

# EAST SPRING PRIMARY SCHOOL



## Primary 1 Orientation Booklet (For 2023 Cohort)

Name of Student : \_\_\_\_\_

Class : Primary 1 Self-Control \_\_\_\_\_

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## **School History and Background**

East Spring Primary School (ESPS) was established on 4 January 1999 with an enrolment of 400 students and 15 teachers. It was holding at Qiaonan Primary School till it moved to the current premises on 22 March 1999. The school was officially opened by late Dr Aline Wong, then Senior Minister of State for Education and Member of Parliament for Tampines GRC, on 3 August 2001.

The school went single-session in 2012 to provide teachers with additional time and space to deliver a more holistic education. It also allows students to benefit from a wider range of academic and non-academic activities. It completed its Primary Education Review and Implementation (PERI) upgrading in 2014 with new facilities such as Dance Studios, Teaching Lab, PAL Room, Indoor Sports Hall (ISH) and Student Care Centre (SCC).

Since 2014, school introduces a Lifelong Learning Programme, SPRING for Life, that focuses on character development through a progressive four-year outdoor education programme. Students participate in activities such as kayaking, raft building, caving and treetop adventure climbs during their level camps. These camps provide every student with the opportunities to explore and discover learning within and beyond the classroom, in line with the 'Learn for Life' movement.

In 2019, the design of the Applied Learning Programme, Digital Creativity @ ESPS, focuses on preparing our students to learn and navigate responsibly in the digitalized knowledge society. In addition, they are also taught the process of identifying problems and reframing them as actionable opportunities through the 5-stage of Design Thinking process.

The school is well supported by engaged staff, who strive and act on the shared mission to develop every student, every E'Light, to be a Caring Citizen and an Independent Learner; igniting their joy in learning, developing in them 21st Century Competencies, nurturing their character, building their resilience and confidence. Importantly, the school prepares all to contribute meaningfully to the society.

## **Vision**

Gracious School, Life-long Learners

## **Mission**

Nurturing Caring Citizens and Independent Learners

## **Values**

Self-Control

Perseverance

Responsibility

Integrity

National Pride

Gratefulness

## **Motto**

Excellence for Success

## **E'Light Identity**



Students in East Spring Primary are known as E'Lights. Our unique identity was created in 2013. It signifies 'Hope' that comes along with a brand new day. The light is a constant reminder for us to shine despite all the challenges that we may face. E'Lights are reminded to strive for excellence and practise the school values, 'SPRING' at all times.

## General Information

### School Hours

Day	Time
Monday to Friday	7.30 am – 1.30 pm
Students are to be <b><u>seated in the classrooms</u></b> by <b><u>7.30 am</u></b> as morning assembly will commence at 7.30 am.	

### Recess Timing/Snack Timing/Dismissal Timing

Level	Recess	Snack Break	Dismissal
P1	8.30 – 9.00 am	11.20 am	1.30 pm
P2	10.30 – 11.00 am	8.20 am	1.30 pm
P3	9.00 – 9.30 am	11.20 am	1.35 pm
P4	9.30 – 10.00 am	12.20 am	1.35 pm
P5	11.00 – 11.30 am	8.20 am	1.40 pm
P6	10.00 – 10.30 am	12.20 am	1.40 pm

## **School Hours for Day 1 & Day 2**

**(Tuesday, 3 January & Wednesday, 4 January)**

		<b>Reporting Time</b>	<b>Dismissal Time</b>	<b>Things to bring</b>
Day 1	Tuesday 3 January 2023	8.00 am	1.00 pm	<ul style="list-style-type: none"><li>• stationery</li><li>• storybook</li><li>• water bottle</li><li>• temporary name-tag</li></ul>
Day 2	Wednesday 4 January 2023			To be advised by teachers on first day of school

- When your child/ward arrives in school, he/she will proceed to the classroom with the help of teachers and prefects on duty. Parents will not be allowed into the school beyond the Parents' Waiting Area.

### **Recess Timing for Tuesday 3 January 2023**

<b>Tuesday, 3 Jan 2023</b>	
<b>Classes</b>	<b>Time</b>
Primary 1S1 to 1S6	9.15 am – 10.00 am

Note : Parents are allowed into the canteen only on 3 Jan 2023 from 9.15am.

