

Zhenghua Primary School

Parent Handbook



Dear Parents

This handbook was prepared with the parent in mind to help and guide you as you take this wonderful journey with your child through Primary School Education at Zhenghua. We hope you find it useful and friendly.

Mdm Rita Raj Lal (Mrs Rita Dass)

Principal

4th Edition: April 2016

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SCHOOL HISTORY AND BACKGROUND

Zhenghua Primary School was established in 1989, with a student population of 560 and a teaching staff of 28. The school was named after the former Cheng Hwa Public School which was closed in 1985 after 44 years of history.

Zhenghua Primary School was housed temporarily at Keming Primary School whilst the new premises were being built. The new premises at Fajar Road were formally handed over on 4th November 1989 and the school population moved in on 30th November 1989. In January 2005, the school underwent PRIME and was held at a holding site in 38 Teck Whye Crescent until May 2006 when it returned to the Fajar site, equipped with new facilities to deliver quality education to our students. The school is in its twenty seventh year of existence.

The school celebrated her 25th Anniversary, reaching a Silver Jubilee milestone in 2014. Since her establishment, under the leadership of 4 principals – Mr Chan Kok Min, Mdm Lee Tee Choon, Mr Koh Chin Thong and the current principal, Mdm Rita Raj Lal (Mrs Rita Dass), Zhenghua Primary School has continued to grow from strength to strength, scaling new heights both academically and culturally as well as in the area of sports and uniformed groups. The school successfully transited her niche in Arts (Dance Arts Education – DArEprogramme) to Learning For Life programme (LLP for Aesthetics: Appreciation through Dance Arts Education). The school has also consistently done well in the sporting and uniformed group arena. In preparing our students to be 21st century ready, community engagement becomes an integral approach to develop in our students competencies of leadership, communication, confidence and teamwork when their values are put into actions.

The year 2015 marks a significant and exciting milestone for the school when it went single session. As the whole school comes together, a better balanced approach towards holistic education could be afforded even as we wait for the PERI upgrading to be completed. The single session has allowed the whole school to celebrate significant events together as one big family. Besides the broad plethora of learning experiences that could be planned for the school, the single session has also allowed more time for our staff to think and refine the school programmes to bring about deeper learning for the students and a better quality school experience.

Over the years, the students of Zhenghua Primary School have graduated to further education and have developed lifelong skills in physical, intellectual, emotional and social domains. They have become useful, productive and contributing citizens of our nation. We are very proud of all our graduates. All these achievements bear testimony to the school motto, 'The Best That We Can Be' and the emphasis on the development of the whole child.

MATTERS OF THE HEART

Our Vision	Our students will
Every student of Zhenghua is of good character ; and is academically and culturally vibrant.	<ul style="list-style-type: none"> be guided by values to be good persons and useful citizens (<i>useful citizen will be exhibited in good character</i>) strive to be “the best that they can be” in all areas be appreciative of the Arts

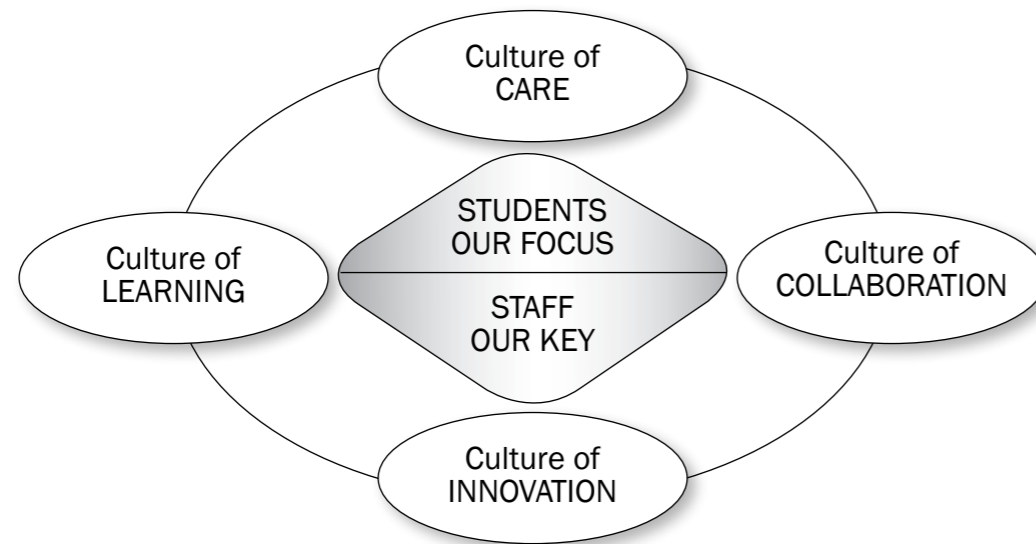
Our Mission is	As good and useful citizens our students will
Through a dynamic school culture and a caring environment, every student is nurtured and his potential developed so that he grows up to be a good person and useful citizen .	<ul style="list-style-type: none"> learn and innovate (<i>culture of learning and innovation</i>) collaborate (<i>culture of collaboration</i>) care (<i>culture of care</i>)
	A caring environment <ul style="list-style-type: none"> Safe & secure Conducive for learning Warm & inviting

Our Values in R3ich	Our students will
Respect	value self, others and the environment
Responsibility	be accountable for their thoughts, words and actions
Resilience	overcome challenges and be adaptable
Integrity	value honesty and do what is right
Care	show care and empathy for ourselves, others, the community and the world
Harmony	promote social cohesion and be united

Our Motto	Our students will
The Best that We Can Be	put in the effort, to do their best at all times and in all areas

Our Philosophy	Our staff will
We believe that every child can learn and is capable of achieving his/her personal best .	do their best to nurture the potential of every student based on his/her own personal ability and interest.

SCHOOL CULTURE



Culture of Care
Our Students
<ul style="list-style-type: none"> are guided by values to do the right thing are valued
Culture of Learning
Our Students
<ul style="list-style-type: none"> are motivated to learn and do their personal best are engaged in all school learning activities are engaged in displaying their 21st CC skills
Culture of Collaboration
Our Students
<ul style="list-style-type: none"> will go out to the society to learn and give back will cultivate good team values
Culture of Innovation
Our Students
<ul style="list-style-type: none"> will be creative in thinking

CHARACTER PLEDGE

We, the pupils of Zhenghua, pledge to uphold the values of **Care, Respect, Responsibility, Integrity, Resilience** and **Harmony** in our thoughts, words & actions, to ourselves, to others & the society, regardless of race, age & ability.

We pledge, to achieve our **BEST**, to be the **BEST** that we can be.

ENVIRONMENTAL MATTERS

- To show our care for our environment, all students are encouraged to bring used newspapers and other used paper products to the school. These recyclables will be collected and sent for recycling. Students can also bring Electronic waste (E-waste) such as used handphones and other used electronic devices for recycling. They can place these items in the E-waste recycling box outside the Science Room.
- Students are taught to do the 5-steps Mozzie Wipeout by NEA to help prevent mosquito breeding in our neighbourhood. Parents are encouraged to do the Wipeout steps with your children.
- Students are also taught the various ways to conserve water and energy at home. Parents and students could work together to put these energy and water saving tips into action at home.

KEEPING THE SCHOOL CLEAN

Students and parents are kindly requested to help keep the school grounds and toilets clean. There are garbage bins provided at all strategic locations in the school for your litter. You are reminded that littering is an offence in Singapore.

THE GREEN PLEDGE

We, at Zhenghua Primary School, pledge to keep our environment clean and green.

We will reduce, reuse, and recycle all our resources. We will save water and electricity to conserve our energy. We shall grow more trees and use less paper & at least one less plastic bag each week to save our Earth for our own future.

