



Ref : HWS/18/02

3 January 2018

Dear Parents/Guardians

We would like to extend a very warm welcome to your child as he/she joins our Primary One this year. As this is the first year of formal education for your child, we hope to establish a positive relationship with you and we seek your support in achieving our common goal of bringing out the best in your child.

Please take note of the following which aim to help your child better orientate to our school:

**1. P1 Orientation (2– 12 Jan 2018)**

- During the first three days of P1 Orientation, the Primary One teachers will be organising bonding activities to familiarise your child with his/her teachers and classmates, the common school areas and daily school routines e.g. lining up procedures, toilet etiquette, class systems, rules and greetings etc.
- All Primary One pupils will also be brought on a safety orientation guided-walk outside the school. The safety orientation walk seeks to familiarise the pupils with the neighbouring areas outside school and to highlight to them the hazardous spots and the measures they should take to avoid danger. We seek parents' support in reinforcing the importance of road safety measures to your children.
- During the P1 Orientation, a Primary 4 buddy will be assigned to your child for two weeks to help him/her buy canteen food.

**2. Checklist for items to be brought to school**

Please refer to attached checklist for the items to be brought to school. We seek your cooperation with the following:

- Prepare the items according to the checklist of items attached with this letter. Your child should have the checklist with him/her every day for the first week of school.
- Check through the **Individual Student Details Report for Year 2018** that will be issued to your child on 8 Jan and make the necessary amendments (if needed) in ink before submitting it to the form teacher on 12 Jan.

**3. Other important matters**

- Check that your child's name, class and subjects are written on all the books (in ink) and files (using permanent marker). Child's name and class should be written on all his/her other belongings (such as water bottles, pencil case, wallet, school bag etc).
- Ensure that your child wears the lanyard with the name tag to school every day until further notice. A sticker would be pasted on the name tag to indicate which school bus or gate he/she is taking or using.
- Ensure that your child has the following in his/her bag every day:
  - Pupil's Handbook
  - a storybook (English or Chinese)
  - three sharpened pencils, a ruler and an eraser in his/her pencil case
  - an A4 homework file (with buttons/zip/pockets) for the keeping of school letters, daily homework etc.
- For the first 2 weeks of school (2 Jan to 12 Jan), your child will be dismissed ten minutes earlier at 1.20pm (Mondays to Thursdays) and 12.50pm (on Fridays).
- The class timetable will be given at a later date.

To facilitate communication between parents and teachers, you may use your child's **Pupil's Handbook** to give us feedback about your child or any other matters. We would appreciate if you could also fill in the child's personal information and go through the handbook for better understanding of our school.

Thank you.

Yours sincerely,

Mr Poon Siow Leng (Principal)

Attached documents  
- Information sheet  
- Items Checklist

Parent's/Guardian's Acknowledgement 家长签名
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## 内容简译：

我校热烈欢迎您的孩子加入宏文的大家庭。由于这是您的孩子接受正规教育的第一年，我们希望与您紧密合作以让孩子更快适应学校的生活并达成激发其潜能共同目标。

为了让小一新生适应小学的生活和学校的环境，我校特别安排以下的活动。请家长注意：

### 一、 小一迎新会 ( 1 月 2 日至 1 月 12 日 )

小一的老师们将在开学的前三天组织一系列的活动，让学生熟悉

- 班上的老师和同学
- 学校的主要场所
- 学校的日常程序，如排队、基本礼仪、班级规则和纪律等

我们也将带学生走出校园进行导览，让他们熟悉学校附近的环境，同时也提高他们的公路安全意识。我们恳请家长在带孩子上下学的途中，也向他们强调安全使用公路的重要性。

在迎新会期间，我们将为每名小一新生各安排一个四年级的学生搭档，由后者带领他们在休息日到学校食堂购买食物。

### 二、 收集课本书籍的清单

- 请根据随此函附上的上述清单为孩子准备所需带来学校呈交的书本。您的孩子在开学的第 1 周必须每日携带这张清单。
- 请检查将于 1 月 8 日分发给您的“学生资料表格” ( Individual Student Details Report for Year 2018 )。如表格上的资料有误，请用原子笔做出修改，并于 1 月 12 日交回给级任老师。

