



2025/001

3 January 2025

Dear Parents and Guardians,

On behalf of all the staff, I would like to extend our warmest wishes for a Happy New Year and an incredible 2025! We are thrilled to welcome all our Damaians back to school and are excited to embark on this new academic journey together.

We understand that returning to school may be a challenge for some children after a long break. To ease this transition, our *Start it Right* programme is thoughtfully designed to support students as they settle back into the school routine during the first week of the academic year.

Our dedicated teachers remain committed to providing high-quality instruction tailored to meet the needs of our diverse learners. Together with parents and guardians, we aim to create a school year that is not only enriching but also filled with joy and meaningful experiences for our students.

Let's make 2025 a remarkable year of growth and achievement for all!

1. Safety Matters

Arrival and Dismissal Guidelines

- **Arrival:** Parents must escort their children to **Gate A (front gate)** or **Gate B (back gate)**. The **main gate** is strictly for vehicle entry.
- **Dismissal:** All students, including Primary 1, will be dismissed by their teachers at the designated gates based on parents' instructions.

Important Reminders:

- Inform your child clearly of the designated pick-up gate to minimize confusion. Avoid last-minute changes to the dismissal gate.
- On rainy days, parents may accompany children into the school and help them change out of wet shoes at designated areas near each gate. School staff will assist if needed.

For Students Walking to School:

- Remind your child to follow traffic regulations and use pedestrian crossings.
- If your child has mobility challenges, please contact the school for special access arrangements.

Main Gate Access:

- During dismissal, the main gate will remain closed to vehicles until school buses depart at **1.45 p.m. (Monday, Wednesday to Friday)** and **2.45 p.m. (Tuesday)**.



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 3.15 p.m. and 3.30 p.m. to 3.45 p.m.
Tuesday		1.30 p.m. to 2.00 p.m. (P1 - P3) 2.30 p.m. to 3.00 p.m. (P4 – P6)	
Wednesday			NIL
Thursday		1.00 p.m. to 2.00 p.m.	2.30 p.m. to 2.45 p.m. 3.00 p.m. to 3.15 p.m. 4.00 p.m. to 4.15 p.m.
Friday			NIL

Thank you for your cooperation in ensuring the safety and well-being of all students.

Driving In and Out the School

To ensure a smooth flow of traffic during arrival and dismissal times, we kindly remind parents **NOT TO DISEMBARK** from their vehicles when dropping off or picking up children at the school foyer. This will help prevent congestion. We urge all drivers to exercise caution and patience when entering and exiting the school premises, adhering to the **15km/h speed limit** within the school grounds.

When leaving the school, please remain vigilant for other road users near the main gate. Take note of the yellow box and pedestrian crossings outside the school. To support safe and orderly traffic management, staff will be deployed at the school gates and nearby pedestrian crossings during arrival and dismissal times.

Morning Drop-Off:

- The school gate will **close at 7.30 a.m.** for morning assembly. During this time, no vehicles will be allowed entry into the school.
- Parents/Guardians are reminded not to drop off or wait at the main gate during this period.

Afternoon Pick-Up:

- Only school buses are permitted to wait inside the school premises during dismissal.
- Parents/Guardians driving to pick up their child/ward may enter the school **only after all school buses have exited.**
- While waiting to enter, please refrain from parking or waiting along Bedok Reservoir Crescent, as this can obstruct school buses turning into the premises and inconvenience nearby residents.

We sincerely appreciate your cooperation in adhering to these guidelines, which are essential for the safety and convenience of all members of our school community.



Safety Activities and Emergency Exercises

The school will be conducting its annual safety walk and termly safety briefing to enhance safety awareness among all students. The annual safety walk aims to familiarise students with the traffic conditions in the school's surrounding neighbourhood and educate them on safe and appropriate habits when crossing the road.

As part of our emergency preparedness efforts, the school will also conduct periodic emergency exercises and activities. These are designed to familiarise students and staff with the necessary actions to take in the event of an emergency, ensuring everyone is well-prepared for unforeseen situations.

