



Anglo-Chinese School
(Primary)

A Methodist Institution
(Founded 1886)

Handbook for Parents
Orientation for
P1 2024

<http://www.acspri.moe.edu.sg>



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CONTENTS

* School Vision, Mission & Values	3
* The CARE Principle at ACS(P)	4
* MOE Desired Outcomes of Education	5
* School Information	6
* From Parents to Parents	19



Anglo-Chinese School (Primary)

A Methodist Institution
(Founded 1886)

School Vision, Mission & Values

Our Vision

Every ACSian a Young Man of Character, Capability and Creativity

Our Mission

Anglo-Chinese School (Primary) believes in providing an all-round education in an environment which seeks to bring out the potential in every pupil to the fullest, and to develop in him a strong moral character, imbued with Christian values and principles to guide and prepare him for life ahead.

Our Shared Values

We aim to build ACSians of character by instilling in them eight core values:

- * *integrity*
- * **Humility**
- * **Obedience**
- * **Perseverance**
- * **Empathy**
- * **Faithfulness**
- * **Unity**
- * **Loyalty**

Our School Motto

The Best Is Yet To Be



Anglo-Chinese School (Primary)

A Methodist Institution
(Founded 1886)

The CARE Principle at ACS(P)

ACS (Primary) has developed a distinctive culture of care which is in line with our vision and mission. In order to develop the four traits of an ACSian, the school provides an all-round student development in the **A**ffective, **C**ognitive, **S**ocial and **P**hysical domains. To do this, the school believes in building strong relationships among the staff, establishing effective rapport with the students and working in close partnership with our partners and stakeholders.

The CARE Principle is defined as follows:

COACH

Coaching involves guiding each other in the expected behaviours; where we educate one another in knowledge, skills and values in a nurturing manner
(Affective, Cognitive, Social, Physical domains)

AFFIRM

Affirming each other by encouraging and providing emotional support (Affective domain)

RELATE

Establishing meaningful and effective rapport with one another and building a congenial and collaborative school/working environment
(Social domain)

ENTHUSE

Engaging one another so as to motivate each other to be innovative and to excel in whatever we do, whether academically or in our chosen sports or areas of interest.
(Affective, Cognitive, Social, Physical domains)



Anglo-Chinese School (Primary)

A Methodist Institution
(Founded 1886)



MOE DESIRED OUTCOMES OF EDUCATION

The person who is schooled in the Singapore Education system embodies the Desired Outcomes of Education (DOE). He is

- a **confident person** who has a strong sense of right and wrong, is adaptable and resilient, knows himself, is discerning in judgment, thinks independently and critically, and communicates effectively;
- a **self-directed learner** who takes responsibility for his own learning, who questions, reflects and perseveres in the pursuit of learning;
- an **active contributor** who is able to work effectively in teams, exercises initiative, takes calculated risks, is innovative and strives for excellence; and,
- a **concerned citizen** who is rooted to Singapore, has a strong civic consciousness, is informed, and takes an active role in bettering the lives of others around him.

The DOE are translated into a set of developmental outcomes for each key stage (Primary, Secondary and Post-Secondary) of our education system. The Key Stage Outcomes make explicit what we aspire to develop in our young so as to lay the strong foundations for them to thrive and achieve success in life as contributing members of society.

At the end of the primary school education, pupils should:

- be able to distinguish right from wrong;
- have learnt to share and put others first;
- be able to build friendships with others;
- have a lively curiosity about things;
- be able to think for and express themselves;
- take pride in their work;
- have cultivated healthy habits; and
- love our country, Singapore.



SCHOOL INFORMATION

1. School Hours

The school hours are as follow:

	Mon	Tue	Wed	Thu	Fri
Reporting Time	7.30 am				
Assembly Venue	Auditorium	Student Plaza		Classroom	
* Morning assembly will be in the classrooms during wet weather.					
Recess Time	P1 & P2		9.00 am – 9.30 am		
	P3 & P4		9.30 am – 10.00 am		
	P5 & P6		10.30 am – 11.00 am		
Little Bites	P5 & P6		8.30 am – 8.35 am		
	P1, P2, P3 & P4		11.55 am – 12.00 noon		
Dismissal Time	1.30 pm				1.25 pm