### 三、 其他重要事项

- 请您在孩子的所有本子、文件夹以及其他随身物品 ( 水壶、铅笔盒、钱包、书包等 ) 上用圆珠笔或马克笔清楚地写下孩子的姓名和班级。
- 请确保您的孩子每天佩戴附上姓名牌的颈挂绳。老师也将在孩子的姓名牌上贴上贴纸，以分辨孩子回家的方式。
- 请确保孩子每天携带以下文具/书本：
  - 学生手册
  - 一本英文或华文故事书 ( 学校每天早上都会进行课前阅读活动 )
  - 一套完整的书写文具 ( 3 支铅笔、一把尺、一块橡皮和卷笔刀等 )
  - 一个 A4 的文件夹，作为保存学校通知书和课堂功课之用
- 请注意一年级的同学将在开学的首两个星期 ( 1 月 2 日至 1 月 12 日 ) 提前十分钟放学：星期一至星期四的放学时间为下午 1 时 20 分；星期五的放学时间则是中午 12 时 50 分。
- 班级的上课时间表将会在迟些时候分发。

请您为孩子填写学生手册中第一页的个人资料，并阅读手册中的内容以熟悉学校的运作。您也可以利用手册给孩子的老师留言或提问。我们也恳请您每天检查孩子的学生手册并确保他完成当天的功课。

## **Information Sheet for P1 Parents**

As it is the start of a new year, we would like to remind parents of some important points and procedures.

### **1. Arriving by private transport**

This is a reminder to all parents who drive their children to school to use the main gate along Towner Road. Please **do not use** May Road as the drop-off point for your child as many of our pupils who walk to the school are using May Road.

Upon entering the school compound, please use only the left lane to let your child alight from the car, unless directed by our security guard, teachers on duty or parent volunteers to use the right lane. Please note that there are two speed humps placed along the route from the main gate to Gate 4 where you exit.

### **2. Dismissal Procedure**

#### **a. Pupils taking the school bus**

All pupils taking the school bus will gather at the designated areas and queue in rows. The bus drivers or attendants will then lead them to the bus in an orderly manner. Although this may take a longer time, it helps to ensure that our pupils do not run to the buses themselves. We seek your understanding in this as we are dismissing more than a thousand pupils almost at the same time and we want to ensure that our pupils are well-taken care of. Please remind your child/ward to be seated and belt-up at all times throughout the journey to and fro school.

#### **b. Pupils using Gate 1 and Gate 5**

All our pupils have been advised to wait for their parents at Gate 1 and Gate 5 during dismissal time. We seek the cooperation of all parents at these gates not to crowd around the gates while waiting for their children. **On rainy days**, Primary One parents will be allowed to enter the school ten minutes earlier to pick up their children directly at the classrooms.

#### **c. Pupils waiting for their siblings**

Our pupils have also been advised to wait for their siblings in the canteen if needed.

### **3. Security in the school**

Due to security reasons, all parents and visitors to the school are to use the main gate along Towner Road. You are to register at the Security Guard post, stating the reason for the visit. You will be given a sticker upon registering your visit to the school. If you need to make any purchases at the bookshop, please do so between 2.00 pm and 4.00 pm from Monday to Friday. We seek your cooperation to adhere to this strictly.

### **4. Temperature Taking Exercise**

The Temperature Taking Exercise will be conducted on Friday 5 January 2018. Each P1 pupil will be given a one-off free-of-charge Oral Digital Thermometer (ODT) on the day of the exercise. The Form Teacher will be teaching the pupils on the use of the thermometer.

### **5. Monitoring your child's health**

If your child is unwell, please do not allow him/her to come to the school, as the school will inform you later to take him/her back home. If your child is running a fever or displaying flu-like symptoms, please consult a doctor immediately and allow him/her to rest at home. Your child should only return to school when he/she is fully recovered. Please also help to remind your child to maintain a high standard of personal hygiene and wash their hands with diligence.

