

INNOVA
primary school

dare to dream



Innova Primary School

Primary 1 Orientation

(2024 Cohort)

Information Guide for Parents

Innova Primary School
Information Guide for Primary One Orientation (2024 Cohort)

General Information

(1) Arrival

- (a) Pupils must be in school **by 7.30 a.m.** for the morning assembly. Curriculum time is from 7.30 a.m. to 1.25 p.m.
- (b) Arrival by private transport
- You could drive in through Main Gate to the **far end of the drop-off point** to drop your child / ward at the sheltered front porch. This is to allow more cars to enter the school at any one time.
 - Please follow traffic directions from our security officers or parent volunteers on duty.
 - If the queue is too long, you may choose to park your car opposite the school and walk your child / ward into the school using Main Gate or Canteen Gate.
 - Please note that there is strictly **no parking** within the school compound for visitors.
 - For the safety of your child / ward, do not alight your child / ward at the bus bay outside Canteen Gate
- (c) Arrival by public transport or on foot
- Pupils can enter the school through Main Gate (before 7.00 a.m.) or Canteen Gate.
- (d) Holding area for pupils
- Our teachers and student leaders on duty will lead your child / ward to the school canteen when he / she arrives. Your child's / ward's form teachers will be in the canteen to welcome him / her.
 - Please refrain from accompanying your child / ward to the canteen.
 - Please do not watch your child / ward having lessons or stay within the school compound during curriculum time (i.e. before and after recess).
- (e) Identification of pupil and class
- Pupils are to put on their identification tag for the **first two weeks** of Term 1.
 - Please ensure that all information is clearly updated,
 - Name
 - Class
 - Food (Halal / Non-Halal / Vegetarian)
 - Mother Tongue Language (CL / ML / TL / Others)
 - Dismissal Point: School Bus / Student Care / Siblings / Canteen Gate / ISH Gate (to facilitate our teachers in sending your child / ward to the correct dismissal point)
 - Pupils taking the school bus will be given a lanyard displaying their bus number.

(2) Recess

- (a) Recess time for Primary 1 is from **9.00 a.m. to 9.30 a.m.** For the first week, we are starting the recess 15 minutes earlier (i.e. **8.45 a.m. to 9.30 a.m.**) to provide more support for the pupils.
- (b) Parents / guardians could watch their child / ward from the designated holding areas in the canteen during recess on the **first 2 days** (2 & 3 January 2024).
- (c) Parents / guardians are discouraged from coming to school from Day 3 onwards.
- (d) Our buddy pupils from Primary 4 will assist your child / ward during recess for the first week of school.

(3) Snack Time

- (a) There is a 10-min snack time every day during curriculum time at 12.15 p.m.
- (b) Your child / ward could bring healthy snacks like bread, fruit and biscuits. We discourage unhealthy snacks like potato chips, candies and chocolate bars.

(4) Dismissal

- (a) Dismissal by private / public transport or on foot
 - Pupils will be dismissed via Canteen Gate and ISH Gate.
 - For those who drive, you are advised to use the public HDB car park opposite the school. Do not park along the bus bay outside Canteen Gate as it creates traffic congestion or around the school Main Gate during dismissal.
 - In the event that you are late, please proceed to the General Office to meet your child / ward.
 - Please do not wait in the canteen / school compound during dismissal.
- (b) Dismissal by School Bus
 - Subject teachers taking the last period will bring your child / ward to the hall to wait for his / her respective school bus. Teachers on duty and the bus vendors will be there to render assistance to your child / ward.
 - For the first week, your child / ward may take a slightly longer time to reach home as we will need to ensure that all pupils board the correct bus.

(5) Other Important Information

- (a) School Rules
 - The school rules are clearly stated in our Pupil Handbook. Your child / ward should familiarise himself / herself with the school rules when the new school year begins.
- (b) Absence from School
 - When your child / ward is absent, please call the General Office to inform the school before 7.30 a.m. Upon returning to school, please produce a medical certificate to the form teacher.
- (c) Contacting the Teachers
 - Please make an appointment with your child's / ward's teacher if you wish to discuss any matters with him / her. Teachers can only meet up with you during their free periods or before / after school in the General Office.
 - You can make use of the **FT Connect** feature found on our school website to send a message to the form teachers or you can call the General Office to leave a message for the teachers to return your call.
- (d) Communication through Parents' Gateway (PG)
 - School will communicate all school matters with parents / guardians through **Parents' Gateway**.
 - Please download the Parents' Gateway (PG) application on your mobile phone to receive announcements and consent forms pertaining to your child from the school.
 - Do stay logged in to continue receiving information from the school.
- (e) Early Dismissal
 - If you need to bring your child / ward home earlier for any valid reason, please proceed to the General Office for assistance. Whenever possible, please inform the form teachers at least a day earlier so that they can provide the required assistance.
- (f) Financial Assistance Scheme
 - Families in need of assistance on the purchase of uniforms, textbooks, etc. may approach the General Office for further advice on the financial assistance available.

(g) Counselling Services

- Counselling Service is available for your child / ward who may be in need of social, emotional, behavioural, special needs or other support.
- For social and emotional needs, please contact Ms Ong Wei Wei (Year Head). For behavioural and special needs, please contact Ms Huda / Mdm Asyiqin, Special Needs Officers (SENO).
- For cases which warrant special attention, pupils may be referred to the various Health Services or agencies for professional help.
- Please find out more information from our school webpage or contact Ms Ong Wei Wei (Year Head) or Ms Huda / Mdm Asyiqin (SENO).
 - ☐ Ms Ong Wei Wei (Year Head / Lower Primary)
 - ☐ Email: ong_wei_wei@moe.edu.sg
 - ☐ Ms Nurul Huda Daud Patel (SENO)
 - ☐ Email: nurul_huda_daud_patel@moe.edu.sg
 - ☐ Mdm Nurul asyiqin lthsnin (SENO)
 - ☐ Email: nurul_asyiqin_lthsnin@moe.edu.sg

(h) Innova Parent Support Group (iPSG)

- Parents volunteer in supporting our school programmes within and after school curriculum time as well as celebrate school events.
- Parents also take part in events run by iPSG.
- Please find out more information from our school website or contact Mrs Sandra Kwan.
 - ☐ Mrs Sandra Kwan (HOD Aesthetics)
 - ☐ Email: yuen_kar_yun_sandra@moe.edu.sg

(i) Triple P @ IPS

- Our school has been on-board the Positive Parenting Programme (Triple P) since 2017. Triple P is a parenting and family support strategy designed to prevent behavioural and emotional problems in children, targeting at the P3 and P4 levels.
- Triple P offers simple and practical strategies to help parents / guardians confidently manage their children's / wards' behaviour to prevent problems from developing and to build strong and healthy relationships.
- For enquiries on the programmes and services, please call 6235 4705 or email: parenting@carecorner.org.sg

(j) Our contacts

- School website at <http://www.innovapri.moe.edu.sg/>
- General Office at 6894 4693