

6 January 2017

Dear Parents/Guardians,

Horizon Primary School would like to extend our warmest welcome to all our students and parents. We would like to take this opportunity to wish you a very Happy New Year and hope that you had a good break over the school holidays.

We strongly believe that every parent is a supportive partner and would like to express our gratitude and appreciation for the support you have shown us over the years. We look forward to working closely with you to help develop our students to their fullest potential.

1. Towards a Safe and Secure School Environment

i. Removal of Mini-Zebra Crossings Outside the School

Do take note that the two mini-zebra crossings outside the school's vehicular entry and exit gates have been removed. The Land Transport Authority (LTA) does not permit zebra crossings at access points into buildings, including schools. Please exercise caution when crossing in front of the school gates.

In the interest of student safety, Horizon Primary School will deploy personnel outside the school vehicular entry gate during the morning arrival and afternoon dismissal periods to ensure students safety when crossing in front of the school gates. The school will continue educating students about good road safety practices. Do work with us to reiterate the importance of good road safety practices to your children at home.

In addition, the school would like to highlight the use of Gate B and Gate C as alternative points of access for students who live in Edgedale Green, Punggol Breeze and Punggol Spectra.

ii. Opening hours of School Gates

The opening hours of the school gates are as follows:

Gate A	Gate B	Gate C
6. 30 a.m. to 7.00 p.m. (Mon – Fri)	7.10 a.m. to 7.50 a.m. (Mon to Fri)	
	2.00 p.m. to 2.20 p.m. (Mon to Fri)	
	4.00 p.m. to 4.20 p.m. (Tue)	
	3.30 p.m. to 3.50 p.m. (Wed)	
	6.00 p.m. to 6.45 p.m. (Mon to Fri)	6.00 p.m. to 6.30 p.m. (Mon to Fri)

For the safety and security of students and staff, visitors to the school are required to enter the school at Gate A and sign in at the security post with a photo ID as proof of identity. Visitors will be issued with a pass which they will have to wear at all times while in the school. Visitors' movements are restricted to the General Office and the ground level non-teaching areas, e.g. the book shop and dental clinic.

2. School Matters

The school is committed to providing a positive and nurturing learning environment. With your cooperation, we believe we will be able to provide the best possible learning experience for our students.

i. Attendance

We strongly urge parents/guardians to avoid travel during term time. Your child/ward's presence in school during term time ensures that your child/ward will be up to date with the content taught during lessons. Being absent from school during term time will result in your child/ward missing out on lessons and having to work even harder to catch up with their learning. Should your child/ward be unwell on a school day, please obtain a medical certificate from a doctor and submit it to the school when he/she returns from medical leave.

ii. Punctuality

At Horizon Primary School we strongly emphasise the importance of punctuality. Being punctual is not only a sign of respect, but also a good practice of Habit 1: Being Proactive. Students are expected to be seated in the hall by **7.40 a.m.** for the pre-assembly programme. All students must be in the hall for the flag-raising ceremony which will commence at **7.55 a.m.**

iii. Attire

In Horizon Primary School, we teach our students to take pride in themselves and be shining examples of Horizon Stars for all to see. Students are to wear their school uniform on all days except days that they have P.E. and the following days:

Day	Activity	For
Tuesday	PAL	P1 – P2
Wednesday	Jump Jam	All Students
Friday	CCA	P3 – P6

An attire check will be conducted on **Tuesday, 10 Jan 2017**. Do refer to **Page 6** of the Student Organiser for rules on school attire.

