

WEST VIEW PRIMARY SCHOOL

PASSIONATE LEARNERS • CONFIDENT LEADERS



P1 2025 Parents' Handbook





School Vision

Every West Viewan a passionate learner and confident leader

School Mission

- To make school inviting and learning inspiring for our learners to grow holistically

Values

Everyone's a **TALENT**

- o **T**rustworthy
- o **A**ctive in **L**earning
- o **E**mpathetic
- o **eN**terprising
- o **T**enacious



Table of Contents

Content	Page
Key Contacts	1
Orientation Group Teachers	2
Important Notes	3
P1 Investiture and Orientation Groups (OGs)	4
Start-It-Right (SIR) and Buddy and Me Programme	5
Preparing Your Child For School	6
Things to Bring to School	7 and 9
School Time Table	10
Subjects Offered and Holistic Assessment	11
School Uniform and Temporary Name Tag	12
Pre-Assembly and Recess	13
10-Minute Break and Co-Curricular Activities (CCA)	14
Dismissal	15
Home School Partnership and Parent-Teacher Conferencing	16
Parents Gateway	17
Absence from School and Early Dismissal	18
Partners-in-Action (PiA) and Financial Assistance Scheme (FAS)	19
School Health Services and Useful Contacts	20 and 21





West View Primary School

Address: 31 Senja Road Singapore 677742

Email: vvps@moe.edu.sg

Website: <http://westviewpri.moe.edu.sg/>

Phone: 6760 0178

Fax: 6760 0147

Office Hours: Monday to Thursday, 7.15 a.m. to 5.15 p.m.
Friday, 7.15 a.m. to 4.45 p.m.

Heads of Instructional Programmes

English Language	Mrs Ho–Tan Soon Hui Email: tan_soon_hui_a@schools.gov.sg
Mathematics	Mr Stanley Koh Email: koh_lin_kai@schools.gov.sg
Mother Tongue Languages	Mdm Michelle Lew Email: lew_yee_loo_michelle@schools.gov.sg

Heads of Lower Primary

Year Head (Lower Primary)	Ms Soo Bee Li Email: soo_bee_li@schools.gov.sg
Subject Head (Student Management – Lower Primary)	Mdm Tan Toon Lim Email: tan_toon_lim@schools.gov.sg



Orientation Group Teachers

Group 1 and 2	Ms Deviga Email: s_deviga@schools.gov.sg
	Mdm Zhao Yijin zhao_yijin@schools.gov.sg
Group 3 and 4	Ms Alison Tan Email: tan_shu_wei_alison@schools.gov.sg
	Mdm Suriani Email: suriani_abdul_bakr @schools.gov.sg
Group 5 and 6	Mrs Jeswyn Koh Email: jeswyn_sara_muruges@schools.gov.sg
	Mdm Chan Wai Ling Email: chan_wai_ling@schools.gov.sg
Group 7 and 8	Mrs Shirlena Chan Email: yap_siew_cheng_shirlena@schools.gov.sg
	Mdm Saleha Email: siti_saleha_zainal_abidin@schools.gov.sg
Group 9 and 10	Mrs Mabel Oh Email: tan_mabel@schools.gov.sg
	Mdm Thilaga Email: thilagaletchumi_krishnamoorthi @schools.gov.sg



Important Note

Important note

- Write contact numbers (home, parent/guardians' office and mobile phone numbers) in the Student Handbook
- Inform the teacher of your child/ward's medical condition or allergies (if any)
- Ensure that your child/ward knows his/her medical condition
- If you need to speak to your child/ward's teacher, an appointment should be arranged through:
 - ~ a note in your child/ward's Student Handbook
 - ~ an email to the teacher or the school
 - ~ a message left with the General Office

First Few Days of School

School Hours for the First Week

- **2 January 2025 (Thursday)**

8.30 a.m. – 12.30 p.m.

Parents are invited to spend the day in school

- **3 to 10 January 2025 (Friday to Friday)**

7.20 a.m. – 12.30 p.m.

Parents can be present during the pupils' recess on

3 January 2025 (Friday)

8.30 a.m. to 9.00 a.m.



P1 Investiture

P1 Investiture

- At the end of the 3-week orientation programme, a P1 Investiture ceremony will be held
- We would be celebrating a new beginning for the P1 pupils and formally introduce the P1 Form teachers



Date: 27 January 2025 (Monday)
12.30 p.m. to 1.30 p.m.

Orientation Groups

Orientation Groups

Why are pupils placed in orientation groups?

