



MERIDIAN PRIMARY SCHOOL

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Our Ref: MPS/SM/2024/001

10 January 2024

Dear Parents/Guardians,

Welcome Letter to Parents/Guardians

Welcome to the start of a new academic year! We are excited to have you and your child/ward on this journey with us in 2024. In Meridian Primary School, we believe that every child matters, can learn and succeed in learning. This shared belief guides us in designing a Meridian Experience that helps our students enjoy learning in an environment that is motivating, safe and respectful.

Our students had a great start to 2024. They participated actively in our school's 'Start Right Start Bright' Programme where school expectations and routines were explained, teacher-student relationships strengthened, and friendships fostered through different activities and experiences. The strong support you have given to the school over the years has enabled our Meridian team of teachers and administrative staff to work synergistically to deliver an engaging and enriching Meridian Experience for our students. We are truly appreciative and look to your continued support and partnership as we work steadfastly on nurturing Meridians to be Future Learners, Future Citizens and Future Leaders.

1. Staff Matters

I am delighted and honoured to join Meridian Primary School as Principal with effect from 15 December 2023. Prior to this posting, I had the privilege of serving in different capacities at a junior college, secondary schools and MOE Headquarters.

I would like to take this opportunity to thank my predecessor, Ms Liza Rahmat, for developing Meridian Primary School to be a fine school with a strong foundation built around a team of committed staff who dedicate themselves to education, and Meridians who are eager to learn and ready to rise to challenges. Under Ms Liza's leadership, she has strengthened the school culture to be one that is inclusive as well as enabled all students to experience joy and success in learning.

I invite parents/guardians to join me and my team in writing the next chapters of our amazing Meridian Story, and look forward to partnering you to support our school and Meridians.

Joining me to be part of the Meridian family are two new staff members. On behalf of the school, I would like to warmly welcome:

- Mrs Ananthi Selva (Year Head P1 and 4)
- Mdm Sohana binti Abdul Halim (Corporate Service Officer)

Mr Clarence Low has retired with effect from 31 December 2023 as HOD Science. We would like to thank Mr Low for his dedicated contributions to our school. We are happy that Mr Low will continue to serve as a teacher in Meridian Primary School, and welcome Mdm Noorhafidzah who has assumed the role of HOD Science with effect from 1 January 2024.

2. Reporting and Dismissal Timings

We strongly encourage students to be in school by **7.25am** so that they can be prepared for morning assembly at 7.30am. **Students' attendance will be indicated as 'late' should they not be in the School Hall promptly for the singing of the National Anthem and pledge-taking at 7.30am.**

The dismissal timings for students have been included below for your easy reference:

Day	P1 to P3	P4 to P6
Monday	1.30pm*	1.30pm*
Tuesday		
Wednesday		2.30pm+
Thursday		1.30pm*
Friday		

+P4 to P6 students will be dismissed at 2.30pm on Wednesdays. School will set aside a 30-minutes lunch break for students on Wednesdays.

*P1 to P3 students will be dismissed at 1.30pm daily. P4 to P6 students will be dismissed at 1.30pm on Mondays, Tuesdays, Thursdays and Fridays.

3. Recess, Snack Break and Lunch Timings

Please refer to the table below for the details for recess, snack break and lunch timings.

Level	Recess Timing	Lunch Timing (Wed)	Snack Break (Wed)	Snack Break (Mon, Tue, Thu and Fri)
P1	9.00am	Nil	Between 12.00pm to 12.30pm	Between 12.00pm to 12.30pm
P2	9.30am	Nil		
P3	10.00am	Nil		
P4	9.00am	1.00pm to 1.30pm	Between 11.30am to 12.00pm	
P5	9.30am	12.30pm to 1.00pm	Between 11.00am to 11.30am	
P6	10.00am	12.30pm to 1.00pm		

Due to the later recess timings, P3 and P6 students are encouraged to have a heavier breakfast at home before they come to school. We also seek parents'/guardians' support to ensure that your children/wards bring healthy snacks for their snack breaks.

Recommended Food for Snack Break

In line with Healthy Meals in Schools Programme (HMSP) by Health Promotion Board, the recommended snack items to be brought for snack breaks can include food items such as bread, biscuits, muffins, muesli bars, dried cereal and fresh/dried fruits; and beverage items such as packet milk, soya milk and Milo.

Unhealthy snack items such as chocolates, sweets, chips and sweet drinks will not be allowed. We discourage students from bringing packed meals such as noodles or rice from home for snack break as there is a higher risk of food-borne illness if cooked food is kept in room temperature for more than four hours.

4. Facilitating Communication between School and Parents/Guardians

4.1 Getting to Know Your Child Questionnaire

The school would like to get to know your child/ward better so as to better engage you in communication about your child/ward. Please complete the attached questionnaire in FormSG via the URL <https://go.gov.sg/get-to-know-your-child-2024> by **Thursday, 18 January 2024**.



