P1 Admin Briefing

Friday, 20 November 2026

3pm - 4pm

Programme Outline

01 **Welcome & Introduction**

02 **Getting Ready for School**

03 **General Information & P1 Admin Matters**

04 **Student Care Matters**

Our School Leaders

Yours in Partnership, Journaling with you and your child

Principal	Mrs Jennifer Choy
Vice-Principal (Academic)	Mrs Cheryl Lim
Vice-Principal (Administration)	Ms Tay Yam Eng

Key Personnel Team (Curriculum)

HOD / EL, NE & SS	Mr Edwin Tan
HOD / Math	Miss Ang Mei Ling
HOD / Mother Tongue Languages	Mdm Adelyn Han
HOD / Science	Mrs Lydia Sim
HOD / PE & LLP	Mr Gabriel Tay
HOD / ICT	Mrs Effie Tan
School Staff Developer	Mrs Pearly Goh
SH / Aesthetics	Mr Andy Tan
LH / Math	Mrs Maybelline See
LH / English	Mr Muhammad Huzaifah

Key Personnel Team (Student Development)

HOD / CCE	Miss Mindy Ng
HOD / Student Management & CCA	Mr Joel Vinson
Year Head / P1 to P3	Ms Lee Jo-Anne
Year Head / P4 to P6	Mr Abe Abraham
Assistant Year Head / P1 & P2	Mdm Nisa
Assistant Year Head / P3 & P4	Mrs Teo-Mok Ling Ling
Assistant Year Head / P5 & P6	Mdm Glenice Goh
LH / Student Well-Being	Ms Diana

Senior Teachers Team (Curriculum)

Lead Teacher / Math	Mdm Lee Hwee Kheng
Lead Teacher / Music	Mr Alvin Eng Yan Chen
Senior Teacher / Malay	Mdm Fikir Amin

Allied Educators

Senior SEN Officer	Miss Nancy Aw Yong
Senior SEN Officer	Mr Ong Chong Tiang
SEN Officer	Miss Nabeela Nadeen
Senior School Counsellor	Ms Stephanie Toh
School Counsellor	Ms Ang Wen San

Executive & Administrative Staff (EAS)

Admin Manager	Ms Low Yi Jie Ashley
ICT Manager	Miss Tan Xiao Hui
Operations Manager	Mr Sasidharan
Operations Manager	Mr Eric Yeo
Admin Executive	Mdm Salawati
Admin Executive	Ms Athena Goh
Corporate Support Officer	Miss Poon Swee Ching
Corporate Support Officer	Miss Zafirah Bte Abdullah
Corporate Support Officer	Ms Tan Shu Teng Joan
Operations Support Assistant	Mdm Jainah Bte Basir
Admin Assistant	Mdm Sharon Choo

Our Vision, Mission, Philosophy and Values

Our Vision

A caring and creative learning community in the pursuit of excellence

Our Mission

To nurture every child to his best



Our Philosophy

Every child matters
and deserves an education



Our Values (R2LIP)

Respect, Responsibility, Love,

Integrity, Perseverance

Our Student Vision Outcomes

Confident Learners

I take charge of my learning, dare to try new things and keep improving.

Courageous Leaders

I take responsibility for my actions, have the courage to do what is right, and take initiative to make a positive difference.

Caring Contributors

I show care and respect, work with others and do my part to contribute to my home, school, community and beyond.

Getting ready for school

Day 1 - P1 Orientation (For Parents and Students)

