



KHENG CHENG SCHOOL
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2 January 2025

KCS/2025/005

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:

- *Mdm Tan Hwee Min (YH/Upper Block)*
- *Mdm Chiam Pick Ling Janet*
- *Mr Yeo Hwee Meng Stanley*
- *Mr Abdul Rauf Bin Abdul Rahim*
- *Mdm Lim Mei Xuan*
- *Mdm Lim Chiang Mui*
- *Mr Teo Jason*
- *Mr Wu Hekun*

We bade farewell to the following staff who left us at the end of 2024. We thank them for their dedication and contributions to the school and wish them all the best in their future endeavours:

- *Ms Goh Ming Sze (HOD Maths)*
- *Mr Melvin Chang (HOD Science)*
- *Ms Tina Woo*
- *Mdm Toh Cheng Hwan*

2. School Hours, Punctuality & Snack Time

School hours in 2025 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 phased out white school shoes as part of the school attire. All students are to attend school in plain black shoes starting 2025. 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 Student Handbook 2025 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 school-home 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 school 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 (ATTEx)

Please note that the Annual Temperature-Taking Exercise (ATTEx) 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 practice social responsibility.

The ATTEx will be held in Term 1 Week 2 and Term 3, in 2025. The first ATTEx will be conducted on **Wednesday, 15 January**. Information on ATTEx in Term 3 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 2 Week 1	Term 2 Week 1	Term 2 Week 1	Term 2 Week 1
Primary 5	Term 2 Week 1	Term 2 Week 1	Term 2 Week 1	Term 2 Week 1
Primary 6	Term 1 Week 5	Term 1 Week 5	Term 1 Week 5	Term 1 Week 5

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. Co-Curricular Activity for Primary 3 to 6 (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 the following **Fridays - 3 January, 10 January, 17 January, 24 January and 31 January.** All students will be dismissed at **12.30 p.m.** that day. Kindly make the necessary transport arrangements.

Our first CCA session starts on **7 February 2025.**

11. Sale of School Uniform

The school uniform vendor will be operating on the following dates and timings in January 2025.

Date	Timing
6 to 8 January	1.30 p.m. to 3.30 p.m.
13 January	2.00 p.m. to 4.00 p.m.
20 January	2.00 p.m. to 4.00 p.m.

12. Traffic Safety

The school would like to thank all parents for the strong support given to us in ensuring the safety of our students commuting to and from school. In our recent review of the school traffic safety, we observed that there is increased traffic along Toa Payoh Lorong 3 in the mornings as our students arrive in school. As you drive through the drop-off zone, kindly observe the following traffic safety rules:

- All motorists must **NOT** exceed the speed limit of 15km/h when travelling within the school compound.
- Parents and motorists driving into the school for the purpose of dropping off your children are to do so at the designated drop-off points along the driveway at the Foyer. Students should alight from the left side of the vehicle.
- All parents/guardians are reminded to remain in your vehicles and prepare your children/wards by ensuring they have their bags with them so they are able to alight from the vehicles independently. This will reduce the time taken for them to alight and hence reduce the traffic congestion experienced in the mornings.
- We appeal to drivers to follow closely the directions given by the staff on duty. Due to the extra lane opened for alighting, we urge all to observe Rule Number 76 of Singapore Highway Code – Give way to traffic on your right upon merger to exit Gate T.

13. Self-Responsibility for Personal Belongings

As we welcome your child / ward into their academic journey in our school, we seek your assistance in encouraging your child/ward to adhere to the daily timetable by ensuring they pack essential items such as personal belongings, books, and stationery into their school bags before bedtime. Should your child/ward forget any of these items, please advise them accordingly:

1. Inform their respective teachers if they forget to bring their files/books and may submit them on the next school day.
2. Notify their teachers or approach the General Office for assistance with snacks if they forget their pocket money.
3. Bottled mineral water is available for purchase at the canteen or students can seek assistance from the General Office if they forget their water bottles. Additionally, there are several water coolers conveniently installed within the school compound for student's consumption.

Please note that, except for essential items like spectacles, medication, and house keys, the school will not permit the delivery of items during curriculum time. We appreciate your understanding in allowing your children to learn from their oversights as we strive to instill responsibility in our students. We also appeal to you to respect our staff when they decline requests to pass certain items to your child/ward.

