



(founded in 1957)  
A School of the  
*De La Salle* Brothers

# **St. Stephen's School**

## **Primary One 2021**

### **Parents' Orientation Handbook**

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## School Operation Information

### Curriculum Hours

The school hours for 2021 is shown in the table below.

Morning Assembly	7.30 am
School Hours	7.30 am-1.30 pm
Recess (Primary 1)	9.45 am – 10.15 am
Snack Break (in class)	12.00 pm – 12.10 pm

### Students' Accident Protection Scheme

All pupils in the school are covered by the Student Group Insurance Policy purchased by the school.

In the event of an accident related to all school activities and/or CCAs, parents may claim medical reimbursements by submitting the medical expense receipts to the insurance company. The ceiling for the outpatient expenses is up to \$2,150. The relevant forms can be obtained from the General Office. Please note that the details of the policy coverage and benefits information will be distributed to all pupils at the beginning of 2021.

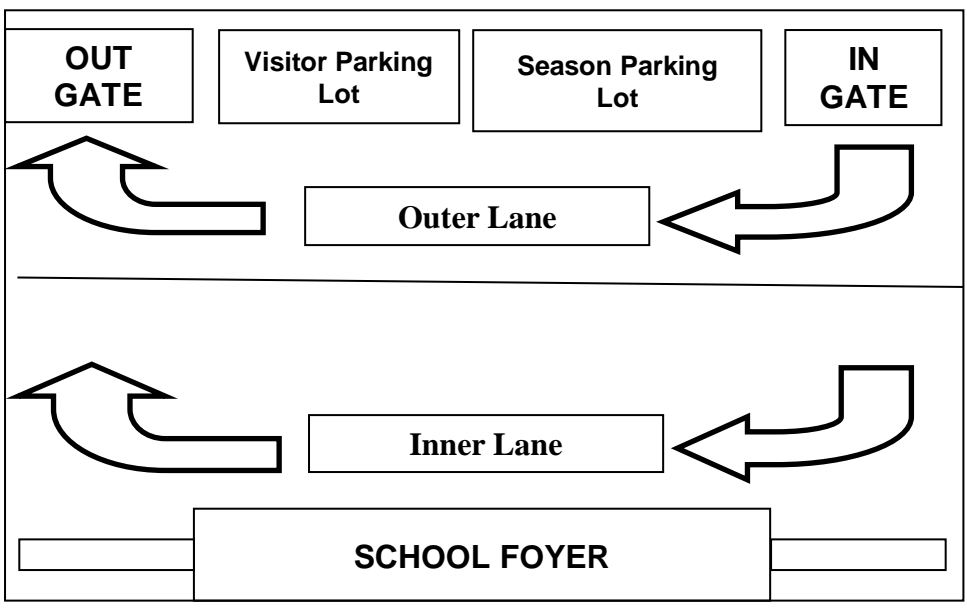
## Drop-off / Pick-up and Opening Time for School Gates

You may drive into the school premises to drop off your child during morning arrival or pick up after school dismissal. You will need a valid vehicle decal to enter the school premises. If you have not already purchased our school's car decal during Admin Day, you may purchase it from the General Office.

At the side gate, you are only allowed to drop off or pick up your child. Waiting or parking along the stretch of road near the side gate, with white zig-zag lines, is not allowed under traffic regulation.

However, there are parking lots available at the nearby Our Lady of Perpetual Succour (OLPS) Church.

### Traffic Flow in the school compound



The school In-Gate, Out-Gate and Side-Gate opening hours are:

	In-Gate	Out-Gate	Side-Gate
Morning Arrival	6.45am – 7.30am	6.45am – 7.30am	6.45am – 7.30am
Main Dismissal (Monday – Friday)	1.50pm – 2.20pm	1.50pm – 2.20pm	1.30pm – 2.15pm
Student Care Centre Dismissal (Monday – Friday)	5.00pm – 6.00pm	5.00pm – 6.00pm	Closed

- School gates will be closed at 12.30pm, to prepare for school dismissal.
- In-Gate will open at 1.50pm, 20 minutes after school dismissal, for pick-up at the foyer.
- Other than for the purposes of dropping off and picking up of your child, all visitors will need to make an appointment to enter the school.

## Staggered Dismissal

School dismissal is staggered for different levels. For Primary 1, dismissal will begin at 1.30pm daily.

