

# WEST VIEW PRIMARY SCHOOL

PASSIONATE LEARNERS • CONFIDENT LEADERS



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## P1 2023 Parents' Handbook

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## **School Vision**

- Passionate Learners, Confident Leaders

## **School Mission**

- A vibrant school where we strive to do our best

## **PRIDE Learning Dispositions**

- **P** – Perseverance
- **R** – Reflectiveness
- **I** – Inquisitiveness
- **D** – Dare
- **E** - Empathy



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### West View Primary School

**Address:** 31 Senja Road Singapore 677742

**Email:** [wvps@moe.edu.sg](mailto:wvps@moe.edu.sg)

**Website:** <http://westviewpri.moe.edu.sg/>

**Phone:** 6760 0178

**Fax:** 6760 0147

**Office Hours:** Monday to Thursday, 7.15 a.m. to 5.15 p.m.

Friday, 7.15 a.m. to 4.45 p.m.

### Heads of Instructional Programmes

English Language	Mr Matthew Chua Email: <a href="mailto:matthew_chua_cheng_qian@schools.gov.sg">matthew_chua_cheng_qian@schools.gov.sg</a>
Mathematics	Mr Stanley Koh Email: <a href="mailto:koh_lin_kai@schools.gov.sg">koh_lin_kai@schools.gov.sg</a>
Mother Tongue Languages	Mdm Michelle Lew Email: <a href="mailto:lew_yee_loo_michelle@schools.gov.sg">lew_yee_loo_michelle@schools.gov.sg</a>

### Heads of Lower Primary

Year Head (Lower Primary)	Ms Soo Bee Li Email: <a href="mailto:soo_bee_li@schools.gov.sg">soo_bee_li@schools.gov.sg</a>
Subject Head (Student Management – Lower Primary)	Mdm Tan Toon Lim Email: <a href="mailto:tan_toon_lim@schools.gov.sg">tan_toon_lim@schools.gov.sg</a>



## Orientation Group Teachers

Group 1 and 2	Ms Clara Chia Email: chia_Min_Clara@schools.gov.sg
	Mdm Tan Hoon Hoon tan_hoon_hoon_b@schools.gov.sg
Group 3 and 4	Ms Deviga Email: s_deviga@schools.gov.sg
	Mdm Liu Ying Email: liu_ying@schools.gov.sg
Group 5 and 6	Mdm Christine Tey Email: tey_sew_keng@schools.gov.sg
	Mr Tan Coon Wei Email: tan_coon_wei@schools.gov.sg
Group 7 and 8	Mdm Michelle Khoo Email: khoo_wei_lin_michelle@schools.gov.sg
	Mdm Normanisha Email: normanisha_sarmani@schools.gov.sg
Group 9 and 10	Mrs Ho–Tan Soon Hui Email: tan_soon_hui_a@schools.gov.sg
	Mdm Suriani Email: suriani_abdul_bakri@schools.gov.sg



### Important note

- Write contact numbers (home, parent/guardians' office and mobile phone numbers) in the Student Handbook
- Inform the teacher of your child/ward's medical condition or allergies (if any)
- Ensure that your child/ward knows his/her medical condition
- If you need to speak to your child/ward's teacher, an appointment should be arranged through:
  - ~ a note in your child/ward's Student Handbook
  - ~ an email to the teacher or the school
  - ~ a message left with the General Office

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## First Few Days of School

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### School Hours for the First Week

- **3 January 2023 (Tuesday)**  
**9.00 a.m. – 12.00 p.m.**

Parents are invited to spend the day in school

- **4 to 6 January 2023 (Wednesday to Friday)**  
**7.20 a.m. – 12.30 p.m.**

Parents can be present during the pupils' recess on  
4 January 2022 (Wednesday)  
8.30 a.m. to 9.00 a.m.



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## P1 Investiture

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### P1 Investiture

- At the end of the 3-week orientation programme, a P1 Investiture ceremony will be held
- We would be celebrating a new beginning for the P1 pupils and formally introduce the P1 Form teachers
- We will inform you of the mode and structure of the investiture closer to the date



**Date:** 25 January 2023 (Wednesday)  
11.30 a.m. to 12.30 p.m.

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## Orientation Groups

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Why are pupils placed in orientation groups?

