



2023/074

13 February 2023

Dear Parents and Guardians,

## 1. Parents' Briefing Session

The school would like to thank all parents who have attended the virtual Parents' Briefing session(s) to strengthen our home-school partnership for the holistic development of your child. For those who have missed the Parents' Briefing session(s), please note that information presented can be found on the school website.

## 2. Student Safety Matters

### **Driving In and Out the School**

To avoid creating congestion during arrival and dismissal times, we would like to remind parents **NOT TO DISEMBARK** from your vehicles when dropping off and picking up your children at the school foyer. We would like to urge all parents who drive into the school to exercise due care and patience when entering and exiting the school premises. Do observe the 15km/h speed limit within the school premises.

When leaving the school, do keep a look out for other road users as you approach the school main gate. Please also take note of the zigzag lines and pedestrian crossings outside the school.

We wish to thank all parents for adhering to our traffic guidelines and for making the school compound safe for everyone. The school will continue to deploy staff at the school gates and nearby pedestrian crossing to help students and parents at both arrival and dismissal times.

### **Road Safety Activities and Emergency Exercises**

The school has completed the annual safety walks and termly safety briefing to heighten our students' safety awareness. The annual safety walks aim to familiarise our students with the traffic conditions around the vicinity of the school and educate them on the appropriate habits when crossing the road.

As part of emergency preparations, the school conducts periodic emergency exercises and activities to familiarise the students and the staff on the actions to adopt in the event of an emergency.

### **Lunch before After-School Activities**

The school canteen will continue to operate on days when students are required to attend after-school activities since they are not permitted to leave school.

Alternatively, parents/guardians can give packed lunch to your children/wards at Gate A or B during dismissal time. We encourage parents/guardians to provide healthier meal choices for lunch. Please make the necessary arrangements with your children regarding the picking up of packed lunch at the gates.

### **Ad hoc or Early Dismissal at Gate A for Students Attending Student Care Centre**

The school would like to thank parents of the Student Care Centre (SCC) who have informed the Form Teachers and SCC Staff to ensure the safe handover of your child at Gate A for ad hoc or early dismissal at 1.30pm. The safety of our students upon dismissal is of utmost importance; hence, the school places great emphasis on a consistent approach of the handover of students from the subject teacher taking the last period to the SCC staff. Thereafter, the SCC staff will hand over the student to parent. This will minimize confusion for students.



Let us continue this good practice by parents to inform the Form Teachers and SCC staff in advance for ad hoc or early dismissal at 1.30pm. This is to allow adequate time for the information to be passed to the relevant subject teachers as the Form Teachers may be teaching in another class; thus, they will be unable to relay last-minute messages. We also seek your understanding and patience that time is needed for the students to walk from the classrooms to the canteen to report to the SCC staff before the handover to parents at the gates. The SCC staff will liaise with parents on the pick-up time at gate A.

### **3. Removal of Mid-Year Examinations for Primary 3,4,5 and 6**

To meet the challenges of an increasingly complex world, we hope to work in partnership with parents to nurture your child to be a lifelong learner. To nurture lifelong learners, your child needs to experience joyful learning and develop stronger intrinsic motivation in learning. As such, building on the effort to move away from an over-emphasis on academic results, there will be no Mid-Year examinations for all Primary 3, 4, 5 and 6 students. There will be weighted assessments and timed practices scheduled for your child as milestone checks on their learning progress. In addition, school will continue to use non-weighted assessments to support your child's learning, gauge his/her learning progress, and address learning gaps.

### **4. Holistic Assessment Portfolio**

Parents play a crucial role in helping your child build resilience and develop a passion for learning. The school will continue to partner parents in helping your child to focus on the value of the learning journey and not just the assessment outcomes. Together, we will help our students to thrive in the test of life, instead of associating their time in school with a life of tests. The school will gather information about your child's learning through checkpoints such as class discussions, in-class work, homework, and bite-sized tests. All holistic learning tasks will be filed in the Holistic Assessment Portfolio (black file). You may refer to your child's Portfolio to monitor your child's progress in the various subjects.

The reporting of your child's progress is done via various communication modes in the Holistic Assessment Portfolio. In the portfolio, evidence of learning and development is reported through semesterly progress cards, termly reflections, varied modes of assessments as well as certificates of achievement. With a wider range of assessment methods, students will have more opportunities to demonstrate their learning through regular and timely feedback. Holistic reporting in Damai promotes reflective thinking, encourages students to have a growth mindset and focuses on self-improvement.

### **5. Assessment Policy**

Assessments are important milestones for the students. It provides an invaluable opportunity for students to revise, consolidate and apply their understanding in a formal setting. Overall marks for the year for each subject will be computed accordingly, taking into consideration the absence from examination or weighted assessments with a valid reason. The school has already sent the Assessment Policy to parents via Parents Gateway or via the issuance of the hard copy of the policy through your child. Please read through the policy and acknowledge the receipt of the document if you have not already done so. Your child has been briefed on the assessment policy by the Form teachers.



