



CHIJ OUR LADY OF GOOD COUNSEL

Established 1960

2C Burghley Drive
Singapore 558979
Tel: 6288 6930 Fax: 6281 4132
Email: chijolgcs@moe.edu.sg

REF: 01/2017/Jan/Sch Coms/Welcome Letter

4 January 2017

Dear Parents/Guardians,

School Theme 2017

**Living the IJ Spirit,
Serving with Love and Joy,
Courage to make a difference**

Blessed and Happy New Year 2017 to you and your family! We hope that you had the opportunity to spend quality time with your family. We hope to work closely in partnership with you as we embark on our 2017 journey to develop your child holistically.

For the Primary One pupils as well as the new pupils who have just joined us, we hope that they will be able to adjust quickly into the school routine and into our culture of love and care.

I would like to update you on the following:

1. PERI Upgrading

We are now in the midst of the Primary Education Review and Implementation (PERI) upgrading process. The upgrades have been done during the year end school holidays to improve infrastructure to support teaching and learning. Classrooms in the St. Clare's Block have been fitted with additional rows of cabinets and a sink. There is also a Voice Enhancement system installed in each classroom.

Upgrades have also been carried out in the Art Room, NE corner and AVA rooms creating more space for lessons to be conducted. There are some finishing touches to the flooring and this will be done after school hours and will not compromise lessons and safety of our girls. Fire safety doors have also been installed at the corridor leading to the staircase at St. Clare Block.

2. Staff Movement

Our best wishes to Mdm Yeo Kah Gek and Mdm Nazurah who have been posted to Kheng Cheng School and Northoaks Primary School respectively with effect from January 2017. We would like also to thank Mrs Cham Chong, Mrs Maureen Lam and Mrs Navena Gopal for their contribution to the school.

A warm welcome to Ms Amy Phang (SH/CCE), Ms Prasanna (EL Teacher), Mr Ahmad Fahmi B Yusoff (ML Teacher), who are cross level teachers, to the OLG family. We also welcome the following teachers who have joined us as Flexi staff. They are Mdm





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Sundararajan Anandavalli (TL), Mdm Ummikalthum Binte Mohd Basheer (ML), Mdm Goh Chung Ong (CL), Ms Yeo Ang Lui (CL), Mrs Chrisina Yip (EL), Mdm Nurashikin Binte Rahmat (EL) and Mdm Rajendran Sudharani (TL)

3. PSLE Results

We would like to congratulate our P6 pupils of 2016 for the good performance. 100% of the girls passed the PSLE. All of our pupils have done us proud. A big thank you to our teachers for their hard work put in and to all our parents for the support given to the school. We wish our graduating girls all the best in their future endeavours.

4. School Operation Matters

a) Arrival and Dismissal Procedures

Pupils are to be in seated in class by 7.25 a.m. daily for attendance to be taken. Pupils arriving in school before 7.00 a.m. are to stay in the school canteen for safety reasons. After 7.00 a.m., pupils may then proceed to the classrooms. The Flag-Raising Ceremony will begin after Morning Prayers at 7.25 a.m. every morning. School will end at 1.30 p.m. on Mondays to Thursdays and at 1.45 pm. on Fridays. The main point for drop off or pick up is at the covered driveway in front the school foyer.

To ensure safety and security of pupils during school hours, the main school gates will be closed from 8 a.m. from 6 January onwards. Only school buses will be allowed into the school for dismissal. Please pick your child/ward up from school only from 1.45 p.m. after all the school buses have left the school premises on Mondays to Thursdays and 2 p.m. on Fridays.

b) Recess Timing

P1 & 5 : 10.00 – 10.30 a.m.
P2 & 6 : 10.30 – 11.00 a.m.
P3 & 4 : 11.00 – 11.30 a.m.

Research has shown that having breakfast will have a positive impact on children's learning so please ensure that your child/ward has her breakfast before she comes to school. We would also like to advise parents/guardians not to send food to your daughter/ward during recess time unless the office has been notified of any special dietary requirements due to medical reasons.

