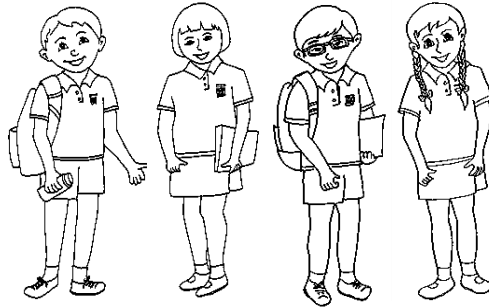




Parents' Handbook

Every Parent A Supportive Partner...



Learning School • GIVER³ S Heart

Graciousness • Integrity • Versatility • Empathy • Responsibility • Respect • Resilience • Sincerity

Principal's Message

Dear Parents/Guardians,

Zhangde Primary School warmly welcomes you.

Building on the concept of Environment as the Third Teacher, Zhangde Primary has transformed many of its physical spaces into learning galleries, learning gardens and outdoor classrooms for our students.

It is our goal to provide every child with the opportunity to develop holistically and maximise his or her potential. Children at a young age are like seedlings in a garden. Their growth depends on the tender loving care provided by the ones who nurture them with love and care. The experiences they have at home and in school, and in particular with their parents and teachers can shape their personality, behaviour and development. In Zhangde, our teachers strive to care, lead and inspire every child to blossom. Our desire is to nurture confident persons, self-directed learners, active contributors and concerned citizens.

To help you better support the education and development of your children, you may look to the Schoolbag – The Education News Site at <https://www.schoolbag.sg/> for resources. It contains articles on parenting tips, educational news and school curriculum matters which will enable you to support your children's learning at home. In addition, to equip parents with skills to nurture positive family relationships, you may look forward to regular family life education programmes conducted under the FamilyMatters@School initiative.

As parents play a critical role in their children's education, I seek your fullest support and co-operation in this endeavour. Your partnership with us is integral to the development of our students. Together we strive to make Zhangde a happy learning school that nurtures thinking individuals and gracious citizens!

Your Partner-in-Education,

Miss Loh Sing Huay
Principal

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1. SCHOOL ARRANGEMENT

1.1 SCHOOL HOURS

P1 to P6	Monday to Friday	7.30a.m. - 1.45 p.m.
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1.2 RECESS TIME

Level	Monday to Friday
P1 & P4	9.45 a.m. – 10.15 a.m.
P2 & P5	10.15 a.m. – 10.45 a.m.
P3 & P6	10.45 a.m. – 11.15 a.m.

1.3 SCHOOL GATES & OPENING HOURS

Please take note of the 4 school gates and their opening hours.

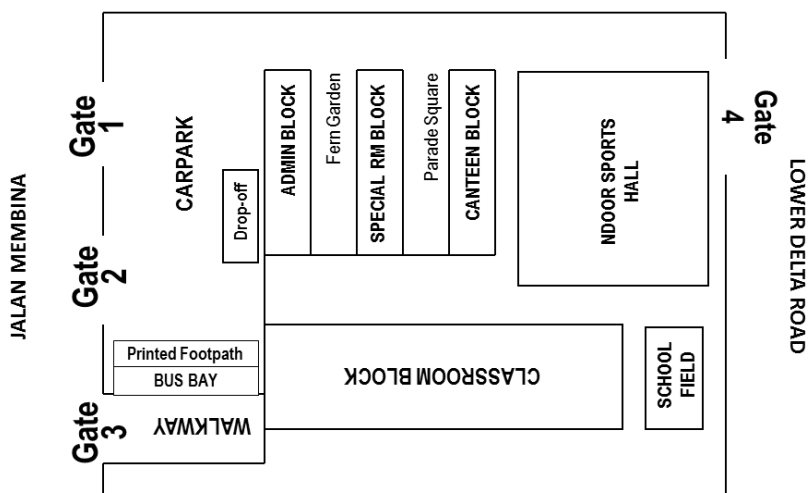
Opening Hours of the various gates

Gate 1 Main gate beside bin centre	6.30 a.m. – 7.45 a.m.
Gate 2 Main gate near foyer	6.30 a.m. – 1.00 p.m. 2.00 p.m. – 7.00 p.m.
Gate 3 Side gate for pedestrians	6.30 a.m. – 7.30 a.m. 1.30 p.m. – 2.15 p.m. 3.30 p.m. – 4.45 p.m.
Gate 4 Rear gate along Lower Delta Road	6.45 a.m. – 7.30 a.m. 1.30 p.m. – 2.15 p.m.