### **Recess Timing for Wednesday 4 January 2023 onwards**

<b>Wednesday, 4 Jan 2023</b>	
<b>Classes</b>	<b>Time</b>
Primary 1S1 to 1S6	8.30 am – 9.00 am

## Smooth Transition

Orientation Days	<ul style="list-style-type: none"> <li>Tuesday, 3 January to Thursday, 5 January</li> </ul>
Attire	<ul style="list-style-type: none"> <li>Be in <b>PE attire</b>.</li> <li>Put on the <b><u>temporary name tag issued</u></b> for identification purpose <b><u>throughout the month of January</u></b>.</li> </ul>
Things to bring	<ul style="list-style-type: none"> <li>Stationery</li> <li><b><u>1 English story book</u></b> for Silent Reading (every Monday to Wednesday)</li> <li><b><u>1 Mother Tongue story book</u></b> for Silent Reading (every Thursday and Friday)</li> <li>1 lightweight water bottle &amp; packed food (if required)</li> <li>a plastic file/folder to keep homework, letters and notes.</li> </ul> <p><b>(All items to be labelled with your child's/ward's name in permanent ink)</b></p>
Arrival procedure	<ul style="list-style-type: none"> <li><b>Refer to child's /ward's name tag for their class.</b></li> <li>Your child/ward will be received by the teachers and Prefects on duty at the Parents' Waiting Area.</li> <li>Parents are advised not to remain in the school premises.</li> </ul>
Dismissal Procedure	<ul style="list-style-type: none"> <li>Parents/ Guardians pick up- Please wait at the <b><u>3 designated dismissal points/pick up points</u></b> (refer to School Location Map on page 10).</li> <li>School bus - Students will be led by their teachers to the correct buses at the bus bay. <b>Ensure that the bus number is indicated on your child/ward's temporary nametag.</b></li> <li>Kidz Treehouse @ East Spring- Students will be <u>led to the centre by their teachers</u>.</li> <li>External Student Care- Indicate the gates where the students should be dismissed.</li> <li>Siblings with siblings - Students will wait at the foyer.</li> </ul>

## Parents' Briefing

You are cordially invited to a Parents' Briefing on Tuesday, 3 January 2023. We will be sharing with you more information on our school programmes and curriculum. Please refer to the programme schedule below. Please register your interest to attend via this QR code by 26 December 2022.

Date : Tuesday, 3 January 2023  
Time : 10.15 am



<b>Time</b>	<b>Parents' Briefing Programme</b>
10.15 am to 11.30 am	Welcome Note and Briefing by Principal, <i>Mr Wong Kin Mun</i> Briefing by Lower Primary Year Head, <i>Mdm Marhamah Yusof</i> Briefing on Subject Matters by <i>Heads of Department</i>
11.30 am to 11.45 am	Briefing on Chinese Language programme <i>(This is for non-Chinese parents whose child is applying for non-Mother Tongue (Chinese Language))</i>



## School Safety and Security

### Visiting the School

The school places great emphasis on safety and security. Do take note of the **opening times of the gates** and adhere to security procedure if you are visiting the school or dropping your child/ward off at the school gates.

