



# South View Primary School

## General Information for Parents of 2010 Primary One Pupils

**IMPORTANT**

### 1. Reporting & Dismissal Time for Primary 1 Pupils Week 1 to 2 (4 to 15 January 2010)

Day	Reporting Time	Dismissal Time
Mon, Tue, Wed & Fri	12:45pm	<b>6:00pm (School Hall)</b>
Thurs	1:45pm	

### Week 3 onwards (From 18 January 2010)

Day	Reporting Time	Dismissal Time
Mon, Tue, Wed & Fri	12:45pm	<b>6:30pm (School Gate 1, 3 &amp; 4)</b>
Thurs	1:45pm	

### 2. Uniform and PE Attire

- Pupils should wear their school uniform on the 1<sup>st</sup> and 2<sup>nd</sup> day of school, i.e. 4 and 5 Jan 2010. Thereafter, your child's form teacher will inform them when to wear Physical Education (PE) attire.
- The school uniform comprises the beige shirt (with batik print), skirt/shorts, black shoes and black socks.
- PE attire refers to house (colour) t-shirt and PE/uniform shorts.
- Orders for personalised name tags placed at the uniform sale counter will be delivered through your child's form teachers when ready.
- Upon receipt of the name tags, it is to be sewn slightly above the pocket on their beige shirt.

### 3. Pupil's Name Tag (plastic holder with colour name tag print)

- Pupils should wear the issued plastic name tag during the first month, January 2010.
- Parents are requested to complete your child's name (front page) and emergency contact details (back page) on this tag.
- A parent whose child is taking school bus transport is requested to write the bus number in the box in the front of this name tag.

### 4. Things to Bring

- As we are conducting induction programme for P1 pupils on 1<sup>st</sup> and 2<sup>nd</sup> day, there will not be any formal teaching lessons. Pupils should bring only their basic stationery for the 1<sup>st</sup> day of school. As for the 2<sup>nd</sup> day, instructions will be given by the teacher on the 1<sup>st</sup> day of school.
- The form teachers will subsequently inform your child the relevant books and items to bring.
- Parents are advised to label your child's personal items like water bottle, pencil case, wallet and school bag for easy identification.

### 5. Reporting to School Hall

- On 4 and 5 Jan 10, parents may bring their children up to the staircase leading to the school hall. Prefects on duty will then assist your child to the school hall.
- Parents are allowed to accompany their children into the school premises only on the 1<sup>st</sup> and 2<sup>nd</sup> day of school, i.e. 4 and 5 January 2010.

### 6. Recess

- Parents are allowed to stay at designated areas on 4 and 5 Jan 10 to observe your child during the P1 recess at 3:00pm.
- Parents should not buy or bring food for your child. There will be P4 pupils who will be assigned as "buddies" to assist them during recess for the first two weeks.

## 7. Dismissal

- P1 pupils will be dismissed from the school hall from 4 to 15 Jan 2010.
- From Monday, 18 Jan 2010 onwards, parents should fetch your child from the respective school gates designated by you.

## 8. Programmes for Parents on 4 & 5 Jan 2010

The school will provide briefing sessions for the benefit of parents at the school hall on 1<sup>st</sup> and 2<sup>nd</sup> day, as listed below. All parents are encouraged to attend these sessions.

### Day 1 (Mon, 4 Jan 2010)

- 1:30pm – 2:00pm : “Ways to help your child do better” – Talk by Principal, Mrs Jenny Yeo
- 2:00pm – 2:30pm : Talk by South View Parents’ Association (SVPA)
- 2:30pm – 3:00pm : Presentation by respective HODs and Subject Heads on  
Subject Syllabus, Programmes, Expectations and Assessments :-  
*English Language*
- 3:00pm – 3:30pm : P1 Recess (Please stay in the designated areas)
- 3:45pm – 4:30pm : Presentation by respective HODs and Subject Heads on  
Subject Syllabus, Programmes, Expectations and Assessments :-  
*Discipline, IT(e-learning), Physical Education, Mother Tongue Languages,*

### Day 2 (Tues, 5 Jan 2010)

- 1:30pm – 2:00pm : Presentation by respective HODs and Subject Heads on  
Subject Syllabus, Programmes, Expectations and Assessments :-  
*Mathematics, Science, Pupil Development and Pupil Well-Being*
- 2:00pm – 3:00pm : “Preparing your Child for Primary 1”  
- Parenting Talk by Dr Foo Fung Fong

