



CHIJ (KELLOCK)

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*A Christ-centred learning community where every child will develop
her unique giftedness to lead and make a difference.*

7 November 2016

SCHOOL INFORMATION FOR YEAR 2017

1. SCHOOL HOURS

Level	Days	School Hours	Assembly Area
P1 – P6	Mondays, Tuesdays, Wednesdays	7.30am – 1.40pm	Mon to Fri: School Hall
	Thursdays & Fridays only	7.30am – 1.10pm	

School Reporting Time

Students are expected to report to the designated assembly area (School hall for P3-P6 & The Cove for P1 & P2) at least 5 minutes before the official school hours, that is at 7.25am. Please note that the reporting time for P1 students on day one is different from the rest of the student population. The parents of P1 students have been duly informed of this on the day of the P1 Orientation.

Silent Reading at Morning Assembly

To promote a love of reading and to build a community of readers, CHIJ Kellock has a practice of silent reading at morning assembly when the students arrive in school. It is encouraging to note that this practice has generated a greater interest in books among the students. This practice continues into 2017 and all students will proceed to the hall on arrival to begin reading. As such, it is highly encouraged that all students have a book with them every day. These books can be borrowed from the Class or the School Library should your child not have access to storybooks.

Promotion and Allocation Exercise

On the first day of school, students will assemble in the school hall according to their 2016 classes. The promotion and allocation of students to their new 2017 classes will take place after the morning assembly.

2. REMEDIAL / SUPPLEMENTARY/ HIGHER MOTHER TONGUE CURRICULUM PROGRAMMES

This is applicable to students who are identified to be on the remedial/ supplementary/ Higher Mother Tongue curriculum programmes next year.

All remedial/ supplementary/ Higher Mother Tongue curriculum programmes will be conducted on weekdays outside of school curriculum hours.

Day	Level	Subjects	Time
Mondays	Primary 6 Supplementary	Math/ English/Science	2.10 to 4.00 pm
	Primary 3 to Primary 5 Stretch Programme	English / Science	2.10 to 4.00 pm
	Primary 3 to Primary 5 Support Programme	English Science	2.10 to 3.10 pm 3.10 to 4.00 pm
	Primary 3 to Primary 4	School Dyslexia Remediation (SDR) Programme	2.10 -3.00 pm
	Primary 1 & Primary 2	Reading Club	2.10 -3.45 pm

Day	Level	Subjects	Time
Tuesday	Primary 3 to Primary 4	Reading Remediation Programme (RRP)	2.10 -3.00 pm
Wednesday	Primary 3 to Primary 6 Stretch Programme	Maths	2.10 to 4.00 pm
	Primary 3 to Primary 4	School Dyslexia Remediation (SDR) Programme	2.10 -3.00 pm
Thursdays	Primary 1 to Primary 6 Remedial Maths & MT	Math Remedial (P1-P4, P6)	1.40 to 3.00 pm
		MT Remedial (P1-P4, P6)	3.00 to 4 pm
		Semester 1	
		P5 MT Enrichment (Whole Level)	1.40 to 2.40 pm
		P5 Math Remedial	2.40 to 4.00 pm
Thursdays	Primary 3 to Primary 4	Semester 2	
		P5 Math Remedial	1.40 to 3.00 pm
		P5 MT Remedial	2.40 to 4 pm
		School Dyslexia Remediation (SDR) Programme	2.10 -3.00 pm
Thursdays	Primary 3 to Primary 4	Reading Remediation Programme (RRP)	2.10 -3.00 pm
		Primary 5 to Primary 6	Higher Mother Tongue
Friday	Primary 3 to Primary 4	School Dyslexia Remediation (SDR)Programme	2.10 -3.00 pm

3. CO-CURRICULAR ACTIVITIES (P4 – P6)

Most CCAs will be conducted on Tuesdays and/or Fridays. Students who are part of the school teams and training squads of CCAs will have extra training scheduled on Mondays, Wednesdays and/or Thursdays. More information on CCAs for 2017 will be provided in the new year

Day	Activity	Time
Tuesdays	CCA	2.00 pm- 3.45pm
Fridays	CCA	1.45 pm - 3.30pm

4. ENRICHMENT PROGRAMMES CONDUCTED BY VENDORS

Enrichment programmes identified to complement the school curriculum will be largely conducted on Mondays, Wednesdays and Thursdays after school curriculum hours or during the school holidays.