SCHOOL SCHEDULE

School Hours

Days	School Hours	To be seated in the hall by
Monday, Tuesday, Wednesday & Thursday	7.30am to 1.30pm	7.25am
Friday	7.30am to 1.00pm	7.25am

Gate Opening Hours

Days	Gate 1 (Side gate at the main school entrance)	Gate 2 (Side gate in front of Block 401)	Gate 3 (Side gate leading to the bus stop along Bukit Panjang Road)
	Accessible to students and staff only	Accessible to students, staff, parents, and visitors	Accessible to students and staff only, except during inclement weather conditions
		After registering with our security guards, parents and visitors will be directed to use the "Visitors' Path" in the school. This will help us to monitor all movements in the school.	
Monday	6.30am - 6.00pm	6.30am - 6.00pm	6.30am - 8.00am 1.00pm - 4.30pm
Tuesday	6.30am - 6.00pm	6.30am - 6.00pm	6.30am - 8.00am 1.00pm - 4.30pm
Wednesday	6.30am - 6.00pm	6.30am - 6.00pm	6.30am - 8.00am 1.00pm - 4.30pm
Thursday	6.30am - 6.00pm	6.30am - 6.00pm	6.30am - 8.00am 1.00pm - 5.30pm
Friday	6.30am - 6.00pm	6.30am - 6.00pm	6.30am - 8.00am 1.00pm - 5.30pm
Saturday	NA	6.30am - 2.00pm	NA

- Please make the necessary arrangements with your child as to which exit you will be waiting at. This will enable the teacher to direct your child to the correct exit. Please do not make unnecessary changes once your child knows which dismissal exit he/she has to wait for you. This may cause confusion to your child and you may have problems locating him/her. P1 and P2 students will **not** be dismissed at Gate 1 for safety reasons.

AFTER SCHOOL PROGRAMME

Remedial Programme: Monday & Tuesday

Term	Level	P1 & P2 (2pm to 3pm), P3 & P4 (2pm to 3.30pm)
Term 1	P1, P2, P3, P4	—
Term 2	P1, P2, P3, P4	Selected students will be issued consent forms with the indication of the start and end time.
Term 3	P1, P2, P3, P4	
Term 4	P1, P2, P3, P4	
March, Jun, Sep Holidays		—

Supplementary Programme: Monday & Tuesday

Term	Level P5	Supplementary Programme (2pm to 3.30pm)
Term 1	—	
March Holidays	—	
Term 2		Compulsory for all P5 students. No consent forms will be issued.
June Holidays		Monday to Friday (1 st week of holidays) Compulsory for all P5 students. No consent forms will be issued.
Term 3		Compulsory for all P5 students. No consent forms will be issued.
Sep Holidays		Monday and Tuesday (1 st 2 days - CCE Programme) Consent forms will be issued.
Term 4		Compulsory for all P5 students. No consent forms will be issued.

Supplementary Programme: Monday to Thursday

Term	Level P6	Bridging Programme (consent forms will be issued)
Term 1		GEM (MA) (2pm to 3.45pm) GPS (MTL) (2pm to 3.45pm)
March Holidays		—
Supplementary Programme: Monday, Tuesday & Wednesday (2pm to 3.30pm)		
Term 2		Compulsory for all P6 students. No consent forms will be issued.
June Holidays		Monday to Friday (1 st week of holidays) Compulsory for all P6 students. No consent forms will be issued.
Supplementary Programme: Monday to Thursday (2pm to 3.30pm)		
Term 3		Compulsory for all P6 students. No consent forms will be issued.
Sep Holidays		Monday and Tuesday (1 st 2 days) Compulsory for all P6 students. No consent forms will be issued.
Term 4		Compulsory for all P6 students. No consent forms will be issued.

Higher Mother Tongue

Thursday	2pm to 3pm	For all P5 and P6 HMT students No consent forms will be issued.
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SCHOOL RULES

School Based Dyslexia Programme

Monday Tuesday Thursday	2pm to 3pm	For selected P3 and P4 students Consent forms will be issued.
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Enrichment Programme

Wednesday	2pm to 4pm	Selected students will be issued consent forms with the indication of the start and end time.
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CCA

Thursday Friday	Session 1: 2pm to 4pm Session 2: 3.30pm to 5.30pm	Every P3 to P6 student must have a CCA. <ul style="list-style-type: none"> • Consent forms will be issued. • Regular attendance is required. • Conduct grade will be 'Fair' if the student does not have a CCA. • P6 students: will step down at the end of Term 2.
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Core Values Motto	School Rules
CARE	<ul style="list-style-type: none"> • I will keep the school premises clean and take care of school property. • I will be orderly at all times.
RESPECT HARMONY	<ul style="list-style-type: none"> • All Singapore Citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist over the heart. • I will wear the prescribed school uniform. Modifications to the uniform are not allowed. Jewellery, multiple ear piercing and tattoos are not part of the prescribed school uniform. • I will be in full school uniform (no PE attire) for all examination periods. • I will be in the prescribed PE and CCA attire at the correct times. • I will respect all school staff, students and visitors.
RESPONSIBILITY RESILIENCE The Best We Can Be	<ul style="list-style-type: none"> • I will be present and punctual for school and all school organised activities. I will not go on extended holidays during curriculum time. • I will complete assignments on time and with pride. • I will be neat and maintain a clean shaven face. Moustache, beard and long sideburns are not permitted. • I will participate actively in a CCA. • I will exercise self-leadership at all times. • I will obey all school policies.
INTEGRITY	<ul style="list-style-type: none"> • I will seek permission before leaving the school during school hours. • I will be honest at all times. • I will abide by my school's "Mobile Phone Policy" if I choose to bring a phone to school.

MOBILE PHONE POLICY

- It is permissible for students to bring their mobile phones to school. The students are fully responsible for their mobile phones and these must be in their possession at all times. The school will not be held liable for any loss or damage.
- Mobile phones are to be **switched off** and **not** be placed in silent or vibration mode during curriculum time. We do not want to disrupt any lessons.
- After curriculum hours, the only places in school where mobile phones can be used are the canteen, lobby and at Gates 1, 2 and 3.
- Use of the mobile phone is restricted only to important matters, such as calls to parents to confirm pickup.
- Use of the camera function of the mobile phone is **strictly prohibited** within the school compound.
- In accordance with National Examination rules, students are not allowed to bring their mobile phones or any other electronic equipment during the examination period. Consequences include the students being barred from taking the examinations.
- The mobile phone will be confiscated if the above regulations are not adhered to and will only be returned to parents in school. Repeated offence may render this privilege of carrying mobile phone to school withdrawn from the student.

Bringing of handphones is highly discouraged but permitted if there is a genuine necessity for students to contact their parents after school dismissal. The school is not liable for any loss or damage to handphones brought to school. Handphones should be in students' possession at all times and not kept in their school bags. During examination days, handphones are banned from school.

UNIFORM MATTERS

- Please ensure that your child puts on the correct full uniform when coming to school for studies and for CCA. The uniform includes clean white canvas shoes and white socks without colour bands or trimmings.
- Socks worn should go above the ankle.
- **Wearing of school uniform**
An important value we want to impart is pride in self and school. The school uniform must be worn with pride. Please do not allow your child to dress inappropriately e.g. with slippers. The school takes such dressing seriously and appropriate actions will be taken.

PE Attire

For P1 and P2 Boys & Girls

- Allowed to come to school in PE attire on the days when they have PE lessons and stay in their PE attire throughout the day.
- PE T-shirt must be tucked in at all times.
- Not allowed to wear track pants to school. Students to change into their track pants only for their PE lessons. The track pants must be black, dark green or dark blue in colour. Students are not allowed to remain in their track pants after PE lessons.

For P3 to P6 Boys

- Allowed to come to school in PE attire on the days when they have PE lessons and stay in their PE attire throughout the day.
- PE T-shirt must be tucked in at all times.
- Not allowed to wear track pants to school. Students to change into their track pants only for their PE lessons. The track pants must be black, dark green or dark blue in colour. Students are not allowed to remain in their track pants after PE lessons.