*Dr Foo is a qualified medical doctor (MBBS, DFD) who left medical practice to follow her passion to work with children, youth and families. She currently serves as Deputy Executive Director at Yong-en Care Centre. She is a qualified Family Life Educator and Trainer and a certified trainer of the PEAKS and DISC Personality Profiling System.*

## 9. Road Safety Reminder

- (a) Parents should not drop off/pick up their children during peak hours along CCK Central especially in front of the school Gate 1 so as not to obstruct traffic and cause inconvenience to other road users. Please use the designated pick-up/drop off points at Gate 3 (sheltered crossing at side of school) and Gate 4 (back of school).
  - (b) Parents should not park or wait along CCK Central as it affects traffic flow and more importantly, it is a traffic offence.
  - (c) We seek your kind understanding that to safeguard our pupils’ safety and security, **“No parking is allowed in the school premises at all times”**. Parents are advised to park their vehicles at the HDB carpark nearby.
10. We understand that your child’s first day is an important one and it is also an anxious day for some of you. There are about 330 P1 pupils as well as more than 800 P3/P4 pupils to manage. As such, we sincerely seek your patience, understanding and co-operation to observe instructions from the school staff.

Let us work together for a good start in your child’s primary education. Wishing you and your family good health in the year 2010.

## ABOUT THE SCHOOL

### School Crest



- Logo : The logo, a diamond formed by the initials “S” and “V” for South View, is a symbol of quality education.
- Colours : Blue symbolises an unpolished diamond. Yellow represents the shine and glitter seen on a polished diamond.
- Legend : A child who first enters school is like an unpolished diamond. By the time he leaves school, learning has polished him/her to make him/her shine with aspiration and knowledge.

### School Motto

#### *Strive for Victory*

Our School Motto, “Strive for Victory”, incorporates the two initials “S” and “V”. It means that the school works hard to achieve success or victory, aiming towards excellence. Victory in our context means “improvements and progress, overcoming all difficulties and hardship”. Success or victory is the result of our hard work, co-operation and healthy competition. Every pupil in the school will be given equal opportunity to excel and do his/her best.

## History of South View

South View Primary School (SVPS), an amalgamation of Ama Keng School (1951 – 1990) and Nam San School (1946 – 1990), is a government school situated in the heart of Choa Chu Kang new town- the first to be built here in 1990. It started with an enrolment of about 1200 in 1990 and presently has a population of about 2400 pupils in 66 classes. The school functions in two sessions and is manned by 125 teachers.

The pupils have done well academically as well as in the Arts. The school’s PSLE results have surpassed the National Average for several years. Last year, the school was listed as one of the top 14 schools that achieved the good progress award. The strong demand for places in the school, year after year, attests to its ability to provide a quality education that meets the changing needs of our economy and society.

## School Vision

### *A Vibrant Learning Organisation - The Best From All, In All*

The school’s vision inspires **Everyone** to be passionate about lifelong learning, to push beyond what they are capable of, to be the best that they can be and to set new standards of excellence.

We want to build a vibrant school culture where staff and pupils are encouraged to initiate, innovate and explore new ideas to achieve excellence in all endeavours.

# **School Mission**

***To nurture and inspire all to be useful citizens,  
men and women of character  
with a passion for learning and serving.***

Working in tandem with MOE's mission of 'moulding the future of the nation', we do our utmost to imbue our pupils with the desired values through effective teaching and learning in a caring school environment. We are committed to nurturing a future generation of useful and responsible citizens, passionate in all their undertakings and take innovative, trail-blazing directions in the pursuit of excellence.

## **Strategic Thrusts**

Thrust 1	<i>Nurturing the Whole Child</i>
Thrust 2	<i>Maximising Staff Potential</i>
Thrust 3	<i>Administrative and Operational Excellence</i>
Thrust 4	<i>Partnership with Stakeholders and the Community</i>

## **School Values**

### **INTEGRITY:**

It is to:

- Walk the talk in all that we do.
- Have the moral courage to do the right thing with the right intentions.
- Be honest, personally and professionally.
- Be objective and impartial in making decisions

### **CARE AND CONCERN:**

It is to:

- Demonstrate compassion and empathy in practical ways
- Be sensitive to others' needs

### **RESPECT:**

It is to:

- Be considerate towards others
- Honour the elders and those in authority

### **RESILIENCE:**

It is to:

- Be strong and able to bounce back from failures and difficulties in life

### **SELF-DISCIPLINE:**

It is to:

- Exercise self-control without needing any supervision.
- Behave appropriately in all situations.