4.2 Student Details Form

We would like to draw the attention of parents/guardians to the Student Details Form sent by the school via Parents Gateway (PG) on 4 January 2024. To facilitate timely and accurate communication, we would appreciate if you can complete the form via the URL <https://pg.moe.edu.sg/forms/sdf> by **Wednesday, 31 January 2024**, if you have not managed to do so.

4.3 Student Handbook

We have made significant enhancements to the Student Handbook for our students to record their homework as well as their learning and reflections. By doing so, we hope to instill a sense of responsibility so that they take greater ownership of their own learning. The Student Handbook contains useful information and can also be used by parents/guardians to communicate with your child's/ward's teachers.

4.4 Communication Channels between School and Parents/Guardians

The school is using the Parents Gateway (PG) app as one of our main communication channel. Through this mobile app, parents/guardians are able to receive information as well as to perform a range of administrative functions such as giving consent for school activities and performing travel declaration. Parents/Guardians are strongly encouraged to turn on the notification for the PG app so that you are able to read and respond to notifications in a timely manner.

In addition, the school has established different channels of communication with parents/guardians to enhance our partnership in delivering a holistic educational experience for our students. The details are in the table below.

Channels of Communication	School with Parents	Parents with School
Telephone: 65832125	✓	✓
Email Address: meridian_ps@moe.edu.sg	✓	✓
Website: https://meridianpri.moe.edu.sg	✓	
Notification to Parents/Guardians (Information Letters) /Termly Calendar of Events/ Parents Gateway	✓	
Student Handbook	✓	✓
Curriculum Forum Day / Teacher-Parent Meeting	✓	✓
Meeting with Form/Subject Teacher or Staff Member <i>For a fruitful discussion, do make an appointment to ensure that our teachers/staff members are available to meet up with you.</i>		✓

If you wish to contact our teachers, please call the General Office at 6583 2125 to leave a message for the teachers between 7.30am to 5.30pm. We seek your understanding that that the teachers may not be able to return your calls immediately as they may be teaching in class, or attending meetings or workshops. Alternatively, you can communicate with your

child's/ward's teacher using the Student Handbook or send an e-mail to him/her directly. The email addresses of our teachers are available on our school website.

We would appreciate that communications between parents and teachers take place between 7.30am to 5.30pm so as to allow our teachers ample rest after a day of teaching and other duties in school. Let us continue to strengthen our partnership efforts by extending graciousness and mutual understanding to one another in our interactions, while showing appreciation and respect for our staff members' efforts in rendering their assistance.

4.5 Year Heads for 2024

Year Heads (YHs) and Assistant Year Head (AYH) will continue to oversee the matters pertaining to their levels and work closely with parents and teachers. The following YHs/AYH will be overseeing your child's/ward's development for the year 2024:

Levels	YHs/AYHs	Email Addresses
YH for P1 & P4	Mrs Ananthi Selva	ananthi_chandramohan@moe.edu.sg
YH for P2 & P5 AYH for P2	Mdm Chou Shin Chieh Mdm Tang Tsin Ray	chou_shin_chieh@moe.edu.sg tang_tsin_ray@moe.edu.sg
YH for P3 & P6	Mrs Stefane Lee-Tan Hogue Hwan	tan_hogue_hwan@moe.edu.sg

4.6 Calendar of Events for Term 1

Some important school and level events in Term 1 are listed below for your reference.

Events	Dates	Remarks
Start of Remedial	29 Jan (Mon)	• Remedial for P3 to P6 will start from 29 Jan (Mon). Please refer to the remedial schedule which will be provided nearer the date.
Eve of Chinese New Year: Chinese New Year Celebrations	09 Feb (Fri)	• School will function half day and students will be dismissed at 10.30am.
Chinese New Year School Holiday	12 Feb (Mon)	• School Holiday
	13 Feb (Tue)	• School Holiday
Commemoration of Total Defence Day	15 Feb (Thu)	• Activities will take place during curriculum hours
Curriculum Forum Day and Parents' Workshops	24 Feb (Sat)	• 8.00am to 1.30pm • More details will be given nearer to the event.
P6 Subject Reviews	22 Feb (Thu) 23 Feb (Fri) 26 Feb (Mon) 27 Feb (Tue)	• English/Foundation English Review • Math/Foundation Math Review • Mother Tongue Language/Foundation Mother Tongue Language Review • Science/Foundation Science Review The reviews will be conducted during curriculum time.

