



2024/001

3 January 2024

Dear Parents and Guardians,

On behalf of all the staff, I would like to wish you a Happy New Year and an amazing 2024. We are absolutely delighted to have all our Damaians back in school again! We recognise a return to school for some children may prove to be challenging after being away from school for so long. Rest assured our **Start it Right** programme will support their transition back to school in the first week of the new academic year. Our dedicated teachers will continue to provide all students with high quality instructions designed to meet the needs of all our diverse learners. My staff and I are looking forward to collaborating with parents and guardians to make this school year meaningful and joyful for our students.

1. PSLE Achievements 2023

We would like to congratulate the class of 2023 for their good performance in PSLE. The school is delighted to share that 96.1% of our students qualified for secondary school and more than half of the cohort qualified for Posting Group 3. We are also pleased to share that many students were successful in their applications for Direct School Admission. Well done, class of 2023!

2. Student Matters

Arrival and Dismissal

All parents should take their children to Gate A (front gate) or Gate B (back gate) during arrival and pick them up at the respective gates during dismissal. The main gate is to be used only for vehicles. From 3 January 2024, Wednesday, only students will be allowed into the school.

All students, including Primary 1 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. We would like to remind parents to adhere strictly to picking up your children at the designated dismissal gate that you have selected so your children can remember the gate that they will be picked up at. This will minimise confusion for your children arising from ad hoc requests by parents to change the pick-up point to another dismissal gate. On rainy days, 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 at hand to assist if necessary.

If your child walks to school, remind your child to abide by traffic regulations and always use pedestrian crossings. If your child's mobility is affected, please approach the school for special access arrangements. During dismissal, the school main gate will only be opened for other vehicles after the departure of the school buses, at about 1.45 p.m.

The school back gate (Gate B) opening hours will be as follows:

Day	Morning Arrival	Dismissal	Afternoon
Monday	6.30 a.m. to 7.30 a.m.	1.30 p.m. to 2.00 p.m.	3.00 p.m. to 3.25 p.m. and 4.00 p.m. to 4.25 p.m.
Tuesday			1.00 p.m. to 2.00 p.m.
Wednesday		3.00 p.m. to 3.25 p.m. and 4.00 p.m. to 4.25 p.m.	
Thursday		NIL	
Friday			



Entering the School Premises

The safety of our students is our utmost priority. To enter our school compound, we seek parents' co-operation to inform the security guard at Gate A (front gate) and register your contact details at the security counter outside the general office before going into the general office for assistance. Parents are advised that no one, except staff and students, can enter the teaching blocks or canteen unsupervised. Food sold in canteen are strictly for student's consumption within the school only.

For parents who drive, we would like to remind everyone to observe the speed limit and abide by the traffic regulations to maintain a smooth flow of traffic during arrival and dismissal times in the school premises. All drivers are also urged to exercise patience and due care for other road users.

Parents are also advised not to alight when dropping off your child in school to avoid holding up traffic thus disrupting the smooth traffic in and out of the school premises. If you drive and need to come into the school for any reason, please park your car at the nearby public car parks. The school does not have parking for visitors and discourages excessive traffic entering the school compound.

As the bookshop is open to students in the morning, parents and caregivers can only enter the school to buy textbooks and school uniforms after school at 2.00 p.m.

Traffic Safety

The school has deployed staff at both school gates and pedestrian crossing to help students and parents at both arrival and dismissal times. Do slow down and to look out for vehicle and pedestrian at the crossing points.

We seek your kind cooperation not to park along the roadside before the school main gate or entrance of Belvia HDB residence during dismissal. You may consider parking at the nearby car parks while waiting for the school gates to be opened for other vehicles after the departure of the school buses at about 1.45 pm.

Safe Management Measures

Schools must remain a safe and healthy learning environment for all our students. Please be assured that we have a holistic system of safe management, comprising of visual screening, temperature-taking for anyone who may be observed to be unwell when they are in school, and good hygiene practices.

Do note that wearing of masks is not mandatory. However, should you prefer your child to put on their mask while in school, the masks used should have no offensive or inappropriate graphics or wordings. An additional face mask should be packed in the bag in case the mask he/she is using gets wet/dirty.