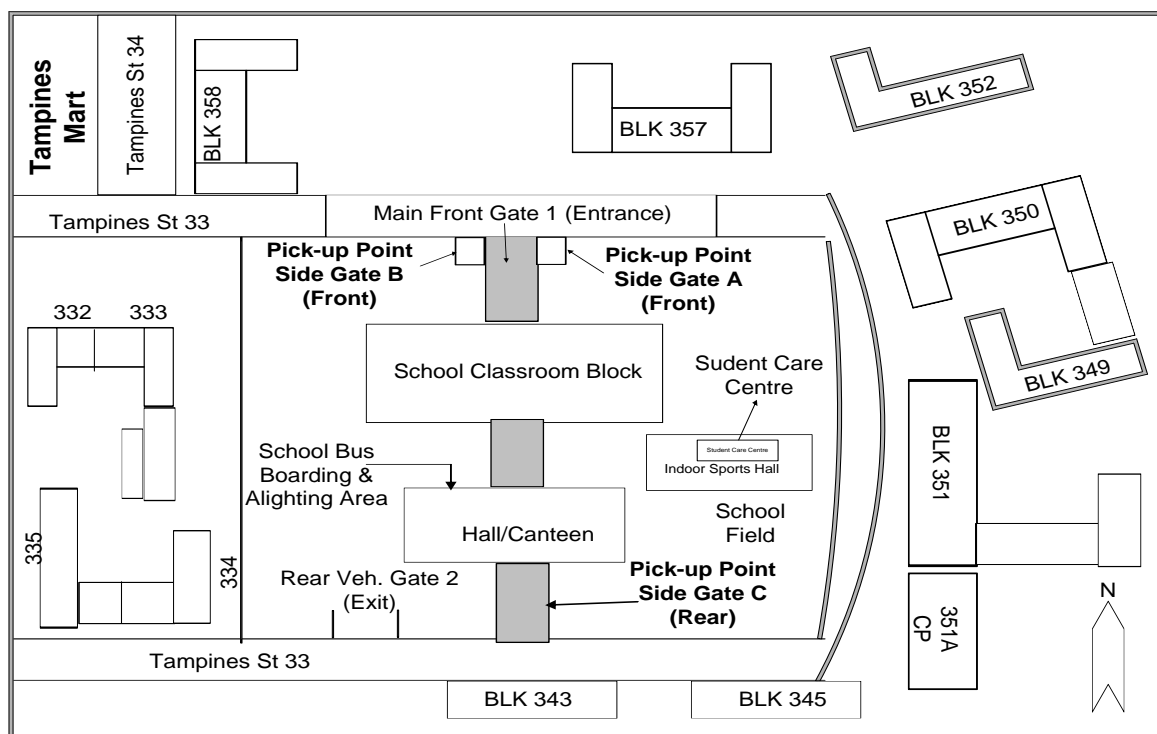
Opening hours of the school gates :

	<b>Monday – Thursday</b>	<b>Friday</b>
Gate A	6.30 am – 6.30 pm	6.30 am – 5.30 pm
Gate B	6.30 am – 7.30 am* 1.15 pm – 2.00 pm*	
Gate C	6.30 am – 7.30 am* 1.15 pm – 2.15 pm*	
Vehicular Gate (For staff and school bus transport only)	<p style="text-align: center;"><u>Arrival Time</u> Mon-Fri: 6.30 am – 7.15 am</p> <p style="text-align: center;"><u>Dismissal Time</u> <b>1.30 to 1.45 pm</b>(15 minutes after school dismissal)</p> <p>Other than the timings stated above, the vehicular gate will remain closed. Please alight your child at <b><u>Gate C if you are driving</u></b> or park at the nearest carpark. <b><u>Do not wait</u></b> along the road.</p>	

\*All students and visitors are to use **Gate A** to enter the school after the stipulated time.

- **Wet weather-** The vehicular gate will be opened **in the morning** and after **1.50 pm** to allow parents/guardians to drop off/pick-up. Please be patient while driving into school at all times.
- **No parking is allowed** within the school premises except for parents/guardians who need to fetch their **unwell child/ward**.

## School Location Map



### Meeting the Teacher

Please **make an appointment** to meet him/her by **contacting the General Office** or **through Class Dojo**. The teachers may not be available due to lessons, CCAs and other school programmes if you drop by without an appointment.

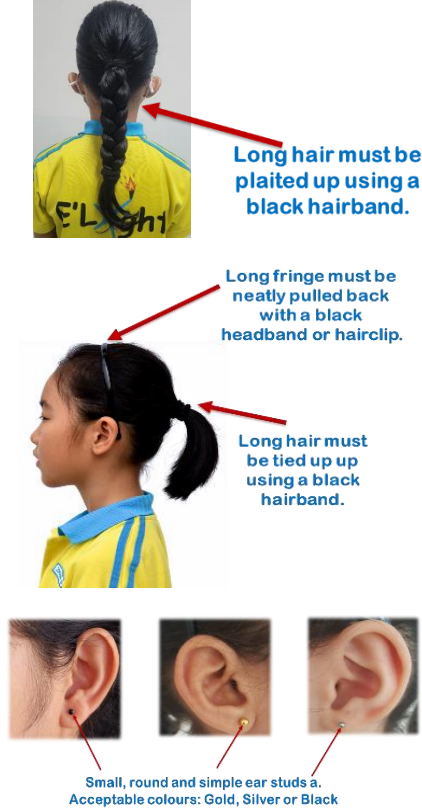
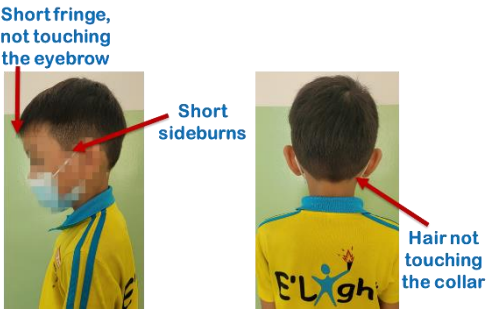
Please enter **only** via **Gate A** and sign in at the security post. You are required to **put on the Visitor's Pass** while on the school grounds. Please report directly to the General Office to meet the teacher/staff. If you are driving, please park at the HDB car parks nearby.