2. School Administration

1. General Office Hours:

	Term Time	School Holidays
Mon - Fri	7.00 am – 5.00 pm	7.30 am – 4.00 pm

Address: 50 Barker Road Singapore 309918

Telephone: 6250 1633 **Fax:** 6353 1366

Website: www.acspri.moe.edu.sg

Email: acps@moe.edu.sg



Anglo-Chinese School (Primary)

A Methodist Institution
(Founded 1886)

2. Email Addresses:

i. School Leaders

Principal	Mrs Leong-Ho Hil May	ho_hil_may@schools.gov.sg
Vice-Principal	Mrs Celia Lau	celia_choh@schools.gov.sg
Vice-Principal	Mr Max Chua	chua_thian_keong@schools.gov.sg
Vice-Principal (Administration)	Ms Eileen Seow	seow_lay_yen@schools.gov.sg

ii. Year Head (Lower Primary)

Year Head	Mrs Janis Pavia	lau_kah_ling_janis@moe.edu.sg
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iii. Form and Subject Teachers

Respective form and subject teachers' email addresses can be found in the school website.

3. Fees

	Singapore Citizen	Permanent Resident
School fees	NIL	\$255.00
Standard Miscellaneous Fees	\$6.50	\$6.50
2 nd Tier Miscellaneous Fees	\$6.50	\$6.50

You are strongly encouraged to pay the fees through **GIRO**. Pupils who are Singapore citizens will be given an Edusave account and receive an annual Edusave contribution (\$230.00 in 2024) when they first join a MOE-funded school. The Edusave funds can also be used to pay for enrichment programmes organised by the school and with effective from 2024, Edusave will be extended to fully cover both standard and 2nd tier miscellaneous fees. You are also strongly encouraged to select the standing order instruction for the deduction of the enrichment programmes organised by the school and 2nd-tier miscellaneous fees.

You can refer to the Annex A for the information on the sign-up of GIRO and Edusave Standing Order. Please sign up by end November 2023.



Anglo-Chinese School (Primary)

A Methodist Institution
(Founded 1886)

4. Co-payment for Supplementary Materials and Enrichment Programmes

As part of our school's efforts and commitment to provide an enriching and a holistic learning experience for our boys, enrichment programmes and supplementary materials (e.g. English and Chinese Language Reading Materials) have been planned to complement learning in school.

While much of the cost of employing additional essential educational resources has been borne by the school, a co-payment scheme has been adopted for some of these enrichment programmes and supplementary materials, and we seek your understanding and cooperation on this.

There will be a **one-time collection** at the beginning of the new year to reduce the hassle of ad-hoc payment. We will try to be as comprehensive as possible for this initial collection and we seek your understanding should there be a need for further ad-hoc collection of money during the course of the year.

If you have difficulty making payment for the enrichment programmes and supplementary materials, please contact any of our school leaders.

5. Mother Tongue Language Policy

Your child will need to learn a Mother Tongue Language (MTL) as a second language. Students of Chinese, Malay and Indian ethnicities will study their own MTLs.

Students registered with double-barrelled race will be assigned with an MTL based on the first component of their double-barrelled race. Those who wish to study an MTL based on the second component of their race may apply to do so via the school.

Students who are Eurasians or of other races, and whose mother tongue is not of the official MTLs (Chinese/Malay/Tamil), can request to study any of the official MTLs through the school, subject to approval from MOE.

You can refer to Annex A for the form. Please complete the form and return the completed form to the school. The school will submit your application to MOE and inform you of the outcome when we receive MOE's response.

6. Parent's/Guardian's Particulars in Student Details Form (SDF)

MOE will be using an online "Student Details Form (SDF) portal" to capture the required data. Please note that all data captured in this form will be used by MOE for correspondence with you.



Anglo-Chinese School (Primary)

A Methodist Institution
(Founded 1886)

Please submit the information through the online Student Details Form portal from 10.00 am, 27 Nov 2023. The portal can be accessed via this URL: <https://pg.moe.edu.sg/forms/sdf> or the QR code below. Both parents must login separately to the portal using his/her own Singpass account to submit particulars of himself/herself. We seek your help to complete the submission by 29 Dec 2023.