### **SPIRIT OF EXCELLENCE, INNOVATION AND ENTERPRISE:**

It is to:

- Give one's best in all endeavours.
- Be creative and resourceful.
- Take calculated risks.

## **PARTNERSHIP WITH PARENTS**

Let us work together in the interest of your child – our pupil. We seek your co-operation and support to develop your child's full potential and character.

- Remind your child to bring the necessary textbooks, exercise books and stationery he/she needs for the day.
- Make sure that your child is properly attired for school, PE lessons and CCA.
- Allow your child to bring just enough money to school.
- Supervise your child's schoolwork daily, and ensure that he/she does his/her homework.
- Ensure that your child spends his/her time at home wisely and meaningfully.
- Cultivate a reading habit in your child.
- Train your child to be independent and responsible.
- Teach your child to be courteous, considerate, honest, respectful and self-disciplined.
- Give your child the encouragement and support he/she needs for self-improvement and development.
- Praise your child for any effort made. This will build his/her confidence and self-esteem.
- Set realistic and achievable targets for your child. Do not compare him/her with other children. Know his/her strengths and weaknesses.
- Be consistent with your child's discipline. Reinforce the values learnt in school.
- Provide a supportive home environment and build a healthy and positive relationship with your child.
- Take your child to see a doctor when he/she falls sick. Let him/her rest at home.

## **South View Parents' Association**

South View Primary School Parents' Association (**SVPA**) was registered as an association on 27 April 2006. The Chairman is Mrs Shirley Lo.

SVPA is the school's partner in education and believes that parental involvement can make a difference in the children's learning experience in school. SVPA shares a common vision that parents can help to improve, enrich, enhance and support the children's learning experiences, so that they can have beautiful memories of their education in the school.

The SVPA EXCO aims to bridge parents with the school and build a network for parents to communicate more effectively with one another and the school.

You can read more about SVPA at <http://www.southviewpri.moe.edu.sg/svpa/svpa-home.htm>. If you are interested to join the Parents' Association, you may download the form from the abovementioned website. Alternatively, you can leave your name and contact number at the school general office and the school will get an SVPA member to contact you.

## **School Rules and Discipline Policies**

As pupils of South View Primary School, you play an important role in helping to maintain a good image of the school.

The following information serve as useful guidelines to help every pupil measure up to the standards of behaviour expected by the school. When a pupil misbehaves inside school or outside school, disciplinary actions will be taken against him/her and the incident will be recorded in the School Cockpit System.

### **1. School Hours**

## AM Session - Primary 2, 5 & 6

Day	Silent Reading	School Hours
Mon, Tue, Wed & Fri	7:15 am	7:30 am – 1:00 pm
Thu	7:15 am	7:30 am – 12:00 noon

## PM Session - Primary 1, 3 & 4

Day	Silent Reading	School Hours
Mon, Tue, Wed & Fri	12:45 pm	1:00 pm – 6:30 pm
Thu	1:45 pm	2:00 pm – 6:30 pm

### 2. National Anthem and Pledge

- All pupils must attend the daily flag-raising or flag-lowering ceremony.
- Pupils who are Singapore citizens must sing the National Anthem and recite the Pledge.
- Pupils will recite the pledge with the right fist placed on the left side of the chest.
- Stand at attention:
  - when the flag is raised or lowered
  - when the National Anthem is being sung and
  - during pledge-taking.

### 3. Personal Appearance

#### School Uniform

- Pupils must attend school and all school activities in proper school uniform.
- Pupils are to wear the prescribed school uniform. Modification to the uniform is not allowed.
- Pupils who come back to school during the weekends and holidays must be in school uniform or in appropriate CCA attire.
- The wearing of slippers, sandals and track shoes for normal school functions is prohibited unless permission is granted by the Principal.

The school uniform comprises:

#### Boys

- Beige shirt with dark blue shorts.
- Nametag to be sewn above the shirt pocket.
- Plain black socks above the ankle.
- Plain black canvas shoes.



