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16 February 2016

Dear Parents,

### **1. SCHOOL CANTEEN**

The school currently has 5 canteen stalls operating, namely Chinese Rice Stall, Chinese Noodle Stall, Malay Rice Stall, Malay Noodle Stall and Western Food Stall. We work closely with our canteen stallholders to ensure the provision of a variety of healthier and affordable food options in the school canteen. Our canteen stallholders also take reference from Health Promotion Board's "Healthy Meals in Schools" Programme. The 2016 menus and price lists of our five canteen stalls can be viewed from the homepage of our school website [www.riversidepri.moe.edu.sg](http://www.riversidepri.moe.edu.sg).

### **2. PARENT SUPPORT GROUP (PSG): ANNUAL GENERAL MEETING (AGM)**

We would like to thank parents who have indicated their interest in joining and serving in our Parent Support Group (PSG). We are going to hold our PSG Annual General Meeting (AGM) on Thursday, 25 February 2016. We cordially invite all parents who are interested to join our PSG or considering how they could contribute to Riverside and Riverians to attend the AGM. The details of the AGM are as follows:

Date: Thursday, 25 February 2016

Time: 9.00am to 10.00am

Venue: Riverside Primary School, Level 2, PAL Room

For P1 Parents, please confirm your attendance by 19 February 2016 by emailing the following to Ms Jacqueline Kho, Head/Partnerships at (email) [kho\\_ee\\_ling\\_jacqueline@moe.edu.sg](mailto:kho_ee_ling_jacqueline@moe.edu.sg).

- Name of Parent
- Contact Number (Mobile Number preferred)
- Name and Class of Child

For P2/P3/P4 Parents, we will send an invitation via SNAC, the school's notification app. Please confirm your attendance via SNAC by 19 February 2016.

We look forward to meeting you at the PSG AGM and growing the partnership with parents from strength to strength.

### **3. GROWING OUR RIVERIANS AS INDEPENDENT INDIVIDUALS**

We seek to grow our Riverians as independent individuals who are capable of caring for themselves and others. We warmly invite you to reinforce the following practices to your children and work alongside the school to develop their lifeskills.

#### Homework

- Ensure that you bring the homework assignments home and not leave them in school.
- Put in effort to complete the homework assignments independently without help from your parents and other adults.
- Submit the completed homework assignments punctually to your Subject Teacher.

### Letters and Forms

- Show the letters and forms from the school to your parents.
- Return the completed forms to the school before the deadline.

### School Bag

- Pack your school bag daily according to the following day's timetable and school schedule.
- Pack your school bag neatly.

### Alighting from Parent's Vehicle

(For pupils who alight from a private vehicle at the porch in the morning)

- Have your school bag with you in the car.
- Get yourself ready with your school bag for alighting once the vehicle approaches the school.
- Alight swiftly and safely from the left side of the vehicle, once the vehicle stops at the porch.
- Note: Pupils should not need their parents and other adult passengers to alight from the vehicle to help them.

### Lunch Break before Afternoon Activities

- Ask your parents for some lunch money the night before.
- Purchase food from the food-stalls in the school canteen during lunch break before the start of the afternoon activity.
- Note: Pupils should not need their parents and other adults to bring food for them at recess, at midday or during lunch break.

## **4. A POSITIVE SCHOOL TONE OF CARE, RESPECT AND DISCIPLINE**

We aspire always to foster a positive school tone of care, discipline and respect, this being of fundamental importance to a safe and conducive learning environment. We always engage pupils on school discipline and teach pupils to be Kind and Responsible Riverians who Listen, Learn and Love. We seek your support and cooperation in reminding your child of the following points and ensuring that your child complies with the rules and guidelines.

### Attire and Appearance – Neat and Tidy Riverians with a Shared Identity

- a) Name tags should be displayed on the school shirt/blouse and PE T-shirt.
- b) The PE T-shirt is to be tucked in at all times.
- c) Modification to the uniform is not allowed.
- d) Boys should have short and neatly combed hair. The fringe is to be above the eyebrows.
- e) Girls should have neatly combed hair. The fringe is to be above the eyebrows.
- f) Girls who keep long hair touching the shoulders should have their hair tied or plaited neatly. Only plain black or dark blue hair accessories (e.g. ribbons, hair clips and hair bands) can be used.
- g) Only white shoes and socks are allowed.
- h) Pupils are not to have tinted hair.
- i) Pupils are to keep their nails short, clean and free from nail polish.
- j) Pupils are not allowed to wear jewellery. Only girls are allowed to wear small ear studs. Multiple ear studs on one ear are not allowed.

