



Welcome to Punggol Cove Primary School

Primary 1 Orientation



Welcome By Principal

Mr. Dennis Yap

PUNGGOL COVE PRIMARY SCHOOL



Introduction of School Executive Committee

PUNGGOL COVE PRIMARY SCHOOL



School Executive Committee

- Principal : **Mr Dennis Yap**
- Vice-Principal, Academic : **Ms Sharon Thia**
- Vice-Principal, Academic : **Mr Wan Imran**
- Vice-Principal, Admin : **Ms Chng Shi Hua**

School Executive Committee

- Head of Dept / English Language : **Mdm Nagina Sawant**
- Head of Dept / Mother Tongue : **Mr Lim Peng Yiam**
- Head of Dept / Science : **Mr Hashim Shariff**
- Head of Dept / ICT : **Ms Lee Jing Yng**
- Head of Dept / PE, CCA & Aesthetics : **Ms Norjanah Ramli**

School Executive Committee

- Head of Dept / Discipline : **Mr Benjamin Chew**
- Year Head / Middle Primary : **Mr Ken Yeoh**
- Year Head / Lower Primary : **Mdm Fauziah Ramlee**
- School Staff Developer : **Ms Stephanie Yong**

School Executive Committee

- Level Head / English Language : **Mdm Chua Swan Lynn**
- Level Head / Mathematics : **Ms Chen Kang Li**
- Level Head / Mathematics : **Mdm Nur Husna**
- Subject Head / Malay Language : **Mdm Azilah Abdullah**
- Subject Head / Physical Education : **Mr Muhammad Hafiizh**
- Assistant Year Head / Upper Primary : **Mr Ang Hiang Soon**
- Senior Teacher / CCE : **Mdm Fatimah**
- Senior Teacher/English : **Ms Munawarrah**

Introduction of Administration and Operations Managers

Administration & Operations Manager

- Administration Manager : **Mr James Leong**
- Operations Manager : **Mr Kesa Singh**

First Day of School Matters

PUNGGOL COVE PRIMARY SCHOOL



First Day of School Matters

1. **Packing List**
2. **School Attire**
3. **Reporting Details**
4. **Transition Programme – Classroom Activities**
5. **Morning Assembly**
6. **Recess**
7. **Dismissal**
8. **School Safety – Arrival, Dismissal, Safe Management Measures**
9. **Administrative Matters**
10. **General Tips and Guidelines to Support Our Students in School**
11. **Student Well-Being Matters**

Packing List for School Bag

1. **Pencil case with pencil, ruler and eraser**
2. **A box of coloured pencils**
3. **A storybook**
4. **A water bottle**
5. **Dry food for snack breaks in class** (*e.g. biscuits*)
6. **Mask to be worn daily**
7. **Ziploc Bag or pouch**
(*place mask when students remove it to eat or drink*)
8. **Extra mask** (*in case mask becomes wet or breaks*)

Packing List for School Bag

- 9. Pocket Money – \$2.50**
- 10. Name Tag with Lanyard**
(Will be given out on 1st day of school. Parents to complete going home arrangements on the tag.)
- 11. Pack books as indicated in the handout for first three days, thereafter follow the time-table.**
- 12. Label child/ward's name on ALL personal items**
(e.g. Stationery, Water Bottle, Wallet)
- 13. Student's Handbook – To complete page 1 and Safety Guidelines Acknowledgement once you have received the Student's Handbook.**

Safety Considerations for Packing

- ✓ **School Bag** (*Trolley bag is not encouraged*)
- ✓ **Contact Details** (*e.g. contact numbers*)
- ✓ **Safe Stationeries**
- ✓ **Label all Stationeries**

School Attire

- **School uniform:** Students are to wear the prescribed school uniform and modification to the uniform is not allowed.
- **Top:** Clean School Polo T- shirt is to be tucked in at all times. Name tag must be sewn above the school badge. Girls are not to wear bright-coloured undergarments under their school uniform.
- **Bottom:** Bermudas for boys should be no longer than 1-inch above the knees. Girls are to wear skorts no longer than 1-inch above the knees.
- **Socks:** Only plain white socks are allowed and they should be worn at least 2 inches above the ankles.
- **Shoes:** Only black canvas/sports shoes are allowed. There should be no fanciful/reflective/ coloured stripes on any part of the shoes.
- **PE Attire:** Students can put on their school PE shorts only on days with PE/PAL lessons. At other times, students are expected to wear their formal school attire (Skorts/Bermudas). CCA/ PE/School-approved T-shirts and track shoes are allowed for special programmes or activities with consent from teachers concerned.

