



QUEENSTOWN PRIMARY SCHOOL

310 MARGARET DRIVE, SINGAPORE 149303

TEL: 64741044

FAX: 64713640

Email: qtps@moe.edu.sg

School website: www.queenstownpri.moe.edu.sg

31 December 2023

AN OPEN LETTER

JANUARY 2024

Dear Parents / Guardians,

1. A very Happy New Year to you! To our Primary 2 to Primary 6 parents/guardians, welcome back to a new school year, and to the parents/guardians of our 2024 Primary 1 cohort, welcome to the QtPS family! In QtPS, we believe that in the providing of quality holistic education to our students, the strong partnership between the school and stakeholders, including parents is a vital ingredient in the recipe for the success of every Queenstowner. It was a memorable 2023 for QtPS, and the achievements of the school would not have been possible without the collective dedication and efforts of our staff and your partnership with us. Thank you very much. As one QtPS family, we look forward to working together with you in 2024 to help realise the potential and talents of every Queenstowner in our care.

2. The Monthly Open Letters will be our means of communicating important information to you, as well as to update you on our school announcements and events. It is also a platform to share and celebrate the successes of our students and staff. Soft copies of these Open Letters will be sent through Parents Gateway and our school website. Do sign up for Parents Gateway if you have not already done so as most of our school-wide communication (e.g. letters, consent forms, etc.) will be circulated through this online platform.

Updates

Staff Movement

3. **Farewell:** We would like to express our appreciation and gratitude to our outgoing staff for their service, contributions, and commitment to the students of QtPS. We wish them all the best in their future endeavours as they embark on the next chapter of their careers.

- Mr Charles Ng, Teacher, posted to Radin Mas Primary School
- Ms Labelle Lee, Teacher, posted to Clementi Primary School
- Mr Lim Ching Feng, Teacher, posted to Punggol Green Primary School
- Mdm Nazmunisah Abdul, Teacher, posted to Zhangde Primary School
- Mr Kwek Hong Wee, Senior Teacher, on Study Leave

4. **Welcome:** We also extend a warm welcome to the new members of the QtPS family.

- Mdm Bai Yang, Mother Tongue Teacher
- Ms Chu Yu Fang, Mother Tongue Teacher

In Celebration...

B-dazzled Music and Dance Festival 2023

5. Students from our School Choir CCA took part in the above competition in 2023 and came away with the Diamond Award and the Showstopper Award. Congratulations, Queenstowners! Well-done!

Important Announcements...

Start of the School Year

6. Please note that the new academic year will begin on Tuesday, 2 Jan 2024 for the P1 students. The P2 to P6 students will only report back to school on Wednesday, 3 Jan 2024.

School Dismissal Timings & Gates

7. These are the dismissal timings and gates:

Level	Dismissal Time (pm)		Exit Point *
	Mon, Tue, Thu & Fri	Wed	
P1**	1.30	1.15	Back Gate
P2 & P3	1.30	1.15	Back Gate
P4, P5 & P6	1.30	1.15	Field Side Gate

8. *Please note that the Canteen Gate will continue to be OPEN for ALL students during their dismissal times.

9. **P1 students will be dismissed half an hour early for Term 1 Week 1 only.

General Information...

Year Head and Assistant Year Head Matters

10. Our Year Heads and Assistant Year Heads work collaboratively with all key stakeholders to champion a school-wide focus on our students' well-being. Their aim is to cultivate a nurturing environment where your child/ward can thrive and realise his/her full potential. Should your child/ward require assistance or guidance, they are dedicated to offering support in various areas as needed. Please feel free to contact your child's/ward's form teachers or the respective level's Year Head or Assistant Year Head through the email addresses reflected below.

Year Head & Assistant Year Head Name and Designation	Contact email
Lower Primary Year Head	Mrs Diana Ho ong_suat_keng@moe.edu.sg
Lower Primary Assistant Year Head (covering)	Miss Julie Hong hong_huishan_julie@moe.edu.sg
Middle Primary Year Head	Mrs Bay Wooi Ling teoh_wooi_ling@moe.edu.sg
Middle Primary Assistant Year Head	Mrs Syakilla Bates nur_syakilla_hasan@moe.edu.sg
Upper Primary Year Head	Mdm K Thanalachimi k_thanalachimi@moe.edu.sg
Upper Primary Assistant Year Head	Ms Kang Li Ping kang_li_ping@moe.edu.sg

Recess

11. Please refer to the table below for the recess timing for the respective levels:

Levels	Recess Time	
	Mon, Tue, Thu & Fri	Wed
P1 & P2	9 am – 9.30 am	8.45 am – 9.15 am
P3 & P4	9.30 am – 10 am	9.15 am – 9.45 am
P5	10 am – 10.30 am	9.45 am – 10.15 am
P6	10.30 am – 11 am	10.15 am – 10.45 am

Safety and Security Matters

12. Road safety around the school: Student safety is our priority, and the safety of our students using roads leading to and from the school is the responsibility of all. As a driver, please play your part by slowing down as you approach the vicinity of the school. As a parent, please reinforce the importance of road safety with your children. The road can be very busy and dangerous, especially before the start of school and at dismissal time. Thus, we would appreciate parents being positive role models by using the zebra-crossing.

13. Traffic and pedestrian map: Please see the school site map on Page 6 indicating the traffic flow for vehicles entering the school and the location of pedestrian gates. Please follow the directional signs and instructions from our security personnel. For the safety of our students and staff, please note that **parents are not allowed to drive into the school car park between 7.00 am and 7.45 am (except if it is raining), and between 12.30 pm and 2.00 pm.** The bus-bay or the stretch of Margaret Drive is not safe for drop-off or pick-up of students due to heavy vehicular and human traffic during peak school arrival and dismissal hours. Please use the public car park by the side of the school as a safe drop-off or pick-up point for your child/ward.

