



# Primary 1 Essential Information

**Assistant Year Head/P1**

*Mr Raja Nazruldin*



KHENG CHENG SCHOOL

擎青學校

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

## PRIMARY 1 INFORMATION BOOKLET

FOR COHORT 2026



1. back to sSchool Session
2. General School Information
3. Arrival & Dismissal Procedures
4. Communication with Teachers
5. Adapting to a New Environment
6. Useful Links for Parents

# Essential Information

## SCHOOL HOURS



**Monday – Thursday : 7.30 a.m. – 1.30 p.m.**  
**Friday : 7.30 a.m. – 12.30 p.m.**



# Essential Information

**RECESS**



**Monday – Friday : 9.30 a.m. – 10.00 a.m.**





# Essential Information

## SNACK BREAK

Monday – Thursday : 11.50 a.m.



# School Attire



## Why no uniform?

- PAL Lessons (2 days a week)
- PE Lessons (2 to 3 days a week)

## For compliance

- Name tags to be sewn above school crest
- White school socks
- Plain black school shoes



# backK to sChool Session

2 to 8 January 2026 (5 days)

## Objectives:

- Helps students to adapt to the new environment
- Helps students to foster new relationships with teachers and peers

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



# backK to sChool Session

2 January 2026 (Friday)

\* 2 parents/guardians will be allowed to accompany the child/ward into school.





# backK to sChool Session

2 January 2026 (Friday)

**Students : 8.00 a.m. – 12.00 noon**

**Parents/Guardians : 8.00 a.m. – 10.30 a.m.**



# backK to sChool Session

2 January 2026 (Friday)

## RECESS

To bring sufficient pocket money (about \$2 - \$2.50) to learn how to purchase food from the canteen stalls.

\* Food allergies



# backK to sChool Session

5 to 8 January 2026

## SCHOOL HOURS

5 to 8 Jan (Mon-Thu) : 7.30 a.m. – 1.15 p.m.



# backK to sChool Session

5 to 8 January 2026

## RECESS

5 to 7 Jan : 10.30 a.m. – 11.15 a.m.

8 Jan : 9.15 a.m. – 10.00 a.m.





# backK to sChool Session

5 to 7 January 2026

## RECESS BUDDY PROGRAMME

- Buying food
- Familiarising school environment
- Building friendships



# Items to Bring Daily

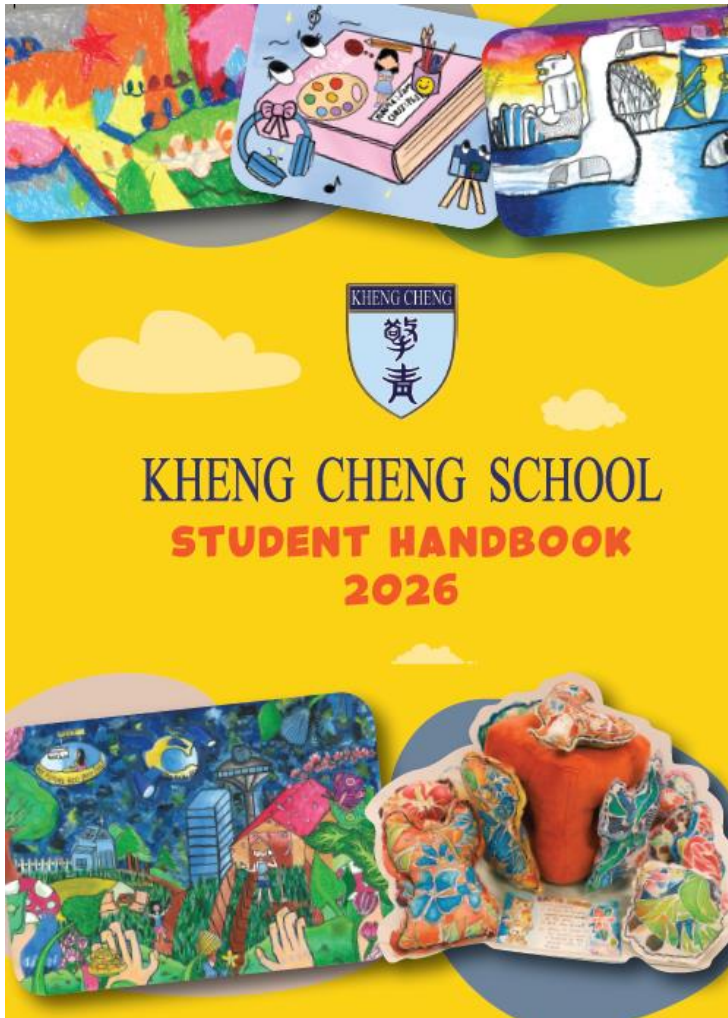
- Pencil case
- Coloured pencils
- Homework file
- Student Handbook
- Storybook
- Water bottle
- Healthy snacks (for snack break)

