



2026/007

5 January 2026

Dear Parents and Guardians,

We are delighted to welcome all Damaians back to school for a brand-new academic year. The theme for this year is 'One Team, One Vision – Explore New Possibilities and Soar to New Horizons'. As we embark on this journey together, we hope our students look forward to coming to school each day — curious to learn, ready to grow, and excited to discover new experiences. We look forward to an exciting year of learning, growth, and meaningful opportunities ahead.

### 1. **PSLE Achievements 2025**

We would like to congratulate the class of 2025 for their good performance in PSLE. The school is delighted to share that 94.7% of our students qualified for secondary school and 51.9% of the cohort qualified for Posting Group 3. We are also pleased to share that many students were successful in their applications for Direct School Admission. Well done, class of 2025!

### 2. **Safety Matters**

#### **Arrival and Dismissal Guidelines**

##### **Arrival**

- Parents are to escort their children to **Gate A (Front Gate)** or **Gate B (Back Gate)**.
- The **Main Gate is strictly reserved for vehicle entry** and is not accessible for pedestrian drop-off.

##### **Dismissal**

- Students will be dismissed by their teachers at the **designated gates** according to parents' instructions.

##### **Important Reminders**

- Please inform your child clearly of the **pick-up gate** to avoid confusion, and refrain from making last-minute changes.
- On rainy days, parents may accompany their children into the school to change out of wet shoes at the **designated areas near each gate**. School staff will be on hand to provide assistance where needed.

##### **For Students Walking to School**

- Remind your child to follow traffic rules and always use the **pedestrian crossings**.
- If your child has mobility challenges, please contact the school so that **special access arrangements** can be made.



## Main Gate Access

During dismissal, the main gate will remain closed to vehicles until school buses depart at **1.45 p.m. (Monday, Wednesday to Friday)** and **2.45 p.m. (Tuesday)**.

The school back gate (Gate B) opening hours will be as follows:

Day	Morning Arrival	Dismissal	Afternoon
Monday	6.30 a.m. to 7.30 a.m.	1.30 p.m. to 2.00 p.m.	3.00 p.m. to 3.25 p.m. and 4.00 p.m. to 4.25 p.m.
Tuesday		1.30 p.m. to <b>1.50 p.m.</b> (P2 - P3) 2.30 p.m. to <b>2.50 p.m.</b> (P4 - P6)	
Wednesday		1.00 p.m. to <b>1.50 p.m.</b>	NIL
Thursday			3.00 p.m. to 3.25 p.m. 4.00 p.m. to 4.25 p.m.
Friday			NIL

## Traffic Safety and Procedures During Arrival and Dismissal

To ensure a smooth flow of traffic during arrival and dismissal, we kindly remind parents/guardians **not to disembark from your vehicles** when dropping off or picking up your child at the school foyer. This helps prevent congestion and keeps everyone safe. We also urge all drivers to exercise patience and care when entering or exiting the school, and to observe the **15km/h speed limit** within the school premises.

When leaving the school, please remain alert to other road users as you approach the main gate. Do take note of the yellow box and pedestrian crossings outside the school. Our staff will be deployed at the school gates and nearby pedestrian crossing points to assist students and parents during both arrival and dismissal periods.

Please note that the school gate will be closed for morning assembly at **7.30am**. During this time, vehicles will not be allowed to enter the school. Parents/guardians are reminded **not to drop off or wait at the main gate** during this period.

During dismissal, only school buses will be allowed to wait inside the school compound. Parents/guardians who drive into the school to fetch their child/ward will be allowed entry **only after all school buses have exited**. While waiting to enter, please do not stop or park along Bedok Reservoir Crescent, as this may obstruct school buses and cause inconvenience to nearby residents.

We appreciate your understanding and cooperation in helping us ensure a safe and orderly environment for our students.



## **Safety Activities and Emergency Exercises**

The school will conduct an annual Safety Walk and termly safety briefings to further heighten students' awareness of safety. During the Safety Walk, students will be familiarised with the traffic conditions around the school neighbourhood and guided on safe habits when crossing the road.

As part of our emergency preparedness efforts, the school also conducts regular emergency drills and activities. These help students and staff understand the appropriate actions to take in the event of an emergency, so that everyone can respond calmly and safely.

## **Lunch Arrangements for After-School Activities**

The school canteen will remain open on days when students are required to stay back for after-school activities, as students are not permitted to leave the school during this time.

Alternatively, parents/guardians may pass a packed lunch to their child/ward at Gate A or Gate B during dismissal. We encourage parents to provide healthier meal options when preparing packed lunches for their children.

