



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

5 January 2023

Dear Parents

Wishing everyone a most joyous, blessed, and healthy 2023! We hope that you managed to spend quality time with your children during the recent school vacation. We 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. Please do take some time to go through our school's rules and regulations as well, especially for parents who are new to our school.

2) Change in reporting and dismissal time for 2023

As shared with parents on 23 November 2022 via PG, we have refined our timetable for 2023 and there will be changes to the reporting and dismissal time for our students in 2023.

The daily reporting time for students will now be 7.30 am. School dismissal time remains the same (i.e. 1.30 pm) except for Wednesdays when we will end school earlier at 1.00 pm instead of 1.30 pm.

For the first two weeks of school (3 Jan to 13 Jan 2023), our P1 students will have an earlier dismissal time so that they can get used to dismissal procedures. From week 3 onwards (16 Jan 2023), there will be two dismissal times – our younger P1 & P2 students will be dismissed earlier than the rest of the levels.

Mon, Tue, Thu & Fri	P1	P2	P3	P4	P5	P6
3 Jan to 13 Jan	1.10 pm	1.25 pm			1.30 pm	
16 Jan onwards		1.25 pm			1.30 pm	
Wed	P1	P2	P3	P4	P5	P6
3 Jan to 13 Jan	12.40 pm	12.55 pm			1.00 pm	
16 Jan onwards		12.55 pm			1.00 pm	

3) 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 - 7.30 am	Not open
After school hours (afternoon)	1.25 – 2.00 pm (except Wed)	1.25 – 2.00 pm (except Wed)
	12.55 – 1.30 pm (Wed only)	12.55 – 1.30 pm (Wed only)
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

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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 3.30/3.45 pm to 5.30/5.45 pm on other days. The CCA schedule will be put up on the CCA Notice Board as well as the School's Website.

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 7.30 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 7.30 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. If you park along Admiralty Link, you also risk getting a summon from roving LTA officers.**
- 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) Weekly Schedule for Year 2023

Below is the weekly schedule for year 2023 for your reference.

Activity	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival and Morning Assembly	<ul style="list-style-type: none"> • 7.20 am : Arrival of students • 7.30 am : Flag-raising ceremony in Hall (Mon & Wed), classrooms (Tue, Thu & Fri). School side gates (Gate C and D) will be closed at 7.30 am. Pupils who arrive at the school main gate (Gate A) after 7.30 will be considered late for school and their names will be taken down at the Security Post. They will join their classes after the flag-raising ceremony. • 7.35 am : Start of first period 				
Recess	1) 9.30 – 10.00 am : Primary 1 & 4 2) 10.00 – 10.30 am : Primary 2 & 5 3) 10.30 – 11.00 am : Primary 3 & 6				
Endeavour Programme for Active Learning (EPAL) for P1 and P2			11.00 to 1.00 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 All other levels : 12.00 pm				

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Activity	Monday	Tuesday	Wednesday	Thursday	Friday
Dismissal	P1 (only for first two weeks i.e. Tue 3 Jan to Fri 13 Jan 2023) To help P1 students get used to dismissal routines, they will be dismissed at 1.10 pm (Mon, Tue, Thu & Fri) and at 12.40 pm (Wed only).				
	P1,2: 1.25 pm P3-6: 1.30 pm		P1,2: 12.55 pm P3-6: 1.00 pm	P1,2: 1.25 pm P3-6: 1.30 pm	
Academic Support Programme (Remedial lessons for small groups of students). *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.	Odd Weeks (P5 & P6): 2.00 – 3.00 pm (Maths)			Odd Weeks (P5 & P6): 2.00 – 3.00 pm (English)	
	Even Weeks (P5 & P6): 2.00 – 3.00 pm Science			Even Weeks (P5 & P6): 2.00 – 3.00 pm (Mother Tongue)	
Foundation Math and Foundation EL lessons (for P5 & P6)	Foundation Math (P5 & P6) 2.00 to 3.00 pm			Foundation EL (P6) 2.00 to 3.00 pm	
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 7.30 am daily.

9) 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 2023. Please visit the website over time for more information.

Date	Key Event/Activity
3 Jan (Tue)	First day of School – P1 only
4 Jan (Wed)	First day of School – all other levels
20 Jan (Fri)	Chinese New Year Celebrations (normal school hours)
22 Jan (Sun)	Chinese New Year Day 1
23 Jan (Mon)	Chinese New Year Day 2
24 Jan (Tue)	Public Holiday
10 Feb (Fri)	Parents' Briefing & Networking for P5 & P6 via Zoom (2.30 – 4.15 pm)
13 Feb (Mon)	Rainbow Day 1: Total Defence Day
17 Feb (Fri)	Parents' Briefing & Networking for P3 & P4 via Zoom (2.30 – 4.15 pm)
24 Feb (Fri)	Parents' Briefing & Networking for P1 & P2 via Zoom (2.30 – 4.15 pm)
10 Mar (Fri)	Last school day for Term 1
11 Mar (Sat) to 19 Mar (Sun)	Term 1 School Holidays

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10) Briefing cum Networking sessions for Parents

The schedules for the various virtual Briefing cum Networking sessions for Parents are as follows:

P5 & 6 Parents

Dates	2.30 – 3.15 pm	3.15 – 3.30 pm	3.30- 4.15 pm
Fri 10 Feb	P5 Networking with Form Teacher and Co-Form Teacher	Screen break, logging into next session	P5 briefing by School Leaders and HODs
	P6 briefing by School Leaders and HODs		P6 Networking with Form Teacher and Co-Form Teachers

P3 & 4 Parents

Dates	2.30 – 3.15 pm	3.15 – 3.30 pm	3.30- 4.15 pm
Fri 17 Feb	P3 Networking with Form Teacher and Co-Form Teacher	Screen break, logging into next session	P3 briefing by School Leaders and HODs
	P4 briefing by School Leaders and HODs		P4 Networking with Form Teacher and Co-Form Teachers

P1 & 2 Parents

Dates	2.30 – 3.15 pm	3.15 – 3.30 pm	3.30- 4.15 pm
Fri 24 Feb	P1 Networking with Form Teacher and Co-Form Teacher	Screen break, logging into next session	P1 briefing by School Leaders and HODs
	P2 briefing by School Leaders and HODs		P2 Networking with Form Teacher and Co-Form Teachers

More information on the Zoom details will be shared with parents via Parents Gateway nearer the briefing dates. For parents who are not able to attend the session, we will upload the slides to our school's website and parents can contact the relevant staff for clarifications.

11) Parents Support Group (PSG)

The EDP PSG is a support group created by parents, for parents. If you would like to join the PSG, please go to the following link for registration. Both parents are welcomed to join our PSG.

https://docs.google.com/forms/d/1WQ3B8mjdTizFzo7Wb3APKLccGPWo1p4W0EiFu18BVtl/edit?usp=drive_sdk Joining the PSG is a great opportunity for parents to better guide their child in their educational journey, get to know other parents and forge stronger partnerships with the school.

Together we endeavour all the way!

Mr Thomas Koh
Principal

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