	28 Mar (Wed)	<ul style="list-style-type: none"> • Higher Mother Tongue Paper (HMTL) <p>The HMTL review will be conducted after school hours.</p>
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5. Road Safety

We would like to seek your cooperation to work with the school in ensuring the safety of students coming to and leaving school. This is especially important as young children may not have the skills required to use roads properly and are not aware of the dangers in their surroundings. Their small physique also makes them less visible to motorists. Do take note of the following road safety practices:

- Reduce vehicle speed and stay alert for pedestrians in the school zone.
- Cooperate with traffic marshals to ensure overall safety and smooth traffic flow.
- Let your child/ward alight only at the designated drop-off point. Your child/ward should alight from the car on the side nearest to the kerb as quickly as possible.
- Be advised not to violate traffic rules by driving recklessly or making illegal maneuvers.

We seek your assistance to also reinforce these road safety practices with your child/ward:

- Reinforce correct road safety behaviours such as using the pedestrian crossing and avoiding jaywalking or using a handphone while crossing the road.
- Remind your child/ward to practise the kerb drill before crossing - "look right, look left, look right again, ensure all vehicles have stopped, raise your hand high up and cross the road briskly".
- If your child/ward must cycle to school, ensure that he/she knows safe cycling rules and is a competent cyclist.

6. Health- and Medical-related Matters

Maintaining good health is important. Should your child/ward fall sick, please ensure that he/she sees the doctor and obtain a medical certificate if he/she needs to be absent from school. The medical certificate should be given to the respective Form Teachers when your child/ward reports back to school. Please also indicate clearly if your child/ward needs to be excused from PE lessons due to any medical conditions or to allow him/her to recuperate from an illness. Kindly take note that, in the best interest of your child/ward, we do not administer any medication on behalf of any parent. If your child/ward has any special need/s, do discuss the matter with his/her teacher concerned.

As part of our effort to instill social responsibility in our students, we seek your cooperation to check your child's/ward's temperature and his/her overall well-being daily. Please remind your child/ward of good hygiene practices and to bring his/her thermometer to school every day. If your child/ward has a pre-existing condition, do also remind him/her to have the medication with him/her daily (e.g. children with asthma to carry inhaler). If your child/ward feels unwell, please take him/her to seek medical help and let him/her rest at home.

7. Safety and Security Matters

Our students need to understand the importance of having good personal hygiene by washing their hands regularly, before and after food, and after they have visited the washrooms. Our teachers share this important message with students, and they must wash their hands when they go for their recesses. We hope parents/guardians can continue to reinforce these good habits in their children at home.

If your child/ward develops flu-like symptoms, kindly consult a doctor immediately, inform the Form Teachers, and refrain from coming to school until he/she has recovered fully. We seek the understanding and cooperation of parents/guardians in this matter so that we can continue to keep

Meridian Primary School a safe place for all students and staff. Let us all do our part to keep the school community safe.

8. Homework Policy

Our students can benefit from homework as it helps them to reinforce learning and deepen understanding of lessons taught, allow regular practice and application of skills and concepts, develop good study skills and habits and encourage greater ownership and responsibility for independent learning. By monitoring children's homework, parents will have timely information on learning progress of your children. We are also mindful of the amount of homework we provide for our students so that homework remains manageable for them.

The table below provides a guide to the homework load for our students:

Level	Approximate Time Taken to Complete Homework
P1 and P2	No more than 1 hour per day
P3 and P4	No more than 1.5 hours per day
P5 and P6	No more than 2 hours per day

Do help in supervising your child's/ward's work. Homework should be submitted on time. Your child/ward is encouraged to write his/her homework in the Student Handbook.

9. Handphone Usage Policy

Students are not allowed to bring their handphones or smart watches to school as we believe that they should be developed holistically in healthy online and offline activities, and not be distracted by their handphones or smart watches. For more details, please refer to page 25 of the Student Handbook. Kindly acknowledge the note on the bottom of page 25 of the Student Handbook.

10. Birthday Celebrations

The school will not facilitate any request for birthday celebrations in school in view of the children's varying dietary needs and possible allergic reactions. This is also in line with the Healthy Meals in School Programme.

11. Revision of Canteen Food Prices

Due to the increase in operating cost, there is an upward revision of canteen food prices. Details of the revised pricing are in the table below.

Set Meal	Current Pricing	Revised Pricing
Small Set	\$1.60	\$2.00
Large Set	\$2.20	\$2.40
Adult Portion	-	\$2.80

12. Photographs and Videos of Students for Non-Commercial Use

Photograph(s) and video image(s) of you and your child/ward may be captured during school activities and events such as classroom lessons, CCA, school camps and school concert. The school may use and publish such photographs and/or video recordings in school publications, websites, social media channels, and other communication channels, for the purpose of documentation or non-commercial use. Please write to the Principal if you do not wish the photographs and video recordings that include you and/or your child's/ward's image to be used.

We would like to wish you and your family good health, and we look forward to a fulfilling and engaging school year with you and your child/ward.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "Chew", is positioned above a horizontal line.

Mrs Lim-Chew Siang Jiun
Principal