

Information Booklet

The information booklet has all the administrative & operations details that will be useful.

Henry Park Primary School
2020 Primary 1 Orientation

Information Booklet



PHILOSOPHY

Every child matters, every child can succeed

VISION

Lead with character, Serve with talents

MISSION

Nurturing concerned citizens with integrity and a spirit of excellence through holistic education

SCHOOL VALUES

Respect, Integrity, Care, Excellence



Day 1 & 2 of school

Students will assemble at the **Lower Indoor Sports Hall** (lower ISH) area by 7.15 a.m. on the first day.

Refer to **Packing list** for the list of books and stationery to bring to school.

Lessons will be suspended for Day 1 & 2 for **class bonding & setting of routines**

Day 1 & 2 – For parents

- Parents may be in the school during morning drop-off and recess only on **2 & 3 Jan 2020**.
- Please do not park your vehicle to drop off your child. No parking is allowed within the school premise.
- Please stay within the **designated zones** and allow the teachers to work with your child to adjust to the environment.

School Routine	Timing parents are allowed in the school	Remarks
Morning Assembly	Between 0700-0730	Please leave the school at 0730. Parents are not allowed to follow the students to the classrooms.
Recess	0840-0930	Please leave the school at 0930. Parents are not allowed to follow the students to the classrooms.
Dismissal	To follow usual dismissal arrangement Parents whose children are in SCC are <u>not</u> allowed to enter the school and SCC	

Day 1 & 2 – For parents

- Do be kind and cooperate with the teachers/OM.
- Parents are not allowed to follow the students to the Lower ISH/ enter for recess from 6 Jan 2020.
- Please drop them off at the designated drop-off points form 6 Jan 2020.

School Traffic during Dismissal

- Traffic is expected to be **heavy** during dismissal. Please be patient and obey the traffic rules.
- School gates will only be opened **10 minutes** before dismissal.
- Do avoid arriving earlier than that as there is no parking along the road outside the school.
- Do arrive **15 minutes after dismissal** if you wish to avoid traffic congestion.

School Traffic during Dismissal

- Cones will be placed at potential choke points along Holland Grove Road.
- No parking or waiting is allowed at these areas before school dismissal.

Official designated dismissal areas

- For students attending Student Care → Kidzone 2 (Near the Terrarium)
- For students taking school bus → Kidzone 1
- Area behind canteen (Gate nearer to Holland Grove Road)
- Gate 7 (Nearer to Mount Sinai)
- Porch in front of General Office (only for parents driving into the school)
- ***Kindly ensure that your child's dismissal point is indicated clearly on the lanyard that will be provided on Day 2 of Orientation.***

Parking within the school

- Parking in school is not allowed as we have limited parking lots.
- However, if you have made a prior appointment with the school or if you are here to pick up your child, you will be allowed to park for a short duration only.
- Please follow the instructions of our guards on such occasions.

Alternative Parking

- Alternative parking is available at Ghim Moh car park near Block 2, 5, 7 or Cold Storage Jelita.
- Please refrain from parking outside Holland Grove Road.

School Safety & Security

- Please stay within the designated waiting areas when you arrive to pick up your child.
- If you need to go to any other part of the school, you would need to register at the security counter with a valid ID. You will be issued with a visitor sticker.
- Parent(s)/guardian(s) are not allowed to go to the classrooms, canteen or CCA venues.
- Please refer to PLTP (1) for instructions of purchasing items from the school bookshop during term time.

Instilling Responsibility in our Pupils

- Parents are discouraged from delivering items that your child has forgotten to bring.
- The school will make exceptions only for critical cases such as medicine.
- If your child has forgotten to bring the day's allowance, they may go to the General Office or approach the Form Teacher for assistance. Students are not allowed to borrow money from their classmates

PREPARING FOR SCHOOL

P1 Reporting and Dismissal Time

	Mon, Tues and Fri	Wed & Thurs
Reporting Time	7.15 am	
First lesson	7.30am	
Recess	9.30 am – 10.00 am	
Dismissal Time	1.00 pm	1.30 pm



PREPARING FOR SCHOOL

Recess and Dismissal Time (Only Day 1 & 2)

	Thursday, 2 January 2020	Friday, 3 January 2020
Reporting Time	7.15 am	
Recess	8.45am – 9.30am*	
Dismissal Time	1.15 pm	12.45 pm

- Parents are allowed to be in the canteen for Day 1 and Day 2
- Parents are to remain in the **designated areas**
- A P4 child will be assigned as a buddy to your child
- 45 minutes have been set aside for recess



PREPARING FOR SCHOOL

Snack Break

- Wednesdays & Thursdays
- 10 mins snack time between 12.00pm-12.30pm
- Prepare a simple dry snack eg. bread, fruits, biscuits
- Encourage your child to take responsibility for the maintenance of the cleanliness of the classroom
- Try out “snack time” at home!



Trial Run of School Routines on Monday, 30th December 2019

- Students are to report in their home attire (smart casual) & assemble at the Lower ISH for morning assembly between 7.45 to 8 a.m.
- They are only required to bring a story book for silent reading & water bottle.
- Parents are to proceed to the hall after dropping the students off at the lower ISH.

**Please return all Pupil Data Form
before leaving the school hall today**

*Thank
you*