- Pupils will be placed in orientation groups for the first three weeks of school  
This will enable them to:
  - ✓ meet different teachers
  - ✓ make more friends
  - ✓ adjust to school routines



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# Start-It-Right Programme

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## WVPS Start-It-Right Programme (SIR)

- Objectives of the programme:
  - ✓ Help parents/guardians and pupils to assimilate into the school system
  - ✓ Form a close partnership to nurture the children

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## Be My Buddy

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### Be My Buddy

- Each Primary 1 pupil will be paired with at least one Primary 4 Buddy, who will help him/her familiarise with the school routines
- Your child's Buddy will introduce the school, role model how to buy food during recess and provide support





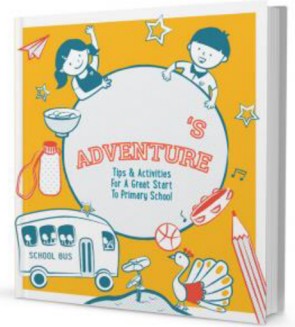
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# Preparing Your Child for School

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## Preparing your child

- Prepare your child mentally by sharing your positive school experience
- Teach your child/ward how to introduce himself/herself to others
- Things your child/ward should be able to do independently:
  - ✓ Asking for permission
  - ✓ Going to the toilet
  - ✓ Handwashing
  - ✓ Removing and wearing his/her socks and shoes
  - ✓ Organising school bag
  - ✓ Counting money
  - ✓ Holding a pencil correctly
- Knowledge that your child/ward should have:
  - ✓ Letters of the alphabets
  - ✓ Counting from 1 to 10
- Pre-empt your child/ward about the difference between a pre-school and a primary school
  - ✓ Larger learning environment
  - ✓ Longer school hours
  - ✓ More interaction with pupils and teachers



FOR YOU & YOUR CHILD  
**PARENT-CHILD  
ACTIVITY BOOK**  
Tips & Activities for a Great Start to Primary School

Available in Parents Gateway



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# Things to Bring to School

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## School Bags

- Lightweight bags preferred (trolley bags are strongly discouraged)
- Avoid large water bottles
- Pack school bag according to the timetable (once received)
- Maximum safe weight of the school bag and its contents is 3 kg
- Ensure all belongings are labelled – water bottles, lunch box, wallet, purses, stationery, colour pencils, books, shoes, uniforms etc.

## Things to Bring to School Every Day

- A small water bottle
- A small bag to put extra mask, hand sanitiser, tissue paper, thermometer (a thermometer will be given to each pupil later)
- A light and healthy snack for Snack Break
- Student Handbook
- Storybook
- Stationery (pencils, eraser, ruler, sharpener, glue)
- Coloured pencils
- Clear Button File (Homework file)
- Pocket money of not more than \$2



## Day 1: 3 January

- Character and Citizenship Education (Form Teacher Guidance Period) P1
- P1 Language Usage Booklets 1,2,3,4
- 4 Broad Line Exercise Books
- WVPS Report Book



## **Day 2: 4 January**

- 1 Purple file (English Language)
- 1 Yellow file (Mathematics)
- Primary Mathematics P1A and P1B Textbook & Practice Books

## **Day 3: 5 January**

### **Chinese Language**

- 2 medium-square exercise books
- CL for Primary School Activity Book 1A
- CL for Primary School Writing Exercise Book 1A
- CL for Primary Schools Flashcards 1A
- CCE (Chinese) Text Book & Activity Book P1
- 1 Blue file (Mother Tongue)

### **Malay Language**

- 2 Jotter Books (broad line)
- ML for Primary School Activity Book 1A
- CCE (Malay) Text Book & Activity Book P1
- 1 Blue file (Mother Tongue)

### **Tamil Language**

- 1 Broad Line Exercise Book
- TL Textbook 1A
- TL Workbook 1A
- TL Penmanship 1A
- CCE (TL) Text Book & Activity Book P1
- 1 Blue file (Mother Tongue)



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# School Time Table

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## School Time Table

Timing	Activity
7.20 a.m. to 7.25 a.m.	Flag-raising and announcement
7.30 a.m. to 8.30 a.m.	Lessons
8.30 a.m. to 9.00 a.m.	Recess
9.30 a.m. to 11.55 a.m.	Lessons
11.55 a.m. to 12.05 p.m.	Snack break
12.05 p.m. to 1.25 p.m.	Lessons
1.30 p.m.	Dismissal



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# Subjects Offered in Primary 1

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## Subjects Offered in Primary 1 in WVPS

- English Language (EL)
- Mathematics (MA)
- Mother Tongue Languages (MTL)  
(Chinese, Malay, Tamil, Hindi)
- Social Studies (SS)
- Physical Education (PE)
- Music (MU)
- Art and Craft (AC)
- Programme for Active Learning (PAL)
- Character and Citizenship Education (CCE)
- Form Teacher Guidance Period (FTGP)
- Curriculum-based Learning Programme (CLP)  
(P1 2023 Speech and Drama and Mathematics Learning Centres)