7. School Correspondence to Parents via Parents Gateway (PG)

Our school is onboard Parents Gateway (PG), which is a mobile app specially designed for parents. Developed by MOE and GovTech, the app allows parents to engage with schools, receive information and perform a range of administrative functions such as giving consent for school trips.

The InfoSheet on downloading the PG app on your mobile phone (available on iOS and Android platforms only) is available in the school website. You will require your SingPass to perform a simple one-time onboarding process.

Please download this app by 15 October so that you can receive the school correspondence and submit consent, when necessary.

8. Purchase and Collection of Textbooks & Stationery

Our bookshop is run by Pacific Bookstores. You can order the books online (<https://www.pacificbookstores.com/>) from 27 October to 31 October and choose to collect the books on orientation day (3 November). However, some titles would not be available until 15 November 2023 due to a change of syllabus for some P1 titles. To order the complete set, please place order from 15 November 2023 to 15 December 2023. Self-collection of these titles can be done during the school holidays on the dates specified on the last page of the booklist. Parents who prefer to opt for home delivery can also place order after 15 November 2023. There will be a nominal charge for home delivery.

Contact of Pacific Bookstores:

- 6358 0491 (retail) / 6559 2269 (HQ) [9.00 am to 5.30 pm (Monday to Friday)]
- sales@pacificbookstores.com

9. Purchase and Collection of School Uniform

Bibi & Baba Private Limited supplies our uniforms. Please note that online ordering is encouraged to avoid crowding and inter-mingling at the outlet. Items to purchase are as follows:

- white shirt and blue shorts
- name tags
- house tank top
- corporate t-shirt



Anglo-Chinese School (Primary)

A Methodist Institution
(Founded 1886)

Do note that the name tags should reflect the child's name as stated in his birth certificate. Please order them earlier so that the name tags can be ready before he begins school in Jan 2023:

Woven Name Tag Order / Collection Lead-times are :

Order Date	Collection date
By 15 Oct 2023	30 Nov, 2023
31 Oct 2023	15 Dec, 2023

Note: Name Tag order from 1st Nov 2023 onwards, collection date to be advised.

If you order the school uniform by 26 October, you can also choose to collect them on 3 November during the orientation.

Contact of Bibi & Baba:

- 545 Orchard Road #02-28, Far East Shopping Centre, Singapore 228208
- Tel: 6732 7022
- Website: <https://www.schooluniforms.sg/bb-ac-s-primary>

10. School Bus Service

The school bus operator is Transland Singapore Pte Ltd and you can register your interest via <https://www.translandsg.com/acspri/> (registration code is ACSP24) by 23 October 2023.

Parents are reminded that the bus operators will try their best to determine the most optimal route, venues and timing for pick-up and drop-off based on the locations of those taking the school bus. We seek parents' fullest support and co-operation on this matter.

Contact of Transland Singapore Pte Ltd:

- Ms Carrie Lee at 6560-8032 or carrie@transland.com.sg

11. Car Decal Application

If you intend to drop-off and/or pick-up your son at the ACS transport centre, you will need to apply for a car decal. The car decal allows the security to identify you as a parent/guardian so that you can enter the ACS transport centre. If you wish to apply for one, please submit the application form via the same [link](#) in the letter emailed to you by 30 October. Once order is placed and payment made, please collect the car decal from the teachers in the classroom on 3 November after the briefing. Alternatively, you may do so at the General Office during school holidays between 8.00 am to 4.00 pm.

Please note:

- 1 The car decal allows you to enter and exit the ACS Barker Road Campus Transport Centre Level 1 on Weekdays and Saturdays. Parent's label is for pick-up and drop-off only. **It does not entitle the holder to a car park space.**
- 2 If you are in school for official business and require a parking lot, please note that you can only park at the white lots. This will be subject to availability and is not guaranteed. Please do not park in the red lots as they are reserved for staff and



Anglo-Chinese School (Primary)

