



宏文學校  
HONG WEN SCHOOL  
30 TOWNER ROAD SINGAPORE 327829  
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HWS/21/095

23 Dec 2021

Dear Parents/ Guardians,

### **Information Sheet for 2022 Primary 1 Parents**

Welcome to Hong Wen School. Here are some basic information to better prepare you and your child for his/her new Primary 1 journey in 2022.

#### **1. School Hours & Recess Timing**

Dates	School hours	Daily Recess Timing
4 Jan 2022	7.20am to 1.00pm	9.00am to 10.30am*
5 to 14 Jan 2022	7.30am to 1.00pm	8.30am to 9.00am
17 Jan 2022 onwards	7.30am to 1.15pm	8.30am to 9.00am

\*Based on staggered timings. Kindly refer to para 3 in this letter

- There is a daily "Take 5" slot which is intended for students to take a mid-day break and/or have a simple healthy snack in the classroom. This will take place from 11.55am to 12.00 noon and parents may wish to pack a snack for your child to bring to school. Please note that your child will not be allowed to leave the classroom to purchase food from the canteen during "Take 5".

#### **2. School Entrances**

- Walking over from Whampoa Overhead Bridge (Gate 1)  
Enter school via Gate 1 (side gate opposite NorthLight School Main Gate) located at the end of Towner Road.
- Walking over from Boon Keng MRT Station (Gate 5)  
Enter school via Gate 5 (side gate facing Block 111) along May Road. For safety, please do not enter via Gate 4 along May Road which is used for vehicles exiting the school.
- Parents driving child to school (Gate 2)  
Enter school via Gate 2 (School Main Gate along Towner Road). Let your child alight at the main foyer and exit via Gate 4.

*This is an e-letter. No signature is required.*

- Please do not drive into May Road to let your child alight at Gate 5 as most students walking to school will be using the road. It will pose a danger to the pedestrians and cause traffic congestion.

### 3. Orientation for students & parents on 4 Jan 2022 (Day 1)

- All Primary 1 students will start school from Tuesday, **4 Jan 2022** at the reporting time as stipulated below with Safe Management Measures (SMM), such as temperature-taking, visual screening of students, and reducing congestion. Parents are reminded not to send your child to school if your child or an adult residing in the same household has flu-like symptoms and/or unwell.
- There will be teachers at the respective gates or drop-off points and they will lead your child to the designated area, where they will be taken care of by their teachers.
- Only **one** parent / guardian per Primary 1 child will be allowed to enter the school on **4 Jan 2022** to observe your child during recess as well as to attend an orientation briefing so that we can partner closely with you during your child's education journey in Primary School. Kindly take note that only vaccinated parents, or unvaccinated parents (including those medically ineligible for the vaccines) with a negative ART self-swab result performed on 4 Jan 2022 are allowed to accompany your child.
- As part of SMM, we seek your understanding that you will only be allowed to enter the school premises at the registration timeslot according to the table below:

Class	Student Reporting Time	Registration Time for Parents	Recess Observation	Orientation Briefing
1R & 1T	7.20am	8.30 am	9.00am to 9.25am	9.30am to 10.30am
1I & 1D	7.30am	9.00am	9.30am to 9.55am	10.00am to 11.00am
1C, 1P & 1E	7.40am	9.30am	10.00am to 10.25am	10.30am to 11.30am

- Parents / Guardians coming for the orientation are to enter the school via the school main gate (Gate 3) along Towner Road only and are required to sign in using the Trace Together or SafeEntry QR Code check-in. A sticker will be issued to the parent at the school foyer. We seek parents' understanding to leave the school premise as soon as the orientation briefing has ended as the school need to stagger the exit for parents. Parents who are driving to the school for the orientation briefing are requested to park at the public carpark opposite the school.
- For recess, please prepare approximately \$2 for your child for him/her to purchase food at the school canteen or you may pack your own food for your child.
- We also seek your understanding that no purchases / placing of orders will be allowed at the school bookshop on 4 Jan 2022 to avoid inter-mingling for the safety of all stakeholders.

