



HWS/23/121

27 December 2023

Dear Parents / Guardians,

INFORMATION SHEET FOR JANUARY 2024

A warm welcome back to all and we do hope that you and your child had a well-rested holidays.

As we look forward to 2024, we would like to remind parents of some important points and procedures.

(1) Welcome the following staff to the Hong Wen Family

- Mr Bryan Ong – Vice-Principal
- Mr Matthew Chan – Subject Head/Aesthetics
- Ms Gladys Ong – Level Head/Mathematics
- Ms Susan Koh – Senior Teacher/Science
- Mdm Zhao Lei – Senior Teacher/Chinese Language
- Ms May Lye – EL Teacher
- Ms Doris Lau – EL Teacher (joined the school in Nov 2023)
- Mr Ashley Ong – PE Teacher
- Ms Adiqah Ho – EL Teacher
- Mdm Chong Siew Fong – CL Teacher

(2) First Day of School for Primary 1 and Primary 2 to Primary 6 students

Primary 1 students will return to school on **Tuesday, 2 January 2024.**

Primary 2 to Primary 6 students will return to school on **Wednesday, 3 January 2024.**

(3) Reporting Time and Daily Dismissal

- Students are encouraged to report to school no earlier than 6.45am.
- There is pre-assembly reading time planned for students.
- All students will have to be present with their class for the national anthem and pledge-taking at 7.30am daily.

Day of the Week	Assembly Venue	Pre-assembly Reading
Monday and Wednesday	School Hall	English Books
Tuesday and Thursday	Classrooms	Chinese Books
Friday	School Hall	English or Chinese Books

Level	Dismissal Timing
Primary 1*, 2 and 3	1.25 pm
Primary 4 to 6	1.30 pm

Note*: From **2 January 2024 to 12 January 2024**, dismissal for **Primary 1** students will be at **1.15pm.**

(4) Recess Arrangements and “Take 5”

The timings for the level recesses and “Take 5” are as follows:

Level	Recess Timing	“Take 5”
Primary 1 and 4	9.30 am – 10.00 am	11.55 am
Primary 2 and 3	10.00 am – 10.30 am	12.25 pm
Primary 5 and 6	10.30 am – 11.00 am	8.55 am

(5) Delivery of Items to Students

To enable our students to learn to take responsibility for their actions, our General Office does not accept parents' / guardians / domestic helpers' delivery of items forgotten by children, with the exception of medication and spectacles.

(6) Coin Payphones

There will be no coin payphones available in the school. For urgent and emergency matters relating to medication and the use of spectacles, students can proceed to the General Office to contact their parents. As part of educating our students to take responsibility for their actions, the General Office will not accept other requests for students to call their parents. Urgent matters will be considered on a case-by-case basis.

(7) Arrival via Vehicular Transport

This is a reminder to all parents who drive their children to school to use the school main gate along Towner 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 or teachers on duty to use the right lane.

Please do not use May Road as the drop-off point for your child as many of our students who walk to the school use May Road as entry to/exit from the school.

(8) Dismissal Procedures

a. Students taking the school bus

All students taking the school bus will gather according to the signages at the designated area on the ground floor. 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 while riding on the bus.

b. Students using Gate 1 and Gate 5

All students have been advised to wait for their parents/guardians at **Gate 1** or **Gate 5** during dismissal time. For safety reasons, we seek the cooperation of all parents not to crowd around the gates while waiting for your child/children. All parents who drive are encouraged to park your vehicles at the nearby public car park and wait for your child at Gate 5. Parking at the cul-de-sac at Gate 1 is not allowed.

(9) Safety and Security in the School

Due to safety and security reasons, all parents and visitors to the school are to use the main gate along Towner Road to enter the school. Parents and visitors entering the school are required to sign in at the Security Guard post and to state the reason for the visit. You will also be issued a sticker upon registering your visit to the school. Please proceed to the General Office to assistance after signing in at the Guard post.

(10) Temperature-Taking Exercise

As part of educating students to take personal responsibility for their own health and exercise social responsibility, a temperature-taking exercise will be conducted on 10 January (Wed) before the start of the first lesson. Please remind your child to bring his/her Oral Digital Thermometer (ODT) daily and ensure that it is in good working order.

All Primary 1 students will be given an Oral Digital Thermometer (ODT) each for the Temperature Taking Exercise.

(11) 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 has fully recovered and upon the expiry of medical leave. Please also help to remind your child to maintain a high standard of personal hygiene and wash his/her hands with diligence.

(12) 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 on the school's website
- Calling the teacher through the school's number at 62943340 and you may leave a message for the teacher to call you back. We seek your understanding that teachers may not call you back immediately as they may be in class teaching.
- Using the School Diary. Please remind your child to inform the teacher if you have written a note.
- Emailing the school at hws@moe.edu.sg

(13) School Website and Social Media

You may also refer to our school website and social media platform (Instagram) for constant updates on school programmes 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. **If you do not wish for your child to be featured in any school website or social media, kindly inform the school.**

On behalf of the school, I would like to wish you and your family a peaceful and joyful year ahead.

Have a Happy New Year!

In Partnership with you,

Mrs Theresa Hong
Principal