### Fetching Your Unwell Child

If you are fetching your child/ward early from school for valid reasons, either you or a guardian need to come to school in person to sign for early dismissal of your child. The school will contact you if your child/ward is unwell.

## General Appearance

All students are to wear the prescribed school PE attire whenever they enter the school premises for all activities. Modification to the attire is strictly not allowed. PE Tshirt must be tucked in and the nametag should be sewn above the school crest.

<p>Girls</p>	<ul style="list-style-type: none"> <li>• Fringe must be 1cm above the eyebrows</li> <li>• Hair length must not touch the collar</li> <li>• Long hair to be neatly <b>tied-up/plaited</b></li> <li>• Hair colour should remain natural</li> <li>• Only <b>black</b> thin hair band/clips are allowed</li> <li>• No hair gel is to be applied</li>   <li>• Ear studs should not be bigger than <b>0.3cm</b> (no earrings are allowed)</li> </ul>	 <p>Long hair must be plaited up using a black hairband.</p> <p>Long fringe must be neatly pulled back with a black headband or hairclip.</p> <p>Long hair must be tied up using a black hairband.</p> <p>Small, round and simple ear studs a. Acceptable colours: Gold, Silver or Black</p>
<p>Boys</p>	<ul style="list-style-type: none"> <li>• Hair must be short and neat</li> <li>• Fringe must be 1cm above the eyebrows</li> <li>• Hair at the sides must not touch the ears</li> <li>• Hair colour should remain natural</li> <li>• Hair <b>should not be partially shaven</b></li> <li>• No hair gel is to be applied</li> </ul>	 <p>Short fringe, not touching the eyebrow</p> <p>Short sideburns</p> <p>Hair not touching the collar</p>

Shoes and Socks

- All black shoes with **laces** or **2 / 3- strapsvelcro**
- White socks with school initial “ESPS” worn above the ankles



Black lace shoes



Socks with ESPS logo

2 straps (minimum) Velcro shoes

## School Partnership with Parents

Silent Reading	<ul style="list-style-type: none"> <li>• Students are required to bring a story book to read during silent reading sessions. They are to bring an <b><u>English storybook from Monday to Wednesday</u></b> and a <b><u>Mother Tongue storybook on Thursday &amp; Friday.</u></b></li> </ul>
When Your Child/Ward is Unwell	<ul style="list-style-type: none"> <li>• If your child/ward is unwell, please keep him/her at home and see a doctor. Please take note that the teachers and staff <b><u>will not</u></b> administer any medication, oral or otherwise, to your child/ward if he/she is unwell. Please <b><u>submit a picture of the Medical Leave via Class Dojo or hard copy of the Medical Certificate or Letter of Excuse (maximum 5 letters accepted per semester) upon your child's/ward's return to school.</u></b></li> <li>• On assessment days, your child/ward must be <b><u>covered by a medical certificate</u></b> if he/she is ill.</li> </ul>
Labelling of Personal Items	<ul style="list-style-type: none"> <li>• We seek your cooperation to <b><u>label your child/ward's belongings with his/her name and class</u></b> (e.g. water bottle, student handbook, files, stationery, books, issued thermometer, wallet, shoes).</li> <li>• He/She can identify his/her lost items at the 'Lost and Found Corner' or help us to facilitate the return of the items to him/her.</li> </ul>
Pocket Money	<ul style="list-style-type: none"> <li>• An estimation of pocket money for your child/ward would be <b><u>\$2.50 daily.</u></b></li> <li>• Give small notes or coins and teach him/her how to count coins and receive change.</li> <li>• He /She may bring packed food from home.</li> </ul>

