



EAST SPRING PRIMARY SCHOOL

31 Tampines Street 33 Singapore 529258

Tel : 6786 6192 Email : esps@moe.edu.sg

www.eastspringpri.moe.edu.sg | [Instagram: @eastspringpri](https://www.instagram.com/eastspringpri)

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3 January 2025

Dear Parents/Guardians,



We extend a warm welcome to our students and staff as we embark on a new school year! We eagerly anticipate your support and partnership in the holistic education and nurturing of your child or ward.

Staff Movement

We bid farewell to the following staff members and express our gratitude for their contributions to the school:

- Mr Wong Kin Mun (Principal)
- Mr Chao Wei Nien (HOD/PE & Co-Curricular Activities, Aesthetics)
- Mdm Azah Bte Abdul Aziz (Teacher)
- Mdm Maznah Binte Md Rashid (Teacher)
- Mdm Pauline Leong Fong Lai (Teacher)
- Mr Mohammed Yazid B Kasnoen (Teacher)
- Mr Yeoh Ying Khong (Teacher)
- Mdm Xu Haiyan (Teacher)
- Mr Tan See Kwee (Operation Support Officer)

As we usher in 2025, we are delighted to welcome the following new staff members to the East Spring Primary School family:

- Mdm Neo Lay Wah (Principal)
- Mr Muhammad Azhari Bin Shahri (HOD/PE & Co-Curricular Activities, Aesthetics)
- Mdm Jasmin, Quek Kah Hoon (HOD/Mother Tongue Languages)
- Mr Ahmad Syalabi Bin Adi Sunaryo (Teacher)
- Mr Alif Zuhilmi Bin Zakaria (Teacher)
- Mdm Angela, Ang Bee Ngoh (Teacher)
- Mdm Annie Yap Chin- Kit (Teacher)
- Mdm Georgina, Lau Kai Wen (Teacher)
- Mdm Ng Su Ying (Teacher)
- Mdm Nur Sabrina Binte Harun (Teacher)
- Mdm Ong Lay Ping (Teacher)
- Ms Shazwani Binte Mustaffa (Teacher)
- Mr Siew Nai Min (Teacher)
- Mdm Sitti Maisarah Binte Abu Bakar (Teacher)

Events and Programmes

- **Parents' Briefing for Primary 2 to Primary 6**

The school will conduct Parents' Briefing on 7 and 14 February to share key information and programmes. More details will be provided later. We hope you will make time to attend the session.

- **Chinese New Year Celebration**

The school will celebrate Chinese New Year on 28 January. Students will be dismissed early at 10.30 am on that day. Please note that the school will be closed on 29 and 30 January, resuming on 31 January.

- **Total Defence Day Commemoration**

The school will commemorate Total Defence Day on 17 February. As part of the commemoration, our students will experience an energy disruption simulation in school on 20 February. This exercise aims to prepare students for potential disruptions to our energy supply (e.g., due to supply chain disruptions), given Singapore's reliance on fuel imports. Following the exercise, students will reflect on their experience and share their thoughts and feelings with their classmates through a guided discussion.

- **Growing Years Series for Primary 6 students**

The Growing Years Series will be conducted during FTGP periods for Primary 6 students who have opted for the programme in Primary 5 last year.

- **Primary 3 to Primary 5 Remedial Lessons, Primary 6 Supplementary Lessons**

Supplementary lessons for all Primary 6 students in Semester 1 will begin in Term 1 Week 5, taking place on Tuesdays from 2 pm to 3 pm. Further details about these lessons will be provided at a later date.

Selected Primary 3 to Primary 5 students will attend remedial lessons from 2 pm to 4 pm on Tuesdays and/or Thursdays. Subject teachers will send a Parent Circular (PC) via Parents Gateway (PG) to the parents/guardians of these selected students.

Please refer to Annex A for the 2025 Term 1 Calendar of Events.