Date: Monday, 4 January 2027

Time: 7:30am – 11:00am

Parents to bring child to the Harmony Hall **by 7:30am**

Dismissal Point

- From the Harmony Hall

Better Transition to Primary School

First Three Days- Early Dismissal

- Monday, 4 January 2027 to Wednesday, 6 January 2027
- 7:30am to 11:00am

Start-It-Right Programme

- Monday, 4 January 2027 to Thursday, 7 January 2027

Programme for Parents

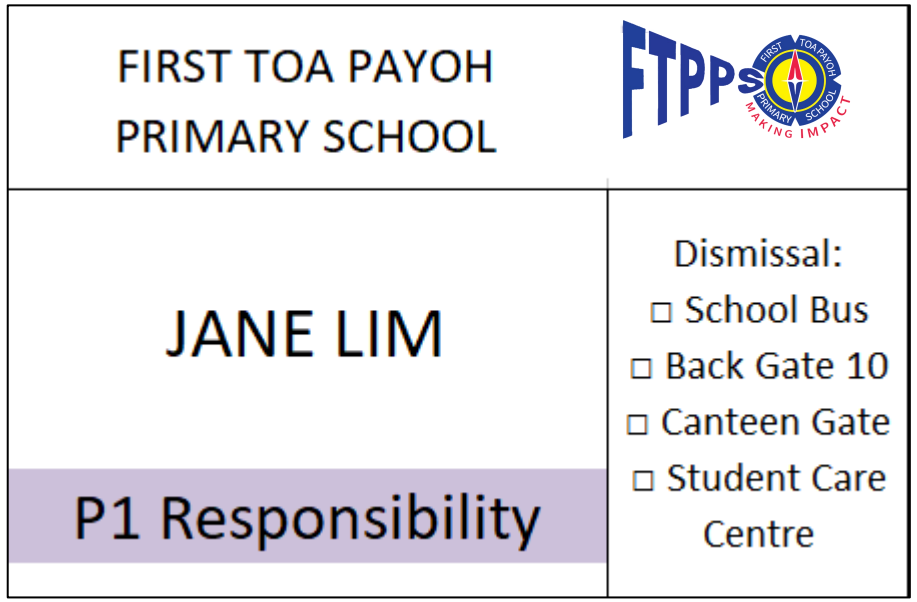
Monday, 4 January 2027

Time	Activities
7:30am – 7:45am	Reporting to school @ Harmony Hall
7:45am – 8:15am	Welcome Singing of National Anthem Recitation of Pledge P1 students to leave for classrooms
8:15am – 9:00am	SLs' Welcome Address YH's Sharing PSG EXCO Sharing
9:00am – 9:15am	Refreshments
9:15am – 10:00am	Observe Students' Recess
10:00am – 10:45am	HOD SM & CCA's Sharing & HOD/PE, LLP & AES
11:00am	Dismissal

First Day Matters

On the first day of school, your child will be given the following **lanyard nametag**. They are to wear it to school every day.

Falcon	**Green**
Robin	**Lilac**
Eagle	**Orange**
Swift	**Red**
Hawk	**Yellow**



Please indicate with a tick ☑ your child's dismissal point on his/her nametag, so that teachers can bring your child to the correct dismissal point.

Dismissal Point (Normal school days)

Teachers will bring your child to the specified dismissal point **as indicated on the Name Tag**:



Canteen Gate



Back Gate

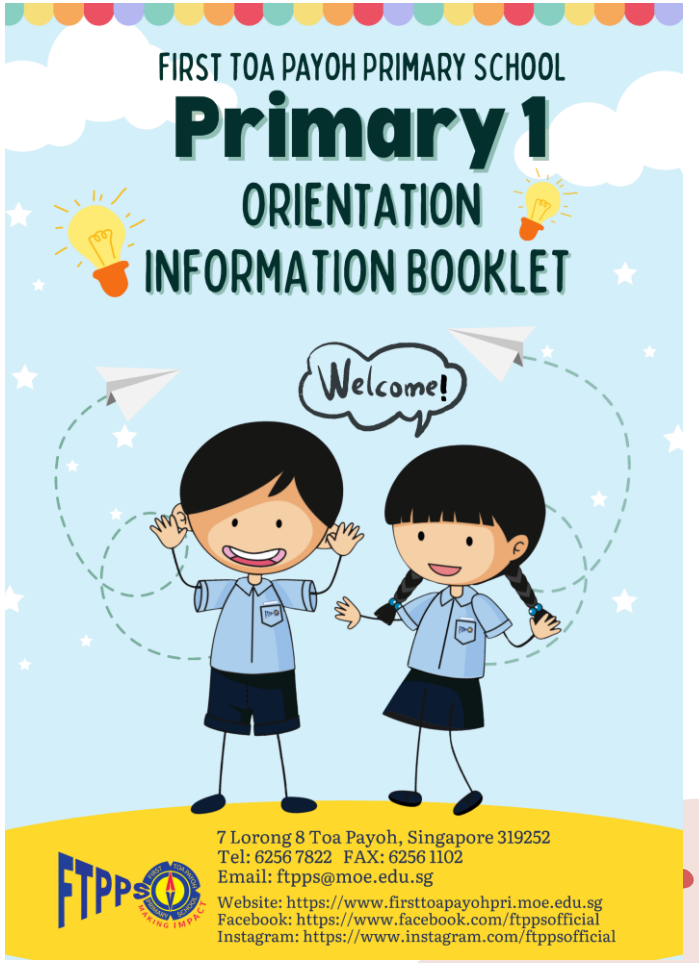


School Bus Pick-up Point

What to Bring to School – 4 January 2027

(Available in your P1 Orientation Booklet)

No.	Subject	Items
1	English Language	STELLAR Handwriting 1
		English File (Pink)
		1 FTPPS A5 Broad Line Exercise Book
		1 FTPPS A5 3 Line Exercise Book
		1 Jotterbook (Line/Plain)
		1 FTPPS A4 Jotter Book
2	Music	First Steps To Music Primary 1 Textbook (3E)



What to Bring to School – 5 January 2027

(Available in your P1 Orientation Booklet)

No.	Subject	Items
1	Mathematics	Primary Mathematics Practice Book 1A & 1B
		Mathematics File (Orange)
		1 FTPPS A5 Medium Square Exercise Book
2	Social Studies	Social Studies Activity Book 1
3	Physical Education	My Physical Education Journal Primary 1
4	CCE	Character & Citizenship Education (FTGP) Journal Primary 1 *FTGP: Form Teacher Guidance Period
5	Others	FTPPS Holistic Assessment Portfolio File
		FTPPS Report Book

What to Bring to School – 6 January 2027

(Available in your P1 Orientation Booklet)

No.	Subject	Items
1	Chinese Language	Chinese Language for Primary Schools (欢乐伙伴 2.0) Activity Book 1A & 1B
		Chinese Language for Primary Schools (欢乐伙伴 2.0) Writing Book 1A & 1B
		Chinese File ((Yellow)
		1 FTPPS A5 Medium Square Exercise Book
	Malay Language	Malay Language for Primary Schools (CITA) Activity Book 1A & 1B
		Malay File (Green)
		1 FTPPS A5 Broad Line Exercise Book
	Tamil Language	Tamil Language for Primary Schools (Inbathamizh) Activity Book 1A & 1B
		Tamil Language for Primary Schools (Inbathamizh) Penmanship 1A & 1B
		Tamil File (Purple)
		1 FTPPS A5 3 Line Exercise Book
		1 FTPPS A5 Broad Line Exercise Book
2	CCE (MTL)	Character and Citizenship Education Student's Journal Primary 1 (MTL)

General Information

School Hours

Day	School Hours	Recess
Monday, Tuesday, Thursday & Friday	7:30am – 1:30pm	9.30am - 10.00am
Wednesday	7:30am – 1pm	

- Students are encouraged to arrive in school **by 7.15am** for the morning assembly.
- Normal school dismissal time: **1.30pm** except for Wednesdays at **1pm**.

Morning Arrival :
School Entry & Alighting Points



Main Gate



Canteen Gate



Back Gate



School Bus / Private Vehicles Alighting Point

A Note for Parents Who Drive / Ride

Morning Arrival

- Main gate will be opened for parents to drive/ride in and alight children at the front porch before 7:30am.
- Strictly drop & drive off only.