For P3 to P6 Girls

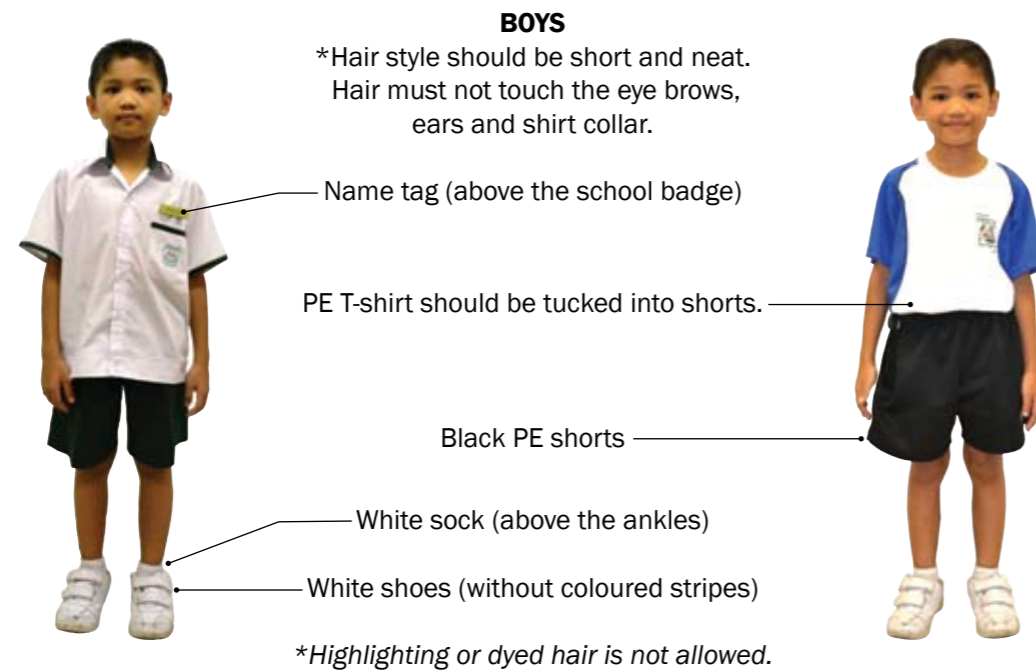
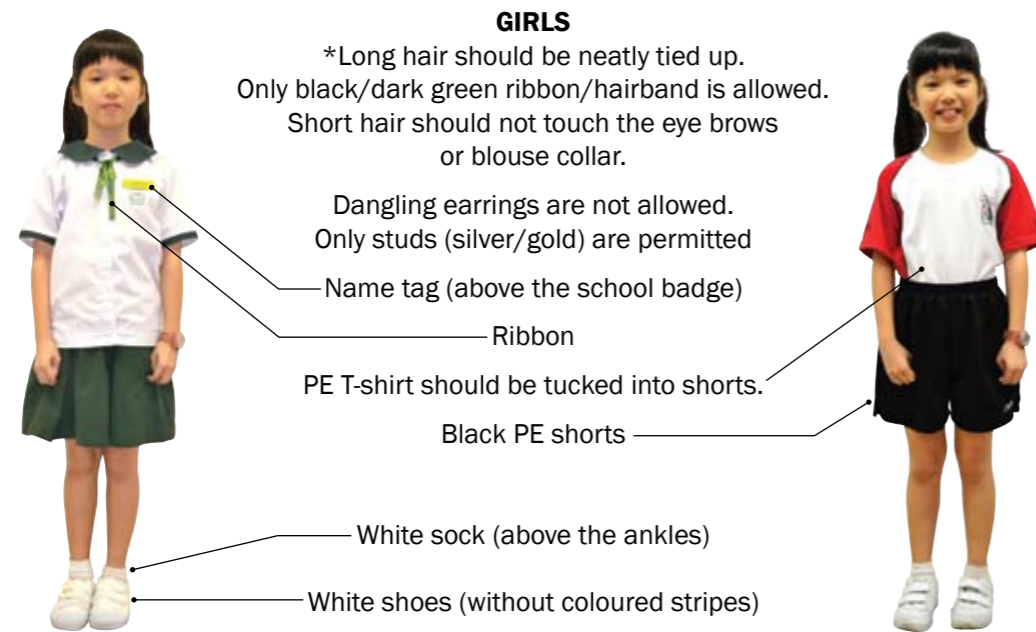
- Allowed to come to school in their PE T-shirt and school skirts on the days when they have PE lessons.
- Not allowed to be in their PE shorts before or after PE lessons.
- PE T-shirt must be tucked in at all times.
- Not allowed to wear track pants to school. Students to change into their track pants only for their PE lessons. The track pants must be black, dark green or dark blue in colour. Students are not allowed to remain in their track pants after PE lessons.

No PE Attire

- **Students are to be in their school uniforms during formal school ceremonies and during all examination periods.**

Students are to wear the prescribed school uniform. No modification to the uniform is allowed.

CONDUCT GRADES ALIGNED TO CORE VALUES & MOTTO



Student's Name Tag

The name tag is part of the school uniform and must be on all uniforms.

Grade	Core Values	Descriptors
Excellent	Consistently exhibits values in action in an exemplary manner	
	Care	<ul style="list-style-type: none"> ☞ gets along well with his/her classmates ☞ constantly shows great concern and empathy for self and others ☞ is willing to share ☞ takes care of school property e.g. making an effort to keep the school clean
	Respect	☞ is always courteous, polite and respectful
	Responsibility	<ul style="list-style-type: none"> ☞ is always dependable ☞ does things well on his/her own all the time ☞ always submits work on time
	Integrity	☞ is always honest
	Resilience	☞ perseveres challenges most of the time
	Harmony	<ul style="list-style-type: none"> ☞ promotes social cohesion ☞ mixes well with different groups of people
	MOTTO The Best That We Can Be	Self-Leadership <ul style="list-style-type: none"> ☞ always sets goals, plans and does what is required ☞ is highly motivated to achieve goals ☞ attends school regularly ☞ actively participates in all school functions ☞ has not committed any minor or major offence

Grade	Core Values	Descriptors
Very Good	Consistently behaves well	
	Care	<ul style="list-style-type: none"> ☞ gets along well with his/her classmates ☞ constantly shows great concern and empathy for self and others ☞ is willing to share ☞ takes care of school property e.g. making an effort to keep the class clean
	Respect	☞ is always courteous, polite and respectful
	Responsibility	<ul style="list-style-type: none"> ☞ is always dependable ☞ does things well on his/her own often ☞ always submits work on time
	Integrity	☞ is always honest
	Resilience	☞ perseveres challenges most of the time
	Harmony	☞ mixes well with different groups of people
	MOTTO The Best That We Can Be	Self-Leadership <ul style="list-style-type: none"> ☞ always sets goals, plans and does what is required ☞ is highly motivated to achieve goals ☞ attends school regularly ☞ is present at all school functions ☞ has not committed any minor or major offence

Grade	Core Values	Descriptors
Good		Behaves well most of the time
	Care	<ul style="list-style-type: none"> ☞ gets along well with his/her classmates ☞ constantly shows great concern and empathy for self and others ☞ is willing to share ☞ takes care of personal space e.g. making an effort to keep his/her work area clean
	Respect	☞ is courteous, polite and respectful most of the time
	Responsibility	<ul style="list-style-type: none"> ☞ is always dependable ☞ does things well on his/her own most of the time ☞ submits work on time
	Integrity	☞ is always honest
	Resilience	☞ perseveres some challenges
	Harmony	☞ mixes well with different groups of people
	MOTTO The Best That We Can Be	Self-Leadership <ul style="list-style-type: none"> ☞ occasionally sets goals, plans and does what is required ☞ tries to achieve goals ☞ attends school regularly ☞ is present at most of school functions ☞ has not committed any minor or major offence

Grade	Core Values	Descriptors
Fair		Occasionally shows unacceptable behaviour
	Care	☞ has occasional relationship difficulties with classmates
	Respect	☞ is respectful but needs guidance from teachers
	Responsibility	☞ often does not submit work on time
	Integrity	☞ has occasional issues with honesty
	Resilience	☞ gives up easily
	Harmony	☞ gets along with most students
	MOTTO The Best That We Can Be	<ul style="list-style-type: none"> ☞ school attendance is irregular with no valid reason for absence ☞ has committed both minor and major offences
P3 to P6 Students	☞ without CCA will be given Fair as conduct	

Grade	Core Values	Descriptors
Poor		Frequently shows unacceptable behaviour
	Care	☞ has difficulties getting along with classmates
	Respect	☞ needs guidance from teachers and school counsellor
	Responsibility	☞ does not submit work on time
	Integrity	☞ is always dishonest
	Resilience	☞ gives up easily
	Harmony	☞ often gets into quarrels or fights
	MOTTO The Best That We Can Be	<ul style="list-style-type: none"> ☞ school attendance is irregular with no valid reason for absence ☞ has committed both minor and major offences

DISCIPLINE POLICY

To create a school environment that is safe, conducive to learning and vibrant, the school believes that self-discipline is fundamental to learning.