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## Holistic Assessment

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## Assessment for Primary 1 Pupils in WVPS

- No weighted assessment
- Focus on building your child's confidence and desire to learn
- Informal 'bite-sized' assessment tasks
- Carried out regularly and feedback given through rubrics and pupils' work that focuses on the process of learning



## School Uniform

- Wear uniform daily with white socks and black school shoes
- Temporary name tag is to be worn daily until the embroidered name tags are ready and sewn on
- Please refer to the Student Handbook for the School Rules and Regulations

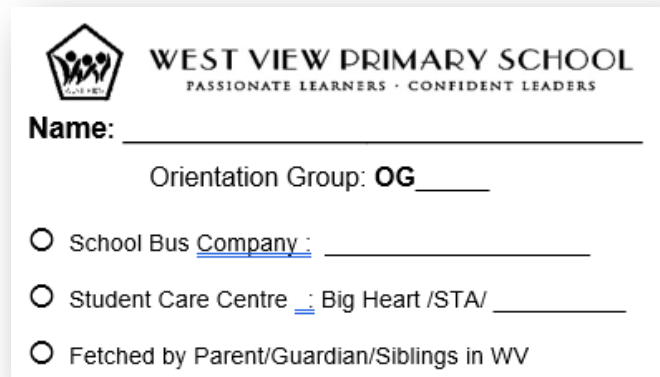
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## Temporary Name Tag

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## Temporary Name Tag

- This is to be worn daily for first few weeks of school
- Indicate how your child should be dismissed from school



 **WEST VIEW PRIMARY SCHOOL**  
PASSIONATE LEARNERS · CONFIDENT LEADERS

**Name:** \_\_\_\_\_

Orientation Group: **OG** \_\_\_\_\_

School Bus Company : \_\_\_\_\_

Student Care Centre Big Heart /STA/ \_\_\_\_\_

Fetched by Parent/Guardian/Siblings in WV



### Pre-Assembly

- Activities planned for your child
  - ✓ Tone-setting for the week
  - ✓ Teacher-Pupil Interaction Time (TPIT)
  - ✓ Silent reading



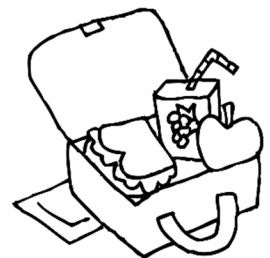
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## Recess

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### Recess

- Recess is from 8.30 a.m. to 9.00 a.m. daily
- Ensure that your child is given enough pocket money (\$3 will be enough)
- A set meal with a piece of fruit typically costs \$2
- Stalls in WVPS canteen
  - ✓ 1 cold drink stall
  - ✓ 1 snacks and hot beverage stall
  - ✓ 1 Muslim stall (rice and noodles stall)
  - ✓ 1 Chinese stall (1 rice stall)
  - ✓ 1 noodle stall (non-halal)



### 10-minute Break

- 10-minute break is from 11.55 a.m. to 12.05 p.m.
- Pupils will take the break inside the classroom
- Prepare some simple dry snacks like biscuits, buns, fruit, small packet of milo



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## Co-curricular Activities (CCA)

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### Co-Curricular Activities (CCA)

- CCA is **NOT** compulsory
- WVPS offers the following CCAs
  - ✓ **Modular:** Information Communication Technology, Performing Arts, Visual Arts, Life Skills and Sports
  - ✓ **Performance Groups:** Chinese Dance, Malay Dance and Concert Band
  - ✓ **Sports and Games:** Rugby (Boys only), Basketball (Boys only) and Floorball (Girls only)
  - ✓ **Uniform Group:** Scouts
  - ✓ **Clubs:** Chinese Cultural and Language Society, Art & Craft Club
- Pupils in Primary 1 will be invited to join CCAs at a later date





## Pupils with Older Siblings

- P1 teachers will lead the pupils to the foyer
- Pupils with older siblings will wait at the foyer



## Bus Commuters

- Make sure the tag issued by the transport company is fastened securely to your child's school bag
- Write down the details of the bus company on your child temporary name tag
- Get your child to remember the bus number if possible
- Pupils will assemble in the hall



## Pupils Going to Student Care

- Ensure that your child knows the name of the student care he/she is attending
- Pupils will assemble in the hall

## Private Vehicles

- Private vehicles will be allowed to enter school premises around 1.45 p.m. when the school buses have left to ensure the safety of all



