki Braised Chicken with	\$2.00
					Mixed Grain Rice		Mixed Grain Rice	
2	Teriyaki Braised Chicken with	\$2.00	Teriyaki Braised Chicken with	\$2.00	Sweet and Sour Chicken with	\$2.00	Roasted Chicken with Tomato	\$2.20
	Mixed Grain Rice		Mixed Grain Rice		Mixed Grain Rice		Mixed Grain Rice	
3	Baked Satay Chicken with	\$2.40	Mee Soto	\$2.60	Chicken Bulgogi with Mixed	\$2.20	Shredded Chicken Soup with	\$2.40
	Mixed Grain Rice				Grain Rice		Yellow Noodle	
4	Chicken Shakshuka with Mixed	\$2.40	Sweet & Sour Fish with	\$2.60	Black Pepper Chicken with	\$2.60	Spaghetti Chicken Bolognese	\$2.40
	Grain Rice		Mixed_		Mixed			
		4	Grain Rice	4	Grain Rice	1		1
5	Spaghetti Chicken Bolognese	l'		\$2.70	ABC Chicken Soup with Mixed	\$2.70	Chicken Rendang Rice	\$2.70
		1	Spaghetti		Grain Rice	ļ		
6	Japanese Curry Chicken Rice	\$2.70	Baked Chicken Tikka Rice	\$2.70	Chicken Aglio Olio Spaghetti	\$2.70	Tomato Fish with Mixed Grain	\$2.70
Š.		<u> </u>					Rice	
7		1			egetarian	1		
1	Mushroom and Vegetable Fried Rice	\$2.20		\$2.00	Beans & Vegetable stew with	\$2.40	Chickpea Curry with Wholemeal	\$2.20
			with Mixed Grain Rice		Mixed Grain Rice		Bread	
2	Tomato Penne with Roasted	\$2.60		\$2.40	Stir Fried Tomato Egg with	\$2.40	Japanese Curry Beancurd with	\$2.40
	Vegetables		Wholemeal Bread		Mixed Grain Rice		Mixed Grain Rice	
3	Assorted Seasonal Mushroom	\$2.60	Vegetarian Stewed Curry	\$2.60	Vegetarian Mushroom Sauce	\$2.60	Stir-Fried Mushroom Beancurd	\$2.40
	with Mixed Grain Rice		Beancurd with Mixed Grain		Macaroni		with Mixed Grain Rice	
			Rice					
1	Halal Light Meal							
1	Stir Fried Wholegrain Mee	\$1.80	Stir Fried Mixed Grain Egg	\$1.80	Mixed Grain Chicken Porridge	\$1.80	Stir Fried Wholegrain Kway Teow	\$1.80
	Goreng		Fried Rice					
2	Baked Beans with Wholemeal	\$2.20	Mixed Grain Peanut Porridge	\$1.80	Japanese Curry with	\$2.20	Veggie Scrambled Egg with	\$2.40
	Bread				Wholemeal Bread		Wholemeal Bread	