Offences		Warning and/or Inform Parents	Detention Level 1	Detention Level 2	Caning	Action By Police	Conduct Grade in Report Book: FAIR
Attendance							
Leaving School grounds without permission	1 st Offence		●				
	Subsequent			●			
Truancy	1 st Offence		●				
	Subsequent			●			●
Late-coming to school	1 st Offence	●					
	Subsequent		●				
Skipping Classes	1 st Offence		●				
	Subsequent			●			
Misconduct							
Assault / Fighting / Bullying	1 st Offence			●			
	Subsequent				●		●
Disruptive behaviour	1 st Offence		●				
	Subsequent			●			
Forgery	1 st Offence		●				
	Subsequent			●			●
Open defiance and/or rudeness	Every Offence			●	●		●
Improper attire and grooming	1 st Offence	●					
	Subsequent		●				
Littering	1 st Offence		●				
	Subsequent			●			
Not doing assignments	1 st Offence	●					
	Subsequent		●				
Using vulgar language	1 st Offence	●					
	Subsequent		●				

Offences		Warning and/or Inform Parents	Detention Level 1	Detention Level 2	Caning	Action By Police	Conduct Grade in Report Book: FAIR
Other Serious Offences							
Assault / Abuse of teacher or any other staff of school	Every Offence					●	●
Cheating in assessments / tests / examinations	Every Offence			●			●
	Note: 'Zero' mark will be awarded to the child for the paper concerned.						
Extortion	1 st Offence			●			
	Subsequent					●	●
Smoking	Every Offence			●			●
	Note: Case will be reported to Health Science Authority (HSA)						
Possession of tobacco products	Every Offence	●					
	Subsequent			●			
Note: Case will be reported to Health Science Authority (HSA)							
Gambling	1 st Offence		●				
	Subsequent			●			●
Possession of pornographic material	1 st Offence	●		●			
	Subsequent				●		●
Abuse of technology / Cyber bullying	1 st Offence	●	●				
	Subsequent			●			
Possession of weapons	Every Offence			●			
Molesting / Gangsterism / Alcohol abuse / Drug abuse / Inhalant abuse / Any criminal offence classified as police case	Every Offence					●	●
Theft / Damage to Property							
Arson	Every Offence				●		●
Vandalism	1 st Offence	●		●			
	Subsequent				●		●
Theft / Shoplifting	1 st Offence	●		●			
	Subsequent				●		●

ATTENDANCE

Please note:

- Parents will be informed on the reason for the detention.
- In all cases, students will be counselled.
- Caning will only be carried out by authorised personnel and only in the presence of the Principal or Vice Principal.
- Depending on the case, repeat offenders of similar or different offences will receive stiffer consequences decided by the school.
- The school reserves the right to carry out appropriate actions which may not be listed above to address the offence.
- Teachers of P1 & P2 students will work with parents on all serious cases for the best cause of action.
- Detention Level 1 is a one-day detention (Wednesday or Friday)
- Detention Level 2 is a two-day detention (Wednesday & Friday)

Schedule for School Detention

Day	Time	Activity
Wednesday	2.00pm – 3.00pm	Reflection / Counselling / Community Service
Friday	1.30pm – 2.30pm	

School-Based Counselling Programme

Level 1

The counselling services in school are organised in a tiered system, beginning with first level intervention by teachers. To assist students with social, emotional and behavioural problems, all our teachers have undergone training in basic counselling skills.

Level 2

For cases requiring some specialised attention, referral is made by teachers and Year Heads to the School Counsellor to help students manage these problems effectively so that their total development would not be impeded.

Level 3

Students requiring more intense intervention are referred to MOE Guidance Specialists or professional agencies, such as the Child Guidance Clinic.

Be Aware of Signs of Misconduct

Taking proactive action can prevent delinquent behaviour. Some signs are:

- Not doing homework regularly
- Skipping lessons/playing truant
- Breaking school rules frequently
- Showing disrespect and defiance to teachers and parents
- Using rough and vulgar language
- Going home late without consent forms
- Spending long hours online

When you notice any of the above signs, work with the school to assist your child:

- Contact the Form Teacher
- Be supportive when the teacher alerts you of worrying behaviour
- Follow through on the recommendation of the school

- Attendance in school is compulsory.
- All students must be punctual when reporting for school. Latecomers to school without good reasons will face disciplinary action.
- Parents should not arrange for students to go on holidays during curriculum time.
- Students must not absent themselves from school for any extra days except for the sanctioned public holidays like Chinese New Year, Hari Raya Puasa or Deepavali.
- Attendance in school is also compulsory after all examinations. Parents should not permit children to stay at home after the examinations as it will signal to children the wrong message that education comes to an end when examinations are over.
- The school programmes will continue till the last day of school. Students are therefore required to stay in school right till the end of the term.
- **Absences Impact Learning**
When a student is absent from school and does make up homework and class work, only part of the learning process proceeds normally. When students are absent, they miss:
 - the interaction which goes on in classroom discussion;
 - the learning which comes through classroom activities;
 - the possibility to ask questions;
 - participation in on-going small group work and projects;
 - the opportunity to use the school's materials and tools for research.
- **School Refusal**
When students are allowed to miss school for no valid reason, parents may face the problem of school refusal later when the student has to return to school.

MEDICAL MATTERS

- **Illness and Absence from School**

When your child is ill or has a severe cold, fever, contagious or infectious disease, please inform the staff at the General Office and do not send him/her to school. Any absence from school must be covered by a medical certificate or a letter from the parent, which must be given to the Form Teacher when your child returns to school.

- **Illness and Doctor's Appointments**

Parents are urged to schedule doctor, dentist and other appointments after school hours or during vacations wherever possible. Each absence must be excused in writing to the Form Teacher. After a child misses three days of school, parents are advised to obtain a formal written doctor's note or certificate and submit to his/her Form Teacher via the child when he/she returns to school. Students who miss classes are required to complete all regular assignments and any additional work given by the teacher.

- **Immunization and Health Booklets**

Students are to produce their immunisation certificates and Health Booklets when needed by the School Health Team during their school visit.

All recommendations made by the Health Team must be followed up on.

HEALTH & FITNESS PROGRAMME

The Health and Fitness programme is set up to assist overweight students to manage their weight through physical activities and lessons on nutrition. Students who are severely overweight are also referred to Student Health Services in HPB for appointments and follow-ups. We seek your assistance in ensuring that your child attends the Student Health Services appointments.

CANTEEN MATTERS

Level	P1 & P2	P3 & P6	P4 & P5
Recess Time	9.30am – 10am	10am – 10.30am	10.30am – 11am
Snack Time	12 noon Parents are advised to pack some snacks for your child	NA	NA

- Parents will not be allowed in the canteen during recess as this will add to the congestion, or take up seats badly needed by our students.