Student Well-Being

The school maintains a high standard of hygiene and sanitation. These include emphasizing good hygiene practices, observing proper hand-washing techniques and respiratory hygiene/cough etiquette. To ensure that our school remains a safe learning environment, please ensure that your child brings an Oral Digital Thermometer to school for periodic temperature taking or when he/she is observed to be unwell. Form Teachers will conduct daily visual checks in the classrooms for your child's physical well-being. If any child is found to be unwell, parents will be contacted to take the child home to rest and to seek medical advice.

Should your child feel unwell, keep him/her resting at home until he/she is well. Should your child be absent for the day, we appreciate that you inform your child's Form Teacher or call the General Office at 64456483 in the morning of the day of absence. Please submit the medical certificate to your child's Form Teacher when your child is well enough to return to school.



Students' Responsibility

Parents Delivering Items to School - As part of our effort to nurture our students' responsibility and preparedness for school, we would like to appeal to parents to refrain from acceding to your child's requests to deliver items that they have forgotten to bring to school.

Parents requesting office staff to pass messages to their children - We would continue to pass **urgent messages** to your children, but we would like to appeal to you to communicate with your children beforehand on matters pertaining to where they should pick up their lunch on late days or where to meet you at dismissal time. We seek your understanding to minimise disruptions to lessons that passing of such messages would cause. We would like our students to learn to be responsible and learn that there is a routine to which they must adhere.

3. School Timetable & Mealtimes 2024

The school timetable & mealtimes in 2024 will be as follows:

	Primary 1 and Primary 2	Primary 3 to Primary 6
Morning Assembly	7.30 a.m. (All students are to be in class/school hall for attendance-taking and morning assembly)	
Curriculum Time	7.30 a.m. – 1.30 p.m. Monday and Tuesday 7.30 a.m. to 1.00 p.m. Wednesday to Friday	7.30 a.m. – 1.30 p.m. Monday to Friday
Recess	P1: 8.30 a.m. – 9.00 a.m. P2: 9.00 a.m. – 9.30 a.m.	P3: 9.30 a.m. – 10.00 a.m. P4: 10.30 a.m. – 11.00 a.m. P5 & P6: 10.00 a.m. – 10.30 a.m.
Snack Break	P1: 11.20 a.m. P2: 11.20 a.m.	P3: 11.20 a.m. P4, P5 & P6: 8.50 a.m.

Students are to report to the hall or their classrooms for attendance taking and morning assembly by 7.30 a.m. Curriculum time will start at 7.30 a.m. Students who are not in school for morning assembly will be considered late.

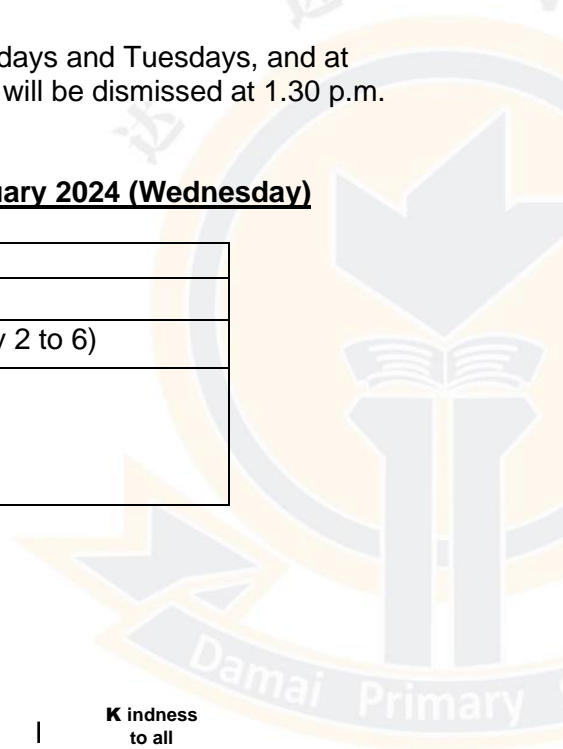
Students in Primary 1 and 2 will be dismissed at 1.30 p.m. on Mondays and Tuesdays, and at 1.00 p.m. from Wednesdays to Fridays. Students in Primary 3 to 6 will be dismissed at 1.30 p.m. on all days.

