

3 January 2025

2025-008

Dear Parents and Guardians,

We would like to wish you a Happy New Year and extend a very warm welcome to our Primary 1 parents and students to our Cantonment family! Here is some information for 2025.

Reporting and Dismissal Time

Students should report to school **by 7:35 am**. Students will be marked late for school if they enter the school after 7:45 am. Our school hours are as follows.

Day	Start Time	End Time
Monday, Wednesday to Friday	7:45 am	1:30 pm
Tuesday	7:45 am	3:00 pm

Students will be dismissed by levels at designated school gates. Older students who need to pick up their Primary 1 and 2 siblings should go to Gate 3, which is designated for Primary 1 students.

Level	Gate
Primary 1, 2 and 5	3
Primary 3, 4 and 6	1

For the safety of the students and to facilitate smoother traffic flow, please adhere to the following good practices at the pick-up/drop-off point at the vehicular bay along Cantonment Close:

- Arrive promptly and leave immediately after dropping off or picking up your child/ward.
- Make all necessary arrangements with your child/ward before arriving at the drop-off points (such as giving your child pocket money and placing your child's school bag within reach from him/her) so that he/she can alight from the vehicle quickly and independently.
- Park at the nearby HDB Multi-Storey Car Park before making your way to the school if you arrive early to pick up your child/ward.

School Rules and Expectations

We have rules to make sure that everyone in our school can learn and have fun in a safe and secure place. These rules also help the teachers and school staff do their jobs well.



In particular, punctuality is a vital habit that sets the tone for a student's day and fosters a sense of responsibility and discipline. We seek parents' assistance to support your child in being punctual for school.

Please refer to the Student Handbook on 'School Rules and Expectations' and 'Offences and Disciplinary Action' (pages 15 – 22).

Attendance and Student Health Matters

Regular attendance has a positive impact on student learning. If your child needs to be away from school for a valid reason, please inform our teachers.

If your child/ward is unwell (e.g. fever, cough, sore throat or running nose), take him/her to see a doctor and ensure that he/she has fully recovered before returning to school.

Please inform the school immediately if your child has been diagnosed with Dengue Fever, Chicken Pox, Hand, Foot and Mouth Disease (HFMD) or other illness that may be contagious and/or given Medical Leave. Do also adhere to the duration of all Medical Leave given.

If your child is already in school but is unwell, e.g., has a fever, flu-like symptoms (cough, sore throat, running nose), we will contact you to pick him/her from the General Office.

Responsibility for Personal Belongings

If your child/ward has forgotten to bring his/her belongings (e.g. books, files, stationery and homework) to school, please do not specially bring the item to school for your child/ward or leave it with the Security Post or General Office. If the item is required urgently, your child's/ward's teachers will contact you. This will foster independence and responsibility in your child. Do inculcate in your child/ward the habit of packing his/her school bag the night before school.

Use of Pictures and Videos

You may refer to our school website and social media platform (Facebook) for updates on our school programmes and activities. Photograph(s) and video image(s) of your child/ward may be captured during school programmes and events. The school may use these photographs or video footage on the school website, social media, feature walls, newsletters and publications. We seek your understanding your child/ward may be featured on these platforms.

School Security and Safety

For the safety and security of all our students, parents/guardians should make appointments to see teachers only after curriculum hours. Visitors including parents/guardians must register their visits at the Security Post with their personal identification before entering the school.

Bookshop Opening Hours during School Days

For Students	For Parents
Monday to Friday: 8:30 am to 3:30 pm Lunch Break: 11:30 am to 12:30 pm	Monday, Wednesday to Friday: 2 pm to 3 pm

Temperature Taking Exercise

There will be a temperature taking exercise on **Wednesday, 15 January 2025**. The objective of the exercise is to educate students to take personal responsibility for their own health, practice social responsibility and be familiar with the use of their thermometers.

All students are reminded to bring along their thermometers with them to school. If the thermometer is faulty or students have lost them, they are available for purchase at our bookshop.

Student Details Form

Please refer to the PG message "Updating of Student Details" dated 3 Jan 2025 and update your and your child's/ward's information via the Student Details Form (SDF). The information is necessary for MOE and the school to provide educational services and support for your child/ward.

The SDF portal can be accessed via <https://pg.moe.edu.sg/forms/sdf> by 31 Jan 2025. Parents of Primary 1 students do not need to resubmit information on the SDF portal if they have already done so at the end of last year, unless there are updates.

School SMART Card Photo-taking (for Primary 1 and 6)

There will be a photo-taking session on Friday, 7 February 2025 for all Primary 1 and Primary 6 students for the issuance of the School Smart Card (SSC).

P1 students are to wear their PE Attire (i.e. Polo T-shirt and Short for Boys/Skort for Girls) and P6 students are to wear their formal school uniform for the photo-taking session. Please ensure that your child's/ward's hair is neat and tidy.

If your child/ward is unable to attend the photo-taking session, the school will either arrange for the photo to be taken on another day or request for the parent/guardian to submit a softcopy photo to the school.

Touch Base Meetings (Primary 2 to Primary 6)

Touch Base meetings will be conducted for parents to meet the Principal, Ms Grace Foo, Year Heads and Form Teachers. We will share key directions and school and class expectations with you.

Primary 2 - 22 January (Wednesday)

Time	Programme
5:30 pm – 6:30 pm	Meet the Form Teachers (Classroom)
6:30 pm – 7 pm	Meet the Principal and Year Heads (Hall)

Primary 3 and 4 - 22 January (Wednesday)

Time	Programme
5:30 pm – 6 pm	Meet the Principal and Year Heads (Hall)
6 pm – 7 pm	Meet the Form Teachers (Classroom)

Primary 5 and 6 on 23 January (Thursday)

Time	Programme
5.30pm - 6pm	Meet the Principal and Year Heads (Hall)
6pm - 7pm	Meet the Form Teachers (Classroom)

School Calendar and Key Dates

The school calendar with information on school programmes is available on the school website (<https://cantonmentpri.moe.edu.sg/useful-links/calendar>). The information will be updated on a termly basis. Key events for the term are listed below:

Date(s)	Event	Remarks
3 Jan & 6 Jan	P1-P6 Back to School Orientation	All levels
15 Jan	Temperature Taking Exercise	All levels
22 Jan	Touch Base Meeting with P2 P3 & P4 Parents	P2, P3 and P4 parents
23 Jan	Touch Base Meeting with P5 and P6 Parents	P5 and P6 Parents
28 Jan	Chinese New Year Celebration (School dismissal at 10.30 a.m.)	All levels
29 Jan and 30 Jan	Chinese New Year (Public Holiday)	All levels
7 Feb	School SMART Card Photo-taking	P1 and P6 students
15 Mar – 23 Mar	School Holidays	End of term 1



Tentative School Closure Dates

Please note the school closure dates due to National Examinations for the Primary 6 students. The dates are tentative, and you will be informed of any changes.

Date(s)	Key Dates
13 Aug – 14 Aug	PSLE Oral Examinations
16 Sep	PSLE Listening Comprehension
13 Oct – 15 Oct	PSLE Marking Exercise

We strongly believe in home-school partnership and look forward to your partnership in the year ahead.

Yours sincerely,
Cantonment Primary School