A Glimpse...Menu options

No.	o. Week 1		Week 2		Week 3		Week 4		
	Non-Halal Main Meal								
1	Fried Mixed Grain Rice with	\$1.80	Egg Fried Rice with Minced	\$2.20	Yang Zhou Mixed Grain Fried	\$1.80	Black Pepper Chicken with Mixed	\$2.40	
	Chicken		Pork		Rice		Grain Rice		
2	Braised Mushroom Chicken	\$2.00	Silky Egg Mixed Grain Yellow	\$2.20	Taiwanese Braised Pork Bowl	\$2.40	Fried Rice with Sweet and Sour	\$2.40	
	with Mixed Grain Rice		Noodle				Pork		
3	Hainanese Chicken Mixed	\$2.40	Hainanese Chicken Mixed	\$2.40	Hainanese Chicken Mixed	\$2.40	Hainanese Chicken Mixed Grain	\$2.40	
	Grain Rice	l'	Grain Rice		Grain Rice		Rice		
4	Grilled Pork Fried Rice	\$2.70	Ginger & Scallion Fish with	\$2.70	Braised Soya Minced Pork with	\$2.40	Steamed Fish with Mixed Grain	\$2.60	
	ornied Fork Fried Files	1	Mixed Grain Rice		Mixed Grain Rice	γ2. 4 0	Rice	72.00	
Non-Halal Small Portioned Meal									
		I -	Pliky Lgg Wilked Grain Tellow	\$2.00	Taiwanese Braised Pork Bowl	\$2.20		\$2.20	
2	with Mixed Grain Rice		Noodle	\$2.20	Hainanese Chicken Mixed		Pork		
	Hainanese Chicken Mixed Grain Rice	Ι'	Hainanese Chicken Mixed Grain Rice	ľ	Grain Rice	\$2.20	Hainanese Chicken Mixed Grain Rice	\$2.20	
3	Grilled Pork Fried Rice	\$2.50	Ginger & Scallion Fish with	\$2.50	Braised Soya Minced Pork with	\$2.20	Steamed Fish with Mixed Grain	\$2.40	
			Mixed Grain Rice		Mixed Grain Rice	-	Rice		
All					一种的基础的				









A Glimpse...Menu options in Snack Stall

S/NO	Menu	Price					
Handmade Drinks Hot/Cold							
1	Coffee	\$ 1.00					
2	Теа	\$ 1.00					
3	Yuan Yang	\$ 1.00					
4	Milo	\$ 1.00					
5	Lemon Tea	\$ 1.20					
6	Soya	\$ 1.00					
7	Barley	\$ 0.60					

S/NO	Menu	Price					
Snacks							
1	Red Bean Pau	\$	0.90				
2	Honey Chicken Pau	\$	1.00				
3	Teriyaki Chicken Pau	\$	1.00				
4	Black Pepper Chicken Pau	\$	1.00				
5	Small Chicken Pau	\$	1.00				
6	Chicken Siew Mai (1pc)	\$	0.80				
7	Lo Mai Kai	\$	2.00				
8	Steamed Corn in Cup	\$	1.50				

S/NO	Menu	Price					
Packet Drinks							
1	Magnolia Low Milk (Chocolate, Vanilla, Banana, Strawberry) 200m	\$ 1.10					
3	Yeo's Chrysanthemum Tea 250ml	\$ 1.00					
4	Yeo's Pink Dolphine (Peach/Blackcurrant) 250ml	\$ 1.00					
5	Yeo's Bandung Rose	\$ 1.00					
6	Pokka Jasmine Green Tea 250ml	\$ 1.00					
7	Vitagen Less Sugar 125ml	\$ 1.00					
8	100plus	\$ 1.00					



Uncollected Food

- Meals are Refundable only with Official Documents (e.g. Medical Certificate); Application to be submitted within 7 Calendar Days via AMI app
 - ✓ Click Ami Box School Support Request from Account
 - ✓ Fill in the Form with **attached photo** of official documents
 - ✓ Submit for CRM service staff for approval
 - ✓ Once approved, order amount will be credited back
- For foreseen uncollection, please cancel your pre-order using the AMI School app by 3pm for the next day's meal



What happens if your child forgets to bring their AMI Card to school?

 Approach the snack stall or any Chang Cheng staff in the canteen for assistance with collecting their food order.

