

# Notes to Parents

## School Hours:

|                |   |
|----------------|---|
| Reporting Time | : 7.15 a.m.   |
| Recess         | : 9.30 a.m. to 10.00 a.m. (P1 & P3)<br>10.00 a.m. to 10.30 a.m. (P2 & P4)<br>10.30 a.m. to 11.00 a.m. (P5 & P6) |
| Dismissal Time | : 1.30 p.m.   |

**NB:** All pupils are to report to school by 7.15 a.m. every day.

## Assembly and Dismissal of Pupils

The main drop-off points before school are the **bus bay**, the **canteen** and the **foyer**.

Pupils are to assemble at the Hall daily.

At dismissal time,

- Parents fetching their child/ward **on foot** will wait for their child/ward **at the designated waiting area outside the bookshop**. Barricades will be set up to guide parents/guardians.
- Pupils going home **by car** will go to the canteen to wait for their parents/guardians. At 1.45 p.m., upon clearance of school buses, parents can then drive in and fetch their child/ward from the canteen or foyer.

## Traffic Safety Measures

- For the safety of all our pupils, all drivers are urged to exercise extreme caution and patience when driving within and near the school compound. Please observe road safety and traffic rules, especially at the designated pedestrian crossings.
- Please alight and pick up your child/ward at the designated pick-up points.
- Please also follow directions given by the security guards, teachers and parent-helpers to ensure a smooth traffic flow.
- When walking into the school, please use only the pedestrian gates for entry and exit, and not the gates meant for vehicles.

## School Attire

All pupils will put on **clean and pressed uniforms, white shoes and white socks** when they come to school on school days and during the school holidays.

Pupils will only put on **PE attire** on days when they have **PE lessons** and during our **Mass Exercise Day** for different levels.

## Name Tags

Every pupil is required to wear a name tag at all times for easy identification. Pupils' name tags can be purchased from the bookshop at \$4.50 for a set of 3.

## Address and Telephone Numbers

Please inform your child/ward's form teacher immediately when there is a change in your home address, telephone numbers, mobile phone numbers and email addresses. This is to ensure prompt and effective communication between you and the school.

## Safety and Security

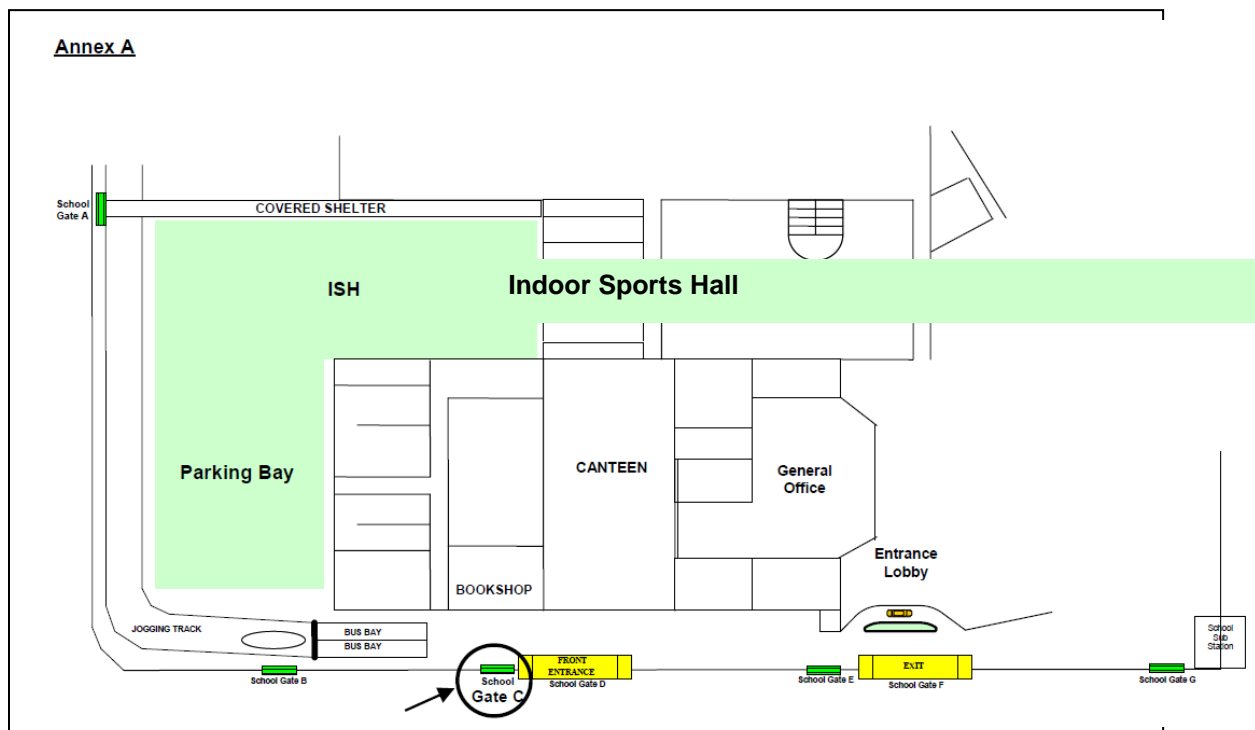
For security reasons, parents/guardians would be allowed in the school only for official business. All visitors to the school are required to report to the security post. They will be issued Visitor Passes upon furnishing their details.

