



宏文學校
HONG WEN SCHOOL
30 Towner Road Singapore 327829
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HWS/18/1

3 January 2018

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. 2017 was certainly enriching and fulfilling as I watched the children take responsibility for their own learning and actions.

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

(1) Changes to Times for Daily Dismissal and "Take 5"

Please be informed that with effect from **next Monday, 8 January**, the daily dismissal time shall be as follow:

Monday to Thursday: 1.30 pm

Friday: 1.00 pm

The daily "Take 5" slot which is intended for pupils to take a mid-day break and/or have a simple healthy snack, will take place from 11.55 am – 12.00 noon daily.

(2) No delivery of items to pupils

To enable our pupils to learn to take responsibility for their actions, our General Office shall no longer accept parents' / domestic helpers' delivery of items forgotten by children with effect from 15 January 2018, with the exception of medication and spectacles.

(3) 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.

(4) Dismissal Procedures

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.

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 5 January 2018**. Please remind your child to bring the Oral Digital Thermometer (ODT).

(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

(9) School Website and Facebook

You may also refer to our School Website and School Facebook 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

Thank you for being our partners in this very important endeavour – in the shaping of our children's character. Together, we will continue to mould them so that they will grow to be individuals whom we can be proud of.

Poon Siow Leng
Principal

信件简译

(1) 从 1 月 8 日（星期一）起，学校的下课时间将有所调整，请家长注意：

星期一至星期四：下午 1 时 30 分；

星期五：下午 1 时

此外，每天的小休时间也将被调整为上午 11 时 55 分至中午 12 时。学生可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) 为了培养学生的责任心和自律意识，学校办公室将不再受领家长或家庭帮佣为孩子送来的遗忘物品（药物和眼镜除外）。这个新措施将在 1 月 15 日生效，恳请家长的配合与支持。

(3) 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)，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。

(4) 放学时，乘坐校车的孩子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。

有兄弟姐妹在校的学生，可在食堂会合。

(5) 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。

(6) 学校将在 1 月 5 日（星期五）给学生检测体温。请提醒孩子把一支操作正常的温度计带来学校。

(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：

- 发电邮给老师（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

(9) 若想获知最新的讯息和查看学校最新的动向，请定期检查学校的网站和面簿专页。校方也可能将您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，我们也希望能得到您的谅解。