✓ Label all belongings

Refer to P1 Information Booklet for details on the collection of books and files.



# Student Handbook



- Means of communication
- Must be brought to school daily
- ✍ Homework and announcements from teachers

**Students will receive this  
on 2 Jan!**

**PERSONAL PARTICULARS**

Name: \_\_\_\_\_ Index No: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Class: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ BC/NRIC No.: \_\_\_\_\_

Blood Group: \_\_\_\_\_ Medical Condition / Allergy: \_\_\_\_\_

Name of Parent / Guardian: \_\_\_\_\_

Telephone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Office)

School Bus No: \_\_\_\_\_

**BROTHER** **SISTER** **OL**

Name: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

**IN CASE OF EMERGENCY, PLEASE INFORM:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Office)

\_\_\_\_\_ (Mobile)

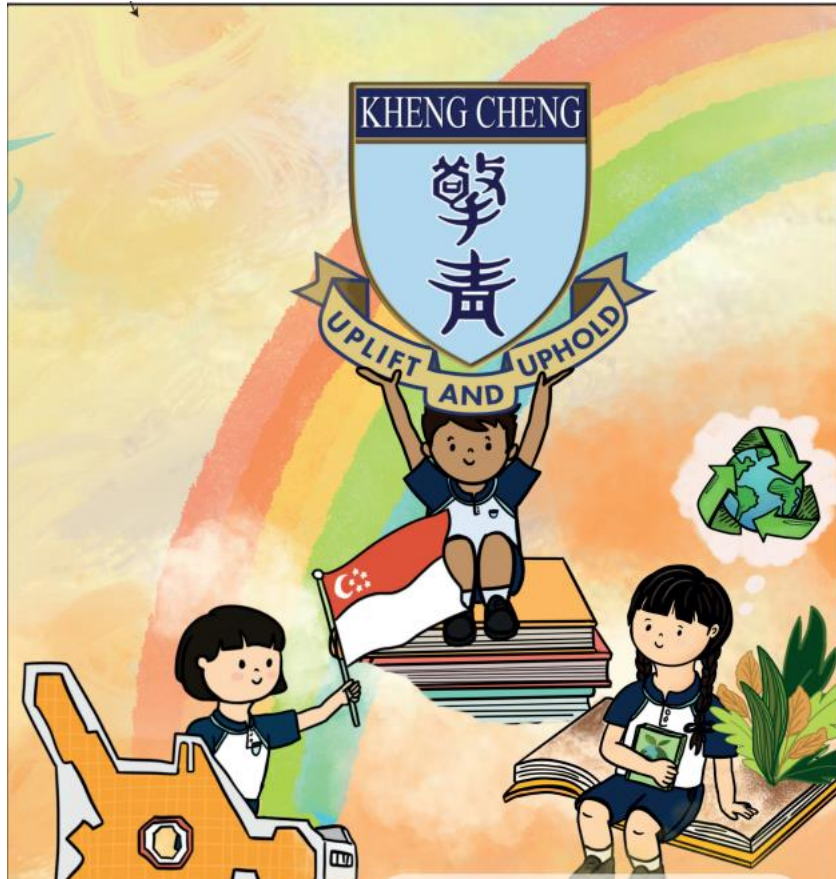
**MY TEACHERS**

Subject	Teacher

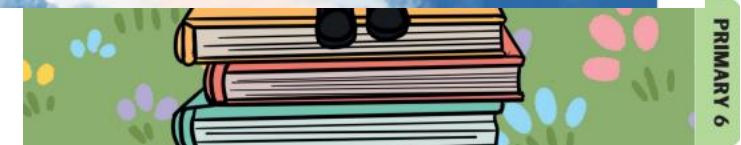
5



# Student Learning Portfolio



Students will receive this  
in May!