iv. School Hours

Dates	School Days	School Hours	Recess/Lunch
Term 1 Week 1: 3 Jan to 6 Jan 2017	Tuesday to Friday	8.00 a.m. - 2.00 p.m.	Recess P1 & P5 : 10.00 a.m. - 10.30 a.m.
Term 1 Week 2: From 9 Jan 2017 onwards	Monday, Tuesday Thursday & Friday	8.00 a.m. - 2.00 p.m.	P2 & P6: 10.30 a.m. - 11.00 a.m.
	Wednesday: For Primary 1 & 2 Students	8.00 a.m. - 2.00 p.m.	P3 & P4: 11.00 a.m. - 11.30 a.m.
	Wednesday: For Primary 3 to 6 Students	8.00 a.m. - 3.30 p.m.	Lunch <i>*on Wednesdays</i>
	Wednesday: For Primary 5 to 6 students taking HMT & P6 (2S2F)	8.00 a.m. - 4.30 p.m.	P5: 12.30 p.m. - 1.00 p.m.
			P6: 1.00 p.m. - 1.30 p.m.
			P3 & 4: 1.30 p.m. - 2.00 p.m.

Please take note of the following:

Supplementary Classes (P6)

Commencing 17 Jan on Tuesdays from 2.30 p.m. – 4.00 p.m.

Small Group Teaching (P1-P5)

Commencing 7 Feb on Tuesdays from 2.30 p.m. – 4.00 p.m.

**for selected students only, details will be given on a later date on a separate letter*

3. Communication with Parents

Horizon Primary School places strong emphasis on fostering good relationships and strong ties with parents, so we urge you to be familiar with the different platforms that the school utilises to communicate with you. A welcome letter will be sent out in **Week 3** to inform you of the Form and Co-Form Teachers and subject teachers of your child/ward with their email addresses.

i. Student Organiser

Every student will have a student organiser specially designed by the school. The theme for 2017 is inspired by our national movement towards skills mastery. It is a useful and creative tool for students to learn how to manage their daily lives. Students have to bring their organisers daily to receive important information from the teachers. The organiser is also a platform for teachers and parents to communicate regularly. Kindly advise your child to alert the teachers if you have written some notes in it. Do take time to go through it with your child daily.

ii. SNAC Smartphone Communication Application for iPhone and Android Device for Parents with effect from 2017

In our letter 'Updates for 2017', we have informed you that the school will be adopting a 3G/4G/WIFI enabled smartphone communication application, SNAC, for all parents with effect from Tuesday, 3 January 2017. Through the implementation of SNAC, we hope to be able to communicate with parents more effectively by providing our parents with timely announcements regarding school's events and activities. With SNAC, you will be able to receive and respond to our We-Connect letters, messages and event notifications more conveniently and promptly through your smartphones.

A SNAC user guide to help you install the SNAC application from the Apple App Store or Android Google Play into your smartphone can be found in the letter dated 14 November 2016. The SNAC user guide can be found on our school website at [http://horizonpri.moe.edu.sg/qql/slot/u372/Announcement/SNAC Annex%20A.pdf](http://horizonpri.moe.edu.sg/qql/slot/u372/Announcement/SNAC%20Annex%20A.pdf).

iii. School Website

Do visit our school website at www.horizonpri.moe.edu.sg to access the school information, updates and important announcements. WE-CONNECT! letters will also be accessible online through the school's website.

iv. Learning Management System (LMS)

The Learning Management System (LMS) put in place by the school is managed by Marshall Cavendish Education. LMS provides students with another platform to learn.

In accordance with the new security measures, the details of the logging-in process for students and parents are as follows:

Website:	http://www.mconline.sg	
School:	HRPS	
	Students	Parents
Login ID	Student's BC Number	P_Child's BC Number
Password:	mconline1	For parents with an existing account, the password will remain as your current existing password. For parents with a new account, the default password is: mconline1

Students logging in for the first time will be prompted to change the default password "mconline1". Do note that with the new security measures, the password must:

- be made up of a minimum of eight alphanumeric characters, containing at least one letter and one numeral
- be changed at least every 90 days
- not allow the password to be reused for at least three generations of password
- not be the same as the account ID or user ID

Do note that the account will be locked after a maximum of six failed attempts. For further enquiries or assistance, please contact **Marshall Cavendish Education Helpdesk at (65) 6777 5198**.

