



**WELCOME**



**2025 P1 Orientation  
E-Handbook**

# GETTING READY FOR SCHOOL



What can you do to help yourself to be better prepared for primary school?

- Make sure that your school bag is packed before you go to bed every night.
- Make sure that you have at least 8 hours of sleep and eat a proper breakfast before going to school every morning.

# GETTING READY FOR SCHOOL



- ✦ ✦ a) Packing your own school bag for school
  - Things to bring to school daily
  - Healthy snack break
- b) Wearing on your school uniform
- c) Name tag with lanyard
- d) Arriving at school punctually
- e) Road safety reminders
- f) Other useful resources for your parents/guardians



# GETTING READY FOR SCHOOL

- ✦ ✦ g) School Term & Vacation Dates
- h) School hours
- i) Dismissal gates and arrangement



# WHAT TO BRING TO SCHOOL DAILY



Thermometer



Name tag  
with lanyard



GEMbeats 2025



Pocket money in  
a small wallet



1 mask  
(optional)



Water bottle



Story book



Stationery &  
coloured pencils

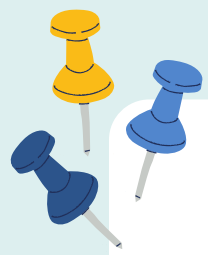


Healthy & light snacks

# GEMBEATS 2025



- Complete the 'Personal Particulars' page in the GEMbeats (Student Handbook).
- Bring your GEMbeats to school daily to record notes and homework.
- Go through the school rules in the GEMbeats with your parents/guardian. The school rules are written to ensure the safety and well-being of you and your fellow schoolmates around you.
- Therefore, be at your best and be mindful of what you should or should not do when you are in school. Together, we will make NSPS a happy learning school for all.
- P1 students will receive their GEMbeats on the first day of school.



# WHAT TO BRING ON FIRST DAY OF SCHOOL

To make sure that your school bag is not too heavy, pack your bag with your parents/guardian using the guide on what to bring daily.



North Spring Primary School				
Name: _____				
Class: P1.1		MT: _____		
Dismissal Arrangement:				
Gate B	Gate C	Gate F	School Bus	Student Care

# HEALTHY SNACK BREAK

- You will have a 10-minute snack break daily, between 11.30 a.m. to 12 p.m.
- Do pack some healthy and light snacks that you can eat in the classroom.





# PUTTING ON YOUR SCHOOL UNIFORM



- Students are to only wear PE attire on days when there are PE or PAL lessons only.
- On all other days, students are expected to be in our school prescribed full school uniform.
- For more details, refer to the school website for guidelines on school uniform.



# PUTTING ON YOUR SCHOOL UNIFORM



- Remember to put on your plastic name tag with the lanyard daily.
- This is for the teachers and staff in school to easily identify and assist you upon arrival and during dismissal.
- You can also purchase the name tag from bookshop if you lost or need replacement due to wear and tear over time.



**M.T ~ Mother Tongue**

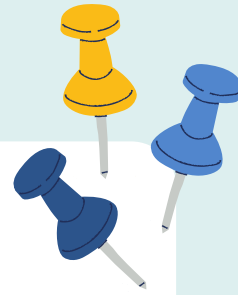
# SCHOOL BAG



- Students are strongly encouraged to use a backpack or similar bags that are easier to carry and less likely to pose health and safety hazard.
- Please note that students are strongly discouraged from using large trolley bags as they are bulky and difficult to manage, especially on stairs and in crowded spaces, increasing the chance of tripping and falling.



# ARRIVING AT SCHOOL



## ARRIVAL GATES

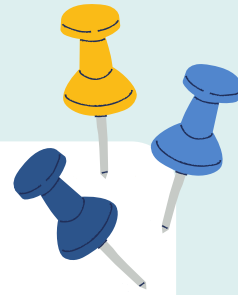
**Gate B** opening hours:

7 a.m. - 7.25 a.m. (Daily)



Gate B is located in front of the school where the traffic light crossing is.

# ARRIVING AT SCHOOL



## ARRIVAL GATES

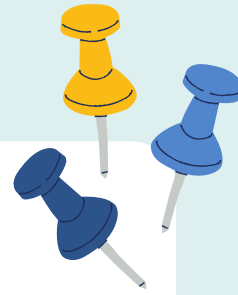
**Gate C** opening hours:

7 a.m. - 7 p.m. (Daily)



Gate C is located in front of the school security post.

# ARRIVING AT SCHOOL



## ARRIVAL GATES

**Gate F** opening hours:

7 a.m. - 7.25 a.m. (Daily)



Gate F is located nearer to the bus stop.

# ROAD SAFETY REMINDERS

## Notes to Parents/Guardians



- For the safety of our students, unauthorized vehicles are not allowed into the school compound.
- You are strongly encouraged to park your vehicles at the multi-storey carpark directly opposite or next to the school. You could walk across to the school building using the pedestrian crossing when you fetch your child/ward home after dismissal.
- Remind your child/ward to cross safely using the traffic lights/zebra crossing.