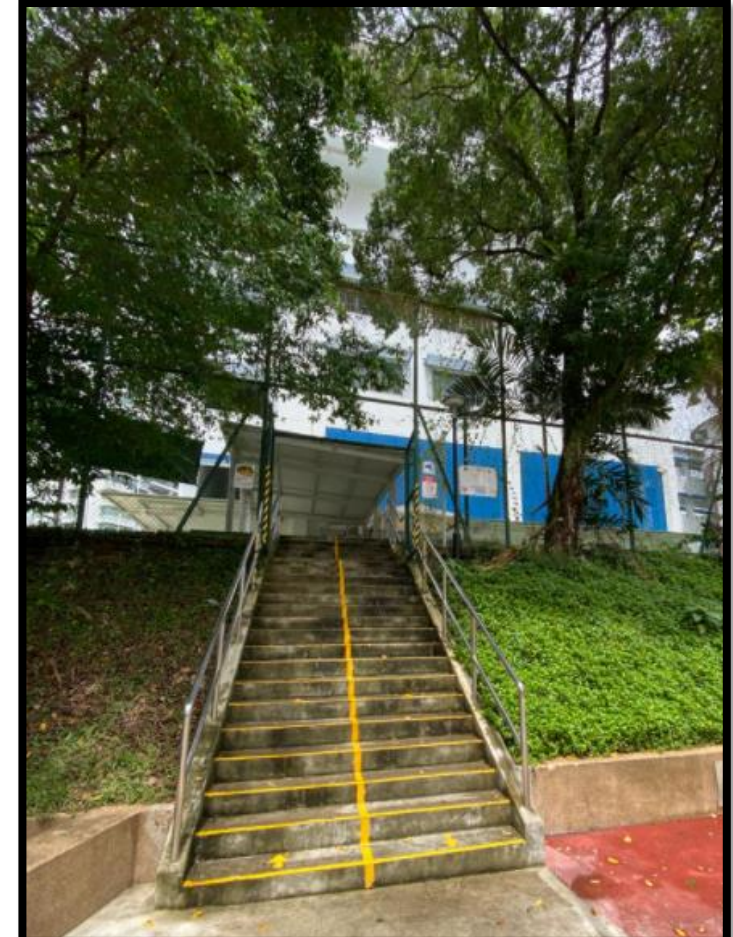
# Arrival Procedure



**Gate J** (Next to Jackson Sq)



**Gate T** (Next to Trevista)



**Back Gate**



# Arrival Procedure



# Dismissal Procedure

- Front Gate T or J
- Back Gate
- Foyer Outside General Office  
(Taking the school bus)
- School-based Student Care Centre/Classrooms  
(Attending school-based SCC (Big Heart))
- Indoor Basketball Court  
(Attending External SCCs)



# Dismissal Procedure



<https://go.gov.sg/2026kcsp1dismissal>





# CLASS ALLOCATION



# KCS P1 Classes

<b>P1.1</b>	<b>P1.2</b>	<b>P1.3</b>	<b>P1.4</b>
<b>P1.5</b>	<b>P1.6</b>	<b>P1.7</b>	<b>P1.8</b>



courage



Sincerity



diligence

# **backK to sChool S**ession

**2 to 8 January 2026**

- **Kindness**
- **Courage**
- **Sincerity**
- **Diligence**
- **Respect**
- **Resilience**
- **Integrity**
- **Care**

Your child's class allocation will only be confirmed  
**at the end of backK to sChool Session, 8 January 2026.**

# Special Educational Needs Support in KCS





# Supporting Learning

Special Educational Needs Officers - Learning Support in Learning and Behavioural Needs



**Lead SEN Officer,  
Mdm Pirrita**



**Senior SEN Officer,  
Mdm Chang Siew Chian**



**SEN Officer,  
Mdm Kalai**



**SEN Officer,  
Ms Clara Leong**



**SEN Officer,  
Ms Nurulhayati**



***“ We provide support to students with  
special educational needs  
to help them better cope with learning in class. ”***





# Supporting Learning

School Counsellors - Socio-emotional Needs



School Counsellor,  
Ms Rebecca Foo

***“ We work closely with teachers and parents to support to students with different socio-emotional needs in the school. ”***