#### Girls

- Beige blouse top with dark blue skirt (knee length).
- Nametag to be sewn above the school badge.
- Plain black socks above the ankle.
- Plain black canvas shoes.



## PE Attire

- The PE attire comprises:
  - School PE T-shirt (house colours); and
  - PE running shorts/school track pants.

### Use of PE Attire

- All pupils are to wear the PE attire during PE lessons and CCA meetings.
- Girls have the option to wear the PE running shorts or the long track pants with the school logo. No other long pants are allowed.
- Boys have the option to wear their PE running shorts or school shorts.
- P1 and P2 - Pupils are allowed to wear their PE attire for the whole day if they have PE for the day.
- P3 and P4 - Pupils are allowed to wear their PE T-shirt with their school skirts/shorts. Pupils are to change into their PE attire during PE lessons.
- P5 and P6 - Pupils are allowed to report to school in their PE T-shirts with their school skirts/ shorts if they have PE lesson for the day. They must change into their school uniforms during recess.



**Boy's PE Attire**

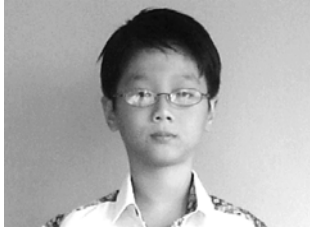


**Girl's PE Attire**



## Hairstyle and Finger Nails

- Finger nails must be kept short and clean. Use of nail polish is not allowed.
- Hair should be properly combed and kept neat. It should not touch the ears and the collar.
- The fringe should not fall on the forehead nor touch the eyebrows.
- Extreme hairstyles and highlighting of hair are strictly not allowed.
- For boys, the hair length must be two fingers above the shirt-collar. Beard, moustache and sideburns are not allowed. "Skin-head" haircut is not allowed unless permission granted by the school.



- For girls, shoulder length hair must be tied up using only black or dark blue ribbons.



### **Accessories**

- Pupils are only allowed to wear spectacles with clear lenses or clear contact lenses.
- Colours recommended for spectacle frames are black, brown, gold or silver. Outlandish coloured frames are not allowed.
- No jewellery, talisman or any form of adornment is to be worn in school. If necessary, it must be kept in the pupils' wallet or pocket.
- Boys are not allowed to pierce ear holes or wear earrings/studs.
- Girls are allowed to wear only gold/silver studs.

### **4. Personal Conduct**

Pupils are expected to:

- be courteous and considerate
- greet the Principal, Vice-Principal, teachers and all visitors to the school,
- co-operate with teachers and prefects to maintain discipline in the school,
- be quiet during assembly, in class and while walking along the corridors,
- maintain good relations with one another,
- be responsible for the tidiness of the classrooms being used,
- complete and hand in all written assignments and projects on time,
- be honest,
- observe good behaviour at all times.

### **Behaviour in the Canteen**

- Queue when buying food/drinks in the canteen.
- Consume food and drinks only in the canteen.
- Return crockery and empty cups/glasses to the pails/basins provided.
- Throw all plastic wrappers into the rubbish bins.
- Observe good table manners.
- Refrain from playing or running in the canteen.

### **Absence from School**

- A pupil who is absent must submit either a medical certificate or a letter from his parent / guardian to his/her form teacher on the day he/she returns to school.

## **Late for School / Late for Class / Skipping Lesson**

- A pupil will be considered late for school if he/she is not present with the class by  
AM session: 7.15am  
PM session: 12.45pm (Thursday by 1:45pm)
- Pupils must remain within the school grounds once they have reported to school.
- Disciplinary action will be taken against pupils who are late for school, class or play truant.

## **Requests for Early Release from School**

- A pupil may request an early release from school only on the following conditions:
  - when he/she is not feeling well,
  - upon special request with a valid reason from his/her parent / guardian
- A pupil must first obtain permission from his/her form teacher. The pupil must then report to the General Office to contact his/her parents/guardian. The pupil's parents must fetch him/her home.