Home-School Partnerships

Our official communication channels are as follows:

- **Parents Gateway**

We will continue to use Parents Gateway as our primary platform for communication with you. If you have not yet joined, we strongly encourage you to do so. Through this platform, you will receive alerts from the school, including but not limited to consolidated letters, notifications, consent forms and registration links for Parent-Child-Teacher Conference (PCTC) sessions.

We urge parents to remain contactable at all times. In the event of an urgent situation, the school will contact you by telephone. Therefore, we kindly request your cooperation in providing your Form Teacher with your most up-to-date contact details. You can also update your contact information via Parents Gateway by navigating to Profile > Edit Contact Details.

- **Call and Email**

You may reach us at esps@moe.edu.sg or contact the school's General Office at 6786 6192 for any enquiries or assistance.

Additionally, you may also refer to the following for more information on school policies and guidelines:

- **School Website**

We believe that our students' parents/guardians play a key role in supporting the growth and development of our children and in partnering the school. We encourage parents to visit our website at <https://www.eastspringpri.moe.edu.sg/> to access information on school calendar, events and programmes. You can also follow us on our Instagram page (<https://www.instagram.com/eastspringpri/>) to be updated on key happenings in our school.

- **Student Handbook**

We will be issuing all students their Student Handbook during the first week of school. In addition to PG, you can use the Student Handbook to communicate with your child/ward's Form Teacher. Please note that the 2025 Student Handbook is issued free only for the 1st copy and chargeable at \$5.20 for subsequent replacement copy.

- **Communication Guidelines**

Whilst we continually strive for a strong partnership with parents and guardians, we seek your understanding on the following:

- Teachers are not expected to provide their personal phone numbers to parents given that there are alternative modes of communication as mentioned above.
- Teachers can be contacted on weekdays between 7.30 am and 4.00 pm. As teachers are focusing on teaching during curriculum hours (7.30 am to 1.30 pm), they can only return your call after their lessons or on the next working day.
- Teachers are not expected to respond to parents' and students' queries during the weekends except for urgent matters.

Discipline Updates

- **Use of Smart Devices**

Students are not allowed to use smartphones or smartwatches (with the exception of POSB Smart Buddy) during school hours, including recess, CCAs, and after-school programmes. Please note the following:

- Students who bring such devices must place them in their school bags before the start of the school day. They may retrieve their devices only after all school programmes and activities have concluded.
- Students will be provided with a one-time ziplock bag to store their smartphones or smartwatches before placing them in their bags.
- Students are responsible for safeguarding their devices; the school will not be held liable for any loss or damage to smartphones or smartwatches.
- Students are permitted to use their smartphones or smartwatches only within the designated 'Phone Zone' at the foyer after school hours. They may also use their devices with permission from teachers for learning purposes.

Administration Matters

- **Student Details Form (SDF)**

The Ministry of Education (MOE) would like to request for an update of your information and your child's/ward's information via the Student Details Form (SDF) for the purpose of providing educational services to your child/ward in MOE schools.

Please submit the information through the SDF portal which can be accessed via this URL: <https://pg.moe.edu.sg/forms/sdf> or the QR code. Parents/Legal Guardians will login to the SDF portal using your Singpass account to submit your information and information of your child/ward. Authorised Caregivers can only submit your own information. (Note: Parents of Primary 1 students do not need to resubmit information on the SDF portal if they have already done so at the end of last year, unless there are updates.)



Please complete the submission by **31 January**. SDF portal will be accessible till the last day of Term 4 for you to provide timely updates of your information and/or your child's/ward's information when necessary.

- **Temperature-Taking Exercise**

Our school conducts temperature-taking exercises in the first and second weeks of every new school term. The next exercise will take place on **15 January**. These exercises aim to maintain our preparedness for health-related emergency situations. They also educate students about taking personal responsibility for their own health and exercising social responsibility.

