



**WEST GROVE PRIMARY SCHOOL**  
1, JURONG WEST STREET 72 SINGAPORE 649223  
TEL NO: 62679234 FAX NO: 62679235

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Through the Principal,  
Mrs Chandler Jay Siva 

11th January 2021

Dear P2 Parents/Guardians,

**Welcome back to West Grove Primary School!**

Happy New Year! The Year Heads heading the Student Development Department (SDD) would like to welcome our students back to school. We believe that after the challenging 2020, this year will be a better one where there will be many opportunities and holistic learning experiences for your child. Hence, we look forward to working with you in developing your child to his/her fullest potential and ensuring that he/she will have an enriching and joyful school experience.

Since 2019, the Student Development Department (SDD) has adopted the **PROSPER** framework (T. Noble and H. McGrath) to guide us in our students' wellbeing programmes, where we Encourage **Positivity**, Build **Relationships**, Facilitate **Outcomes**, Focus on **Strengths**, Foster a sense of **Purpose**, Enhance **Engagement** and Teach **Resilience**.

As we embark on this learning journey together in 2021, we hope to support our students to develop positive **relationships** with their teachers and their peers. We hope to achieve this via the weekly FTGP lessons, Heart-to-Heart sessions and the Cohort Days. In doing so, we will encourage **positivity** where our students will experience positive feelings and develop a positive mindset about school, both academically and socially. As a parent, you can do your part to encourage positivity. Below are 8 ways you can do so.

**8 Ways to Help Your Children Develop a Positive Attitude Towards Life:**

1. Let them know that it is okay to express their feelings.
2. Be a role model.
3. Encourage and motivate your children.
4. Give them freedom.
5. Let your children be surrounded by positive people.
6. Encourage them to talk about positive events.
7. Teach morals and values to them.
8. Encourage positivity through stories and games.



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### Introduction of 2021 Form and Level Teachers

If you have any questions, do get in touch with them directly.

| Class | Form Teachers and Level Teachers  |                               |
|-------|-----------------------------------|-------------------------------|
| 2A    | Ms La Vonda Koh                   | Mrs Irene Chin – Chan Mei Yin |
| 2B    | Mrs Clarissa Hue – Cheong Wei Lin | Mdm Neliwati Hamza            |
| 2C    | Mdm Nur Anisah Syed Maideen       | Ms Foon Siew Man              |
| 2D    | Ms Chloe Oh Wan Ling              | Mdm Angeline See Sui Chiat    |
| 2E    | Mdm Charlotte Ong Pang Ling       | Ms Tan Poh Ching              |
| 2F    | Mdm Wu Xiao Wei                   | Mdm Shariffah Affinda         |
| -     | Mdm Tricia Tan                    | Mr Ideris Md Saleh            |
| -     | Mdm Tang Oi Khum                  | -                             |

### School Counsellor

Our School Counsellor is Mrs Rita. She can provide counselling support for the students' mental and emotional wellbeing. If you have any queries, do leave your number at the General Office and she will get back to you.

You may also choose to contact any of our staff via

- General Office hotline: **62679234** (Monday to Friday, from 7 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 certificate) if applicable.



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### **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 they have 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 the 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 premises before the start of the activity. Students are expected to have their lunch in school. We will monitor student movement after school. We seek your understanding and support in reinforcing the message with your child.

### **Birthday Celebrations**

Our school would like to seek your help to keep any birthday celebrations in class simple. We strongly discourage any external food to be brought into the school as we are concerned that the food brought in may inadvertently trigger food allergies among some students. Furthermore, we are also promoting healthy eating by encouraging our students to eat healthily. Similarly, we also discourage extravagant goodie bags and gifts to be given in class as part of the celebration, so as to cultivate a culture of simplicity and appreciation among our young children.



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### **CCA Option Exercise**

Participation in CCA makes a total school experience for our students because of the invaluable lessons on values and character development CCA offers. Though it is not compulsory, students are encouraged to be part of a CCA which would engender interest in areas outside of the academic curricula.

Students who have been offered CCA from the Talent Identification exercise in 2020 need not exercise the option anymore.

