



KHENG CHENG SCHOOL
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2 January 2024

KCS/2024/015

Dear Parents/Guardians,

A NEW YEAR AHEAD

We warmly welcome all our students back for a brand-new year of learning and growing in Kheng Cheng School, and especially the 240 Primary 1 students who will join the KCS family from today.



1. School Staff Updates

We warmly welcome the following staff members to our school:

- *Ms Ashley Mong (HOD/21CC)*
- *Ms Lim Wan Yee May*
- *Mr Adrian Ng (ICT Manager)*
- *Ms Magdaline Chew*
- *Ms Wirna Asyura*
- *Ms Dena Toh*

We bade farewell to the following staff who left us at the end of 2023. We thank them for their dedication and contributions to the school and wish them all the best in their future endeavours:

- *Ms Amber Ye*
- *Mdm Haniza*
- *Ms Li Huiyuan*
- *Ms Tan Ying Rui*
- *Mr Jason Sim (ICT Manager)*
- *Mr Muhammad Rasul*
- *Mr Raymond Khoo*
- *Mr Yung Keng Sing*
- *Ms Zheng Liangneng*
- *Ms Dixie Tan (Assistant Year Head)*

2. School Hours, Punctuality & Snack Time

School hours in 2024 will start at **7.30 a.m.** and we strongly encourage students to come early. Punctuality is a crucial life skill we want to imbue in our students. Our teachers take the students' daily attendance, and late-coming will be noted as part of a student's behavioural record.

Days	School Hours	Recess
Monday to Thursday	7.30 a.m. to 1.30 p.m.	1 st recess: 9.30 a.m. – 10.00 a.m. (P1, P3, P5) 2 nd recess: 10.00 a.m. – 10.30 a.m. (P2, P4, P6)
Friday	7.30 a.m. to 12.30 p.m. (P1 & P2) 7.30 a.m. to 3.00 p.m. (P3 to P6)	1 st recess: 9.00 a.m. – 9.30 a.m. (P2, P4, P6) 2 nd recess: 9.30 a.m. – 10.00 a.m. (P1, P3, P5) Lunch break for P3 to P6 on Fridays 1 st lunch: 11:00 a.m. – 11.30 a.m. (P4 & P6) 2 nd lunch: 11:30 a.m. – 12:00 p.m. (P3 & P5)

Most days will end at 1.30 p.m. The 10-minute Snack Time starting at **11.50 a.m.** is important so that our students will continue to be energized. Do pack a healthy snack for them or encourage them to buy a snack from the school canteen before school or during recess for Snack Time.

3. School Attire

At Kheng Cheng School, we believe that having the proper attire and grooming is an important outward expression of a student's readiness to learn. We expect all students to adhere to the school attire and appearance rules indicated. To support this, the school regularly conducts attire checks. These checks help students develop discipline and take personal responsibility for being prepared for school. The school has started phasing out white school shoes as part of the school attire. All students can attend school in plain black shoes starting 2024. The objective of this change is to ensure that our school shoes remain practical and durable for our students' daily activities.

Accessories

Jewellery or accessories of any kind, not limited to necklaces, wristlets, bracelets, anklets are not allowed. Only one pair of small ear studs for girls are allowed.

Please refer to the School Handbook for more details of the rules on the prescribed school attire. Let us work together to develop self-management skills and instill a strong sense of responsibility in our students. Thank you for your cooperation and support.

4. Communication Channels with Teachers

We strongly believe in home-school partnerships. Teachers will communicate with parents in their preferred mode of communication, i.e. via email, Student Handbook, etc. Please note that teachers are not expected to provide their personal phone numbers to parents/guardians. Teachers will try their best to reply to queries within three working days.

Kindly ensure the teachers' well-being by keeping the communication within official school hours (**7.30 a.m. to 5.00 p.m.**). For urgent matters, such as those involving the safety and well-being of students, please contact the school's General Office (Tel: 6255 2502) during operating hours for assistance.

5. Rules on the use of Mobile Phones and Smart Watches in School

Mobile phones and smart watches must be switched off at all times and kept out of sight during all school activities (e.g. lessons, recess, CCA, etc.). Students are required to draw out a mobile device contract from their Form Teachers and seek their Parent's/Guardian's consent if they need to bring along their mobile devices for emergency purposes. Mobile devices may only be used at the security posts, school gates, or with a teacher's permission. Please note that smart devices are strictly prohibited in all examination rooms.