Meals for after-school activities

The school canteen will remain operational on days when students are required to attend after-school activities, as students are not permitted to leave the school premises during these times.

Alternatively, parents/guardians may hand over packed lunches to their child/ward at Gate A or Gate B during dismissal time. Parents are to communicate clearly with their children on such arrangements. We strongly encourage parents to provide healthier meal options when preparing packed lunches to support the well-being of their children.

School Bus

Students taking the school bus will be briefed on the expected behavior while on board to ensure a safe and pleasant journey for everyone. The key expectations include:

- a. **Wear the seat belt** before the bus departs.
- b. **Remain seated** throughout the journey, from the pick-up point to the drop-off point.
- c. **Refrain from consuming food** on the bus.
- d. **Avoid loud noises**, such as talking loudly or screaming.
- e. **Behave appropriately** and in accordance with school rules.

To maintain safety, students who misbehave or fail to comply with the bus assistant's instructions may face disciplinary action. In cases of persistent non-compliance, the bus service provider reserves the right to terminate the student's bus service.

Cycling to School: Safety Guidelines

Bicycle Registration

The school recognises that cycling is a common mode of transportation for students, and we hope to ensure the safety of those who choose to cycle. If your child/ward intends to cycle to school, please inform us by completing and returning the Bicycle Registration Form, which can be obtained from their Form Teacher.

We also seek your support in reminding your child/ward to take the necessary safety precautions, including:

1. Bicycle Maintenance and Equipment

- Ensure the bicycle is equipped with front and rear lights and a bell.
- Regularly check and maintain the bicycle's brakes, chains, tires, lights, and bell to ensure they are in good working condition.



2. Protective Gear

- Your child/ward should always wear a helmet and proper shoes to reduce the risk of injury. For shoes with laces, ensure they are securely tied.

3. Avoiding Distractions

- Your child/ward should not use a mobile phone, even with an in-ear attachment, or listen to music through earphones while cycling.

Bicycle Parking Requirements

Students who cycle to school can park their bicycles in the designated bicycle parking lot if the following conditions are met:

- a) The student wears a helmet while cycling.
- b) A signed reply slip of the bicycle registration form is submitted to the Form Teacher, and student attends the school's safety briefing.
- c) The student brings a suitable lock for the bicycle (and for the helmet, if necessary).

Please be reminded that students who wish to park their bicycles in school can only enter via Gate A. They must disembark from the bicycle at the gate and push the bicycle to the parking lot.

For students who choose to park their bicycles at the void deck of the HDB blocks, they are to ensure the bicycles are locked. Students riding a bicycle/scooter are to disembark and push the bicycle/scooter when they are at the void deck. The school will not be held responsible for the loss or theft of any bicycle/scooter parked at the void deck and no search will be conducted.

We appreciate your cooperation in ensuring the safety of our students as they commute to and from school.

2. Student Well-Being

The school upholds high standards of hygiene and sanitation, which include emphasising good hygiene practices, proper hand-washing techniques, and respiratory hygiene/cough etiquette. To ensure our school remains a safe learning environment, please ensure that your child brings an Oral Digital Thermometer to school for periodic temperature checks or when he/she is observed to be unwell.

Form Teachers will conduct daily visual checks in classrooms to monitor your child's physical well-being. If a child is found to be unwell, parents will be contacted to take the child home to rest and seek medical advice.

If your child feels unwell, please keep him/her at home to rest until fully recovered. In the event of your child's absence, we kindly request that you inform your child's Form Teacher or contact 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.



3. Students' Responsibility

Parents Delivering Items to School

As part of our efforts to nurture students' responsibility and preparedness, we kindly appeal to parents to refrain from acceding to your child's requests to deliver forgotten items to school. This helps encourage students to be more accountable for their belongings and develop better organisational habits.

