



2024/306

4 November 2024

Dear Parents and Guardians,

Happy Deepavali to our Hindu parents and students. As you celebrate the Festival of Lights, we extend our warmest wishes to you and your family for a joyful and blessed Deepavali. May this special occasion bring light, peace, and happiness into your home.

**1. School Admin Day**

All students **will not be required to attend school** on **Friday, 8 November**, as it is a day designated for teachers to complete students-related administrative work.

**2. Promotion Day**

Promotion Day is scheduled on Monday 11 November. On this day, teachers will inform students of their class assignments for 2025 and provide guidance on what items to bring for the first day of school. Teachers will also review the booklist with students to confirm the materials they will need for the upcoming academic year. Students will have the opportunity to visit their 2025 classrooms, ensuring they are familiar with their new class location for a smooth start in the new year.

**3. Parent-Teacher Meeting**

The Term 4 Parent-Teacher Meeting (PTM) for selected Primary 1 to 5 students will be held on Thursday, 14 November. During this session, Form Teachers will connect with parents to discuss their children's holistic growth and development. Parents of the selected students would have already been informed by their respective Form Teachers regarding the date and mode of discussion. We hope this PTM will be a meaningful and productive experience for parents. **Please note that all students are not required to attend school on this day.**

**4. Prize Giving Day**

Prize-Giving Day will take place on Friday, 15 November. **Only prize recipients will need to attend Prize-Giving Day.** Students who are prize recipients will be notified via Parents Gateway. Parents of prize recipients are cordially invited to attend the ceremony.

Students who are selected to perform in the Prize-Giving Day concert and student leaders who are selected to assist their teachers in the event will need to be present.

These selected students will report to school based on the stipulated time given by their respective teachers. Parents are to make the necessary transport arrangements to ensure their children have a safe journey home after the ceremony.

|   |            |
|---|------------|
| Reporting Time of Prize Recipients & Parents                | 8.15 a.m.  |
| Estimated Time of Completion of Prize Presentation Ceremony | 11.00 a.m. |



## 5. Student Care Centre [8, 14 and 15 November]

Parents with children attending school-based student care are to liaise with Big Heart Student Care Centre for student care arrangement on the dates where students are not required to attend school.

The Big Heart Student Care Centre will operate from 7.30 a.m. on Friday, 8 November, Thursday, 14 November, and Friday, 15 November, for students who are enrolled in the student care.

## 6. Primary 1 Orientation

A reminder to parents with children joining Damai Primary School in 2025 - please join us for the Primary 1 Orientation on Friday, 15 November, at 2:30 p.m. This will be a valuable opportunity to meet our teachers, ask questions, and connect with other parents. We look forward to welcoming you to our school community.

## 7. Cyber Wellness @ Damai - Cyber Security

As we approach the upcoming school holidays, we would like to emphasise the importance of cyber wellness for our students during this break. In today's digital landscape, the internet offers countless opportunities alongside unique challenges. Ensuring the safety and well-being of our children online is a shared responsibility, and fostering good cyber habits is especially important during this time. We seek the support of parents and guardians to review the tips provided in **Annex B**. Your active involvement in your child's or ward's online activities is a crucial step in nurturing their well-being and creating a positive digital experience.

## 8. School Holiday Advisory

As the year-end holidays approach, the Singapore Police Force, Central Narcotics Bureau, National Crime Prevention Council and National Council Against Drug Abuse have jointly issued an advisory for parents and students. Key advisories for students include avoiding shop theft, high-rise littering and dangerous behaviours like speaking to strangers or engaging in online conversations with untrusted individuals. Parents are also reminded to talk to their children about the risks of vaping, which is illegal and harmful. Stay vigilant against scams by using the ScamShield app, and always prioritise your child's safety by discussing peer pressure and stranger danger. Please refer to **Attachment 1 - Primary Level Joint Advisory** for more information.