Students who are already engaged in enrichment activities outside of school such as Ballet, Taekwondo etc need not opt for a school-based CCA. Such students need to furnish the school of their attendance and participation in any competition on a termly basis. Email the attendance sheet and competition details to the undersigned and we would recognize it.

For those who are opting to be in CCA this year, please choose one from each sub-group. Click the link here to go to the online option form

<https://form.gov.sg/5ff2b8bbcc3e88001126cd90> or scan this QR code to go to the online form



Please submit your options by Wednesday, **15 January 2021**.

Please choose your child's CCA wisely as once he/she has been selected, no switching of CCA is allowed i.e. he/she will remain in the CCA up to P6. This is because of the investment in time and money accorded while he/she is in the CCA. Should your child wish to discontinue membership in a CCA, please submit a letter duly signed by parents with valid reasons, addressed to the HOD (PHE /CCA).

Pupils who are identified to have weight disproportionate to their height will be referred to Gazelle Fun Club as their CCA. These pupils will not join any other CCA until they get into the Acceptable Weight category.

May your child have a fulfilling time in a CCA during these early years of school life.

### **Assessment Matters**

Assessment is an integral part of the learning process. Information gathered from assessment allow teachers to identify learning gaps and close them by improving teaching practices or providing feedback and additional support to the child.

Assessment can be typically classified into 2 types: Formative and Summative.

- Formative assessments (e.g. class work, quiz, show & tell, performance tasks, etc) are usually carried out during the instructional process for the purpose of improving teaching and learning.



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- Summative assessments (e.g. examinations), on the other hand, serve to provide information on students' mastery of content knowledge and skills.

There will not be weighted assessments for P1 and P2 but there will still be Formative Assessments, which are **non-weighted** and will not count towards an overall score. The school will report your child's level of understanding and achievement for each subject using qualitative descriptors in the Holistic Development Profile (Report Book) issued at the end of each semester.

### Portfolio

Besides providing information about your child's progress through the mid-year and end-of-year report cards in the report book, you will also receive information about your child's progress and achievement in the various areas of learning compiled in your child's portfolio file. There will be a selection and organisation of a purposeful collection of your child's independent work to chart your child's progress as well as samples of his/her best work in his/her portfolio. With all the information provided, we hope to provide a fuller picture of your child's progress and learning throughout the year.

### Cohort Key Events

Here is the schedule of key events for your child for Term 1.

| Date   | Activity   | Remarks  |
|--|--|--|
| 5 Jan – 8 Jan  | CCA Option Forms will be issued by Form Teachers   | For P2 and P3 students only                                    |
| 11 Feb   | Chinese New Year Celebrations  | Please note that school hours are from 7.30 a.m. to 10.00 a.m. |
| 12 Feb – 15 Feb  | <b>Chinese New Year Holiday</b><br>12 & 13 Feb – Public Holiday<br>15 Feb – School Holiday | No school for all students                                     |
| <b><i>March School Holidays (13 March to 21 March)</i></b> |  |  |



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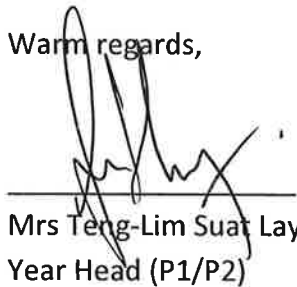
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Finally, I would like to reassure you that the school will continue to do our part to maintain a good cleanliness level and provide handwashing soap and hand sanitizers in all the classrooms. We are also ensuring that mass activities are scaled down to minimize inter-mingling. Recess timings will continue to be staggered for all levels and only one level will be in the canteen at any time.

You can help do your part too. Do tell your child to observe personal hygiene, take their temperature twice daily, and wash their hands often with soap. If your child is unwell, do not come to school, avoid crowded places and see a doctor immediately. We can see through this stressful time together.

Do leave your name and number at 6267 9234 if you have any queries. I will get back to you as soon as I can.

Warm regards,



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Mrs Teng-Lim Suat Lay  
Year Head (P1/P2)