- Canteen

Days	Operating Hours
Monday to Wednesday	6.30am to 3.00pm (Drinks Stalls only) 7.00am to 2.30pm (All Stalls)
Thursday to Friday	6.30am to 4.00pm (Drinks Stalls only) 7.00am to 3.30pm (All Stalls)

- Food for Recess – The school canteen sells a variety of food and drinks. We advise all children not to share their food.
- All students are required to queue when buying food/drinks at the canteen.
- Food and drinks are to be consumed only at the canteen and nowhere else in the school.
- Anyone using the canteen must keep the place clean by clearing the table tops after eating and depositing all litter into the bins provided. Bowls, plates and cups must be returned to the canteen vendor or placed on the trays next to the sink. Students are to ensure that leftovers and unwanted food are thrown into the bins provided and not left on the tables.
- Lost & Found Matters – For items such as water bottles, lunch boxes and uniforms that are found, they are placed on a shelf in the canteen. Please inform your child to go directly to the shelf to look for such items. For wallets and other valuables, your child may approach the staff at the General Office.
- **Promoting A Healthy Lifestyle**
In Zhenghua, Health Education plays an important role in the holistic development of a child. As such, it is important that parents ensure that your child has a good breakfast either at home or in school before the start of the day.
- **Healthy Meals School Programme (HMSP)**
As mandated by HPB, all schools are required to transit to the Healthy Meals in School Programme by end 2016. As such, Zhenghua Primary has also embarked on the HMSP since January 2016 which requires all canteen vendors to follow food service guidelines which aim to encourage them to cut down on fat, sugar and salt and serve whole-grains, fruit and vegetables in the meals; and serve healthy set meals. These healthy set meals incorporate food from the four main food groups – brown rice and wholemeal bread, meat and others, vegetables and fruit – thereby helping students receive the right nutrients necessary for their growing needs.

Parents are encourage to download a copy of Parents' Booklet for tips in nurturing healthy eating habits at home from the school website. More information on the HMSP is also available in HPB website at www.hpb.gov.sg. Let us work together to cultivate a healthy eating habits for our students and your children.

PARENTS / VISITORS

- All visitors to the school are to report to the Security Posts for clearance and obtain a sticker to be prominently displayed when they are in school. They are not allowed to proceed beyond the school lobby area unless they have obtained specific authorization to do so from the staff at the General Office.
- Parents who wish to see their children or take their children out of the school, need to get permission from the staff at the General Office.
- The school will not entertain requests by parents to deliver items that students have forgotten to bring to school. This is in line with our core value of responsibility.
- **Making an Appointment**
 - Parents who wish to see the child’s teacher should make an appointment with the teacher using the Student Handbook.
 - Parents should write your preferred appointment date and time to meet the teachers in the Student Handbook. Parents should state the purpose for the appointment and provide contact numbers for the teachers to make alternative appointments if they are unable to keep to the preferred appointment.
 - Teachers will reply to the confirmed appointment date and time in the Student Handbook. Teachers will also communicate with parents using the Student Handbook if they wish to meet parents.
 - Visitor stickers will only be issued at the security counter before proceeding to the General Office. Parents are to bring your child’s Student Handbook and check in with the staff at the General Office on the day of the appointment. Following the above procedures, the staff at the General Office will be able to facilitate meetings between parents and teachers smoothly and efficiently.
 - This will minimise disruption to class or school activities and facilitate time management for both parties. Teachers cannot meet parents during curriculum time.
- **To contact the teachers, parents may:**
 - call the teacher on his/her direct line (phone line directory is available in school website: www.zhenghuapri.moe.edu.sg)
 - call the General Office at 6769 7478 to leave a message
 - write a message in the Student Handbook
- **Parking & Safety**
 - As there are limited car park lots in the school, parents who drive are advised to park at the nearby HDB car park.
 - As safety of our children is always our first concern, no private cars and other vehicles are allowed into the school premises during peak arrival and dismissal times.
- **Dismissal Time**
 - Parents are requested not to wait at the lobby as this will add to the congestion as students who go home by school bus assemble there before boarding the buses. We seek your fullest cooperation in this matter to ensure the safety and security of students in the school premises.

COMMUNICATION WITH PARENTS

- **Student Handbook**

Every student has a Student Handbook which will be used as a means of communication between the teachers and parents. Students are to bring the Student Handbook to school every day. Please check the handbook daily for messages and acknowledge by initialing next to the note. You may also write to the teachers through the handbook.
- **Termly Homelink**

The Homelink will be made available online via our school website. You may refer to our parent portal via our school website (Click on the Header “Zhenghua Family”, follow by “Information for Parents”) for the Homelink. 2 issues will be uploaded each term – at the start and end of the term. We would like to encourage parents to go through this with your child.
- **Website**

The school website is a set of web pages grouped together to meet the information needs of staff, students, parents and or the community. It contains information of the school ranging from school history, vision, mission, school song, contact details, location, school academic and non-academic programmes, newsletters, school termly calendars, examination and assessment schedules to upcoming events etc. Parents may want to visit the school website at <http://www.zhenghuapri.moe.edu.sg> for updated information and to keep abreast of what is currently happening in the school.
- **Feedback From Parents**

We welcome all feedback in the form of letters, memos and telephone calls. Any anonymous feedback cannot and will not be entertained. It is impossible to reply to an anonymous letter and speaking to an anonymous caller is not constructive. Please state your name on all feedback. Please give the school a minimum of 3 days to respond to your feedback. We are working very hard to make Singapore a gracious society. We appreciate constructive feedback. Threatening and abusive feedback does not help anyone, and is unnecessary and unfruitful.
- **School Publications**

From time to time, the school publishes magazines to showcase our school programmes and student works. These magazines are distributed to the students and parents. Todate, some of the publications include:
Yearly – Zero-In (Language Publication)
2012/2013 – Year Book
2014 – 25th Anniversary Special Edition Magazine
2015 – MAD (Music, Art, Dance) Magazine
2016 – Class Publication

SAFETY AND SECURITY

- For the safety and security of our children, parents are advised not to come into the school compound when sending or picking up your children. This is to ensure that only students, staff and authorized personnel are in the school building. If you need to see a staff member for urgent matters or an emergency, please register at the Security Post, then **report to the General Office first** and our staff will advise you accordingly.
- **Lightning Warning System** – Three revolving yellow warning lights are installed around the school for this purpose. If there is a high risk of lightning strike within the school area, the Lightning Warning System will be activated and all are advised to stay away from any open spaces.
- **Parking at Block 401 car park**
The road outside the school is very narrow with a sharp bend and there will be a jam that will be blamed on the school if cars stop or wait there. We seek your assistance, understanding and cooperation by parking your car at the HDB car park at Block 401, while sending your child to and from school. For the safety of all our children, please do not contribute to unsafe traffic congestion outside our gate. There should be no parking or waiting outside the school gate.
- Parents' waiting area at Gate 2 (Side gate in front of Block 401) Parents waiting at Block 401 should not wait directly in front of the school gate. The gate is narrow and the congestion will not allow our students to move out safely and smoothly. Those waiting on bicycles should get off the bicycles while waiting for your child. Do not cycle in this area as it can cause accidents.
- **On rainy days**, parents are strongly advised to use the external covered walkways and buildings linking to the Side Gate (Gate 2) and Back Gate (Gate 3) to gain access to the school compound. For parents who send their children to school via private vehicles, they are to drop off their children in the school lobby and must drive off as soon as possible. Similarly, parents who drive to fetch their children after school are allowed to enter the school provided they do not obstruct any vehicles and do not pose any safety issues to the school.
- **Emergencies**
In case of civil disturbances, curfew or other emergencies, students will remain with their teachers in the school premises until their parents or usual transport arrives.
- **Road Safety**
 - Parents and students should not cross the road in front of the school. Students have been taught to use the walkway towards the nearest pedestrian crossing. The road in front the school main gate is a very dangerous one and students should not be crossing the road here at any time.
 - **Use of Pedestrian Crossing:** The school has worked closely with the LTA and HDB to install a traffic light just outside the school main gate next to the bus-stop. For safety reasons, all parents and students are requested to fully make use of the traffic light when crossing the road at all times.
 - For the safety of our students, we have staff on duty at the gate 2 and 3 at dismissal. We also seek parents' co-operation to help us ensure that there is a smooth flow of students out of the school during the dismissal.