## **5. School Property**

- Pupils are allowed to use the School Hall, Tennis Court and Special Rooms only in the presence of a teacher.
- All books, sports equipment and items loaned from the school must be handled with care and returned in good condition after use.
- Pupils are not allowed to bring home any school property unless given permission by a teacher.
- Pupils are required to replace any damage or loss which they caused to any school property due to recklessness or negligence

## **6. Examination Matters**

- Possession of notes, copying from others or allowing others to copy during examinations or tests is a very serious offence. Pupils found cheating or attempting to cheat during tests or examinations will be dealt with severely.
- When a pupil is absent for a test or an examination, he must submit a medical certificate to the Form Teacher. If not, the child will be given a zero mark.

## **7. Care for Personal Belongings**

- Pupils are responsible for their own personal belongings and should avoid bringing valuables or excessive amounts of money to school.

## **8. Items Banned in School**

The following items must not be brought to school:

- correction fluid
- board games
- computer games
- card games
- chewing gums
- Walkman / Discman / MP3 Players
- metal rulers
- laser pointers
- sharp-pointed objects (eg. comb)
- pen-knife
- matches / lighters
- hazardous chemicals

These items will be confiscated and returned only to parents.

## 9. Mobile Phones

- Pupils are discouraged from bringing their mobile phones to school. The school will not be held responsible for any loss of mobile phones.
- Mobile phones must be switched off during school hours, CCA and remedial lessons. Pupils who are found using mobile phones during school hours, CCA or remedial lessons will have his/her mobile phones confiscated. Confiscated mobile phones will be returned only to parents.

### Summary of Disciplinary Actions Personal Appearance

Offence	Disciplinary Actions
<ul style="list-style-type: none"> <li>• Long Hair</li> <li>• Extreme Hairstyles</li> <li>• Tinted/Dyed Hair</li> <li>• Long finger nails</li> <li>• No nametag</li> <li>• Branded/Coloured Socks</li> <li>• Below ankle socks</li> <li>• Ill-fitting school uniform</li> <li>• Improper footwear</li> <li>• Wearing of tinted glasses</li> <li>• Coloured contact lenses</li> <li>• Improper PE attire</li> <li>• Wearing of jewellery or any form of adornment</li> <li>• Wearing of talisman which is noticeable.</li> </ul>	<p>Pupil to take immediate correction, or</p> <p>Prohibited items to be confiscated, or</p> <p>Parents to be contacted to take necessary action or</p> <p>Suspension from school until the correction is approved by the Discipline Committee</p>

### Punctuality

Offence	Disciplinary Actions
<p>Late for School</p> <p>Late for Class</p>	<p>Teacher to apply appropriate disciplinary actions :-</p> <ul style="list-style-type: none"> <li>• <u>1<sup>st</sup> Time</u> Verbal Warning and Form Teacher to inform parents. Parents to sign Offence Form</li> <li>• <u>2<sup>nd</sup> Time</u> School-Parent-Student Conferencing or Parents to sign Offence Form. Teacher to refer pupil to Discipline Master/Mistress (<b>DM</b>).</li> <li>• <u>3<sup>rd</sup> Time</u> Pupil's name to be keyed into School Cockpit System. Discipline Master/Mistress to refer pupil to Vice-Principal/Principal</li> </ul>

## Attendance

Offence	Description	Disciplinary Actions
Leave class without permission	Leave class after reporting, but before the end of the lesson, without the teacher's permission.	Liable for Caning, or Suspension, or Expulsion
Leave school grounds without permission	Leave school grounds after reporting, but before the end of the school session, without school's permission	
Skip lesson	Absence from formal lesson without a valid reason	
Truancy	Absence from school without medical certificate or letter of excuse from parent/ guardian.	

## Personal Conduct

Offence	Disciplinary Actions
<p>Failure to meet deadlines for the completion and submission of class work/ homework/ project.</p> <p>Failure to bring appropriate study material for class</p>	<p>Teacher to apply appropriate disciplinary actions :-</p> <p><u>1<sup>st</sup> Time</u> Verbal Warning and Form Teacher to inform parents. Parents to sign Offence Form.</p> <p><u>2<sup>nd</sup> Time</u> School-Parent-Student Conferencing or Parents to sign Offence Form. Teacher to refer pupil to DM.</p> <p><u>3<sup>rd</sup> Time</u> Pupil's name to be keyed into School Cockpit System. DM to refer pupil to Vice-Principal/Principal.</p>
Disruptive Behaviour	<p>Teacher to apply appropriate disciplinary actions :-</p> <p><u>1<sup>st</sup> Time</u> Verbal Warning and Form Teacher to inform parents. Parents to sign Offence Form.</p> <p><u>2<sup>nd</sup> Time</u> School-Parent-Student Conferencing or Parents to sign Offence Form. Teacher to refer pupil to DM.</p> <p><u>3<sup>rd</sup> Time</u> Pupil's name to be keyed into School Cockpit System. DM to refer pupil to Vice-Principal / Principal.</p> <p>Time-out from class, or Liable for Caning, or Suspension, or Expulsion</p>