<p>Forgetting Books, Files and Other Items</p>	<ul style="list-style-type: none"> <li>• The school would like to work with all parents to help your child/ward grow to be more independent and responsible. If he/she has forgotten to bring his/her books/assignments/personal items to school, you <b><u>do not</u></b> have to make a special trip to school to hand them to him/her. If it is an urgent item that needs to be submitted, your child/ward's teachers will contact you.</li> </ul>
<p>Checking of School Bag Daily</p>	<ul style="list-style-type: none"> <li>• Big and bulky bags like <b><u>trolley bags are not allowed</u></b> as these add unnecessary weight.</li> <li>• Bag should not be more than 15% of the child's/ward's body weight</li> <li>• <b>Guide</b> your child/ward to check his/her school bag daily using the timetable given by his/her Form Teacher.</li> <li>• <b><u>Avoid bringing unnecessary items, hardcover storybook and large pencil cases</u></b> as these items will add to the weight of his/her schoolbag.</li> </ul>
<p>Student Handbook</p>	<ul style="list-style-type: none"> <li>• Students will have to copy all homework assigned to them into their Student Handbook.</li> <li>• <b><u>Check your child's/ward's handbook daily</u></b> for homework or tasks assigned by his/her teacher.</li> <li>• The handbook is also a useful tool for communication between you and the teachers.</li> <li>• School Handbook will be given to the students during first week of school.</li> </ul>
<p>Modes of Communication</p>	<ul style="list-style-type: none"> <li>• Parents can use the following means to communicate with their child/ward's teachers: <ul style="list-style-type: none"> <li>➤ Email</li> <li>➤ Student Handbook</li> <li>➤ Phone call to General Office at 6786 6192</li> <li>➤ Class Dojo</li> <li>➤ Parents Gateway (PG)-for parents circular and broadcast</li> </ul> </li> </ul>

	<p>Note : For Class Dojo and Parents Gateway (PG), please switch on the notifications upon downloading the app on your mobile phones so that you will be notified when there is a message or broadcast from the teachers and school)</p>
Snack Time	<ul style="list-style-type: none"> <li>• The <b>5 minutes snack time</b> will take place from 11.20 am to 11.30 am each day in your child's classroom on top of the 30 minutes recess.</li> <li>• They should only take <b>healthy snacks such as cut fruits, nuts, simple sandwiches or biscuits.</b></li> <li>• Ensure that <b>food is bite-sized</b> and be placed in containers and can easily be <b>consumed using spoon and fork</b> . This is to avoid mess and crumbs on their tables and floor to avoid pests. Only <b><u>plain water</u></b> is allowed to be consumed in class.</li> </ul>

### **1. Excite them**

by sharing the fun activities they will be doing in Primary 1 and your own good memories of being in school!



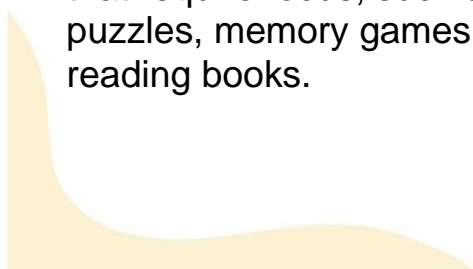
### **2. Emphasise with them**

by acknowledging their fears. Talk to them about their worries and ease their anxieties.



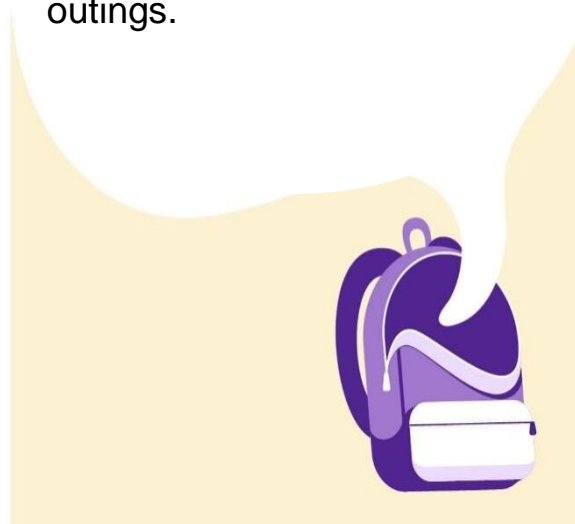
### **3. Enhance their focus and self-control skills,**

such as the ability to stay focused to see through the completion of tasks, remember instructions and take turns. Help them develop these skills by engaging them in activities that require focus, such as puzzles, memory games or reading books.