Pupils will be placed in orientation groups for the first three weeks of school

This will enable them to:

- ✓ meet different teachers
- ✓ make more friends
- ✓ adjust to school routines



Start-It-Right Programme

WVPS Start-It-Right Programme (SIR)

- Objectives of the programme:
 - ✓ Help parents/guardians and pupils to assimilate into the school system
 - ✓ Form a close partnership to nurture the children

Buddy and Me

Buddy and Me

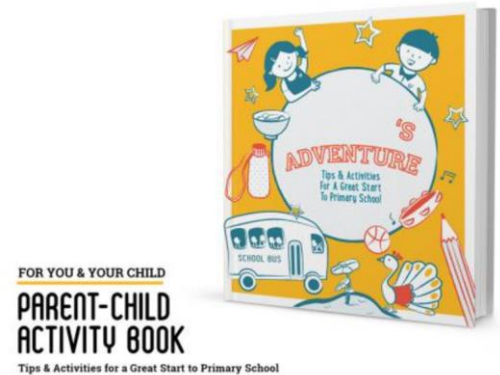
- Each Primary 1 pupil will be paired with at least one Primary 4 Buddy, who will help him/her familiarise with the school routines
- Your child's Buddy will introduce the school, role model how to buy food during recess and provide support



Preparing Your Child for School

Preparing your child

- Prepare your child mentally by sharing your positive school experience
- Teach your child/ward how to introduce himself/herself to others □
Things your child/ward should be able to do independently:
 - ✓ Asking for permission
 - ✓ Going to the toilet
 - ✓ Handwashing
 - ✓ Removing and wearing his/her socks and shoes
 - ✓ Organising school bag
 - ✓ Counting money
 - ✓ Holding a pencil correctly
- Knowledge that your child/ward should have:
 - ✓ Letters of the alphabets
 - ✓ Counting from 1 to 10
- Pre-empt your child/ward about the difference between a pre-school and a primary school
 - ✓ Larger learning environment
 - ✓ Longer school hours
 - ✓ More interaction with pupils and teachers



Available in Parents Gateway



Things to Bring to School

School Bags

- Lightweight bags preferred (trolley bags are strongly discouraged)
- Avoid large water bottles
- Pack school bag according to the timetable (once received)
- Maximum safe weight of the school bag and its contents is 3 kg
- Ensure all belongings are labelled – water bottles, lunch box, wallet, purses, stationery, colour pencils, books, shoes, uniforms etc.

Things to Bring to School Every Day

- A small water bottle
- A small bag to put extra mask, hand sanitiser, tissue paper, thermometer (a thermometer will be given to each pupil later)
- A light and healthy snack for Snack Break
- Student Handbook
- Storybook
- Stationery (pencils, eraser, ruler, sharpener, glue)
- Coloured pencils
- Clear Button File (Homework file)
- Pocket money of about \$3



Day 1: 2 January

- Character and Citizenship Education (Form Teacher Guidance Period) P1
- P1 Language Usage Booklets 1,2,3,4
- 4 Broad Line Exercise Books
- WVPS Report Book



Day 2: 3 January

- 1 Purple file (English Language)
- 1 Yellow file (Mathematics)
- Primary Mathematics 1A textbook, 1A Practice Book and 1A Homework Book

Day 3: 6 January

Chinese Language

- 2 medium-square exercise books
- Chinese Language for Pri Schools (欢乐伙伴 2.0) Textbook P1A
- Chinese Language for Pri Schools (欢乐伙 2.0) Activity Book P1A
- Chinese Language for Pri Schools (欢乐伙伴 2.0) Writing Exercise Book P1A
- Chinese Language/Higher Chinese for Pri Schools (欢乐伙伴 2.0) Character Cards 1A (Small)
- Character and Citizenship Education P1 (Chinese)
- 1 Blue file (Mother Tongue)

Malay Language

- 2 exercise books (broad lines)
- 2 jotter books (broad lines)
- Malay Language for Pri Schools (Cita) Textbook P1A
- Malay Language for Pri Schools (Cita) Activity Book P1A
- Malay Language for Pri Schools (Cita) Small Reader P1A Bk 1-4
- Character and Citizenship Education P1 (Malay)
- 1 Blue file (Mother Tongue)