Please advise your child where exactly you will be fetching him/her from daily.

On rainy days, school buses will have the priority to park at the porch area. Drivers are advised to drive into the school only after the buses have left.

Gates 1 and 2 are for vehicles ONLY. Students and parents walking to school are advised to enter the school through Gate 3 for safety reasons. Beyond the stipulated gates opening hours, students and parents are advised to follow the printed footpath along the bus bay to exit from Gate 2.



1.4 SCHOOL FEES & GIRO SCHEME

GIRO Application

Nine out of ten students pay their fees through GIRO. We would like to invite parents to join our GIRO scheme. Besides using GIRO to pay the monthly fees, you can also use the same GIRO account to pay for enrichment programmes and school charges. You may use any of your bank accounts for GIRO deduction. **However, please note that the Children Development Account (Baby Bonus Scheme) cannot be used.**

Deduction will be made on the **26th of each month for fees and 6th of each month for enrichment programmes and school charges.** Parents who are participating in the scheme are to ensure that there are sufficient funds in their bank accounts on the deduction date/s.

If GIRO deduction fails in one month, the balance will be carried forward to be deducted with the next month's fees. The GIRO account will be suspended if it fails in the next month or has arrears exceeding 2 months' fees. Once the arrears are settled in cash or by cheque, the GIRO account will be automatically reinstated.

Fees Payable Per Month

The school and miscellaneous fees payable with effect from 1 January 2018 are shown below.

Nationality	School Fees	Standard Misc Fees	2 nd -Tier Misc Fees	Total
SC	\$0	\$6.50	\$6.50	\$13
PR	\$155	\$6.50	\$6.50	\$168
IS (ASEAN)	\$415	\$6.50	\$6.50	\$428
IS (non-ASEAN)	\$650	\$6.50	\$6.50	\$663

Use of Edusave Account to pay 2nd-Tier Miscellaneous Fees, Enrichment Programmes and School Charges

Every Singaporean student will have an Edusave Account created automatically by MOE. You are encouraged to use the Edusave account of your child to pay the 2nd-tier miscellaneous fees and enrichment programme charges so as to reduce the out-of-pocket educational expenses for your child. You will need to complete Part 1A of the GIRO Application Form if you wish to do so.

2. PASTORAL CARE

2.1 BEHAVIOUR AND DISCIPLINE

Your child is special to both you and us. We want our school to be a safe and caring place so that all the students can feel secure and happy and thus be able to learn effectively. We believe that students respond best in an atmosphere of trust and mutual respect where each one is valued and treated with dignity. We strive to exemplify good behaviour so that they will grow up to be thinking individuals and gracious citizens. We encourage parents to work with us in this respect, because students respond well when they see their teachers and parents collaborating.

2.2 SCHOOL RULES

To ensure that the school is a conducive learning environment for all students, Zhangde has a Code of Conduct which students have to adhere to:

1. Students who are Singapore Citizens must sing the National Anthem and take the Pledge. Students will take the pledge with the right fist placed over the heart.
2. Be gracious to everyone at all times.
3. Uphold integrity in everything you do.
4. Be versatile and adaptable.
5. Show empathy towards all.
6. Be responsible for your actions.
7. Treat others with respect.
8. Persevere in the face of challenges.
9. Be open and truthful.
10. Be neat and tidy. Male students are to be clean shaven, and not to wear beards and moustaches.
11. The students are to wear the prescribed school uniform and modification to the uniform is not allowed.

2.3 VIOLATION OF SCHOOL RULES AND REGULATIONS

All Zhangderens are expected to adhere to the school rules and regulations. When there is a violation, appropriate disciplinary actions will be taken. When there is ambiguity, decision by the Case Management Team (CMT) under the advice of the school leaders will be final. Inappropriate behaviour are categorized into minor and major offences.

Consequences for **minor** misbehaviour range from warning to detention. For **major** misbehaviour, the consequences include caning, in-house suspension and any other appropriate actions deemed necessary by the CMT. Besides referring the students for counselling, parents may be called in to help the school to monitor their child's behaviour. In addition, students may be required to perform community services for a specific duration. **Those with serious misbehaviour that involves violation of the law will be handed over to the police.** All major misbehaviour would be keyed into the School's Offence Module (SOM).