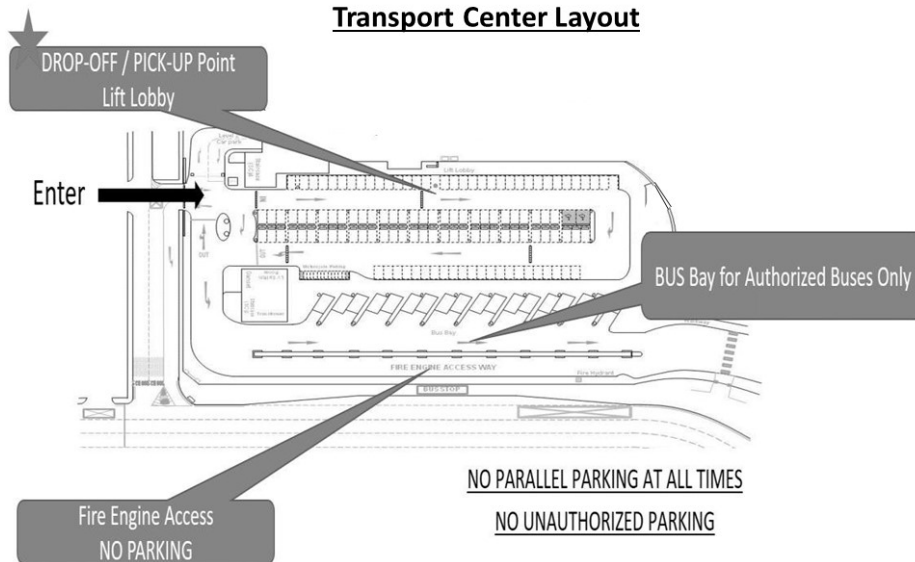
A Methodist Institution
(Founded 1886)

- support-staff (e.g. canteen vendors) who have paid for the season parking charges. Level 2 car park is open to drivers with the Green and Orange car park labels only.
- 3 If you do not have an ACS Barker Road Campus car decal, please obtain a Temporary Parking Label from the security as you register your entry. For security reasons, please display the Temporary Parking Label on your dashboard when you park in the white lot.
 - 4 There should be no parallel parking and waiting along the pick-up/drop-off point.
 - 5 Please switch off your car engine while waiting for your son/ward at dismissal time.
 - 6 This car decal is valid till 31 December 2024.

If you are driving into the ACS Barker Road Campus Transport Centre, the designated drop-off/pick-up points are at the Lift Lobby as indicated in the diagram below:

STUDENT DROP-OFF / PICK-UP POINT AT

Anglo-Chinese School (Barker Road Campus) Transport Center Layout

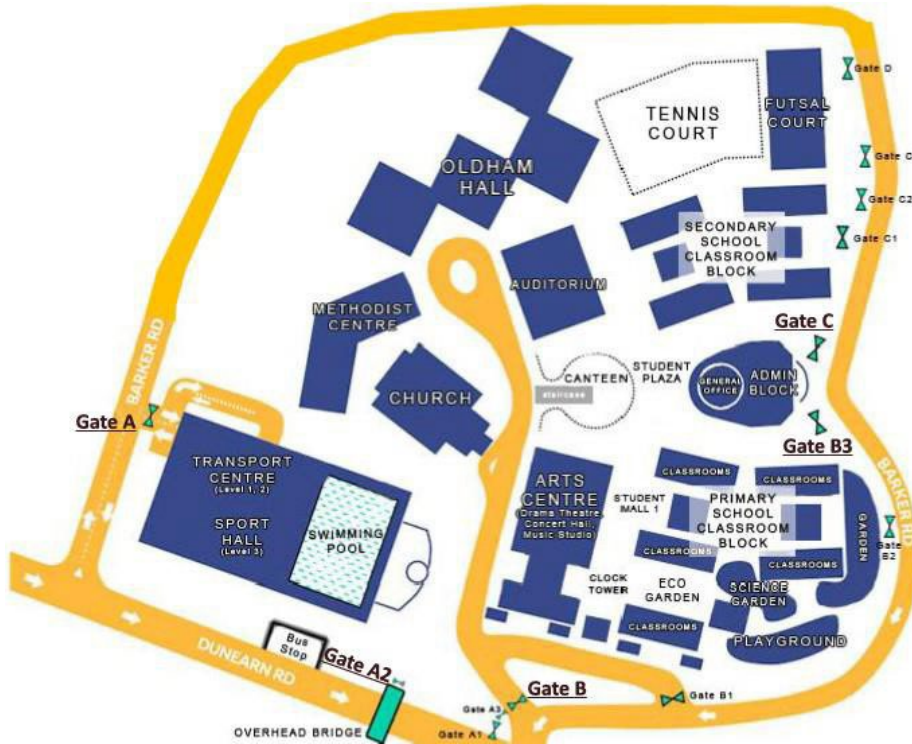


There are other designated drop-off/pick-up points such as the Chancery Lane Activity Area (CLAA) and Gates 'C' / 'B3' along Barker Road should you choose not to drive into the ACS Barker Road Campus Transport Centre.