4. First Day of School for 2024 Primary 2 to 6 students on 3 January 2024 (Wednesday)

Reporting Time	By 7.30 a.m.
Venue	All students will report to the School Hall
Attire	Damai Primary School P.E Attire (Primary 2 to 6)
Dismissal Time	Primary 1 – 1.00 p.m. Primary 2 – 1.00 p.m. Primary 3, 4, 5, 6 – 1.30 p.m.

Students must bring along:

- A notebook, a storybook, a water bottle, and stationery
- A working thermometer
- An A4 file to keep letters/worksheets.





5. Start-it-Right!

To ignite the joy of learning and help our students prepare for the new academic year, all students will undergo a **Start-it Right** programme on the first week of school. This is to support our students transition back to learning in school and to bond with their teachers and friends. Our teachers will spend time this week to check on the well-being of each student and conduct class discussions and activities to bond with one another. We hope that our students come to school ready to learn something new every day and establish friendships with their peers.

6. Mobile Phone / Smart Watch Policy

To minimize distraction during school hours, our students are not allowed to bring mobile phones/smart watches to school. If you would like to contact your child urgently, you may call the general office directly. If your child has any urgent matters to contact you, he/she can make a phone call at the general office.

However, should any parent feel a strong need for his/her child to bring a mobile phone/smart watch to school, the parent must fill in a prescribed form for this purpose and approach the Form Teachers regarding the matter. Students are only allowed to bring mobile phones/smart watches with written permission from the school. The school will not be responsible for the loss of any mobile phones/smart watches and no search will be conducted should the phone/smart watch be misplaced or stolen. Mobile phones should be turned off and smart watches should not be used for communication purposes while students are in school. In the event of misuse of mobile phones/smart watches, the device will be confiscated, and a parent's presence will be required for the collection of the mobile phone/smart watch. Any students found bringing mobile phones/smart watches to school without written permission from school would have to face the consequences of their actions.

7. Introductory Letter, Class Timetable and School Calendar

Parents will receive an introductory letter sent by your child's form teacher on the first day of school via Parent Gateway (PG). The letter contains the names and email addresses of both the Form Teachers of your child. We strongly encourage all parents to be on board PG to receive information and announcements promptly. As part of the school's green effort, we will not be printing any hard copy letters from 2024. Should you require help accessing PG, please approach the school's administrative staff at the general office for assistance.

Each student will be given a personal copy of the timetable on 5 January 2024, Friday, which is subjected to confirmation by 12 January 2024, Friday. Should there be any change to the timetable, your child will be issued an updated version of the timetable. Your child should pack his/her school bag according to the timetable. Each student will also be given a copy of the student handbook. Please note that no replacement handbook will be issued if your child misplaces his/her copy. Your child must bring the student handbook to school daily. The student handbook will be the main platform of communication between parents and teachers. Your child will be using the student handbook to note all updates and the homework set. It is useful to check your child's daily homework or to follow-up on any matters raised by the teachers. Teachers will try their best to respond to all queries and feedback within three working days. For complicated matters / issues, we seek your understanding that more time may be required to resolve them before we get back to you.

The school calendar is attached as **Annex A** in this letter. More information will be given to parents nearer each event in separate letters.



8. Supplementary / Remedial Classes and Enrichment Programmes

Your child will be selected to attend remedial classes should the teacher feel that he/she needs additional academic support. Remedial classes are arranged for selected students from Primary 3 to 5. All Primary 6 students will attend supplementary classes. You will receive a notification form containing information on the supplementary/remedial classes if your child is attending any of these support programmes.

To expose students to a variety of learning experiences, from time to time, the school will arrange with external vendors for enrichment classes which are fully subsidised by school. Students are strongly encouraged to participate when such classes are offered.

Should your child be chosen to represent the school in a niche sport or performance CCA, additional practices will be held after school and parental consent 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 letters and consent forms pertaining to your children's after-school activities.