# ROAD SAFETY REMINDERS

## Notes to Parents/Guardians



- In the event of a rainy weather, parents/guardians can drive into the school compound to drop the child/ward off at the sheltered school foyer.
- Please ensure that your child/ward has his/her school bag with him/her and is ready to alight in the shortest time possible.
- Parents/guardians should refrain from alighting from your vehicles to hug or bid goodbye to your children or to take bags out from the car boot.

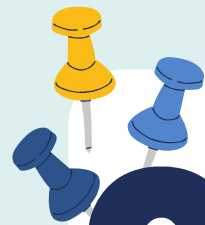




# ROAD SAFETY REMINDERS

## Notes to Parents/Guardians


- Please note that on rainy days, a massive traffic jam may occur outside and within the school's premises at peak hours. When you drive out of the school premises, kindly make a left turn only at the exit gate to facilitate a smooth flow of traffic during heavy traffic conditions.
- Your cooperation is much appreciated to facilitate the smooth and safe arrival of all students to school during the busy hours in the morning. Please be safe and considerate to other road users.



# OTHER USEFUL RESOURCES FOR MY PARENTS/GUARDIANS

## Notes to Parents/Guardians

- Our students do their best when school staff and parents work cooperatively to support them.
- We hope the following resources on school-home partnership will be a useful reference for parents in helping our students pick up self management skills, build resilience and take responsibility for and ownership of their learning.
- <https://www.moe.gov.sg/parentkit>



# SCHOOL TERM & VACATION DATES

## School Term

### Semester 1

Term 1	Thursday 2 January to Friday 14 March
Term 2	Monday 24 March to Friday 30 March

### Semester 2

Term 3	Monday 30 June to Friday 5 September
Term 4	Monday 15 September to Friday 21 November

You are to attend school regularly and punctually so that you can learn with your classmates and achieve your full potential.

## School Vacation

Between Terms 1 & 2	Saturday 15 March to Sunday 23 March
Between Terms 2 & 3	Saturday 31 May to Sunday 29 June
Between Terms 3 & 4	Saturday 6 September to Sunday 14 September
At End <u>Of</u> School Year	Saturday 22 November to Wednesday 31 December

# SCHOOL HOURS

Monday	8.30 a.m. – 1.30 p.m.
Tuesday	7.30 a.m. – 1.30 p.m.
Wednesday	7.30 a.m. – 1.30 p.m.
Thursday	8.30 a.m. – 1.30 p.m.
Friday	7.30 a.m. – 1.30 p.m.

- The first school bell rings at 7.30 a.m. to signal the start of the school day.
- For Primary 1 students, do arrive in school on time by 7.25 a.m. and get ready for your first period to start the day's learning.
- Reporting time for Monday and Thursday is at 8.25 a.m. as the first period starts at 8.30 a.m.
- Students arriving after 7.25 a.m. (Tue, Wed & Fri) & 8.25 a.m. (Mon & Thurs) will be recorded as late-comers.

# DURING SCHOOL

## What does my first day of school look like?

- The first day of school for 2025 will be Thursday, 2 January 2025.
- There will be orientation (including recess) activities for P1 students on that day. The P1 orientation programme will be carried out from 7.45 a.m. to 10.30 a.m.
- More than 1 teacher will be assigned to each P1 class to ensure that all P1 students are cared for. The teachers will also help to orientate the P1 students to their new surrounding.

# DURING SCHOOL

## What does my first day of school look like?

- In view of the limited seating capacity, we would like to request that at most 2 parents accompany each child into the school compound on the first day of school, 2 January 2025, Thursday.
- Teachers will be ready to receive the P1 students and parents at the arrival gate C and direct them to their classrooms.
- Parents/Guardians will be directed to the school hall after sending their children to the classrooms. The Year Head and Assistant Year Head for Primary 1 and Heads of Department for the various subjects will be conducting a Parents' Talk in the hall at 8 a.m.

# DURING SCHOOL

## What time is recess ?

- All P1 students will have their recess from 9.30 a.m. to 10 a.m. daily.
- Recess time for the first week is 9.30 a.m. to 10.15 a.m. (extra 15 mins).
- Parents/ guardians will be permitted to join their child/ward for recess at the Canteen on P1 Orientation Day.
- Do not worry. The caring Form Teachers will be there to guide the P1 students and ensure their safety during recess. The friendly aunties and uncles at the different food stalls will also help the P1 students.

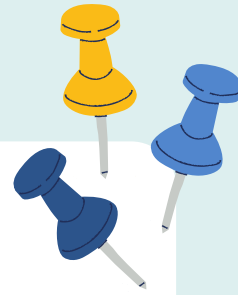
# DURING SCHOOL

## Where do I go when the dismissal bell rings?

- Dismissal time can be quite confusing for any student who is new to the school.
- Talk to your parents/ guardians about where to go during dismissal.
- Do not change the dismissal venue without informing your Form Teachers.
- If you are unsure what to do and where to go, talk to your Form Teachers and ask for help.



# DISMISSAL



## DISMISSAL GATES

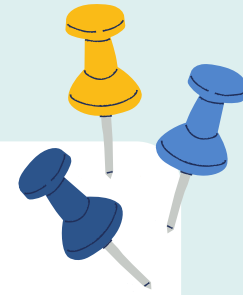
**Gate B** opening hours:

1.30 p.m. - 2 p.m. (Daily)



Gate B is located in front of the school where the traffic light crossing is.

