



Paya Lebar Methodist Girls' School (Primary)



Notes for Parents
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Primary One Orientation 2022

*An Outstanding School of Choice Producing Women of Fine Character
with a Passion for Life and Learning*

Notes for Parents

Welcome to PLMGS (Primary). Thank you for choosing this school for your daughter's education – we would like to think that it is because you subscribe to the same core values as the school. We aspire to give your child an enjoyable holistic experience in these foundation years so as to prepare her for life ahead. Partnership with parents is therefore key for us to give your child an education that is meaningful and relevant, as well as to anchor her with the school values of HEART;- **H**onour God, **E**xcellence, **A**daptability, **R**espect and **T**hankfulness.

In PL, our vision serves to remind us of our calling to develop both the character of our girls as well as provide them with the experiences to be equipped with skills and disposition to learn, unlearn and relearn for life.

Therefore, we will do our best to ensure that learning is of the highest quality, to inspire them to become self-directed learners who have a passion for continuous learning. We focus on the holistic development of our girls so as to equip them with the skills and competencies beyond academics, to become leaders who have a HEART to make a difference and are active contributors to our society.

As she starts to enjoy her school life and embark on a journey of self-discovery, she will forge new friendships and gain new experiences along the way. I am sure that we are together with her on this exciting journey of discovery. God bless us all on this Journey!

A ON THE FIRST DAY OF SCHOOL

1. The first day of school is **Tuesday, 3 January 2023**. All students are expected to be in School by **7.30 a.m.** Do ensure that your child has the following in her bag:



- Stationery (pencil case & coloured pencils)
- Story book
- A plastic folder (Homework file)
- Water bottle
- Pocket money (\$2) / lunch box and snack break
- *School Diary (will be distributed by Form teacher by the first week)*

2. Your child can enter the school via the Main Gate, Side Gate 5 (opposite Blk 137) or the Jalan Lokam gate (as shown below). There will be teachers at both gates to lead your child to the school for the morning assembly.



B. ATTIRE



1. Students are to be neatly attired at all times.
2. The official uniform is the white blouse and dark navy blue pinafore complete with white belt and school badge. Please ensure that the name tag is sewn on securely above the school badge.
3. On days when there are Physical Education (PE) lessons, P1 to P3 students wear their PE attire of yellow T-shirt and navy-blue shorts. The school introduced the skorts (skirt cum short) as part of its school uniform in 2012. Students are encouraged to buy the skorts. The skorts may be worn with the house T-shirt for school learning journeys and during specific school events.
4. The uniform is to be worn with ordinary white canvas shoes and school socks (at ankle length) – no track shoes or stockings are allowed.
5. Students are to be in their uniforms when they attend activities in school during and after school hours as well as during school holidays.
6. Students are not to curl their hair (except for those born with natural curls). Hair should be kept neat and short. Shoulder-length hair should be tied up and long hair should be plaited. Hair fringe should be above the eyebrows. Hair accessories (clips and ribbons) should be plain, in navy blue or black. Fanciful hair accessories should not be used in school.
7. Students must not wear jewellery to school. This is for the safety of the students. They may wear a watch (black/blue/brown strap) and simple ear-studs. No Smart watch is allowed. We discourage the use of expensive items by students. Please support the school in inculcating the right values in our children.

C. CLASS TAG



1. Every P1 student has been given a temporary lanyard from the school. The lanyard must be worn during the first month in school. Please ensure that information on her tag is correct.
2. If a student takes the school bus, the number of her school bus (and not the vehicle plate number) must be written on the lanyard. This will enable the teacher to direct the pupil to the correct school bus queue at dismissal time.
3. Other items like purses, textbooks, workbooks, files, water-bottles and lunch-boxes belonging to your child **must have her name and class written** on them. Please use a permanent ink marker. This will enable the school to trace the owners should these items be found in the common areas.
4. Should the students misplace their belongings, they can claim their lost items at the Lost & Found Cabinet by writing down their particulars on a slip of paper and dropping it into the “Lost and Found Counter” outside the General Office. They will then wait for the item to be returned to them. Lost spectacles and wallets can be claimed directly from the General Office. If your child has difficulty doing this during the first month of school, she can always approach her class teacher.