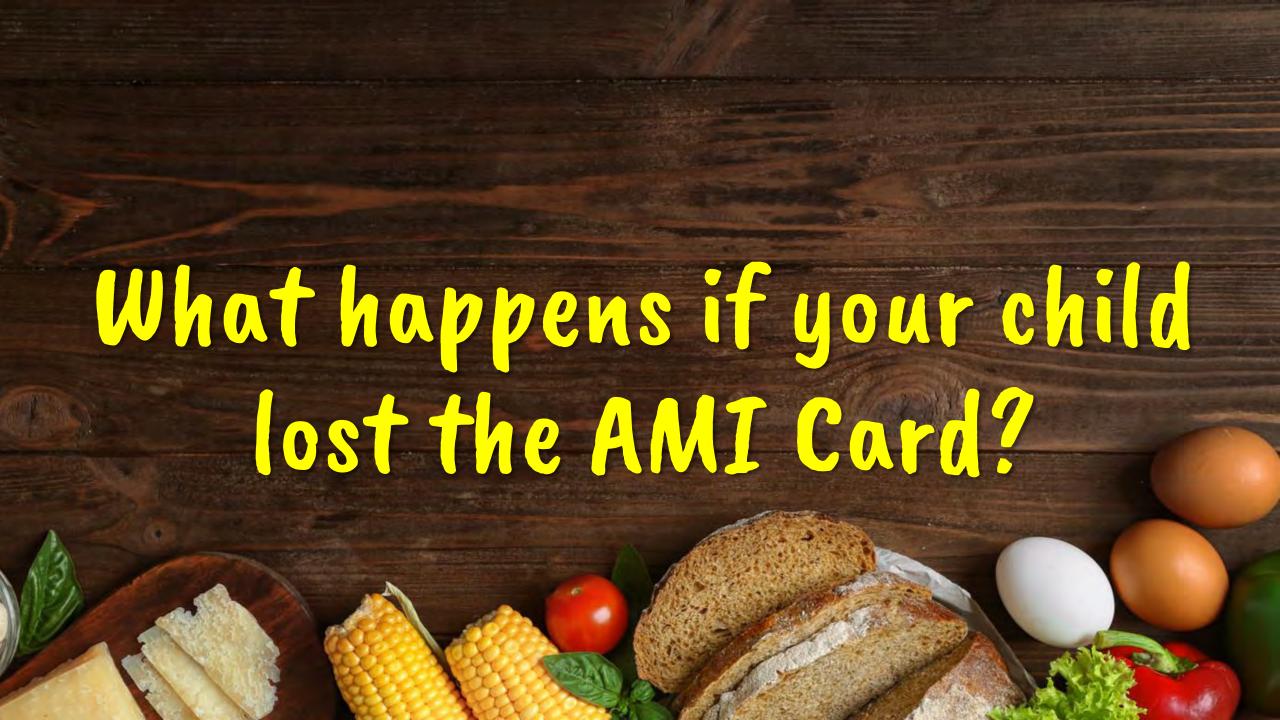
 We believe all our students are Trustworthy and will be responsible in taking care and always have their AMI Card with them.

What happens if your child forgets to bring their AMI Card to school?

· Recommend:

> Provide a lanyard with card holder for your child/children. Wear it securely during school hours

Write your child's/children's name and class on the AMI Card using a permanent marker



What Happens if your child lost their AMI Card?

- Report the lost of AMI card via AMI app.
- A fee of \$10 will be charged for any AMI card replacement.



When Will This Happen?

Term 4 2025 (End of This Year)

- Brief all incoming P1 parents: 21 Nov, 11.30am to 12.30pm (physical) including issuance of AMI Card
- Technical assistance at school hall: 21 Nov, 12.30pm to 1.30pm (physical)
- Caterer will do some minor renovation at the frontage of the canteen stall area

Term 1 2026 (When School Reopens)

 Chang Cheng will deploy more staff to assist students in their collection of food (1st three weeks).

Booth set up by Chang Cheng









Summary of List of Things For Parents To Do

1. Mandatory

- Purchase of Textbooks and Uniforms
- Application for eGIRO
- Submission of Edusave Standing Order (Only for Singapore Citizen)
- Submission of Student Detail Form
- Pairing of AMI Card with AMIAPP School app

2. Only if Required

- Application for School Bus
- Application for Digital Device
- Application for Student Care Centre
- Application for MOE-FAS or School-based FAS

THANK YOU

