



毅勤小学

ENDEAVOUR PRIMARY SCHOOL

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11 January 2022

Dear Parents

Communication with the school

1. To reach the school for a specific matter and to obtain a faster response, you may want to take note of the following channels of communication:

| Type of Query | Contact/Email to |
|--|--|
| For matters pertaining to the class or subject | Form Teacher, Co-Form Teacher or Subject Teacher |
| For matters pertaining to a departmental programme | Heads of Dept (HODs), Subject Heads (SHs) or Level Heads (LHs) |
| For general matters pertaining to a specific level | Year Heads (YHs) or Assistant Year Heads (AYHs) |
| For matters pertaining to school administration and finance (including uniforms, book shop, canteen, school bus transport, financial assistance) | Administrative Manager, Administrative Executive |
| For matters pertaining to school operations (including security and safety) | Operations Manager |
| For matters pertaining to school policies | Principal, Vice-Principals |

Do note that the email addresses of all EDP staff are available on our school's website. Do visit our school's website and click on "About Us", followed by "Our staff".

2. Working with the school to know and support your child.

- Have regular conversations with teachers with both academic and non-academic areas. This will help you better guide your child's development.
- Check with the teachers' preferred mode of communication – they are not required to share their mobile numbers.
- Please understand that teachers may not be able to respond to your queries immediately.

3. Work Life Harmony for Teachers

To support and enhance work-life harmony for all our staff, we would like to seek your understanding to communicate with teachers only on weekdays and during school operation hours (7.15 am – 5.00 pm). Teachers also need to have their own personal time to attend to their families.

4. Appended over the next few pages are some guidelines from MOE for better school-home partnership in helping your child to succeed in life.

Please visit our web site: <http://www.endeavourpri.moe.edu.sg>

A LEADING SCHOOL OF VIBRANT LEARNERS, ROOTED IN GOOD VALUES

Help your child succeed in life

Our children do best when schools and parents work hand in hand to support them. Here are some tips to make this happen...

Work with the school to know and support your child

- Have regular conversations with teachers in both academic and non-academic areas – this will help you better guide your child's development.
- Check the teachers' preferred mode of communication – they are not required to share their mobile numbers.
- Understand that teachers may not be able to respond to your queries immediately.

Help your child relate to others

- Work with the teachers to help your child respect differences and resolve disagreements amicably.
- Let the school verify the facts in any incident before taking action to ensure a fair, objective outcome for all parties.

Help your child develop good habits

- Create a conducive home environment for your child to enjoy reading and to finish his/her homework by himself/herself.
- Encourage your child to live a healthy, balanced life with time for sleep and play.

Help your child manage himself/herself

- Guide your child in managing his/her time.
- Encourage your child to help out with household chores.

Our children succeed when parents and schools work hand in hand.

Ministry of Education
SINGAPORE

*Help your child
 succeed in life*

Check out some of our guidelines for
 better school-home partnership.



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MOE's Guidelines for School-Home Partnership



By having good home routines, you
 are setting your child up for life.

MOE's Guidelines for School-Home Partnership



If you do your child's homework, he/she
 will lose the opportunity to learn.

MOE's Guidelines for School-Home Partnership



Set up a conducive home environment
 for your child to learn effectively.

| | |
|---|--|
| <p>MOE's Guidelines for School-Home Partnership</p> <p>If you keep going to the teacher for daily updates, your child will miss the chance to learn about responsibility.</p> | <p>MOE's Guidelines for School-Home Partnership</p> <p>By letting your child forget, you are helping him/her remember.</p> |
| <p>MOE's Guidelines for School-Home Partnership</p> <p>Ask the teacher for the best way to contact him/her.</p> | <p>MOE's Guidelines for School-Home Partnership</p> <p>Respect the teacher's time, contact the teacher during school operating hours only.</p> |

Thank you.

Endeavour All The Way!

Thomas Koh
Principal

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