



# DAMAI PRIMARY SCHOOL



2 Jan 2018

Dear parents and guardians,

Best Wishes for a Happy 2018 and a special welcome to our wonderful new campus. It is homecoming for many of us as we move back to the original Damai Primary site. The campus is built on the vision of being 'the school within a park and a park within the school'. Our new campus is not only equipped with the most up-to-date facilities and ICT resources, it also enjoys beautiful views of greenery from all vantages. It will indeed be a school to be enjoyed as well a model of what a primary school is able to provide in terms of a conducive environment for learning. As the campus is large and new, there will be planned orientation activities for all students to familiarise themselves with the buildings as well as to know their new teachers and classmates. The orientation programme will run for the first two days for P2 – P6 students and three days for P1 students.





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## Merged School Name

It was announced in April 2017 that our school would be merging with East Coast Primary in Jan 2019. As many of you would be aware by now, the name of the merged school would be Damai Primary School.

I have spoken with all students personally regarding the merged name this morning. We look forward to sharing our new campus and to welcoming the students from East Coast Primary.

## PSLE Achievements - 2017

We extend heartiest congratulations to the class of 2017 for their excellent PSLE results, with overall pass rates matching the national average. Under the committed guidance of the teachers and with active school-home collaboration, the cohort outperformed previous cohorts with improvements in all subjects. We have achieved a positive trend data for the past three years. More than 50% of the students also managed to obtain a place in the express stream in their secondary schools of choice. We are proud of their efforts and perseverance. Well Done Class of 2017!

## School Information

As part of our efforts to provide students with an 'inclusive and holistic education', the school has co-curricular activities (CCA) for P3 – P6 and Programme for Active Learning (PAL) for P1- P2 within school hours. Thus school will function from 7.40 am to 1.40 pm on all days. Students are encouraged to come to school by 7.20 am so that they can participate in our daily pre-assembly programmes such as story-telling, community singing, calisthenics and informative talks.

Students who are late (after 7.40 am) will participate in flag-raising with a senior member of staff. We hope that parents will help their children to be responsible and punctual. Habitual late coming is noted and will be part of a student's behaviour record.

As part of our reviews to continually improve student wellbeing, this is a reminder of our new timetable:



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Time	Programme
7.30 am	Morning Assembly. Singing of National Anthem
7.40 am	First Lesson
9.00 am	Snack Break P1, P3 & P5
9.30am	Snack Break P2, P4 & P6
10.40 am	1st Recess/Brunch P1, P3 & P5
11.10 am	2nd Recess/Brunch P2, P4 & P6
1.40 pm	School Dismissal (& lunch for those who have afternoon activities)

Please ensure that your child packs a snack for his break time as recess/brunch will be much later. The canteen stalls will also sell food for breakfast and snack breaks from 7 am.

## Student Safety

All parents will bring their children to Gate A (front gate) or Gate B (back gate) during arrival and dismissal. The main gate is to be used only for vehicles. From Monday, 8 Jan 2018, only students will be allowed into the school. All students, including P1 students, will be dismissed by

their teachers from the specified gate according to the written instructions provided by parents. Do give your child clear instructions as to where and which gate you will pick him/her up after school. If your child walks to school, remind your child to adhere to traffic regulations and use all pedestrian crossings.

With recent worldwide developments regarding public safety, the school has enhanced our safety procedures. We have employed an additional security guard. In addition, we seek your understanding and co-operation as school policy states clearly that no stranger should come into the school compound. If any parent needs to come into the school, please register with the guard at the front gate and then report to the general office. Parents are advised that no one, except staff and students, can enter into the teaching block or canteen unsupervised.



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I wish to thank all driving parents who adhere to the traffic regulations and for making the school compound safe for all students. Parents are reminded to keep within the speed limits and drive with care near the school. If you drive and need to come into the school for any reason, please park your car in the nearby public car parks. We do not have parking for visitors and discourage excessive traffic from entering the school compound.

Staff are deployed to all school gates and pedestrian crossings to help pupils and parents at both arrival and dismissal.

