



# 毅勤小学

## ENDEAVOUR PRIMARY SCHOOL

10 ADMIRALTY LINK SINGAPORE 757521 TEL : 64824650 FAX : 64824670 EMAIL: endeavour\_ps@moe.edu.sg

### Letter from the Principal

7 January 2021

Dear Parents

Wishing everyone a most joyous, blessed and healthy 2021! We hope that you managed to spend quality time with your children during the recent school vacation and discover more about Singapore using your SingapoRediscover vouchers. EDP would like to extend a special welcome to parents of our new P1 cohort to our EDP family.

#### 1) Student's Handbook

All students will be given a copy of the student's handbook. The handbook contains important and useful information for students and parents. Please note that the handbook also serves as a channel for communication between parents and teachers and as a diary for students to record their timetable, homework and instructions.

#### 2) Safe Management Measures (SMM)

The SMM that were in place for Term 4, 2020 will continue. Our school will ensure that these safe management measures are in place to keep our students and school safe:

- Visual screening will continue for all students and staff. There will be no flag-raising ceremony in the parade square and students are to proceed directly to class.
- Temperature-taking exercise for students will take place after flag raising in the classroom. Should students stay back in the afternoon for lessons, a second temperature-taking exercise will take place before their lessons begin.
- All staff are also required to have their temperature taken daily twice daily, once in the morning and another in the afternoon before they commence afternoon lessons.
- Schools will clean high-touch surfaces more frequently and disinfect the premises daily.
- Students and staff are required to wear their masks at all times except for meals, short mask-breaks and PE lessons.
- Students will practise frequent hand washing throughout the school day and practise wipe down of tables and shared equipment after use.
- Intermingling across classes and levels will be minimised.
- Mass activities such as assemblies will continue to be suspended.
- There will be fixed exam-style seating in classrooms and spaced seating in canteens or alternative venues. To ensure that there are sufficient seats in the canteen due to social distancing measures, we will continue to have 6 recesses:

Time	Levels
8.30 – 9.00 am	Primary 4
9.00 – 9.30 am	Primary 5
9.30 – 10.00 am	Primary 1
10.00 – 10.30 am	Primary 2
10.30 – 11.00 am	Primary 3
11.00 – 11.30 am	Primary 6

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Designated tables will continue to be assigned for the classes. Unstructured playtime during recess will continue with classes taking turns to be in different facilities.

### 3) Weekly Schedule for Year 2020

Below is the weekly schedule for year 2021 for your reference.

Activity	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival and Morning Assembly	<ul style="list-style-type: none"> <li><b>7.20 am:</b> Students to proceed directly to class for flag raising. (If students arrive before 7.00 am, they are to proceed to the canteen. If students arrive after 7.00 am, they are to proceed directly to their classrooms).</li> <li><b>7.35 am:</b> Flag-raising and Pledge-taking in class, followed by temperature taking.</li> <li><b>7.45 am:</b> Start of first period</li> </ul>				
Recess	Please see S/No. 2 for the recess timings				
Endeavour Programme for Active Learning (EPAL) for P1 and P2			11.30 to 1.30 pm (for P1)	11.30 to 1.30 pm (for P2)	
Snack Break of 10 minutes (Students to bring a healthy snack to be consumed in class)	P3 & P6 : 9.00 am P4 & P5 : 11.00 am P1 & P2 : 12.00 pm				
Dismissal	<b><u>P1 (only for first two weeks i.e. Mon 4 Jan to Fri 15 Jan 2021)</u></b> To help P1 students get used to dismissal routines, there will be staggered dismissal timing for P1 classes only for the first two weeks i.e. 4 Jan to 15 Jan: <ol style="list-style-type: none"> <li>1 Harmony, 1 Diligence and 1 Responsibility : 12.50 pm</li> <li>1 Respect, 1 Compassion and 1 Integrity : 1.00 pm</li> <li>1 Innovation, 1 Perseverance: 1.10 pm</li> </ol>				
	P1 : 1.20 pm * (this will only take effect only from Mon 18 Jan 2021 for all P1 classes) P5 : 1.25 pm P3 & 4 : 1.30 pm P2 & P6 : 1.35 pm				
Academic Support Programme (Remedial lessons for small groups of students)	<u>Math (P5)</u> 2.00 to 2.50 pm AND <u>Science (P5)</u> 2.50 to 3.40 pm			<u>EL/MT (P5 &amp; P6)</u> 2.00 to 3.00 pm	
*In Sem 2, for P6 students, Supplementary lessons will replace Remedial lessons and a new schedule will be given to all P6 students in Term 2.	<u>Math (P6, Sem 1 only)</u> 2.00 to 2.50 pm AND <u>Science (P6, Sem 1 only)</u> 2.50 to 3.40 pm				
Foundation Math and Foundation EL lessons (for P5 & P6)	Foundation Math (P5 & P6) 2.00 to 3.30 pm			Foundation EL (P5 & P6) 2.00 to 3.00 pm	