When a pupil is ill, he/she will be taken to the General Office and parents/guardians will be informed. He/She will then remain in the sick bay until parents/guardians come to school to take him/her home. Please remember to sign out at the General Office before leaving with your child/ward.

**Safety** for your child/ward is our top priority. We appeal to your fullest understanding and seek the co-operation of all parents to proceed to the Security Post for a visitor tag upon arrival at the school compound.

## Gate Opening Hours

Please note the opening hours of the respective school gates and refer to Annex A for their location.



The closure of Gate C in the morning will not only enable a smoother vehicular flow for vehicles entering the school via the main entrance (Gate D), but also greatly minimize the risk of injury or accidents occurring along the stretch of the driveway. It will only be opened during dismissal time at 1.30 p.m. Pupils are strongly advised to enter the school via Gates A, E or G.

### **Sick Leave**

You are requested to keep your child/ward at home if he/she does not feel well. Your child/ward's well-being is of utmost importance to us and it is crucial that your child/ward gets sufficient rest so that he/she can fully enjoy his/her learning in school. Any absence is to be substantiated with either a **medical certificate** or a **letter of excuse** from the parent/guardian to explain the child's absence. If your child/ward is **absent** from any **formal assessment**, a **medical certificate** is needed.

### **Communication with Teachers**

If you need to visit the school to see a teacher, please email or call the teacher through our school contact number at 6778 8050 for an appointment prior to your visit. Their email addresses are available on the school's website, <http://www.nanhuapri.moe.edu.sg/>

If you have difficulty contacting a teacher, you can write a **short note** in your **child/ward's handbook** requesting for the teacher to contact you. The Pupil's Handbook serves as a means of communication between you and the teachers.

### **Driving and Parking of Cars**

As parking lots in the school are limited, all parents/guardians are advised to park their vehicles at the **nearby HDB car parks**. We seek your understanding and co-operation to abide by traffic rules and **not to park indiscriminately** along Jalan Lempeng.

Additionally, please observe safety rules when you drive into our school to let your child/ward alight. In doing so, you will be setting a good example for our children to adhere to regulations concerning vehicular safety. Our security guards and school personnel will continue to monitor the traffic to ensure the safety of all.

## Continual / Semestral Assessments

The school is constantly refining and improving the holistic assessment of our pupils. The assessment for each level comprises examinations and/or various modes of assessment.