- ❖ (Primary 1) Please note that your child/ward's Oral Digital Thermometer (ODT), which is a one-time issue to P1 students by the Ministry of Education (MOE), will be distributed by the Form Teacher by **8 January**.
- ❖ (Primary 2 to Primary 6) Please ensure that your child/ward brings a working personal ODT on their first day of school. If your child/ward's ODT has been misplaced or is not functioning, please purchase a new one. Limited stocks of ODTs will be available for sale in the school bookshop.

- **Financial Assistance Scheme (FAS)**

Primary 1 students on this scheme can continue to use their Child Concession Card which entitles them to travel for free until April 2025. They will be given a temporary smart card for their meal in the interim until their School Smart Card is ready.

New Primary 2 to Primary 6 students on this scheme are required to approach the General Office to activate their School Smart Cards before they can use their cards to redeem their meals.

- **Sales of School Textbooks and Uniform from 2 January to 10 January**

Parents/Guardians can purchase school textbooks and uniforms from the school bookshop during the following hours:

- 11.30 am to 12.30 pm
- 1.45 pm to 3.00 pm

School uniforms will be available from the school bookshop after 10 January.

- **Group Personal Accident Insurance for Students**

This Group Personal Accident (GPA) Insurance covers students for:

- Death
- Permanent and total/partial disability
- Medical expenses due to accidents

The GPA Insurance provides coverage when a student is:

- In school
- Participating in school activities
- Engaged in any activity related to the school, including Co-Curricular Activities (CCAs) and sports

For more information on GPA or to submit a claim, please refer to the Student GPA Claims Portal.

(<https://studentgpa.incomegroupins.com.sg/>)

- **Medical Certificate/ Contagious Illness/ Fever**

To maintain a safe and healthy school environment, we kindly request that you keep your child at home if they are unwell, especially if they have a fever (38°C or above) or a contagious illness such as HFMD, Dengue Fever, or Chicken Pox. Please inform the school **immediately** of any such diagnoses and submit a medical certificate upon your child's return. If your child becomes ill at school, we will contact you to collect them from the General Office, as students are not permitted to return home alone when unwell. For children recovering from respiratory illnesses, we encourage the use of masks and reduced social interactions. Your cooperation in exercising social responsibility and ensuring your child is fully recovered before returning to school is greatly appreciated and crucial for the well-being of all our students.

- **Notification on the Use of Pictures and Videos**

We would like to inform you that photos or video images of your child/ward may be captured during school programmes and events. From time to time, the school may use these photos, images or video footages on our school website, social media, feature walls and publications. We seek your understanding that the school may feature your child/ward's photographs and videos on these platforms. If you do not wish to have your child/ward featured in our publications and the other platforms mentioned above, please inform us in writing via email at esps@moe.edu.sg.

Attendance

Regular attendance significantly impacts students' overall achievements. Students should attend all lessons unless there is a valid reason for absence. Absences require either a medical certificate or a parent/guardian letter (limited to **five per semester**). Inform your child's Form Teacher of any absence by **7.30 am via email or by contacting the school**. We strongly discourage travel during term time. If unavoidable, please contact the school or Form Teacher directly. Students are responsible for catching up on any missed assignments during their absence.

School Smart Card Photo Taking (Primary 1 & Primary 6)

MOE will be conducting the yearly photo-taking exercise for all students in Primary 1 and Primary 6 for the School Smart Card (SSC). The SSC serves as the student's identification card and can be used for concessionary travel on public transport and to borrow library books from the National Library Board and the school's library, amongst other usage.

The photo-taking session for our school is scheduled on **14 January**. Following the photo-taking, Primary 1 students will get their SSCs by the end of March 2025, while the photos for Primary 6 students will be used for the printing of Secondary SSCs when they are promoted to Secondary One in 2026. For Primary 1 students, while pending the receipt of the SSCs, students can continue to use the Child Concession Card for free travel on public transport until **30 April 2025**.

