

2 June 2020



Dear Parents/Guardians,

Welcome to the new school term. The past school term has been a challenging one for all, as we need to adapt to many changes caused by the COVID-19 situation. On behalf of Grace Orchard School, I would like to thank you for the continuous partnership in the education and well-being of your child/ward.

Please take the time to go through this parent letter that will contain all the important information for Term 3 (2 June – 17 July). In view of further updates due to the COVID-19 safety management measures, the school has decided to stagger the information for parents/guardians. Hence, information for the second half of Term 3 will be provided when school resumes after the Term 3 1<sup>st</sup> Break.

### **FOR YOUR ACTION**

#### **1) Daily Temperature-taking Exercise**

The school will be conducting daily temperature-taking exercises as part of the Standard Operating Procedures in keeping the school safe for all. All students **MUST** bring their digital thermometer to school. Students may purchase the digital thermometer at \$3.20 and/or a battery at \$0.20 at the general office.

#### **2) Personal Hygiene Measures**

The school also requires students to bring the following items for the upkeep of their personal hygiene:

- 1 wet-tissue pack to wipe their own thermometers after use (daily)
- 1 Ziplock bag or container labelled to keep the thermometer if there is no thermometer casing
- 1 Ziplock bag or container labelled to keep mask during PE lessons

#### **3) Sale of Uniform**

As part of the COVID-19 safety measures, the school uniform supplier (Jeep Sing Fashion) will **NOT** be selling the school uniform in the school. Parents/guardians can visit their retail store or make purchases online (delivery charges apply).

Retail Store	4012 Ang Mo Kio Ave 10, #01-09 Techplace 1 (Singapore 569628) Monday to Friday: 10am to 6pm / Saturday: 10am to 2pm Sunday & Public Holiday: Closed Main Office: +65 6456 3198 (during operating hours) Payment: Cash, NETS, PayNow, DBS PayLah!
Online Purchase	<a href="https://jeepsinguniform.com/collections/grace-orchard-school">https://jeepsinguniform.com/collections/grace-orchard-school</a>
Note	When out-of-stock occurs, the uniform vendor will contact parents/guardians directly for collection when the stock arrives.  For <b>students on the financial assistance scheme</b> , parents/guardians will need to collect the uniform from the retail store. Please bring along the uniform collection form attached to the FAS approval letter for the collection.

#### **4) GOS E-Newsletter (May 2020 Issue)**

The bi-annual GOS e-newsletter shares our recent school events and activities for Semester 1. Please access our latest e-newsletter via <https://go.edu.sg/newsletter/>

## CANCELLATION OF SCHOOL PROGRAMME / ACTIVITIES DUE TO COVID-19 MEASURES

### 1) **Mid-Year Parent-Teacher Conference (PTC) & Semestral Assessment 1 (SA1)**

The annual mid-year PTC had been cancelled due to COVID-19 safety measures. Parents/guardians will receive formal updates of your child/ward's educational progress during the year-end PTC in November. SA1 for English and Mathematics had also been cancelled due to the changes in the school terms and holidays by MOE. Teachers will be conducting alternative ways of assessing the learning of the students.

### 2) **Physical Education (PE) Fitness Assessment**

Taking into consideration that our students may not be sufficiently prepared physically due to disruption in the PE curriculum, the 2020 Fitness Assessment for students aged 9 to 18 years old has been cancelled. However, our PE teachers will continue to work with your child/ward on general fitness and conditioning in developing their muscular strength and endurance.

The fitness components include the following:

<b>Component</b>	<b>Target Area</b>
12-minutes Cooper Run	Aerobic capacity
Modified Curl-Up	Abdominal strength and endurance
Isometric Push-Up	Upper body strength and endurance
Wall Sit	Lower body strength and endurance
Sit & Reach	Flexibility of muscles

## UPCOMING SCHOOL PROGRAMME / ACTIVITIES

### 1) **Youth Hub – For Kindness, Victory and Glory Selected Students Only**

Youth Hub in Term 3 will only be accessible for selected students. Parental consent forms will be given to these students.

### 2) **Individualised Transition Planning (ITP) Meeting – For 15 & 16-year-old Students Only**

The ITP Meeting for the 15 and 16-year-old students in both the MID Programme and ASD Programme will be conducted from **22 June to 3 July**. The ITP Meeting is a platform where the teachers and school staff working with the students, their parents/guardians and the student themselves come together to identify, develop and review the goals which will prepare and equip them to transit smoothly and successfully to their post-school pathways. The details of the ITP Meeting will be provided later. We urge parents/guardians of these students to attend this important meeting on your child/ward's post-school transition and future.