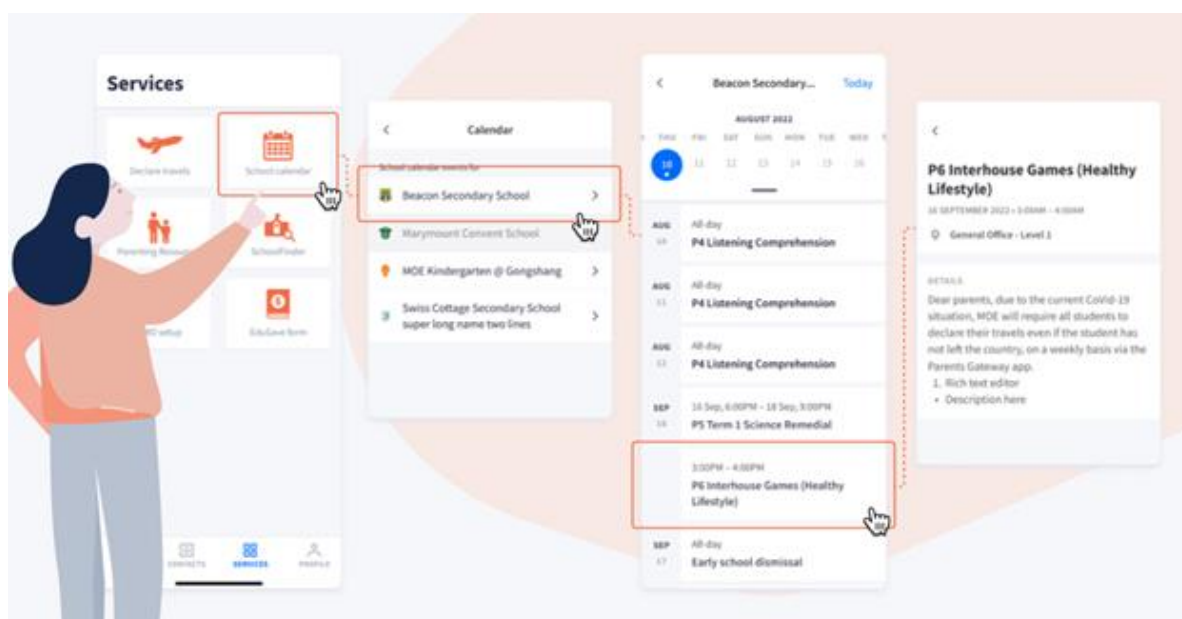
14. Chinese New Year Celebrations

Do note that we will be having our Chinese New Year celebrations in school on Tuesday, 28 January (Tuesday). School will end at 10.30 a.m., and parents/guardians are advised to arrange the necessary after school care arrangements.

The school will be closed for the Chinese New Year holidays on Wednesday, 29 January and Thursday, 30 January. Classes will resume as usual on Friday, 31 January.

15. School Calendar

Parents /Guardians may view the activities for the school year via the Parents' Gateway (PG) application. You can click on 'School Calendar' under 'Services' tab within your PG app to view our school events. An example is provided below for your reference and illustration purposes.



16. From the Principal's Desk

Welcome back to an exciting new academic year at Kheng Cheng School! As we embark on this journey together, I am thrilled to share with you our refreshed vision: *A Community of Compassionate Leaders and Innovators*.

This vision reflects our unwavering commitment to nurturing a culture of learning and empowering every child to lead and make a positive impact in their community. Guided by this aspiration, we hope to instill in every student the values and qualities of a Confident Person, an Adaptable Learner, a Respectful Contributor, and an Engaged Citizen (C.A.R.E.).

As partners in your child's education, we invite you to join us in fostering an environment that inspires creativity, builds character, and nurtures compassion. Together, let us equip our children to face challenges with resilience and to lead with empathy and innovation.

Thank you for your continuous support as we work hand in hand to shape a brighter future for every student to be kind, courageous, sincere and diligent.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Cheryl Tan', written in a cursive style.

Mdm Cheryl Tan
Principal



#KhengChengSchool #SchoolCommunity #StayConnected