

4 January 2024

Dear Parents/Guardians,

Welcome to the start of the new school year! Please take time to read through the information in this monthly letter to help you better support your child's/ward's education.

FOR YOUR ACTION

1) Parent Communication App

Starting from this year, the school will be using the application "Class Dojo" as the communication platform between the school and parents/guardians to strengthen home-school collaboration. An **invitation link to download and join Class Dojo** has been sent to all parents/guardians via your **child's/ward "Google eLearn email accounts"** set-up by the school. We have created a simple **instructional video to guide you with the Class Dojo login**. There will also be an **onboarding exercise** in the upcoming **Parent-Teacher Conference 1 on Friday, 2 February** to support parents/guardians in the use of the communication platform.

*(IOS users)**(Android users)*

The school will disseminate important information to parents/caregivers via Class Dojo, as well as provide updates of your child's/ward's learning in school. Parents/Guardians will also be able to **contact your child's/ward's teachers** during office hours (8.30 a.m. to 5.30 p.m.) via the **individual messaging function**. Do note that the teachers will not be able to respond to you promptly during their teaching periods.

With the use of Class Dojo, the school will gradually **cease** the following current communication platforms with parents/caregivers:

Communication Platform	Date of Cessation	Remarks
Personal Contact Number of Staff	2 January	Parents/Guardians are encouraged to download and join Class Dojo to be able to contact class your child's/ward's teachers via the individual messaging function. Alternatively, parents/guardians can reach your child's/ward's teachers via the school's main line at 6561 9128 or his/her work emails.
Student Diary	1 March	Your child's/ward's teachers will be using Class Dojo to regularly send you information regarding your child's/ward's learning in school. The Student Diary will continue to be used by your child/ward in school to support his/her learning.
Monthly Letter to Parents/Guardians	1 April	The school will be using Class Dojo to regularly disseminate important information to parents/guardians.

2) **2 February (Friday) – Parent-Teacher Conference (PTC) 1**

Date	Friday, 2 February	
Time	1.00 p.m. to 5.00 p.m.	
Venue	On-site at Grace Orchard School	
Programme Highlights	1.00 p.m. to 3.00 p.m.	Combined Sharing
	3.00 p.m. to 5.00 p.m.	<ul style="list-style-type: none"> • Class Teacher-Parent Time • <i>Individual Teacher-Parent Time (optional)</i>
	3.30 p.m. onwards	Parents may enjoy refreshments at the canteen

During PTC 1, the school will be sharing **updates on our curriculum and programmes**, as well as various ways to strengthen home-school collaboration. Class teachers will also be going through the **students' Education Goals (EG)** document and sharing the **key learning focuses of 2024**, to empower parents to support their child/ward's learning in school.

Students will also undertake **home-based learning (HBL)** on 2 February. Please scan the **QR code** to indicate your **attendance** for PTC 1 **by Monday, 8 January**. Parents'/Guardians' attendance for PTC 1 is strongly encouraged and we look forward to a meaningful time of meeting with you.



3) **2024 Home-Based Learning (HBL) and No School for Students Days**

We have enclosed the **schedule for 2024 HBL dates, as well as other dates when there will be no school**. Please make provision to support your child's/ward's learning and well-being during HBL days. More information will be provided by your child's/ward's class teacher nearing the HBL dates.

4) **2024 New Academic Year Home Visit**

The school will be resuming our annual new academic home visit exercise with the aim of strengthening home-school collaboration by gaining a holistic understanding of the student, including his/her home environment. We have designated **Tuesday, 27 February as a HBL day** to facilitate these home visits and class teachers will be scheduling a date that would work best with you during Term 1 for these visits.

5) **Sale of Uniform in School**

The school uniform supplier (Jeep Sing Fashion) will be selling the school uniform in front of School Bookshop:

Date	Monday, 8 January
Time	10.30 a.m. – 12.15 p.m. & 12.45 p.m. – 1.30 p.m.
Venue	In front of School Bookshop
Note	<ul style="list-style-type: none"> • When out-of-stock occurs, the uniform vendor will contact parents directly for collection when the stock arrives. The school will not issue the uniforms to your child, including students on the Financial Assistance Scheme. • As part of school safety and security, caregivers entering the school will need to register with the security officer at the school main entrance.