2.4 PROHIBITED ITEMS

Items that interfere with students learning are not to be brought to school:

- Any electronic device, MP3 players, toys (toy guns, toy models), hand-held games or card games (playing cards and trading cards) will be handed over to the Discipline Master for safe-keeping until a parent / guardian comes to school to retrieve it.
- Articles that may be dangerous to others (e.g. metal ruler or pen knife) should not be brought to school. (SUCH ARTICLES IF BROUGHT TO SCHOOL WILL BE CONFISCATED.)
- All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which is used or intended to be used to cause harm to others.

2.5 PARENTS AND SCHOOL

Parents are invited to discuss their children's work with the class teacher. All parents are encouraged to make time to attend the Meet-the-Parents sessions. Parents may also make appointments to meet the teachers or the Principal/Vice-Principal at other times.

Water Coolers

There are several water coolers in the school. Please encourage your child to drink from the water coolers, or fill his/her water bottle when he/she arrives in school.

How Much Pocket Money Your Child Needs

Food prices in the canteen are kept low because of the low rental. \$1.20 to \$2.40 of pocket money per day is sufficient for recess. Food sold in the canteen is hygienic and wholesome as it is regularly monitored. If your child has forgotten to bring his/her pocket money, he/she can approach his/her Form Teacher or the General Office for assistance.

Emergencies

Should there be civil disturbances, curfew or an emergency, children will be taken care of by the teachers until parents' /guardians' arrival or arrival of their usual transport.

School Bag

The Health Promotion Board (HPB) has advised that students should NOT be carrying weight of more than 15% of their body weight. Based on this advice, the weight of bags carried by students should therefore range from 3.5kg to 5kg (depending on the age of the child).

We seek parents' understanding in making your child's school bag light. **Trolley bags are not encouraged** for safety reasons. To help lighten the school bag, parents can help and/or supervise your child to: -

- pack their bags according to the daily timetable;
- not to carry heavy and unnecessary items to school;
- bring a light pencil case;
- bring an empty water bottle to be filled in school;
- bring a story book that is light or paperback;
- keep their subject files in school.

Mobile Phones

All students are advised **not to** bring mobile phones to school. **The school will not be responsible for the loss of mobile phones.** Students can make calls from the public telephone booth located in the canteen and bookshop area. For urgent matters, they can go to the General Office to make a call.

Inappropriate use of the mobile phone may result in its confiscation. All confiscated mobile phones will be handed over to the HOD/Student Management for safe-keeping until a parent or guardian comes to the school to retrieve it.

2.6 FINANCIAL ASSISTANCE

Needy students may apply for financial assistance on grounds of hardship. Application forms are available from the general office and the school website.

MOE Financial Assistance Scheme

The Ministry of Education (MOE) provides financial assistance to needy Singaporean students. Students who meet the MOE income criteria will receive waiver for standard miscellaneous fees, free textbooks & school attire as well as transport subsidy. The criteria are:-

- i. Gross family income does not exceed \$2,500 per month; or
- ii. Family per capita income does not exceed \$625 (Note: Members of the family must reside in the same household).

Assistance from the School Advisory Committee (SAC)

The SAC has set up a fund to help needy Singaporeans. Assistance in the form of waiver of standard miscellaneous fees and free textbooks & attire may be given, subject to clearance by the school.

NEU PC PLUS Programme

Students on the Financial Assistance Scheme who need a computer may apply for one under this program.

2.7 COMMUNICATION CHANNELS

Teachers can be contacted at Tel: 6274 0357 x 101. Please remember that most of the time, our teachers are with your child and may not be able to answer your call. However, you may leave your contact number and they will get back to you as soon as they can.

Parents are strongly encouraged to maximize the use of the Student's Diary to communicate with your child's teachers. If you have any queries or concerns, you can also email us at zhangde_ps@moe.edu.sg.

2.8 EDUCATIONAL VISITS

In order to enhance experiential learning, your child and his/her peers will be taken out of the classroom for educational visits. This might involve a ½ day trip to places of interest related to a class topic. E.g. visits to museums, parks, farms and factories, etc. We appeal to parents to come along as parent volunteers and to learn together with your child when requested.

For all educational visits conducted during curriculum time, an Information Form will be issued. Consent Form will only be issued for after-school activities.