Parents are responsible for their children coming to school and returning home safely. Please communicate clearly to your child regarding transport arrangements if there are additional after-school activities. Parents are to complete page 1 - My Particulars - in your child's handbook regarding arrival and dismissal details. This will serve as a reference for your child and our staff to confirm the arrival or dismissal gate as articulated by your child.

9. Commencement of CCAs (Primary 3 to 6)

All Primary 3 to Primary 6 students will formally start their CCAs on 5 January 2024, Friday, during curriculum time from 7.30 a.m. to 9.00 a.m.

Please take note of the following:

- a. Students are allowed to wear sports shoes to school **only on Fridays when there is CCA.**
- b. Students are to change into their required CCA attire **after they report to school on Fridays.**
- c. Students involved in after-school training sessions may change into their CCA attire/ footwear only **after 1.30 p.m. (applicable to Mondays and/or Thursdays).**

10. Parents' Briefing

Briefing sessions will be conducted for parents of students in the various levels on the following dates. The objective of the briefing is to strengthen home-school partnership for the holistic development of our students. Teachers will be sharing information with parents on the school curriculum, key programmes, and practices. We look forward to your participation in this engagement session. More information will be given to parents via Parents Gateway.

Date	Parents' Briefing by Level	Remarks
Mon, 2 Jan 2024	Primary 1	Information has been sent out via email to parents prior to school re-opening.
Thu, 11 Jan 2024	Primary 6	Letter to parents will be sent at a later date via Parents Gateway.
Mon, 15 Jan 2024	Primary 5	
Thu, 18 Jan 2024	Primary 4	
Mon, 22 Jan 2024	Primary 2	
Thu, 25 Jan 2024	Primary 3	



11. SwimSafer 2.0

SwimSafer 2.0 is a national water safety program developed to raise the standard of swimming proficiency in Singapore. We will be conducting this programme for all Primary 3 and 4 students in 2024. The P4 Swimsafer 2.0 programme will commence in January 2024 for all Primary 4 students. The P3 SwimSafer 2.0 programme will commence in July 2024 for all Primary 3 students. The programme will be conducted during curriculum time. Information has been shared with all P4 parents via Parents Gateway on 29 December 2023, Friday. P3 parents will receive information at a later date.

12. Applied Learning Programme (ALP)

Starting this year, our school's ALP will be focusing on languages (communication skills). We believe that equipping our students with good communication skills will stand them in good stead as the ability to communicate effectively is a highly valued soft skill. Through ALP (Languages), the school aims to enhance students' ability to express themselves confidently [speak with conviction and engage others with confidence] and communicate effectively in English Language and Mother Tongue Languages. The ALP will be weaved into the curriculum to enhance the language learning experience of the students.

Level	Programme	Language
Primary 1	Musical Theatre	EL
Primary 2	Speech & Drama	MTL
Primary 3	Storytelling	EL/MTL
Primary 4	Public Speaking	EL/MTL
Primary 5	Vlogging	EL
	Broadcast Journalism	MTL

13. Recruitment Drive for Parents Support Group

Being a member of the Parent Support Group (PSG) presents a great opportunity for parents to be closer to their children, understand them better, and help them in their education journey. Children also benefit when their parents are more active in their school environment. The PSG complements the school by aligning with the school's objectives, supporting, and strengthening the school's programmes to improve students' well-being and learning. Parents who are actively involved in the PSG are better able to reach out to other parents and involve them. Over time, more parents can contribute to make the school environment more conducive for learning. If you are interested to join the Damai PSG, please leave your name, contact number, and email address with our administrative staff at the general office.

14. Photographs/Video Images of Students for Non-Commercial Use

Please refer to page 14 of your child's copy of the Student Handbook 2024 for more details on the above. Photographs that include your child's/ward's image may be used in displays, presentations, publications, or other related materials, in any format (print, electronic, web or other media), for the purposes of documentation or non-commercial use. Please write to the school if you do not wish the photographs that include your child's/ward's image to be used in 2024.



15. Other Matters

Please refer to page 10 to 14 of the Student Handbook 2024 for more details on school rules and sign on page 14 to acknowledge that you have read and understood the rules and information stated. You are also encouraged to go to the school website www.damaipri.moe.edu.sg for regular updates regarding school matters and events. Do continue to keep a look out for notifications and updates via Parents Gateway.

