



**KHENG CHENG SCHOOL**  
**擎青學校**

KINDNESS IN HEART • COURAGE TO STAND • SINCERITY OF MIGHT • DILIGENCE OF HAND

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# **PRIMARY 1**

# **INFORMATION BOOKLET**

**FOR COHORT 2024**





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## **THE FIRST WEEK OF SCHOOL**

The transition to primary school is a significant milestone for every child and is often marked with great excitement for both the child and family. The school has set aside the first week of the year as the **back to sChool Session** for the P1 students to settle in.

The key objectives of the **back to sChool Session** are to help our students adapt to the new environment and foster new relationships with their teachers and peers. Activities will include:

- ✓ Ice-breaker
- ✓ Route familiarisation
- ✓ Classroom routines and expectations
- ✓ Recess Buddy Programme
- ✓ Self-management and social skills

### **Class Allocation**

For the first week of school, our students will be in 8 groups namely Kindness, Courage, Sincerity, Diligence, Respect, Resilience, Integrity and Care. This will allow the school to get to know our students and through observations, we will be placing them in the appropriate classes from Week 2 onwards in order for them to receive timely and appropriate support to achieve their potential.

As such, your child's/ward's class allocation will be confirmed at the end of Week 1, and you will be notified of the confirmed class via Parents Gateway.

### **Reporting for Day 1**

All students will report by 7.30 a.m. on Tuesday, 2 January<sup>1</sup>.

At most 2 parents or guardians are allowed to accompany your child/ward into the school to help him/her better adjust to the new environment and routines. The programme for Day 1 is shown below:

Students	: 7.30 a.m. – 12.00 noon
Accompanying parents/guardians	: 7.30 a.m. – 10.00 a.m.

Parents/Guardians will attend the Parents' Engagement Session while the students are engaged in the **back to sChool Session** activities.

Parents/Guardians may return at 12.00 noon to pick up your child/ward from the respective dismissal points.

For the rest of the first week, the school staff and student leaders will be stationed at all school gates and drop-off points to receive and usher the students to the School Hall. Subsequently, students are expected to make their way to the School Hall/classrooms independently.

### **Recess Buddy Programme (3 Jan to 5 Jan)**

To ease students' transition into primary school life, P1 students are assigned P4 students as their Recess Buddies who will orientate and guide them in purchasing food during recess.

We encourage all students to bring sufficient pocket money (about \$2 - \$2.50)<sup>2</sup> to learn how to purchase food from the canteen stalls. Students may bring their personal lunchboxes if they do not wish to purchase any food.

Please alert the school of your child's/ward's food allergy, if any, and also ensure that your child/ward is aware of which food he/she can consume e.g. halal food. It is best that your child/ward alerts his/her teachers attached to the group and Recess Buddy of any dietary restrictions or requirements.

It is important to help your child/ward cultivate good financial habits from the start. As such, we recommend the following:

- ✓ Allowance should be fixed and given on a daily basis.
- ✓ Track your child's/ward's spending. Have conversations with him/her about how he/she spends his/her pocket money.
- ✓ Teach your child/ward to differentiate between **needs** and **wants**. Monitor what your child/ward brings home daily. He/she may visit the school bookshop often and purchase unnecessary items.
- ✓ Teach your child/ward to approach his/her Form Teachers or Subject Teachers if he/she forgets to bring pocket money to school. He/she may also approach the staff in the General Office for help. Remind your child/ward that there should be no borrowing or lending of money among friends.

### **Snack Break**

A 10-minute snack break is provided for all students at 11.50 a.m. from Monday to Thursday. This is to ensure that students do not go hungry before lunch time. It also helps to re-energise them so that they can continue to focus on their learning. Do pack healthy, dry snacks for your child/ward (e.g. sandwiches, cereal, fruit, etc.). Sweet packet drinks are not to be consumed in the classroom.

<sup>2</sup> You may refer to the school's website for the Canteen food pricing: <https://www.khengcheng.moe.edu.sg/canteen>

## Packing the School Bag

A class timetable will be issued to the students at the end of Week 1.

Students need to develop the habit of packing their bags to be well-prepared for school each day. Parents are encouraged to guide your child/ward in packing their school bags to promote a sense of ownership and responsibility. We do not encourage parents to drop-off textbooks, assignments, water bottles and pocket money for your child/ward at the General Office.

Do ensure that your child's/ward's name is labelled clearly on his/her belongings for ease of identification.

