Dear Parents/Guardians,

All of us at Mayflower Primary School would like to wish you and your family a blessed and fulfilling 2016. We also extend a warm welcome to all our Primary 1 pupils who have just joined the MFPS family.

It is my privilege and honour to serve as the 8th principal of Mayflower Primary School, a school that is committed to Touching Hearts, Engaging Minds and Nurturing Talents of all the young lives under our charge. We thank Mrs Valarie Wilson for her 6 years of dedication and service to the school. Under her capable leadership, MFPS has won the affirmation and accolades of being a school known for its Aesthetics excellence, Arts integrated curriculum and innovative pedagogies aimed at developing 21st century competencies in our pupils, equipping them to be future-ready. We wish Mrs Wilson all the best as she undertakes her new role as Director of Arts Education Branch, MOE.

The holistic development of all our pupils remains a key priority for all educators in MFPS and I look forward to your continued partnership and support in the education of your child/ward as we continue to build on the strengths and successes of the school.

Staff Movement
I would like to welcome the following teachers to MFPS:
- Mrs A Jeyakumar (Tamil Language teacher)
- Ms Kok Nyok Lan (Chinese Language teacher)
- Mr Phua Jianping Matthew (Chinese Language teacher)
- Mr Yeoh Jiming Kenn (English Language teacher)
- Mr Sim Hsin Loong (English and Mathematics teacher on contract teaching attachment)
- Mdm Snowlin Malar Elangovan (Tamil Language teacher on contract teaching attachment)
- Mdm Wang Ping (Chinese Language teacher on contract teaching attachment)

I would also like to thank the following teachers who have left MFPS in December 2015. We wish them all the best in their future endeavours:
- Ms Hazlina Bte Mohd Maideen
- Mdm Janilaine Lau Seng Yoke
- Mdm Leong Teng Eng April
- Ms Man Su Thing
- Ms Martina Melissa Tan Yan Lin
- Mr Tan Kian Wee Keith

Congratulations to MFPS Class of 2015
We want to congratulate our P6 pupils who had worked hard and achieved commendable results at the 2015 Primary School Leaving Examination. You may read more about our outstanding pupils and their achievements on our school website. Special mention must be made of pupils who had demonstrated resilience, rising above challenging personal and family circumstances to succeed. We wish our 2015 cohort all the very best as they move on to the next phase of their educational journey.

Our pupils’ achievements would not have been possible if not for the dedication, commitment and care of our staff in nurturing them through their years of education in MFPS. Our parents/guardians have also played a critical role in partnering the school in the growth and development of our pupils. Thank you, staff of MFPS and parents/guardians of the 2015 cohort for your love, care and support for our pupils.
School Curriculum Hours
The school operating hours will be from 7.30am to 1.45pm. All students are expected to be in school by **7.30am sharp** for the flag rising and pledge taking ceremony. Pupils will be considered late for school if they are unable to join their classes at 7.30am. Late-comers are to report to the Security Guard Post at Gate B to record their particulars and obtain a ‘late slip’ which has to be acknowledged by the parents. We seek your strong support to develop the habit of punctuality in our pupils.

To inculcate a love for reading from a young age, all MFPS pupils will start their day at school with silent reading. Kindly ensure that your child/ward brings reading materials of his/her choice (these should not include comic books), in his/her Mother Tongue language on Mondays and Tuesdays and in English language on the other three days of the week.

Recess and Snack Times
New recess times for pupils in 2016 are as follows:

<table>
<thead>
<tr>
<th>Mondays to Thursdays</th>
<th>Fridays (CCA Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Primary 1 and 5: 9.45 am to 10.15 am</td>
<td></td>
</tr>
<tr>
<td>- Primary 2 and 6: 10.15 am to 10.45 am</td>
<td></td>
</tr>
<tr>
<td>- Primary 3 and 4: 10.45 am to 11.15 am</td>
<td></td>
</tr>
<tr>
<td>- Primary 1 and 2: 9.45 am to 10.15 am</td>
<td></td>
</tr>
<tr>
<td>- Primary 5 and 6: 10.15 am to 10.45 am</td>
<td></td>
</tr>
<tr>
<td>- Primary 3 and 4: 10.45 am to 11.15 am</td>
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</tr>
</tbody>
</table>

After further review, we have set new recess times for the different primary levels. The new recess times will supersede the ones stated in the notification (#112/2015) dated 19 November 2015. Please note that Primary 1 pupils will have recess from 9.15 to 9.45am in the first week of school. Primary 1 pupils will have recess from 9.45 to 10.15am from the second week onwards.