## Others

Offence	Description	Disciplinary Actions
Bullying	Hurt or frighten others using power or strength.	Liable for Caning, or Suspension, or Referral to the Singapore Police Force, or Expulsion
Open Defiance	Display of rudeness and disrespect in speech and body language.	
Use Vulgar Language	Verbalise coarse language	
Cheat during test/examinations	Possession of notes, copying from others, allowing others to copy, tampers with marks, altering of answers / marks after marking.	Obtain '0' for the subject and liable for caning, or Obtain '0' for the subject and Caning, or Obtain '0' for the subject and Suspension, or Expulsion
Plagiarism	Take others' work and claim credit for it.	
Forgery	Forge signatures, medical certificates, consent forms or any legal documents given by the school.	Liable for Caning, or Suspension, or Expulsion

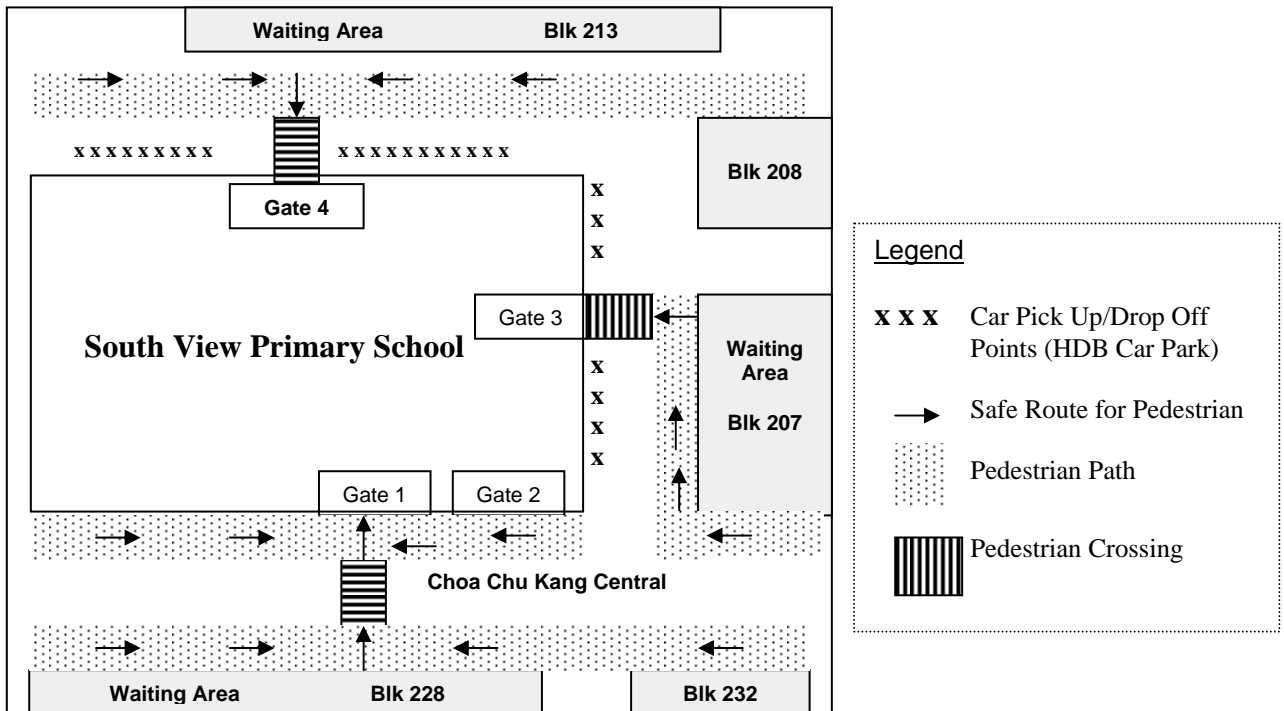
Offence	Description	Disciplinary Actions
Arson	Plant explosives or set school property on fire, whether attempted or actual	Compensation and liable for caning, or Caning and compensation, or Suspension and Compensation, or Expulsion and compensation, or Referral to the Singapore Police Force
Vandalism	Wilful and malicious destruction of school or personal property, writing graffiti	
Theft	Take the property belonging to any person without that person's consent	
Assault and Fighting	Violence against person(s), whether injured or not	Caning or Suspension or Expulsion or Referral to the Singapore Police Force
Gambling	Use money in games, betting etc	
Gangsterism	Gang assault / threat / harassment / extortion, whether actual or attempted  Involvement in gangs	
Substance Abuse	Use/possess/distribute/sell alcohol, drugs, inhalants and related products	