### Attendance and Punctuality – Punctual and Present Riverians

- a) Pupils are expected to attend school on a daily basis.
- b) All pupils are to be in school for attendance-taking latest by 7.45 a.m. Pupils who arrive at the foyer after 7.45am will be considered late for school. Latecomers will have their names recorded at the foyer. Three counts of latecoming constitute one minor offence.
- c) Pupils who are absent from school owing to illness are to present a Medical Certificate issued by a doctor.

### Learning Behaviours – Always Listening, Learning and Loving

Pupils are expected to always put the three Ls (Listen, Learn and Love) in action. The following are some expected behaviours.

- a) Listen attentively and actively during all lessons and activities.
- b) Listen carefully without interrupting.
- c) Always follow instructions the first time.
- d) Bring learning materials as instructed by the teachers.
- e) Complete assignments and hand them in on time.
- f) Put in own effort to complete work. Do not copy from others.
- g) Keep hands, feet and objects to yourself.
- h) Always play safely. Do not engage in rough play.
- i) Do not use unkind words on others. Do not tease or shout.
- j) Do not take things without permission.
- k) Move quickly and quietly from point to point in the school.

We also need the utmost cooperation from all parents to foster and ensure a positive school tone of care, respect and discipline.

### Responding to an Incident between Your Child and Another Pupil

As children grow up together, they may be involved in incidents and there may be issues that cause unhappiness among one another. We would like to emphasise that should there be a disagreement between your child and another pupil, please do not approach or confront the other child. Please also do not approach the other pupil's parents, as this may cause further misunderstanding and worry. Do contact your child's Form Teacher to highlight the matter and let the school look into investigation and resolution.

## **5. A SAFE AND HEALTH-PROMOTING ENVIRONMENT**

Our pupils' safety and health are our topmost priorities. The school takes a vigilant and proactive approach to ensure a safe and healthy school environment for the whole school community. We seek your utmost support and fullest cooperation for the following measures.

### Visitors to the School

Parents wishing to enter the school must register themselves at the security post. Each parent will be issued with a visitor pass which must be worn at all times when in the school. Parents are to approach the General Office for assistance and are not to move into the pupil activity areas (e.g. classrooms and library) in any way.

### "No Entry" Period for Parents and Authorised Adults

To ensure the smooth and safe dismissal of pupils, there will be no entry of parents and authorised adults into the school between 15 minutes before dismissal and 15 minutes after dismissal. During this "No Entry" period, there will be no sale of items at the school bookshop or at the school uniform counter.

- "No Entry" Period on Monday and Tuesday: 1.45pm to 2.15pm
- "No Entry" Period on Wednesday, Thursday and Friday: 1.15pm to 1.45pm

### Road Safety

We have observed some worrying instances of our pupils and the accompanying adults jaywalking outside our school gates and crossing the road without using the pedestrian crossings nearby. Such road behaviours are dangerous and compromise the safety of all road users.

- a) We will continue to remind our pupils to keep themselves safe on the roads. They are to cross the road at designated pedestrian crossings and are not to jaywalk. They are also to practise the kerb drill before crossing the road.
- b) We urge all parents and adults to be positive role models for our children. Our pupils will be more motivated to demonstrate the right behaviours with the proper guidance and modelling.

### Personal Wellness and Sense of Social Responsibility

We seek your cooperation to effect the following measures to ensure your child's personal health and wellness and to heighten his/her sense of social responsibility.

- a) Remind your child to maintain high standards of personal hygiene at all times.
- b) Before your child leaves for school, please check on his/her health and wellness. You can check his/her temperature and look out for flu-like symptoms. If your child is unwell, bring him/her to see a doctor. Ensure that he/she rests at home for the full duration of the medical certificate (MC) and recovers fully before returning to school.
- c) Remind your child to bring a water bottle to school and fill the bottle at the water coolers, and that he/she is NOT to drink directly from the water coolers.

### Specific Medical Condition and Prescribed Medication

If your child has a specific medical condition, please:

- a) Share the information with the school through the Form Teacher.
- b) Ensure that your child brings the prescribed medication for the specific medical condition to school every school day.
- c) Ensure that the medication is clearly labelled with your child's name and class.
- d) Ensure that your child knows how to take the medication or use it on himself/herself.
- e) Note that the school and teachers are NOT to administer medication to your child. The school staff can help to supervise your child while he/she is taking or using the prescribed medication.

*For Riverside and Riverians! From Good to Great!*

Mrs Sharon Siew  
Principal