6. Students' Birthday Celebrations in School

The celebration of students' birthdays with food purchased beyond the school premises is disallowed to avoid the possibility of health mishaps such as allergic reactions, etc. We also strongly discourage the gifting of goodie bags to others in the class for the same reason.

7. Students' Well-Being & Temperature Taking (AATEx)

Please note that the Annual Temperature-Taking Exercise (ATTEEx) is conducted twice yearly, and it aims to:

1. maintain schools' preparedness to re-activate the attendance and temperature-taking regime should there be a need to, and
2. to educate students to be responsible for their own health and practise social responsibility.

The ATTEEx will be held in Term 1 Week 2 and Term 3 Week 1, in 2024. The first ATTEEx will be conducted on **Wednesday, 10 January**. Information on ATTEEx in Term 3 Week 1 will be provided nearer to the date.

8. Social Responsibility

We seek parents' support to keep schools a safe environment for students. If your child is unwell, please ensure that he/she stays at home and seeks medical attention if necessary. If your child is recovering from respiratory-related illnesses, please encourage him/her to exercise social responsibility (e.g. by wearing a mask, minimising social interactions with big groups).

We appreciate your support and will continue to work with you closely. Let us all do our part to exercise personal and social responsibility and stay safe.

9. Remedial, Supplementary & Enrichment Classes

To complement the existing school curriculum and to provide varied learning experiences, the school will schedule enrichment courses for our students. Additionally, Primary 3 to 5 students who need support in their learning will be identified accordingly for remedial classes and the Primary 6 students will continue to have supplementary classes to support their learning. Remedial and supplementary classes for the different levels will start in the following weeks.

	English / Foundation English	Mathematics / Foundation Mathematics	Mother Tongue / Foundation Mother Tongue	Science / Foundation Science
Primary 3	Term 2 Week 1	Term 2 Week 1	Term 2 Week 1	Term 3
Primary 4	Term 1 Week 5	Term 1 Week 5	Term 1 Week 5	Term 1 Week 5
Primary 5	Term 1 Week 5	Term 1 Week 5	Term 1 Week 5	Term 1 Week 5
Primary 6	Term 1 Week 4	Term 1 Week 4	Term 1 Week 4	Term 1 Week 4

Form Teachers will inform you if your child/ward is attending any of these programmes. If there are changes to the regular schedules, teachers will update both you and your child/ward. Do communicate additional after-school activities and transport arrangements you have made, clearly to your child/ward and their caregivers. All notifications and consent forms will be sent via Parents Gateway (PG).

10. CCA

Our CCA sessions are held every **Friday** from **1.00 p.m. to 3.00 p.m.** CCAs are compulsory as they are part of the school curriculum. Hence it is important that our Primary 3 to 6 students attend the CCA sessions faithfully. Kindly refrain from committing your Primary 3 to 6 child/ward to enrichment classes and/or external classes during the CCA sessions.

Please take note that there is no CCA on **Friday, 5 January**. All students will be dismissed **at 12.30 p.m.** that day. Kindly make the necessary transport arrangements. Our first CCA session will start on **12 January 2024**.

11. SMRT Adopt-a-Station program – Future Red Dot

Our P3 students' vibrant oil pastel artworks, reflecting their dreams for Singapore's future, are now on display at Toa Payoh MRT Station. These stunning creations were crafted during their art lessons and showcase their aspirations for Singapore. We invite everyone to visit the station and witness the talent and creativity of our budding artists. This collaboration with SMRT Adopt-a-Station program is a testament to our commitment to nurturing young talent.



12. From the Principal's Desk

Once again, I would like to warmly welcome our new Primary 1 students and parents to the Kheng Cheng family. Welcome back to a new academic year to the rest of the students and parents. We are filled with excitement and optimism as we embark on this journey of learning and growth together in 2024. Our commitment to fostering an environment grounded in kindness, courage, sincerity, and diligence remains unwavering. These values are not just words; they are the guiding principles that shape the character and spirit of our school community. As partners in your child's educational journey, let us embrace the beauty of collaboration and shared aspirations. Here's to a year where each child's unique potential is nurtured, and the echoes of laughter and learning resonate through the corridors of KCS.

Yours sincerely,



Mdm Cheryl Tan
Principal