### 3) **Youth Day Celebration**

Youth Day will be celebrated on **3 July, Friday** for the **AM Session** students only. The celebration will be class-based. The following **Monday, 6 July**, is a scheduled school holiday for **ALL** students.

### 4) **Workplace Literacy and Numeracy (WPLN) Assessment – For 16-year-old Students Only**

WPLN assessment for 16-year-old students in the MID programme who have not taken the assessment or who are sitting for their second attempt will be conducted on the following dates:

<b>Date</b>	<b>Class</b>
15 July 2020, Wednesday	Victory 3
16 July 2020, Thursday	Glory 1, Glory 2, Victory 1 and Victory 2

More information will be given nearer to the assessment dates.

### 5) Vocational Education – For Kindness & Victory Students

Vocational Education will resume from **Monday, 8 June** onwards. Students are required to attend their Vocational Education programmes on the stipulated days. There is a change to the dismissal timing to 4.00pm.

Year / Class	Day	Duration
Year 1 (13-Year-Old)/ Kindness 5 – 7	Wednesday	12.30pm – 4.00pm
Year 2 (14-Year-Old)/ Kindness 1 – 4	Monday	
Year 3 (15-Year-Old)/ Victory 4 – 7	Tuesday	
Year 4 (16-Year-Old)/ Victory 1 – 3	Thursday	

## IMPORTANT SCHOOL INFORMATION

### 1) Communication with Parents/Guardians via Mass SMS

The school may need to communicate with parents/guardians via mass SMS during emergencies or in disseminating critical information. Please notify the school in writing if you object to the school sending such SMS messages to your handphones. Please also inform the school if you have changed your handphone numbers.

### 2) Communication with Teachers

Parents/guardians may communicate with teachers via the following ways and we seek your understanding in contacting the teachers during office hours (8.00am – 5.00pm).

<b>Student Diary</b>	Please check the Student Diary daily as it is the main communication channel between teachers and parents/guardians. Your child/ward's class teacher will note down important information/actions for your attention.
<b>School Mainline</b>	+65 6561 9128
<b>WhatsApp/SMS</b>	Please note that the teachers are not obligated to give parents/guardians their contact number. If provided, it would be a mutual arrangement between parents/guardians and teachers. For emergency matters during curriculum time, please contact the school's mainline as the teachers are having lessons and may not be able to respond promptly.

### 3) Attendance and Punctuality Policies

Students are expected to attend school punctually every day (**AM Session: 7.30am and PM Session: 12.30pm**). If a student is absent from school or any school-related event, a medical certificate is required to be submitted on the next school day.

Please also note the following:

- i. Parents/guardians are requested to inform the office or class teachers before the school reporting time. Should a student still be unwell following a medical certificate and needs to rest for the 2<sup>nd</sup> and / or 3<sup>rd</sup> day, a parent/guardian letter is allowed.
- ii. **A maximum of 3 parent/guardian letters for the AM Session and 5 parent/guardian letters for the PM Session** in an academic year is accepted. The respective fourth and sixth letter onwards will be considered invalid. Each parent/guardian letter could cover up to 2 days of absence.
- iii. The following table shows the list of valid reasons accepted by the school. All other absences shall be marked as absent without valid reason.

<b>Valid Reasons for Absence</b>	<b>Procedures/Documents to be submitted upon return to school and prior to absence</b>
a. Sickness or injury requiring absence	Medical certificate
b. Death of an immediate family member	Death certificate
c. Death of another person, other than a family member	Parents/guardians must submit a request that is subject to approval by the principal
d. Special religious observances	Parents/guardians must submit a request that is subject to approval by the principal
e. Confirmed medical/dental appointments	Medical certificates/chits
f. Participation in national competitions	Subject to approval by the principal
g. Other highly urgent circumstances which may require the student to be absent from the school	Circumstances will be reviewed by and subject to the approval of the principal on a case-by-case basis.