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Activity	Monday	Tuesday	Wednesday	Thursday	Friday
Higher Mother Tongue lessons (For P5 and P6 HMT students)				HMT 2.00 to 3.00 pm	
Main CCA Days (for most CCAs)		2.00 to 4.00 pm			2.00 to 4.00 pm.
Additional CCA Days (for a few CCAs and additional training)	3.30 to 5.30 pm	3.45 to 5.45 pm		3.30 to 5.30 pm	3.45 to 5.45 pm

Punctuality is a virtue that we should inculcate in our students and we would like to appeal to all parents to have your child in school by 7.35 am on a daily basis.

#### 4) Opening Hours of School Side-Gates

To ensure the safety and security of our students, the school side-gates (Gate C and Gate D) are closed during school hours. The school main gate (Gate A) at the Security Post is open from 6.30 am to 6.30 pm. Please note that side gates are open before and after school hours for arrival and dismissal as follows:

	Gate C	Gate D
Before school hours (morning)	6.45 - 7.35 am	Not open
After school hours (afternoon)	1.20 – 2.00 pm	1.20 – 2.00 pm
After remedial lessons (Monday & Thursday afternoon)	3.00 – 3.30 pm	Not open
After CCA (Tuesday & Friday afternoon)	4.00 – 4.30 pm	Not open

#### 5) CCA for P4 to P6

The two main days set aside for CCA will be Tuesday and Friday (2.00 pm to 4.00 pm). A few CCAs will be conducted at a later time slot of 3.45 pm to 5.45 pm on other days. The CCA schedule will be put up on the CCA Notice Board as well as the School's Website.

CCAs to resume physical training sessions in school in 2021:

Aesthetics	Sports	Clubs
Chinese Dance Guzheng Ensemble Guitar Ensemble Malay Dance	Badminton Basketball Floorball Sailing Volleyball Table Tennis Wushu	Art Club

CCAs to continue with home-based learning (e-CCA) in 2021:

Aesthetics	Sports	Clubs	Uniform Groups
Choir English Drama	Rugby	ICT Club STEM Club	Brownies Scouts

Selected CCAs for P4 to P6 students will begin this term in Week 2 on Mon 11 Jan. Their CCA teachers will inform the students involved of the training schedule.

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### 6) Drop-Off and Pick-Up by Parents who drive

If you are driving your child to school, please note the drop-off procedures in the morning as follows:

- Between 7.00 am and 7.35 am, parents can drive into our school premises and drop off their child at the designated Alighting Point in front of the school's porch. Please be considerate to other drivers by getting your child ready to alight quickly and safely, when you stop at the Alighting Point. Do not overtake at the main gate and refrain from parking at the limited staff car park lots as well as the bus bay. Do be careful and patient and drive out of Gate B in an orderly way.
- At and after 7.35 am, the vehicle gate will be closed and parents are to drop off their children at Gate A (Security Post). Students who are late will wait at the Security Post and join their classes after the flag-raising ceremony.