*This is an e-letter. No signature is required.*

#### 4. School Dismissal

- Primary 1 students will be dismissed at 1.00pm daily during the first two weeks (4 to 14 Jan 2022) of school. This is to allow our Primary 1 students more time to familiarise themselves with the dismissal process.
- Please be punctual when you pick up your child at Gate 1 or 5. Teachers will dismiss the child only when the parent / caregiver is present at the gate.
- Students taking the school bus will be taken to the bus assembly area. The bus drivers will do a head-count check before students board the respective buses. Please note that parents/guardians are not allowed to board the school bus with your child.
- Students who are enrolled in Little Professors Student Care Centre in the school will be led to the canteen for the centre's staff to take over. Parents are to inform the centre directly regarding dismissal arrangements. *(Please note parents are not allowed to enter the school at dismissal to settle your child in with the Student Care Centre.)*

#### 5. Items for your child to bring to school daily:

- Identification Lanyard (provided to every student by school)
  - Water bottle
  - An English or Chinese storybook
  - Pupils' Handbook
  - Pencil box with at least 3 sharpened 2B pencils, a ruler and an eraser
  - Colour pencils
  - A ziplock bag to keep the face mask
  - Extra face mask
  - Thermometer (Note: This will be issued by the school and kept in school)
  - TraceTogether Token (Please label your child's name)
  - A packet of tissue
  - Raincoat or umbrella (optional)
  - Hand sanitiser (optional)
- Please label items with your child's name and class

#### Note:

Your child does not need to bring any textbooks to school until further notification by the Form Teacher. A list of books to bring will be issued on subsequent days to the students. The school will be conducting a series of orientation activities to familiarize your child with the school environment and classroom routines.

#### 6. Students' Appearance

- Boys' hair must be short and neat. It must not touch the ears or the collar of the uniform. The fringe must not touch the eyes.
- Girls must keep their hair neatly tied up with a black or dark brown ribbon. The fringe must not touch the eyes or cover part of the face.

## **7. School Attire**

- Name tags are to be sewn above the school name ‘宏文’ on every school shirt.
- The uniform is designed to be used as Physical Education (PE) attire as well. Uniforms can be bought from the school bookshop.
- Students must wear clean white shoes with plain white socks

## **8. School Security**

- To prevent entry of unauthorised personnel, all visitors are to report to the security guard post (at school main gate) for security screening before entry into the school compound. For security reasons, visitor’s personal particulars will be recorded.
- For the purpose of contact tracing, it is mandatory for all visitors entering the school to sign in using the Trace Together App or SafeEntry QR Code.
- Parents who would like to meet up with your child’s teacher are to arrange for an appointment with the teacher before coming to school.

## **9. Management of students who are unwell when in School**

- Students who are unwell are to alert their class teacher or any staff at the General Office. He / She will be taken to the Sick Bay, which is located at the General Office.
- The teacher or the staff from the General Office will inform the parents. Please remain contactable in case of emergency. Parents are to inform their child’s Form Teacher immediately if there is a change in their contact number.
- Parents picking up their child who is unwell are to proceed to the General Office to process the child’s early release from school.
- For the safety of the child, the school will not allow any child who is unwell to leave the school compound on his / her own.
- A medical certificate (hard copy or digital MC) is to be submitted to the Form Teacher when the child returns to school upon recovery.
- We strongly urge all parents to exercise social responsibility by ensuring your child returns to school only when he/she has fully recovered and upon end-date of the medical leave.
- Please do not send your child to school if he/she has flu-like symptoms e.g. sore throat, cough, runny nose or fever. The school will contact you to take your child home if he/she displays any of these symptoms.

## **10. Communication with School**

School Contact Number: 6294 3340

School Email: [hws@moe.edu.sg](mailto:hws@moe.edu.sg)

School Website: [www.hongwen.moe.edu.sg](http://www.hongwen.moe.edu.sg)

- The email addresses of your child’s teachers will be available on our school’s website at the start of the new school year.
- Every student should have a copy of the Pupil’s Handbook at the start of the year. We encourage parents to use the Handbook as the primary platform for communication with your child’s teachers.
- All information, announcements and consent forms will be communicated and sent to parents via the Parents Gateway (PG) App.

## **11. School Website and Social Media**

You may also refer to our school website and social media platforms (Facebook and Instagram) for constant updates on school programme 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.

## **12. Vaccination Exercise for 5 – 11 years old**

From 7 Jan 2022 onwards, parents will be able to sign up their child for the COVID-19 vaccination. Students will be excused for two weeks from strenuous physical activities after each vaccination. Hence students are reminded to inform their PE, relevant CCA and other teachers about the date of their vaccination so that they will be exempted from physical activities for two weeks.

*The above information is correct as of 23 Dec 2021. Any changes will be communicated to parents accordingly.*

Thank you.

Mrs Theresa Hong  
Principal