Tamil Language

- 1 Broad Line Exercise Book
- 1 Lined Jotter Book
- Tamil Language for Pri Schools (Inbathamizh) Textbook P1A
- Tamil Language for Pri Schools (Inbathamizh) Activity Book P1A
- Tamil Language for Pri Schools (Inbathamizh) Penmanship P1A
- Character and Citizenship Education P1 (Tamil)
- 1 Blue file (Mother Tongue)



School Time Table

School Time Table

Timing	Activity
7.20 a.m. to 7.25 a.m.	Flag-raising and announcement
7.30 a.m. to 8.30 a.m.	Lessons
8.30 a.m. to 9.00 a.m.	Recess
9.30 a.m. to 11.55 a.m.	Lessons
11.55 a.m. to 12.05 p.m.	Snack break
12.05 p.m. to 1.25 p.m.	Lessons
1.30 p.m.	Dismissal



Subjects Offered in Primary 1

Subjects Offered in Primary 1 in WVPS

- English Language (EL)
- Mathematics (MA)
- Mother Tongue Languages (MTL)
(Chinese, Malay, Tamil, Hindi)
- Social Studies (SS)
- Physical Education (PE)
- Music (MU)
- Art and Craft (AC)
- Programme for Active Learning (PAL)
- Character and Citizenship Education (CCE)
- Form Teacher Guidance Period (FTGP)
- Curriculum-based Learning Programme (CLP)
(P1 2025 Speech and Drama and Mathematics Learning Centres)



Holistic Assessment

Assessment for Primary 1 Pupils in WVPS

- No weighted assessment
- Focus on building your child's confidence and desire to learn
- Informal 'bite-sized' assessment tasks
- Carried out regularly and feedback given through rubrics and pupils' work that focuses on the process of learning



School Uniform

School Uniform

- Wear uniform daily with white socks and black school shoes
- Temporary name tag is to be worn daily until the embroidered name tags are ready and sewn on
- Please refer to the Student Handbook for the School Rules and Regulations

Temporary Name Tag

Temporary Name Tag

- This is to be worn daily for first few weeks of school
- Indicate how your child should be dismissed from school



The form is for West View Primary School, featuring a logo with three stylized figures and the motto 'PASSIONATE LEARNERS · CONFIDENT LEADERS'. It includes fields for the student's name, orientation group (OG), and dismissal options: School Bus Company, Student Care Centre (Big Heart /STA/), or fetched by Parent/Guardian/Siblings in WV.

 **WEST VIEW PRIMARY SCHOOL**
PASSIONATE LEARNERS · CONFIDENT LEADERS

Name: _____

Orientation Group: **OG** _____

☐ School Bus Company : _____

☐ Student Care Centre Big Heart /STA/ _____

☐ Fetched by Parent/Guardian/Siblings in WV



Pre-Assembly

Pre-Assembly

- Activities planned for your child
 - ✓ Tone-setting for the week
 - ✓ Teacher-Pupil Interaction Time (TPIT)
 - ✓ Silent reading



Recess

Recess

- Recess is from 8.30 a.m. to 9.00 a.m. daily
- Ensure that your child is given enough pocket money (about \$3.50)
- A set meal with a piece of fruit typically costs \$2.50
- Stalls in WVPS canteen
 - ✓ 1 cold drink stall
 - ✓ 1 snacks and hot beverage stall
 - ✓ 1 Muslim stall (rice and noodles stall)
 - ✓ 1 Muslim stall (western food stall)
 - ✓ 1 Chinese stall (1 rice stall)



10-minute Break

10-minute Break

- 10-minute break is from 11.55 a.m. to 12.05 p.m.
- Pupils will take the break inside the classroom
- Prepare some simple dry snacks like biscuits, buns, fruit, small packet of milo



Co-curricular Activities (CCA)

Co-Curricular Activities (CCA)

- CCA is **NOT** compulsory
- WVPS offers the following CCAs
 - ✓ **Modular:** Information Communication Technology, Performing Arts, Visual Arts, Life Skills and Sports
 - ✓ **Performance Groups:** Band and Dance Club
 - ✓ **Sports and Games:** Football (Boys only), Basketball (Boys only) and Floorball (Girls only)
 - ✓ **Uniform Group:** Scouts
 - ✓ **Clubs:** Art & Craft Club and Environmental Science Club
- Pupils in Primary 1 will be invited to join CCAs at a later date



Dismissal

Pupils with Older Siblings

- P1 teachers will lead the pupils to the foyer
- Pupils with older siblings will wait at the foyer



Bus Commuters

- Make sure the tag issued by the transport company is fastened securely to your child's school bag
- Write down the details of the bus company on your child temporary name tag
- Get your child to remember the bus number if possible
- Pupils will assemble in the hall