## 信件简译：

1. 为了学生的安全，开车送孩子上学的家长请从陶纳路 (Towner Road) 的正门驶入。由于大部分步行到学校的学生都使用梅路 (May Road)，恳请家长与校方合作，勿让您的孩子在梅路下车。

在驶入学校后，校方只允许学生从左边的车道（在汽车的左门）下车；若有特殊情况，请遵从校卫、教师或家长义工的指示。请注意：我们也在汽车驶出学校的车道上建了两个减速路丘。

2. 放学时，乘坐校车的学生将会被安排在指定的地点集合，并在校车司机的带领有秩序地排队上车。为确保学生的安全，请提醒孩子在校车上时时坐好和系上安全带。

亲自接孩子放学的家长，请在 1 号或 5 号门等候。我们恳请家长不要在这两道门外聚集、围堵。如碰上雨天，我们将允许小一家长在放学前的 10 分钟到课室去接孩子。

有兄弟姐妹在校的学生，可在食堂会合。

3. 为了确保校园的安全，所有访客必须在学校正门校卫处登记，贴上通行贴纸后方可进入校园。若要到学校贩卖部购买课本、文具或校服，请在星期一至五下午 2 至 4 点之间到校。请家长合作。
4. 学校将在 1 月 5 日（星期五）给学生检测体温。每位小一新生将获配一支口腔温度计，教师将会教导他们如何正确使用温度计。此后，温度计将由级任老师保管。
5. 如果孩子身体不舒服，请不要让孩子到学校上课。如果孩子发烧或有感冒症状，应该即刻就医，直到完全康复后才让他回校上课。同时，也请提醒您的孩子注意个人卫生，勤洗手。

## Checklist of items to be brought to school

Please bring this checklist every day from 3 Jan to 12 Jan 2018.

Name: \_\_\_\_\_ (      )

Class: 1 (      )

NB: Please write your child's name and class on each book and on first page of worksheets.  
 请把您孩子的名字写在书本和活动本上。

Book/Item	'Subject' to be reflected as	Collection Date	Parent's remarks (✓)	Teacher's remarks (✓)
<b>English</b>				
1. 2 Jotter books with lines - 1 jotter writing book (with lines) - 1 jotter writing book (with lines)	Writing 1 Writing 2	3 Jan (Wed)		
2. 2 Exercise books (single-lined) - 1 A5 broad lined exercise book - 1 A5 broad lined exercise book	Spelling Journal			
3. 2 Blue files	English			
4. P1 Reading Comprehension Booklets 1 and 3				
5. P1 Stellar Handwriting				
6. My Word Bank				
7. P1 Conquer Grammar				
<b>Chinese, Character &amp; Citizenship Education (华文、公民与道德教育)</b>				
*请在以下本子/文件夹上写下孩子的中文姓名和班级。				
1. 活动本 (一上) (注: 请 <b>不要</b> 把内页撕下来。)		4 Jan (Thu)		
2. 习字本 (一上) (注: 请 <b>不要</b> 把内页撕下来。)				
3. 小图书 (一上) 《快乐的小动物》				
4. 大方格 (一本)	听写			
5. 黄色文件夹 (2个)				
6. 《好品德 好公民》活动本				
<b>Math</b>				
1. Math Workbook 1A <i>*Please tear and staple the pages of the workbook according to units (see below). Write your child's name and class on the front page of each unit.</i> <ul style="list-style-type: none"> <li>• Chapter 1: Numbers To 10 (Pg 1-20)</li> <li>• Chapter 2: Number Bonds (Pg 21-28)</li> <li>• Review 1(Pg 29-32)</li> <li>• Chapter 3: Addition Within 10 (Pg 33-46)</li> <li>• Chapter 4: Subtraction Within 10 (Pg 47-64)</li> <li>• Review 2 (Pg 65-68)</li> <li>• Chapter 5: Shapes and Patterns (Pg 69-88)</li> <li>• Chapter 6: Ordinal Numbers and Position (Pg 89-104)</li> <li>• Review 3 (Pg 105-110)</li> <li>• Chapter 7: Numbers to 20 (Pg 111-126)</li> <li>• Chapter 8: Addition and Subtraction Within 20 (Pg 127-146)</li> <li>• Chapter 9: Length (Pg 147-166)</li> <li>• Review 4 (Pg 167-172)</li> </ul>		5 Jan (Fri)		
2. 4 Red files				
<b>Others</b>				
1. Health Education – An Active and Healthy Me 1		8 Jan (Mon)		
2. FTGP Student's Journal – My FTGP Form Teacher Guidance Period Journal 1				
3. Music – P1 First Steps To Music Textbook (2 <sup>nd</sup> Ed)				
4. Social Studies – Inquiring Into Our World Activity Book 1				
5. CCE Orange File				
6. Report Book		12 Jan (Fri)		
7. Health Booklet (issued by the hospital)				
8. Individual Student Details Report				