For private car pick-up at the foyer, the scheduled timing for cars coming into school during semester 1, 2021 is:

Car plates ending with even number (0, 2, 4, 6, 8)	1.50pm to 2.05pm
Car plates ending with odd number (1, 3, 5, 7, 9)	2.05pm to 2.20pm
Car plates ending with either even or odd number	2.20pm to 2.45pm

## School Uniform and Transport Information

### SHANGHAI SCHOOL UNIFORMS

Outlet Address:

63 Ubi Ave 1, #04-09

63@Ubi

Singapore 408937

Tel. No: 6352 2741

Opening Hour:

10 am – 6 pm (Monday –Saturday)

(Lunch 1.00 pm – 2.00 pm)

### FOO TRANSPORT SERVICE

Contact Person:

Mr. Jeffery Foo  
Boon Guan

Contact No:  
9628 5679

Your child's name tag should be ironed-on/sewn just above the shirt pocket on his school uniform and above the school crest on his PE t-shirt. Please refer to the pictures under the section "School Rules and Discipline" of the 2021 student diary.

## Programme for Active Learning

Programme for Active Learning (PAL) is for all P1 and P2 pupils. It consists of four modules: Sports & Games, Outdoor Education, Performing and Visual Arts which will be carried out within the curriculum time. Pupils will experience one module per term.

Broadly, the purpose of PAL is three-fold:

- To provide pupils with broad exposure and experiences through fun and varied activities in Sports & Games and Outdoor Education, Performing Arts and Visual Arts
- To facilitate the well-rounded development of pupils in the five broad learning domains of physical, cognitive, social, aesthetics and moral
- To provide varied avenues for pupils to develop social emotional competencies

(Ministry of Education [MOE], n.d.)

Through PAL, the school aims to work towards bringing its vision of providing a holistic education for our pupils to the next level.



# School Discipline

## 1. Punctuality

- Pupils are expected to be punctual for school.
- The reporting time for all pupils at the school hall/classroom is 7.30 am.
- Latecomers will have their names recorded. Continuous late-coming will affect the pupil's conduct grade.

## 2. Attendance

- Pupils are expected to attend school on school days. If unwell, the parent/guardian will need to inform the Form Teachers or the school of the pupil's absence. A letter or a Medical Certificate must be issued to the Form Teacher upon the pupil's return to school.

## 3. Uniform / PE Attire

- Pupils are to wear the prescribed school uniform. Modification to the uniform is not allowed.
- Name tags are to be displayed prominently on the PE t-shirt, above the crest and on the left, above the shirt pocket, for school uniform.
- Pupils are expected to be in their full school uniform except on PE days only.

- The PE t-shirt must be tucked at all times.
- When in school uniform, pupils are to wear their school tie during morning assembly. They can remove their school ties in class during curriculum time.
- Pupils are expected to be in their full school uniform except on days when they have P.E. lesson.
- Ankle socks are strictly prohibited.

#### **4. Hair and Appearance**

- Hair and fingernails must be kept short and neat.
- Hair length must not touch the ears and must be above the collar of the school shirt. Fringe, if any, must be above the eyebrows.
- Pupils are not to sport hairstyles that reflect unacceptable fads.
- Pupils are not allowed to spray or colour their hair.
- Accessories and jewellery are not to be worn.

#### **5. Prohibited Items**

- The school has to remain a safe and conducive place for learning. Mobile phones brought to school are to remain switched off during curriculum time. Please refer to the student diary on the terms and conditions on the use of mobile phones.
- Electronic items, gadgets, toys or games are not allowed to be brought to school. Possession of such prohibited items will

result in confiscation and parents will be informed to collect them personally. Refer to further details in the student diary on “Possession of Items in School” and “Misuse of Information Technology”.

## **6. Character Development and Pupil Discipline**

- The school believes in positive discipline and holistic character formation of our pupils. Pupils are to adhere to school rules while they are with the school.
- The school reserves the right to mete out consequences and enrol the pupils in the necessary restorative programmes, when required, and engage parents to support the overall well-being of the pupil.
- Parents are to refer all concerns and feedback with regard to pupils to their Form Teachers or Subject Teachers.
- Parents are not to confront or reprimand other pupils on their own accord, whether in school, school bus or otherwise.
- Parents can request to meet or write to the Student Management Committee on any disciplinary matters. A prior appointment will have to be arranged before the meeting.