Reporting Details

- 1st Day Reporting Date : **4 January 2021 (Monday)**
- School Hours : **7.30 a.m. – 1.30 p.m. daily**
- Reporting time : **7.30 a.m.** (*Seated in Canteen by 7.25 a.m.*)
- Assemble Point : **School Canteen**
- Students will be seated according to their classes, **with safe management measures in place.**
- Teachers will bring the students up to **class for flag raising ceremony.**
- We seek the cooperation of all parents to help us instil in our students the value of **punctuality.**

Transition Programme (2 days)

- **School Tour**
- **Classroom Orientation**
- **School and Class Rules and Routines**
- **Safe distancing and school safety matters**
- **General Cleanliness**
- **Communication Skills** – *Greetings, Asking Permission*
- **Organizational Skills** – *Arranging things on their desks*
- **Simple Financial Awareness** – *Knowing dollars and cents*
- **Administration** – *Lanyard/Collection of books and files*

It's a New Normal for Us All

School Routines, Safe Management Measures

Morning Assembly

- Assemble in the canteen
- Form Teachers will bring the students back to their classes for the Morning Assembly.
- Form Teachers will mark students' attendance.
- Students will take temperature.
- Flag-Raising will start promptly at 7.30 a.m.
 - Singing of the National Anthem
 - Pledge Taking
- Morning Greeting

Temperature Taking

- There will be temperature taking daily as soon as the students step into the classroom.
- **Please note that your child/ward will be issued a digital thermometer on the first day of school.**
- Students must bring their thermometers to school daily.
- **If the student shows flu like symptoms and/or register a temperature of 38°C and above**, parents will be contacted to take the child home to see a doctor and rest.
- **Students who are unwell, or who have adult household members on home quarantine / Stay Home Notice or have flu-like symptoms such as fever and cough**, will be required to stay away from school.

Masks and Face Shields

- Students and staff are **required to wear masks daily** in school.
- **Parents to provide a Ziploc bag** for students to keep their mask when they remove it for meals or P.E. lessons.
- **Face shields will only be allowed in place of masks for specific exempt groups or settings**, where the wearing of masks may not be practical. *(e.g. Children 12 years and below, who with pre-existing medical conditions and may have difficulty wearing and keeping masks on for a prolonged period of time.)*

Classroom Seating

- Desks will be **arranged in fixed cluster/exam-style seating** with at least 1-metre distance between students (seat-to-seat).
- Students will **wipe down their desk areas** each time they need to move to a room and at the end of each day.
- Students will **wipe down shared equipment** each time after use. (*e.g. laptops / P.E. equipment*)

Recess

- Designated alternate seating that is 1-metre apart will be observed in the canteen.
- Students must remove their masks, place them in Ziploc bags or pouches and wash their hands before eating.
- They should refrain from talking when their masks are removed and eat safely.
- Primary school students are encouraged to wear their face shields in the canteen when eating and drinking.
- Children who have brought food can stay in class to consume the food while those who need to purchase food will proceed to the canteen.
- After eating, they will return to class. Field, Eco-Garden and Library will be closed for now.

Recess

- Teachers will be on duties both in the classrooms and canteen to assist our Primary 1 students.
- For students going to the canteen to have their recess, teachers will bring the students down to the canteen at 9.00 a.m.
- Teachers at the canteen will assist students to buy food, drinks, manage their food, drinks and be readily available to assist the students throughout the recess.
- Teachers in the classrooms will also ensure that the students have their recess and are well taken care of.

Recess

- For the safety of all our students, we will continue to observe the safe distancing and school safety measures during recess and throughout the day.
- **Parents/guardians will not be able to come into the school premises during recess at this time.**
- Parents may contact the form teachers for any queries or to seek clarifications and assistance.
- However, we will adjust accordingly to the national posture towards end-December before the new school term starts.
- Should there be any changes, it will be communicated to the parents via Parents Gateway. As such, we urged parents to download the Parents Gateway app and log in by early December 2020.

After Recess

Teachers in the canteen will:

- accompany the students in the canteen back to their classroom at 9.30 a.m. to continue with their lessons/activities.

Snack Break

- Students will have their light snack at 12 noon in the classroom, for 10 minutes.
- Parents can speak to the students about 'snack time' and try it at home.
- Students must remove their masks, place them in the Ziploc bags or pouches, wash their hands before eating.
- They will be discouraged to talk and have their snacks safely.