4. Student Matters

i. **Temperature-taking**

We would like to reiterate the importance of personal and social responsibility for health-related matters. The conduct of whole-school temperature-taking exercises and regular checks on students is part of the efforts undertaken by the school to ensure students' well-being. All P1 students would have received a free thermometer from the school on the first day of school. Kindly ensure that your child/ward has a working thermometer every day. A temperature-taking exercise will be held on **Friday, 6 January 2017**.

ii. **Updating of Students' Particulars and Medical Records**

The school would like to encourage parents/guardians to keep the Form and Co-Form teachers regularly updated on the students' physical well-being. To facilitate this process, Form and Co-Form teachers will be contacting parents at the start of each semester. Parents/guardians can take this opportunity to update the teachers of any health issues or that your child/ward may have. A hard copy will be given to you via your child/ward and we need your co-operation to provide us with any supporting medical details or documents where necessary.

iii. **Health Check**

The Health Promotion Board will be conducting the annual health check for all students from **Monday, 23 January 2017 to Wednesday, 8 February 2017**. All Primary 1 and Primary 5 students will be immunised during the health check. More details will be provided in a separate letter.

iv. **DEAR Time @ Pre-assembly on Mondays and Fridays**

In an effort to encourage our students to read widely, our pre-assembly programmes require students to bring an **English book** every Monday and a **Mother Tongue Language book** every

Friday. The choice of books should be age-appropriate and vary across genres and content. We aim to develop a reading culture and a strong passion for reading in our students.

v. Timetable

Students will be issued with a preliminary timetable on 5 January for the first two weeks of school. Students will receive their confirmed timetables in **Week 3**.

We encourage our students to pack their bags based on the subjects indicated in their timetables. This ensures that your child/ward will have the necessary books and materials for his/her daily lessons and activities. In addition, this practice results in students' school bags being maintained at a manageable weight.

vi. Quick Bites

Horizon Primary School introduces Quick Bites in 2017. Quick Bites provides students who have a long wait between meals with the opportunity to have a snack in the interim. During Quick Bites, students can have a healthy snack (a piece of fruit or a sandwich) which can be consumed in class within 10 minutes.

vii. Issuance of Horizon Primary School 2016 Yearbook - "Horizon Stars"

Horizon Primary School published its very first yearbook "Horizon Stars" in 2016. The yearbook chronicles the joyful and meaningful learning experiences of the school community in 2016. We are sure that the yearbook will be a source of many pleasant memories for your children as they look back at 2016. The yearbooks will be distributed to students on 5 January. Each family will only receive one copy of the yearbook.

viii. Co- Curricular Activity (CCA), Programme for Active Learning (PAL) and Enrichment Modules

CCAs will commence on **Friday, 6 January 2017** for P3 to P6 students while PAL will commence on **Tuesday, 10 January 2017** for P1 and P2 students. All students are to be in their PE attire for CCA / PAL sessions. They are to bring along water bottles to ensure they remain hydrated throughout the sessions.

There are a total of 23 CCA sessions for 2017. The schedule is as follows:

Term 1 (8 Sessions)	Term 2 (6 Sessions)	Term 3 (6 Sessions)	Term 4 (3 Sessions)
S1: 6 January 2017	S9: 24 March 2017	S15: 30 June 2017	S21: 22 September 2017
S2: 13 January 2017	S10: 31 March 2017	S16: 7 July 2017	S22: 27 October 2017
S3: 20 January 2017	S11: 7 April 2017	S17: 14 July 2017	S23: 10 November 2017
S4: 3 February 2017	S12: 21 April 2017	S18: 21 July 2017	
S5: 10 February 2017	S13: 12 May 2017	S19: 28 July 2017	
S6: 17 February 2017	S14: 26 May 2017	S20: 4 August 2017	
S7: 24 February 2017			
S8: 10 March 2017			

Note:

The CCA schedule listed here is accurate as at 5 January 2017. Should there be any change or cancellation of events due to unforeseen circumstances, the school will inform you through writing and updates on the school's website.

