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**ALEXANDRA PRIMARY SCHOOL  
OFFICIAL NOTE**

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TO : PARENT / GUARDIAN  
FROM : MISS ZHANG WANQI  
DESIGNATION : ASSISTANT YEAR HEAD  
DATE : 26 DECEMBER 2017  
REF NO. : ALPS/PM/ON/18/003  
RE : BACK TO SCHOOL MATTERS

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Welcome back to school! To ensure that our students settle in with ease and comfort, we would like to bring your attention to the following essential information about our school. We hope to work in close partnership with you to help your child discover the joy of learning, and to mould him / her into a child of academic and character excellence.

Kindly take note of the following matters stated in this letter. A checklist has been prepared for you, summarising the things to be done before the school term starts in Jan 2018.

Thank you for your kind understanding and cooperation. We look forward to a wonderful partnership with you.

**IMPORTANT INFORMATION TO NOTE:**

**Modes of Communication**

- School Contact number: 6248 5400
- School Website: <http://alexandrapri.moe.edu.sg/>
- MC Online: [https://www.mconline.sg/LEAD/login/lms\\_login.aspx](https://www.mconline.sg/LEAD/login/lms_login.aspx)  
The school strongly encourages all parents to visit MC Online periodically to ensure that you are keep in the loop on school matters.
- Student Diary: Please sign beside any note that the teachers write in your child's diary to acknowledge that you have read it. Similarly, relevant teacher(s) will acknowledge against your message after your child has shown it to him / her. Students will receive their new 2018 Student Diary during the first week of school.

**School Information**

- On Monday, morning assembly will start at 7.30am in the Multi-Purpose Hall (MPH) or at the Parade Square (exact venue will be disseminated to students by respective form teachers).
- From Tuesday to Friday, morning assembly will start at 7.30am at the Parade Square.
- Late-coming and absences without valid reason is an offence and this will be recorded in our school cockpit system.
- Gate 1 opening hours is from 0700 – 1800.
- Gate 2 opening hours is from 0700 – 0730, 1330 – 1345, 1530 – 1545 (Friday).
- Gate 3 opening hours is from 0700 – 0730, 1330 – 1345, 1530 – 1545 (Friday).

**First Week of School**

- Your child / ward will be going through the ALPS Induction Programme during the first week of school.
- Please refer to Annex 1 for the list of items to bring each day during Induction week.
- The timetable will be printed and distributed to your child / ward by 5 January (Week 1, Friday).

- Please guide your child / ward to pack his / her bag independently according to the timetable, taking note of special lessons such as P.E.
- It is advisable that your child / ward takes his / her breakfast before coming to school.
- There will be a temperature-taking exercise on 5 January (Week 1, Friday). Please ensure that your child / ward brings a thermometer that is in working condition.

### **Silent Reading before flag-raising ceremony**

- Please ensure that your child / ward has a story book every morning for silent reading.
- Monday – Wednesday : English book
- Thursday – Friday : Mother Tongue book

### **Recess & Snack Break**

- There will be a 30 minute recess from 1000 – 1030 and a 5 minute snack break from 12.00pm to 12.05pm. Some suggested snacks include: dried fruits, bread and nuts. Please avoid packing food such as sweets and chips.
- Lunch on Friday will be from 1230 – 1300.

### **After-School Programmes**

- CCA will be conducted on Friday from 1400 – 1530.
- Tuesday and Thursday afternoons (2.00 – 3.30pm) are remediation days for identified students. Identified students will be given consent forms before the start of remediation in week 4.

### **Attire**

- Please ensure that your child's / ward's hair is neat when he / she is in school. School shoes should be fully in black and our grey ALPS socks are to be worn at all times.
- Students are expected to wear their school ties / bows every Monday for morning assembly, regardless of the attire they are in.
- Students may wear P.E. attire to school if they have P.E. lessons. There is no need to bring a change of uniform. Girls in P4 and above are required to wear their school skirt over their P.E. shorts on such days.

### **Homework File / Student Diary**

- It is advisable that your child / ward has a homework folder to keep all homework and notices from the school.
- This file should be brought to school every day together with the Student Diary (to be distributed when the term starts).
- Your child / ward will be asked to record down his / her homework or instructions given by the teachers in the Student Diary.

### **Absence from School**

- Please ask your child / ward to submit the letter / medical certificate (MC) upon his / her return.
- If your child / ward will be absent for a long period of time, you may wish to contact his / her form teacher to make arrangements for the collection of school work.
- If there is a need for your child / ward to be excused from school (e.g. piano examination), please present a letter in advance. Time-off will be granted.
- If you need to bring your child / ward home early before usual dismissal time, please note that you will need to sign out at the General Office.

## **Checklist for Parents**

- Ensure that your child / ward is aware of the mode of transport that they will be going home by.
- Write your child's / ward's name and class on all textbooks, workbooks, exercise books, files, water bottles, wallet and shoes in permanent black ink or paste individualised name labels.
- Fill out the "Individual Student Details" form that will be given out to all students on the first day of school and return the form by the end of the week.
- A homework file / folder.
- A simple, light pencil case containing essential stationery, e.g. 3 blue pens, 2 pencils, 1 green pen, eraser and stapler is strongly encouraged. Fanciful pencil cases & stationery are discouraged as they may be a distraction when lessons are going on.
- Iron on cloth name tag to your child's / ward's school uniform.
- Doctor's letter informing the teacher(s) of your child's / ward's medical history or learning concerns (if any).
- Visit MC Online periodically for letters / official notes sent by the school.
- All students are to report in full school uniform on the first day of school.

## **Annex 1**

We will be collecting and keeping some books/files from your child/ ward on the following days:

### **3 January 2018, Wednesday**

#### BOOKS / FILES TO BRING

- Grammar MCQs Explained! P3
- English Storybook: The Jacket
- My FTGP Journal Primary 3
- Inquiring Into Our World 3 - Activity Book
- Character and Citizenship Education Text Book
- Character and Citizenship Education Activity Book
- An Active and Healthy Me Primary 3

### **4 January 2018, Thursday**

#### BOOKS / FILES TO BRING

- Listening Comprehension and Oral P3
- Primary 3 English: Mastering Comprehension (Open-Ended) Skills
- My Pals Are Here Science Workbook – Diversity, Cycles
- Jotter Book with Lines (For Music)

### **5 January 2018, Friday**

#### BOOKS / FILES TO BRING

- English Language Red File and Divider Set
- Mathematics Green File
- Science Purple File
- Science Journal
- My Pals Are Here Math Workbook (3A) or Targeting Maths Workbook 3A (*\*No need to bring Math textbook*)
- Chinese Language: Activity Book (3A), Small Reader, Writing Book (3A) and Middle Square Exercise book
- Malay Language: Activity Book (3A), Small Reader & Broad line Exercise book
- Tamil Language: Activity Book (3A), Small Reader & Broad line Exercise book