Please be informed that all Primary 1 and Primary 6 students are required to be in their school attire (either school uniform or PE Attire) for this photo-taking exercise. Please ensure that your child's/ward's hair is neat and tidy. If your child/ward is absent and unable to attend the photo-taking session, the school will either arrange for him/her to have his/her photo taken on another day or request the parent/guardian to submit a softcopy photo to the school's email: esps@moe.edu.sg.

Co-curricular Activity (CCA)

As part of our efforts to develop our students holistically, we strongly encourage all Primary 3 to 6 students to participate in a CCA. The following table highlights the CCAs offered in the school in 2025. CCA sessions will commence on **Term 1 Week 3**. Please refer to [Annex B - CCA Schedule 2025](#) for more details.

Sports & Games	Uniform Group	Performing Arts	Clubs
Volleyball Sports Club Wushu Football (Boys only)	Scouts (Boys & Girls)	Indian Dance Fusion and Modern Dance Malay Dance Guzheng Ensemble Music Club	Science Club Media and IT Club Art Club

Please note that students who are already involved in a CCA since 2024 will continue with their respective CCAs.

We encourage students to remain in their chosen CCA to develop their skills fully. Those selected to represent the school in competitions are expected to stay in the CCA for at least two years. If a student wishes to change or discontinue their CCA, they must provide a **valid reason in writing** to the teacher-in-charge, giving ample notice. This will help to teach our students the importance of commitment, decision-making, and responsibility for their choices and actions.

CCA Sampling Experience 2025 (Only for Primary 3 students without a CCA)

For all Primary 3 students without CCAs, we are offering a CCA Sampling Experience. This opportunity allows your child to try **two** different CCAs before making their final selection.

Please select **one CCA from two different Groups*** for your child's Sampling Experience. This approach ensures that your child experiences diverse activities, helping them make an informed choice for a CCA they can commit to until Primary 6, allowing for skill development and progression.

The Primary 3 CCA Sampling session will be held on 22 January (Term 1, Week 3) from 2.15 pm to 4.15 pm.

*Group Sample 1 CCA from each group	CCAs	Session 1 (1st Sampling) Day/Date/Time	Session 2 (2nd Sampling) Day/Date/Time
Sports	Volleyball	2.15 pm to 3.15 pm	3.15 pm to 4.15 pm
	Football (Boys only)		
	Wushu		
	Sports Club		
Performing Arts	Fusion & Modern Dance		
	Malay Dance		
	Indian Dance		
	Guzheng		
	Music Club		
Clubs	Media & IT		
	Science Club		
	Art Club		
Uniformed Group	Scouts		

Please complete the form via the web link/QR Code below by **10 January** to opt in/out of this sampling experience.

<https://forms.gle/eaiprrCztwCvTrRXA>



Your child will receive their personalised CCA sampling schedule by 17 January for the Primary 3 CCA Sampling Experience. Following this, the CCA Option Form will be available on Parents Gateway from 24 January, allowing your child to make their CCA choice based on their sampling experience. If their first choice is oversubscribed, placement will be based on their second or third options. Further details will be provided when the form is released.

For Primary 4 and 5 students without a CCA, they may approach CCA teachers-in-charge to sign up, though priority will be given to Primary 3 students.

School Rules and Safety Guidelines

Please refer to Annex C for school rules and safety guidelines. We look forward to your continued partnership and support.

2025 Parent Support Group (PSG)

We are pleased to announce that Mdm Norzailailah will continue her role as PSG mentor and Treasurer for the EXCO team in 2025. She will be supported by six EXCO members:

1. Mdm Aisha Jiffry (PSG Mentor cum Asst. Treasurer)
2. Mdm Syaza Adawiyah Bte Ismail (PSG Secretary cum Event Liaison IC)
3. Vicky Chu Kua Ying (Event Liaison IC)
4. Mdm Anuja Gudhate (Event Liaison IC)
5. Mdm Monie Liu Min (Event Liaison IC)
6. Mdm Salvi Pallavi Nandakumar (Event Liaison IC)

We extend our heartfelt appreciation to Mr Francis Chu Tze Khen and Mdm Srinivasan Kamala for their dedicated service to the PSG EXCO in previous years and wish them all the best.

