



TANJONG KATONG PRIMARY SCHOOL

860 New Upper Changi Road Singapore 467353

Tel: (65) 63444728 Fax: (65) 63445370

<http://www.tanjongkatongpri.moe.edu.sg/>

2 January 2018

Dear Parents/Guardians,

SCHOOL ADMINISTRATIVE AND OPERATIONAL MATTERS

Greetings and welcome to 2018! We hope you had a good time bonding with your family over the school holidays. As we begin the new school year, we hope you can take note of the following administrative and operational matters.

1. Administration

- a. **Monthly Newsletter.** The school issues a newsletter on a monthly basis through your child. Parents/Guardians who are on school's emailing list will also receive the letter via email. It will also be uploaded onto the school website for reference.
- b. **School Website.** The school website is another platform where TKP provides up-to-date and important information to our parents. Please do visit our website at <http://www.tanjongkatongpri.moe.edu.sg/>.
- c. **Update on changes of Email address or contact numbers.** Please keep the school informed of changes in your email address. You can email to tkps@moe.edu.sg your new email address and/or contact number with your child's name and class, together with your old email address and/or contact number for verification and updating purposes.

2. Operations

- a. **Important Timings for Drop-off and Pick-Up.** Please adhere to the following for drop-off and pick-up so as to avoid clashes with movement of the school buses and to reduce traffic congestion and waiting time. **These timings are intended to ensure the safety and security of our Pupils.**

Level		Day	Cars Driving into Main Gate	Gate 2 near Block 65
P1, P2	Drop-off	Mon, Tue, Thu & Fri	11.30 am - 12.15 pm	11.30 am - 12.15 pm
		Wed	12.45 pm - 1.45 pm	12.30 pm - 1.45 pm
	Pick-Up	Mon-Fri	6.45 pm - 7.00 pm	6.30 pm - 7.00 pm
P3 - P6	Drop-off	Mon-Fri	6.45 am - 7.30 am	6.45 am - 7.30 am
	Pick-Up	Mon, Tue, Thu & Fri	1.45 pm - 2.30 pm	1.30 pm - 2.00 pm
		Wed	12.45 pm - 1.45 pm	12.30 pm - 1.45 pm
	Pick-Up	Mon-Fri CCA/Extra lessons	4.00 pm - 5.30 pm	Closed

b. Punctuality

- (1) Pupils in the AM session are to be seated by 7.30 am in the Hall (for P4 to P6) or at the Pavilion (for P3). Pupils in the PM session are to be seated in the Hall by **12.30 pm for Mon, Tue, Thu, Fri and by 2 pm on Wed.**

- (2) Pupils are encouraged to come earlier than the stipulated timings to facilitate attendance taking. Flag-raising ceremony will commence at **7.30 am** for AM session and **12.30 pm** for PM session. Your child will be considered as late if he/she arrives in school **after 7.30 am (AM Session) or after 12.30 pm/2.00 pm on Wed (PM Session)**.
- (3) Pupils who are late will have their names recorded. For persistent late-comers, pupils will be referred to the Discipline Committee for disciplinary actions. We do urge you to ensure that your child is punctual and regular in his/her attendance.

c. Road Safety

- (1) **Along New Upper Changi Road.** Please do not stop your vehicle along this road as it will obstruct the main road traffic and the vehicles which are coming into the School. Do look out for traffic junctions near the school and the bus lane along this road. It is also unsafe to drop-off/pick-up your child along this road.
- (2) **In the School Vicinity.** When driving in the school vicinity, please be patient and drive slowly. For pedestrians, please walk along the blocks and use the zebra crossing.
- (3) **Pick up timings if you are driving into school.** Parents can drive in and pick up their children at the school porch only after the school buses have left the school premises in view of safety considerations and to avoid traffic congestion and. We urge parents not to come too early and to adhere to the time slots, at Para 2a, to plan their trip to the school.
- (4) **No access into school during recess time.** In order to minimise vehicular movements in the school compound during recess time, parents are not allowed to drive into the school
- (5) **Inclement Weather.** During inclement weather, we seek your understanding and patience with the traffic flow and when you drive into the school to drop-off/pick-up your child
- (6) **Turning Off of Vehicle Engines.** We seek your co-operation to turn off idling vehicle engines while waiting for your child. **As advised by National Environment Agency, errant motorists will be liable to a compound fine or a court fine not exceeding \$5,000.**

d. Security

- (1) **Making appointments in advance.** If there is a need to meet up with the teacher or school staff, please make an appointment in advance through the teacher or school staff. This is to ensure that those with prior appointments made will be allowed into the school. Without appointments made, you may not be allowed into the school, unless there is a valid reason. For such cases, please be prepared for some inconvenience at the security guard post due to security checks.
- (2) **Signing in at Security Guard Post.** All entry into the school, excluding drop-off/pick-up during the stipulated timings, there is a need to sign-in at Security Guard Post located at the main gate. Please also co-operate by answering to the security officers' questions, filling in the required sign-in details and showing your identity document (NRIC, Driving licence, or other identification with photo) so that Security Officer can verify your sign-in details. Depending on the purpose of the visit, a school staff will escort you to the Canteen or General Office. We seek your patience in this matter as all these are intended for security purposes and protection of your child and the rest of the school community.

3. Sale of Uniform and Books/Stationery

In view of the security and safety of the school and pupils, purchase of uniform and books/stationeries can be only made by the pupils during the school term.

- a. **Purchase of Uniform.** In addition to the online purchase for uniform via www.beauvoix.com as well as direct purchase at the vendor's store, school has made a revised arrangement to bring back the uniform vendor to the school **every Friday (during school days), from 9.30 am to 2 pm.**
- b. **Purchase of books/stationery.** The School Bookshop, located in the Canteen, will be opened **daily, from 9 am to 2 pm, 2.30 pm to 4 pm.**

4. Conduct of Temperature-taking Exercise

- a. Schools will continue to maintain vigilance by ensuring that processes are in place for the swift activation of temperature-taking measures as and when necessary.
- b. As part of measures to maintain schools' preparedness to resume the temperature-taking regime, there will be a **temperature-taking exercise conducted on Friday, 5 January 2018 (first period)** by the school. Please ensure that your child brings his/her personal Oral Digital Thermometer to school on **Friday, 5 January 2018.**
- c. Thermometers are available for sale to P2 to P6 students at the school canteen at a cost of **\$2.50** on **Wednesday, 3 January and Thursday, 4 January 2018 (during recess time).** For Primary 1 students, they would be issued a thermometer by the school free-of-charge.

We seek your understanding and thank you in advance for your support and cooperation to make the school a safe and secure place for all our pupils.

Thank you.

Yours sincerely,

Mrs Agnes Toh
Vice-Principal (Administration)



Please detach along this line and return the acknowledgement slip below to your Child's Form Teacher by 4 January 2018

Acknowledgment Slip

Re: School Administrative and Operational Matters

I have noted the contents of the above letter dated 2 Jan 2018.

Name of Child: _____

Class: _____

Name of Parent/Guardian: _____

Signature: _____