D. ARRIVAL & ASSEMBLY

1. Parents driving their children to school in their own transport may drop off their children at the following school gates.
 - a) Main Gate (Lorong Ah Soo)
 - b) Side Gate 5 (opp Blk 137)
 - c) Lokam Gate (Jalan Lokam)
2. Parents using the main gate can drive up to the school compound and drop off their children next to the canteen. However, parents are not allowed to stop or park their cars in

the school compound when dropping off their child. Please do not let students alight in front of the main gate. This is for the safety of the students and to prevent traffic jam.

3. Students walking to the school can also enter the school via the Main Gate, Side Gate 5 and Lokam Gate as stated in para D1. Parents will not be allowed to accompany their child into the school. We encourage parents to transfer the school bag outside the school gate and encourage your child to enter the school confidently by herself. Teachers and parent volunteers from PSSG (Parent-School Support Group) will be on hand to assist the transition during the first 2 days.
4. All students are expected to be punctual for school. The students will have their USSR (Uninterrupted Sustained Silent Reading) before the assembly. Every student will have to bring a story book to read.

E. RECESS & SNACK BREAK

1. Recess time is at 8.35 a.m. to 9.05 a.m.
2. All students are required to queue up for their food/drinks. Teachers will accompany the P1 students to the canteen. The P1 students will have a P4 buddy to assist them to buy food during recess for the first week in January.
3. P1 students are advised **NOT** to buy food with **HOT** soup, until they are more confident in handling the hot food.
4. The school will provide a 5-minute snack break for all our students. We highly encourage parents to pack a light and healthy snack (e.g. small slices of fruits, biscuits etc) that can be consumed in 5 minutes. They will have their Snack Break at 11.35 am.

F. DISMISSAL

1. Dismissal will be staggered by levels. Students who are taking

public transport, walking home or being fetched by their parents/caregivers at the Main Gate (Lorong Ah Soo), Side Gate 5 (Opp Blk 137) or Lokam Gate will be dismissed from **1.20pm (from week 2 onwards)**.

Students who are taking school bus transport, going to student care centres and waiting for parents to pick up at the canteen pick up point by car will remain in class and wait to be dismissed at **1.30pm**.

Parents are encouraged to practise “Fetch & Go” to help minimize crowding. Parents who are driving are reminded not to disembark from their cars and adhere to the speed limit (15km/hour) while driving through for the safety of our students.



2. Upon dismissal, teachers will lead the students to their bus stands in the school hall for those taking the school buses. The teachers will supervise the students to ensure that they board the correct school buses home.

Experience shows that students get confused when parents change their plans and do not adhere to the regular transport arrangement. We advise that once you have confirmed that your child takes the school bus home, you should not take your child home yourself even if you are free. This will avoid unnecessary stress for your child during the first 3 months.

3. If there is an urgent need to take your child home yourself, please inform the bus driver so that other children will not be inconvenienced having to wait while the drivers spend time looking for your child.
4. Students who do not take the school bus will be led by their teacher to the respective school gates to wait for their parents/caregivers. Please indicate on your child's name tag which school gate she is waiting at.

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5. Parents who are driving can pick up their child at the respective school gates. Parents can drive up to the school compound via the main gate only after **1.50pm** when all the school buses have left. They will be allowed into the school compound from **1.50pm to 2.20pm** only. Parents are not allowed to park at the school when picking up their child. Your child will be standing along the railing of the driveway while waiting to be picked up.