### Items to be brought daily starting from 2 Jan

No.	Item	Remarks
1	Water bottle	Students are encouraged to drink plenty of water to stay hydrated throughout the day.
2	Healthy snack for snack break	Snack break is at 11.50 a.m. from Monday to Thursday. Pack healthy, dry snacks.
3	Pencil case and coloured pencils	Lightweight pencil case <u>Suggested stationery:</u> <ul style="list-style-type: none"><li>- 3 sharpened 2B pencils<sup>^</sup></li><li>- Eraser</li><li>- 15cm ruler with clear markings</li><li>- Glue stick</li><li>- Rounded-tip scissors</li><li>- Stapler &amp; staples</li></ul>
4	Homework file	For forms, worksheets, etc.
5	Student Handbook	The Student Handbook will be issued in Week 1. Students are to use it to record homework & tasks.
6	Story book	

<sup>^</sup> Mechanical pencils may be more convenient but as children at this stage are developing their psycho-motor skills, the sharp point of the mechanical pencil may tear pages when they write. As such, the use of mechanical pencils is not encouraged.

## Collection of books

As the allocation of class is confirmed at the end of Week 1, teachers will collect workbooks, files and exercise books from Week 2 onwards. To help manage the load of the school bag, teachers will be collecting the items listed on the next page over a few days. It will be helpful to go through these items with your child/ward so that he/she is aware of the items in his/her bag.

Do ensure that your child's/ward's full name and class are written on every item for ease of identification.

### Monday, 8 January

Form Teacher Guidance Period (FTGP)	Character and Citizenship Education (Form Teacher Guidance Period) Primary 1
English Language	STELLAR Handwriting 1
	English Listening Comprehension & Oral P1
	KCS A5 Broad Line Exercise Book

### Tuesday, 9 January

Mathematics	Primary Mathematics Practice Book 1A
Files	KCS Ring File With School Logo For English (Pink)
	KCS Ring File With School Logo For Maths (Purple)
	KCS Values Education File With School Logo (Blue)

### Wednesday, 10 January

Chinese Language	Chinese Language for Primary School (欢乐伙伴 2.0) Activity Book P1A
	Chinese Language for Primary School (欢乐伙伴 2.0) Writing Exercise Book 1A
	Character and Citizenship Education P1 (Chinese)
	KCS A5 Big Square Exercise Book
Malay Language	Cekap Buku Aktiviti P1A
	Cekap 1A Buku Kecil 1 to 4 (Small Reader)
	Character and Citizenship Education P1 (Malay)
	KCS Jotter Book (1/2 Plain 1/2 Line)
	KCS Jotter Book (Broad Line)
Tamil Language	Tamil Language for Pri School (Inbathamizh) Activity Book P1A
	Tamil Language for Pri School (Inbathamizh) Penmanship P1A
	Tamil Language for Pri School (Inbathamizh) Small Reader P1A Book 1 to 3
	KCS A5 Triple Line Exercise Book
File	KCS Ring File With School Logo For MTL (Blue)

### Thursday, 11 January

Physical Education	My Physical Education Journal P1
Social Studies	Social Studies Primary 1 Activity Book
Music	A4 Clear Holder for Music (Black) 20 pockets
Art	Art Teacher will provide the details separately

## GENERAL SCHOOL INFORMATION

The school functions as a single-session school.

The following is the daily school schedule for all P1 students.

	<b>Timing</b>	<b>Venue</b>	<b>Remarks</b>
<b>School Hours</b>	Monday – Thursday: 7.30 a.m. – 1.30 p.m.  Friday: 7.30 a.m. – 12.30 p.m.	Respective classrooms	All students are to report to the respective venues by 7.25 a.m. daily: Hall: Monday and Friday Classroom: Tuesday, Wednesday and Thursday  Flag raising ceremony is conducted at 7.30 a.m. and lessons will begin thereafter.
<b>Recess</b>	9.30 a.m. – 10.00 a.m.	School Canteen	P1 students will be given extended recess time during the first week of school (2 Jan – 5 Jan).
<b>Snack Break</b>	11.50 a.m. – 12.00 noon	Respective classrooms	Students are encouraged to bring a healthy, dry snacks or purchase from the canteen during recess.  No snack break on Fridays.
<b>Dismissal</b>	Monday – Thursday: 1.30 p.m.  Friday: 12.30 p.m.	<ul style="list-style-type: none"> <li>• Respective Gates</li> <li>• Bus Reporting Area (Outside General Office)</li> <li>• Big Heart Student Care Centre</li> <li>• Indoor Basketball Court (IBC) for students going to external Student Care Centres</li> </ul>	Note: P1 students will be ushered to the respective gates/dismissal points at <b>1.15 p.m. on 3 Jan &amp; 4 Jan</b> and <b>12.15 p.m. on 5 Jan.</b>  Students taking the school bus home or going to external Student Care Centre will assemble and wait till 1.30 p.m. for dismissal of the other levels.  Establish a routine and familiarise your child/ward with your preferred pick-up point.