2.9 COUNSELLING OF STUDENTS

Students with behavioural problems beyond the teachers' control will be referred to the Case Management Team (CMT). With recommendation from CMT and approval of the school leaders, students may be referred to the School Counsellor for counselling. The school will work closely with the student's parents to assist them. In cases that warrant special attention, the student will be referred for further professional assistance.

2.10 YOUR CHILD IS UNIQUE

Your child is special.

- ◆ he/she looks different
- ◆ he/she learns differently
- ◆ he/she reacts differently

and is always uniquely HIMSELF or HERSELF.

Try not to compare your child's progress with that of other children.

Hearing you say, for example, "I wish my child could read/write as well as so-and-so," is hurtful, it damages your child's self-confidence and self-esteem and makes your child feel inadequate.

Your child needs to know you respect his/her efforts, so please:

- DO appreciate & praise him/her for the things he/she can do well,
- DO NOT dwell on the things he/she cannot do well as yet.

If you are worried, find out from the teacher whether you need to be anxious about your child's progress. Do ask for advice on ways to help and encourage your child. But DO NOT ASK WITHIN YOUR CHILD'S HEARING. Discuss your concerns together as parents, but NOT in front of your child.

A child with overly anxious parents is always at a disadvantage, for he/she becomes as anxious as they are and will feel he/she can never please them. This child will believe that he/she is inadequate and if that happens, he/she may well become one.

On the other hand, if a child has interested and caring parents who show pleasure in his or her every effort, the child's confidence will be enhanced and he/she will learn with joy and make good progress, childhood will be a memorable one.

DISCIPLINING the 'HEART' WAY

Discipline is an integral part of schooling. Good discipline facilitates teaching and learning. Thus parents and the general public expect schools to instill discipline in students and discipline students when they misbehave.

We believe in disciplining the "Heart" way. Students who have erred in their behaviour need to be re-orientated and guided towards the right direction. Regardless of the seriousness of the behavioral problem, the following basic principles will apply:

- Show students what they have done;
- Give students ownership of the problem;
- Give students the opportunity to fix the problem;
- Leave intact the dignity of the student and others affected by focusing on the problem, not the person; and
- Allow restoration through reflection, restitution, resolution and reconciliation.

To help Zhangderens take ownership of their learning and actions, 5 simple but meaningful habits were introduced.

1. I'm in charge!
2. I have a plan!
3. Work first then play!
4. I listen before I talk!
5. Together is better!



AFFIRMING YOUR CHILD

It is important that your child be constantly affirmed. When your child is affirmed, you are actually reinforcing the values you want your child to have. Your child will feel recognized, appreciated and loved.

Here are some examples on how your child can be affirmed.

Parent: Thank you for washing the plate after you have eaten. You are such a responsible boy!

Parent: I am glad you helped to clean the mess your baby sister made. You are such a caring child!

Parent: I am glad that you forgo your favourite cartoon in order to finish your homework. You certainly know how to prioritize!

2.11 SPECIAL EDUCATIONAL NEEDS

During your child's school life, he/she may experience learning difficulties, which may also interfere with his/her relationships with others.

For example, he/she might go through a phase of being unable to concentrate, or he/she might be affected due to medical conditions (E.g. myopia), which would make learning more difficult. When a teacher is aware of your child's learning difficulty, he/she will discuss it with you to try and identify possible causes. Then he/she will try helping your child in the classroom. If the difficulty continues, the teacher will seek professional help. The school, in consultation with you, will then seek help from the educational psychologist or the school health service accordingly.

If your child is already diagnosed with a special educational need, please do not hesitate to speak to the form teacher or the Principal/Vice-Principal about it. This will enable us to provide the necessary support to meet the needs of the child.

2.12 VALUES IN ACTION (VIA)

Values in Action (VIA) are learning experiences that support students' development as socially responsible citizens who contribute meaningfully to the community, through the learning and application of values, knowledge and skills. In P1, the service rendered by the students would take the form of keeping the classroom and the school's environment clean.

2.13 SCHOOL DENTAL CLINIC

Since 2016, the Health Promotion Board (HPB) had launched the Child Consent Portal at <https://childconsent.hpb.gov.sg>. Please submit your consent online for the school dental service for your child.

2.14 SCHOOL HEALTH VISIT

Health screenings are conducted in the schools for students from Primary 1 to 6 by Health Promotion Board (HPB) annually and aim to: -

- detect common health conditions among the school-going population through health screening; and
- reduce illness from communicable diseases among the school-going population through immunisation.