A snack break will take place at 12.30 pm. Pupils will snack on light healthy tidbits during this short break. Kindly pack some snacks such as biscuits, cereal bars or fruits for your child/ward. Otherwise, you may give him/her extra pocket money to buy some snacks during recess, for consumption during snack break.

We will monitor the pupils' well-being, and review the above timings for recess and snack break at the end of Term 1.

School Calendar and School Programmes Schedule for Term 1
The school calendar for Term 1 is in Annex A. Please refer to it for the schedule of school events, programmes, Continual Assessment 1 (CA1), and school holidays in Term 1.

All remedial and supplementary programmes will commence in Term 1, Week 4 on Monday 25 January 2016. The P6 supplementary programmes, however, will commence earlier in Term 1, Week 3 on Monday 18 January. More details will be provided to your child/ward nearer the date if he/she is selected to attend these programmes. CCA Recruitment of Primary 3 pupils will be held in conjunction with CCA Values-In-Action Day on 8 January. CCAs for Primary 3 to Primary 6 pupils will be conducted on Fridays, 7.30 am to 9.30 am, and will begin on 15 January.

Your child/ward will be informed via a separate notification if he/she is involved in any after school programme(s) for Term 1. More details will be provided nearer the start dates of these programmes.

Temperature-Taking
The school will be conducting a temperature-taking exercise on Thursday 7 January 2016. Please remind your child/ward to bring the Oral Digital thermometer (ODT) to school. Kindly check to ensure that the ODT is in good working condition. All Primary 1 pupils will be issued with the ODTs.

**e-Notifications**
As part of the school’s efforts to improve home-school communication, as well as reduce paper wastage and do our part to care of our environment, we will be issuing selected notifications to parents via the MCOntline.
platform. Parents/Guardians are strongly encouraged to download the app, **MCO Connect**, on your mobile device to receive messages sent by school. Please refer to **Annex B** for the **Step-by-Step Guide to Download the MCO Connect App**. You could also refer to our school website [http://www.mayflowerpri.moe.edu.sg](http://www.mayflowerpri.moe.edu.sg) to view all notifications under ‘Quick Links’. We seek your kind patience and understanding for any challenges that might crop up in the initial stages of implementation.

**Use of Mobile Phones in School**
In our efforts to create a conducive and focused learning environment in school, pupils are strongly discouraged from bringing their mobile phones to school. The school canteen is equipped with public telephones for them to make phone calls. Please refer to **Annex C** on **Use of Mobile Phones** for further details.

**Safety of Pupils in the School**
The safety and security of all our pupils are of high importance. Hence all visitors who come into the school throughout the day are to report to the Guard House to register their visit so that we have a record of visitors on the school grounds at all times. Visitors are not permitted to go into the learning spaces of our pupils without the supervision of our staff. Please refer to **Annex D** on **School Safety Matters** for more details. We seek your support and cooperation so that the school will continue to be a safe, secure and conducive learning environment for all our pupils.

**Home-School Collaboration**
You will receive a letter from your child’s/ward’s form teacher introducing himself/herself, his/her subject teachers, as well as the Year Head overseeing the pastoral care and well-being of the cohort. Their respective email addresses will be reflected on the letter. You may communicate with the teachers via email or pen messages in the School Handbook. In addition, you may contact the school via the school email address [mayflower_ps@moe.edu.sg](mailto:mayflower_ps@moe.edu.sg).

We invite our parents to join the MFPS Parent Support Group or sign up as parent volunteers for our various school activities that take place throughout the year. If you would like to support our school in other ways, please contact us.

Let us continue to forge strong home-school partnership with the aim of helping our pupils to maximise their potential so that they can become **Exemplary Citizens of Tomorrow**. We look forward to an enriching year of learning and excitement!