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 as follows:

Levels	Year Head	Emails
Primary 1 and 2	Mrs Nadira Khan	nadira_abdullah@schools.gov.sg
Primary 3 and 4	Ms Laurice Ong & Mdm Jacinda Tan	ong_su_may_laurice@schools.gov.sg tan_siew_chen_jacinda@schools.gov.sg
Primary 5 and 6	Mrs Kris Hay	ang_mei_hui@schools.gov.sg

The Administrative Manager and the Vice-Principals will be able to provide assistance on general administrative matters and policies. All queries should include full details of yourself and your child to enable our staff to provide specific assistance. The school will not respond to anonymous phone calls, emails, or letters.

The school will be providing parents with regular updates through the Parents Gateway App. Being on board Parents Gateway will ensure that timely updates reach you at your convenience. For parents who have yet to be on board, please follow the steps for installation of the App with a valid Singpass. The guide to download Parents Gateway will be issued together with the Form Teacher Introductory Letter.

16. Lunar New Year Celebration [9 February 2024, Friday]

The school will be holding a Lunar New Year celebration on 9 February 2024, Friday from 7.30 a.m. to 10.30 a.m. A letter with details will be issued nearer to the celebration.

At Damai Primary, we value the partnership between parents and school. We believe that all our students can be agents of change with the support of their parents in their holistic development. Let us continue to work together to support your child to 'Dream Big, Shine Bright'- All students must have the aspiration to *Dream Big*, to think beyond limitations and envision a future they can turn into reality. Once they have set their big dreams, they will endeavour to 'Shine Bright' to pursue their dreams with passion, excellence, and resilience. It is through giving their best effort and being true to themselves, they can learn, grow and lead to make a positive impact. Every Damaian has self-discipline to uphold the SPARK values and will grow to be *Confident Individuals, Thinking Learners, and Engaged Leaders*.

Lastly, a new year brings a new beginning and hope. I wish this is a year for us to fill with positive experiences and personal growth. Wishing you and your family a joyful and successful year ahead!

Yours faithfully,

Mrs. Jenny Leong
Principal



Annex A

SEMESTER 1 CALENDAR 2024

DATE	DAY	PROGRAMME/ACTIVITY	LEVEL	TIME
JANUARY				
2 Jan	Tue	P1 Welcome to School P1 Parents' Briefing	P1	A.M.
3 Jan	Wed	P2-P6 Welcome back to School	P2-P6	A.M.
11 Jan	Thu	P6 Parents' Briefing	P6	P.M.
15 Jan	Mon	P5 Parents' Briefing	P5	P.M.
17 Jan	Wed	Commencement of P4 SwimSafer 2.0	P4	A.M.
18 Jan	Thu	P4 Parents' Briefing	P4	P.M.
18 Jan	Thu	Student Smartcard Photo Taking	P1 & P6	A.M.
22 Jan	Mon	P2 Parents' Briefing	P2	P.M.
22 Jan	Mon	Commencement of Supplementary & Remedial Classes	P3-P6	P.M.
25 Jan	Thu	P3 Parents' Briefing	P3	P.M.
FEBRUARY				
9 Feb	Friday	Chinese New Year Celebration 7.30 a.m. to 10.30 a.m.	ALL	AM
12 Feb	Mon	Chinese New Year Public Holiday	ALL	-
13 Feb	Tue	Chinese New Year School Holiday	ALL	
MARCH				
9-17 Mar		March School Holidays	ALL	-
29 Mar	Fri	Good Friday Public Holiday	ALL	-
APRIL				
10 Apr	Wed	Hari Raya Puasa Public Holiday	ALL	-
MAY				
1 May	Wed	Labour Day Public Holiday	ALL	-
22 May	Wed	Vesak Day	ALL	-
23 May	Thu	Parent-Teacher-Student Conference (PTSC)	ALL	-
		e-Learning Day	P1-P6	-
June				
25 May – 23 Jun		June School Holidays	ALL	-

Note:

Students are expected to be regular in their attendance. Parents/Guardians who wish to take their child/ward overseas for holidays and/or to attend to personal matters are to do so during the school holidays.