

2019/L298

13 November 2019

Dear Parents/Guardians,

As we celebrate our 10 years of journey at Horizon, I would like to thank you for journeying with us in developing your child/ward holistically. In preparation for 2020, we want our students to be proactive and take good care of themselves during the holidays. We greatly appreciate all parents/guardians for your strong support in ensuring your child/ward is ready for school when they return in 2020.

1. Reporting Venue on First Day of School Thursday, 2 January 2020

All Primary 1 to Primary 6 students are to report to the School Hall when they arrive in school on Thursday, 2 January 2020. Only parents of Primary 1 students will be allowed to stay in the canteen to wait for the Primary 1 Back-To-School Programme to commence after the morning assembly.

2. School Hours for 2020

School Day	School Hours	Remarks
Mondays to Fridays	7.45 a.m. to 1.45 p.m.	Reporting time for all students: 7.30 a.m. <i>(Flag-Raising will commence at 7.35 a.m.)</i>
	9.15 a.m. to 9.45 a.m. 9.45 a.m. to 10.15 a.m. 10.15 a.m. to 10.45 a.m.	Recess for Primary 1 & 5 Recess for Primary 2 & 4 Recess for Primary 3 & 6
	12.15 p.m. to 12.45 p.m.	Quick Bites (QB) for all students <i>(Teachers will allocate 10 min for QB while students are still engaged in teaching and learning.)</i>
Mondays	2.15 p.m. to 3.15 p.m.	1) Lessons for P5 & P6 students taking Higher Mother Tongue 2) Lessons for P6 students taking Foundation Mathematics (2S2F)
Tuesdays	2.15 p.m. to 3.45 p.m.	1) Supplementary lessons for Primary 5 & 6 (Compulsory) 2) E2K Science Programme for Primary 4 (selected students only)
Wednesdays	7.45 a.m. to 9.15 a.m.	CCA Sessions for P3 to P6 students
Thursdays	2.15 p.m. to 3.45 p.m.	1) Small-Group Teaching (SGT) for Primary 3 & 4 (selected students only) 2) E2K Mathematics Programme for Primary 4 & 5 (selected students only) 3) Supplementary lessons for Primary 6 (Compulsory)

**More details will be provided to you when school starts in 2020.*

3. Important things to note for Primary 2 to Primary 6 Students

Please remember to get your child/ward to write his/her name and class on every book and **label all his/her personal items** such as stationery, files, water bottles and wallets before school reopens. This will help your child/ward to take charge of his/her own belongings and at the same time, the school can return lost-and-found items to the owners. **Students need NOT bring all the books on the first day of school.** Please follow the schedule as listed below. The Student's Organiser is an important communication tool that all students are to bring to school every day. All students are to practise the 7-habits in managing their own school work and taking down information to be shared with parents/guardians daily.

Date	Things to bring
Thursday 2 January 2020	English Language: All items in the booklist, HRPS EL Exercise books and HRPS Plastic File (Purple) Mathematics: Workbook(A) and HRPS Plastic File (Blue)
Friday 3 January 2020	Science: Workbooks and HRPS Plastic File (Green) Others: Health Education, FTGP and Social Studies
Monday 6 January 2020	Mother Tongue Language: Activity Book(A), CCE Activity Book (A), HRPS Exercise Books, HRPS Plastic File (Red), #Writing Book (A) and # Small Readers (A) <i># where applicable</i>

4. School Security Matters - Opening Hours of School Gates for 2020

Please be advised that the opening hours of the school gates will be as follows:

Gate A	Gate B	Gate C
6.30 a.m. to 7.00 p.m. (Mon – Fri)	7 a.m. to 7.25 a.m. (Mon to Fri)	
	1.45 p.m. to 2.05 p.m. (Mon to Fri)	
	3.15 p.m. to 3.35 p.m. (Mon)	
	3.45 p.m. to 4.05 p.m. (Tue and Thurs)	
	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 photo ID as proofs of identity. Visitors will be issued with 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.

5. Road Safety Matters - Vehicular Access into the School to drop off Students in the Morning

Since 2017, the school has allowed parents who wish to drop off their children at the school foyer to drive in through the vehicular access. We would like to seek your cooperation in continuing to work with the school to ensure the safety of our students when you drive in through the vehicular access. To ensure road safety in the school, we require parents to drive with utmost caution within the school premises by:

- Allowing ample time to send your child to school.
- Looking out for students crossing in front of the school gates.
- Driving within the speed limit of 15 km/h in the school.
- Not overtaking other cars alighting children at the foyer.
- Giving way to staff parking their cars in front of the school foyer.
- Stopping at the front gate of the school at 7.35 a.m. when the National Anthem is played. The barrier will only be lifted after the end of the National Anthem.
- Listening and complying with instructions from school staff at the foyer and the front of the school.

We understand that there are children who require more time when they are being dropped off in the morning e.g. for good-bye rituals or for parents. To minimize congestion within the school and to ensure a smooth and pleasant experience for parents who choose to drop off their children at the school foyer, we seek the cooperation of parents who require more time with your children to proceed to Gate B (Opposite Block 636, Edgedale Green) or Gate C (Opposite Block 623, Punggol Spectra) to drop off your children.

6. School Uniform and Attire Check

As you prepare your child/ward for the new school year, please ensure that your child/ward adheres to the requirements for his/her school uniform as listed in the Student's Organiser. For safety reasons, all students must have their name tags sewn on all their School Uniforms and PE T-shirts. The school will be conducting an attire check on **Tuesday, 14 January 2020**.

We would like to reiterate that all students of Horizon have to put on their school uniforms or PE attires according to the class timetables and their school uniforms must adhere to the requirements as stated. Non-adherence to the requirements will be considered as a breach of the school rules.

Please refer to the school's website on the dates of sales of School Uniforms if your child/ward requires to purchase new sets during the year.

We hope that you will take this year-end holidays to bond with your child/ward and practise Habit 7 – Sharpen the Saw! Do check our school website regularly for any updates during the school holidays. We look forward to an exciting 2020 and together with you, we want our students to have a Joyful Learning Environment in Horizon!

Your partner-in-education,

Mrs Grace Leong

Principal