



ST ANDREW'S JUNIOR SCHOOL

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Our Vision

St Andrew's Village - Home of Servant Leaders who Bring Life to the Nations

1862

25 June 2018

Dear Parents/Guardians,

Trust that your family and you had a good time of bonding during the mid-year break. I am writing to you with some important information and reminders so that we are better prepared as we partner each other in providing our junior Saints many more wonderful learning experiences in the Semester ahead.

I would strongly encourage you to read through the content of this letter patiently and help us reinforce the important messages with our junior Saints.

1. Safety and Security

Safety and Security remained top priority for the school. We constantly review to improve our processes and pray for God's protection upon the people in the village.

We are grateful to have the support of a second Operational Manager, Mr Henry Roy Aseevatham joining the team. He is already value-adding towards the village's safety and security processes with his past experience and expertise. Nonetheless, we can certainly do better in safeguarding the safety of our junior Saints with your understanding and cooperation.

PERI Upgrading

We are into our final phase of the upgrading project. The Indoor Sports Hall (situated above SASS Canteen), together with the other new facilities would be commissioned for usage by September, barring any unforeseen delays. The workers would be moving around the school compound for final touch-ups in the coming months. Thus, the school would be monitoring their movements and ensure that they continue to display their identification passes visibly. The school has also conducted a safety briefing after the Beginning of Term Service to remind our junior Saints to stay away from out-of-bounds areas and to adhere to the necessary safety measures.

The last piece of upgrading works involves the re-surfacing of our school field. The field will be closed in Term 4 for the contractor to replace the padding and the surface of the field. As there would be a huge reduction of outdoor play area, the school would be looking at alternative activities and spaces for play during the recess. Our boys would be welcomed back to school in 2019 with a brand new field!

Security Matters

As we share the premises and facilities with many stakeholders in this "borderless" village, security remains a big challenge for the team. I would like to highlight the operating procedure from Page 33 of the Personal Organiser:

Pick up and drop off

Reporting to school	Parents/guardians who walk Saints to school should drop them off at the respective locations: <ol style="list-style-type: none"> 1. Side Gate (Potong Pasir Ave 3) – Saints to walk into the school building from the Waiting Area. 2. Diocese Gate (Jln Toa Payoh) – Saints to walk down Francis Thomas Drive (totally no access for vehicles) to the school building on their own.
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Dismissal	<ol style="list-style-type: none"> 1. Parents/guardians are to take note of the dismissal time and come punctually to take Saints home. 2. There will only be one Waiting Area, which is the sheltered area at the Side Gate. 3. Parents/guardians will not be allowed to enter via Diocese Gate. Parents/guardians will have to wait at the bus stop along Jln Toa Payoh. 4. Saints will be waiting at the sheltered area of the Side Gate after dismissal from lessons, supplementary classes, CCA, enrichment programmes and other training sessions. They will be accompanied by our security officer.
During school hours	<ol style="list-style-type: none"> 1. All parents/guardians are not allowed to go directly to the classrooms. All visitors are to report directly to the General Office for all matters. 2. Canteen is strictly for the following personnel: <ul style="list-style-type: none"> • SAV staff with identification • Parent Volunteers with tags • Bus Drivers with RS Transport with tags 3. Bookshop service will only be rendered to all our boys and parents with Visitor Passes (all parents are to exchange for Visitor Passes at the Guard Post before making your purchase at the Bookshop) 4. SAV is a secured and restricted compound and not a thoroughfare for anyone to walk through as a short-cut route. 5. The school would expect all identifications (e.g. Staff Pass, PV Tag, Visitor Pass) to be visibly displayed at all times.
Vehicular movement	<p><u>Before School</u></p> <ol style="list-style-type: none"> 1. Parents/guardians are to sign out for a “Drive Through Only” car label. This will grant parents access to drive into the car park to alight our boys in the morning. NO PARKING is allowed. 2. Kindly return the completed attached form to the Form Teachers if you need a “Drive Through Only” car label. One car label per family 3. The “Drive Through Only” car label will also grant access to Ascension Kindergarten carpark. NO PARKING is allowed. <p><u>Dismissal</u></p> <ol style="list-style-type: none"> 1. On rainy days, parents/guardians are allowed to drive in to pick up after 1.55pm and after 3.40pm for school dismissal and supplementary class/CCA dismissal respectively. 2. St Andrew’s House will be communicating with parents separately on the ‘pick up’ process.

Please allow me to draw your attention to the following points:

- a. Parents/guardians who walk Saints to school should drop them off at the respective locations:
1. Side Gate (Potong Pasir Ave 3) – Saints to walk into the school building from the **Waiting Area**.
 2. Diocese Gate (Jln Toa Payoh) – Saints to walk down Francis Thomas Drive (totally no access for vehicles) to the school building on their own.

The main entrance/exit to the school is at Potong Pasir Ave 3 and SAJS's footprint does not comprise of the compound where the Diocese Centre, the Church of Ascension (COA) and Ascension Kindergarten (AK) are situated. However, Diocese is gracious and understanding to allow us to use AK Carpark for drop-off and allow students from all 3 schools to walk in from the Diocese Gate at Jalan Toa Payoh.

We understand that some of our junior Saints would still require the supervision of the adults as they walk in from the Diocese Gate in the morning. Thus, we would allow parents of these junior ones to accompany them (until the mid-point of Francis Thomas Drive, in front of COA) for the first two weeks of Terms 3 2018 and train them to be independent. These boys would have to enter the Diocese Gate on their own from Term 3 Week 3 onwards.