Parents Requesting Office Staff to Pass Messages to Their Children

While we will continue to assist with delivering urgent messages to students, we encourage parents to communicate with their children in advance about important matters, such as where to pick up lunch on late days or where to meet at dismissal time. This minimises disruptions to lessons and reinforces the importance of adhering to routines.

We seek your understanding and cooperation in fostering responsibility and self-reliance in our students.

4. School Timetable & Mealtimes 2025

The school timetable & mealtimes in 2025 will be as follows:

	Primary 1 to Primary 2	Primary 3	Primary 4 to Primary 6
Morning Assembly	7.30 a.m. (All students are to be in classrooms/school hall for attendance-taking and morning assembly)		
Curriculum Time	Mondays and Tuesdays 7.30 a.m. – 1.30 p.m. Wednesdays to Fridays 7.30 a.m. – 1.00 p.m.	Mondays to Fridays 7.30 a.m. – 1.30 p.m.	Mondays to Fridays, except Tuesdays 7.30 a.m. – 1.30 p.m. Tuesdays ONLY 7.30 a.m. – 2.30 p.m.
Recess	P1: 8.30 a.m. – 9.00 a.m. P2: 9.00 a.m. – 9.30 a.m.	10.30 a.m. – 11.00 a.m.	P4: 9.30 a.m. – 10.00 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: 8.50 a.m.	P4: 11.20 a.m. (8.20 a.m. on Tuesdays only) P5 & P6: 8.50 a.m.
Lunch	NA		Tuesdays ONLY P4: 12.00 p.m. – 12.30 p.m. P5: 12.30 p.m. – 1.00 p.m. P6: 1.00 p.m. – 1.30 p.m.

Students are to report at the hall (Mondays only) / 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.



5. First Day of School for 2025 Primary 2 to 6 students on 3 January 2025 (Friday)

Reporting Time	By 7.30 a.m.
Venue	All students to report to the Multi-Purpose 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.

6. Start-it-Right!

To ignite the joy of learning and help students prepare for the new academic year, all students will participate in the *Start-it Right* programme during the first three days of school. This programme is designed to support students in transitioning back to school life, while fostering strong connections with their teachers and peers.

Throughout the three-day programme, teachers will dedicate time to check on the well-being of each student and facilitate class discussions and activities to strengthen bonds within the classroom. We hope our students arrive each day excited to learn something new and to build meaningful friendships with their peers.

7. Mobile Phone / Smart Watch Policy

To minimise distractions during school hours, students are not allowed to bring mobile phones or smartwatches to school. If you need to contact your child urgently, please call the General Office directly. Similarly, if your child needs to contact you for urgent matters, they may do so by making a phone call at the General Office.

For parents who feel strongly that their child needs to bring a mobile phone or smartwatch to school, a prescribed form must be completed and submitted to the Form Teacher. Students are only permitted to bring mobile phones or smartwatches with written approval from the school.

Please note the following guidelines for approved devices:

- Mobile phones must be turned off during school hours.
- Smartwatches must not be used for communication purposes while on school premises.
- Students with permission to bring these devices must keep them in their school bags upon entering the school premises and may only retrieve them after school, outside of school grounds.

The school will not be held responsible for the loss or theft of any mobile phones or smartwatches, and no searches will be conducted for misplaced or stolen items.



In the event of misuse of a mobile phone or smartwatch:

- The device will be confiscated.
- A parent/guardian must be present to collect the device from the school.

Students who bring mobile phones or smartwatches to school without written permission will face disciplinary consequences. We appreciate your cooperation in ensuring that school remains a focused and productive learning environment.

8. Introductory Letter, Class Timetable and School Calendar

Parents will receive an introductory letter from your child's Form Teacher on the first day of school via Parent Gateway (PG). This letter will include the names and email addresses of all Form Teachers assigned to your child. We strongly encourage all parents to register for Parent Gateway to ensure prompt receipt of information and announcements.

Each student will be provided with a personal copy of the timetable on Monday, 6 January 2025, which is subject to confirmation by Tuesday, 14 January 2025. If there are any changes to the timetable, your child will receive an updated version. To stay organised, we encourage your child to pack their school bag according to the timetable.