Arrival at School

- Students must reach school **by 7.25 a.m.**
- There are three entry points into the school: -
 - **Gate B** (Side Gate)
 - **Gate E** (Back Gate nearest to Nibong LRT)
 - **Vehicular Drop-off at the Foyer outside General Office**

Students' Arrival at Gate B (Side Gate)

- Parents will drop their child off **at Entrance of Gate B.**
- Parents will not be allowed to enter beyond Gate B.
- **Students will walk along the walkway and into the school.**
- Teachers will be stationed along the pathway to assist the students.



Students' Arrival at Gate E (nearest LRT)

- Parents will drop their child off **at Entrance of Gate E (LRT)**.
- Parents will not be allowed to enter beyond Gate E (LRT).
- **Students will walk along the walkway and into the school.**
- Teachers will be stationed along the walkway to assist the students.
- Parents are advised not to congregate around the gate and block entry.



Students' Arriving (Vehicle Drop-off)



- Please ensure that the students get off on the left side of the vehicle safely.
- For parents driving to school please drive safely and adhere to the **speed limit of 10km/h.**
- Refrain from getting out of your car so that it will not cause a congestion at the drop-off point.

Dismissal Details

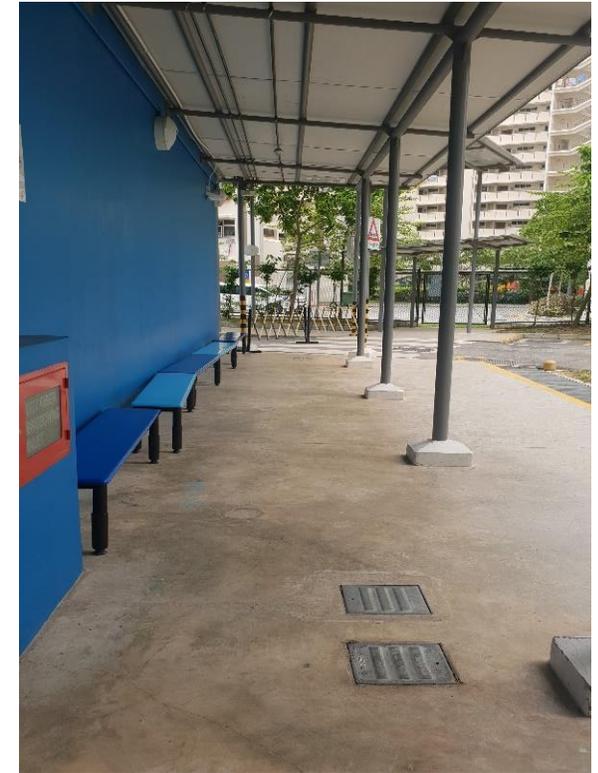
- School Dismissal is at **1.15 p.m.**
- There are 5 dismissal arrangements: -
 - **Gate B**
 - **Cove (via Gate E)**
 - **Vehicular Drop-off at Foyer outside General Office**
 - **School Bus**
 - **Student Care Centre**
- There will be designated entrance and waiting areas, and floor markings to enforce safe distancing for adults waiting for their children during dismissal.

Dismissal – Pick up by Parents at Gate B

- Last period teacher will bring the Primary 1 students down to Level 1 and release them to walk to the Parents Waiting Area leading to Gate B.
- Teachers will be stationed at the Parents Waiting Area to ensure students are handed over to the parents/care-givers.

School Safety – Entrance to the Parents Waiting Area at Gate B

- Parents' entrance and waiting area at **Gate B** – Walkway along Gate B leading to the zebra crossing.



Dismissal – Pick up by Parents at Cove (enter via Gate E)

- Parents will stand apart on safe distancing markers pasted on the floor of the COVE which is demarcated by levels.
- Last period teacher will bring the Primary students down to the Cove and hand them over to their parents/caregivers.



School Safety – Entrance to the Parents Waiting Area at Gate E (LRT)

- Parents' Entrance **Gate E (LRT)** – Walkway along Gate E leading to the gate of The Cove.



Dismissal – Vehicular Pick-up at Foyer

- Last period teacher will bring the Primary 1 students down to Level 1 and release them to walk along the school corridors towards the General Office.
- Teachers will be stationed outside the General Office to ensure that the students wait safely for their parents' to pick them up.