In view that P3 and 4 pupils are having their recess break only at 11 a.m., they will be given a short snack break at 9 a.m. when they can to consume some light healthy snacks in class. We would like to advise parents/guardians to pack healthy sandwiches or fruits which the pupils can consume easily in class. Please be informed that pupils will **not be**





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allowed to go to the canteen to make any purchases during this short snack break.

c) Catechism Lessons

Being a Catholic school, there will be catechism lessons every Monday from 7.20 to 7.50 a.m. for all Catholic pupils. Pupils who are non-Catholic will be fully engaged in planned talks on values and other activities in the hall.

5. Pupil Safety

Pupils who walk to school and enter via the exit gate are to use the zebra crossing for their own safety. For pupils walking down the slope along Burghley Drive, please note that they should use the pavement to ensure safety.

We would like to encourage all parents/guardians to drive into the school and to refrain from stopping at the zebra crossing outside the school to get your child/ward to alight as this may obstruct traffic and pose a danger to motorists and pedestrians alike.

Parents/Guardians are strongly advised to let their children/wards alight from all vehicles quickly and to let them walk up the steps without delay. Please avoid long "goodbyes" after your child/ward has alighted as this will hold up traffic.

6. Parking Matters

Please note that parking spaces within the school grounds are strictly for staff and parking at the Church of St Francis Xavier is strictly for parishioners attending Mass. On days with special events planned by the school, we would like to seek your cooperation by adhering to the following guidelines given by the traffic police when parking outside the school premises:

- Vehicles should be parked as close as possible to the edge of the road to minimize obstruction to the vehicular flow;
- Vehicles parked must not pose any danger to road users (motorists and pedestrians);
- Parking abreast is strictly prohibited;
- There should not be any parking within 3m of fire hydrants, 6m of road junctions, 9m of bus-stops, at or near road bends or designated pedestrian crossings.

As the school is located in a private residential estate, vehicles should not be parked in such a manner as to cause obstruction to resident's driveways or to be an inconvenience to the residents.

7. Waiting Area





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Parents/Guardians who come into the school to pick up their children/ward are to wait at the porch (below the steps). Parents/guardians are advised not to wander into the school premises as this makes it difficult for security guards to monitor strangers. Pupils are **not to use the gate leading to the Church** to be picked up.

8. School Bus Vendor

We seek your understanding to work directly with our bus transport vendor, Tok Bus Services on matters related to bus transport arrangement for your child/ward. We would like to assure you however that we will come in to facilitate the resolution of issues should the need arises.

9. Mode of Communication with Teachers

- Parents/Guardians may contact teachers via email (email address are listed below or on the school's website) or by dropping a note in your child's/ward's Pupil Handbook.
- Parents/Guardians may call the school at 6288 6930 to leave a message or make an appointment to see the teachers. The school regrets that teachers will not be able to answer any phone calls or meet up with parents/guardians during school hours as this will lead to disruption of lessons.
- Please email the school at chijolgcs_parents@moe.edu.sg for any enquiries on school administration matters.
- The email addresses of all Form Teachers and Co Form Teachers are listed below:

Class	Form Teacher & Co Form Teacher	Email address
1 Compassion	Mdm Joyce Foong	foong_sou_san_joyce@moe.edu.sg
	Ms Wong Jie Jern	wong_jie_jern@moe.edu.sg
1 Humility	Mrs Jocelyn Tan	tan_shi_ning_jocelyn@moe.edu.sg
	Mdm Norahida	norahida_abdol_rahim@moe.edu.sg
1 Integrity	Mrs Rose Choo	rbnchoo@yahoo.com
	Mdm Li Guimei	li_guimei@moe.edu.sg
1 Perseverance	Mrs Norlizah Fazli	norlizah_said@moe.edu.sg
	Mrs Ng So Ha	tang_so_ha@moe.edu.sg
1 Grace	Mrs Patsy Bala	goh_sok_thean_balakrishnan@moe.edu.sg
	Ms Erica Pereira	erica_stella_pereira@moe.edu.sg
2 Compassion	Mrs Abbey Mong	kwek_peck_choo@moe.edu.sg
	Mrs Mary Augustine	mary_pauline_carmelita_m@moe.edu.sg
2 Humility	Mrs Shiamala Gopal	shiamala_subramaniam@moe.edu.sg