## ARRIVAL & DISMISSAL PROCEDURES

### School Gates Opening Hours

#### Front Gate (Gate J) Opening Hours

Monday – Friday	6.45 a.m. – 7.00 p.m.
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#### Front Gate (Gate T) Opening Hours

Arrival	Monday – Friday	6.45 a.m. – 7.30 a.m.*
Dismissal	Monday – Thursday	1.15 p.m. – 2.00 p.m.
	Friday	12.25 p.m. – 1.00 p.m. 3.00 p.m. – 3.30 p.m.



\* Students arriving after 7.30 a.m. are to enter the school via Gate J only.

#### Back Gate Opening Hours

Arrival	Monday – Friday	6.45 a.m. – 7.30 a.m.
Dismissal	Monday – Thursday	1.15 p.m. – 2.00 p.m.
	Friday	12.25 p.m. – 1.00 p.m. 3.00 p.m. – 3.30 p.m.

Students can continue to exit via the one-way turnstile till 6.30 p.m. from Monday to Friday, except Friday from 1 p.m. to 3 p.m.



## Entry to School in the Morning



If you are driving into the school compound, please note that you will only be allowed to drop your child/ward off at Drop-off Area 1 or 2, as indicated in the photo above. For the safety of all our students, do follow the directions given by the traffic wardens and refrain from stepping out of your vehicles.

All parents/guardians are reminded to remain in your vehicle and prepare your child/ward to have his/her school bag ready with him/her so that he/she is able to alight from the vehicle safely. This will help reduce the time taken for your child/ward to alight and hence reduce the traffic congestion we experience in the morning especially during the peak period from 7.10 a.m. to 7.30 a.m.

For the safety and well-being of our students and staff, all drivers are to be patient and vigilant at all times.

**Note: Vehicles are not allowed to park in school on Day 1 (Tuesday, 2 January). Vehicles are allowed into the school for drop-off only. Parking can be found in the carparks around the school, and parents/guardians can walk into school with your child/ward.**

## At Dismissal

For the safety of students on foot and to facilitate the movement of school buses, parents/guardians will not be allowed to drive into the school during school dismissal. Parents/guardians are advised to park at the car parks nearby and wait at the respective gates. Please abide to the traffic rules and the directions of the traffic wardens.

Ensure that your child/ward has emergency contact numbers written in a place that is easily accessible, for safety reasons.

## **COMMUNICATION WITH TEACHERS**

It is important to have an open and effective communication between you and the school. This will allow teachers to work more closely with you so that we can better support your child/ward in his/her learning.

These are the communication platforms used in our school:

- Monthly Memo from Principal
- Student Handbook
- Tele-conversations
- Email Correspondence





Email addresses of teachers can be found on our school website at <https://khengcheng.moe.edu.sg/kcs-family/academic-staff/>.

If you need to contact the teachers, please do so during school operating hours. Please note that our teachers may not be responding to queries after working hours or on weekends.







For urgent matters, you may wish to contact the General Office at 6255 2502.






## **ADAPTING TO A NEW ENVIRONMENT**

A smooth transition is made when your child/ward feels safe and comfortable in his/her new environment and is able to manage the daily challenges of school life. Our teachers will be introducing 4 Self-Management Skills (SMS) to our students to help them cope in the new environment. Parents/Guardians are encouraged to reinforce these with your child/ward by creating opportunities for him/her to practise or display the learnt skills at home or in other social settings. These skills will help your child/ward achieve positive social, emotional, and academic outcomes in school.