Anglo-Chinese School (Primary)

A Methodist Institution
(Founded 1886)



The drop-off points are:

- Gate A (Transport Centre)
- Gate C (along Barker Road)
- Gate B (Clock Tower)
- Gate A2 (overhead bridge)
- Chancery Lane Activity Area

The pick-up points are:

- Gate A (Transport Centre)
- Gate B3 (along Barker Road)
- Gate B (Clock Tower)
- Gate A2 (overhead bridge)
- Chancery Lane Activity Area



Anglo-Chinese School (Primary)

A Methodist Institution
(Founded 1886)

Parents/Guardians should not park your vehicles outside the school gate or bus bay in such a way that it obstructs the flow of traffic. Such indiscriminate parking is a danger to other drivers as well as pedestrians.

Parents/Guardians who are found parking indiscriminately or obstruct traffic flow may have your car wheel-clamped by the security. A fee of \$100.00 will be charged to release your car.

Parents/Guardians are not allowed to wait in their vehicles outside the school gate along Barker Road and Dunearn Road. LTA will take enforcement action against vehicles found waiting/parking before the school gate opens.

12. Opening Times of the School Gates, Tunnel Staircase and CLAA

	Gate B3 (beside Primary Block)	Gate C (beside Administrative Block)	Gate at overhead bridge	Tunnel Staircase
Entry for staff and pupils only				
Morning	Not open	6.30 – 8.00 am (Mon, Tues, Thurs, Fri) 6.30 – 9.00 am (Wed)	6.30 – 8.00 am (Mon, Tues, Thurs, Fri) 6.30 – 9.00 am (Wed)	6.30 – 8.00 am (Mon – Fri)
Afternoon	1.25 – 2.00 pm (Mon – Thurs) 1.25 – 2.25 pm (Fri)	2.25 – 3.00 pm (Mon - Thurs)	12 noon – 4.30 pm (Mon – Fri)	1.30 – 2.00 pm (Mon – Fri) 5.00 – 7.00 pm (Mon – Fri)



Chancery Lane Activity Area (CLAA)	
Morning	6.30 – 8.00 am (Mon – Fri)
Afternoon	12 noon – 3.00 pm (Mon – Fri)
<p>Note:</p> <ol style="list-style-type: none"> 1. CLAA is leased from Singapore Land Authority (SLA) on the understanding that it is used as an Activity Centre. This means that the area is for: <ul style="list-style-type: none"> - Holding outdoor activities e.g. camping - Use as an assembly point during Emergency Evacuation 2. Timings for drop-off before start of school and pick-up during school dismissals are as stipulated on the signage at the entrance of CLAA. 3. Please observe “NO RIGHT TURN” as you exit CLAA. This is implemented by LTA to ensure a smoother flow for vehicles turning into and out of CLAA. 4. Do not wait or park along the side of Chancery Lane. 5. Refrain from dropping off and/or picking up your son/ward along Chancery Lane. 	
Lift Lobby	Clock Tower (Gate B)
<p>Note:</p> <ol style="list-style-type: none"> 1. This is a drop-off and pick-up point for pupils only. 2. Parents should not parallel park. 3. If your child/ward is not at the lift lobby, parents are to exit and make another round to avoid any traffic jam. 	<p>Note:</p> <ol style="list-style-type: none"> 1. This gate is frequently used by pupils who walk to school, take the public transport or drop off/pick up at CLAA.
<p>Parents who have made appointments to see the school personnel will have to register at the Security Counter located at the Lift Lobby or Clock Tower. A security sticker will be issued upon registration. It is strictly non-transferable. Paste the security sticker on your upper left chest area prominently. Thereafter, parents are to proceed to the school General Office for your appointment.</p>	



Transport Centre Peak Hours	
0640hrs – 0740hrs	Pri / Sec Arrival
0800hrs – 0900hrs	BRMCLL (Barker Road Methodist Church Little Lights Preschool) Arrival
1100hrs – 1215hrs	BRMCLL Dismissal & Arrival
1300hrs – 1430hrs	Pri / Sec Dismissal
1430hrs – 1530hrs	BRMCLL Dismissal
1600hrs – 1645hrs	Various CCAs
These timings are subject to change.	