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	Mr Bernard Ng	ng_kok_hui@moe.edu.sg
2 Integrity	Mdm Teo Shi Yin	teo_shi_yin@moe.edu.sg
	Mrs Ho Hung Yin	chow_hung_yin@moe.edu.sg
2 Perseverance	Mrs Maureen Ching	jansen_maureen_anne@moe.edu.sg
	Mrs Emily Tony	gomez_crystl_emily@moe.edu.sg
2 Grace	Ms Stella Fernandez	stella_fernandez@moe.edu.sg
	Mrs Pearlyn See	chng_peiling@moe.edu.sg
3 Compassion	Ms Alicia Lee	alicia_lee_ting_tzin@moe.edu.sg
	Mrs Qiu Si Lin	phua_si_lin@moe.edu.sg
3 Humility	Ms Christine Lee	lee_puay_joo_christine@moe.edu.sg
	Mrs Dorai	nirmala_selvadorai@moe.edu.sg
3 Integrity	Mrs Joyce Tan	ng_sok_kian_joyce@moe.edu.sg
	Mrs Lee-Fu Shan	fu_shan@moe.edu.sg
3 Perseverance	Mdm Claire	sharminni_rajagopal@yahoo.com.sg
	Mrs Jacelyn Lim	heng_tian_ying@moe.edu.sg
4 Compassion	Ms Prasanna	prasanna_ramdas@moe.edu.sg
	Mdm Seah Siew Ping	seah_siew_ping@moe.edu.sg
4 Humility	Mrs Tan Bee Ling	oh_bee_ling@moe.edu.sg
	Ms Seng Shu Yian	seng_shu_yian@moe.edu.sg
4 Integrity	Ms Laavenya	balasubramaniam_laavenya@moe.edu.sg
	Mr Ahmad	ahmad_fahmi_b_yusoff@moe.edu.sg
4 Perseverance	Ms Heng Cheair Huang	heng_cheair_huang@moe.edu.sg
	Ms Amy Phang	phang_jing_yi_amy@moe.edu.sg
5 Compassion	Mrs Sharon Nonis	nonis_sharon_jacqueline@moe.edu.sg
	Mdm Maslinda	maslinda_sabtu@moe.edu.sg
5 Humility	Mdm Durga	durga_devi_sithiasagaran@moe.edu.sg
	Mrs Tan Jia Sian	tan_jia_sian@moe.edu.sg
5 Integrity	Mrs Jane Fernandez	gomez_jane@moe.edu.sg
	Mdm Nursyahidah	nursyahidah_binte_mohamad_jamal@moe.edu.sg
5 Perseverance	Mrs Anne Fernandez	anne_mary_fernandez_mendoz@moe.edu.sg
	Ms Sim Seok Woon	sim_seok_woon@moe.edu.sg
6 Compassion	Mrs Rebecca Loh	lee_hung_ling@moe.edu.sg
	Mdm Mahal	mahalakshimi_rajam@moe.edu.sg
6 Humility	Mrs Angelia Toh	seah_swee_huang_angelia@moe.edu.sg
	Mdm Ma Yiwei	ma_yiwei@moe.edu.sg
6 Integrity	Mdm Rasyidah	nur_rasyidah_abdul_rahim@moe.edu.sg
	Mdm Jin Qing	jin_qing@moe.edu.sg
6 Perseverance	Mrs Yvonne Tseng	teo_yin_mei_yvonne@moe.edu.sg





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	Mrs Michelle Goh	michellegoh@chijolgcs.edu.sg
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e) Use of communication App “snaapp”

The school has leveraged on the communication App “snaapp” for attendance taking and dissemination of information for all levels in 2016 and will continue to do so in 2017. We would like to seek your cooperation to download this app by Monday, 9 Jan. Kindly refer to attached annex for more information.

10. After School Activities

Please refer to the schedule below for the weekly after school programmes. We seek your cooperation in working with the school when you are planning your child’s/ward’s activities outside school hours. Schedule will be given to P2 – 6 pupils involved in the programmes by the end of Term 1 Week 2.