14. Parking: Due to the limited parking lots within the school, we seek your understanding that all visitors to the school will have to park at the public car park adjacent to the school. All visitors entering the school premises are to obtain visitor passes from the Security Guard Post outside the General Office. As the security of our students is of utmost importance to us, please comply with our security measures.

Reminders about School Procedures...

Importance of School Attendance

15. School attendance: **All students are expected to attend school regularly.** Research has shown a close correlation between students' achievement and their attendance. Students who attend school regularly are more likely to succeed in their studies and enjoy their schooling experience. Attending school regularly during the early school years is especially critical as children require a strong foundation in literacy and numeracy, as well as strong social-emotional competencies to cope with the academic demands at the higher levels. In QtPS, we aim to nurture every child holistically so that our Queenstownians can become Flourishing Individuals and Future-Ready Citizens. We seek your cooperation and understanding in ensuring that your child/ward attends school regularly so as to support his/her schooling success.

16. Absence from school: As curriculum time is precious, we strongly discourage parents from planning overseas trips during curriculum time, unless it is an unforeseen emergency. The only exceptions for absence are (i) the student is ill and is covered by valid medical certificates, and (ii) parents have sought prior permission from the Principal for leave of absence.

17. **Illness:** If your child/ward is not feeling well, please bring him/her to see a doctor and only allow your child/ward to return to school when he/she is feeling better. Any absence from school must be accompanied with either a medical certificate from a doctor or a letter of excuse from you when your child/ward returns the next day. **For letters of excuse, the school will only accept two days of absence per term.**

18. **Infectious disease:** If your child/ward is down with an infectious disease, e.g. chicken pox, Hand-Foot-Mouth Disease, please

- take your doctor’s advice and let your child/ward rest at home.
- call the school to inform us of your child’s/ward’s diagnosis. It is important that parents/guardians inform the school in case of infectious disease so that we can monitor the situation with other students in their class. We seek your understanding in this matter as the health of our students is our concern because learning can only take place when our students are healthy and alert.
- seek clearance from your doctor before allowing your child/ward to return to school.

Assembly Reading Activity

19. Reading is a lifelong habit that we aim to nurture in our Queenstowners and many efforts have been put in to promote reading in QtPS. As such, we conduct daily assembly reading sessions. During these sessions, students will engage in reading silently before the flag raising ceremony. Please ensure that your child/ward has an English Language storybook with him/her on Mondays to Wednesdays, and a Mother Tongue Language storybook on Thursdays and Fridays, as we aim to develop in him/her a good reading habit.

School’s Calendar of Events (COE)

20. Our January calendar of events can be found on our school website, at <https://www.queenstownpri.moe.edu.sg/useful-links/school-calendar/>



Connect with us

21. To be updated on what has been happening in our school, please visit us at:

<p><u>Our School’s Website Page</u> www.queenstownpri.moe.edu.sg</p>	
<p><u>Our School’s Facebook Page</u> https://www.facebook.com/qtps.sg/</p>	 <p style="text-align: center; font-size: small;">QtPS Facebook Page</p>

Concluding Remarks...

22. The school value to be highlighted in Term 1 is **Respect**. Respect is a positive feeling or action shown towards someone or something considered important or held in high esteem and regard. Respect is also an act of giving attention and showing care, and is one of the most important values a child can have. Teaching your child/ward how to respect others will ensure they develop positive relationships with their family, friends and communities throughout their life. Respect can be taught in many ways, but ultimately it is about ensuring your child/ward treats others the way they want to be treated. We hope that you would reinforce this value by role modelling it to your child/ward.

23. Please find below some tips that you can use to teach your child/ward about respect.

Teaching Kids Respect 6 Highly Effective Tips	
<p>STAY CALM Do not overreact to seemingly disrespectful behaviour. The child may not be paying attention or does not know the behaviour is disrespectful.</p>	<p>IDENTIFY THE CAUSE If a child's need is not met, teach them skills and vocabulary to address their own needs instead of scolding them.</p>
<p>MODEL BEING RESPECTFUL We cannot teach respect by being disrespectful. Respect your child as an individual with their own preferences. Allow them the freedom to make some decisions.</p>	<p>USE POSITIVE DISCIPLINE Use non-punitive discipline to teach, not to punish. Model how to be respectful even when others make mistakes. Remember, we all make mistakes. There is no need to be cruel.</p>
<p>EARN, NOT DEMAND RESPECT Do not demand your child to be respectful just because you are the parent. True respect cannot be demanded. It is earned.</p>	<p>APOLOGISE FOR MISTAKES A mature, respectful grownup accepts responsibility and apologises when he or she makes mistakes. Model this.</p>

24. Before I pen off, let me leave you with this poem about respect.

Respect Is
*Respect is a consideration for others
Remember we are all sisters and brothers.*
*Respect is putting others ahead of ourself
Thinking less of me and myself.*
*Respect is being polite
In our speaking and what we write.*
*Respect is showing manners that are good
And loving others in our neighbourhood.*
*Respect is compassion for all
Whether they are rich or poor, big or small.*
*Respect is kindness that is shown
Doing it happily without a groan.*
*Respect is demonstrating dignity for those
Even for those that might impose.*
*Respect is being courteous too
It is how you live and what you do.*

- Catherine Pulsifer

Warmest regards,



Ms Pearly Ng
Principal
Pearly_Ng@schools.gov.sg