Additionally, your child is required to bring the Student Handbook to school daily. The handbook serves as the primary platform for communication between parents and teachers. Your child will use it to record updates and homework assignments. We recommend that parents check the handbook regularly to review homework and address any matters raised by teachers. There will be no replacement of Student Handbook hence all students are encouraged to handle their student handbook with care.

Teachers aim to respond to queries and feedback within three working days. However, for more complex issues, we seek your understanding that additional time may be needed to address and resolve the matter effectively before providing a response.

The school calendar for Semester 1 is attached as **Annex A** in this letter. More information will be given to parents nearer each event in separate letters.

9. Supplementary / Remedial Classes and Enrichment Programmes

Remedial and Supplementary Classes

Your child may be invited to attend remedial classes if the teacher identifies a need for additional academic support. These classes are arranged for selected students from Primary 3 to 5. All Primary 6 students will attend supplementary classes to further support their learning. If your child is part of these programmes, you will receive a notification form containing the necessary details.

Enrichment Classes

To provide students with diverse learning experiences, the school occasionally collaborates with external vendors to offer enrichment classes, fully subsidised by the school. Students are strongly encouraged to participate in these opportunities when they are available.



Participation in Niche Sports and Performance CCAs

If your child is selected to represent the school in a niche sport or performance CCA, additional practice sessions will be scheduled after school, and parental consent will be sought. Should there be any changes to the regular schedule, teachers will inform both parents and students in writing. Parents are advised to retain all letters and consent forms related to their children’s after-school activities.

Transport Arrangements

Parents are responsible for ensuring their child’s safe commute to and from school, especially when attending after-school activities. Please communicate clearly with your child regarding transport arrangements for these occasions.

10. Commencement of CCAs (Primary 3 to 6)

All Primary 3 to Primary 6 students will formally start their CCAs on Friday, 10 January 2025, 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.**
- c. Students involved in after-school training sessions may change into their CCA attire/ footwear only **after 1.30 p.m.**

11. Parent Briefing Sessions

We will be conducting briefing sessions for parents of students across various levels on the following dates. These sessions aim to strengthen the home-school partnership to support the holistic development of our students.

During the briefings, teachers will share key information about the school’s curriculum, programmes, and practices. This is an excellent opportunity for parents to gain insights into their child’s learning journey and connect with the school. We look forward to your active participation in these engagement sessions. Further details will be shared with parents via Parent Gateway.

Date	Parents’ Briefing by Level	Remarks
Thursday, 2 Jan	Primary 1	Information has been sent out via email to parents prior to school re-opening.
Monday, 13 January	Primary 3	Letter to parents will be sent late via Parents’ Gateway.
Wednesday, 15 January	Primary 6	
Thursday, 16 January	Primary 4	
Monday, 20 January	Primary 2	
Friday, 24 January	Primary 5	

12. 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 4 students in 2025. The Primary 4 Swimsafer 2.0 programme will commence in April 2025. The programme will be conducted during curriculum time. Primary 4 parents/ guardians will receive information nearer the date.



13. **Primary 5 Cohort Camp**

The Primary 5 Cohort Camp is scheduled to take place from 2 June to 4 June 2025 as a 3-day 2-night residential camp. We kindly request parents/guardians to avoid making travel arrangements before 4 June 2025, if possible. Further details about the camp will be shared with Primary 5 parents/guardians closer to the date.

14. **Applied Learning Programme (ALP)**

Our school's ALP – *Ignite your Confidence, Express yourself!* - focuses 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

15. **Learning for Life Programme (LLP)**

SPARK@Play is a school-wide sports programme that is aligned to the school's vision, mission and values. It aims to arouse the interest for continual sports participation amongst students. The programme also provides opportunities and platforms for all students to be exposed to Team Sports that will equip them with attributes, competencies and core values to grow in strength of character through experience.

