

Reference No: MOECFSLTP2023_0001

29 December 2022

Through the Principal

Dear Parents/Guardians,

Administrative Matters for First Week of School

It is with great pleasure that I welcome you and your child to Chongfu School. As the school term is about to begin, I would like to take this opportunity to highlight the following matters for your attention.

School Reporting

All P1 students are to report to school in **PE attire** on **Tuesday, 3 January 2023**. Students are to report to school every day **by 7.25 a.m.**

- **Students reporting via Gate 1 and 2:**

Upon arrival in school, students will be led by teachers to the school hall.

To ensure that our school remains a safe place for teaching and learning, high standards of hygiene will be observed, and parents/guardians are highly encouraged to be vigilant and practise social responsibility. Students who are unwell or present flu-like symptoms such as fever or cough are to seek medical attention and stay at home.

School Dismissal

Dismissal time for P1 students is at **1.00 p.m. for the first week of school.**

Long day for P1 students begins on the second week of school and students will be dismissed at **3.45 p.m. every Wednesday, starting from 11 January 2023.**

	Dismissal Timing
First Week (3 Jan – 6 Jan)	1.00 p.m.
Second Week onwards (9 Jan onwards)	Monday, Tuesday, Thursday, Friday – 1.15 p.m. Wednesday (Long Day) – 3.45 p.m.





Students who are not taking the school bus will be dismissed by their teachers only when their parents/guardians/caretakers are present either at the security post near Gate 1 or the void deck at HDB Blk 272 outside Gate 2.

- **Dismissal via Gate 1 or Gate 2**

Please circle either **Gate 1** or **Gate 2** clearly on the plastic name tag provided in the Orientation Kit to indicate where you will be waiting for your child/ward.

- **Bus Dismissal**

For students taking the school bus, please indicate the **bus number** clearly on the plastic name tag that was provided in the Orientation Kit.

- **Student Care**

For students heading to Student Care Centres, teachers will hand the students over to the respective personnel from the various student care centres.

Sample of Name Tag

JOHN TAN KAIEN P1 Gracious	
Dismissal: Gate 1 / Gate 2	
Fetches by: _____ (Relationship with child)	Bus No.:
Student Care Centre: _____	

Please indicate the Gate clearly if your child will be dismissed via Gate 1 or Gate 2.

Please indicate the Bus Number clearly if your child is taking the school bus home.

Please indicate the name of the Student Care Centre if your child is heading there after school.

***Note: Should there be any change in dismissal arrangement, kindly inform the form/co-form teacher earlier so that the teachers may assist to dismiss your child/ward accordingly at the right venue.**



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崇福學校
CHONGFU SCHOOL
ESTD 1915

170, Yishun Avenue 6
Singapore 768959
Tel: (65) 67585527
Fax: (65) 62579571
Email: cfs@moe.edu.sg
www.chongfu.moe.edu.sg

Recess Programme (9.30 a.m. to 10.15 a.m.)

On the first day of school (Tuesday, 3 January), parents are allowed into the school at the above stipulated timing for recess. We seek your cooperation to remain outside the cordoned area to allow the students the full use of the canteen. We would like to reassure parents that the students are well taken care of and seek your support to allow them the full experience of being independent in school.

***Note: Parents/Guardians may enter school 5 minutes before the start of recess.**

Parents/guardians are encouraged to prepare packed food for recess. Alternatively, do ensure that your child/ward has enough pocket money (about \$2) to buy food in the school canteen.

Meal Break

P1 students will have their meal break at about 11.15 a.m. every day. This is in addition to their recess break. Parents are strongly encouraged to pack some healthy snacks for the students to consume in class. Some examples will be fresh fruits, buns or sandwiches.



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Parents/Guardians' Checklist

Getting Ready for School (29 December 2022 – 2 January 2023)

Things to do	Check
<p>My child/ward has his/her name tag (plastic tag) for the first week of school.</p> <p>I have filled up the Gate, Bus No. or name of Student Care Centre on the name tag (for dismissal).</p>	
<p>I have checked that my child/ward has these things in his/her schoolbag daily.</p> <ol style="list-style-type: none"> 1) Pencil case with writing materials 2) Plastic file (for letters & notices) 3) English Storybook 4) Water bottle/ Lunch box / Pocket money 	
<p>My child/ ward has labelled his/ her books and belongings with his/ her name and class, including water bottles, lunch boxes and etc.</p> <p><i>*Please refer to the checklist on the next page for the list of books to bring on the first week of school.</i></p>	
<p>I have contacted the bus transport company to find out (if applicable):</p> <ul style="list-style-type: none"> - the bus number (eg. Bus 3) - the time to board the bus 	
<p>I have communicated with my child/ward regarding the mode of dismissal.</p>	





Updated list of items (school materials) for first week of school:

Please pack your child/ward's school bag according to the revised checklist as follow:

***REVISED BOOK CHECKLIST FOR THE FIRST WEEK OF SCHOOL (BY SUBJECT)**

Tuesday (3 January)
- Form Teacher Guidance Period (FTGP) Pupil's Journal P1 - Purposeful Penmanship 1 - Primary Mathematics Textbook 1A - Primary Mathematics Practice Book 1A - Primary Math Tests Book 1A
Wednesday (4 January)
- Higher Chinese Language: Higher Chinese for Primary Schools Textbook 1A Higher Chinese for Primary Schools Activity Book 1A Higher Chinese for Primary Schools Writing Exercise Book 1A - Malay Language: Malay Language for Primary Schools (Cekap) Textbook 1A Malay Language for Primary Schools (Cekap) Activity Book 1A - Tamil Language: Tamil Language for Primary Schools (Theen Thamizh) Textbook 1A Tamil Language for Primary Schools (Theen Thamizh) Workbook 1A
Thursday (5 January)
- Social Studies Primary 1 Activity Book - An Active and Healthy Me Primary 1
Friday (6 January)
- For Friday, subject teachers will inform students the remaining items to bring to school.



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As part of student well-being, teachers will keep most of the books in the classrooms to reduce the weight of the school bag.

I look forward to partnering you in supporting your child's educational journey in Chongfu School. For any queries, please feel free to email me at madihah_ghazali@moe.edu.sg

Thank you.

Yours sincerely,

Mdm Madihah Ghazali
Assistant Year Head – P1 (2023)



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