In addition, the Singapore Police Force has made available two primary school life stories **Story 1: Shop Theft is a Crime!** and **Story 2: High-rise Hazard: Think Before You Toss!** for parents to remind their children to keep themselves safe this school holiday.





**9. 2025 School Hours & Mealtimes- special mention on extended school hours on Tuesday and Bus Transport pick up.**

The school hours & mealtimes in 2025 will be as follows:

|                  | Primary 1 to Primary 2   | Primary 3                                   | Primary 4 to Primary 6  |
|------------------|--|---|---|
| Morning Assembly | 7.30 a.m.<br>(All students are to be in classrooms/school hall for attendance-taking and morning assembly) |   |   |
| Curriculum Time  | Mondays and Tuesdays<br>7.30 a.m. – 1.30 p.m.<br><br>Wednesdays to Fridays<br>7.30 a.m. – 1.00 p.m.        | Mondays to Fridays<br>7.30 a.m. – 1.30 p.m. | Mondays to Fridays, <b>except Tuesdays</b><br>7.30 a.m. – 1.30 p.m.<br><br><b>Tuesdays ONLY</b><br><b>7.30 a.m. – 2.30 p.m.</b> |
| Recess           | P1: 8.30 a.m. – 9.00 a.m.<br>P2: 9.00 a.m. – 9.30 a.m.   | 10.30 a.m. – 11.00 a.m.                     | P4: 9.30 a.m. – 10.00 a.m.<br>P5 & P6: 10.00 a.m. – 10.30 a.m.  |
| Snack Break      | P1: 11.20 a.m.<br>P2: 11.20 a.m.   | P3: 8.50 a.m.                               | P4: 8.50 a.m.<br>P5 & P6: 8.50 a.m.   |
| Lunch            | NA   |   | <b>Tuesdays ONLY</b><br>P4: 12.00 p.m. – 12.30 p.m.<br>P5: 12.30 p.m. – 1.00 p.m.<br>P6: 1.00 p.m. – 1.30 p.m.                  |

Students are to report at the hall (Mondays only) / their classrooms for attendance taking and morning assembly by 7.30 a.m. Curriculum time will start at 7.30 a.m.  
Students who are not in school for morning assembly will be considered late.

**10. First Day of School for 2025 Primary 2 to 6 students on Friday, 3 January 2025**

|                       |   |
|-----------------------|---|
| <b>Reporting Time</b> | By 7.30 a.m.  |
| <b>Venue</b>          | All students will report at the school hall             |
| <b>Attire</b>         | Damai Primary School P.E Attire (Primary 2 to 6)        |
| <b>Dismissal Time</b> | Primary 2 – 1.00 p.m.<br>Primary 3, 4, 5, 6 – 1.30 p.m. |

Do refer to **Annex A** for the list of items to bring for the first week of school in 2025  
In addition, students must bring along:

- A notebook, a storybook, a water bottle, and stationery
- A working thermometer
- An A4 file to keep letters/worksheets.



## **11. 2025 Start it Right Programme**

As Primary 2 to 6 students return to school in 2025, they can look forward to three days of our *Start it Right* programme on Friday, 3 January, Monday, 6 January and Tuesday, 7 January. This programme is designed to facilitate a smooth transition into the new academic year and lay the groundwork for a successful, productive experience. Start it Right will include a range of engaging activities and valuable resources to help students begin the school year confidently and positively, setting them up for success from day one.

## **12. Photographs of Student for Non-Commercial Use**

Photographs that include your child's/ward's image may be used in displays, presentations, publications, or other related materials across various formats (print, electronic, web, or other media) for documentation or non-commercial purposes. If you prefer that photograph including your child's/ward's image not be used in 2025, please notify the school in writing.

## **13. Purchase of books and school uniforms for 2025**

Your child/ward will be receiving a booklist/uniform list together with the instructions for the purchase of books. Please refer to the list for the opening hours of the school bookshop. It is strongly encouraged that only one parent/guardian accompany your child/ward to purchase the books and school uniforms.