#### 4) **Daily Dismissal Procedures**

Parents/guardians fetching their child/ward after school are urged to be in school on time in view that the teachers may not be able to supervise your child/ward beyond the dismissal time and to reduce any congestion. We seek your cooperation in this matter, and please note the following procedures:

<b>Daily Dismissal Procedures</b>									
<b>By School Bus</b>	<ul style="list-style-type: none"> <li>Students taking school transport will be dismissed at the foyer at 12.15pm for AM Session and 5.00pm for PM Session.</li> </ul>								
<b>By Parents/Independent Travellers</b>	<ul style="list-style-type: none"> <li>Students who are fetched by parents/guardians or are independent travellers will have staggered dismissal at the side gate with a covered walkway from 12.20pm onwards for AM Session students and 4.30pm onwards for PM Session students at the following staggered timings: <table border="1" data-bbox="480 1346 1466 1518"> <thead> <tr> <th><b>AM Session</b></th> <th><b>PM Session</b></th> </tr> </thead> <tbody> <tr> <td>Kindness &amp; Glory: 12.20pm</td> <td>Hope: 4.30pm</td> </tr> <tr> <td>Love: 12.30pm</td> <td>Peace: 4.45pm</td> </tr> <tr> <td>Victory: 12.40pm</td> <td>Love and Joy: 5.00pm</td> </tr> </tbody> </table> </li> <li>Parents/guardians can wait for their child/ward at the parents' waiting area at the side gate.</li> <li><b>To avoid overcrowding at the Parents' Waiting Area, parents/guardians need to follow the stated timing in fetching your child/ward and safe distancing measures. Please also scan the QR Code for SafeEntry.</b></li> <li>The school will close at 6.00pm.</li> </ul>	<b>AM Session</b>	<b>PM Session</b>	Kindness & Glory: 12.20pm	Hope: 4.30pm	Love: 12.30pm	Peace: 4.45pm	Victory: 12.40pm	Love and Joy: 5.00pm
<b>AM Session</b>	<b>PM Session</b>								
Kindness & Glory: 12.20pm	Hope: 4.30pm								
Love: 12.30pm	Peace: 4.45pm								
Victory: 12.40pm	Love and Joy: 5.00pm								
<b>By Car</b>	<ul style="list-style-type: none"> <li>Parents/guardians can drive in and fetch their child/ward at the foyer from: <table border="1" data-bbox="480 1818 1466 1951"> <thead> <tr> <th><b>AM Session</b></th> <th><b>PM Session</b></th> </tr> </thead> <tbody> <tr> <td>12.20pm to 1.00pm</td> <td>After 5.15pm after the last school bus has left the school carpark.</td> </tr> </tbody> </table> </li> <li>No cars are allowed to park or wait in the school car park.</li> <li>The school will close at 6.00pm.</li> </ul>	<b>AM Session</b>	<b>PM Session</b>	12.20pm to 1.00pm	After 5.15pm after the last school bus has left the school carpark.				
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12.20pm to 1.00pm	After 5.15pm after the last school bus has left the school carpark.								

## 5) School Gate Policy

School security is crucial to the provision of a safe environment for the education of our students. Due to the COVID situation, all parents and visitors are strictly not allowed into the school premise. The school gates will be locked unless otherwise stated. If you need to see a staff, please make an appointment in advance. If your name is not on the appointment at the security guard post, you will not be allowed entry into the school. All these are put in place to ensure that the school is a safe place for all our children. We seek your understanding and cooperation in complying with the School Gate Policy.

### a. School Gate Opening Hours

The Main Gates will be closed at all times except the following opening hours:

<b>Entrance Main Gate Opening Hours</b>	<b><u>IMPORTANT NOTE:</u> No parking is allowed for parents/guardians at all times.</b>
<b>From 6.30am to 7.45am</b>	<u>For AM Session Arrival</u> Parents/guardians can only drop-off their child/ward at the foyer.
<b>From 11.30am to 1.00pm</b>	<u>For PM Session Arrival</u> Parents/guardians can drop-off their child/ward at the foyer.  <u>For AM Session Dismissal</u> Parents/guardians can only drive in at 12.20pm after the last school bus has left to fetch their child/ward at the foyer.
<b>From 4.00pm to 5.00pm</b>	<u>For school buses fetching PM Session students ONLY</u> The Entrance Main Gate will be opened for the school buses to park and fetch the students.  <u>For AM Vocational Education Dismissal ONLY</u> Dismissal for Voc Ed students is at 4.00pm. Parents/guardians who have indicated this mode of transport to the Vocational Education Dept can drive in to fetch their child/ward.
<b>From 5.15pm to 6.00pm</b>	<u>For PM Session Dismissal</u> Parents/guardians can drive in to fetch their child/ward. The school will close at 6.00pm.

### b. No Parking in The School Carpark

- i. Only the school staff can park in the school carpark.
- ii. Drive-in is allowed during the school arrival and dismissal time for parents/guardians to send and fetch their child/ward.
- iii. All parents/guardians must heed the directions of the security officers when driving in the school premise.