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| 1. | Parents/guardians are to take note of the dismissal time and come punctually to take Saints home. |
| 2. | There will only be one Waiting Area , which is the sheltered area at the Side Gate. |
| 3. | Parents/guardians will not be allowed to enter via Diocese Gate. Parents/guardians will have to wait at the bus stop along Jln Toa Payoh. |
| 4. | Saints will be waiting at the sheltered area of the Side Gate after dismissal from lessons, supplementary classes, CCA, enrichment programmes and other training sessions. They will be accompanied by our security officer. |

Please note that you should be waiting for our boys at the Side Gate after dismissal from lessons and all school activities. **This operating procedure applies to all activities that take place outside curricular time and weekend too.**

2. Calendar of Event for Term 3

Date		Remarks
Week 1		
25/6	Beginning of Term Service	
26/6		
27/6		
28/6	Temperature Taking Exercise	
29/6	CCA/PAL 14	
Week 2		
02/7	Youth Day Off in-lieu (School Holiday)	
03/7		
04/7	Mother Tongue Fortnight (4 – 18 Jul) National Library Board (NLB) Talk	
05/7	NLB Mass Borrowing	
06/7	NLB Mass Borrowing CCA/ PAL 15	
07/7 (Sat)	P5 NE Show	
Week 3		
09/7	Cyber Wellness Week (9 – 13 Jul)	
10/7		
11/7		
12/7		
13/7	CCA / PAL 16	

Date		Remarks
Week 4		
16/7	Racial Harmony Week	
17/7		
18/7	Racial Harmony Assembly Programme (Students in Traditional wear)	
19/7		
20/7	Racial Harmony Day Programme CCA/PAL 17	
Week 5		
23/7	Prelim Exam – MT e-Oral (PM)	
24/7		
25/7	Prelim Exam – EL Oral (PM)	
26/7	IMDA Lab On Wheels	
27/7	IMDA Lab On Wheels CCA/PAL 18	
Week 6		
30/7		
31/7	P5 Science Practical Assessment	
01/8	P4 Science Practical Assessment	
02/8	P3 Science Practical Assessment	
03/8	CCA/PAL 19	
Week 7		
06/8		
07/8		
08/8	National Day Celebration	<i>Dismissal @ 10am</i>
09/8	National Day (Public Holiday)	
10/8	National Day Off in-lieu (School Holiday)	
Week 8		
13/8		
14/8	Prelim Exam – EL & MT Listening Comprehension	
15/8		
16/8	PSLE Oral	<i>P1 to P5 boys stay at home</i>
17/8	PSLE Oral	
Week 9		
20/8	Prelim Exam (Written) – EL & FEL	
21/8		
22/8	Hari Raya Haji – Public Holiday	
23/8		
24/8	Prelim Exam (Written) – SC & FSC P3 GEP Screening Exercise	<i>No CCA Dismissal @ 1.45pm</i>
25/8 (Sat)	Founder's Day Service (PM)	<i>All P6 boys will attend</i>
Week 10		
27/8	Prelim Exam (Written) – MT & FMT	
28/8	Prelim Exam (Written) – MA & FMA Parent-Child-Teacher Conference (PCTC) – P1 to P5 (PM)	
29/8	Prelim Exam (Written) – HMT PCTC – P1 to P5 (Full Day)	
30/8	Teachers' Day Celebrations End of Term Service	<i>Last Day of Term 3 Dismissal @ 11.35am</i>
31/8	Teachers' Day - School Holiday	

I will like to draw your attention to the following events in the calendar:

a. Temperature Taking Exercise (28/6)	Help us to ensure that our little Saints exercise social responsibility and come prepared with a serviceable thermometer for the once-a-semester exercise.
b. P5 NE Show (7/7)	This is a wonderful opportunity for our P5 Saints to celebrate the success of nation building and sense the pride of our "Little Red Dot".
c. Founder's Day Service (25/8)	Our little Saints will have only one chance to attend the Founder's Day Service. Do make the necessary arrangements for all our P6 Saints to celebrate our 156 th Founder's Day and give thanks for their growth and development in St Andrew's.
d. PCTC (28 & 29/8)	Kindly note that the 2 nd PCTC for P1 to P5 parents will be conducted in Term 3. Having the conference earlier would allow our teachers to provide more timely feedback on the development of our little Saints.
e. Teachers' Day Celebrations (30/8)	Do note that school will be dismissed at <u>11.35am</u> for Teachers' Day celebrations.

On the note of celebrating Teachers' Day, I would appeal to all our parents to role-model the value of **Thanksgiving** with our junior Saints. Please spend some time to work together and complete the attached "Caring Teacher Award" nomination form by Monday, 9 July 2018 to affirm our team of dedicated teachers who care a lot for our junior Saints! I hope that every Saint will submit at least one nomination and please feel free to nominate more than one teacher!

Wishing all of you a blessed Term 3 ahead!
Up and On!

With warmest regards,

Ms Patsy Neo
Principal



Caring Teacher Award

Nomination Form

(to be completed by pupil or parent)

Nomination period: **25 June 2018 – 9 July 2018**

Nominator's Information:

Full Name : _____

Class : _____

Contact No : _____

Relationship to Nominee : _____

Nominee's Information:

Full Name of Teacher : _____

Reasons for Nomination

Tell us how you came to know about the teacher concerned. Be as specific as you can in stating your reasons for nominations. Give **concrete examples**, **specific evidence** or **careful descriptions** of what the nominee has done to deserve the award. **Continue on an extra sheet and attach it to this nomination form, if necessary.**

Please also attach a visual representation of your teacher. It can be in any form, i.e. drawing, montage, paper cut-outs or simply a picture of an object.

Please submit all completed forms to the class teacher or the general office by Mon, 9 July 2018.

Signature: _____

Date: _____