## **14. Nomination for Teaching Awards**

### **2025 President's Awards for Teachers (PAT)**

The President's Award for Teachers (PAT) recognises excellent and experienced educators who are role models for the teaching profession. These educators constantly adopt innovative approaches in their lessons and are lifelong learners and mentors to their peers. They personify deep passion for teaching and inspire their students and peers through words and deeds.

### **2025 Outstanding Youth in Education Award (OYEA)**

The Outstanding Youth in Education Award (OYEA) recognises young teachers, aged 35 and below, who are inspiring role models for the teaching profession. These teachers have shown admirable passion for teaching, commitment to inspire and nurture their students, and personify youthful idealism, enthusiasm, and energy. Teachers who are eligible are those born on or after 30 June 1990 (35 years old and below).

Nominations for both awards are now open and will close on 10 January 2025 (Friday). Do take the opportunity to nominate the teacher who has supported your child in his/her educational journey.

Express your appreciation to the teachers by submitting the nominations online via the QR-codes available below or the given links:

|              |   |
|--------------|---|
| <b>PAT:</b>  | <a href="https://go.gov.sg/pat2025">https://go.gov.sg/pat2025</a>   |
| <b>OYEA:</b> | <a href="https://go.gov.sg/oyea2025">https://go.gov.sg/oyea2025</a> |



## 15. Travel Declaration

With the year-end holidays approaching, we would like to seek your cooperation to update and submit the travel declaration for your child/ward. **No action is required** if you have no intention to travel overseas during that period.

To make a travel declaration for your child/ward via Parents' Gateway (PG), go to [SERVICE > DECLARE TRAVELS]. Please declare your child/ward's travel plan(s), indicating both the country and city of travel, and any city of transit, by **Friday, 15 November 2024**. Only one parent is required to make the declaration.

If your child/ward is **not travelling** during the holidays, **no action is required**.

Alternatively, you may also submit via the following QR Code or link:



When planning your child/ward's travel, please refer to <https://www.ica.gov.sg/enter-transit-depart> for more information and updates. **If there is a change of travel plan(s) after you have made declaration, please submit a new travel declaration for the updated travel destination via PG or inform the school for cancellation of travel plan(s).**

## 16. Appreciation

As we near the end of another academic year, I want to extend my heartfelt gratitude for the unwavering support you have provided throughout this journey. Your dedication to your child's education has been invaluable, and I am delighted to share that we have witnessed remarkable growth and achievements among our students this year—accomplishments that would not have been possible without your partnership. Your trust in our school and active involvement in your child's learning have truly made all the difference.

We look forward to welcoming 2025 Primary 2 to 6 students back on Friday, 3 January 2025. Lastly, wishing you and your family a joyous Christmas and a wonderful New Year.