P1 pupils will be identified for remedial lessons at a later date and after school remedial lessons will only commence in Term 2. Kindly note the schedule in general:

Day	Time	Programme / Activity
Mon	2.15 – 3.45 p.m. (unless otherwise stated)	P3 – 6 CCA
Tue		P1 – 6 Remedial / Enrichment lessons P5 Higher Mother Tongue lessons
Wed		Enrichment classes (optional; to be conducted by vendors)
Thu		P1 – 6 Remedial / Enrichment lessons P6 Higher Mother Tongue lessons
Fri		1.45 – 3.45 p.m. (unless otherwise stated)

11. Expectations

Pupils will be expected to pack their school bags with only necessary items for lessons, take down homework details and instructions from the whiteboard and relay messages to parents / guardians accordingly. Kindly ensure that your daughter / ward brings the Pupil Handbook and a homework file daily. We would like to seek your cooperation in checking the handbook and file frequently.

a) Homework

Daily homework will be written on the whiteboard with the dates of submission given. All pupils are expected to record the homework details and complete the assigned work on time.





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b) Spelling & Dictation

Kindly note spelling and dictation will commence in Term 1 Week 3 (17 January 2017). Please monitor your child's / ward's progress and acknowledge by signing the Spelling books weekly. The spelling and dictation schedule is as follows:

Level	Subject	Day	Frequency
P1	English Language	Friday	Weekly
	Mother Tongue	Wednesday	
P2	English Language	Wednesday	Weekly
	Mother Tongue	Thursday	
P3	English Language	Thursday	Weekly
	Mother Tongue	Tuesday	
P4	English Language	Tuesday	Weekly
	Mother Tongue	Thursday	
P5,6	English Language / Foundation English Language	Wednesday	Weekly
	Mother Tongue	Thursday	

c) Late coming / Punctuality Grade

The school would like to inculcate the value of being punctual. As such, we expect all pupils to report to school punctually. **Pupils must be seated in class by 7.25am otherwise the pupils will be marked as late.** Pupils who are late for school will receive a verbal warning for the first 2 offences. Form Teachers will call parents/guardians if pupils are late for the third and fourth time. An advisory note will be issued to parents/guardians if pupils are late for the fifth time & this disqualifies the pupil for any awards. Punctuality is graded and recorded termly in the Progress Test Cards / Reports Books. More information can be found in the Pupil Handbook, under the Student Offences Management, Page 21.

d) Conduct Grade

Conduct is graded and recorded once a semester in the Progress Test Cards / Reports Books. An adverse Conduct Grade will affect the pupil's nomination for all school-based and MOE based awards such as 'Star of the Term', Edusave Character Award (ECHA), Edusave Awards for Achievement, Good Leadership and Service (EAGLES), etc.

12. Class Timetable

The class timetables have been distributed to all pupils on Tuesday, 3 January. Kindly note that CCA / Remedial / Supplementary timing printed in the class timetable is applicable for selected pupils only. These pupils will be informed by their teachers separately.

13. P3 to P6 Pull-Out / Support Class





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Pupils will be informed of their Pull-Out /Support classes if any by the end of the week.

14. Update on music curriculum

The music department will be providing your child with a website link (printed on a small card) to get more information on the school's music curriculum. The website will be actively used by your child and parents are welcome to visit this website with your child at home. The website address is as follows:

<https://musicteacher.joomla.com/>

15. Individual Student Details Report for Year 2017

As part of MOE's data management procedure, all parents/guardians are to update their child/ward's family details, contact details and medical condition for the year 2017. The Form Teachers have distributed the *Individual Student Details Report for Year 2017* to all P1 – 6 pupils today. Pupils have been advised to keep this report in the plastic pocket of the Pupil Handbook or homework file (if they had forgotten to bring the handbook) and pass the report to you today.

Parents/Guardians are to make changes to the student information by cancelling any obsolete data and writing the new data on top of the obsolete data. Information indicated with " - " are either missing or incomplete, kindly fill in the required information where needed. All amendments must be made in blue. The updated report together with any necessary medical information from attending doctors must be returned to the form teachers by 8 January (Monday). Parents/Guardians are to indicate 'nil' on the report if there are no details that require updating.

Please note that the updating of student details is **compulsory** and the Guardian indicated on the form should be the point of contact should any urgent matter crops up. Do indicate who you would like the school to contact if such a circumstance arises. Kindly contact the respective Form Teachers for any queries.

16. Briefing for Parents

A briefing for P3 to P6 parents will be held on Friday, 20 January 2017, 3 to 4.30pm. to update parents on important school and level matters for 2017. A letter will be issued to you in Week 2.