6) **Option to Wear Long Track Pants for PE Lessons**

The school is introducing the **option** for students to wear **long track pants during Physical Education (PE) lessons** to improve comfort and engagement in physical activities. Pants should be **loose fitting, plain (with no designs), and in black or navy/dark blue colours**. Students must also follow the current **PE attire guidelines** as stated in the Student Diary. These pants will **NOT** be available for purchase from our uniform vendor.

7) Safe Management Measures

We seek parents'/guardians' support to keep schools a safe environment for students. If your child/ward is **unwell**, please ensure that he/she stays at home and seeks **medical attention** if necessary. If your child is recovering from respiratory-related illnesses, please encourage him/her to exercise social responsibility (e.g., by wearing a mask, minimising social interactions with big groups). We appreciate your support and will continue to work with you closely. Let us all do our part to exercise personal and social responsibility and stay safe.

8) Attendance and Punctuality Policies

Students are expected to **attend school every school day** to ensure they benefit the most from the curriculum. If a student is unable to attend school or any school-related event, a **medical certificate** is required to be submitted on the next school day. Please note that your child's/ward's ART positive result will **NOT** be accepted as a valid reason for student absenteeism.

Students are also expected to arrive **punctually** every school day, i.e. **12.15 p.m. for the PM session**. Please refer to the Student Diary on the attendance and punctuality policy for students.

9) Wednesday, 10 January – Temperature-Taking Exercise

The school will be conducting a temperature-taking exercise on **Wednesday, 10 January**. All students **MUST** bring their digital thermometer to school on that day. Students may purchase the digital thermometer at \$3.40 and/or a battery at \$0.20 at the School Bookshop. The school also requires students to bring the following items for the upkeep of their personal hygiene:

- 1 tissue/wet-tissue pack to wipe their own thermometers after use and for general use
- 1 labelled ziplock bag or container to keep the thermometer if there is no casing
- 1 labelled ziplock bag or container to keep their mask (if any).

10) 2024 Book List

We have enclosed the 2024 Book List. The class teacher has indicated on the list the **required learning materials to be purchased** for your child/ward. Please pay the **exact amount** for the materials to your child/ward's class teacher by **Friday, 12 January**.

11) School Fees Schedule 2024

The schedule of **school fees payment for 2024** is as follows:

Quarterly Billing	GIRO Deduction Dates
January – March	26 – 29 February
April – June	6 – 10 May
July – September	26 – 30 August
October – December	4 – 8 November

You are strongly encouraged to pay your child's/ward's school fees via **GIRO**. For parents/guardians who have not opted for GIRO deduction or whose applications are unsuccessful, please pay the fees to the General Office via cash or cheque (made payable to Grace Orchard School A/C 2).

For school fees paid through Edusave, a portion of the fees, amounting to \$6.50, will be paid through GIRO/PSEA or by cash. In the event where a student withdraws from school before the month is up, school fees for the month must still be paid in full. Please refer to the Student Diary on the school fees structure.

12) Issuance of Developmental Disability Registry (DDR) Identity Card – For new students only

All **new students who joined the school in Term 1** will be receiving his/her Developmental Disability Registry (DDR) Identity Card from the school. The DDR identity card bears the contact information of the

student's caregivers, and social service agency they are receiving services at, for the public to help the student return to safety if needed. Parents/Guardians will need to **acknowledge the receipt of the cards** once you have received them from the class teacher.

13) Issuance of School Smart Card (SSC) – For 7- & 12-year-old students

The Ministry of Education (MOE) will be conducting the yearly photo-taking exercise for all Special Education (SPED) students who are **7 and 12 years old** for the purpose of generating the School Smart Card (SSC). The SSC serves as the student's identification card and can be used for concessionary travel on public transport and to borrow library books from the National Library Board and the school's library, amongst other usage. Following the photo-taking, the **7-year-old students** will get their SSCs by **Monday, 15 April 2024**, while the photos for the 12-year-old students will be used for the printing of Secondary SSCs when they turned 13 years old in 2025. For **7-year-old students**, while pending the receipt of the SSCs, students can continue to use the **Child Concession Card for free travel on public transport until 30 April 2024**. More details of the photo-taking session will be provided in due time.