The weighting of CAs & SAs are as follows:

| Level | Term 1 | Term 2 | Term 3      | Term 4           | Remarks   |
|-------|--------|--------|-------------|------------------|---|
|       | CA1    | SA1    | CA2         | SA2              |   |
| P1    | -      | 30%    | 20%         | 50%              | <ul style="list-style-type: none"> <li>There is no assessment for P1 pupils in Term 1 and therefore they do not have CA1.</li> <li>P1 pupils do not sit for any formal examination throughout the P1 year but will have alternative modes of assessment such as performance tasks, spelling, listening &amp; oral exercises etc.</li> </ul> |
| P2    | 10%    | 20%    | 20%         | 50%              | <ul style="list-style-type: none"> <li>In Terms 1 to 3, P2 CA1, SA1 &amp; CA2 consist of alternative modes of assessment such as spelling, listening &amp; oral exercises etc.</li> <li>SA2 in term 4 is a formal examination</li> </ul>  |
| P3    | 10%    | 20%    | 20%         | 50%              | <ul style="list-style-type: none"> <li>In Terms 1 &amp; 3, P3 CA1 &amp; CA2 consists of alternative modes of assessment such as spelling, listening &amp; oral exercises etc.</li> <li>In Terms 2 &amp; 4, SA1 &amp; SA2 are formal examinations.</li> </ul>  |
| P4    | 10%    | 20%    | 20%         | 50%              | <ul style="list-style-type: none"> <li>In Term 1, P4 CA1 consists of alternative modes of assessment such as spelling, listening, oral exercises etc.</li> <li>In Terms 2 &amp; 4, SA1 &amp; SA2 are formal examinations.</li> <li>In Term 3, CA2 comprises formal examinations and alternative assessments.</li> </ul>                     |
| P5    | 10%    | 20%    | 20%         | 50%              | <ul style="list-style-type: none"> <li>P5 pupils sit for formal examinations in each term.</li> </ul>   |
| P6    | 20%    | 30%    | Prelim /SA2 | PSLE Preparation | <ul style="list-style-type: none"> <li>In Term 1 &amp; 2, CA1 &amp; SA1 are formal examinations.</li> <li>In Term 3, P6 pupils sit for their Preliminary Exams, i.e. SA2 (50%), followed by a Final Practice Paper in Term 4 before the PSLE.</li> </ul>  |
|       |        |        | 50%         |                  |   |

## Useful Information on School Services for 2016

|  |   |
|--|---|
| <p>School Address:</p> <p>General Office No.:</p> <p>School Fax:</p> <p>Website:</p> <p>Email address:</p>                     | <p>30 Jalan Lempeng<br/>Singapore 128806</p> <p>67788050<br/>67784127</p> <p><a href="http://www.nanhuapri.moe.edu.sg/">http://www.nanhuapri.moe.edu.sg/</a><br/><a href="mailto:nhps@moe.edu.sg">nhps@moe.edu.sg</a></p> |
| <p><u>Bookshop</u><br/>Goldbell Book Centre</p> <p>Tel:</p> <p>Fax:</p> <p>Contact Person:</p>                                 | <p>Blk 413 Pandan Gardens # 20-133<br/>Singapore 600413</p> <p>9751 1487<br/>65634475</p> <p>Ms Alice Wee</p>   |
| <p><u>Uniform, PE Attire &amp; Socks</u><br/>My Uniform Shop (Asia) Pte Ltd</p> <p>Tel:</p> <p>Fax:</p> <p>Contact Person:</p> | <p>302 Tiong Bahru Road<br/>#06-05, Tiong Bahru Plaza<br/>Singapore 168732</p> <p>62766689<br/>6292 2887</p> <p>Mr Victor Zhang</p>   |
| <p><u>School Bus</u><br/>ComfortDelgro Bus Pte Ltd</p> <p>Tel:</p> <p>Fax:</p> <p>Contact Person:</p>                          | <p>205 Braddell Road<br/>Singapore 579701</p> <p>6553 3838<br/>6456 0922</p> <p>Mr Timothy Yeo</p>  |