Afternoon Dismissal

- Parents to park at nearby public carparks and pick children from the Back Gate or Canteen Gate.

Recess Break

Recess Break: 9:30am-10:00am

Recess on Monday, 4 January 2027	
9.00am to 10.00am	Parents will be able to observe the students during recess

- Bring some small change (about $3) to buy food from the school canteen
- Alternatively, bring packed food from home

MOE FAS Students

- A temporary meal subsidy card will be given on the first day of school. Your child/ ward is required to return the temporary card once they have received their SSC in Feb/Mar. **(Daily value of $3.50*)**

**Up to a total of $24.50 per school week*

Snack Break

Snack Break: 12 noon

- Snack break in class (5-10 minutes).
- Pack healthy snacks for your child or they can buy some snacks from the school canteen during recess.

Examples	
✓ ☺	✗ ☹
  	  

School bag

- Timetable will be distributed by **5 January 2027.** The timetable will only commence on **Friday, 8 January 2027.**
- Please teach your child to pack his/her school bag according to the timetable
- Guidelines by Health Promotion Board: should not be carrying more than 10–15% of body weight

Attire & appearance

- Neat & clean uniforms
- Short hair/ tie & pin up long hair neatly

Mon, 4 Jan 2027	Tues, 5 Jan 2027	Wed, 6 Jan 2027	Thur, 7 Jan 2027
School Uniform	School Uniform	School Uniform	PE attire

School Uniform / PE Attire





School Uniform

PE Attire

**From 2027 onwards, students are to wear white socks with black shoes.*

Red FTPPS T-Shirt

- To be worn during School Events (e.g. Chinese New Year & Learning Journeys)



T shirt size charts

Size	XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL
T shirt Chest measurement	28"	30"	32"	34"	36"	38"	40"	42"	44"	46"
T shirt length measurement	19"	20"	21"	22"	23"	24"	25"	26"	27"	28"

