



**PARK VIEW**  
**PRIMARY SCHOOL**



Parent's Handbook  
2024

## Park View Primary School Information Guide for Parents

### 1. Gate Operation Hours

Main Gate (Gate A)	7.00 am – 6.00 pm	Walk-in Gate: Open	The main gate of the school is along Pasir Ris Drive 1, opposite Tampines Meridian JC.
	7.00 am - 7.30 am	Vehicle Gate: Open	
	7.30 am – 6.00 pm	Vehicle Gate: Closed (open for authorized entry only)	
Side Gate (Gate D)	7.00 am – 7.30 am	Open	Will also be open after 2 p.m. for student to exit when it rains
	1.30 pm – 2.00 pm	Open	

Parents/caregivers may drop-off or pick-up your child at any of the above gates according to the gate operation time. To avoid traffic congestion and/or potential hazards, do drive off immediately after dropping off your child, and come just on time for picking-up.

All visitors are to register at the Security Post accessible via the Main Gate (Gate A). You are to wear the Visitor's Pass prominently at all times. Kindly proceed to the General Office to state your purpose of visit and seek assistance.

Parents are not allowed to go to the classrooms or to be in the canteen unless permission has been granted.

### 2. Photography and Videos

Photographs or video images of you or your child may be captured during school activities and events such as classroom lessons, CCA, school camps and school concerts. The school may use and publish such photographs and/or video recordings in school publications, website, social media channels and other communication channels.

### 3. Finance Matters

#### 3.1 Fee Payable

Every child is required to pay miscellaneous fees of \$13.00 monthly. In addition, Singapore Permanent Residents and non-citizens have to pay monthly school fees as indicated below.

2024				
Level	Nationality	School Fees* (S\$)	Misc Fees* (S\$)	Total (S\$)
Primary	Singapore Citizen	Free	13.00	13.00
	Singapore PR	280.00	13.00	293.00
	IS (ASEAN)	545.00	\$14.17	559.17
	IS	935.00	14.17	949.17

\* Subject to review

All students are encouraged to pay their fees through Giro. Forms are available from the General Office. Deductions for Giro payment will be made on a monthly basis. Please ensure that there is sufficient money in the bank account. Parents of SC child may also pay the 2nd tier miscellaneous fees through the edusave account.

### 3.2 School Bookshop, Uniform Supplier and School Bus Service

School Bookshop & Uniform Supplier	School Bus Service
Pacific Bookshop Centre Tel: 6581 2317 Opening hours: Mon - Fri 8.30am - 12.00pm 1.00pm - 3.15pm Parents are allowed to go to the bookshop only from 2.00 pm - 3.00 pm	Golden Lion Transport Services Miss April Chia HP: 91466258

### 3.3 Financial Assistance Scheme (FAS)

The Financial Assistance Scheme aims to reduce the financial burden of needy students so that they can focus on their academic pursuit. Students who have difficulty in meeting their schooling needs may apply for MOE Financial Assistance Scheme. Only students who are Singapore citizens can apply for MOE FAS.

For more information and application for MOE FAS, please visit the MOE/school website or approach the staff in the General Office.

## 4. Health Matters

### 4.1 School Health Services (SHS)

For the prevention and control of communicable diseases, children entering primary school must be vaccinated against smallpox, diphtheria, poliomyelitis, tetanus, measles and tuberculosis.

Doctors and nurses from the SHS conduct annual medical examinations for Primary 1 to Primary 6 students. All students are required to undergo sight-screening tests and for Primary 1 students, auditory screening tests as well.

### 4.2 School Dental Services

The school has its own dental clinic manned by a dental therapist. All students in the school are seen by the dental therapist for routine check-up and dental treatment is provided as well. For the dental treatment for your child, please call the following clinic for an appointment:

School Dental Centre	
Health Promotion Board #04-00 3 Second Hospital Avenue Singapore 168937 (opposite Outram MRT Station) Tel: 6435 3782 / 9821 1985	* Singaporean may have to pay for treatment. * Foreigners & Permanent Residents have to pay for treatment.

