



宏文學校  
HONG WEN SCHOOL  
30 Towner Road Singapore 327829  
Tel: 62943340 Fax: 62937625

4 January 2017

Dear Parents of P2 to P6 Pupils,

This is my first letter for the year. I hope that this letter finds you and your loved ones in the pink of health. Thank you for entrusting us with your children's development. Together, we will continue to mould them so that they will grow to be individuals whom we can be proud of. Thank you for being our partners in this very important endeavour – in the shaping of our children's character.

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

(1) Recess Time and "Take 5" Break

With effect from 2017, there will be two recesses from 9.30am to 10am (for Primary 1, 2, 3 and 4 pupils) and from 10am to 10.30am (for Primary 5 and 6 pupils).

The staggering of the recess breaks will help the school overcome the challenge of limited space in the canteen and to shorten the queue for food.

In addition, all pupils will also have a "Take 5", which is a short break of 5 minutes from 12pm to 12.05pm. During this short time, pupils may choose to have a little snack or a physical stretch, before lesson resumes from 12.05pm. Once a week, during "Take 5", your child will be rostered to do his/her part in keeping the classroom clean.

(2) Arrival

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 the left lane only 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.

(3) Dismissal Time on Friday

The dismissal time on Friday will be at 1.05 pm. The dismissal time on Monday to Thursday is at 1.35 pm.

(4) Dismissal

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. Please remind your child/ward to remain seated and belted at all times.

b. Pupils using Gate 1 and Gate 5

All pupils have been advised to wait for their parents at **Gate 1** or **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. When it rains, **Parents of P2 pupils** waiting at **Gate 1 and 5** shall be allowed to enter the school and pick up their children.

c. Pupils waiting for their siblings

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

(5) Security in the school

Due to security reasons, all parents and visitors to the school are to use the main gate along Towner Road to enter the school. Parents 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, you may do so between 2.00 pm and 4.00 pm from Monday to Friday.

(6) Temperature Taking Exercise

We will be conducting the temperature taking exercise on Friday 6 January 2017. Please remind your child to bring the Oral Digital Thermometer (ODT) on Tuesday 3 January.

(7) Monitoring your child's health

If your child is unwell, please do not allow him/her to come to the school. 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.

(8) Communication with the teacher / school

Parents may wish to contact your child's teachers or the school through the following channels:

- Emailing the teachers - teachers' email addresses can be found at the school's website
- Calling the teacher through the school's number at 62943340, leave a message for the teacher to call back
- Using the Pupil's Handbook (which will be given to you child later). Please remind your child to inform the teacher as the teacher may not have time to check all handbooks every day.
- Emailing the school at [hws@moe.edu.sg](mailto:hws@moe.edu.sg)

#### (9) School Website and Facebook

Please be informed that our school website is currently undergoing a revamp and the new interface will be launched in due course. The 2017 school calendar is already available on the current website. You may also refer to our School Facebook ([www.facebook.com/hongwenschool](http://www.facebook.com/hongwenschool)) for constant updates on school programs and activities. We seek your understanding that photos/video images of your child may be captured during school events and the school may use and publish such photographs and/or video recordings in school publications, website, social media channels, and other official communications channels

I want to thank you once again for the support that you have shown my teachers and me. We are indeed honoured to be partners with you, as we continue in our quest to help each child realise his/her potential.

Thank you.

Poon Siow Leng  
Principal

---

#### 信件简译

(1) 从今年起，学校将会有两个休息时段：上午 9 时 30 分至 10 时（小一至小四）；上午 10 时至 10 时 30 分（小五和小六）。这样的安排将解决因学生人数多而造成的食堂空间拥挤以及花时间排队买食物等问题。此外，学校也给所有学生在中午 12 时至 12 时 05 分之间划出了一段 5 分钟的小休时间。学生可以在这段时间吃点儿小点心或伸展身子。级任老师也将安排学生在这段小休时间轮流清理课室。

(2) 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孩子都使用梅路 (May Road)，外加这段道路也正在施工，为了安全，我们恳请家长与校方合作，不要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，请遵守校卫、教师或家长义工的指示。

(3) 星期五的放学时间是下午 1 时 05 分；而星期一至四的放学时间则是下午 1 时 35 分。

(4) 放学时，乘坐校车的孩子将会被安排在指定的地点集合，由校车司机带领有秩序地排队上车，以确保学生的安全。请提醒孩子在校车上时时坐好和系好安全带。

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围绕和聚集。如果下雨，小二学生的家长可进入学校到位于食堂旁边的世界地图处接孩子。

有兄弟姐妹在校的学生，可在食堂会合。

(5) 所有访客必须在学校正门校卫处登记，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。

(6) 学校将在 1 月 6 日（星期五）给学生检测量体温。请提醒孩子把温度计带来学校，学校将 1 月 3 日（星期二）检查孩子的温度计，确保温度计操作正常。

(7) 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。

(8) 如有需要，请随时通过以下方式与校方联络：

- 电邮老师（可在学校网站找到老师的电邮地址）
- 通过学校总机（号码：62943340），与办公室职员接洽，留下电话号码。老师会尽快与您联络。
- 在学生手册上留言，并提醒孩子让老师查阅
- 电邮校方：[hws@moe.edu.sg](mailto:hws@moe.edu.sg)

(9) 学校的官方网站正在进行整修并即将推出新的界面。不过，在这期间，2017 年的校历已挂网：<http://www.hongwen.moe.edu.sg>。校历上注明了 2017 年的公共、学校假日的日期以及学校重要活动和考试的日期。请定期检查学校的网站以便获知最新的讯息。此外，您也可以到学校的面簿专页 [www.facebook.com/hongwenschool](http://www.facebook.com/hongwenschool) 查看学校的最新动向。校方可能将您的孩子的照片或录像上载或出版在学校的刊物、网站或社交媒体上，在此，我们也希望征求您的体谅。