Offence	Description	Disciplinary Actions
Possession of Pornographic materials	Possession of pornographic materials	Items will be confiscated and caning; or Items will be confiscated and Suspension; or Items to be confiscated and referred to the Singapore Police Force; or Items to be confiscated and Expulsion
Possession of Weapons	Possession of weapons that may be used in crime	
Possession of Banned Items	Possession of Banned Items	
Smoking	Use / possess / distribute / sell tobacco related products	Details to be submitted to Health Services Authority ( HSA ), and Caning, and referral to MOH Smoking Cessation Clinic, or Suspension or Expulsion
Other Serious Offences	School to describe offence	School to determine appropriate disciplinary actions for the offence committed

## SAFETY AND SECURITY

### Road Safety

The school would like to seek all parents and pupils cooperation in adherence to the safety instructions given below. These instructions are drawn up in the interest of our pupils' safety.



## Gates- Opening Hours

Gate	Monday to Friday
Gate 1 (Main)	6:15 a.m. – 7:00 p.m.
Gate 3	6:30 am - 7:30 am / 11:45 am - 1:20 pm / 6:30 pm – 6:45 pm
Gate 4	6:30 am - 7:30 am / 12:00 noon - 1:20 pm / 6:30 pm – 6:45 pm

### Pedestrian

- Pupils who are walking to school should observe road safety rules at all times.
- Use the pedestrian crossings and safe route when travelling to and from school.

### By Cars

- Pupils should alight and wait at designated **Pick-Up/Drop-Off Points** (Gates 3 & 4)
- Parents should not wait, pick-up or let their children alight along Choa Chu Kang Central (outside Gate 1) during the following peak hours:

7:00 am to 7:30 am

12:00 noon to 1:30pm

6:00 pm to 7:00pm

- Parents are not allowed to drive into the school compound to send or fetch their children.
- Use Gate 3, which has a covered shelter, on rainy days.

### By School Buses

- Pupils will board and alight from the school authorised buses at the school foyer.

### Security Post

All visitors must register at the Security Post at Gate 1 (main entrance) before proceeding to other areas of the school. All visitors are required to wear the visitor pass issued by the security guard at all times in the school premises.

### Parents' Waiting Areas

During dismissal, parents are to wait for their children at the designated waiting areas marked for parents. Parents are requested not to wait in the canteen, except on rainy days, or along the covered walkway at the main gate.

### Parent Visitors

Parents who wish to see the Principal, Vice-Principal or Teachers are requested to make an appointment. The request may be made through the child via a note in Student's Diary or leave a message with the office staff. Parents are advised to meet the teacher before or after school hours as curriculum time should be utilised for teaching only.

### Pupils Leaving School Early

Parents who wish to fetch their children home early must report to the General Office. Parents are required to sign-out at the office before leaving the school with their children.

# **GENERAL ADMINISTRATION**

## **Updating of Pupil's Particulars**

Please inform the class form teacher or the General Office of any changes to your child's personal particulars, e.g. address, telephone numbers, citizenship status. This includes the parent's/guardian contact number so that the school can contact you when necessary.

## **School & Miscellaneous Fees**

Category	Eligibility	School Fees	Miscellaneous Fees	
			Std	2 <sup>nd</sup> Tier
Free	Pupil is a Singapore Citizen	Nil	\$5.50	\$5.00
Concession Rate	Pupil is a Singapore PR	\$3.50	\$5.50	\$5.00
Full Rate	Pupil is a Non-Singapore Citizen / PR	\$135 (ASEAN) \$145 (Non ASEAN)	\$5.50	\$5.00

## **GIRO Scheme**

All pupils are encouraged to pay their fees through GIRO Scheme. This Scheme aims to relieve teachers and the Principal from the routine task of collecting as well as banking fees so that they can devote more time and effort to teaching and guiding the pupils. Also, pupils do not have to bring a lot of money to school.