- Students will wait at the Foyer (outside General Office) for their parents to pick them up.
- Vehicles may enter the school premises **only from 1.45 p.m. onwards**).

Dismissal – School Bus

- Form Teachers will accompany students to the hall and ensure proper hand over to the school bus drivers.
- Bus drivers will be stationed at the hall to assemble the students with safe management measures in place before bringing them down to board the school bus.
- Staff I/C will ensure that the students are belted up before the school bus can leave the school.

Dismissal – School-based Student Care Centre

- Primary 1 students who are in Student Care, will wait in the classroom after dismissal.
- Student Care Teachers will take over the students immediately after dismissal.

School Safety – Arrival and Dismissal

- All P2 to P6 students will assemble in the **Classrooms** while the P1 students will assemble in the **Canteen** every morning for the first few weeks of school, with safe management measures in place.
- **For parents driving to school** please drive safely and adhere to the **speed limit of 10km/h**. Refrain from getting out of your car so that it will not cause a congestion. Ensure that your child/ward alight from the **left** passenger door at all times.
- **For parents driving to pick your child up after dismissal**, you are advised to park at the nearby HDB carpark or drive through **only after dismissal at 1.45 p.m.** The designated drop off/ pick up point is the foyer (outside General Office).

School Safety – Arrival and Dismissal

- For the safety of our students and staff, parents **will not be allowed** to enter the school premises (e.g. Canteen) when dropping off or picking up your child from the school every morning and during dismissal. Parents will also not be able to pass through The Cove and Canteen to get to the LRT Station and vice versa.
- **Parents and guardians to remind your child/ward on the importance of road safety.** For example: Make use of the traffic light when crossing the road; look out for heavy vehicles before they cross the road.

School Safety – Gate Opening Hours

- **For parents sending and picking up your child via the school gates, please be informed that the gates will only be opened during the stipulated hours below.**

MAIN GATE (School Vehicular Traffic Gate)	6.30 a.m. – 7.00 p.m.
GATE A (Small Gate at Main Gate)	6.30 a.m. – 6.45 a.m. 8.00 a.m. – 1.00 p.m. 1.45 p.m. – 7.00 p.m.
GATE B (Side Gate beside Main Gate)	6.50 a.m. – 8.15 a.m. 11.45 a.m. – 2.00 p.m. 3.00 p.m. – 5.00 p.m.
GATE E (Side gate towards LRT Station)	6.50 a.m. – 8.15 a.m. 1.15 p.m. – 2.00 p.m. 3.00 p.m. – 6.00 p.m. 6.00 p.m. – 7.00 p.m. (Student Care dismissal)

School Safety – Travel Declaration

- MOH has advised Singapore residents to defer all travel overseas, with the exception of travel to an evolving list of countries, where COVID-19 is under control and the risk of importation is low.
- To ensure schools continue to be a healthy and safe environment for all, we require parents/guardians to make a travel declaration via Parents Gateway only if your child/ward intends to travel for the year-end holidays. **NIL returns are not required.**
- In planning your travel, please refer to the advisory on travelling. If there is a change of travel plans after declaration, please inform the school directly rather than through Parents' Gateway. **The advisory will be emailed to all parents after today's session.**
- We seek the cooperation of parents/guardians in ensuring this.

School Safety – Cruise to Nowhere

- For families going on Cruise to Nowhere, there is no need for you to make a Travel Declaration as cruises are not considered overseas travel if there is no port of call.
- However, to ensure schools continue to be a healthy and safe environment for all, we would appreciate it if parents/guardians could email to inform the school of the period you are going for the cruise through our school email at punggolcove_ps@moe.edu.sg.

Administrative Matters

Administrative Matters

- Name Tag with Lanyard will be given to the students on the first day of school.
- Lanyard **has to be worn** by the students on the **first three weeks** of school to provide identification and the details of going-home arrangement.
- Please **indicate** on the lanyard tag on the going-home arrangement (**i.e. Sch Bus Number (*going home*) / Side Gate B / Gate E (LRT) / Student Care Centre / Car pick-up point**)

Name Tag with Lanyard Sample



School Bus (No. _____)

Student Care Centre

Side Gate B (*Parents Waiting Area*)

LRT Gate E (*Parents Waiting Area*)

In Front of General Office
(*Car Pick-up Point*)

To Serve To Lead

Form Teachers will refer to the student's name tag with lanyard to assist them with dismissal.