Yours sincerely,

Mrs Lim-Chua Siow Ling
Principal
## School Calendar for Term 1

*The timings and other details of the listed activities will be confirmed nearer to the start dates of the activities.*

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Level</th>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
</table>
| 1    | 04/01/2016 Monday | For Parents | Primary 1 Curriculum Briefing  
  - English & Mathematics  
  - Mother Tongue, PAL, Character & Citizenship Education (CCE), Electives | 8.00 am - 9.00am  
  10.00am – 11.15pm |
|      | 05/01/2016 Wednesday | For Parents | Primary 1 Parents Workshop – Successful Transition to Primary School | 10.45am – 1.45pm |
|      | 07/01/2016 Thursday | All Pupils | Temperature-Taking Exercise | Curriculum Time |
|      | 08/01/2016 Friday | P3 to P6 | Co-Curricular Activities (CCA) Values-In-Action cum P3 Recruitment Day | Curriculum Time |
| 2    | 15/01/2016 Friday |          | Commencement of Co-Curricular Activities (CCAs) for Primary 3 to 6 Pupils | Curriculum Time |
| 3    | 18/01/2016 Monday | P6 Selected Pupils | Primary 6 Math Olympiad Training Session 1 | 2.15pm – 3.45pm |
|      | 20/01/2016 Wednesday |          | Commencement of Supplementary & Remedial Programmes for Primary 6 Pupils |                      |
|      | 25/01/2016 Monday | P5 | Primary 5 Camp | *To be informed |
|      |               | P4A & 4E | Place-based Learning Visit to Singapore Art Museum Session 1 | 10.30am – 3.30pm |
|      | 26/01/2016 Tuesday | P5 | Primary 5 Camp | *To be informed |
|      |               | P4B & 4C | Place-based Learning Visit to Singapore Art Museum Session 1 | 10.30am – 3.30pm |
|      | 27/01/2016 Wednesday | P5 | Primary 5 Camp | *To be informed |
|      |               | P4D & 4F | Place-based Learning Visit to Singapore Art Museum Session 1 | 10.30am – 3.30pm |
|      |               | P6 Selected Pupils | Primary 6 Math Olympiad Training Session 2 | 2.15pm – 3.45pm |
| 4    | 01/02/2016 Monday | All Pupils | Mother Tongue Languages Fortnight |                      |
|      |               | P5 | Mother Tongue Languages Fortnight Activity: Learning Journey to Tea Chapter | *TBC |
|      | 02/02/2016 Tuesday | All Pupils | Mother Tongue Languages Fortnight |                      |
|      |               | P5 | Mother Tongue Languages Fortnight Activity: Learning Journey to Tea Chapter | *TBC |
| 5    | 03/02/2016 Wednesday | All Pupils | Mother Tongue Languages Fortnight |                      |
|      |               | P5 | Mother Tongue Languages Fortnight | *TBC |
|      |               | P6 Selected Pupils | Primary 6 Math Olympiad Training Session 3 | 2.15pm – 3.45pm |
|      | 04/02/2016 Thursday | All Pupils | Mother Tongue Languages Fortnight |                      |
|      | 05/02/2016 Friday | All Pupils | Chinese New Year Celebration cum Parent Visitation Day (for P1 to P3) | *TBC |
| 6    | 08/02/2016 Monday | All Pupils | Mother Tongue Languages Fortnight |                      |
|      | To 09/02/2016 Tuesday |          | Chinese New Year (Public Holiday) |                      |
|      | 10/02/2016 Wednesday | All Pupils | Mother Tongue Languages Fortnight |                      |
|      | 11/02/2016 | All Pupils | Mother Tongue Languages Fortnight |                      |

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*Mayflower Primary School | Our Pupils, Exemplary Citizens of Tomorrow*
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/02/2016</td>
<td>10.00am – 11.00am</td>
<td>Science &amp; Social Studies Learning Journey to Sungei Buloh</td>
</tr>
<tr>
<td>13/02/2016</td>
<td></td>
<td>Guzheng Ensemble Members</td>
</tr>
<tr>
<td>15/02/2016</td>
<td>NE Quiz</td>
<td>Commemoration of Total Defence Day &amp; Week</td>
</tr>
<tr>
<td>16/02/2016</td>
<td>NE Quiz</td>
<td>Place-based Learning Visit to Singapore Art Museum Session 2</td>
</tr>
<tr>
<td>17/02/2016</td>
<td>NE Quiz</td>
<td>Place-based Learning Visit to Singapore Art Museum Session 2</td>
</tr>
<tr>
<td>18/02/2016</td>
<td>NE Quiz</td>
<td>Social Studies Field-based Learning to Heritage Gallery by P4 &amp; P5 NE Captains</td>
</tr>
<tr>
<td>22/02/2016</td>
<td>NE Quiz</td>
<td>Suspension of Supplementary &amp; Remedial Lessons</td>
</tr>
<tr>
<td>25/02/2016</td>
<td>NE Quiz</td>
<td>Continual Assessment 1 (CA1) : English Language</td>
</tr>
</tbody>
</table>