## 6. Homework Policy

Homework refers to any learning activity that schools require students to complete outside of curriculum time, regardless of the mode of delivery (i.e., pen-and-paper, virtual/ online). Homework assigned will be purposeful and relevant to the curriculum requirements of each subject as well as the learning needs of our students. Homework load will be monitored and coordinated by teachers to ensure that it is manageable for students. The school hopes to work in partnership with you to instil self-discipline in our students and nurture them to become self-directed learners who take responsibility for their own learning.

The Homework Policy is appended in this letter for your reference. It is also found on the school website.

## 7. Total Defence Day (TDD)

The school will commemorate Total Defence Day (TDD) on 13 February 2023, Monday. The theme for this year's TDD is 'Together We Keep Singapore Strong'. It focuses on the many ways we can put Total Defence into action in our everyday lives. Total Defence remains relevant to deal with the ever-evolving threats and challenges to Singapore. These include misinformation, supply chain disruptions, and food security, which affect communities and Singapore's way of life. Every Singaporean has a part to play in our daily lives to ensure that Singapore is prepared for crises and disruptions and that we remain resilient and united.

Students will learn the many ways they can put Total Defence into action in their everyday lives through a series of school-based activities. Students will also learn about the six defence pillars in Total Defence and experience hands-on activities during recess and CCE (FTGP) lessons.

## 8. Growth Mindset

The school has been actively promoting Growth Mindset to our students since 2020. We teach our students to proactively make good choices, view mistakes and setbacks as challenges to help them grow their brain and become smarter. Challenges are excellent opportunities for them to reflect, re-learn and make improvement in their learning. By embracing Growth Mindset, students will gain a love of learning and develop resilience to help them succeed in life.

The charts on the 12 Growth Mindset Statements and Steps to Success can be found on page 159 and 160 of the Student Handbook, in addition to being prominently displayed in class. We hope that parents will work with the school by reinforcing Growth Mindset in your children at home.

## 9. Student Login Details

Students have been issued the login details for the online platforms that they need to access for learning. The details can be found on page 154 of the Student Handbook. Parents/Guardians are encouraged to note their children's Login ID and password as students may need to access those platforms from home should there be online assignments.

Yours faithfully,

Mrs. Jenny Leong  
Principal



## **Damai Primary School Homework Policy 2023**

### Definition of Homework

Homework refers to any learning activity that schools require students to complete outside of curriculum time, regardless of the mode of delivery (i.e., pen-and-paper, virtual/ online). This includes assignments and projects but not revision of schoolwork or studying for tests and examinations.

### Objectives of Homework

Effective use of Homework can help students to:

- reinforce learning and deepen understanding of lessons taught
- allow students to regularly practise, and apply skills and concepts taught
- develop good study skills and habits
- encourage greater ownership and responsibility for independent/self-directed learning

### Students' Role

Students should:

- Understand the purpose of homework and what is expected of them
- keep track of homework instructions and deadlines
- manage time well to ensure that homework is completed and submitted on time
- organise their school materials: study notes, assignments, books, papers, etc. for revision
- give his/ her best effort in completing homework
- seek help from teachers, classmates, or friends when they face difficulty
- review feedback from teachers on homework submitted
- complete corrections independently to reinforce learning after explanation by teachers

### Develop Good Study Habits

- write down homework/assignment updates in student's handbook
- have a home study timetable
- have a study area, away from household distractions
- have sufficient study materials to do their homework

### Long Term Benefits

With regular revision through Homework, students will:

- practise self-discipline and time management
- be more inquisitive
- be more independent
- be better problem solvers

- All the above will result in good study habits and skills as well as improving their attitude towards school.



## Objectives of Homework

Monitoring of Homework can provide parents with:

- timely information on the learning progress of the child
- opportunities to be involved in their child's learning

## Parents' Role

Parents can do the following to supervise their children homework:

- create a home environment conducive for studying and completion of homework
  - guide and reinforce good study habits and attitudes
  - refer to the student's handbook daily for updates on homework/assignment/feedback
  - spend time to go through the child's schoolwork
  - help the child to learn through homework assignments
  - consult teachers on the child's progress
  - be mindful of the stresses arising from school homework and out-of-school activities, and help the child to prioritise his/her time among these activities
  - ensure that homework is done before their tuition work
- Parents are reminded not to do the homework for their children. They should also help their children to ensure that homework is done before their tuition work.

## General Guidelines on Homework

Primary 1 & Primary 2:

- Daily reading for enjoyment
- Either English, Mathematics and/or Mother Tongue homework

Primary 3 - Primary 6:

- Daily reading for enjoyment
- English, Mathematics, Science and Mother Tongue homework