### 4.3 Hydration

For sound health practices, students are strongly encouraged to bring their own water bottles to school. Water coolers are located at the canteen and at every level of the classroom blocks. Sweet drinks are not allowed to be brought to the classrooms.

## 5. School Discipline policy

### 5.1 Absence from school

Students who are absent from school must provide a valid MC or parents' letter upon return to school. When a student is ill or suffering from a contagious disease, the form teacher must be informed, and the student should not be sent to school until he recovers.

## 5.2 Permission to leave school early

Students are not allowed to leave the school premises during school hours. Requests for students to leave the school during school hours must be made by their parents / guardians in person at the General Office.

Parents/guardians are required to sign the “Permission to Leave School” form before taking their child out of school. Students are not allowed to leave the school on their own during school hours. Should a student need to be taken out of school during school hours, parents/ guardians must inform the school beforehand, and a responsible adult must personally take the student from the school's General Office.

## 5.3 Types of Offences

Minor Offences	
<ul style="list-style-type: none"><li>• Absent without valid reason</li><li>• Late-coming</li><li>• Eating/drinking</li><li>• Improper attire and grooming</li><li>• Littering</li><li>• Name-calling</li><li>• Not doing assignments</li><li>• Telling lies</li></ul>	<ul style="list-style-type: none"><li>• Being absent from school without a valid reason and without the knowledge of their parents/guardians/care givers on school days (Monday to Friday)</li><li>• Being late for school, CCA, enrichment or remedial without a valid reason</li><li>• Other than in the canteen</li><li>• Disobeying school rules stated under “Attire and Appearance” in the handbook</li><li>• Dropping or leaving rubbish in school premises or public places</li><li>• labels a person as something negative without considering the feelings of the other person</li><li>• Not turning in class work, homework, project work, etc. without a valid reason</li></ul>
Major Offences	
<ul style="list-style-type: none"><li>• Leaving school grounds without permission</li><li>• Skipping classes</li><li>• Abuse of technology</li><li>• Bullying/Cyber bullying</li><li>• Cheating in assessments/tests/exams</li><li>• Disruptive behaviour</li><li>• Forgery</li><li>• Open defiance and/or rudeness</li></ul>	<ul style="list-style-type: none"><li>• Leaving school grounds after reporting but before the end of the school session without the school's approval</li><li>• Being absent from classes, CCA, enrichment or remedial without a valid reason</li><li>• Posting of offensive or threatening messages or pictures via social media or world wide web (www)</li><li>• Recording &amp;/uploading material/s in the social media/www which are offensive in content and damaging to the students, the staff of image of the school</li><li>• Unauthorise photo-taking or videoing using smart devices such as mobile phone, smart watch, or digital camera during school hours or in the school compound</li><li>• Hurting, frightening, or intimidating others to deliberately cause harm, distress, or humiliation. It can be physical, virtual, verbal or psychological in nature</li><li>• Possessing notes or other prohibited items, copying from others, allowing others to copy, tampering with marks</li><li>• Interfering with the smooth running of class or school events</li><li>• Forging signatures, medical certificates, consent forms, etc. with the intention to deceive</li><li>• Refusing to conform to school rules, norms, and practices; disobeying teachers' instructions; displaying rudeness and disrespect in speech or body language</li></ul>
Other Serious Major Offences	
<ul style="list-style-type: none"><li>• Assault</li><li>• Fighting</li><li>• Gambling</li><li>• Gangsterism</li><li>• Inappropriate behaviour (sexual misconduct)</li><li>• Possession of inappropriate material</li></ul>	<ul style="list-style-type: none"><li>• Attacking others violently, whether causing injury or not</li><li>• Being involved in a confrontation between individuals or opposing groups in which each attempt to harm or gain power over the other, as with bodily force or weapons</li><li>• Using physical or virtual money or token in games, betting, etc</li><li>• Being involved in a gang assault/threat/harassment/extortion, whether actual or attempted</li><li>• Being involved in attempted rape, outrage of modesty, underage sex, sexual grooming, peeping, etc</li><li>• Consuming/ possessing/ distributing/ selling pornographic materials</li></ul>