If you are driving to pick up your child from school, please note the pick-up arrangements as follows:

- At school dismissal time, please do not drive into the school premises as the school buses are waiting for our students in the carpark. Parents are strongly encouraged to park their vehicles at nearby public carparks and take a short walk to school to pick up children. You could park at Blk 404A, which is right next to sheltered Gate C and arrange for your child to meet you there. For safety reasons, you are advised not to park your vehicle along the main road to wait for your child.
- After dismissal time and when all the school buses have left the school premises, parents can drive into the school to pick up their children.

The above procedures and arrangements will facilitate the safe arrival and dismissal of our students and ensure smoother traffic flow within and outside the school. We seek your support and cooperation.

### 7) Social Responsibility (in light of the COVID-19 situation):

- a) Students and staff who are unwell are to seek medical treatment, stay home to rest and come back to school only when they have recovered.
- b) Students and staff who have adult household members (18 years and above) with flu-like symptoms are required to stay at home – they will be given Approved Absence. The unwell adult member(s) are strongly encouraged to seek medical treatment and the student/staff will have to stay home during the duration of the medical leave (a copy of the MC is to be given to the form or co-form teacher). If there is no MC provided, the duration of the AA would be capped at 5 days from the onset of symptoms.
- c) Students and staff who have household members on Home Quarantine Order (HQO), Leave of Absence (LOA) or Stay Home Notice (SHN) are required to inform our school and provide the relevant information. The affected student(s) or staff member will be issued a LOA to stay at home for the duration of the HQO/LOA/SHN. If the household member is serving the SHN in an approved government quarantine centre/hotel, the LOA will not be issued to the student(s).

We seek your co-operation to help us keep our school safe so as to avoid any possible transmission of the COVID-19 virus in our school. Should your child(ren) be placed on LOA or AA, they will still be able to continue to learn through HBL (Home Based Learning).

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### 8) Key Activities for Term 1

For key activities in Term 1, please refer to the attached table. Over the next few weeks, the school website will be updated with information for 2021. Please visit the website over time for more information.

Date	Key Event/Activity
14 Jan (Thu) & 15 Jan (Fri)	P6 Cohort Camp (Day Camp) in school
11 Feb (Thu)	Chinese New Year Celebrations. Staggered dismissal: 9.45 am – P1 9.50 am – P5 9.55 am – P3 & 4 10.00 am – P2 & 6
12 Feb (Fri)	Chinese New Year Day 1
13 Feb (Sat)	Chinese New Year Day 2
15 Feb (Mon)	School Holiday (in-lieu of Chinese New Year Day 2)
22 Feb (Mon)	Rainbow Day 1: Total Defence Day. Virtual commemoration.
12 Mar (Fri)	Last school day for Term 1
15 Mar (Mon) to 17 Mar (Wed)	P5 3-day Adventure Camp (Day Camp) @ MOE Labrador Adventure Centre

### 9) Communication with the school

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".

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### 10) Social Distancing Measures for Parents During Dismissal

We are grateful that you have worked hand in hand with us in the implementation of Safe Management Measures (SMM) so that our school remains a safe and conducive environment for all students.

For parents who fetch their children after school at our various dismissal gates, please be reminded that Social Distancing is still the norm even though we are now into Phase 3 of reopening and there must be social distancing between individuals. We would like to appeal to parents not to crowd around the dismissal points. Should there be a need for you to move forward to the dismissal points, please do so according to the dismissal timing for the different levels.

Please observe social distancing of at least 1m from others while waiting at the dismissal gates, particularly at gate C (which also happens to be the only sheltered walkway when it rains). Markers have been placed along the walkways near Gate C as a visual reminder for parents/guardians about social distancing.



The school is working with the relevant authorities of having another sheltered walkway via Gate D but this will take time.

In the meantime, let us all continue to be good role models for your child/ward and help our school to ensure that Safe Management Measures are carried out for the good health and safety of our Endeavour students.

*Together we endeavour all the way!*

Mr Thomas Koh  
Principal

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