Senior School Counsellor,  
Ms Anna Wong

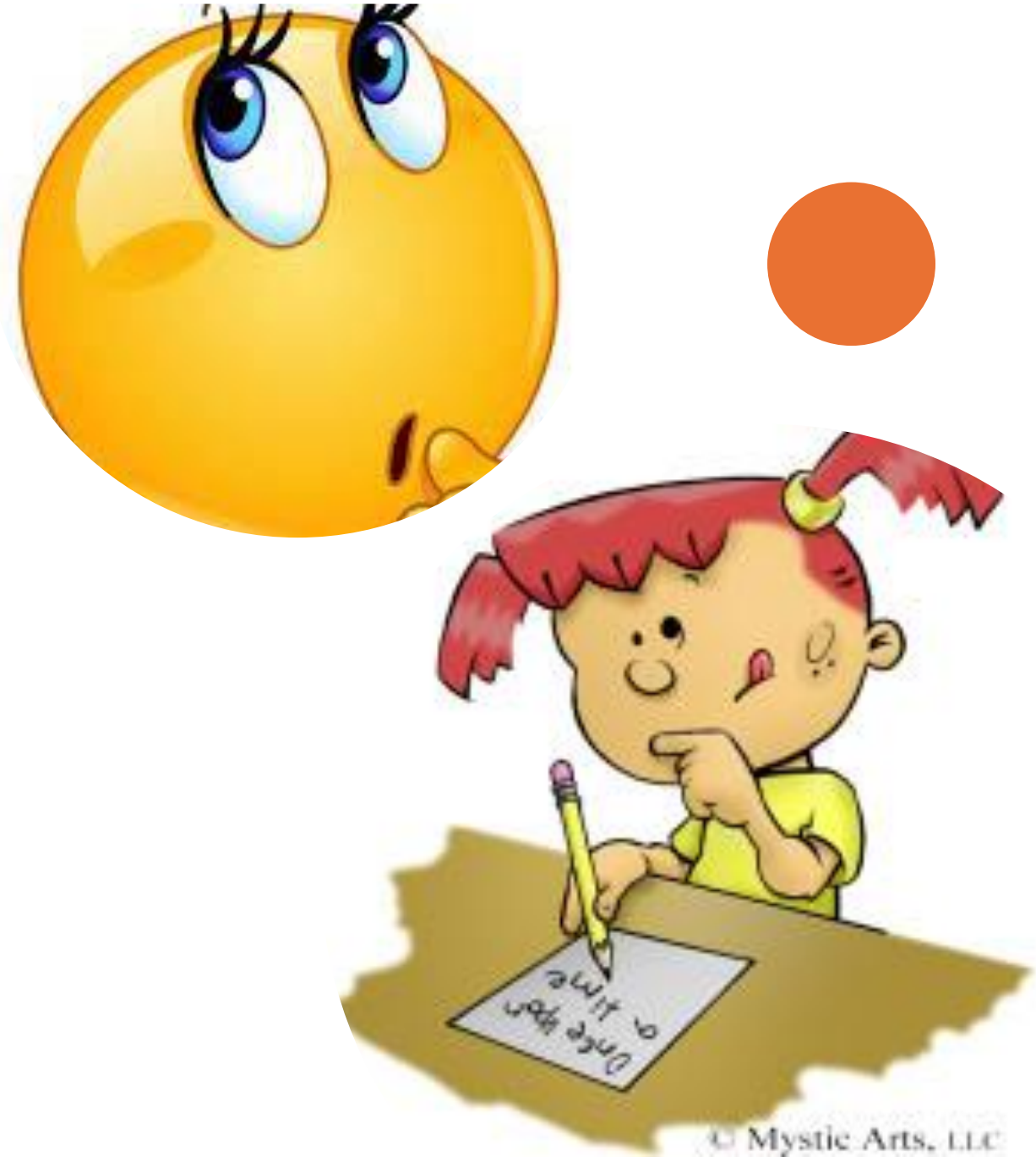


If you think your child has learning and behavioural needs or socio-emotional needs...