## **School Bus Safety and Behaviour Expectations**

Students who take the school bus will be reminded of the expected standards of behaviour while on board. These include:

- a. Wearing the seat belt before the bus moves off
- b. Remaining seated throughout the journey, from pick-up to drop-off
- c. Not consuming food on the bus
- d. Avoiding loud noises such as shouting or screaming
- e. Behaving appropriately and in accordance with school rules

To ensure a safe journey for everyone, students who misbehave or do not comply with the instructions of the bus driver or bus attendant may be subject to disciplinary action. The bus service provider may also consider terminating bus services for repeated non-compliance.





## **Cycling to School: Safety Guidelines**

### **Bicycle Registration**

The school recognises that cycling is a common mode of transportation for students, and we hope to ensure the safety of those who choose to cycle. If your child/ward intends to cycle to school, please inform us by completing and returning the Bicycle Registration Form, which can be obtained from their Form Teacher.

We also seek your support in reminding your child/ward to take the necessary safety precautions, including:

#### **1. Bicycle Maintenance and Equipment**

- Ensure the bicycle is equipped with front and rear lights and a bell.
- Regularly check and maintain the bicycle's brakes, chains, tires, lights, and bell to ensure they are in good working condition.

#### **2. Protective Gear**

- Your child/ward should always wear a helmet and proper shoes to reduce the risk of injury. For shoes with laces, ensure they are securely tied.

#### **3. Avoiding Distractions**

- Your child/ward should not use a mobile phone, even with an in-ear attachment, or listen to music through earphones while cycling.

### **Bicycle Parking Requirements**

Students who cycle to school can park their bicycles in the designated bicycle parking lot if the following conditions are met:

- a) The student wears a helmet while cycling.
- b) A signed reply slip of the bicycle registration form is submitted to the Form Teacher, and student attends the school's safety briefing.
- c) The student brings a suitable lock for the bicycle (and for the helmet, if necessary).

Please be reminded that students who wish to park their bicycles in school can only enter via Gate A. They must disembark from the bicycle at the gate and push the bicycle to the parking lot.

For students who choose to park their bicycles at the void deck of the HDB blocks, they are to ensure the bicycles are locked. Students riding a bicycle/scooter are to disembark and push the bicycle/scooter when they are at the void deck. The school will not be held responsible for the loss or theft of any bicycle/scooter parked at the void deck and no search will be conducted.

We appreciate your cooperation in ensuring the safety of our students as they commute to and from school.



### **3. Student Well-Being**

The school remains committed to upholding high standards of hygiene and sanitation. Students are reminded regularly about good hygiene practices, including proper hand-washing and responsible cough and respiratory etiquette. To support these efforts and ensure a safe learning environment, please ensure your child brings an Oral Digital Thermometer to school for periodic temperature checks, especially if he/she appears unwell.

Form Teachers will also conduct daily visual checks to monitor students' well-being. If your child is found to be unwell, we will contact you to bring him/her home to rest and seek medical advice.

If your child is unwell, please keep him/her at home until fully recovered. In the event of an absence, kindly inform your child's Form Teacher or contact the General Office at 6445 6483 in the morning of the day of absence. Please submit the medical certificate to school via Parents Gateway once it is available.

### **4. Student Absence Feature on Parents Gateway**

We are pleased to share that the new Student Absence feature on Parents Gateway (PG) will be made available to our school from 2 January 2026.

With this feature, parents will be able to submit reasons for your child's absence and upload supporting documents such as medical certificates conveniently through the PG app.

In addition to the Form Teacher's routine follow-up call, you will also receive a PG notification prompting you to submit the reason for absence. We encourage you to enable notifications on the app so that you do not miss any notifications from the school.

A separate letter containing more detailed information on how to use the Student Absence feature has been shared with you.

### **5. Students' Responsibility**

#### **Parents Delivering Items to School**

As part of our efforts to nurture students' responsibility and preparedness, we kindly appeal to parents to refrain from acceding to your child's requests to deliver forgotten items to school. This helps encourage students to be more accountable for their belongings and develop better organisational habits.

#### **Parents Requesting Office Staff to Pass Messages to Their Children**

While we will continue to assist with delivering urgent messages to students, we encourage parents to communicate with their children in advance about important matters, such as where to pick up lunch on late days or where to meet at dismissal time. This minimises disruptions to lessons and reinforces the importance of adhering to routines.

We seek your understanding and cooperation in fostering responsibility and self-reliance in our students.





## 6. **Mobile Phone / Smart Watch Policy**

To minimise distractions and maintain a focused learning environment, students are not allowed to bring mobile phones or smartwatches to school. If parents need to contact their child urgently, please call the General Office. Likewise, if your child needs to reach you for urgent matters, they may do so through the General Office.