6. For the safety of all our students, all drivers are urged to exercise extreme caution and patience when driving within and outside the school compound. They are obliged to observe road safety and traffic rules, especially at the designated **pedestrian crossings**. Please note that speed limit within the school ground is **15 km/h**.
7. In the event that any student should miss the school bus, the student is to report to the General Office and the staff will assist the student. Please advise your child accordingly and instruct her on how you can be reached. Do update your contact numbers in your child's School Diary and alert her teacher as well.
8. You can refer to your child's School Diary for the opening hours of the school gates. Please take your child home before the gate closes. No child should be left waiting anxiously at the school gate.

G. VISIT TO THE SCHOOL

1. As we continue to tighten visitor admissions, parents will no longer be allowed to visit the school unless prior permission has been obtained or on an exceptional basis, subject to the school's approval.

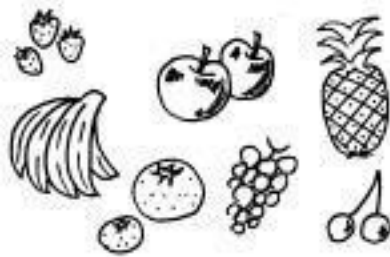
H. HEALTH SCREENING

1. A medical team from the School Health Service visits the school annually to carry out a health check for all students from Primary 1 to 6. When the schedule for the health visit is confirmed, you will be duly informed to submit your child's health booklet and the relevant immunization certificates/records to the school.
2. Your child should have all the necessary immunization booster doses before she reports for school in January.



I. HEALTHY LIFESTYLE

1. We need your support in our efforts to cultivate good health habits in our students to ensure that they are trim and fit to enjoy a better quality of school life.
2. Students should drink plenty of plain water. There are several water coolers in the school. Do not put sweet drinks in your child's water bottle.
3. We do not encourage the consumption of deep-fried and processed food. We hope you can reinforce this at home by cutting down on such a method of preparing food. Refrain from packing potato crisps / crackers into your child's snack or lunch box.



4. We encourage our students to eat more green vegetables and fruit. The school is on the Healthy School Meal Programme where a slice of fruit will be given when the child purchases food from any of our canteen stallholders (except the drinks stall).
5. Students are also advised to have a proper breakfast before school starts.
6. All students should have regular exercise and this should be reinforced in the home programme.
7. Students identified as borderline overweight or underweight based on the standards set by the Ministry of Health, will be put on a health programme in the school. You will be informed in due course when the heights and weights are taken.
8. We expect our Students to have good personal hygiene and habits. They should be clean and neat at all times. They are expected to be toilet trained before they come to school at P1. This includes the correct use of public toilets and the maintenance of its cleanliness after use. **Students should not**

be squatting on the toilet bowls, dirtying the toilet seats. Please teach your child how to use the squat-toilets.

9. Students who are not well should not attend school. It will be inconvenient for the student, parent and teacher if a sick child is forced to attend school. A medical certificate or a letter of absence from the parent should cover a student's absence. Please write a note to the form teacher and PE teacher whenever your child is to be exempted from a PE lesson due to health reasons.
10. If a student is taken ill in school, she will be taken to the sick bay. The school staff will contact one of the parents to take the child to the doctor. Anyone else sent to take the child home will need to be authorized by the parent. The parent, relative or domestic helper is required to exchange for a pass at the Security Post before he or she is allowed into the school. The Security Officers are authorised to view the identity card, driving licence or any other identification with photograph for verification. Before taking the child out of the school, the parent, relative or domestic helper is required to fill in his or her particulars in a log book at the general office.
11. As a precautionary measure, vaccinated students who have received any dose of the mRNA COVID19 vaccines, should be advised to avoid strenuous exercise or physical activity for two weeks after the vaccination. Students should inform their FTs and PE teachers if they are vaccinated.

J. THE SCHOOL BAG

1. Please keep this light. Students should not bring too many things in their school bag. Parents are advised to supervise students in the packing of their school bags daily.
2. The teachers will give the class timetable by the first week of school. You will be given a list of things to bring before the timetable is issued.



To help reduce the bag load of the students, the teachers will collect their workbooks and worksheet files to keep in the classroom. To help you to monitor your child's progress, the books and files will be returned to you at specified weeks of each term. Please acknowledge and send them back to the teachers.