5. 2016 TEXTBOOK LISTS AND BOOKS TO BRING TO SCHOOL ON 3 JANUARY 2017

Students will receive the 2017 textbook list with their report book. A copy of the textbook list will also be made available for download on our school website. Do purchase books according to the textbook list as there are new books introduced at various levels for 2017. We would like to encourage you to take advantage of the school vendor's (Pacific Bookstore) on-line ordering service at www.pacificbookstores.com (available from 11 November onwards). You may also refer to the textbook list for the dates and times of sales of books and stationery in the school. Please do note that the sale of books will still be at the present site(Bukit Teresa) up to 26 November 2016. The sale of books will then **resume at the holding site at Queensway with effect from 12 December 2016**

Students are to label and pack the following books to school on the first day of school on 4 January 2016:

- 'A' textbooks and workbooks
- Exercise books

The teachers will make arrangements to collect certain required books and files that will be kept in school. Thereafter, students are expected to pack their bags according to the timetable, which will be given to them on the first day of school.

6. SCHOOL ATTIRE

Sale of School Uniform & PE Attire

It is highly recommended that school uniforms and PE attire are bought from the school's appointed vendor and not any other vendors, especially where the shade of the school uniform may differ. Wearing the correct school uniform (of the correct shade and design) is a requirement of the school rules.

Based on parents' feedback and school's observation of the frequent loss of the metal school badges, we have transitioned to the fabric badges in place of the metal school badges. The new pinafores will come with the sewn-on fabric badges. As we are adopting a phased-in approach, please be assured that students from the other levels can continue to use their metal school badges as part of the school uniform. For your convenience, the sale of school uniforms and PE attire will be conducted on the same dates as the sale of books.

7. CALENDAR 2017

Term Dates for 2017

Term 1 : Tuesday, 3 January 2017 to Friday 10 March 2017 (P1 2017 to report on 04 January 2017)

Term 2 : Monday, 20 March 2017 to Friday, 26 May 2017

Term 3 : Tuesday, 27 June 2017 to Thursday, 31 August 2017

Term 4 : Monday, 11 September 2017 to Friday, 17 November 2017

The School Calendar will be communicated to parents through the various means:

- School website
- Quarterly newsletter (Kellock Connects)
- Monthly Calendar (K-Bites)

8. CONSOLIDATED PAYMENT FOR RESOURCES AND SCHOOL PROGRAMMES

The consolidated collection of payment for resources and school programmes was implemented in February 2014 to cut down on the frequency of collections from the students. We will continue with this practice in 2017 at the beginning of each semester in January and July. The payment made will be for items that involve whole-level participation and use, such as :

- Designated school programmes for the level;
- Learning Journeys;
- Worksheets /In-house publications /Workbooks; and
- Other teaching and learning materials /resources

These items are usually subsidised by the school with co-payment from parents.

9. Primary Education Review and Implementation (PERI) UPGRADING PLANS

The upgrading of CHIJ (Kellock) will commence in January 2017 and as such, the school will operate at the holding site located at 121 Queensway Singapore 149059 from **January 2017 to December 2018**. Please refer to the circular dated 28 October for information of the Move .

10. SAFETY AND SECURITY MATTERS

To ensure the safety of all our students, we request parents to co-operate with and support the school's strict implementation of security measures. In order to assure our girls and teachers of a safe and secure learning environment – an environment that the girls can play in, with a sense of safe abandonment without worry that 'strangers' are gawking at them and a place where active learning can take place without interruptions, please be reminded of the security measures that have been put in place:

Visiting the School

These measures apply to everyone entering the school, waiting in the school grounds and even passing through the school.

- A Visitor's Pass from the General Office is a requirement if you have an official appointment with a member of the school staff;
- Parents and caregivers will NOT be allowed to wait within the school compound as long as school is in session. As such, we advise that you arrive on time when your child is released from CCA/ Remedial/ other activities;

Request for Early Dismissal of Pupils

Parents requiring their child to be dismissed from school earlier than the stipulated dismissal time will need to furnish the school (through the Form Teacher) with a letter indicating the reason/s for the request. To ensure that the child leaves the school in the safe hands of parents/ assigned guardians/ domestic helpers, accompanying adults will pick their child/ ward up from the General Office and 'sign' for the release of the child/ward.

Temperature-Taking

As part of the school's Standard Operating Procedures (SOP) for handling Avian Flu and H1N1, we will conduct a whole-school temperature-taking exercise on **6 January, Friday 2017**. Please ensure that your child has her ODT (in proper working order) with her .

On behalf of my staff at CHIJ Kellock, I would like to wish all parents and Kellock girls a restful holiday, a Blessed Christmas (to those who celebrate) and a Happy New Year! May the Good Lord Bless and keep each one of you safe throughout this holiday season.

Thank you,

Ms Magdalene Chin
Principal