VALUABLES

- Please do not allow your child to wear jewellery or bring other valuables to school. Wrist watches should not have calculators and built-in alarms should not be activated. Each student should not bring more than \$5 to school each day, unless otherwise instructed by his/her teacher. (Please refer to School Rules on Page 9)
- The school is not liable for loss of or damage to the bicycles parked in the school compound.
- Students are to take full responsibility for the security of their belongings and not leave them unattended at any time.
- **Banned items**
Students are not allowed to bring any kind of electronic games or players to school. The following items are also not allowed:- metal ruler, sharp pointed scissors, sharp tailed comb, pen knife, trimmer, card games, toys and chewing gum. If these are found in the child's possession they will be confiscated and will only be released to parents who will need to come personally to school to collect the items.
- **Name Tags On All Belongings**
Please ensure that your child's name and class are written on or pasted on all his/her belongings such as books, water bottles and jackets. In this way, if things are misplaced, the rightful owner can be easily traced. Please use your child's statutory name only.
- **Lost and Found Items**
For items such as water bottles, lunch boxes and uniforms that are found, they are placed on a shelf in the canteen. Please inform your child to go directly to the shelf to look for such items. For wallets and other valuables, your child may approach the staff at the General Office.

HEAVY SCHOOL BAG

- Buy bags made of lightweight material which have as few compartments as possible. If possible, the straps should be adjustable and come with cushions. The length of the strap must be adjusted to prevent stress on the students' back.
- The school discourages the use of trolley bags as they are difficult to carry up the stairs. Furthermore, they have more hard and sharp edges that can cause injuries. Their handles also add to the weight of the bags.
- Please supervise children when they pack their bags and ensure that they pack according to the timetable. Avoid bringing unnecessary items to school such as cards, heavy toys and big umbrellas. If colour pencils are needed, they should only bring a 12 colour pack and not a 36 colour pack. A pencil case should be small and only for essentials.
- Check that only the relevant workbook (E.g. Workbook A or B) for a subject is packed, not both.
- Avoid carrying large water bottles. Fill the drink bottles in school, unless it is absolutely necessary, such as in cases of students with health problems. All schools are provided with water coolers. Please do not purchase expensive water bottles for your child. Many water bottles are found daily.
- Please advise students to carry school bags of no more than 15% of their body weight. The weight of bags carried by P1 to P4 students should range not more than 3.5 kg to 4.0 kg.
- From time to time the teachers will be checking the contents of the children's bags.

CO-CURRICULAR ACTIVITIES (CCA)

- Through our Co-Curricular Activities in Zhenghua we build **Character, Camaraderie** and **Attitude**.

Our CCA Department strives to support the holistic development of a child, guided by the vision that every child will be physically and culturally vibrant by the time he/she graduates from Zhenghua Primary School.

- Our diverse and varied CCA of Clubs, Uniformed Groups and Sports, provide our students with opportunities to care for the environment, to be rugged and gracious, build resilience to meet the challenges of life, give full flight to their passions and be vibrant and physically ready to be a citizen of Singapore.

- **ROLE OF STUDENTS**

- All students from Primary 3 to Primary 6 **MUST** participate in one CCA.
- Students are highly recommended to remain in the same CCA for the subsequent years as this would allow time for skills to be developed and camaraderie to be strengthened.
- Regular attendance is expected from all students. A letter of excuse or a medical certificate must be produced to account for absence from CCA.
- CCA attendance and participation will be taken and reflected in the student's Holistic Report Card.
- Students without CCA will be given a '**FAIR**' grade for his/her conduct.

- **ROLE OF PARENTS**

- Parents can do your part to support your child in his/her CCA.
- Check your child's consent forms for CCA.
- Plan home activities around the CCA timetable. Ensure that your child attends CCA.
- Make sure your child wears the appropriate attire for their CCA, e.g. PE T-Shirts and Shorts for Sports CCA.
- Give your child your fullest support especially during Competitions and tournaments for CCA. Be present if you can. It is not about winning. Applaud their effort, their tenacity and their team work.
- Share stories with your child on your CCA experiences and ask your child to do the same.



SPECTATORS' CREED

Be a Respectful Supporter

- Applaud excellence and fair play.
- Appreciate the efforts of all athletes, teachers, coaches, officials and organisers.

Be a Caring Motivator

- Cheer to encourage and motivate.
- Care for athletes' well-being.

Be a Responsible Spectator

- Keep the venue safe and comfortable for all.
- Keep the venue clean.

Character in Sporting Excellence

ACADEMIC PROGRESS

- Your interest in your child's studies will encourage him/her to do well. We would appreciate it very much if you would check your child's school bag and books regularly so as to keep yourself informed of his/her progress and activities.

The following are returned for parents' inspection and signature at least once a month:

- Files, Exercise books, workbooks, activity books and other written assignments
- Test and examination papers – after each test/examination.
- Report Book – May and November.

You are also welcome to see the teachers to discuss your child's progress at any time. It is necessary for you to make an appointment with the teachers.

- **Homework**

The school takes homework very seriously. Your interest in your child's studies will encourage your child to do well. Homework must be completed promptly and handed in on time. Please set aside time daily for their homework. Students who report to school without completing their homework will be punished.

- **Examination Policy**

- Students who are unwell will not be allowed to take the examination.
- Students have to be covered by medical certificate for missing any part of the examinations.
- There will be no make up examination.
- Component/Papers missed will not be used for the overall computation of the overall results when a medical certificate is submitted.
- Copies of the examination papers missed, will be given to students for reference and practice at home.

- **Release Of Assessment Scripts**

Scripts for Semestral Assessments will be released to parents for their viewing and signatures. This will allow for greater parental involvement in your children's academic progress.

ASSESSMENT POLICY

Objectives of Assessment:

Our primary objective is to build strong knowledge foundation in the core subjects, namely, English Language, Mathematics, Mother Tongue Languages and Science as well as to provide our students with opportunities to pursue their talent areas in the non-core subjects.

For students

- To test students on what they have learnt.
- To identify weak areas for improvement.
- To promote healthy competition among students.
- To challenge and stimulate students to set goals and achieve academic excellence.

For Parents

- To keep parents updated on students' progress.
- To provide feedback for parents to assist in the monitoring of their children's learning.

Primary 1 / Primary 2

Formative, bite-sized assessments will be conducted throughout the year to assess students' progress and learning. There will be one mini test and/or one review test per term for English Language, Mathematics and Mother Tongue Languages. Learning portfolios and a progress card are put in place to monitor and help students build confidence and motivation to learn. Examples of assessment modes include show and tell, mini tests, journal writing, performance tasks, listening comprehension, picture discussions and learning journeys. These assessment modes are already well-integrated into the curriculum and hence students would be familiar with the exercises.

P1 & P2:

Monthly Monitoring of Students' Written Assignments by Parents

All students' English Language, Mathematics and Mother Tongue Languages written assignments (books, files, folders etc) **must be** signed by parents once every month.

Primary 3 to Primary 6

Assessment for Core Subjects:

English Language, Mathematics, Mother Tongue Languages and Science

Continual Assessments (CA2 for P3 to P6)

Assessment is an integral part of learning and is on-going throughout the year. Continual Assessment is in the form of pen-and paper examination. Other forms of informal assessment for students include topical tests, class quizzes, show and tell, performance tasks and journal writing.

Semestral Assessment (SA1 and SA2 for P3 to P6)

To monitor the learning of all students at the end of assessment, the assessment includes pen-and-paper examination, oral and listening examination for the English and Mother Tongue languages.

Passing Criteria

The passing criteria for each subject is 50% or Grade C or Band 3.

Consequences of Cheating

In line with the school's core values of Care, Respect, Responsibility, Resilience, Integrity and Harmony, cheating in Continual Assessment and Semestral Assessment is viewed as a serious offence. Students are expected to take responsibility for managing their own learning.

Assessment for Non-Core Subjects

Students' performance in non-core subjects such as Music, Art, Character and Citizenship Education, Interdisciplinary Project Work and Physical Education will not be included in the computation of total marks.

Report Books

Report books will be issued after SA1, Prelim and SA2.