## Home School Partnership

- Look out for the notifications and letters sent via Parents Gateway about school events and calendar
- Visit the school website for all important dates and information for the term at <http://westviewpri.moe.edu.sg/>
- Follow us on Facebook at <https://www.facebook.com/westviewpri>



SCAN ME



- Many teachers are also using ClassDojo for communication and updates



**ClassDojo**

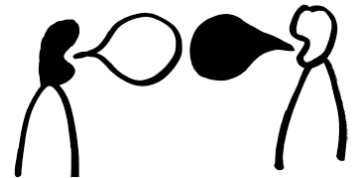
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## Parent-Teacher Conferencing

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### Parent-Teacher Conferencing

- If you need to speak to your child's/ward's teacher, an appointment should be arranged prior to the date through:
  - ✓ a note in your child/ward's Student Handbook
  - ✓ an email to the teacher or the school
  - ✓ a message left with the General Office



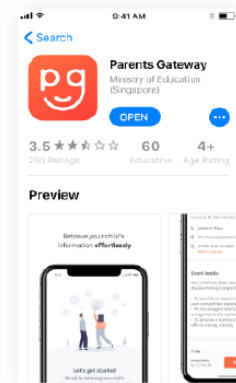
## Parents Gateway

### SingPass Registration and 2FA Setup

- SingPass 2-Step Verification (2FA) is required for on-boarding. If you have not registered for a SingPass or have not set up the 2FA, please visit the SingPass website. (<https://www.singpass.gov.sg>)
- Should you require further assistance, please contact SingPass Helpdesk at 6643 0555.

### Download Parents Gateway Mobile App

- Open the Apple App Store or Google Play Store app on your mobile phone.
- Search for the 'Parents Gateway' mobile app, or scan the QR code below.
- Download and install the app onto your phone.
- Enable '**Allow Notifications**' to receive push notifications.



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## Absence from School

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### Absence from School

- Please call 6760 0178 to inform the school or email [wvps@moe.edu.sg](mailto:wvps@moe.edu.sg) or the form teachers if your child/ward is going to be absent
- Absence should be covered by medical certificates from doctors or letters from parents
- Students are strongly discouraged from taking leave before the school vacation period or during term time



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## Early Dismissal

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### Early Dismissal

- If your child is unwell/needs to be released early, a parent/guardian is required to accompany him/her home from school
- Report at the security counter to get a visitor's pass
- Proceed to the General Office to seek the assistance from our clerical staff
- Sign and record your particulars in the early dismissal logbook at the General Office
- Collect the Pupil's Early Departure Permit Pass from the office staff and present it to the security officers before leaving the school premises



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## Partners-in-Action (PiA)

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### Partners-in-Action (PiA)

- Dedicated parents who partner the school to support fellow parents in nurturing their children
- Provide a platform for parents to network, share, learn, and support each other in their parenting journey
- You are invited to contribute and be one of our partners in PiA
- To find out more, visit us at <https://westviewpri.moe.edu.sg>



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## Financial Assistance Scheme

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### Financial Assistance Scheme

- Applicable to Singapore Citizens only
- Obtain the forms from the General Office or speak to our clerical staff to make further enquiries



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## School Health Services

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### School Health Services

- To support your child's well-being, the Health Promotion Board provides free health services, such as screening, immunisation and dental checks in schools
- Parents must give their consent before their children receive the services
- Log on to <http://childconsent.hpb.gov.sg> using your Singpass to submit your consent online once it is available



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## Useful Contacts

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### Big Heart Student Care

**Contact:** Ms Fira @ 9855 2910

**Email :** [westview@shgstudentcare.com.sg](mailto:westview@shgstudentcare.com.sg)

**Operating Hours :**

*School Days* 1.30 p.m. to 7.00 p.m. (Monday to Friday)

*School holidays* 7.30 a.m. to 7.00 p.m. (Monday to Friday)

Closed on Saturdays, Sundays and public holidays



### School Bus

JK59 Pte Ltd

**Contact :** 6465 5959





## **Book Shop & School Uniform**

Pacific Bookstores

**Phone** : 6559 2269

**Website** : <http://www.pacificbookstores.com>

**Email** : [sales@pacificbookstores.com](mailto:sales@pacificbookstores.com)

**Operating Hours** : 9.00 a.m. to 3.30 p.m. (Monday to Friday)

**Lunch Break** : 12.30 p.m. to 1.30 p.m.

(NOTE: You are encouraged to make your purchases online. Submit your pre-orders and have the items delivered to you or self-collect at the school bookshop. Appointments needed.)



## **Dental Clinic**

**Phone:** 87985043

Opening Hours: Please refer to school website