UPCOMING SCHOOL PROGRAMME/ACTIVITIES

14) CCA Try-outs

The school will be conducting CCA try-outs for the following groups of students.

Students who are new to regular CCA	CCA Try-outs Briefing	CCA Try-outs
<ul style="list-style-type: none"> All primary 4 students All new students in Primary 5 and 6 classes 	Friday, 19 January	Friday, 26 January

The CCA try-outs aim to provide a platform for students to explore their interests and talents, and to choose their CCA which is conducted during the school curriculum hours on **Fridays from 3.00 to 5.00 p.m. for the PM session**. The school seeks the partnership of parents/guardians in identifying a suitable CCA for your child/ward. More details of the CCA try-outs will be provided nearing the try-out dates.

15) Monday, 22 January – Prefects' Investiture

The Prefects' Investiture will be held on **Monday, 22 January at 12.30 p.m. – 1.00 p.m. for the PM Session**. The investiture is a platform to recognise our prefects for their contribution and dedication in serving the school and community. **Parents/Guardians of the prefects will be invited** to witness this moment of their child/ward being invested with responsibilities while embarking on a new journey as student leaders.

16) Friday, 9 February – Chinese New Year Celebration

The school will be celebrating Chinese New Year on Friday, 9 February. As part of the celebrations, we encourage all students to **dress in red or in traditional Chinese New Year attire** (e.g., cheongsam/tang suit). Please take note of the **reporting and dismissal timings**:

Session	Reporting Time	Dismissal Time
PM	9.00 a.m.	12.00 a.m.

IMPORTANT SCHOOL INFORMATION

17) 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. 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.

Listed below are the revised benefits and terms in the Student Group Personal Accident Insurance Policy currently in force:

Name of Insurer	Chubb Insurance Singapore Limited
Medical expenses limit	\$7,500 per student (Note: Medical expenses limit for registered Chinese physician – \$150 per student)
Accident death & permanent disablement benefits	\$25,000 per student
20% co-payment requirement for parents on each medical expenses claim submitted (i.e. the insurer will reimburse only up to 80% of all approved medical expenses incurred.)	

18) School Hours and Daily Dismissal Procedures

The school seeks parents’/guardians’ cooperation in **fetching your child/ward on time and in noting the following procedures**, in view that the teachers will need to attend to other matters and may **NOT** be able to supervise your child/ward beyond the dismissal time.

Session	Reporting Time	Dismissal Time
PM	12.15 p.m.	5.15 p.m.
Mode of Dismissal	Daily Dismissal Procedures	
By School Bus	Students taking school transport will be dismissed at the bus bay at 5.20 p.m.	
By Car	Parents/Guardians can drive into the bus bay and fetch their children at 5.30 p.m., after the last school bus has left the school car park. Cars are not allowed to park or wait in the school car park before the dismissal hours. Parents/Guardians are urged to fetch your child/ward on time. The school will close at 6.30 p.m.	
By Parents / Independent Travellers	Students who are fetched by parents will be dismissed from the bus bay at 5.30pm. Parents/Guardians are to wait for your child/ward at the parents’ waiting area at Gate C. Parents/Guardians are urged to fetch your child/ward on time. The school will close at 6.30 p.m. Students who are independent travellers will be gathered at the foyer at 5.20 p.m. and supervised by a staff for road crossing.	

19) School Safety and Security

The security of the school is crucial in providing a safe environment for the education of our students. We seek your understanding and cooperation in complying with the Road Safety and Visitor Management Policies.

A. No Parking in The School Carpark

- i. Only the school staff and visitors with scheduled appointments can park in the school car park.
- ii. Visitors are to park in the yellow lots. However, should the yellow lots be full, visitors will park their cars at the public car park at the nearby HDB car parks.
- iii. Drive-in is allowed during the school arrival and dismissal time for parents to send and fetch their children.
- iv. All visitors must heed the directions of the security officers when parking on the school premises.
- v. The engine of all parked vehicles must be turned off according to the Environmental Protection and Management (vehicular-emissions) Regulations. Failure to comply may lead to a report to the NEA for further actions.