### c. Sign-in at the Security Post

- i. Parents/guardians with scheduled appointments to meet staff must register at the Security Post upon entering the school.
- ii. A Visitor Pass will be given, which must be clipped on and displayed visibly at all times. Parents/guardians must return the pass to the General Office / Security Post at the foyer before leaving the school.
- iii. Parents/guardians are to wait at the visitors' bench outside the General Office for the staff whom they have an appointment with. Parents/guardians are not allowed to walk around in the school premise unaccompanied by school staff.

6) **Student Group Personal Accident Insurance Policy**

All students of Grace Orchard School are covered under the Student Group Personal Accident Insurance Policy. The insurance can help parents cover some medical expenses that may be incurred if their children are injured while participating in school activities.

Listed below are the revised benefits and terms in the Student Group Personal Accident Insurance Policy currently in force – for your necessary attention:

<b>Name of Insurer</b>	Federal Insurance Company
<b>Medical expenses limit</b>	\$7,500 per student (Note: Medical expenses limit for registered Chinese physician – \$150 per student)
<b>Sub limit for outpatient expenses</b>	\$500 per accident
<b>Sub limit for inpatient (hospitalisation) expenses</b>	\$7,000 per accident
<b>Accident death &amp; permanent disablement benefits</b>	\$25,000 per student
<b>There is a 20% co-payment requirement from parents/guardians on every medical expenses claim submitted (i.e., the insurer will reimburse only up to 80% of all approved medical expenses incurred.)</b>	

The medical expenses claim form is available from the General Office. The claim form with the original medical receipts must be submitted to school within **14 days from the date of the accident**. If you have any further queries about the above insurance policy, please contact the school Admin Executive at 6561 9128 ext.108 or [info@go.edu.sg](mailto:info@go.edu.sg) (via email).

Thank you for taking the time to read all the information in the letter. Please complete and return the acknowledgment slip (Annex A) to your child/ward's class teacher by **12 June, Friday**. We look forward to a fruitful term of collaboration with you for your child/ward's learning and development.

Yours Sincerely,



Mrs Lisa Goh  
Principal

**2020 TERM 3 (PART 1) SCHOOL CALENDAR**

DATE	EVENT / ACTIVITY	REMARKS
22 June – 3 July	Individualised Transition Planning (ITP) Meeting	15 & 16-year-old students only
3 July	Youth Day Celebration	AM Session students only
6 July	Scheduled School Holiday – Youth Day	NO School for ALL students
18 July – 26 July	Term 3 1 <sup>st</sup> Break	NO School for ALL students
<b><i>Term 3 will resume on Monday, 27 July.</i></b>		

**2020 年第三学期(第 1 部分) 校历**

日期	事项 / 活动	备注
6 月 22 日 至 7 月 3 日	ITP: 个别化转衔计划	15 和 16 岁的学生
7 月 3 日	青年节庆祝活动	所有上午班的学生
7 月 6 日	原定学校假期 – 青年节	学生没有上课
7 月 18 至 26 日	第三学期 (第一次) 休息	学生没有上课
<b><i>第三学期将继续于 7 月 27 日 (星期一)。</i></b>		

**KALENDER SEKOLAH UNTUK PENGGAL KETIGA (1) 2020**

TARIKH	ACARA / ACTIVITI	CATATAN
22 Jun – 3 Julai	Mesyuarat Perancangan Peralihan Peribadi (ITP)	Untuk Murid 15-16 tahun sahaja
3 Julai	Sambutan Hari Belia	Untuk murid sesi pagi sahaja
6 Julai	Cuti sekolah – sempena Hari Belia	Tiada sekolah untuk semua murid
18 Julai – 26 Julai	Cuti sekolah penggal ketiga (Bahagian 1)	Tiada sekolah untuk semua murid
<b><i>Penggal ketiga akan bermula semula pada 27 Julai (Isnin)</i></b>		

Please return this Acknowledgement Slip to the Class Teacher by Friday, 12 June 2020.

**ACKNOWLEDGEMENT SLIP – LETTER TO PARENTS (TERM 3 PART 1 – 2020)**

Dear Class Teacher,

I, \_\_\_\_\_, parent / guardian of \_\_\_\_\_  
*(Name of Parent / Guardian)* *(Name of Child / Ward)*

of \_\_\_\_\_ have received and read the letter given by the school.  
*(Class)*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_