Educational Level	Screening Programmes
Primary 1	Growth & Developmental Assessment Visual Acuity (vision screening) Stereopsis (3-D vision screening) Audiometry (hearing test) Medical Screening and Examination
Primary 2 to 4	Visual Acuity (vision screening) Review of Health Conditions
Primary 5	Growth and Developmental Assessment Pubertal Assessment Visual Acuity (vision screening) Colour Vision Screening Scoliosis Screening (girls only) Medical Screening and Examination
Primary 6	Visual Acuity (vision screening) Scoliosis Screening (girls only) Review of Health Conditions

2.15 CYBER WELLNESS

The internet has become an integral part of our lives. The ability to interact and communicate with others is one of the biggest attractions of the internet for children and youths. Interacting with people in chat rooms and instant messaging, playing games and entering contests are all popular online activities. However, participating in such activities can put them at risk of encountering online predators.

You can play a part in the cyber wellness education of your child by being aware of the risks related to online communication and involved in your child's internet activities. More importantly, guide and empower your child to act responsibly and wisely when using the internet.

Parents should set reasonable rules & guidelines for your child's cyber use. Post the rules near the computer as a reminder. You must remember to monitor your child especially when it comes to the amount of time your child spends on the computer. More resources are available at the MOE website: <https://www.moe.gov.sg/education/programmes/social-and-emotional-learning/cyber-wellness/>.

3. SAFETY OF OUR STUDENTS

3.1 VISITORS TO THE SCHOOL

In its efforts to make schools a safe place for the students to study in, MOE has provided schools with 2 NSRS trained security guards since May 2005. All visitors are required to report at the Security Post at the porch for registration. A visitor pass will be issued to you. After this, please see the receptionist in the General Office to make arrangements for you to see your child.

3.2 ABSENCE FROM SCHOOL

A doctor's medical certificate or a letter of explanation from you is required when your child is absent from school. This should be handed to the form teacher when the child returns to school. On the day of assessments, any absence must be covered by a medical certificate unless it is a family emergency such as death of family member. If otherwise, the child will be given a zero for the paper.

3.3 PERMISSION TO LEAVE SCHOOL EARLY

Should your child do not feel well during lesson time, he/she may go home before dismissal provided the parent or an authorised adult comes to take him/her home. The parent/guardian is to sign out and fetch the child from the General Office. Please bring along your identity card for verification.

3.4 PERMISSION TO PROCEED ON VACATION DURING TERM TIME

You are advised **NOT** to take your child on holidays **before** the school vacation. This will cause disruption to your child's learning.

3.5 ROAD SAFETY

Your child is always reminded to use the pedestrian crossings such as the traffic lights, underpass, overhead bridge and zebra crossing when crossing the road. Please help the child internalize this good habit by exemplifying it.

Always practise the 'Kerb Drill' while crossing the road: -

- Stop
- Look Right, Look Left, Look Right again
- Raise your hand and cross the road

3.6 SCHOOL CARPARK

The school carpark is reserved for the use of the school staff and school buses. Visitors and parents on official business may park their vehicles at the vacant carpark lots. Parents waiting to fetch their children home are advised to park their cars at the nearby HDB carparks.

For everyone's safety, parents are advised to exercise courtesy and consideration by not holding up traffic especially during peak hours.

On rainy days, school buses will have the priority in parking at the porch area. Drivers are advised to drive into the school only after the buses have left.

3.7 ACCIDENTS

The Form Teacher will attend to your child should he/she sustain minor injuries in the school. For serious injuries, you will be informed before he/she is taken to the hospital. In case of an emergency, your child will be taken to the hospital in an ambulance accompanied by the teacher without delay.

3.8 INSURANCE SCHEME

All students are covered under the Students' Protection Insurance Scheme for any accident which occurs in school or during school organised activities. Parents may submit the medical claims through the General Office.

3.9 HOME ADDRESS AND TELEPHONE NUMBER

Please notify the school of any change in home address or telephone number through the form teacher without delay. Alternatively, you may inform the administrative staff in the General Office.

3.10 TRAVEL DECLARATION

Since 2003 when SARs first hit Singapore, parents have been declaring their children's travel plans. The declarations helped the nation and the schools in ring-fencing the infection. The same benefits were seen during the 2009 H1N1 epidemic. We hope to work together with you to educate our children to be socially responsible, and help to keep our schools safe.