On rainy days, driving parents can let their children alight at the foyer and quickly drive off so as to ensure smooth traffic. Similarly, other parents can walk their children into the school and change them out of their wet shoes at designated areas near each gate. We will be on hand to assist. If your child's mobility is affected for any reason, please approach the school for special access arrangements. During dismissal, if it rains, the school gates will only be opened for other vehicles after the departure of the school buses.

Parents and caregivers can only enter the school to buy textbooks and school uniforms after school dismissal at 1.40 pm. The bookshop is opened to students in the morning.

## Student Well-Being

To prevent the transmission of infections, Damai Primary maintains a high standard of hygiene and sanitation. These include emphasizing good hygiene practices, observing proper hand washing techniques and respiratory etiquette, and maintaining good ventilation. If your child is unwell and exhibit any flu-like symptoms, keep your child at home to rest until your child is well.

Please update the form teacher and submit the medical certificates when your child is well enough to return.

As a good practice, form teachers carry out daily visual checks at morning assembly for physical wellbeing. If any child is unwell, parents will be contacted to bring the child home to rest and to seek medical advice. Parents are reminded to be socially responsible in keeping your child/ren at home until they have fully recovered.



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All students are given thermometers for their personal use. The school will conduct temperature taking exercises on 4<sup>th</sup> and 5<sup>th</sup> Jan 2018.

## School Calendar and Class Timetables

The school calendar for Semester 1, 2017 will be distributed by next week.

Your child will be given an introductory memo from the form teacher. Once the final timetables are confirmed, students will be given personal copies and class timetables will also be posted on the school's website. Your child should pack his/her school bag according to the timetable. The student handbook will be the usual form of communication between parents and teachers. Your child will be using the handbook to note all updates and homework set. It is useful to check your child's handbook daily to monitor your child's homework or to follow-up on any matters raised by the teacher/s. Teachers will try their best to respond to all queries and feedback promptly within 2 working days. For more complicated matters, we will try to resolve the issue within 7 days.

## Supplementary, Remedial & Enrichment Classes

If the teacher feels that your child needs additional support, your child will be asked to attend remedial classes. Remedial classes are arranged for selected students from P1 – P4. For P5 –

P6 students, teachers will arrange for supplementary classes. The teachers will inform you via a memo regarding the details if your child is attending any of these programs.

From time to time, the school will work with external vendors to conduct enrichment classes that the pupils will need to pay using their Edusave funds and/or cash. Enrichment courses will usually be arranged on Wednesday afternoons during term time. As part of making school a happy place, we will also be extending 'fun' interest elective modules in various sports and aesthetics targeted at P3 – P4 students. These are aligned to the school's niches and Life Long Programmes in Team Sports and Aesthetics.





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Should your child be chosen to represent the school in a niche sport or performance CCA, additional CCA practices will be held and parental permission will be sought. If there are changes to the regular schedules, the teachers will inform you and your child in writing. Parents are strongly advised to keep all memos and consent forms of your child's activities. Parents are responsible for their children coming to school and returning home safely. Communicate clearly to your child and caregivers if there are additional after-school activities and the arrangements that you have made.

## Conclusion

For all matters regarding your child, you may approach the form teachers or subject teachers first for clarification or help. The Year Heads will be able to assist on matters pertaining to their levels. Ms Yati can be contacted at [noor\\_hayati\\_shaari@moe.edu.sg](mailto:noor_hayati_shaari@moe.edu.sg) regarding any area concerning P1 – P2, Mdm Chua Pei Cheon at [chue\\_pei\\_cheon@moe.edu.sg](mailto:chue_pei_cheon@moe.edu.sg) for P3 – P4 and Mr Ethan Tan at [tan\\_wu\\_siang\\_ethan@moe.edu.sg](mailto:tan_wu_siang_ethan@moe.edu.sg) for P5 and P6. The Administrative Manager and the Vice Principals will be able to assist on overall administrative matters and policies. All queries should be accompanied by full details of yourself and your child to enable the staff to provide specific information and assistance. The school is not able to answer to anonymous phone calls or mail.

I look forward to your active support in enabling us to help your child grow and learn in a safe, happy and respectful school.

Yours sincerely,  
Mrs Lay See Neufeld  
Principal