Please note that for all Primary One pupils, their dismissal points will be confined to five pick-up points:

1. Transport Centre (Lift Lobby)
2. Clock Tower (Gate B)
3. Gate B3 (beside Primary Block)
4. School Bus
5. Student Care Centre

13. Safety & Security

The safety of your son/ward is our top priority. We appeal to your understanding and co-operation to report to the General Office should you visit the school. Parents/Guardian should be in the school campus only for **official business** and **by appointment only**.

If your son/ward is ill, he will be taken to the General Office and you will be informed. He will remain in the General Office/ Sick Bay until you are in school to take him home. If you need to pick up your son/ward early on a particular day, please also go to the General Office and your son/ward will meet you there.

You are required to sign out at the school office before leaving with your son/ward. A **Security Release Form** will be issued to you if you wish to take your son/ward out of school before dismissal time. This form should be given to the security guard at the Lift Lobby or Clock Tower (Gate B) before you leave the school.

Parents are not allowed to wait or loiter around the ACS Campus including the canteen and teaching blocks. The canteen is strictly for staff and students only.

In our continual effort to ensure that the school is safe and secure for our pupils, the borders of the primary teaching block have been marked with yellow lines with the words “Teaching Block Boundary” to demarcate the areas that are out of bounds.

Parents/Guardian should **not** cross the yellow boundary into the teaching block at all



Anglo-Chinese School (Primary)

A Methodist Institution
(Founded 1886)

times.

Parents/Guardians are not allowed to approach other students directly. If you have a matter to raise about another student, please contact your son's/ward's form teacher.

On rainy days, parents and guardians are allowed to wait inside the school's pathways opposite the sheltered waiting areas at Clock Tower (Gate B) and under the link bridge between the Administration Block and the Primary Teaching Block (Gate B3).

14. Class Allocation

The school will be informing you of your son's/ward's class and form teachers in the first week of December via PG. In the PG message, we will also inform you of the various events in Term One.

15. School Dismissal Arrangement Form

The School Dismissal Arrangement Form will also be sent to you via PG in December 2023. Please submit the information on how your son will be picked up after school via the link provided in the PG by 25 December 2023 latest. This will help his teachers in bringing him to the correct venue at dismissal time.

16. Communication with Teachers

Please note that our school staff can be contacted during the school term (excluding public and school holidays), between 7.30 am and 4.30 pm. We seek your understanding that they are not expected to respond to your queries over the weekend, or after work hours, as our staff would also need to have their personal time. If the queries/ requests made during working hours are urgent, please call the General Office at 6250-1633 for assistance.

You could also email your son's/ward's teacher requesting for an appropriate time where you can either call or meet up with him/her. This is to minimise disruption to our teachers' teaching duties. The email addresses of all staff are available on the school website at <http://www.acspri.moe.edu.sg>.

You can also write a short note in your son's/ward's **school diary** (which will be given to him when school reopens in January 2024) for the teacher to contact you. The diary can be used as a means of communication between yourselves and the teachers. However, do note that your son is expected to show the note to the teachers as diaries are not called up for checks.

17. Packing for School

The weight of a P1 pupil's schoolbag should not be heavier than 3 kg. As such, pupils



Anglo-Chinese School (Primary)

A Methodist Institution
(Founded 1886)

should pack their bags according to the timetable daily. Please note that NO TROLLEY SCHOOL BAGS are allowed in school for safety reasons.

The **First Week Preparation Kit for Parents** will also be sent to parents via PG by first week of December 2023. Please refer to this booklet for the list of things to bring for the first four days of school.

A **class timetable** will be issued to the pupils in **Term 1 Week 1**.

If your child has forgotten to bring any item to school, such as his pencil case, PE or swimming attire, we urge parents not to come down to school to pass it to him so that he can take ownership of his learning. By coming to school, we are denying him of a chance to practice self-responsibility and develop resilience and problem-solving skills.