For parents who feel that their child requires a mobile phone or smartwatch for safety or caregiving reasons, a prescribed form must first be completed and submitted to the Form Teacher. Students may only bring these devices to school upon receiving written approval from the school.

Please take note of the following guidelines for approved devices:

- Mobile phones must be switched off during school hours.
- Smartwatches must not be used for communication purposes while on school premises.
- Students with approval must keep their devices in their school bags upon entering the school premises and may only retrieve them after school, outside of school grounds.

The school will not be responsible for the loss of mobile phones or smartwatches, and searches will not be conducted for misplaced or stolen items.

In the event of misuse of a mobile phone or smartwatch:

- The device will be confiscated.
- A parent/guardian must be present to collect the device from the school.

Students who bring mobile phones or smartwatches without written permission will face disciplinary consequences. We seek your cooperation in helping us create a safe, respectful, and distraction-free learning environment for all students.

## 7. **First Day of School for 2026 Primary 2 to 6 students on Monday, 5 January**

<b>Reporting Time:</b>	By 7.30 a.m.
<b>Venue:</b>	All students to report to the Multi-Purpose Hall
<b>Attire:</b>	Damai Primary School P.E Attire (Primary 2 to 6)
<b>Dismissal Time:</b>	Primary 2 to 6 – 1.30 p.m.

Students must bring along:

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



## 8. 2026 School Hours & Mealtimes

The school hours & mealtimes in 2026 will be as follows:

School Hours	Primary 2	Primary 3	Primary 4	Primary 5	Primary 6
Morning Assembly	7.30 a.m. (All students to be in classrooms/school hall for attendance-taking and morning assembly)				
Curriculum Time	<u>Mon &amp; Tue</u> 7.30 a.m. – 1.30 p.m.  <u>Wed to Fri</u> 7.30 a.m. – 1.00 p.m.	<u>Mon to Fri</u> 7.30 a.m. – 1.30 p.m.	<u>Mon, Wed, Thu &amp; Fri</u> 7.30 a.m. – 1.30 p.m.  <u>Tue ONLY</u> 7.30 a.m. – 2.30 p.m.		
Recess	8.30 – 9.00 a.m.	09.00 – 09.30 a.m.	10.30 – 11.00 a.m.	9.30 – 10.00 a.m.	10.00 – 10.30 a.m.
Snack Break	11.20 a.m.		<u>Mon to Thu</u> 8.50 a.m.  <u>Fri only</u> 9.00 a.m.	11.20 a.m.	<u>Mon to Thu</u> 8.50 a.m.  <u>Fri only</u> 9.00 a.m.
Lunch	NA		<u>Tue only</u> 1.00 – 1.30 p.m.	<u>Tue only</u> 12.00 – 12.30 p.m.	<u>Mon, Tue &amp; Thu</u> 12.30 – 1.00 p.m.

Students are to report at the Multi-Purpose 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.

## 9. Start-it-Right!

To ignite the joy of learning and help students ease into the new academic year, all students will participate in the **Start-it-Right Programme** during the first three days of school. The programme is designed to support students in transitioning back to school routines while fostering positive connections with their teachers and classmates.

Throughout the three days, teachers will take time to check in on each student's well-being and facilitate meaningful class discussions and activities that build a sense of belonging. We hope our students will come to school each day eager to learn, grow, and strengthen friendships within their class community.



## **10. Supplementary / Remedial Classes and Enrichment Programmes**

### **Remedial and Supplementary Classes**

Your child may be invited to attend remedial classes if the teacher identifies a need for additional academic support. These classes are arranged for selected students from Primary 3 to 5. All Primary 6 students will attend supplementary classes to further support their learning. If your child is part of these programmes, you will receive a notification form containing the necessary details.

### **Enrichment Classes**

To provide students with diverse learning experiences, the school occasionally collaborates with external vendors to offer enrichment classes, fully subsidised by the school. Students are strongly encouraged to participate in these opportunities when they are available.

### **Participation in Niche Sports and Performance CCAs**

If your child is selected to represent the school in a niche sport or performance CCA, additional practice sessions will be scheduled after school, and parental consent will be sought. Should there be any changes to the regular schedule, teachers will inform both parents and students in writing. Parents are advised to retain all letters and consent forms related to their children's after-school activities.

### **Transport Arrangements**

Parents are responsible for ensuring their child's safe commute to and from school, especially when attending after-school activities. Please communicate clearly with your child regarding transport arrangements for these occasions.