We look forward to continued collaborations with the PSG EXCO and all PSG members. Parents interested in joining the Parent Support Group (PSG) are welcome to sign up using the provided QR code.



Yours in partnership,
Mdm Neo Lay Wah
Principal

2025 Term 1 Calendar of Events			
Date	Events/Programmes	Level	Remarks
2, 3 & 6 January	Let's SPRING	P1	
3 & 6 January	Let's SPRING	P2 - P6	
6, 13, 20, 27 January, 3, 10, 17, 24 February	Swimsafer Programme	P3	<i>Only for participants</i>
14 January	School Smart Card Photo-taking	P1 & P6	<i>Students are to be in school attire</i>
17 January	Student Leaders' Training (1)	P3-P6	<i>Only for Student Leaders (P3 to P6 Prefects & P5 to P6 CCA Leaders)</i>
21 January & 23 January	P4 Road Safety Programme	P4	<i>Tentative: 21 January - 4I1, 4I3 & 4I5 23 January - 4I2, 4I4 & 4I6</i>
28 January	Chinese New Year Celebrations (School ends at 10.30 am.)	P1-P6	<i>SCC will be opened from 10.30am to 1.30pm</i>
29 – 30 January	Chinese New Year (Public Holiday)	P1-P6	
5 February	Class Leaders' Training	P2-P6	<i>Only for Class Leaders</i>
7 February	Parents Briefing**	P2, P5, P6	
14 February		P3 and P4	
17 February	Total Defence Commemoration Day	P1-P6	
15 – 23 March	School Holidays		

*** Separate letters with more specific information on the events/programmes will be issued to the relevant levels.*

CCA Schedule 2025			
CCA	Target Group	Day	Time
Sports/Games			
Football*	*Boys only (School Team)	Monday & Wednesday	2.15 pm – 4.15 pm
	Boys only (Recreational Team)	Monday	2.15 pm – 4.15 pm
Volleyball*	*Boys and Girls (All Members)	Monday & Wednesday	2.15 pm – 4.15 pm
Wushu*	*Boys and Girls (School Team)	Monday & Wednesday	2.15 pm – 4.15 pm
	Boys and Girls (All Members)	Wednesday	2.15 pm – 4.15 pm
Sports Club	Boys and Girls	Wednesday	2.15 pm – 4.15 pm
Performing Arts			
Music Club	Boys and Girls	Wednesday	2.15 pm - 4.15 pm
Malay Dance*	*Boys and Girls	Wednesday	2.15 pm - 4.15 pm
Indian Dance*	*Boys and Girls	Wednesday	2.15 pm - 4.15 pm
Fusion and Modern Dance*	*Boys and Girls	Wednesday	2.15 pm - 4.15 pm
Guzheng Ensemble*	*Boys and Girls	Monday	2.00 pm - 3.30 pm
		Wednesday	2.15 pm - 5.15 pm
Clubs			
Media and IT Club	Boys and Girls	Wednesday	2.15 pm - 4.15 pm
Science Club	Boys and Girls	Wednesday	2.15 pm - 4.15 pm
Art Club	Boys and Girls	Wednesday	2.15 pm - 4.15 pm
Uniformed Group			
Scouts	Boys and Girls	Wednesday	2.15 pm - 4.15 pm

Please Note:

- *In the event of National School Games and Singapore Youth Festival Presentations, there may be extra training for the Competitive Sports/Aesthetics CCAs. More details on the training dates and time will be provided by the respective CCA Teachers-in-charge.
- Students who have been selected to represent the school in competitions are required to remain in the CCA from 2024 to 2025.
- Attendance is compulsory for every CCA session. Students are required to produce a medical certificate or Parent's Letter if he/she is absent.