18. Little Bites

As part of our efforts to encourage all teachers and pupils to lead a healthy lifestyle, the school has set aside 5 minutes just before noon for P1s to have their Little Bites. During this time, pupils can enjoy a snack before they carry on with their lessons. Hence, please allow your son/ward to bring cut fruit or a healthy snack to school daily.

19. P1 Orientation Week

The first week of school is orientation week for all P1 pupils. The form teachers and subject teachers will take your son/ward around the school to help him familiarise with the school environment and ease him into the school routines and expectations.

20. Uniform and Corporate T-Shirt

In view of the increased warmer climate, students are allowed to dress-down every Tuesday to Friday. Your son/ward can wear the school Corporate T-shirt or Tank Top with the school shorts. The Corporate T-shirt can be purchased from the school uniform vendor or our school bookshop. Students are only required to wear the White Shirt with Blue Shorts on Monday.

21. Cashless in ACS (Barker Road) Campus

The school has a cashless payment system for purchases at the school canteen and bookshop. This is in tandem with Singapore's Smart Nation initiatives in using innovative technology to enhance lives. We hope that through this, we can mitigate any contact risk for both our students and vendors, and enhance personal and food hygiene in the school environment. We would like to encourage your son/ward to use any of the following cashless mode for payment:

- POSB Smart Buddy Watch/Card
- Ezlink Card



Anglo-Chinese School (Primary)

A Methodist Institution
(Founded 1886)

- School Smartcard (this will only be issued to him at a later date after the photo-taking exercise in school)

22. Other Administrative Matters

When making payments to school for miscellaneous items or programmes, you are encouraged to issue cheques made payable to 'ACS(P)'. Please remember to indicate your son's/ward's name and class, and purpose of payment at the back of the cheque. If you are paying by cash at the general office, please obtain a receipt from us. Please note that teachers are not allowed to collect cash from parents/guardian and all collections are to be made at the general office. When applying for the use of Edusave funds for programmes, it is important that you fill in your son's/ward's birth certificate details accurately.



From Parents to Parents

The joy of seeing our children grow up comes in knowing that we have equipped our children well to handle life. But with every new phase of our children's growth, comes the first few steps of apprehension. To ease this apprehension, we would like to share with you some practical tips on preparing for primary one. Remember also to cover your son in prayer as he begins a new chapter of his life.

I. Preparing Your Child

1. Relationship with Teachers

Understanding Authority

Some of the things that your son/ward will have to adjust in school are being punctual, handing in work on time and lining up. Help your son/ward to understand that the school has boundaries that all pupils must observe. He should always be respectful towards his teachers at all times.

Speaking at the Right Time

Remind your son/ward to reserve his questions and comments until it is appropriate to speak. You may practise with him at home by requiring some kind of physical indication (e.g. placing his hand lightly on your lap) if he needs to interrupt an on-going conversation.

2. Relationship with Peers

Being Assertive, Not Aggressive

Share with your son/ward that he should never be hurt or forced by any child to do what he feels is not right. Between fight and flight, he should choose the latter. Teach him to say "No", or "I don't like that", and to walk away from the situation. Remind your son/ward not to use aggression on his classmates too.

For parents, a strict 'no-no' is to approach another child to scold or discipline him for misbehaving. Please bring the matter to the attention of the class teacher if you think that it is time for adult intervention. Very often when children fight or quarrel, they make up easily and it is all part of their social development process. Adult intervention often magnifies a small problem.

Asking for Help

If your son/ward has a problem, he should turn to his teachers for help. If he has forgotten to bring money, he should go to his teacher and not another pupil. Teach him to "neither a borrower nor a lender be" as far as money is concerned. Let your son/ward learn to find solutions to his own problems and try to restrain yourself from doing things on your son's/ward's behalf.



Anglo-Chinese School (Primary)

A Methodist Institution
(Founded 1886)

Discourage Behaviours That Irritate Others

Many children try to gain attention in the wrong way. This may get them into trouble with their teachers and classmates. Tell your son/ward to always think of what it is like to be at the receiving end of his actions.