Schedule for Submission of Books/Files

Dates	Books For Submission
<p>Monday 4 January 2021</p>	<p><u>Mathematics</u></p> <ul style="list-style-type: none">• Primary Mathematics Practice Book 1A and 1B (New)• PCPS Mathematics Worksheet File (blue) with 10-part dividers & 10 sheet protectors• Mini-whiteboard with white board marker and white board eraser <p><u>Physical Education</u></p> <ul style="list-style-type: none">• An Active and Healthy Me - Student Journal Primary 1 (Rev Ed) <p><u>Art</u></p> <ul style="list-style-type: none">• PCPS My Art Portfolio PCPS Art Journal Art Bag with Apron and A4 Drawing Papers <p><u>Music</u></p> <ul style="list-style-type: none">• PCPS Music File

Schedule for Submission of Books/Files

Dates	Books For Submission
<p>Tuesday 5 January 2021</p>	<p><u>English Language</u></p> <ul style="list-style-type: none">• My Word Bank Book• P1 Sounds Booklet 1 and 2• PCPS A5 Single Lined Exercise Book (English Spelling)• PCPS English Worksheet File (Lilac) with 10-part dividers & 10 sheet protectors <p><u>Social Studies</u></p> <ul style="list-style-type: none">• Social Studies Activity Book 1

Schedule for Submission of Books/Files

Dates	Books For Submission
<p>Wednesday 6 January 2021</p>	<p><u>Mother Tongue Language</u> *A handout will be given to your child on the 2nd day of school, Tuesday, 5 Jan 2021.</p> <p>Please refer to the handout to assist your child in the preparation of books for collection.</p> <p><u>FTGP</u></p> <ul style="list-style-type: none">• My Form Teacher Guidance Period (FTGP) Journal P1

General Tips and Guidelines to Support Our Students in School

General Tips and Guidelines

Help your child to understand and verbalise:

- Names of form teachers and class
- Names and contact numbers of parents and/or caregivers
- Mother Tongue Language he/she is taking
- School routines such as morning assembly, recess and dismissal

General Tips and Guidelines

Help your child to understand and verbalise:

- New normal in schools
- Going-home arrangement
- How to count money in coins and dollars
(\$2.50 dollars and below)
- What to say if he/she wants to go to the washroom
(E.g. May I go to the washroom please?)

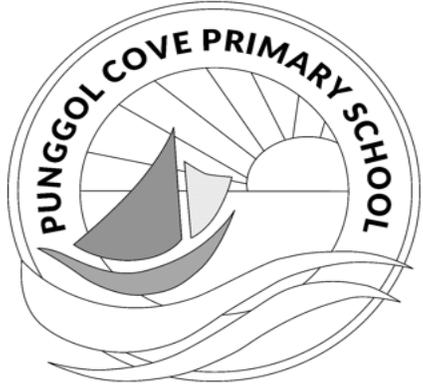
General Tips and Guidelines

Help your child to understand and verbalise:

- What will happen on the first day of school
- School books they will be using
- Use of the Student's Handbook
- Purpose of the class and school rules and routines

General Tips and Guidelines

Complete the Home Activity Sheet

<p>Hooray! I am starting school in PCPS!</p> 	 <p>My first piece of <u>work!</u></p> <p>My name is _____.</p> <p>My school is _____.</p> <p>My class is Primary 1 _____.</p>
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Points to Note

1. Daily Pocket Money – \$2.50 is sufficient
2. Use of jewellery is discouraged – ear studs only
3. Proper Uniform and Personal Hygiene

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Points to Note

4. Leaving school during curriculum time

- To be picked up personally by a family member
- To sign out at the General Office

5. Student unwell/injured during school hours

- Will be brought to the sick bay
- First Aid trained teachers will check and monitor student
- Parents will be informed of the follow-up