Hairstyles

Girls



Tie & pin up long hair

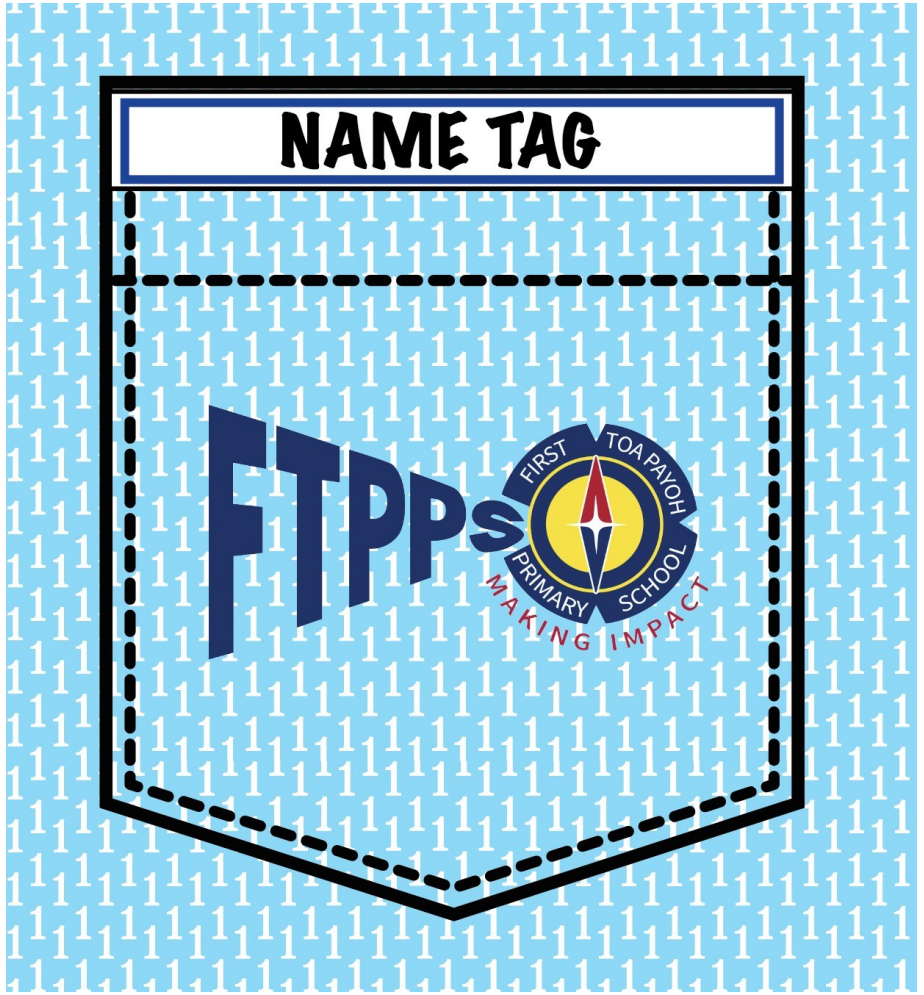
Boys



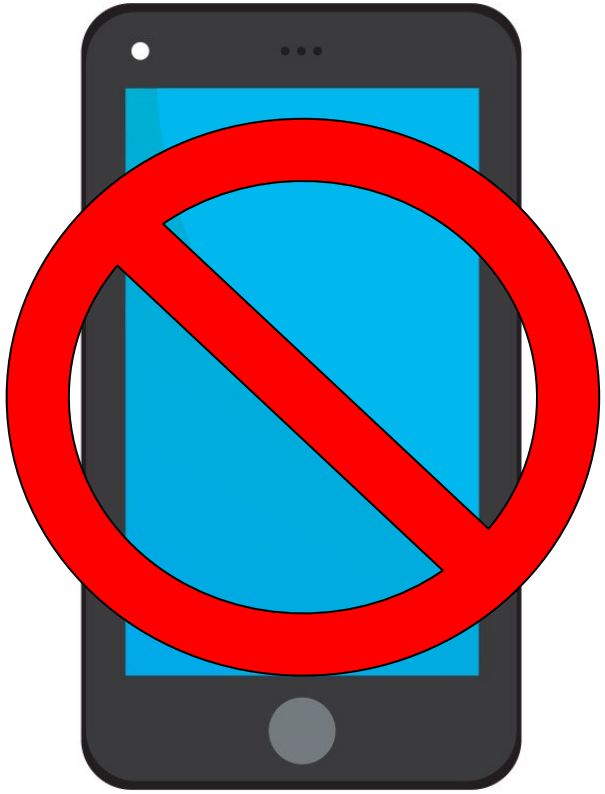
Short and Neat

Name Tag

Place the nametag along the edge of the pocket.