Speak to  
Form Teachers

Form Teachers refer the  
student to YH/ AYH  
and the SEN Team

Parental consent will be sought  
before any  
external referrals





# **Declaration of Special Educational Needs (Supported by Psychological Assessment)**

## **Benefits of Declaration**

- Allow teachers to better understand your child's strengths and weaknesses
- Teachers and SEN Officers can adopt possible strategies recommended and facilitate a smoother transition to P1 for your child

Please submit your child's psychological report/OT reports/ therapy reports to the General Office / Form Teacher.



# **SCHOOL-HOME PARTNERSHIP**



# Communication Platforms

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



**School Website**


<https://khengcheng.moe.edu.sg>



**Parents Gateway**



# Parents Gateway (PG)



Welcome  
TOH XIAO YING

All posts


To respond

To read

Upcoming events

Saved

THIS MONTH




MINISTRY OF EDUCATION  
Wed 5 Nov 2025


LY

Recipe for Holiday Joy [Parent Kit 2025]


Dear Parents/Guardians, Looking for a good recipe for a memorable school holiday? Our Holiday Parent Kit has all the secret ingredients for family fun! We have mixed the finest ingredients... [More](#)





Dec Holiday Parent Kit  
<https://go.gov.sg/moe-pk-dechol2025>



Dec Holiday Activities and Resources  
<https://go.gov.sg/moe-dechol2025-activities>








MINISTRY OF EDUCATION  
Mon 3 Nov 2025


CK

Preparing for P1: Fun parent-child activities to try


Dear Parents/Guardians, The Parent-Child Activity Book (PCAB) offers fun and meaningful parent-child activities to support parents and children in




HOME




CONTACTS




SERVICES



PARENTING



PROFILE




Welcome  
TOH XIAO YING


All posts

To respond


To read




You're all caught up! 🎉  
Nothing new to respond to right now.




You're all caught up! 🎉  
Nothing new to read right now.




It's a clear schedule for now.  
We'll show events here once they're available.




HOME




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Welcome  
TOH XIAO YING


All posts

To respond


To read




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All posts

To respond

To read



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Saved

P1 Parents Brie...

Links to subjec...

P1 Parents Brie...



HOME



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# Parents Gateway (PG)



- Tip 9: Be a Great Role Model
- Tip 10: Let's Help Out at Home

Keen to get timely parenting tips on the go, join our 30K strong community on Instagram by following @parentingwith.moesg!

## LINKS

### Digital PCAB

<https://go.gov.sg/pcab-digital>

### Parentingwithmoesg Instagram

<https://go.gov.sg/parentingwithmoesg>

## ATTACHMENTS

Follow us on IG.pdf  
1.35 MB



How To Use This Book.pdf  
2.26 MB



For enquiries on this post, please contact us.

## Contacts

School contact details for

CL



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CONTACTS



SERVICES



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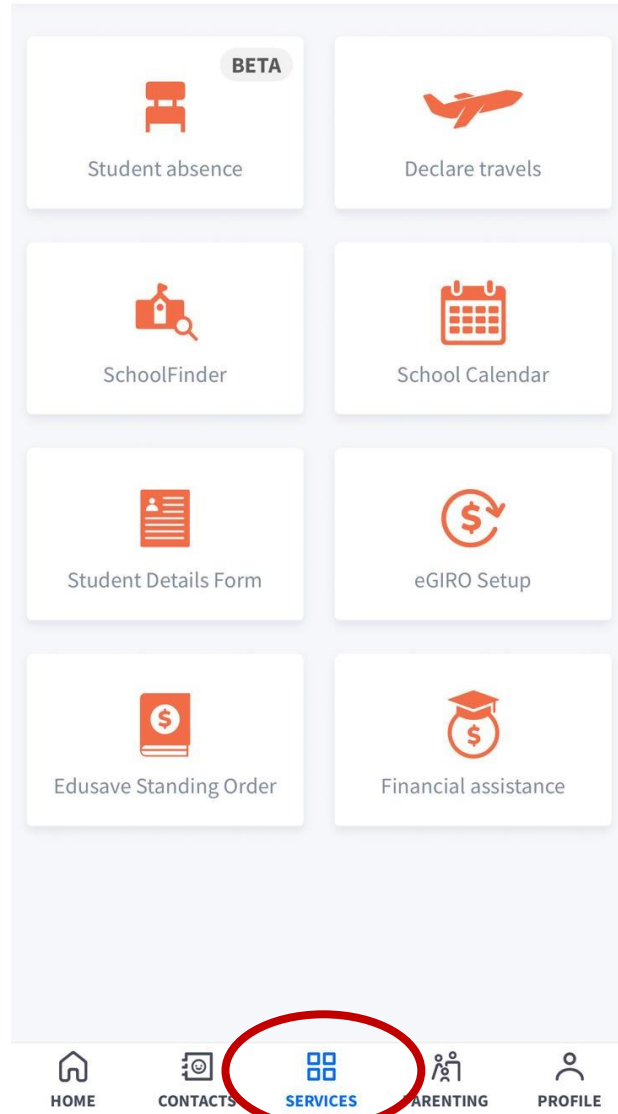