The SPARK@Play programme adopts a tiered approach which consists of Expose, Equip and Excel phases to ensure that every student is involved in team sports, is meaningfully engaged and has his/her talent fully maximised through the six years at Damai Primary School.

16. **Recruitment Drive for Parent Support Group**

Becoming a member of the Parent Support Group (PSG) is a wonderful opportunity for parents to build stronger connections with their children, understand them better, and actively support them in their educational journey. Children benefit greatly when their parents are more engaged in their school environment, fostering a sense of belonging and motivation.

The PSG plays a vital role in complementing the school's efforts by aligning with its objectives and supporting programmes that enhance students' well-being and learning experiences. Through active involvement, PSG members can also encourage and engage other parents to contribute their time and efforts.

Over time, this collaborative effort creates a more supportive and conducive environment for learning, benefiting the entire school community. We welcome parents to join us in this meaningful partnership to make a positive impact in our students' lives.



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.

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

Please refer to page 14 of your child's copy of the Student Handbook 2025 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 2025.

18. Other Matters

Please refer to page 10 to 13 of the Student Handbook 2025 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	ong_su_may_laurice@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

19. Lunar New Year Celebration (Tuesday, 28 January 2025)

The school will be holding a Lunar New Year celebration on Tuesday, 28 January 2025. School will end at 10.30a.m. on that day. Details of the event will be shared in a separate letter. Due to the curtailed school hours on 28 January, there will be no afternoon activities and supplementary classes for all students on that day.

Soaring to New Horizons

As we embark on a new academic year, we would like to share our theme for 2025: Soaring to New Horizons. This theme reflects our collective commitment to growth, exploration, and achievement to prepare our students to be future ready.



For our students, this year is about discovering new interests, setting goals, and developing the Confidence, Adaptability and Inventive Thinking to embrace every learning moment.

For our parents, your partnership and support will continue to be essential as we nurture the aspirations, develop the character of your children, supporting them in each step of their journey ahead. Together, we will create an environment that fosters self-discipline and a commitment to uphold the SPARK values, every Damaian has the potential to grow into a **Confident Individual**, a **Thinking Learner**, and an **Engaged Leader** who contributes meaningfully to their community and beyond.

Here's to an inspiring year ahead!

Yours faithfully,

Mrs. Jenny Leong
Principal





Annex A

SEMESTER 1 CALENDAR 2025

DATE	DAY	PROGRAMME/ACTIVITY	LEVEL	TIME
JANUARY				
2 Jan	Thu	P1 Welcome back to School P1 Parents' Briefing	P1	A.M.
3 Jan	Fri	P2-P6 Welcome back to School	P2-P6	A.M.
13 Jan	Mon	P3 Parents' Briefing	P3	P.M.
15 Jan	Wed	P6 Parents' Briefing	P6	P.M.
16 Jan	Thu	Student Smartcard Photo Taking P4 Parents' Briefing	P1 & P6 P4	A.M. P.M.
20 Jan	Mon	P2 Parents' Briefing	P2	P.M.
24 Jan	Fri	P5 Parents' Briefing	P5	P.M.
28 Jan	Tue	Chinese New Year Celebration 7.30 am – 10.30 am	ALL	A.M.
29-30 Jan	Wed & Thu	Chinese New Year Public Holiday	ALL	-
FEBRUARY				
3 Feb	Mon	Commencement of Supplementary & Remedial Classes	P3-P6	P.M.
MARCH				
15-23 Mar		March School Holidays	ALL	-
31 Mar	Mon	Hari Raya Puasa Public Holiday	ALL	-
APRIL				
2 Apr	Wed	Commencement of P4 SwimSafer	P4	A.M.
18 Apr	Fri	Good Friday Public Holiday	ALL	-
MAY				
1 May	Thu	Labour Day Public Holiday	ALL	-
12 May	Mon	Vesak Day	ALL	-
29 May	Thu	Parent-Teacher Meet	ALL	-
JUNE				
31 May – 29 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.