<b>SMS</b>	<b>Video Resources</b>
<p><b>SMS 1: Introducing Yourself to Peers</b></p> <ol style="list-style-type: none"><li>1. Walk up to the person.</li><li>2. Identify if the person is an adult or peer and decide on an appropriate tone.</li><li>3. Look at the speaker.</li><li>4. Introduce yourself using a friendly and polite tone.</li><li>5. Wait for the person to tell you his/her name. Ask them for it if they do not tell you.</li></ol>	 <p><a href="https://go.gov.sg/introyourself">https://go.gov.sg/introyourself</a></p>
<p><b>SMS 2: Knowing the Class Rules</b></p> <ol style="list-style-type: none"><li>1. Listen carefully to the class rules.</li><li>2. Ask questions about anything you do not understand.</li><li>3. Understand that everyone in the class has to follow the same rules.</li><li>4. Understand that there may be consequences for not following the rules.</li><li>5. Repeat the rules to the person (or yourself).</li><li>6. Follow the rules.</li></ol>	 <p><a href="https://go.gov.sg/knowclassrules">https://go.gov.sg/knowclassrules</a></p>
<p><b>SMS 3: Listening</b></p> <ol style="list-style-type: none"><li>1. Look at the person who is talking.</li><li>2. Listen and remain quiet until the speaker is finished.</li><li>3. Think about what is being said.</li><li>4. Ask a question or share your views if you have any.</li></ol>	 <p><a href="https://go.gov.sg/listening">https://go.gov.sg/listening</a></p>
<p><b>SMS 4: Following Instructions</b></p> <ol style="list-style-type: none"><li>1. Look at the person speaking.</li><li>2. Listen carefully to the instructions.</li><li>3. Ask questions if you do not understand.</li><li>4. Carry out the instructions right away.</li></ol>	 <p><a href="https://go.gov.sg/followinginstructions">https://go.gov.sg/followinginstructions</a></p>

## USEFUL LINKS FOR PARENTS

Websites & Descriptions	Web Links
<p><b>Parent-Child Activity Book</b>  <a href="https://www.moe.gov.sg/parentkit?pt=Parent-Child%20Relationship">https://www.moe.gov.sg/parentkit?pt=Parent-Child%20Relationship</a>            The Parent-Child Activity Book (PCAB) is specially designed to help your child transit from preschool to P1 with the aid of fun and meaningful parent-child activities. The book is made up of 10 chapters to support parents in helping your child adjust to their new environment.</p>	
<p><b>Resources from HPB</b>            Keeping Children Healthy – A Guide for Parents</p> <p><b>Edition 1:</b> Information of HPB programmes for students in schools, and how parents can continue building healthy habits at home for their child.</p> <ul style="list-style-type: none"> <li>• Types of healthy food sold in school.</li> <li>• How to prepare healthy food at home.</li> <li>• Embark on the “One-Week Eat Healthy” Challenge with your children.</li> </ul> <p><b>Edition 2:</b> What parents can do to support their children through transition to primary or secondary school.</p> <ul style="list-style-type: none"> <li>• What your child can expect in terms of the transition of food served in preschool and primary school.</li> <li>• How to support your child through a major transition like a change of school.</li> <li>• Start a wellness journal with your child.</li> </ul> <p><b>Edition 3:</b> Tips for parents to build healthy routines at home with their child.</p> <ul style="list-style-type: none"> <li>• Easy snack recipes and ideas for snack break in your child’s school and planning ahead.</li> <li>• A guide to selecting healthier options when eating out for a busy parent.</li> <li>• How much sleep your child needs and tips for a good night’s rest.</li> </ul>	    
<p><b>Recess Tips for Primary 1 Transitioning to Primary School</b>  <a href="https://go.gov.sg/p1recestips">https://go.gov.sg/p1recestips</a></p>	
<p><b>Kheng Cheng School Website</b>  <a href="https://khengcheng.moe.edu.sg">https://khengcheng.moe.edu.sg</a></p>	

<p><b>Parent Kit</b>  <a href="http://www.moe.gov.sg/parentkit">www.moe.gov.sg/parentkit</a>  Each Parent Kit issue contains bite-sized actionable tips with supporting resources for parents to help them support their child in their education journey.</p>	
<p><b>Schoolbag</b>  <a href="http://www.schoolbag.edu.sg">www.schoolbag.edu.sg</a>  Through articles and multimedia content, Schoolbag provide parents and general public with information and insights related to education, tips for parent involvement and features on school programmes.</p>	
<p><b>MOE Instagram</b>  <a href="http://www.instagram.com/moesingapore">www.instagram.com/moesingapore</a></p>	
<p><b>Parenting with MOE</b>  <a href="http://www.instagram.com/parentingwith.moesg">www.instagram.com/parentingwith.moesg</a></p>	
<p><b>MOE Facebook</b>  <a href="http://www.facebook.com/moesingapore">www.facebook.com/moesingapore</a></p>	
<p><b>MOE YouTube Channel</b>  <a href="http://www.youtube.com/moespore">http://www.youtube.com/moespore</a></p>	