PROFILE



# Parents Gateway (PG)


## Services



1. Student Absence
2. Travel Declaration
3. SchoolFinder
4. School Calendar
5. Student Details Form
6. eGIRO Setup
7. Edusave Standing Order
8. Financial Assistance


# Submission of Reason for Absence

## Services




BETA


Student absence




Declare travels




SchoolFinder




School Calendar




Student Details Form








eGIRO Setup



Edusave Standing Order



Financial assistance

 HOME CONTACTS SERVICES PARENTING PROFILE

<


Student absence


Submit reason for absence

+

This service is intended for full-day school absences only.

Submitted absences: 2023





No submitted absences

<

Step 1: Select child

Submitting for

XAVIER TAN

☒


LISA TAN

☐

Next

×

Step 2: Submit absence

 XAVIER TAN

\* Date of absence

From

To

Start date

End date

\* Reason for absence

E.g. My child has a fever and I have attached a MC from the doctor.

500 characters

Submit

# Submission of Reason for Absence

✕ Step 2: Submit absence

XAVIER TAN

\* Date of absence

From To

Start date End date

JUNE 2023

MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2023

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7

Select dates

✕ Step 2: Submit absence

10 Apr 202512 Apr 2025

\* Absence

With medical certificate☐

Without medical certificate☒

\* Please specify reason

My child has a piano exam. I have attached the exam schedule.

500 characters left

Supporting document (optional)

Please do not upload any sensitive documents. ⓘ

Upload document

JPEG / PNG / PDF / HEIC / HEIF (Max size: 10MB)

Submit

✕ Step 2: Submit absence

10 Apr 202512 Apr 2025

\* Absence

With medical certificate☐

Without medical certificate☒

\* Please specify reason

My child has a piano exam. I have attached the exam schedule.

500 characters left

Supporting document (optional)

Please do not upload any sensitive documents. ⓘ

piano\_xaviertan.pdf

DownloadDelete

Submit

✕ Absence submission

Reason for absence submitted

CHILD'S NAME

XAVIER TAN

DATE OF ABSENCE

12 Apr 2025 - 14 Apr 2025

ABSENCE

Without medical certificate

REASON FOR ABSENCE

My child has a piano exam.