### **4. Empower them**

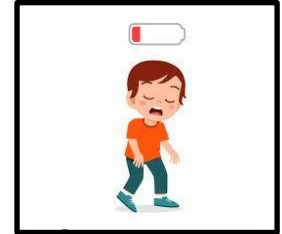
to be independent. Give them opportunities to dress themselves, manage their toilet needs, and pack their bag for outings.





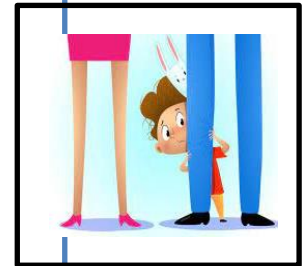
## Tiredness

- The difference in schooling hours and change in routine during the first week of school can be tiring for your child/ward. Do ensure that he/she **has sufficient rest and sleeps early** in the night.



## Anxiety Attacks

- It is normal for your child/ward to feel anxious during the first two weeks of school and parents need not worry unduly. Your assurance, patience and understanding will help them adapt to the changes more quickly. You can approach the Form Teachers or Year Head if you need our assistance.



## Bulding New Friendship

- The school conducts orientation programme during the first week for students to socialise and form new friendship. Give your child/ward lots of encouragement to build self-confidence in them.



## **Reading**

To help you child/ward in reading , use the Dolch List below to encourage your child/ward to pick up some sight words. These words will be helpful towards your child's/ward's learning progress in English.

### **How to use the Dolch List**

Your child/ward is encouraged to master List 1 – 6 before the start of Term 1. Get your child/ward to learn 20-25 words a week according to your child's/ward's progress.

Put a tick if your child/ward is able to read the word. If your child/ward is unable to read the word, practise the word until he/she attains mastery.

You may repeat the quiz up to 2 more times (or as many as you deem necessary) to ensure that your child/ward has mastered word fluency of the targeted words.

## Dolch List Set 1

### LIST 1

1. the \_\_\_\_\_
2. to \_\_\_\_\_
3. and \_\_\_\_\_
4. he \_\_\_\_\_
5. a \_\_\_\_\_
6. I \_\_\_\_\_
7. you \_\_\_\_\_
8. it \_\_\_\_\_
9. of \_\_\_\_\_
10. in \_\_\_\_\_
11. was \_\_\_\_\_
12. said \_\_\_\_\_
13. his \_\_\_\_\_
14. that \_\_\_\_\_
15. she \_\_\_\_\_
16. for \_\_\_\_\_

### LIST 2

1. at \_\_\_\_\_
2. him \_\_\_\_\_
3. with \_\_\_\_\_
4. up \_\_\_\_\_
5. all \_\_\_\_\_
6. look \_\_\_\_\_
7. is \_\_\_\_\_
8. her \_\_\_\_\_
9. there \_\_\_\_\_
10. some \_\_\_\_\_
11. out \_\_\_\_\_
12. as \_\_\_\_\_
13. be \_\_\_\_\_
14. have \_\_\_\_\_
15. go \_\_\_\_\_
16. we \_\_\_\_\_

### LIST 3

1. do \_\_\_\_\_
2. can \_\_\_\_\_
3. could \_\_\_\_\_
4. when \_\_\_\_\_
5. did \_\_\_\_\_
6. what \_\_\_\_\_
7. so \_\_\_\_\_
8. see \_\_\_\_\_
9. not \_\_\_\_\_
10. were \_\_\_\_\_
11. get \_\_\_\_\_
12. them \_\_\_\_\_
13. like \_\_\_\_\_
14. one \_\_\_\_\_
15. this \_\_\_\_\_
16. my \_\_\_\_\_