Pupils Going to Student Care

- Ensure that your child knows the name of the student care he/she is attending
- Pupils will assemble in the hall



Private Vehicles

- Private vehicles will be allowed to enter school premises around 1.45 p.m. when the school buses have left to ensure the safety of all



Home School Partnership

Home School Partnership

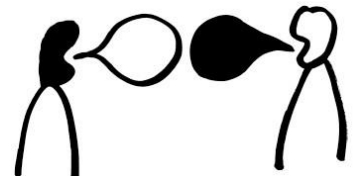
- Look out for the notifications and letters sent via Parents Gateway about school events and calendar
- Visit the school website for all important dates and information for the term at <http://westviewpri.moe.edu.sg/>
- Follow us on Facebook at <https://www.facebook.com/westviewpri>
- Many teachers are also using Classdojo for communication and updates.



ClassDojo

Parent-Teacher Conferencing

- If you need to speak to your child's/ward's teacher, an appointment should be arranged prior to the date through:
 - ✓ a note in your child/ward's Student Handbook
 - ✓ an email to the teacher or the school
 - ✓ a message left with the General Office



Parents Gateway

SingPass Registration and 2FA Setup

- SingPass 2-Step Verification (2FA) is required for on-boarding. If you have not registered for a SingPass or have not set up the 2FA, please visit the SingPass website. (<https://www.singpass.gov.sg>)
- Should you require further assistance, please contact SingPass Helpdesk at 6643 0555.

Download Parents Gateway Mobile App

- Open the Apple App Store or Google Play Store app on your mobile phone.
- Search for the 'Parents Gateway' mobile app, or scan the QR code below.
- Download and install the app onto your phone.
- Enable '**Allow Notifications**' to receive push notifications.



Absence from School

Absence from School

- Please call 6760 0178 to inform the school or email wvps@moe.edu.sg or the form teachers if your child/ward is going to be absent
- The school will only accept up to five letters from parents as valid reasons per semester
- If your child is unwell, please take them to visit a doctor and obtain a medical certificate for their absence from school
- Students are strongly discouraged from taking leave before the school vacation period or during term time



Early Dismissal

Early Dismissal

- If your child is unwell/needs to be released early, a parent/guardian is required to accompany him/her home from school
- Report at the security counter to get a visitor's pass
- Proceed to the General Office to seek the assistance from our clerical staff
- Sign and record your particulars in the early dismissal logbook at the General Office
- Collect the Pupil's Early Departure Permit Pass from the office staff and present it to the security officers before leaving the school premises



Partners-in-Action (PiA)

Partners-in-Action (PiA)

- Dedicated parents who partner the school to support fellow parents in nurturing their children
- Provide a platform for parents to network, share, learn, and support each other in their parenting journey
- You are invited to contribute and be one of our partners in PiA
- To find out more, visit us at <https://westviewpri.moe.edu.sg>



Financial Assistance Scheme

Financial Assistance Scheme

- Applicable to Singapore Citizens only
- Obtain the forms from the General Office or speak to our clerical staff to make further enquiries



School Health Services

School Health Services

- To support your child's well-being, the Health Promotion Board provides free health services, such as screening, immunisation and dental checks in schools
- Parents must give their consent before their children receive the services
- Log on to <http://childconsent.hpb.gov.sg> using your Singpass to submit your consent online once it is available



Useful Contacts



BIG HEART
STUDENT CARE

Big Heart Student Care

Contact: 9855 2910

Email : westview@shgstudentcare.com.sg

Operating Hours :

School Days 1.30 p.m. to 7.00 p.m. (Monday to Friday)

School holidays 7.30 a.m. to 7.00 p.m. (Monday to Friday)

Closed on Saturdays, Sundays and public holidays



School Bus

JK59 Pte Ltd

Contact : 6465 5959





Book Shop & School Uniform

Pacific Bookstores

Phone : 6929 8012

Website : <http://www.pacificbookstores.com>

Email : sales@pacificbookstores.com

Operating Hours : 9.00 a.m. to 3.00 p.m. (Monday to Friday)

Lunch Break : 12.00 p.m. to 1.00 p.m.

(NOTE: You are encouraged to make your purchases online. Submit your pre-orders and have the items delivered to you or self-collect at the school bookshop. Appointments needed.)



Dental Clinic

Phone: 87985043

Opening Hours: Please refer to school website