3. School Work

Folder for Worksheets and Notices

The school communicates with parents from time to time via written notes. Worksheets are usually completed in class almost every day. It would be helpful to give your son/ward a simple slip-in folder to keep all loose sheets of paper.

4. Managing Himself

Money

Let your son/ward accompany you when you buy food at the food centre and bookshops. Allow him to buy small items for himself. This will prepare him for his little purchases in school.

Play Mental Games “What would I do if ...”

For example, if he had a tummy ache, if he lost his wallet or if someone took his pencil case. Guide him through his thinking process.

Know the School Premises

Encourage him to be observant of signs and directions so that he can find his way in school. This will also build his confidence as he realises the school is not that overwhelming after all.

II. Preparing Yourself

1. Your Child’s Growing Independence

As your son/ward discovers a whole new world of school, he is going to grow up very quickly. Our role as parents is like that of a coach: watching the real game (with its victories and falls) from the sideline, encouraging him during the breaks, then sending him back into the playing field again. He needs to experience and discover for himself, so that he can assimilate into the system. Prepare yourself for the times when you may need to see him fall in the game and be sure to encourage and empower him when he comes back to you during those breaks.

2. Role-modeling

Respect for Authority

When we tell our children to obey the teacher’s instructions, they also need to see



Anglo-Chinese School (Primary)

A Methodist Institution
(Founded 1886)

us giving the same respect to authority. For example, during the first week of school when school dismissal will be unavoidably long and tedious, be patient with the teachers and obey the instructions given to parents just as you instruct your children to obey their teachers in class.

Good Work Habits

Let your son/ward see you working to meet deadlines. This way, he will understand the importance of completing his homework on time, doing his work with pride and being responsible for using his time wisely.

3. Having a Balanced Family Life

During periods of leisure and relaxation, engage in activities/conversations that do not have anything to do with schoolwork and grades. Your son/ward needs to be reminded that life does not consist only of school and that your relationship with him is not dependent on his grades.

4. Checking On All Prior Arrangements

* **Transport** - Confirm the school bus schedule and find out who the driver is and get his most recent contactable number.

* **Childcare** - Confirm before and after school care arrangements with grandparents or other care-givers.

* **Shopping list** - Buy a good lightweight *school bag, pencil case and water bottle* that your son can easily handle. Avoid expensive items which may cause unnecessary competition among children.

5. Keep in Touch

* **Class Teacher** – Your son/ward has a school diary. Use it to communicate or clarify matters with your son's/ward's class teachers.

* **Schoolwork** – Keep a constant check on your son's/ward's worksheets and notices in his clear folder. File them regularly so that they don't pile up too much.

* **Other parents** – Make contact with other parents of Primary 1 boys to keep abreast of happenings in the school.

* **Volunteer at the school** - The school welcomes parents who have the time to spare to help out in school activities and events. Volunteering will give you the opportunity to participate in school activities and partner with the teachers/school better.



III. Settling Into School

1. Let Him Settle In!

Children settle in much more easily when they can quickly internalise all that is happening. As parents, we need to facilitate this by listening and encouraging, not giving additional or contradicting instructions to them.

2. Label! Label! Label!

You will soon realise that in a sea of faces and belongings, all boys look the same, all water bottles and school bags look the same too. The solution is to label everything your son/ward takes to school including his shorts with his name and class.

3. Packing His Wallet and Lunch Box

Put some money (not too much or he will buy an eraser a day), a list of important phone numbers and his address for emergencies in his wallet. The school allows children to bring their own mobile phone but they need to abide by the school rules for the use of mobile phones. You can get an application form from the school office to register the phone for your child/ward. For some children, buying things on their own during recess may be very stressful. You may like to ease him into school by packing some snacks for the first few weeks.

4. Packing His School Bag

Pack his bag the night before school and subsequently watch him as he does it by himself. Train him to check his timetable and school diary every day.

5. Getting Onto the Right School Bus/To the Right Pick-up Point

Check that the bus driver is the correct one. The last thing you want is for your son/ward to end up in the wrong school. Subsequently, accompany your son/ward as he leads you to the right pick-up point, and check the driver before he boards the bus.

6. Work with the School/Teachers

Keep communication lines open with the school, especially the teachers. The well-being of your son/ward is your priority as well as the teachers'.