## **11. Introductory Letter & Class Timetable**

Parents will receive an introductory letter from your child's Form Teacher on the first day of school via Parent Gateway (PG). This letter will include the names and email addresses of all Form Teachers assigned to your child. We strongly encourage all parents to register for Parent Gateway to ensure prompt receipt of information and announcements.

Each student will be issued a personal copy of the timetable on Monday, 5 January, which is subject to confirmation by Thursday, 15 January. If there are any changes to the timetable, your child will receive an updated version. To stay organised, we encourage your child to pack their school bag according to the timetable.

Additionally, your child is required to bring the Student Handbook to school daily. The handbook serves as the primary platform for communication between parents and teachers. Your child will use it to record updates and homework assignments. We recommend that parents check the handbook regularly to review homework and address any matters raised by teachers. There will be no replacement of Student Handbook hence all students are encouraged to handle their student handbook with care.





Teachers aim to respond to queries and feedback within three working days. However, for more complex issues, we seek your understanding that additional time may be needed to address and resolve the matter effectively before providing a response.

The school calendar for Semester 1 is attached as **Annex A** in this letter. More information will be given to parents in separate letters nearer each event.

## **12. Commencement of CCAs (Primary 3 to 6)**

All Primary 4 to Primary 6 students will formally start their CCAs on Friday, 9 January 2026, during curriculum time from 7.30 a.m. to 9.00 a.m while all Primary 3 students will be going on their CCA Walkabout that morning. Primary 3 students are required to submit their CCA selection via Parents' Gateway by 12 January 2026, Monday, and will formally start on their CCA by 16 January 2026, Friday.

Please take note of the following:

- a. Students are allowed to wear sports shoes to school only on Fridays when there is CCA.
- b. Students are to change into their required CCA attire after they report to school.
- c. Students involved in after-school training sessions may change into their CCA attire/ footwear only after 1.30 p.m.

## **13. SwimSafer 2.0**

SwimSafer 2.0 is a national water safety program developed to raise the standard of swimming proficiency in Singapore. We will be conducting this programme for all Primary 4 students in 2026. The Primary 4 Swimsafer 2.0 programme will commence in April 2026. The programme will be conducted during curriculum time. Primary 4 parents/ guardians will receive information nearer the date.

## **14. Updating of Student Details for 2026**

The Ministry of Education (MOE) would like to request for an update of your information and your child's/ward's information via the Student Details Form (SDF) for the purpose of providing educational services to your child/ward in MOE schools. Please submit the information through the SDF portal which can be accessed via this URL: <https://pg.moe.edu.sg/forms/sdf>.

We seek your help to complete the submission by Monday, 26 January 2026.

The SDF portal will be accessible till the last day of Term 4 for you to provide timely updates of your information and/or your child's/ward's information.



## 15. Parents' Briefing

We will be conducting briefing sessions for parents of students across various levels on the following dates. These sessions aim to strengthen the home-school partnership to support the holistic development of our students.

During the briefings, teachers will share key information about the school's curriculum, programmes, and practices. This is an excellent opportunity for parents to gain insights into their child's learning journey and connect with the school. We look forward to your active participation in these engagement sessions. Further details will be shared with parents via Parent Gateway.

Date	Parents' Briefing by Level	Remarks
Thursday, 15 January	Primary 4	Letter to parents will be sent later via Parents' Gateway.
Monday, 19 January	Primary 6	
Thursday, 22 January	Primary 3	
Monday, 26 January	Primary 5	
Monday, 2 February	Primary 2	

## 16. Learning for Life Programme (LLP)

SPARK@Play is a school-wide sports programme that is aligned to the school's vision, mission and values. It aims to arouse interest for continual sports participation amongst students. The programme also provides opportunities and platforms for all students to be exposed to Team Sports that will equip them with attributes, competencies and core values to grow in strength of character through experience.

The SPARK@Play programme adopts a tiered approach which consists of Expose, Equip and Excel phases to ensure that every student is involved in team sports, is meaningfully engaged and has his/her talent fully maximised through the six years at Damai Primary School.

## 17. Applied Learning Programme (ALP)

Our school's ALP – *Ignite your Confidence, Express yourself!* - focuses on languages (communication skills). We believe that equipping our students with good communication skills will stand them in good stead as the ability to communicate effectively is a highly valued soft skill. Through ALP (Languages), the school aims to enhance students' ability to express themselves confidently [speak with conviction and engage others with confidence] and communicate effectively in English Language and Mother Tongue Languages. The ALP will be weaved into the curriculum to enhance the language learning experience of the students.