Mayflower Primary School | Our Pupils, Exemplary Citizens of Tomorrow
### Term 1 After School Support / Enrichment Programmes for Pupils:

<table>
<thead>
<tr>
<th>Level</th>
<th>Time/Day</th>
<th>Programme</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1 &amp; P2</td>
<td>Monday, Tuesday &amp; Thursday 2.15pm - 3.00pm</td>
<td>STELLAR English Language Supplementary Programme (SSP)</td>
<td>Selected pupils will be notified</td>
</tr>
<tr>
<td>P3 &amp; P4</td>
<td>Monday – Thursday 2.15pm – 3.00pm</td>
<td>School-based Dyslexia Remediation (SDR) Programme</td>
<td></td>
</tr>
<tr>
<td>Selected pupils</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P5 &amp; P6</td>
<td>Monday &amp; Thursday 2.15pm – 3.45pm</td>
<td>Supplementary Lessons</td>
<td>Compulsory for all pupils</td>
</tr>
</tbody>
</table>

**Footnotes:**

1. **All Elective Programmes will be on Tuesdays, Wednesdays & Fridays.** Pupils who have signed up for the programmes will be notified by the teachers in-charge.

2. **The above schedule of school programmes and activities are updated as at 4 January 2016.** There may be slight adjustments at times but pupils and parents/guardians will be informed in advance through the teachers-in-charge.
Step-by-step Guides for Parents

MCO Connect (Mobile App)

- Install & Register Accounts
- Add Multiple Accounts
- View Notifications
- Acknowledge Notifications

Install & Register Accounts

Steps:
1. For iOS devices, install our MCO Connect app from iTunes.
2. After successful installation, tap on the icon to register for accounts.
3. Select a User Type – Student, Teacher, Father, Mother or Guardian.
4. Enter your Login ID, School ID & Password (for Parents & Guardians, please enter the child’s Login ID, School ID & Password).
5. Click Register.
Use of Mobile Phones in School

We recognise that mobile phones are part of everyday life for many children and that they can provide a useful means of communication between them and their family members. However, we also recognise that they can prove a distraction in school and can provide a means of bullying and intimidating others. Therefore,

- Pupils are discouraged from bringing mobile phones to school or on learning journeys.
- If on the rare occasion of a parent or guardian wishing for his/her child to bring a mobile phone to school to contact the parent or guardian after school:
  - the parent or guardian should inform the form teacher of the class by completing and submitting a written reply slip via his/her child to explain the purpose;
  - His/her child or ward should follow the school's guidelines on bringing and using the mobile phones in school.
- The school will not be held responsible for the loss or damage of mobile phones brought from home.
- Mobile phones brought to school without permission (i.e. no written reply slip submitted) will be confiscated and returned at the end of the school day.

A separate notification with an attached reply slip will be issued by form teachers, detailing the guidelines about bringing and using mobile phones in school, only when absolutely necessary. Parents and guardians are advised to go through the guidelines with their child or ward before letting them bring the mobile phones to school.

Our school canteen has 2 public telephones for pupils to make phone calls to their parents. On learning journeys outside the school, pupils can approach the teachers-in-charge for help if they need to contact their parents.
Safety of pupils in and around school

Visitors to school
We would appreciate if visitors to the school could avoid the following hours:
Recesses: 9.15am to 11.30am
Dismissal: 1.15pm to 2.00pm

In this regard, we would like to request for all parents to arrange to meet your children at the school gates during dismissal should you wish to hand them any items that they might need for their after-school activities. For parents who prepare lunch for their children, please make the necessary arrangements with your children to collect the lunch boxes from you at the school gates (Gate B or C). The pupils will then proceed to the school canteen to have their lunch. We seek your kind understanding and cooperation not to enter the school grounds for these purposes.

If you wish to make any purchases from the school bookshop or uniform supplier, please note the opening hours:

Bookshop Opening Hours:
Monday to Friday: 11.30am to 1pm and 2.00pm to 3.00pm

Uniform Supplier’s Opening Hours:
Only on Mondays: 11.30am to 1pm and 2.00pm to 3.00pm

If you have made an appointment to meet a teacher, please report to the General Office so that our office staff can inform the teacher to meet you at the General Office.

