
ALEXANDRA PRIMARY SCHOOL OFFICIAL NOTE

TO : PARENT / GUARDIAN
FROM : MISS JOANNE TAN
DESIGNATION : ASSISTANT YEAR HEAD
DATE : 26 DECEMBER 2017
REF NO. : ALPS/PM/ON/18/001
RE : BACK TO SCHOOL MATTERS

Welcome to Alexandra Primary 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
The school strongly encourages all parents to visit MC Online periodically to ensure that you are kept in the loop on school matters. Login information and details will be disseminated during the parents' induction programme.
- Student Diary: Please sign beside any note that the teachers write in your child's / ward's diary to acknowledge that you have read it. Similarly, relevant teacher(s) will acknowledge against your message after your child / ward has shown it to him / her. Students will receive their 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 3 days of school.
- For parents, please drop your child / ward at the Parade Square. You may join us for flag raising ceremony, before proceeding to the Multi-Purpose Hall for parents' induction activities.

- It is advisable that your child / ward takes his / her breakfast before coming to school.
- Your child / ward will be having an extended recess break of 45 minutes from 0915 – 1000. Buddies will be assigned to them.
- Please pack a water bottle and some snacks to be consumed during the recess break or you may give your child / ward some pocket money (\$2 - \$2.50) to purchase food.
- We strongly discourage parents from giving excessive pocket money as we want to encourage our students to be prudent and mindful of their expenditure in school.
- There will be a temperature-taking exercise on 5 January (Week 1, Friday). All P1 students will be given an oral digital thermometer. Please remind your child / ward to take good care of it and ensure that it is in working condition for future temperature-taking exercises.

Silent Reading before flag-raising ceremony

- Please ensure that your child / ward has a storybook 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 0930 – 1000 and a 5 minute snack break between 12 noon to 12.30pm from Monday to Thursday.
- On Friday, there will be a snack break from 0900 – 0905 and recess will be from 1030 – 1100.
- Some suggested snacks include: dried fruits, bread and nuts. Please avoid packing high sugar content food such as sweets, jelly and lollipops.

Lesson Timetable

- The timetable will be printed and distributed to your child by Week 1, 5 January 2018.
- Please guide your child / ward to pack his / her bag independently according to the timetable, taking note of special lessons such as P.E.

Coursebooks / Textbooks / Workbooks / Files

- Please refer to Annex 1 for the list of items to bring each day during Induction week.

Attire

- Wear the coloured lanyard with the name tag attached that was given out during orientation for the whole month of January when your child returns to school in 2018.
- 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. / PAL lessons. There is no need to bring a change of uniform.

Medical History

- If you wish to alert the school / teachers of your child's / ward's medical history, please present a letter, preferably from the doctor.
- Please note that the classroom arrangement is rotated from time to time. If your child / ward has weak eyesight, please present a letter from the doctor to explain his / her eye condition.
- Please note that your child / ward may be asked to sit on the floor when lessons are being conducted. If your child is unable to, please present a letter from the doctor to explain his / her condition.

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.

- 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 a 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

- If your child / ward is taking the school bus, fill in the bus number on your child's / ward's plastic name tag (coloured lanyard). If your child / ward goes home via another modes of transport, please indicate so as well.
- 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.
- Parents to 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 set of stationery (4 pencils sharpened at home daily, 1 eraser, 1 ruler, 1 sharpener with bin attached). A simple, light pencil case is strongly encouraged. Fanciful pencil cases & stationery are discouraged as they may be a distraction when lessons are going on.
- A set of coloured pencils.
- A homework file / folder.
- 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 books/files from your child / ward for keeping in the class on the following days:

3 January 2018, Wednesday

BOOKS / FILES TO BRING
<ul style="list-style-type: none">• STELLAR Handwriting 1• P1 Language Use Booklets 2 to 3• Frog and Toad are Friends• Math Workbook (1A) (<i>*No need to bring Math textbook</i>)• Character and Citizenship Education Text Book• Character and Citizenship Education Activity Book• An Active and Healthy Me Primary 1

4 January 2018, Thursday

BOOKS / FILES TO BRING
<ul style="list-style-type: none">• Listening Comprehension and Oral P1• P1 Reading Comprehension, Booklets 2 & 3• My FTGP Journal Primary 1• Chinese Language: Activity Book (1A), Small Reader & Writing Book (1A)• Malay Language: Activity Book (1A), Small Reader & Broad line Exercise book• Tamil Language: Activity Book (1A), Small Reader, Penmanship Book 1 & Broad line Exercise book

5 January 2018, Friday

BOOKS / FILES TO BRING
<ul style="list-style-type: none">• English Language Red File• Mathematics Green File• Mother Tongue Language Yellow File• Inquiring Into Our World 1-Activity Book• Jotter Book with Lines (English)• Jotter Book with Lines (Music)