Level	Programme	Language
Primary 2	Speech & Drama	MTL
Primary 3	Storytelling	EL/MTL
Primary 4	Public Speaking	EL/MTL
Primary 5	Vlogging	EL
	Broadcast Journalism	MTL



### **18. Recruitment Drive for Parents Support Group**

We would like to invite interested parents and guardians to join our Parent Support Group (PSG), a platform that fosters collaboration, mutual support, and active involvement in our school community. Parents who wish to be part of the Damai PSG are kindly requested to email the following details to **damai\_ps@moe.edu.sg**:

1. Full name of parent/guardian
2. Full name of child/children
3. Class of child/children
4. Contact number of parent/guardian
5. Your consent to be added to the Parent Support Group WhatsApp chat, which will be used solely to share information and updates on PSG activities

We welcome parents to join us in this meaningful partnership to make a positive impact on our students' lives.

### **19. Photographs/Video Images of Students for Non-Commercial Use**

Photographs that include your child's/ward's image may be used in school displays, presentations, publications, or other related materials across various formats – such as print, electronic, web, or other media – for documentation or non-commercial purposes.

If you prefer that your child's/ward's image not be used in 2026, please inform the school in writing.

### **20. Other Matters**

Please refer to page 10 to 13 of the Student Handbook 2026 for more details on School rules and sign on page 14 to acknowledge that you have read and understood the rules and information stated. You are also encouraged to go to the school website [www.damaipri.moe.edu.sg](http://www.damaipri.moe.edu.sg) for regular updates regarding school matters and events. Do continue to keep a look out for notifications and updates via Parents Gateway.

For all matters regarding your child, you may approach the form teachers or subject teachers first for clarification or help. The Year Heads will be able to assist on matters pertaining to their levels as follows:

Levels	Year Head	Emails
Primary 2	Mrs Nadira Khan	<a href="mailto:nadira_abdullah@schools.gov.sg">nadira_abdullah@schools.gov.sg</a>
Primary 3 and 4	Ms Laurice Ong	<a href="mailto:ong_su_may_laurice@schools.gov.sg">ong_su_may_laurice@schools.gov.sg</a>
Primary 5 and 6	Mrs Kris Hay	<a href="mailto:ang_mei_hui@schools.gov.sg">ang_mei_hui@schools.gov.sg</a>



**21. Lunar New Year Celebration [Monday, 16 February 2026]**

The school will be holding a Lunar New Year celebration on Monday, 16 February 2026. School will end at 10.30 a.m. on that day. Details of the event will be shared in a separate letter. Due to the curtailed school hours on 16 February, there will be no afternoon activities and supplementary classes for all students on that day.

Your partnership and support remain essential as we nurture your children's aspirations and build their character, supporting them at every step of their journey. Together, we will continue to foster self-discipline and a strong commitment to our SPARK values, so that every Damaian grows into a **Confident Individual**, a **Thinking Learner**, and an **Engaged Leader** who contributes meaningfully to the community and beyond.

Yours faithfully,

Mrs Jenny Leong





## Annex A

### SEMESTER 1 CALENDAR 2026

DATE	DAY	PROGRAMME/ACTIVITY	LEVEL	TIME
<b>JANUARY</b>				
5 Jan	Mon	P2-P6 Welcome back to School	P2-P6	A.M.
12 Jan	Mon	Student Smartcard Photo Taking	P6	A.M.
15 Jan	Thu	P4 Parents' Briefing	P4	P.M.
19 Jan	Mon	P6 Parents' Briefing	P6	P.M.
22 Jan	Thu	P3 Parents' Briefing	P3	P.M.
26 Jan	Mon	P5 Parents' Briefing	P5	P.M.
<b>FEBRUARY</b>				
2 Feb	Mon	P2 Parents' Briefing	P2	P.M.
17-18 Feb	Tue & Wed	Chinese New Year Public Holiday	ALL	-
23 Feb	Mon	Commencement of Supplementary & Remedial Classes	P3-P6	P.M.
<b>MARCH</b>				
14-22 Mar		March School Holidays	ALL	-
23 Mar	Mon	School Holiday in lieu of Hari Raya Puasa Public Holiday (21 Mar)	ALL	-
<b>APRIL</b>				
3 Apr	Fri	Good Friday Public Holiday	ALL	-
14 Apr	Tue	Commencement of P4 SwimSafer 2.0	P4	A.M.
<b>MAY</b>				
1 May	Fri	Labour Day Public Holiday	ALL	-
28 May	Thu	Parent-Teacher Meet	ALL	-
<b>June</b>				
30 May – 28 Jun		June School Holidays	ALL	-