Use of Digital Devices

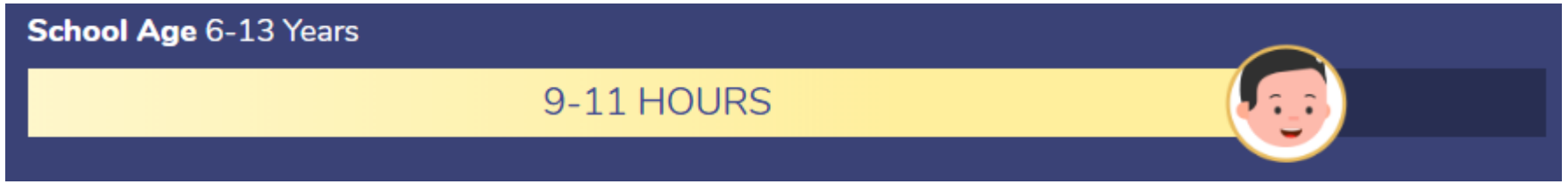




Getting ready for school

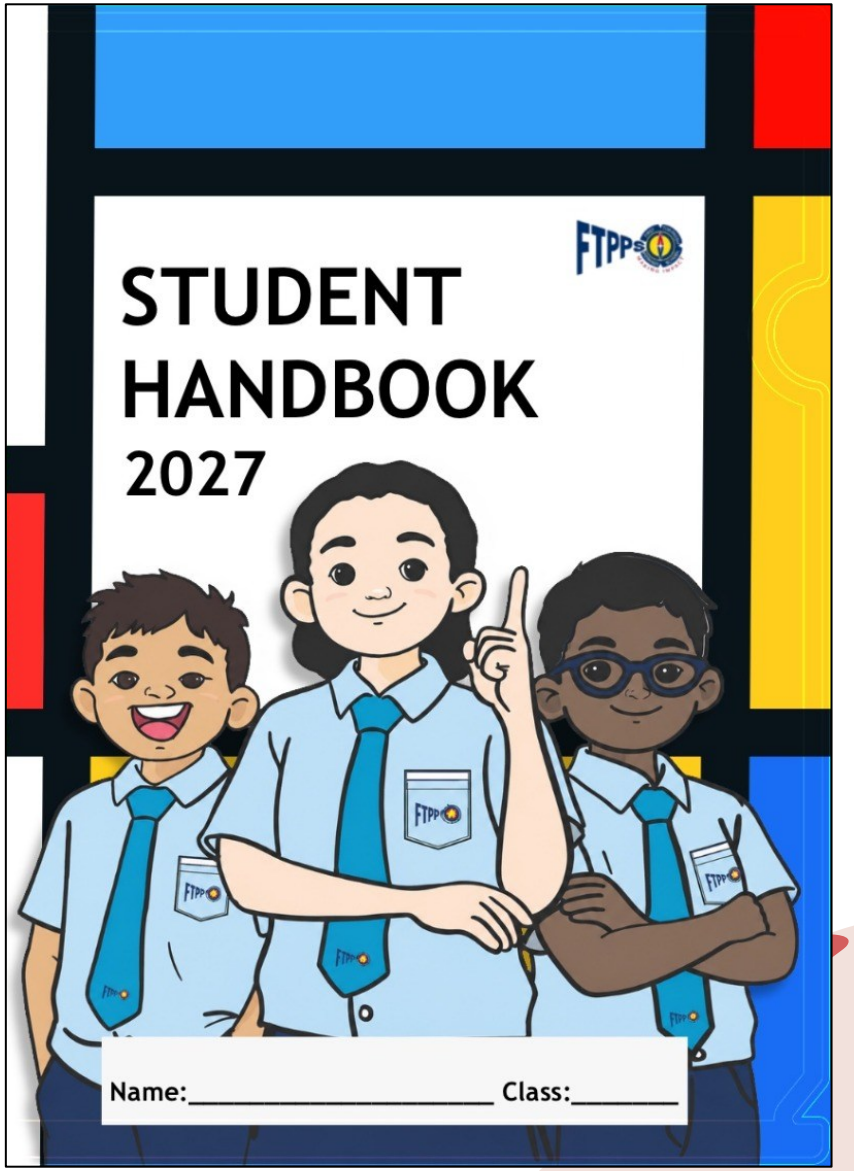
Be punctual for school

- Go to bed early e.g. by 9 pm
- Avoid taking long afternoon naps
- Set the alarm clock



Student Handbook

- Will be issued to your child on the first day of school
- For your child to record their daily homework
- A means of communication between the teachers and parents



P1 Administrative Matters

Online forms

(Please refer to Annex A - Parents Gateway)

1. **Admin Form for P1 2027 Students** *(Compulsory)*
2. **P1 Student Readiness Survey** *(Compulsory)*
3. **Student Data Form** *(Compulsory)*
4. **eGIRO Application** *(Strongly Encouraged)*
5. **Edusave Standing Order Form** *(Strongly Encouraged, for Singapore Citizens only)*
6. **MOE Financial Assistance Scheme (FAS) Application Form** *(If required, for Singapore Citizens only)*
7. **Request for School Bus Services** *(If required)*
8. **School Books & Uniform**

Reminder: Forms to complete - from 30 Nov onwards

(Please refer to Annex A - Parents Gateway)

1. **Student Data Form (SDF)**
2. **eGIRO Application**
3. **Edusave Standing Order Form** *(for Singapore Citizens only)*

To be completed by 31 December 2026

Request for School Bus Services

- We are pleased to inform you that **Season Bus Services Co Pte Ltd** has been appointed as our new school bus operator with effect from January 2027.