Yours faithfully,

Mrs Jenny Leong  
Principal





## Annex A

### First Day of School, Friday, 3 January 2025

#### Things to bring on the first week of school

| Day 1/ Fri, 03 Jan 2025  | Day 2/ Mon, 06 Jan 2025   |
|--|---|
| <p><b>English (EL)</b></p> <ul style="list-style-type: none"> <li>Stellar Handwriting Book (for P2 only)</li> <li>2 A5 broad-lined exercise book (for P2 only)</li> <li>3 A5 single-lined exercise book (for P3 – P6)</li> <li>1 Blue Ring File (EL)</li> </ul> <p><b>Mathematics (MA&amp; FMA)</b></p> <ul style="list-style-type: none"> <li>Textbook (Part A)</li> <li>Workbook (Part A)</li> <li>1 A5 big sized square exercise book (P2)</li> <li>or 1 A5 single-lined exercise book (P3-P6)</li> <li>1 Red Ring File<br/>(with 5 coloured plastic dividers, 10 protector sheets)</li> </ul> <p><b>Others</b></p> <ul style="list-style-type: none"> <li>Character and Citizenship Education (Form Teacher Guidance Period)</li> <li>A4 Button plastic clear file – Card case, Duster and 2 markers</li> </ul>  | <p><b>Science (SC) – (for P3 – P6 only)</b></p> <ul style="list-style-type: none"> <li>Science teachers will be informing the students on relevant books to bring for Semester 1. (Refer to Student's Handbook)</li> <li>1 Orange Ring File (SC)</li> <li>Biology Book (P5 FDN &amp; P6 FDN only)</li> </ul> <p><b>Others</b></p> <ul style="list-style-type: none"> <li>1 Black Ring File<br/>(with 10 coloured plastic dividers, 10 protector sheets)</li> </ul> <p><b>Art (P1 to P6)</b></p> <ul style="list-style-type: none"> <li>Bring A3 Art Bag with handle with all art materials (including A3 Drawing Block &amp; A3 Clear Folder 40 pockets)</li> </ul> |
| Day 3/ Tue, 07 Jan 2025  |   |
| <p><b>Mother Tongue (MT)</b></p> <ul style="list-style-type: none"> <li>Textbook (Part A)</li> <li>Activity Book (Part A)</li> <li>Supplementary Readers (P3 and P4 CL)</li> <li>Small Readers (P2 – P4 ML)</li> <li>Student Readers (P2 – P6 TL)</li> <li>Writing Exercise Book (Part A) (P2 and P3 CL)</li> <li>Penmanship Book (P2 TL)</li> <li>Character and Citizenship Education Journal (P2– P6)</li> <li>1 A5 broad-lined Exercise Book (P2 ML and TL)</li> <li>1 A5 single-lined Exercise Book (P3 – P6 ML and TL)</li> <li>1 A5 Big Square Exercise Book (P2 CL)</li> <li>1 A5 Medium Square Exercise Book (P3 – P6 CL)</li> <li>1 Green Ring File (MT)</li> </ul> <p><i>Note:</i><br/>CL – Chinese Language, ML – Malay Language,<br/>TL – Tamil Language</p> <p><b>Others</b></p> <ul style="list-style-type: none"> <li>Social Studies Activity Book</li> <li>An Active and Healthy Me</li> </ul> |   |

In addition, students must also bring along:

- A notebook, a storybook, a water bottle and a pencil case with coloured pencils and stationery
- A working thermometer
- An empty A4 plastic file to keep letters/materials that will be issued on Day 1



## Annex B

With the year-end school holidays approaching, it is essential for parents to guide children in becoming responsible digital citizens. Cyber citizenship extends beyond just safe internet use—it encompasses online safety, respect for others, privacy protection, responsible digital behavior, and a healthy balance between online and offline activities.

### Key Elements of Cyber Citizenship:

1. **Online Safety:** Teach children the importance of safeguarding personal information and privacy. Encourage them to think twice before sharing details or engaging with strangers online.
2. **Respectful Communication:** Foster empathy and kindness in children's online interactions. Remind them that their digital words and actions have real-world consequences.
3. **Digital Footprint Awareness:** Help children understand the permanence of online posts. Developing a habit of careful consideration before posting or sharing content will benefit them in the future.
4. **Screen Time Balance:** With more free time during the holidays, set reasonable screen time limits and encourage offline activities to ensure a balanced lifestyle.
5. **Critical Thinking:** Equip children with skills to evaluate online information, distinguish credible sources from unreliable ones, and recognise misinformation.

Parents play a vital role in nurturing positive digital habits. Simple steps like having open conversations about online activities, designating device-free times for family bonding, and modelling mindful screen use make a meaningful difference.

For more resources on cyber wellness, refer to these Singapore government websites:

#### Digital For Life:

<https://www.digitalforlife.gov.sg/Learn/Resources>

#### MOE Cyber Wellness Centre:

<https://www.moe.gov.sg/-/media/files/parent-kit/parent-kit---raising-a-digitally-smart-child.pdf>

By teaching children to be responsible digital citizens, we can help them navigate the digital world safely, respectfully, and thoughtfully.