There will be a parent-teacher meeting each year to facilitate the formal discussion of the student's performance.

Weighting of Termly Assessments and End of Year Examinations for P1 to P6

Level	Term 1 CA1	Term 2 SA1	Term 3 CA2/Prelim (P6)	Term 4 SA2
P1	NA	30%	30%	40%
P2	NA	30%	30%	40%
P3	NA	40%	20%	40%
P4	NA	40%	20%	40%
P5	NA	40%	20%	40%
P6	NA	100%	Prelim	PSLE

PROMOTION CRITERIA

Level	Movement	Criteria
Primary 1	—	Random placement of students Mix of race and gender.
Primary 1 to Primary 2	Enbloc promotion. No change to class	—
Primary 2 to Primary 3	Enbloc promotion. No change to class.	—
Primary 3 to Primary 4	Students will be channelled to the different classes based on the year end results	(Form Class) English + Maths + Science Results (MT Class) MTL Results
Primary 4 to Primary 5	Students will be channelled to the different classes based on the year end results. The recommended stream and subjects will be given to parents. Parents will exercise their option for the stream and subjects (standard or foundation) only. This does not include the choice of form class.	(Form Class) English + Maths + Science Results (MT Class) MTL Results
Primary 5 to Primary 6	Students will be channelled to the different classes based on the year end results. The school has the option to channel the students to a different class or stream (foundation) if they fail (below 50%) for one or more subjects.	(Form Class) English + Maths + Science Results (MT Class) MTL Results (HMT Class) HMT results must be maintained to remain in the HMT class.

STUDENTS MUST COMPLY WITH THE FOLLOWING REGULATIONS DURING THE EXAMINATION

EXAMINATION REGULATIONS FOR ALL STUDENTS

(Source: 2015 Primary School Leaving Examination Instructions to Candidates Pages 1-3)

- You must comply with the following regulations during the examination: If you cheat, attempt to cheat or assist in cheating during the examination, you may be expelled from the examination room/hall and not allowed to sit for subsequent papers. Your examination results may also be forfeited. If you are in possession of any unauthorised material or prohibited item, you are liable to the same penalty as those who are caught cheating during the examination. Therefore:
 - Do not cheat or assist in cheating.
 - Do not have in your possession within the examination premises (e.g. Examination Room, Quarantine Room, Waiting Room) any unauthorized electronic, communication, entertainment or gaming devices capable of capturing, storing, displaying and/or transmitting visual, audio or verbal information. Examples of prohibited items include mobile phones, cameras, tablets, and smart wrist watches, glasses, pen with image capturing capabilities.
 - Do not have in your possession within the examination premises any unauthorized equipment or materials even if you do not intend to use them. Examples of prohibited items include book, paper, enclosed instruction, fact sheet, glossary of mathematical terms, conversion table or mathematical formula in the mathematical instruction box and study notes.
 - Do not bring your bags or other unauthorized personal belongings into the examination premises. Place them outside the examination premises or a place identified by the examiner or invigilator.
 - Do not talk or communicate (verbally or non-verbally) with other candidates during the examination.
- If you misbehave or do not follow the examination regulations during the examination, you may be expelled from the examination room/hall and not allowed to sit for subsequent papers. Your examination results may also be forfeited. Therefore:
 - Do not leave the examination room/hall even if you have finished the examination paper before the given time.
 - Do not remove any used or unused writing paper, question booklet, answer booklet or OAS from the examination room/hall.
 - Do not eat in the examination room/hall.

HOMEWORK POLICY

ROLE OF PARENTS

- Parents play a significant part in their children's education. You can do the following to support your children in his/her learning.
 - Guide your child to set aside a regular study time and establish good study habits.
 - Ensure that your child has a quiet, well-lit place to do homework.
 - Check your child's Student Handbook daily to look at and go through the homework assigned for the day.
 - Spend some time to supervise your child in the learning and completion of the assignments.
 - When your child asks for help, provide guidance, not answers.
 - Work in partnership with teachers to support your child's learning and development.

ROLE OF STUDENTS

- Students should ensure that they:
 - understand the purpose of homework and what is expected of them;
 - keep track of homework instructions and deadlines;
 - manage time well to ensure that homework is completed and submitted on time;
 - give his/her best effort in completing homework; and
 - review feedback from teachers on homework submitted.

TYPE OF WORK ASSIGNED

- The table below describes the types of homework that could be assigned under the various subjects.

Subject	Homework Which May Be Given	Frequency
English Language	1. Supplementary worksheets (P1 – P6) 2. EL Learning Sheets (P1 – P6) 3. Composition Writing (P1 – P6) 4. Situational Writing (P5 & P6) 5. Reading of storybooks (P1 – P6) 6. Oral Practice (P1 – P6) 7. EL Tests Book (P3 & P4) 8. Spelling/Dictation (P1 – P6) 9. Journal (P1– P6) 10. Reading of newspapers (P4 – P6) 11. Reading Booklet (P1 – P5) 12. Practice Papers (P1 – P6)	Regularly
Mathematics	1. Math Activity Books 2. OnSponge/Getmethinking (selected classes) 3. Topical worksheets 4. Practice Papers, including Teacher-prepared worksheets 5. Integrating Art in Math (I AiM project) 6. Journal 7. P3 Process Skills in Problem Solving	Regularly

Subject	Homework Which May Be Given	Frequency
Science	<ol style="list-style-type: none"> Science Concept Mapping Read up Textbook/Activity Book Activity Book Workbook: Test Book Work-Out! (P3 & P4) Worksheets comprising topical worksheets, process skills, crossword puzzles, contextual cloze passages, MAST worksheets, practice papers Science Readers 	Regularly
Mother Tongue Language	<ol style="list-style-type: none"> P1 CL enrichment module (深广) to write 5 sentences based on a given picture P1 to P6 Reading Record/Class Library P2 to P6 Composition Writing P1 to P6 – 2 Past-year exam papers for practice prior to exam. P1 to P6 Children magazine/Newspaper P1 to P6 Unit Worksheets/Supplementary Worksheets P1 to P6 Workbooks P1 to P6 CL Vocab Writing/TL P1 & P2 Handwriting P1 to P6 Weekly Spelling A sentence a day (P1 CL & ML) P1 to P6 Oral practice 	Regularly
Social studies	<ol style="list-style-type: none"> Workbook Projects 	Curriculum time
Art & craft	<ol style="list-style-type: none"> Art & Craft work 	Over the weekend if necessary
Music	<ol style="list-style-type: none"> Practising of musical instrument 	As assigned when needed
Physical education		Stay active during the weekends

SPELLING

- The table below describes the spelling days for the subjects.

	English Language	Mother Tongue	Science
Primary 1	Monday (Odd week)	Languages Any day in the week (Even week)	N.A.
Primary 2	Monday	Thursday	N.A.
Primary 3 & 4	Monday	Tuesday	Not to coincide with EL or MT spelling
Primary 5 & 6	Monday	Wednesday	

TIME SPENT ON HOMEWORK

- The table below describes the recommended maximum time to be spent on homework.

LEVEL	MAXIMUM TIME FOR HOMEWORK ASSIGNED	
	Monday to Saturday	Sunday
Primary 1 – 3	1h/day	Students to do own revision
Primary 4 – 6	1h 40min/day	
Time given is for the completion of homework for each day and does not include self revision.		

ADDITIONAL GUIDELINES ON HOMEWORK ASSIGNMENT

- Two weeks prior to examinations, students can be given 30 minutes of additional homework due to the Practice Papers given.
- Time norm for school holidays: March/September : 2 days
June : 5 days

What happens if students do not do homework?

To create a school environment that is conducive to learning, the school believes that self-discipline is fundamental to learning.