# DISMISSAL



## DISMISSAL GATES

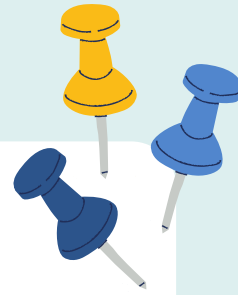
**Gate C** opening hours:

1.30 p.m. - 7 p.m. (Daily)



Gate C is located in front of the school security post.

# DISMISSAL



## DISMISSAL GATES


**Gate F** opening hours:

1.30 p.m. - 2 p.m. (Daily)



Gate F is gate that is located nearer to the bus stop.

# **DISMISSAL ARRANGEMENT**


- Be familiar with how you are going home from school.
- Write down your dismissal arrangement on your name tag and GEMbeats (Student handbook) so that your teachers can refer to it.
- At dismissal, your last period teacher will bring you to your dismissal point. 

# **DISMISSAL ARRANGEMENT**

## **Taking school Bus**

- Assemble at the front of the School Hall.
- Teachers will lead the P1 students to the music playground and hand them over to the bus drivers.

## **Attending Student Care Centre (SCC)**

- Assemble at the back of the School Hall. 
- SCC teachers will fetch the P1 students from school hall and usher them to SCC.

# **DISMISSAL ARRANGEMENT**

**Going home with older siblings studying in NSPS**

- **Assemble at the respective Gates B, C & F or canteen.**
- **Older siblings will fetch them from the respective school gates or canteen and go home together.**



# **DISMISSAL ARRANGEMENT**

**To be fetched by parents/ guardians**

- Assemble at respective Gates B, C & F.
- Inform your child/ward the specific gate that he/she will be fetched.
- Teachers will accompany the P1 students to the respective gates for dismissal.



**\*Should your parents/guardian be late, please go to the Security Post and make a call.**



# **WHAT TO DO IF I AM UNWELL AND CANNOT ATTEND SCHOOL?**

- If you are unwell and cannot attend school, your parents/ guardian will have to inform the General Office staff or your Form Teachers via Class Dojo.
- When you return to school, submit your medical certificate (MC) or letter of excuse to your Form Teachers.







# **WHAT TO DO IF I AM UNWELL DURING LESSONS?**

- If you feel unwell during lessons, please let your class teacher know immediately. Your teacher will advise you on what to do next.
- You will need to be fetched home from school by your parents/guardians or an authorised adult. Your parents/ guardian needs to fill up a form before leaving the school compound with you.





## **WHAT TO DO IF I HAVE FORGOTTEN TO BRING MY HOMEWORK/ POCKET MONEY/ LEARNING MATERIALS TO SCHOOL?**

- If you have forgotten to bring an item that you need to submit or use in school, stay calm and inform your teachers in class. Your teacher will guide you on the next step to take.





# **WHAT TO DO IF I HAVE FORGOTTEN TO BRING MY HOMEWORK/ POCKET MONEY/ LEARNING MATERIALS TO SCHOOL?**

## **Notes to Parents/ Guardians**

- We seek your cooperation in refraining from bringing money, water bottles, PE attire or books which your child/ward has forgotten to bring to school.
- We would like to instil RESPONSIBILITY in each NSPS student, not through punishment but by devising ways with the child to help him/her remember.
- We will ensure that your child/ward gets to eat even if he/she forgets to bring pocket money to school and for all the above, we will use our GEMbeats as a tool of communication with you.





# **HOW CAN MY PARENTS/GUARDIANS COMMUNICATE WITH MY TEACHERS?**

We look forward to partnering with parents/guardians closely to provide the best possible learning environment for you. There are several platforms for your parents/guardians to get in touch with the teachers. These platforms include:

- GEMbeats
- Class Dojo ~ Form Teachers will send an invite
- Parents Gateway
- School email address: [nsps@moe.edu.sg](mailto:nsps@moe.edu.sg)
- General Office telephone number: 6881 6887, 7 a.m. to 5 p.m.





# HOW CAN MY PARENTS/GUARDIANS COMMUNICATE WITH MY TEACHERS?

## Notes to Parents/ Guardians

- We would also like to appeal to our parents to make an appointment with the teachers should they wish to meet them.
- Our teachers have packed schedules during curriculum hours and may not be able to meet our parents on a short notice. Our teachers will try to respond within 3 working days, unless the issue raised is urgent and requires immediate attention.





# HOW CAN MY PARENTS/GUARDIANS COMMUNICATE WITH MY TEACHERS?

## Notes to Parents/ Guardians

- Office hours are from 7.30 a.m. to 5 p.m. on weekdays during term time.





# **BIRTHDAY CELEBRATIONS**

- For the safety of the other students in the class, especially those with food allergies and dietary restrictions, birthday cakes and food items are not allowed for birthday celebrations in school.
- If you wish to share the birthday goody bags, kindly only pack stationery items inside.





**THANK  
YOU**