B. Visitor Registration at the Security Post

- i. All visitors with scheduled appointments to meet staff must register at the Security Post upon entering the school. Visitors will be given visitor's pass.
- ii. Please proceed to the General Office Counter to inform office staff concerning the appointment.
- iii. Visitors are not allowed to walk around the school premises unaccompanied by school staff.

Thank you for taking the time to read all the information in the letter. We look forward to a fruitful year of collaboration with you for your child's learning and development in 2024. If you have any further queries, please contact the school at **6561 9128** or info@go.edu.sg.

Yours Sincerely,



Ms Esther Kwan
Principal

2024 Important Dates to Note (PM Session)

DATE	EVENT/ACTIVITY	REMARKS
Term 1		
1 January (Monday)	New Year's Day	No school for all students
2 February (Friday)	Parent-Teacher Conference 1	HBL for all students
12 February (Monday)	Public Holiday in-lieu of Chinese New Year	No school for all students
13 February (Tuesday)	School Holiday in-lieu of Chinese New Year	No school for all students
27 February (Tuesday)	Home Visit Day	HBL for all students
9 March (Saturday) to 17 March (Sunday)	Term 1 School Holidays	No school for all students
Term 2		
29 March (Friday)	Good Friday	No school for all students
10 April (Wednesday)	Hari Raya Puasa	No school for all students
1 May (Wednesday)	Labour Day	No school for all students
13 May (Monday)	Semester 1 Student Progress Report Preparation Days	HBL for Junior Classes <i>(School as per normal for all other classes)</i>
14 May (Tuesday)		HBL for Primary 5 Classes <i>(School as per normal for all other classes)</i>
15 May (Wednesday)		HBL for Love and Primary 6 Classes <i>(School as per normal for all other classes)</i>
16 May (Thursday)		HBL for Primary 4 Classes <i>(School as per normal for all other classes)</i>
20 May (Monday)	Parent-Teacher Conference 2	HBL for Junior Classes <i>(School as per normal for all other classes)</i>
21 May (Tuesday)		HBL for Primary 5 Classes <i>(School as per normal for all other classes)</i>
22 May (Wednesday)	Vesak Day	No school for all students
23 May (Thursday)	Parent-Teacher Conference 2	HBL for Primary 4 Classes <i>(School as per normal for all other classes)</i>
24 May (Friday)		HBL for Love and Primary 6 Classes <i>(School as per normal for all other classes)</i>
25 May (Saturday) to 23 June (Sunday)	Term 2 School Holidays	No school for all students
17 June (Monday)	Hari Raya Haji	No school for all students
Term 3		
1 July (Monday)	Youth Day School Holiday	No school for all students
29 July (Monday)	Planned HBL with Live Lessons	HBL for Primary 4, 5 & 6 Classes <i>(School as per normal for all other classes)</i>
9 August (Friday)	National Day	No school for all students
30 August (Friday)	Teachers' Day School Holiday	No school for all students
31 August (Saturday) to 8 September (Sunday)	Term 3 School Holidays	No school for all students
Term 4		
4 October (Friday)	Children's Day School Holiday	No school for PM students
23 October (Wednesday)	GOS School Strategic Planning Day	No school for all students
28 October (Monday)	Semester 2 Student Progress Report Preparation Days	HBL for Junior Classes <i>(School as per normal for all other classes)</i>
29 October (Tuesday)		HBL for Primary 5 Classes <i>(School as per normal for all other classes)</i>
30 October (Wednesday)		HBL for Love and Primary 6 Classes <i>(School as per normal for all other classes)</i>
31 October (Thursday)	Deepavali	No school for all students
1 November (Friday)	Semester 2 Student Progress Report Preparation Days	HBL for Primary 4 Classes <i>(School as per normal for all other classes)</i>
4 November (Monday)	Parent-Teacher Conference 3	HBL for Junior Classes <i>(School as per normal for all other classes)</i>
5 November (Tuesday)		HBL for Primary 5 Classes <i>(School as per normal for all other classes)</i>
6 November (Wednesday)		HBL for Primary 4 Classes <i>(School as per normal for all other classes)</i>
7 November (Thursday)		HBL for Love and Primary 6 Classes <i>(School as per normal for all other classes)</i>
16 November (Saturday) to 31 December (Tuesday)	Term 4 School Holidays	No school for all students
25 December (Wednesday)	Christmas Day	No school for all students