## First 3 Days of School

- ◆ **In view of the existing Safe Management Measures (SMM) and pending national posture, more details with regard to reporting time, drop-off / pick-up and recess will be shared via Parent Gateway nearer to date.**
  
- ◆ **Recess: 9.45 am – 10.15 am**
  - Your child will be supervised by the teachers and the canteen vendors on food payment. However, if your child does not seem to be eating well or has no confidence in buying food after 1-2 weeks, do provide him with home-packed food or snacks. Do not force him. He probably needs more time to learn.
  
  - Please do not give your child more than \$2.00 for him to purchase food during recess. If your child forgets to bring his money, encourage him to seek help from his teacher.
  
- ◆ **Snack Time : 12.00 pm to 12.10 pm ( in class)**
  - Please prepare only dry finger food (e.g. fruits, buns, sandwiches, cereal bars)

◆ **School Dismissal at 1.30 pm**

- The “Pupils’ Dismissal Arrangement for First 3 Days Form” on how you wish to pick up your child has been sent to you. Please complete the form for our collation. Should you wish to change the pick-up arrangement, please inform your child’s Form Teacher on the morning of the first school day.
- If your child is taking the school bus, please indicate the bus number clearly on his temporary name tag as shown in the example below. This is to help the respective school bus driver/attendant identify him.

e.g.

<p><b>Nicholas Tay</b> <b>P1A</b> <b>Bus No: 22</b></p>
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- The school bus will leave the school between 1.30pm and 1.45pm, together with the other older children.

## Things to Submit to Teachers

- Pack only the '1A' textbooks, workbooks and activity books for your child to hand over to his teachers on the week of school.
- Use a permanent marker to write your child's name on all his belongings, e.g. textbooks, storybooks, water bottles, wallets, stationery, etc., that he will be bringing to school.

The Form Teachers will collect the following books/items from your child:

### Day 1

- ✓ Listening Comprehension and Oral 1
- ✓ Exploring Reading 1
- ✓ STELLAR Handwriting 1 - Teachers' Production
- ✓ 2 SSS Triple-lined Exercise Books (English)

### Day 2

- ✓ Shaping Math Activity Book 1A
- ✓ FTGP Pupil's Journal
- ✓ Social Studies Activity Book
- ✓ First Steps to Music 1
- ✓ Black A3 Plastic File (Art)
- ✓ An Active and Healthy Me Primary 1

### **Day 3**

- ✓ Mother Tongue Workbook/Activity Book 1A
- ✓ P1 CCE Activity Book

Chinese Language:

- ✓ Chinese Writing Exercise Book 1A
- ✓ 1 SSS Big Square Exercise Book (for Chinese Language Spelling)

or

Malay Language:

- ✓ 1 SSS A4 Composition Book (for Malay Language Composition Writing)
- ✓ 1 SSS Single-lined Exercise Book (for Malay Language Spelling)

or

Tamil Language:

- ✓ 1 SSS Triple-line Exercise Book (for Tamil Language Writing)
- ✓ 1 SSS Broad Single-lined Exercise Book (for Tamil Language Spelling)

#### **Day 4**

- ✓ Pupil's Record Book
- ✓ 2 passport-size photographs for report book and the Individual Student Details (ISD) Form

(Photographs must be taken with pupils in **St. Stephen's School uniform with tie**. Please write your child's/ward's name and class at the back of the photographs.)

- The books collected will be kept in school as they will be used daily and will be returned when there is homework, or for your acknowledgement.



## Things to Prepare

### ◆ Things to prepare:

- Plastic name tags will be issued to your child. These temporary name-tags are to be worn for the first two weeks of school.

e.g.

**Nicholas Tay**  
**P1A**  
**Bus No: 22** (if applicable)

- All pupils must bring a story book to school every day for silent reading before the flag-raising ceremony. (English language books from Monday to Wednesday and Mother Tongue language books for Thursday and Friday).
- In alignment with our safe management measures, there will be daily temperature-taking. All pupils will receive one thermometer each on the first day of school. It is good practice for your child to carry a spare thermometer in his bag.
- Pupils must wear their mask at all times and have in their bag a spare mask, hand sanitizer and wet wipes for the wipe-down routine.

