



WEST GROVE PRIMARY SCHOOL

1, JURONG WEST STREET 72, SINGAPORE 649223

TEL NO: 6267 9234 FAX NO: 6267 9235

Through the Principal
Mrs Chandler Jay Siva

6 January 2023

Dear Parents/Guardians,

Welcome back to West Grove Primary School!

We hope you had an enjoyable December holiday with your child.

The Student Development Department (SDD) comprising of the Year Heads and Discipline Subject Head will continue to connect and create opportunities for your child to thrive in and experience Joy of Learning in a **Positive Environment**. The **PROSPER** Framework (T. Noble and H. McGrath) is our organizing tool where we encourage **Positivity**, Build **Relationships**, Facilitate **Outcomes**, Focus on **Strengths**, Foster a sense of **Purpose**, Enhance **Engagement** and Teach **Resilience**.

To encourage **Positivity** and build **Relationships** where students will experience positive emotions and have a sense of belonging to the school, we have designed some customized activities for the assemblies. Platforms will be created for two levels to come and bond together at a common time. Through these activities, we hope that our students will develop social and pro-social values that underpin positive connection to their peers, school and the community.

No significant learning occurs without a significant relationship. (Dr James P. Comer)

Introduction of 2023 Form Teachers

If you have any questions, do get in touch with your Form teachers directly.

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| 4A | Mdm Tay Yee Teng tay_yee_teng@moe.edu.sg | Ms Shariffah shariffah_affinda_isa@moe.edu.sg |
| 4B | Ms Joanne Ching ching_goik_peng@moe.edu.sg | Ms Ng Wan Xi ng_yang_xi@moe.edu.sg |
| 4C | Mrs Diana Wan tho_lee_kian_diana@moe.edu.sg | Mdm Lau Yee Fun lau_yee_fun@moe.edu.sg |
| 4D | Mr Qairul Izam qairul_izam_shali@moe.edu.sg | Mdm Liu Weiqin liu_weiqin@moe.edu.sg |
| 4E | Mrs Ng Hwee Ching ong_hwee_ching@moe.edu.sg | Mr Liuning liu_ning@moe.edu.sg |

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|----|---|---|
| 4F | Mr Saw Jin Teik saw_jin_teik@moe.edu.sg | Ms Kartini kartini_khairi@moe.edu.sg |
| YH | Mdm Lee Nyuk Phing lee_nyuk_phing@moe.edu.sg | |

You may also choose to contact any of our staff via

- General Office hotline: **62679234** (Mon to Fri, from 7.00 a.m. to 5.30 p.m.)
- Teachers' Email (available on <http://westgrovepri.moe.edu.sg>)
- Student Handbook

Absence from School

The school places a strong emphasis on students' regular attendance in school and it is closely monitored by the Form Teachers and our Student Development Team (SDT). For any absences, please inform the respective Form Teacher and submit relevant documentation (e.g. Medical Certificates) if applicable.

Please note that if the absence falls on the date of a weighted assessment (e.g. topical test, exam), there is NO make-up for the assessment. Pro-rating will be considered if the absence is substantiated with valid reasons (e.g. Medical).

School Homework

Homework is a valuable part of schooling. We believe that homework cultivates responsibility, self-discipline and lifelong learning habits. Teachers assign relevant, meaningful and even challenging homework to reinforce classroom learning and allow students to apply what was learnt.

School leaders and teachers will make a conscious effort to monitor the homework load of our students. Subject teachers will also coordinate the homework assigned to ensure that it is manageable. Students who are unable to complete their work in class will need to complete it at home, in addition to the homework that has been assigned. We seek your understanding that the actual time spent on homework will vary between students due to differences in their study habits and subject proficiency. We encourage you to speak with our teachers if you have any concerns about the assigned homework.

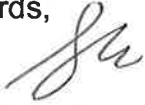
We also urge parents to play a supportive role by spending some time daily with your child/children to supervise them doing homework and to ensure there is a conducive home environment for it.

After-School Programmes

To ensure the safety of students who are staying back for after-school programmes, they are **not allowed** to leave the school before the start of the activity. Students are expected to have their lunch in school. We will monitor student movements after school. We seek your understanding and support in reinforcing the message with your child.

Thank you and best wishes!

Regards,



Mdm Lee Nyuk Phing
Year Head (P3 & 4)

Schedule of Key Events for Term 1

| Date | Activity | Remarks |
|--|---|---|
| 20 Jan | Chinese New Year Celebrations | Normal school hours (7.30am to 1.30pm) |
| 22 Jan – 24 Jan | Public Holiday: Chinese New Year | No school for all students |
| 11 Mar | Parents' Webinar – "Stay Strong, Get Moving!" | |
| <i>March School Holidays (11 March to 19 March)</i> | | |