

Founded 1953

光華學校

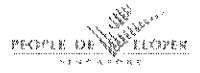
KONG HWA SCHOOL

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2 Jan 2018

Dear Parents/Guardians,

Welcome to 2018

On behalf of everyone in Kong Hwa, we would like to extend a warm welcome to all the P1 boys and girls. Welcome to the Kong Hwa family. For the P2-6 students, welcome back to school, we are looking forward to another great year ahead.

We would like to welcome the following new staff who has joined the Kong Hwa family:

SH SAP
Teacher
Teacher
Teacher
Teacher
Teacher

Mr Tan Kian Boon
Mdm Goh Siew Huang
Mr James Khoo
Mr Larry Phoon
Ms Lim Ai Yi
Mdm Sundra Gaytri Meriange

2018 Key Personnel

Principal
Vice Principal
Vice Principal (Admin)
Year Head (P1/2)
Year Head (P3/4)
Year Head (P5/6)
HOD CL
HOD EL
HOD Maths
HOD Science
HOD CCE
HOD Discipline
SSD
SH Knowledge Management
SH NE/SS
SH PE/CCA
SH SAP
LH CL/CCE
LH CL
LH EL
LH Maths
LH Science
Administration Manager
Administration Manager
Operations Manager

Mrs Cheong-Chua Ye Ling
Mrs Gan-Foo Mei Ping
Mr Chong Yew Bun Edward
Mrs Han-Yap Lay Hua
Mrs Diana Tan-Lin Shiyong
Mdm Chong Chui Mei Penny
Mdm Ng Siam Hong
Mrs Affandy Wendy
Mrs Tan-Liang Kok Fen
Ms Ng Suat Theng Angela
Mr Jerry Yang Ziyi
Mrs Wendi Chong-Goh Hwee Leng
Mdm Sandra Leow Sian Leng
Mr Low Kok Leong
Mrs Yeoh-Leong Poh Lay Claire
Mr Kok Zui Hua Leonard
Mr Tan Kian Boon
Mrs Goh-Wong Lee Ping
Mr Tay Chee Teck
Mrs Wong-Ho Si Yi
Mr Leong Jian Wei Wayne
Mr Jimmy Lin Jin Long
Ms Wendy Goh May Ling
Ms Selene Liao
Mr John Ho Hean Chan



新加坡福建會館屬校
Singapore Hokkien Huay Kuan Affiliated School

Punctuality

Punctuality is a life skill and we would like to encourage all students to get the year off to a good start by coming to school on time every day. Lessons start at 7.45 am and all students are to report to school **by 7.30 am** for the flag-raising ceremony. Students will be considered late for school if they are late for the flag-raising ceremony.

Kindly note that repeated late coming without valid reasons may affect the conduct grade reflected in the report book.

Safety During Arrivals / Dismissals

Please note that Gate 3 (Guillemard Road), Gate 6 (Mountbatten CC) and Gate 8 (Park Connector) will be opened in the morning for students to enter the school on foot. Gate 1 (Guillemard Road) will be opened for parents' cars to enter. During morning arrival via Gate 1, please advise your child / ward to get ready his / her belongings before alighting. This will save time and allow traffic to flow smoothly.

At Gate 6, we request that parents / guardians move into the waiting area as you await the dismissal of your children / wards. As students walk along the covered walkway during dismissal, you can look out for your children from the waiting area. Both parent / guardian and child / ward will then move towards the exit gate to depart from the school. In this way, congestion at the exit Gate 6 will be minimised.

Temperature Taking Exercise

We will be conducting the temperature taking exercise on **5 January 2018 (Friday)**. Please ensure that your child has a working Oral Digital Thermometer (ODT) on that day. In case your child's ODT has broken down, he / she may purchase a new ODT from our school bookshop. All Primary One students will receive a one-time free provision of ODT before the temperature taking exercise.

Mobile Phone Policy

We understand that you may require your child / ward to bring a mobile phone to school for communication purpose. To provide a conducive learning environment, the school has set out the following rules on the use of mobile phones within the school compound and during school activities for students.

- i. Mobile phone must be switched off from 7.25 am to dismissal time on every school day. It must also be switched off during all after-school activities, for example remedial lessons and CCA.
- ii. Use of mobile phone is not allowed in all parts of the school except within the call zones: the Canteen, at Gate 3, Gate 6 and at Gate 8.
- iii. Students who need to contact their parents urgently during school hours are advised to seek their teacher's permission or approach the General Office for assistance.

As the mobile phone is used mainly for communication, we strongly discourage your child / ward from using expensive phone. We seek your understanding that the students have to take responsibility for their personal belongings.

Communication

We would like to remind all that the school's mode of communication with parents / guardians are:

- i. Student Handbook – parents / guardians and teachers may make use of the Student handbook to note down reminders and other messages.
- ii. Teachers' official email – you may send teachers an email and expect a reply within three working days.
- iii. General office phone number 63421195 - you may call the school's general office and our admin staff will transfer your call to the respective teachers or take down your messages.

Parents' / Guardians' Access to School during School Days

All visitors to the school are to report to the Guard House and collect a Visitor Pass. Please proceed to the General Office after that, our office staff will render their assistance to you.

Parents / Guardians who wish to purchase books and/or uniforms during school days can do so after the students' recesses, i.e. from 11.15 am to 12.45 pm. Alternatively, you are advised to do so after 2.15 pm daily (except Wednesdays) and after 1.45 pm on Wednesdays, in order to allow the main bulk of students to leave after school dismissal. We seek your kind understanding and cooperation in this matter.

Thank you.

Yours faithfully,



Mrs Cheong Ye Ling
Principal