## Good Practices to Follow

### ◆ Student Diary

- Please ensure that the student diary is placed in your child's bag daily so as to enable him to record homework assignments and reminders from teachers.
- Teachers will need time to guide the pupils to do the above independently. Hence, homework during the first few weeks may then appear in the form of circled pages in the workbooks or worksheets given out.

### ◆ Stationery

- The following stationery items are to be brought to school on a daily basis:
  - ✓ 2 or 3 sharpened 2B pencils, not mechanical pencils
  - ✓ a soft eraser
  - ✓ a ruler
  - ✓ a sharpener (pupils are strongly encouraged to sharpen their pencils at home)
  - ✓ a box of coloured pencils (12 colours will be sufficient)

- Stationery should be kept in a simple and light pencil case so as to avoid adding weight to your child's school bag.
- On days when Art lessons are scheduled, pack only the necessary Art materials as informed by your child's Art teacher, e.g. coloured paper, glue, crayons etc.

## Other Pointers

### ◆ Other pointers:

- Avoid big and bulky school bags as these add unnecessary weight.
- Avoid fanciful and heavy water bottles, especially metal-based water bottles.
- Train your child to be disciplined in packing his bag every day at a fixed time. The class time-table should serve as a guide to the books that your child brings to school daily. (Parents, please assist your child to pack his bag accordingly).
- If the overall weight of the bag is too heavy for your child, do provide him with an additional hand-held bag so as to distribute the weight of the items and to offload the weight exerted on his shoulders.
- Should your child forget to bring his belongings, we strongly discourage parents from bringing the items to school for your child. This is part of developing the sense of responsibility in your child.
- Show support for school programmes and staff. Demonstrate positive behavior that your child can model after.

## Anxieties and Concerns

### ◆ Tiredness

- Your child will be making adjustments during the first week of school. He may feel exhausted from the routine, which is much more taxing than his kindergarten days. Ensure that your child has enough rest and sleep.

### ◆ Snack Time

- To help pupils cope with the long school hours, there will be 10 minutes of snack time in class at 12pm.
- Pack healthy snacks and refrain from packing sweet drinks for your child.

### ◆ Getting along with other classmates

- It will take a while for some children to learn how to socialise and make friends with his classmates. Give your child time to settle in.
- Children will be taught social skills, incidentally and formally, during their lessons.
- Having differences in views and opinions are common in a class of 30. Give your child the opportunity to learn to accept and respect differences. He will learn better and faster this way.

## Tips to Prepare Your Child for Primary 1

### You may want to teach your child to:

- ✓ learn how to communicate with his teachers when he needs to go to the washroom. “May I go to the washroom, please?” is an example.
- ✓ clean himself after he has visited the washroom. Provide him with wet wipes if you feel that he needs them.
- ✓ learn how to tie his shoelaces. Buy him shoes with velcro straps if he has not mastered the skill of tying shoelaces.
- ✓ learn how to look after his personal belongings like his wallet, spectacles, stationery and water bottles.
- ✓ show respect during the Flag-Raising Ceremony, prayers and assembly talks by keeping quiet.
- ✓ wisely occupy his time, for example, while waiting for his classmates to finish their work, he may read a book, write, draw or colour. He may also start on his other homework, if there is any to be done.

Do not be anxious if your child has not mastered all the above. Each child is unique. He learns from experience. Let the learning take place in school slowly and progressively.

## High Frequency Words

Below is a list of words that are commonly used in most texts. It would be helpful if your child is able to recognise these words when the school reopens.

<b>First 100 Words (approximately first grade)</b>				
	<b>Group a</b>	<b>Group b</b>	<b>Group c</b>	<b>Group d</b>
1	the	he	go	who
2	a	I	see	an
3	is	they	then	their
4	you	one	us	she
5	to	good	no	new
6	and	me	him	said
7	we	about	by	did
8	that	had	was	boy
9	in	if	come	three
10	not	some	get	down
11	for	up	or	work
12	at	her	two	put
13	with	do	man	were
14	it	when	little	before
15	on	so	has	just
16	can	my	them	long
17	will	very	how	here
18	are	all	like	other
19	of	would	our	old
20	this	any	what	take
21	your	been	know	cat
22	as	out	make	again
23	but	there	which	give
24	be	from	much	after
25	have	day	his	many