6. Any medical condition

- Submit document to Form Teacher

Absence from School

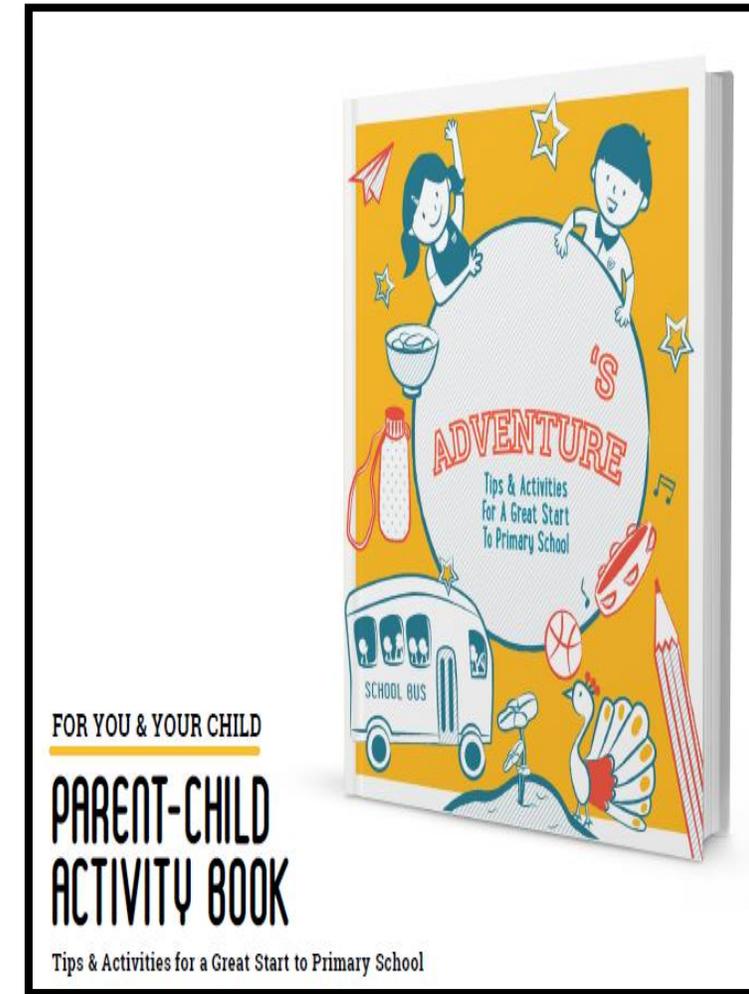
- Medical Certificate (MC) or a letter from parent/guardian is needed to explain your child's absence.
- If your child is sick for more than 1 day – call the General Office and leave a message for your child/ward's Form Teacher.
- Remind your child/ward to **pass** the MC or letter to their Form Teacher when he/she is back in school.

Use of Adventure Book

The book will be given out on the 1st day of school.

The objectives of this book are to:

- Promote parents' understanding and appreciation of school processes and practices.
- Support parents guiding your children as they enter Primary 1, so that their children enjoy learning and going to school and feel safe. Helps the children to prepare and cope with the daily routines and challenges of school life.
- Support parents in building strong relationships with your children, through bite-sized activities that encourage sharing and spending time together.



PUNGGOL COVE PRIMARY SCHOOL

Communication – Parents Gateway

- Mobile app specially designed for parents by MOE and GovTech.
- Allows parents to engage closely with schools, receive information and perform a range of administrative functions including giving consent for school trips.
- Download the free Parents Gateway mobile app on your mobile phone (available on iOS and Android platforms only) and perform a simple one-time on-boarding process.

Student Support and Well-Being Matters

Communication Channels for Parents

- 1. Student's Handbook**
- 2. Parents Gateway**
- 3. Termly Letter to Parents (Start of each term)**
- 4. Meet-the-Parents Session (Twice a year)**
- 5. A Day at The Cove** (Information will be provided at a later date)

Communication with our Teachers

- Have regular conversations with our teachers in both academic and non-academic areas – this will help you better guide your child's holistic development.
- Ask the teachers for the best way and time to contact them.
- Call the General Office to leave a message for the teacher to call back to make an appointment to meet the teachers

Student Support Personnel in PCPS

Counselling	Special Needs	Academic
Mr. Nicky Chong (AED School Counsellor)	Mdm Liyana (AED LBS) Ms. Hidayati (AED LBS)	Ms. Sarina (LSP and LSM) Ms. Siti Mariam (LSP) Ms Lim Xin Wan (LSM)

Basic Insurance Coverage

- All students are covered with group personal insurance for accidents that happen in school or when the student is on the way to school or home.
- Parents and guardians are encouraged to continue with their existing insurance coverage for their child/ward.

Final Note

- Presentation slides has been uploaded onto the school website.
- For questions you have shared with us during the Primary 1 Orientation, we will send the responses through a FAQ (Frequently Asked Questions) document with the Primary 1 Information via Parent Gateway.
- Further information on the start of the new school term, if any, will be informed via Parents Gateway as well.



THANK YOU



PUNGGOL COVE PRIMARY SCHOOL

