



Founded 1953

光華學校

KONG HWA SCHOOL

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4 Jan 2017

Dear Parents/Guardians,

Welcome to 2017

Welcome back! We would like to draw your attention to some matters as we start the new academic year.

2. We would like to welcome the following new staff who has joined the Kong Hwa family:

Vice Principal (Admin)
SH PE / CCA
SH NE/SS
Teacher
Teacher

Mr Chong Yew Bun Edward
Mr Kok Zui Hua Leonard
Mrs Yeoh-Leong Poh Lay Claire
Ms Liu Te Se
Ms Chow Yak Theng



2017 Key Personnel

Principal
Vice Principal
Vice Principal
Vice Principal (Admin)
Year Head (P1/2)
Year Head (P3/4)
Year Head (P5/6)
HOD CL
HOD EL
HOD Maths
HOD Science
HOD SAP
HOD Discipline
SSD
SH CCE
SH Knowledge Management
SH NE/SS
SH PE/CCA
LH CL/CCE
LH CL
LH EL
LH Maths
LH PE/CCA
Administration Manager
Operations Manager

Mrs Cheong-Chua Ye Ling
Mr Yee Yew Loong
Mrs Gan-Foo Mei Ping
Mr Chong Yew Bun Edward
Mrs Han-Yap Lay Hua
Mrs Diana Tan-Lin Shiyng
Mdm Chong Chui Mei Penny
Mdm Ng Siam Hong
Mrs Affandy Wendy
Mrs Tan-Liang Kok Fen
Miss Ng Suat Theng Angela
Mr Pek Keam Gim
Mrs Wendi Chong-Goh Hwee Leng
Mdm Sandra Leow Sian Leng
Mr Jerry Yang Ziyi
Mr Low Kok Leong
Mrs Yeoh-Leong Poh Lay Claire
Mr Kok Zui Hua Leonard
Mrs Goh-Wong Lee Ping
Mr Tay Chee Teck
Mrs Wong-Ho Si Yi
Mr Leong Jian Wei Wayne
Ms Leong Kai Yun
Miss Selene Liau
Mr John Ho Hean Chan



Healthy Meals in Schools Programme

4. Since 2015, the school has been phasing in Health Promotion Board's Healthy Meals in Schools Programme (HMSP). The programme seeks to enhance the availability of healthier food and beverage choices in schools. Some of the enhances we have phased in include only selling drinks with the Healthier Choice Symbol, not selling deep-fried / pre deep-fried / preserved food and preparing food using ingredients (e.g. oil) with the Healthier Choice Symbol or reduced-fat alternatives.

5. We will be implementing the programme fully in 2017. Our canteen vendors will be following food service guidelines that cut down fat, sugar and salt and serve whole-grains, fruit and vegetables in the meals; and serve healthy set meals. These healthy set meals incorporate food from the four main food groups – brown rice and wholemeal bread, meat and others, vegetables and fruit – thereby helping students receive the right nutrients necessary for their growing needs.

6. In view of the above implementation, students and parents are advised to expect an increase in canteen food prices of not more than \$0.30 as each rice or noodle meal will now include a serving of fruits and vegetables.

7. We urge parents to work with the school and talk to your children about eating fruits and vegetables as part of their meals in order to nurture and sustain good eating habits as well as to reduce food wastage.

8. We will also be holding assembly talks on healthy meals and reinforce the importance of good eating habits in our Health Education lessons.

Food Hygiene

9. In line with the school's green initiatives and heightened awareness of food hygiene and safety, we are discouraging the use of takeaway containers in the canteen. We would like to encourage students to consume food bought in the school canteen immediately as bacteria can grow very quickly in food that is left at room temperature. In general, food that is left at room temperature for more than 4 hours should not be consumed anymore to minimize the risk of food poisoning.

10. Students are strongly discouraged to pack food home from the school canteen. Parents who would like their children to pack food home may want to consider providing containers that can keep the food warm for a longer period of time.

Mobile Phone Policy

11. We understand that you may require your child / ward to bring a mobile phone to school for communication purpose. To provide a conducive learning environment, the school has set out the following rules on the use of mobile phones within the school compound and during school activities for students.

- i. Mobile phone must be switched off from 7.25 am to dismissal time on every school day. It must also be switched off during all after-school activities, for example remedial / supplementary lessons and CCA.
- ii. Use of mobile phone is not allowed in all parts of the school except within the three call zones: the Canteen, at Gate 3 and at Gate 6.

- iii. Students who need to contact their parents urgently during school hours are advised to seek their teacher's permission or approach the General Office for assistance.

12. We seek your understanding that the students have to take responsibility for their personal belongings.

Punctuality

13. Punctuality is a life skill and we would like to encourage all students to get the year off to a good start by coming to school on time every day. Lessons start at 7.45 am and all Kong Hwaians are to report to school by 7.30 am for the flag-raising ceremony. Students will be considered late for school if they are late for the flag-raising ceremony.

14. Please kindly note that repeated late coming without valid reasons may affect the conduct grade reflected in the report book.

Communication

15. We would like to remind all that the school's mode of communication with parents / guardians are:

- i. Pupil Handbook – parents / guardians and teachers may make use of the pupil handbook to note down reminders and other messages.
- ii. Teachers' official email – parents / guardians may send teachers an email and expect a reply within three working days.
- iii. General office phone number 63421195 - parents / guardians may call the school's general office and our admin staff will transfer your call to the respective teachers or take down your messages.

Safety During Arrivals / Dismissals

16. During morning arrivals, do advise your child / ward to get ready his / her belongings before alighting. This will save time and allow traffic to flow smoothly. During dismissal time, we request that parents / guardians move into the waiting area as you await the dismissal of your children / wards. As students walk along the covered walkway during dismissal, you can look out for your children from the waiting area. Both parent / guardian and child / ward will then move towards the exit gate to depart from the school. In this way, congestion at the exit gate 6 will be minimised.

Temperature Taking Exercise

17. We will be conducting the temperature taking exercise on 6 January 2017 (Friday). Please ensure that your child has a working Oral Digital Thermometer (ODT) on that day. In case your child's ODT has broken down, he / she may purchase a new ODT from our school bookshop. All Primary One students will receive a one-time free provision of ODT before the temperature taking exercise.

Parents' / Guardians' Access to School during School Days

18. Parents / Guardians wishing to purchase books and / or uniforms during school days can do so after the students' recesses, i.e. from 11.15 am to 12.45 pm. Alternatively, you are advised to do so after 2.15 pm daily (except Wednesdays) and after 1.45 pm on Wednesdays, in order to allow the main bulk of students to leave after school dismissal. We seek your kind understanding and cooperation in this matter.

Thank you.

Yours faithfully,

Mrs Cheong Ye Ling
Principal