3. When you buy your child's school bag, water bottle, colouring set or pencil-case, you should consider the weight of these items. Water bottles can be brought to school empty and filled at the water-coolers when they reach school.



4. Trolley bags and big bags are not encouraged. Not only are they heavy, it is dangerous to carry them up and down the stairs.

K. COMMUNICATION

1. If you need to communicate with your child's Form Teacher, you may:
 - write a note to the teacher in your child's School Diary and ask your child to show it to the teacher.
 - email to the teacher (teachers' email addresses are found in our school website)
 - make an appointment to see the teacher.
2. Most of the time, teachers will not be free to see parents during school hours or to take telephone calls. It is better to leave a message for the teacher in your child's School Diary. You may also e-mail the teachers through our school's email: plmgps@moe.edu.sg if you wish to give feedback on any issues.
3. In any emergency, the school will contact parents, so it is important that parents give the school their updated contact numbers. Any change of addresses must be updated on their Identity Cards (NRICs) so that the central database can be kept up to date. Accuracy of this information is crucial in times of emergency.

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4. If parents need to take their child out of school before dismissal time for a valid reason (e.g. piano or ballet exam), permission must be obtained from the Principal/Vice-Principal/Form Teacher.
 5. If a student has to leave the school before dismissal time, the parent needs to fill in particulars in a log book in the General Office before the student is allowed to leave the school. This is done to ensure the safety of our students.
 6. We will keep parents informed should there be any early dismissal or changes in activities or programmes. We urge you to read all letters and notes send to you through your daughter and the termly notification sent via Parents' Gateway at the beginning of the term.

L. EDUSAVE PUPIL FUND

1. In 1993, the Government started the **Edusave Scheme** to maximise opportunities for all Singaporean children. The Scheme provides students and schools with funds to pay for enrichment programmes or to purchase additional resources.
2. Every student who is a Singapore citizen is eligible for an Edusave Pupil Fund account if she is studying full-time at primary or secondary level in a Government or Government-aided school, an independent school, a specialised school or Government-supported special education school. She will receive a yearly contribution of \$230 from the government.
3. Edusave Pupil Fund can be used to pay for 2nd tier miscellaneous fees or approved fees and local enrichment programmes organised by the school. The 2nd tier miscellaneous fee is \$6.50 per month.
4. Parents/Guardian are highly encouraged to sign up for the Enrichment Programme Standing Order (EPSO) authorising the school to withdraw funds from your child's/ward's Edusave Pupil Fund account to pay for the 2nd Tier miscellaneous fees and enrichment programmes. This one-time Edusave withdrawal

authorisation will remain valid throughout your child's/ ward's school years.

M. GIRO ACCOUNT

1. Every P1 student is given a pre-printed GIRO form to participate in the GIRO Scheme for payment of fees. Your GIRO Standing Order will remain in force as long as your child/ward remains in a Government or Government-aided primary, secondary school or junior college and that you have not terminated it. You should have completed the form prior to Orientation Day. If you have not done so, please contact General Office to arrange for the form to be completed. **All parents are encouraged to participate in the GIRO scheme for payment of fees.**

2. Monthly School Fee Rates

Singapore Citizens	Singapore PRs
Standard & 2 nd Tier Miscellaneous fees: \$13	Standard & 2 nd Tier Miscellaneous fees: \$ 13
School fees: \$0	School fees : \$230
Total fees payable: \$13	Total fees payable : \$2

N. FINANCIAL ASSISTANCE

1. Families needing financial assistance for fees payment, purchase of books, enrichment programmes or pocket money may approach the Form Teacher. You will need to produce documentary evidence such as family members' latest payslip to help us assess your needs.

You may find out more on the criteria from the link below:

<https://www.moe.gov.sg/financial-matters/financial-assistance>

O. HOUSE SYSTEM

1. Every student is placed in a 'House' for their CCA and PE Programmes. Through our house system, we hope to foster a sense of unity and loyalty in our pupils. She remains in the same House throughout her years in the school. The four Houses are **Archer** (Red), **Chew** (Blue), **Dodsworth** (Yellow) and **Lee** (Green).

