



Founded 1953

光華學校

KONG HWA SCHOOL

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2 January 2019

Dear Parents and Guardians

(1) Welcome to 2019

Kong Hwa School would like to extend a warm welcome to all Primary One boys and girls to Kong Hwa. For the Primary 2 to Primary 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 are joining us this January:

Vice-Principal (Administration)
Subject Head Aesthetics
Teacher
Teacher

Mrs Syn-Ng Bee Hoon
Miss Gan Ching Ching
Mr Lee Siew Fye
Ms Evelyn Tan

(2) 2019 Key Personnel

Principal
Vice-Principal (Academic)
Vice-Principal (Administration)
Year Head (P1/P2)
Year Head (P3/P4)
Year Head (P5/P6)
HOD English Language
HOD Mathematics
HOD Science
HOD Character & Citizenship Education (CCE)
HOD Discipline
HOD Physical Education & Co-curricular Activities (CCA)
School Staff Developer
Subject Head Special Assistance Plan
Subject Head Information Communication Technology
Subject Head Physical Education & CCA
Subject Head Aesthetics
Level Head Chinese Language
Level Head Chinese Language & CCE
Level Head English Language
Level Head Mathematics
Level Head Science
Assistant Year Head (P6)
Assistant Year Head (P1) – covering
Administration Manager

Mrs Cheong Ye Ling
Mrs Gan-Foo Mei Ping
Mrs Syn-Ng Bee Hoon
Mrs Han-Yap Lay Hua
Mrs Diana Tan
Mdm Penny Chong
Mrs Wendy Affandy
Mrs Claire Yeoh
Miss Angela Ng
Mr Jerry Yang
Mrs Wendi Chong
Mr Leonard Kok
Mdm Sandra Leow
Mr Tan Kian Boon
Mr Low Kok Leong
Mr Fabian Koh
Miss Gan Ching Ching
Mr Tay Chee Teck
Mrs Goh-Wong Lee Ping
Mrs Wong-Ho Si Yi
Mrs Kang-Hwang Yongxiang
Mr Jimmy Lin
Mr Wayne Leong
Mrs Christine Kang
Ms Wendy Goh



(c) Dismissal of Students

By Private Transport

- Parents/ Guardians are advised to park their vehicles at public car parks and pick up their child/ ward at Gate 3, Gate 6 or Gate 8.
- Parents/ guardians will not be allowed to drive through the school at dismissal time to ensure safety of the students.
- Parents/ Guardians are advised not to park along Guillemard Road as it may cause traffic congestion.

By Public Transport or Walk Home

- Students should use Gate 3, 6 or 8 to leave the school.
- At Gate 6, parents/ guardians are requested to wait in the designated waiting area to facilitate smooth pedestrian flow. As students walk along the covered walkway during dismissal, parents/ guardians can look out for their child/ ward from the waiting area. Both parent and child will then move towards exit gate to depart from the school. In this way, congestion at the exit Gate 6 will be minimised.

(6) Parents'/ Guardians' Access to School during School Hours

To ensure smooth flow of human traffic and safety of the students, parents/ guardians and other visitors are not allowed into the school 15 minutes before and 15 minutes after dismissal time; and during the three recesses.

Parents/ Guardians who wish to purchase books or uniforms during school days are to do so outside these times.

(7) No Delivery of Items to Students

To help our students develop a sense of responsibility, we seek parents'/ guardians' understanding that the General Office will no longer accept delivery of items which students have forgotten to bring to school with effect from 2019 onwards. It would be helpful that you guide your child/ ward to pack his/ her bag properly and ensure that he/she has brought everything that is required for the lessons.

(8) Temperature Taking Exercise

The school will be conducting a temperature taking exercise on Monday, 7 Jan 2019. All students are reminded to bring an oral digital thermometer to school on that day.

(9) Students' Health & Social Responsibility

If your child/ ward is unwell, please do not allow him/ her to come to school. Some symptoms which indicate that your child/ ward is unwell are: fever ($\leq 37.6^{\circ}\text{C}$), vomiting, diarrhoea, persistent cough, breathing difficulties, sore eyes, blister-like lesions in mouth, on palm or sole etc.

Please take your child/ ward to consult a doctor and allow him/ her to rest at home. Your child/ ward should only return to school when he/ she is fully recovered.

(10) 2019 Student Handbook

A copy of the 2019 Student Handbook has been issued to your child/ ward. You may refer to it for more details on the school rules and regulations.

Thank you.

Yours sincerely,



Mrs Cheong Ye Ling
Principal