17. Temperature Taking Exercise





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The school will be conducting the Temperature Taking Exercise on 6 January 2017. All pupils are to have a **thermometer in good condition** for this exercise. All P1 pupils will be issued with a thermometer this week. (Checking of Thermometers on 5 January)

18. Chinese New Year Celebrations

The school will be celebrating Chinese New Year on 27 January (Friday). All pupils are encouraged to come to school red or traditional Chinese costumes. The school hours will be from 7.25 am – 10.30 a.m. Please make your own transport arrangements if your daughter/ward does not take the school bus transport home.

We look forward to a fruitful and blessed year for the OLG family, working in close partnership with parents. May God bless you and your family for a Healthy and Happy New Year.

Thank you.

Best Regards,

Mrs Chu Oi Geok (YH P5/6)
Mrs Chak Meow Ling (YH P3/4)
Mdm Tan Jia Sian (AYH P1/2)
Ms Wong Jie Jern (AYH P1/2)

Cc: Mrs Catherine Seah, Principal
Mrs Angelina Wong, Vice Principal
Mrs Anne Quek, Vice Principal

(Please submit this Acknowledgement Slip to the respective Form Teachers by 8 Jan 2017).

Reg. No.

ACKNOWLEDGEMENT SLIP – Welcome Letter to Parents 2017

I, parent/guardian of _____

of Primary _____ have read and understood the content in the letter (REF:

01/2017/Jan/Sch Coms/Welcome Letter) issued on 4 January 2017.

Signature of Parent/Guardian: _____

Date: _____

2017 TERM 1 CALENDAR OF EVENTS





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Week	Dates	Event	Remarks
1	3 – 5 Jan	P5 Camp at Dairy Farm Outdoor Learning Adventure Centre	P5 pupils
	4 – 6 Jan	P1 Orientation with P4 buddy	P1 & P4 pupils
	6 Jan	Temperature taking exercise	P1 – P6 pupils
2	8 Jan	Submission of Individual Student Details Report for Year 2017	P1 – 6 pupils
	12 Jan	TL Learning Journey for Pongal Festival	P4 pupils taking TL
3	16 Jan	CCAs commence	P3 – 6 pupils
	17 Jan	P2 – 6 Remedial / Enrichment / Supplementary & P5 Higher Mother Tongue lessons commence	All consent forms will be distributed to selected pupils in Week 2.
	20 Jan	P3 – 6 Parents' Briefing	P3 – 6 parents
4	23 Jan	Opening Year Mass	Whole school
	27 Jan	Chinese New Year Celebration	Whole school
5	30 – 31 Jan	Chinese New Year Holiday	Public holiday
	3 Feb	Prefect Investiture	Whole school
6	10 Feb	Class and Student Leadership Training	For selected pupils
7	15 Feb	Total Defence Day Commemoration	For selected pupils
	18 Feb	Family Matters @ School - Parent Workshop	Parents who signed up
8	20 – 21 Feb	Collection of monies for Family Fun Day	Whole school
	24 Feb	Progress Test 1 (HMT)	For P5 – 6 pupils taking HMT only
9	27 Feb – 3 Mar	All CCA / Remedial / Enrichment / Supplementary lessons to be suspended	
	27 Feb	Progress Test 1 English	P5 – 6 pupils
	28 Feb	Progress Test 1 Mathematics	P5 – 6 pupils
	1 Mar	Progress Test 1 Mother Tongue	P5 – 6 pupils
	2 Mar	Progress Test 1 Science	P5 – 6 pupils
	3-4 Mar	Student Leadership Camp(P4 & P5)	For selected pupils
10	6 – 10 Mar	All CCA / Remedial / Enrichment / Supplementary lessons to resume	
	6 Mar	Rosary at the Grotto	Catholic pupils
	8 & 9 Mar	P6 LJ to Lee Kong Chian Natural History Museum	Timing to be confirmed
	6-7 Mar	Collection of monies for Family Fun Day	Whole school
	7 & 9 Mar	P6 Consultation with Parents	P6 parents
	9 – 11 Mar	In the Footsteps of Mother Mathilde	For selected pupils
	11 – 19 Mar	March Holidays	School holidays