School Rules and Safety Guidelines

1. Homework

Please ensure that your child/ward checks their Student Handbook daily for homework reminders and that he/she completes and submits all homework given promptly. We appreciate your support to guide your child/ward to inculcate good study habits.

2. School Rules

Students **should not bring items, including toys and games**, which may disrupt or distract them from their lessons in school. We seek your support to reinforce the school rules that we have laid out in the Student Handbook with your child/ward and help him/her to understand that he/she may lose privileges or face disciplinary consequences if the rules are violated.

3. Personal Grooming

It is essential for students to practise good hygiene and grooming habits, such as washing their hair regularly, keeping their hair short and tidy, their nails short and clean, wearing clean school uniform/PE attire including shoes and socks to school.

4. Attire

Primary 3 to Primary 6 students are required to wear the school uniform on days without PE or CCA activities. This includes full black school shoes (including soles), the nametag as stipulated in the Student Handbook, and socks bearing the ESPS logo. These socks are considered part of the official uniform. Primary 1 and 2 students are to wear their PE attire daily. All students must adhere to these uniform guidelines as they form an integral part of the school's dress code.

5. Responsibility

The school would like to work with all parents to help your child/ward develop self-responsibility. If your child/ward has forgotten to bring his/her belongings (e.g. books, assignment, files) to school, please note that you do not need to make a trip to hand the item to your child/ward. If the item is urgently required, your child/ward's teacher will contact you. Please allow your child/ward to learn from these experiences even if he/she has to face the consequence of not bringing the belongings.

6. Visitor Registration

All visitors are required to register at the security post before proceeding to the General Office or bookshop. Please inform our security officers if you are driving in to fetch your unwell child/ward home.

7. Road Safety

We seek your continued support in ensuring road safety and smooth traffic flow in and around the school vicinity. If driving into school, please adhere to the 15km/h speed limit within the premises, remain alert for pedestrians, and cooperate with traffic marshals. For the safety of all students, we urge parents and guardians to exercise care and consideration when driving to school. Please avoid arriving before the scheduled dismissal time and use designated parking spaces in nearby HDB car parks if you are early.

Additionally, please adhere to LTA's "No Parking" advisory, which prohibits parking within 3 metres of a fire hydrant, 6 metres of a junction, 9 metres of a bus stop area, 50 metres of a pedestrian crossing, and at the entrance/exit of our school gate. LTA will enforce actions against vehicles parked indiscriminately. Your cooperation is crucial in safeguarding our children's safety and making our roads safer for everyone through responsible road use.

8. For students who cycle to school

As communicated via Parents Gateway on 21 October 2024 to parents of Primary 2 to Primary 6 students, our limited bicycle parking space necessitates allocating spots only to the most deserving students based on various considerations.

Additionally, in alignment with LTA's new road safety measures this year, we strongly discourage students from using any type of scooter to commute to school. Due to space constraints and the inability to secure scooters properly, they will not be permitted on school premises starting this year.

9. Drop-off points around ESPS:

- **Drop off at Gate C, Tampines Street 33**

- This is the designated drop-off point for all students. During rainy weather, parents/guardians are permitted to drive into the school foyer to allow their child to alight. Please ensure your child is ready to exit the vehicle when approaching the gate. Drop off your child in an orderly manner and drive away promptly to prevent traffic congestion along the road.

- **Pick up at Gate C, along Tampines Street 33**

- Parents/Guardians who drive are advised to pick up their children from Gate C. To prevent illegal parking and traffic congestion along Tampines Street 33, please arrive close to the dismissal time rather than too early.

- **No "Right-Turn" at School Exit Gate**

- Please note that all vehicles must turn left when exiting the school gate. Right turns are not permitted.

10. Turn off Idling Vehicle Engines

To improve air quality and protect public health, the National Environment Agency (NEA) advises that leaving a vehicle's engine running while stationary on school premises is an offence. Please comply with this regulation as we work towards a more environmentally conscious and gracious society.