In this regard, we would like to seek your assistance to complete the travel declaration form which will be given out to P1 students before the holidays if you have plans to travel during the holidays. P2 to P6 students will declare their travel plans via MC Online at www.mconline.sg.

ZHANGDE PRIMARY SCHOOL

51 Jalan Membina Singapore 169485

Useful Numbers

- ◆ General Office : 62740357 ext. 101
- ◆ Fax : 62763042
- ◆ Email address : zhangde_ps@moe.edu.sg
- ◆ School website : <http://www.zhangdepri.moe.edu.sg>
(For parents with Internet access, please email us if you have any queries. We will endeavour to respond to your email within 3 working days. Do leave us your contact number.)

◆ **Dental Therapist**

The school dental services provide free dental services for our students.

Contact: 62757392

Tuesday & Thursdays: 8.00 a.m. to 5.30 p.m.

Fridays: 8.00 a.m. to 12.30 p.m.

◆ **School-based Student Care Centre**

YMCA SCC @ Zhangde

Contact: 62741595 / 98351289 / zdscs@ymca.edu.sg

Mondays to Fridays: 1.30 p.m. to 6.30 p.m. (school term)

: 7.30 a.m. to 6.30 p.m. (school holidays)

◆ **School Bookshop**

Pacific Bookstores Pte Ltd

Mdm Kee Siew Teng

Contact: 62748034

Mondays to Thursdays: 9.00 a.m. to 4.00 p.m.

Fridays: 8.30 a.m. to 2.00 p.m.

Lunch: 12.30 p.m. to 1.30 p.m.

◆ **School Bus Service**

Revolving Transport Pte Ltd

Mr Lawrence Saw / Mr Edmund Lee

Contact: 97473292 / emltp07@gmail.com

92779277 / edmund55@singnet.com.sg

◆ **School Uniform**

Yangtze Kiang Tailor

Contact: 67691260 / 67692053 / yangtzekiang@singnet.com.sg

Blk 26 Teck Whye Lane #01-180 Singapore 680026

The uniforms are also on sale at the school bookshop.

Be involved with your children

▲ Step 6: Be a parent volunteer

- Visit the school.
- Attend school events.
- Assist in school activities.
- Share expertise with other parents.

▲ Step 5: Endorse responsibility for your child's progress

- Encourage participation in school activities.
- Monitor non-school activities.
- Empathise with your child.

▲ Step 4: Establish bonds with teachers at school

- Initiate contact with the teacher.
- Be supportive when the teacher calls.
- Attend all Meet-the-Parents sessions.

▲ Step 3: Encourage holistic development

- Let your child know you value his/her studies and CCA.
- Make education your child's priority.
- Work in partnership with your child's teachers.

▲ Step 2: Manage your child's time creatively

- Stay closely involved with your child's television viewing / computer activities.
- Select good TV programmes/ websites for your child and talk about them.
- Read to your child.
- Speak in full sentences to your child.
- Take your child to the library.

▲ Step 1: Nurture your child

- Spend time with your child.
- Pay attention to what your child is saying.
- Talk with your child.
- Sing, play and do things with your child.
- Encourage and praise your child when he/she merits it.
- Include your child in planning family activities.

ZPS PARENT SUPPORT GROUP (PSG)



Want to play an active role in your child's life in school?

JOIN US NOW!

Research has shown the many benefits of parental involvement in school. Your involvement in your child's school life sends a clear signal to your child of your deep concern for them. This will in turn encourage them to adopt positive attitudes towards learning!

1) Applied Learning Programme

- Recycling Projects (Newspapers, Ring Tabs, etc)
- Gardening

2) School Events / Programmes

- Active Recess
- School Activities
- School Events Decorations
- Activity Booths for School Events

3) School Reading Programmes

- EL Buddy Reading Programme

If you would like to be included in our mailing list for future PSG events and activities, please send an email to zhangde_ps@moe.edu.sg, stating your name, your child's name & class, your email address and contact no. Application form to join the PSG is available on the school website at <http://www.zhangdepri.moe.edu.sg>.

PARENTS' HANDBOOK 2018

Zhangde Primary School

51 Jalan Membina Singapore 169485

Tel: 6274 0357 x 101 Fax: 6276 3042

Email: zhangde_ps@moe.edu.sg

<http://www.zhangdepri.moe.edu.sg>