## Dolch List Set 2

### LIST 4

1. big \_\_\_\_\_
2. went \_\_\_\_\_
3. are \_\_\_\_\_
4. come \_\_\_\_\_
5. if \_\_\_\_\_
6. now \_\_\_\_\_
7. long \_\_\_\_\_
8. no \_\_\_\_\_
9. came \_\_\_\_\_
10. ask \_\_\_\_\_
11. very \_\_\_\_\_
12. an \_\_\_\_\_
13. over \_\_\_\_\_
14. your \_\_\_\_\_
15. its \_\_\_\_\_
16. ride \_\_\_\_\_
17. into \_\_\_\_\_
8. just \_\_\_\_\_
19. blue \_\_\_\_\_
20. red \_\_\_\_\_

### LIST 5

1. from \_\_\_\_\_
2. good \_\_\_\_\_
3. any \_\_\_\_\_
4. about \_\_\_\_\_
5. around \_\_\_\_\_
6. want \_\_\_\_\_
7. don't \_\_\_\_\_
8. how \_\_\_\_\_
9. know \_\_\_\_\_
10. right \_\_\_\_\_
11. put \_\_\_\_\_
12. too \_\_\_\_\_
13. got \_\_\_\_\_
14. take \_\_\_\_\_
15. where \_\_\_\_\_
16. every \_\_\_\_\_
17. pretty \_\_\_\_\_
18. jump \_\_\_\_\_
19. green \_\_\_\_\_
20. four \_\_\_\_\_

### LIST 6

1. away \_\_\_\_\_
2. old \_\_\_\_\_
3. by \_\_\_\_\_
4. their \_\_\_\_\_
5. here \_\_\_\_\_
6. saw \_\_\_\_\_
7. call \_\_\_\_\_
8. after \_\_\_\_\_
9. well \_\_\_\_\_
10. think \_\_\_\_\_
11. ran \_\_\_\_\_
12. let \_\_\_\_\_
13. help \_\_\_\_\_
14. make \_\_\_\_\_
15. going \_\_\_\_\_
16. sleep \_\_\_\_\_
17. brown \_\_\_\_\_
18. yellow \_\_\_\_\_
19. five \_\_\_\_\_
20. six \_\_\_\_\_

### Parent's Checklist

No		Tick (✓)
1	My child/ward will reach class by 7.25 am (keep to a regular bedtime every night)	
2	My child has enough money/ packed food for recess.	
3	My child/ward has healthy snacks for snack time (11.20 am to 11.30 am).	
4	My child's/ward's belongings have been labelled.	
5	We have done the Dolch List together	
6	Fetch my child/ward at 1.00 pm on Tue, 3 Jan and Wed, 4 Jan. (follow orientation schedule)	
7	Fetch my child/ward at 1.30 pm from Thur, 5 Jan onwards.	
8	Check my child's/ward's handbook daily	
9	Pack my child's/ward's bag together with him/her accordingly. (please refer to the list of things to bring given out on Day 1)	

## Communication

### 1) School Contact

 31 Tampines Street 33 Singapore 529258  6786 6192

 [esps@moe.edu.sg](mailto:esps@moe.edu.sg)  [www.eastspringpri.moe.edu.sg](http://www.eastspringpri.moe.edu.sg)

### 2) List of School Vendors

#### a) School Bookshop

Pacific Bookstore Pte Ltd

Telephone: 6786 3927

Opening Hours (for walk-in parents)

Mon	Tue	Wed	Thu	Fri
11.30 am – 12.30 pm				
1.45 pm – 3.00 pm				

#### b) School Uniform, PE Attire & Name Tag

KH Uniform Pte Ltd

Blk 115A, #04-15/16, Commonwealth Drive,

Singapore 149596

Telephone: 6479 6811

#### c) School Bus Operator

Gan Brothers School Transport Service

Telephone : Mr Darren Gan /9009 1919

Ms Natalie Gan/ 9424 1063

#### d) School Dental Clinic

Operating Hours : 8.00 am – 5.30pm

\*Lunch : 1.00 pm to 2.00 pm

Telephone: 8940 1244

For **emergency**, please call 6435 3782

#### e) School Student Care

Kidz Treehouse

Telephone: 9128 7795 / 6850 5027

Email: [esps@kowabunga.com.sg](mailto:esps@kowabunga.com.sg)

Website: [www.kidztreehouse.com.sg](http://www.kidztreehouse.com.sg)

~The End ~