Offence	Recommended Action (Parents will be informed)
Not doing homework	<ul style="list-style-type: none"> First time Offender – Warning and/or inform parents Repeat Offender – Detention Level 1

FEES MATTERS

- **School and Miscellaneous Fees**

Monthly Charges	Singapore Citizen Student	Singapore Permanent Resident Student	International Students with Student Pass	
			From January 2016	
			International Student (ASEAN)	International Student (non-ASEAN)
School Fees	\$0.00	\$110	\$370	\$550
Standard Misc Fees	\$6.50	\$6.50	\$6.50	\$6.50
2nd-Tier Misc Fees	\$6.50	\$6.50	\$6.50	\$6.50
Total	\$13	\$123	\$383	\$563
Mode of Payment	\$13 (Cash/Cheque) \$6.50 (GIRO), \$6.50 (Edusave)	\$123 (Cash/ Cheque/ GIRO)	\$383 (Cash/ Cheque/ GIRO)	\$563 (Cash/ Cheque/ GIRO)

- **Payment through GIRO**

You are strongly encouraged to pay the fees through GIRO. Deductions are made between 26th and 27th each month from February to December. Please maintain sufficient funds in your account. Arrears can be paid to the school at the General Office at the following collection hours and days:
Monday to Friday: 9.00am to 5.00pm

- **Student Edusave Fund Account**

A Singaporean child is automatically given a Student Edusave Fund Account between the ages of 7 to 16 years old. A sum of money is credited into the account in January every year, until he/she is 16 years old. He/She will receive a yearly statement of account. The money in the Edusave Account can be used:

- 2nd-Tier Miscellaneous fee; and
- Enrichment programmes organised by the school

After 16 years old, the money in the account can be used if the child is still in school/ Junior College or Tertiary institutions. Any unused balance in the account will be transferred to the child's CPF account when he/she reaches 21 years old.

To check the balance in your child's Edusave account, you may call the Edusave Phone Enquiry System at 6260 0777.

MOE FINANCIAL ASSISTANCE SCHEME

- The government provides financial assistance to needy Singapore Citizen students in government or government-aided schools.
- Eligibility
The child must be a Singapore Citizen, and meet one of the following conditions:
 - Gross Household Income (GHI) does not exceed \$2,500 per month
 - Per Capita Income (PCI) not exceeding \$625 per month
 - The family receives social welfare aid under the Ministry of Social, and Family Development Public Assistance Scheme (MSF PAS) and the head of household has an official registration pass for social welfare aid
 - The student is an inmate in one of the welfare organizations
- Application
Application is open throughout the year. Parents who wish to apply for MOE FAS are required to approach the staff at the General Office for the application forms.
 - Parents with children studying in different schools need to complete only one application form for all your school-going Singaporean children and submit it to any of your child's school.
 - Financial assistance approved by the school by the end of that particular month will be effective the following month until the end of the calendar year.
 - Fresh applications need to be put up for each subsequent year.

SCHOOL SERVICES

Services	Normal Operating Day and Hours in the School	Telephone/Fax
School General Office Zhenghua Primary School 9 Fajar Road Singapore 679002	Monday to Friday 9am to 5pm The General Office will not be open on Saturdays.	Tel: 6769 7478 Fax: 6763 6459
School Bookshop and Uniform Supplier Pacific Bookstores Block 73 #03-01/09 Ayer Rajah Crescent Ayer Rajah Industrial Estate Singapore 139952	Monday to Friday 2pm to 3.30pm	Tel: 6464 0111 Fax: 6464 0110
School Dental Clinic Zhenghua Primary School 9 Fajar Road Singapore 679002	Monday to Thursday 8am to 5.30pm Friday 8am to 5pm Lunch Break 1pm to 2pm	Tel: 6468 9685
School Transport Service JK59 Transport Pte Ltd 17 Lorong Kilat #01-10 Kilat Court Singapore 598139	Not Applicable	Tel: 6465 5959 Fax: 6466 5959

You can reach us at

General Office	— 6769 7478
Staff Room	— general office directed
HOD's Room	— general office directed
School Counsellor	— 6769 7478 ext 574
Fax	— 6763 6459
Email	— zhenghua_ps@moe.edu.sg
Website	— http://www.zhenghuapri.moe.edu.sg

Please refer to our parent portal via our school website (Click on the Header “Zhenghua Family”, follow by “Information for Parents”) for updated information.

PARENTS SUPPORT GROUP

Logo & Vision

The logo encapsulates the spirit of parents and school partnership where a child is able to aspire and grow to be the best that he/she can be under a caring & nurturing environment afforded by parents & teachers, together with the community.



Mission

Through quality partnership with the school and active collaboration with staff and community, we strengthen the holistic development of every child of Zhenghua to be the best that he/she can be.

Philosophy

With heart we serve, we serve with heart.

In Summary

As PSG members, we dedicate our time and energy to support the school's effort in providing a quality school experience for the students. We come together and conduct many events for the benefit of the students such as, 'Together We Pass It On' Project, Parent's Day Celebration, Love Sharing, Bringing Back The Old Times and Reading Mums Programmes.

Apart from supporting the school's efforts in developing our students, we strongly believe that our involvement in meaningful community service would bring about a greater awareness to our students on their sense of belonging to the community. Through our role modelling, we encourage them to be active contributors & concerned citizens of Singapore. In 2015, we have jointly collaborated with Bukit Panjang Community Centre Active Ageing Committee to award rollators for physically challenged senior citizens.

The PSG, in close partnership with the school, works collaboratively towards achieving common goals for the holistic development of the students. This partnership allows for both the home and the school to have mutual benefits.

We encourage all our parents to come forward and be part of the PSG committee. You can make a difference to every child in Zhenghua Primary! Be a supportive partner today!

Chairman

Mdm Jowena Lim

Vice Chairman

Mrs Raj Vimala Bai
Mdm Norhayati Noorhan

Secretary

Mdm Lim Lili
Mdm Tan Ping Ping

Members

Mrs Gail Ang
Mdm Vivian Tan
Mdm Siti Azizah
Mdm Jenny Goh
Mr S. Rajinikanth
Mdm Amelia Goh
Mr Jonathan Loh
Mdm Lim Hooi Bin
Mdm Carey Chan
Mdm Sandra Ang
Mdm Valerie Chua
Mdm Winnie Yong
Mdm Charlene Low
Mrs Lavanya Praba
Mdm Audrey Leong
Mdm Arliana Adnan
Mrs Lavanya Praba
Mrs Agustina Servino
Mdm Fauziah Osman
Mdm P. Indera K. Dali (Indy)
Mr Mohammad Jamaluddin
Mdm Hafizah Binti Mohammad

FAMILY MATTERS @ SCHOOL

Family Matters @ School is a holistic family learning programme – equipping parents with effective parenting skills, enhancing the family life of school staff and inculcating students with positive values and attitudes towards the family.

The school has embarked on this journey since 2009. Every year, we organize family programmes to equip parents with parenting skills to bring out the best in their children. We also promote parenting programmes organised by MSF.

Through Family Matters @ School, parents can also gain confidence in parenting skills and connect better with their children. Couples can also learn how to enhance their marriage and achieve work life harmony.

Details of the activities will be communicated through letters and the school website. For more information, please email Mdm Tina at shamsinah_a_wahab@moe.edu.sg.

HOW TO GUIDE YOUR CHILDREN TO BE THE BEST THAT THEY CAN BE...

ZHPS Self-Leadership Programme: 3Ds

Direction

- Guide your child to set goals for academic and non-academic areas.
- Goals have to be SMART: Specific, Measurable, Achievable, Realistic and Timely.

Discipline

- Help your child devise a plan to reach his/her goals.
- Monitor your child's execution of the plan.

Daring

- Support your child by helping him/her overcome his/her challenges.
- Motivate your child to pursue his/her goals.

Examples of Good Study Habits

- Manage time
- Establish a routine
- Organise homework
- Plan for tests, exams & assignments
- Have a private study area
- Organise stationery & essentials
- Have a filing system

Participate in your Child's School Life

- Know your child's teachers, especially the Form Teacher
- Share important information about your child
- Attend meetings for parents and teachers
- Respond positively to invitations from the school
- Join our Parents Support Group

You can communicate with the school

- By phone, fax, email
- By visiting us (with a prior appointment)
- By writing a note through the Student Handbook
- By completing our parents' annual survey



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