Preparing your child for school

P1 for your child begins before she comes in January 2021. To help your child adapt quickly and happily into school, here are a few pointers you may want to look at:

1. Study Area



Do set aside a study area for your child. If it is not possible to have a desk in her bedroom, set aside an area elsewhere away from distractions like the television set. Help her get into the habit of doing her work in this area. This is where all her books and stationery should be kept so that she can quickly pack her own belongings every day in preparation for the next school day. If the study area is in a common family area, please advise family members that for that one hour or so, noise should be kept to a minimum, so that your child understands and respects discipline and good work habits. Remember to have good lighting. Check on her posture when reading and writing.

Keep a copy of her school timetable and a calendar close by. You could have a cork board to pin up important notices from the teacher or the school. Remind her to look at these so that she can learn to be responsible for her own school day. She can also remind you, the parent, about important things like early dismissal, changes in sessions, payment of fees etc. Teach her to keep this area tidy and to look after her own things.

2. Anticipating School

Help your child get excited about school! After buying the uniform, take it out now and then and let her try it on, so she feels proud in it and that she feels good about going into a new phase in life. Let her practise putting on the pinafore or putting on her school shoes.

You are strongly encouraged to purchase shoes with Velcro straps so that your child will not have to fiddle around with laces and take a long time to get ready.



Remember the bogey-man? Remember when your mother used to say that they would call the police to “catch” you if you didn’t behave? Well, the same applies to school... Be positive! Do not let your own fears and anxiety be transferred onto your child. Try not to tell her scare stories about your own school days ... do not threaten bad behaviour with, “I’m going to tell your teacher!” If you need to discipline her, do so. Do not relegate all the disciplining to the school. The home and school need to work as partners for the growth of the whole child.

3. Finishing Food

Train your child to finish her food in half an hour. Give her a small plate of noodles or a sandwich and time her. She may be distracted during recess and may want to play without finishing her food, so do get her to understand that she must finish whatever she has been given first. If she can eat and chew her food properly in 15 minutes, show her the clock face and let her know she will have at least 10 minutes left for play with her friends.

4. The Week Before School Starts

So, Christmas is over ... presents have all been opened. The new excitement is preparation for school! Make it a fun time of discovery and new experiences.

- a) Bedtime – train your child to *go to bed at a fixed time and to get up at a fixed time*, even if it is still holiday time. Enough sleep is essential for a growing child who needs energy to concentrate on work and play. Have a routine so she knows exactly what to do when school starts, even when you are not around. The child is encouraged not to stay up too late even on weekends. This will prevent a lot of the getting-up tussles and even school refusal!
- b) Revision – Do set aside the time to review what has been learnt during the day. It can be conversational. We recommend that

this be done at the designated study area so there are *defined times and spaces for work and play*. This is to help your child become independent.

c) Recognising the School – drive past the school and point out the school building to your child. Talk about it and encourage her to express her thoughts and feelings about the place.

d) Public Telephone (coin phone only) This can be located near the canteen. Please do not instruct her to call you every day at recess time. Let her learn to be independent.



e) Money – supervise her the next time she buys a snack from the shop. Let her handle the coins and when to expect change. Her buddy will help her during recess, but let her get used to buying things on her own and how to ask for things. Of course, if this can be done earlier than the week after the Christmas, the better it is for the child.

f) Should you forget to give your child pocket money for the day, ask her to approach her class teacher or General Office staff who will give her some biscuits for recess.

g) Medical Matters – The school is not allowed to administer oral medicine except to apply antiseptic cream to your child. If your child is asthmatic, please make sure she carries her own Ventolin puff and that she knows how to use it.

This is only the start of a very exciting journey ahead, that of learning and growing with your child. We wish you and your daughter the very best as you become part of the PL Family. God bless!