School Gates Operating Hours
To enhance safety during school operating hours, the barrier at the main gate will be shut to all vehicles from 7.30am to 2.15pm. Only the following vehicles are authorised to enter during this stipulated time:
- Goods and maintenance vehicles
- Vehicles of staff
- Parents picking up children who are unwell
- Any other vehicles authorised by school

Dismissal for Primary 1 and Primary 2 (P1 & P2) pupils
To further ensure the safe dismissal of our lower primary pupils, P1 and P2 classes will end their lessons at 1.35pm, and pupils will be brought by their subject teachers to their respective dismissal points. The school does not allow P1 and P2 pupils to go home on their own. They are to be either picked up by parents/caregivers or take the school bus.

Pupils who are fetched by their parents/caregivers are to wait for their children/charges at the dismissal points at gates B or C. These dismissal points will be demarcated with signs. Parents and guardians are not to proceed beyond these demarcated areas.
Drop off/Pick-up:
We would like to seek your cooperation to work with the school in ensuring the safety of pupils coming to and leaving school as our young children may not have the skills required to use roads properly and do not always fully appreciate the dangers presented.

We noticed that during school dismissal, some parents park their cars at the bus bay and along the outer lane of the road at Gate B, preventing the bus from getting into the bus bay, as shown in the diagram below. As such, pupils have to walk out of the bus bay to board the bus as well as to get to the cars parked on the outer lane. This can pose a danger to the pupils. We seek your cooperation to avoid parking at the bus bay and the outer lane of the road for the safety of pupils at Gate B. Please also be reminded that it is a traffic offence to park along the road with double yellow lines and 9 meters of a bus stop. Hence, you are encouraged to park at the nearby public car parks at Blocks 151 and 152 when picking up your child at dismissal.

Similarly in the morning, please refrain from dropping your child off at the outer lane as it would pose a danger to your child. Help your child alight from the car as quickly as possible only at the designated drop-off points.

The National Environment Agency (NEA) would like schools to remind parents to switch off their vehicles’ engine while waiting to pick their children from school to achieve better air quality and safeguard public health. A stationary motor vehicle with engine running, wastes fuel and causes air pollution.

School Bus
We constantly remind pupils who take the school bus to put on their seat belts at all times on the bus. We seek your cooperation to reinforce this message at home for their safety.

Walking to/from school:
For the safety of children who walk to school, you are strongly encouraged to have an adult to accompany and supervise them at all times.

Cycling to/from school:
We have noticed handful of our pupils either cycle or being cycled to and from school. We would strongly discourage pupils cycling to school unless accompanied by a responsible adult. Please adhere to the following guidelines by Traffic Police when you are cycling your child to/from school.

a. Wear a suitable protective bicycle helmet at all times to safeguard against head injuries should one fall.

b. Abide by road traffic rules at all times and adopt safe cycling behaviour and habits.

c. Avoid cycling along the footpaths. If there is a need to cycle on the pedestrians’ pathway, please dismount from your bicycle and walk with your child.

d. Practice the kerb drill – “Look Right. Look Left. Look Right again!” to ensure that it is safe to cross the roads at traffic light junctions and zebra crossings.
MESSAGE FROM LTA ON ROAD SAFETY OF STUDENTS
We would like to seek your cooperation to work with the school in ensuring the safety of students coming to and leaving school.

This letter reiterates the road safety policies of the school:

a. Reduce vehicle speed and stay alert for pedestrians in the school zone.
b. Cooperate with traffic marshals to ensure overall safety and smooth traffic flow.
c. Let your child alight only at the designated drop-off point.
d. Be advised not to violate traffic rules by driving recklessly or making illegal manoeuvres such as turning into the school from the outer lane(s) of the road.
e. Do not horn indiscriminately.
f. Help your child alight from the car as quickly as possible.
g. Reinforce correct road safety behaviour such as using the pedestrian crossing, and avoiding jaywalking or using a handphone while crossing.
h. Remind your children to practice the kerb drill before crossing - “look right, look left, look right again, ensure all vehicles have stopped, raise your hand high up and cross the road briskly”.
i. If your child must cycle to school, ensure that he knows safe cycling rules and is a competent cyclist.

For the safety of everyone, enforcement action will be taken against motorists who violate traffic rules.

We thank all parents and guardians who have been the role models for our children.