SUPPORTING DOCUMENT

piano\_xaviertan.pdf

Download

Submitted by PARENTS NAME on 17 Nov 2023, 11:23 AM

Edited by PARENTS NAME on 17 Nov 2023, 11:23 AM

Edit

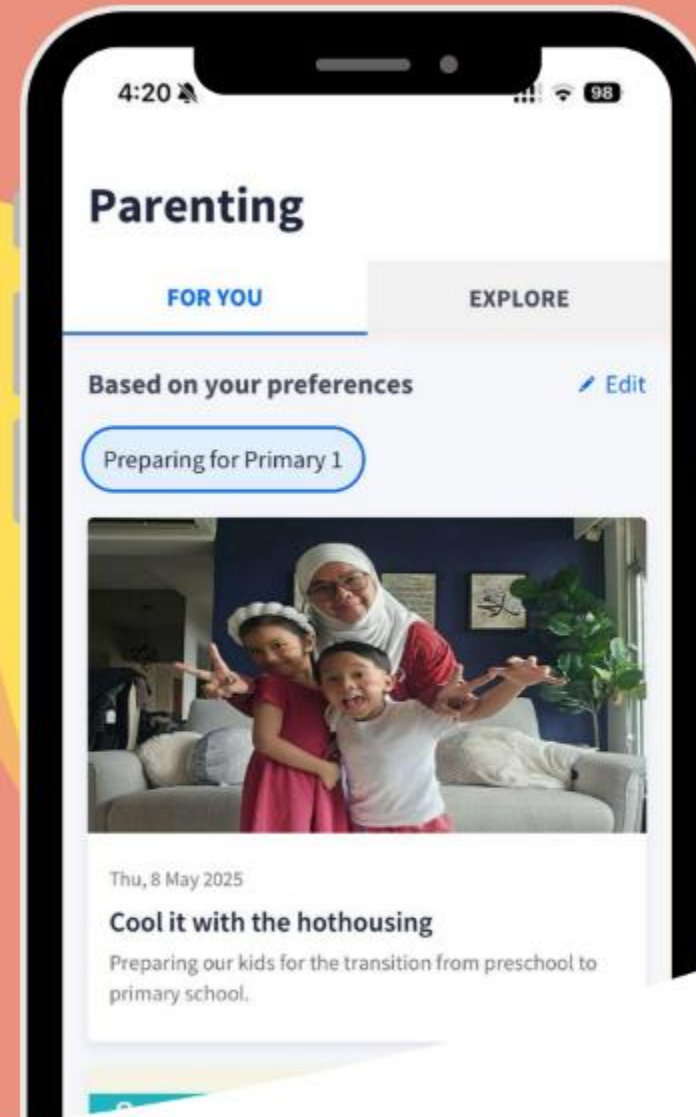
Withdraw



# Parenting Resources on Parents Gateway (PG)



Discover rich and customisable parenting resources on topics such as preparing for Primary 1, forging parent-child relationships and education pathways.





# Parents Gateway (PG)

## Profile



TOH XIAO YING  
Edit contact details



Edit child avatar initials



Notifications



Last active devices



Feedback



Frequently asked questions



Privacy policy



Terms of use



Report vulnerability



HOME



CONTACTS



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PROFILE



## Settings

Post display settings



Push notifications



Email notifications



## Push Notifications

Push Notifications: ON

[Manage](#)

Manage other notifications settings for Parents Gateway based on your preferences.

You will need to stay logged in to continue to receive notifications.



PARENTS GATEWAY

now

### Announcement

This is an example of a Push Notification



## Email Notifications

Receive Email Notifications



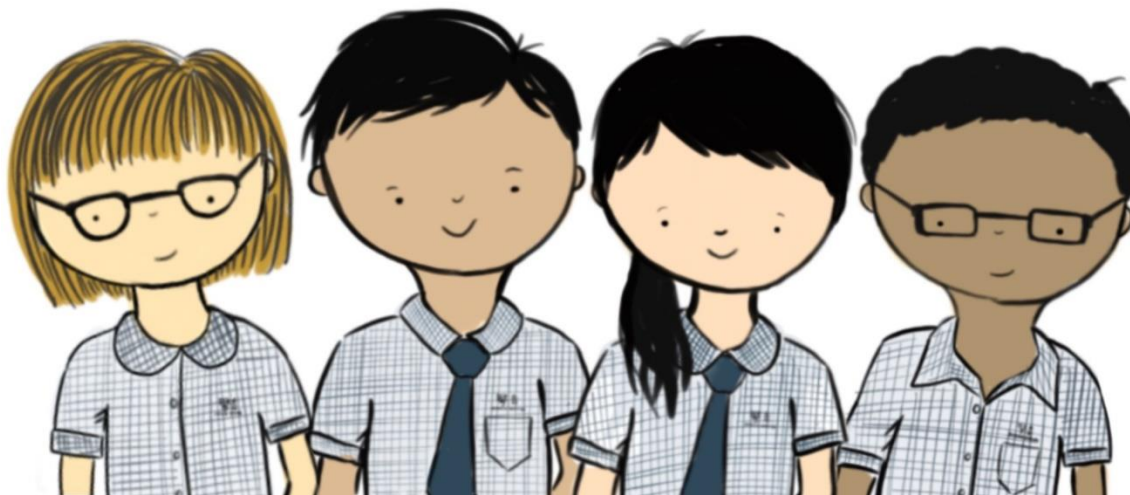
Turn **OFF** to stop receiving notifications for announcements and forms through email.

The notifications will be sent to the email address in your contact details. Please ensure that it is correct and update it when necessary.

THANK YOU!



# We would love to hear from you!



**<https://go.gov.sg/kcsp1orientation2025>**