As part of the P3 Physical Education (PE) Revised Curriculum, all P3 students will be undergoing the SwimSafer programme. This programme is fully funded by MOE and Sport Singapore (SportSG). The SwimSafer programme aims to equip students with water survival skills and develop confidence as well as independence in the water. This programme is compulsory for all P3 students. The programme will last for a total of 8 sessions. The programme will commence on **Wednesday, 11 January 2017**.

The schedule is as follows:

Term 1 Week 2 – Term 1 Week 9 (11 January 2017 – 1 March 2017)	Term 1 Week 10 – Term 2 Week 10 (8 March 2017 – 24 May 2017)	Term 3 Week 1 – Term 3 Week 9 (28 June 2017 – 23 August 2017)
3 Innovator	3 Creator	3 Inventor
3 Thinker	3 Reflector	3 Inquirer

A separate letter regarding the SwimSafer programme will be issued to P3 parents.

5. Chinese New Year Celebrations

The school will be celebrating Chinese New Year on Friday, 27 January 2017. The reporting time for students will be as usual at 7.40 a.m. and school will end at 10.30 a.m. on that day. Students are to come to school in school uniform. Pro-Teach will be closed on that day. Please note that Monday, 30 January and Tuesday, 31 January 2017 are Chinese New Year Public Holidays. All students will report to school on Wednesday, 1 February 2017.

We would like to take this opportunity to wish everyone a Happy and Prosperous Lunar New Year!

6. Calendar of Events (Term 1)

Kindly refer to the attached Calendar of Events for Term 1. We thank you for being an active and supportive partner with the school by supporting your children in the school's activities.

Thank you for taking the time to read this letter. We appreciate your kind attention. Let's work together for a great year ahead!

Yours sincerely,



Mrs Grace Leong
Principal

Calendar of Events for Term 1, 2017

Date/ Time	Event/Activity	For
Week 3 19 Jan (Thu) 2.30 p.m. – 5.30 p.m.	*P3 Workshop for Parents	P3 students and their parents
Week 4 From 23 Jan (Mon) to 8 Feb (Wed)	Student Health Check	All students
Week 5 30 & 31 Jan (Mon & Tue)	Chinese New Year Public and School Holidays	All students
Week 5 2 Feb (Thu)	Photo Taking for Smart Cards (2017) – <i>students are to come to school in their school uniform</i>	Primary 1 and 6 students
Week 6 9 Feb (Thu) 2.30 p.m. – 5.30 p.m.	*P5 Workshop for Parents	P5 students and their parents
Week 7 15 Feb (Wed)	Commemoration of Total Defence Day	All students
Week 7 16 Feb (Thu) 2.30 p.m. – 5.00 p.m.	P2 Workshop for Parents	P2 students and their parents
Week 7 18 Feb (Sat) 9.00 a.m. – 12.00 p.m. <i>To be confirmed</i>	Parent-Child Bonding Session organised by Parents-Connect!	P1 students and their parents
Weeks 8 & 9 20 Feb (Mon) 22 Feb (Wed) 23 Feb (Thurs) 27 Feb (Mon) 28 Feb (Tues)	Continual Assessment HMT Language Paper 2 English Language Paper 2 Mathematics Paper Mother Tongue Language Paper 2 Science Paper	P6 students
Week 9 2 Mar – 4 Mar (Thu – Sat)	P4 Camp @ Horizon	P4 students
Week 10 9 March (Thurs)	*Meet-the-Parents Session (1) *Home-Based Learning for Students	Parents of P1 to P6 students

* Details of event/activity will be given closer to the event date.

Note:

Events listed here are accurate as at 5 January 2017. Should there be any change or cancellation of events due to unforeseen circumstances, the school will inform you through writing and updates on the school's website.