- Parents/Guardians who require school bus services for their child/children are requested to register via the link by **30 November 2026.**

- You may refer to the school website for more information.
  - https://go.gov.sg/schoolbusregistration



https://go.gov.sg/schoolbusregistration

Parents Gateway

- Parents Gateway allows parents to engage closely with schools, receive monthly school letters, information and perform a range of administrative functions (e.g. giving consent).
- To safeguard our student's data, only parents who are registered in the official student records in the MOE database will be able to use the mobile app.

Parents Gateway Manual

- You may access a copy of the PG Manual via the link: https://go.gov.sg/p1adminresources2027

Please alert us if you are still unable to view your child's record in Parents Gateway

Parent-Child Activity Book

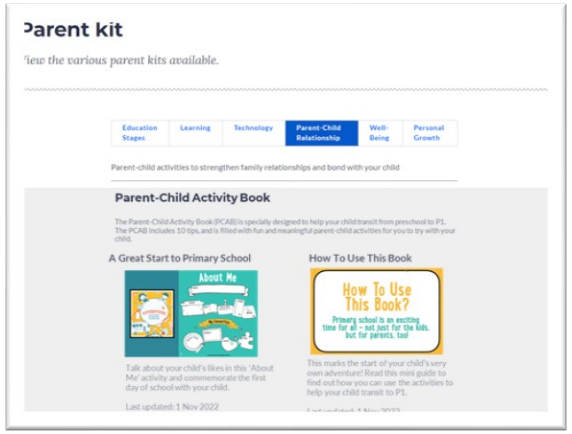
Tips & Activities for a Great Start to Primary School

Parent-Child Activity Book (Digital copy)

10 TIPS FOR PARENTS to help you navigate your child's first year in primary school.

Chat with your child
Boost their confidence
Practise various scenarios
Create something interesting
Thank others for their help
Pledge to do things together







MOE Financial Assistance

- Applicable for **Singapore Citizens** only
- Apply via **online** – https://studentfinance.moe.gov.sg/sfs or **Parents Gateway** (Services > Financial Assistance)

For more information on the eligibility of MOE FAS, please visit the link below

https://www.moe.gov.sg/financial-matters/financial-assistance

Please Note: Students who have applied for MOE FAS

- For successful applicants, you will receive an **approval letter** from the school. Collection dates for uniforms & books will be indicated in the letter.

If you encounter any difficulties filling up the form, you may approach the school for assistance

Sale of Books and Uniform

Sale of School Books	Sale of School Uniform
Online (Books): https://thecontinental.sg/ftpps **Online (Name Tags):** https://go.gov.sg/ftppsnametags2027	**Online (Sch Uniform):** www.beauvoix.com.sg

Walk-In Purchase:

Purchase Dates:
30/11, 1/12, 2/12, 9/12, 10/12, 11/12, 22/12, 23/12, 28/12
Time: 9:00am – 3:00pm
Location: ISH Void Deck*

You may access a copy of the Booklist & Uniform Order Form via the link below: https://go.gov.sg/p1adminresources2027

Q & A

Should you have any other enquiries, you may email us at:
ftpps@moe.edu.sg

P1 Admin Briefing Feedback Form

https://go.gov.sg/p1admin2026

For student matters, you may contact

Ms Lee Jo-Anne
(Year Head P1 to P3) :
lee_jo-anne@moe.edu.sg

Mdm Abdul Azeez Noorunisa
(Assistant Year Head P1 & P2):
abdul_azeez_noorunisa@moe.edu.sg

Contact Us

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6256 1102

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