## **2nd-Tier Miscellaneous Fees**

All Singapore Citizens will be eligible to use their Edusave Account to pay the 2<sup>nd</sup>-tier miscellaneous fees.

## **School Contact Numbers**

Location	Telephone	Operation Hours
General Office	6769-7176	Monday to Friday: 8:00 am – 6:00 pm  Saturday & Sunday: Closed
Heads of Department	6760-9644	
Teachers' Room	6769-6634 / 6765-4709	
Fax Number	6763-1091	
Website	<a href="http://www.southviewpri.moe.edu.sg/">http://www.southviewpri.moe.edu.sg/</a>	
Email Address	svps@moe.edu.sg	

## **School Dental Clinic**

The Ministry of Health dental staffs serving the school is Mdm Chin Sui Chun (Dental Therapist). The operating hours during school weekdays are Monday to Friday from 8:00 am to 6.00 pm. The clinic telephone number is 63145696.

## School Bookshop

The school bookshop is operated by Henry Benjamin Department Store. You can purchase textbooks, workbooks, exercise books and stationery from the school bookshop. The operating hours during school weekdays are Monday to Friday from 9 am to 4:30 pm (Closed for lunch between 1:30 pm to 2:00 pm). Parents are only allowed to enter the school compound to assist children in purchase of items from the school bookshop within the timing from 11am – 12pm and 2 – 2.45pm. The telephone number is 64721647 and email address is [benloh\\_hb@hotmail.com](mailto:benloh_hb@hotmail.com).

## School Uniform, PE Attire & Name Tag Supplier

The school uniform, PE attire and name tag are supplied by Kah Huat Dress Maker (Telephone: 6479-6811 and email address: [khdm@pacific.net.sg](mailto:khdm@pacific.net.sg)). You may purchase these items from their authorised agent, Chen Num Sing Department Store at Blk 413 Bukit Batok West Ave 4 #01-206. Tel: 65658961.

## School Buses

The school bus service is operated by a vendor, Mdm Toh Poh Choo. If you need school bus transport service or to provide feedback, please contact Mdm Toh at Tel: 67627551 or Handphone: 97662492.

# SCHOOL TERMS AND HOLIDAYS YEAR 2010

SCHOOL TERM		HOLIDAYS
<b>SEMESTER 1</b>		
<b>Term 1</b>	Mon 4 Jan – Fri 12 Mar	Sat 13 Mar – Sun 21 Mar
<b>Term 2</b>	Mon 22 Mar – Fri 28 May	Sat 29 May – Sun 27 Jun
<b>SEMESTER 2</b>		
<b>Term 3</b>	Mon 28 Jun – Fri 3 Sep	Sat 4 Sep – Sun 12 Sep
<b>Term 4</b>	Mon 13 Sep – Fri 19 Nov	Sat 20 Nov – Thu 31 Dec

SCHEDULED PUBLIC / SCHOOL HOLIDAYS			
<b>New Year's Day</b>	Fri 1 Jan 2010	<b>National Day</b>	***Mon 9 Aug 2010
<b>Chinese New Year</b>	*Sun 14 Feb 2010	<b>Teachers' Day</b>	Wed 1 Sep 2010
	Mon 15 Feb 2010	<b>Hari Raya Puasa</b>	Fri 10 Sep 2010
<b>Good Friday</b>	Fri 2 Apr 2010	<b>Children's Day</b>	Fri 1 Oct 2010
<b>Labour Day</b>	**Sat 1 May 2010	<b>Deepavali</b>	Fri 5 Nov 2010
<b>Vesak Day</b>	Fri 28 May 2010	<b>Hari Raya Haji</b>	Wed 17 Nov 2010
<b>Youth Day</b>	**Sun 4 Jul 2010	<b>Christmas Day</b>	Sat 25 Dec 2010
* The following Tuesday 16 Feb 2010 will be a public holiday. ** The following Monday will be a scheduled school holiday. *** The next day 10 Aug 2010 will be a scheduled school holiday after National Day.			