<ul style="list-style-type: none"> <li>• Possession of weapons</li> <li>• Smoking/Vaping</li> <li>• Substance abuse (alcohol, drug, inhalant or others)</li> <li>• Use of rude/vulgar/abusive language</li> </ul>	<ul style="list-style-type: none"> <li>• Possessing weapons of any forms that may be used in a crime or caused hurt to others</li> <li>• Using/ possessing/ distributing/ selling cigarettes / e-cigarettes such as e-cigs, vapes, vape pen, etc</li> <li>• Using/consuming/possessing/distributing/selling alcohol/drug/inhalant stuff etc</li> <li>• Verbalising coarse or abusive language/offensive sign language. Also, in verbal/visual forms i.e. drawing obscene pictures, crafting obscene notes</li> </ul>
Theft/Damage of Property	
<ul style="list-style-type: none"> <li>• Arson</li> <li>• Theft</li> <li>• Vandalism</li> </ul>	<ul style="list-style-type: none"> <li>• Planting explosives or setting property on fire, whether attempted or actual</li> <li>• Stealing school property or property belonging to others</li> <li>• Vandalising school or personal property, writing graffiti</li> </ul>

#### 5.4 Possible Actions Taken by School

Minor Offences	Major Offences
<ul style="list-style-type: none"> <li>• Issuing warning (verbal/letter)</li> <li>• Guidance by teacher</li> <li>• Informing parents</li> <li>• Assigning corrective work</li> <li>• Detention classes (during recess)</li> <li>• Conduct grade may be affected</li> </ul> <p>Minor offence committed persistently will be considered as a major offence</p>	<ul style="list-style-type: none"> <li>• Mandatory counselling by School Counsellor</li> <li>• Informing parents</li> <li>• Assigning corrective work</li> <li>• Awarding zero for the paper for cheating during an examination</li> <li>• Awarding zero for the paper for doctoring marks</li> <li>• Detention classes (during recess/after school)</li> <li>• Caning, suspending from class/school and other appropriate disciplinary action deemed necessary by school</li> <li>• Conduct grade of fair or lower may be awarded</li> </ul>

## 6. Safety and Security

### 6.1 Excursion / Outings

Parental consent is required to take part in excursions / outings during school hours or supervised activities after school hours.

### 6.2 Insurance Coverage

All students will be covered for accidents under the school purchased policy. Insurance coverage applies to accidents that happen within the school premises and during school related activities outside school. Please call the school for more information when the need arises.

## 7. Support for students

### 7.1 School Personnel Support

The school is staffed with trained personnel to give additional support to students who have diverse learning needs.

Personnel	Support Given
<b>Special Education Need (SEN) Officer</b>	<p>The SEN Officer works closely with the teachers, specialists from MOE HQ, external agencies and parents to provide support to students with special educational needs (SEN) in mainstream schools.</p> <p>The areas of support for students with special educational needs provided include:</p> <ul style="list-style-type: none"> <li>• Intervention support for learning and behavioral needs in school.</li> <li>• Consultation in the area of educational development.</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise with stakeholders, such as parents or external agencies, to ensure continued support for the students.</li> <li>• Transition support into new setting, including school-to-school or within school transition.</li> </ul>
<b>Teachers Trained in Special Needs (TSN)</b>	They are classroom teachers with more in-depth knowledge and an understanding of the special needs of diverse learners.
<b>Learning Support Coordinator and Learning Support in Mathematics (LSC / LSM)</b>	<ul style="list-style-type: none"> <li>• They are trained teachers in an early intervention effort aimed at providing additional support to students who lack basic literacy and numeracy skills.</li> </ul>
<b>School Counsellor (SC)</b>	<p>Besides providing every student with quality education and developing them to their fullest potential, the school also looks into the mental wellness of the students, Hence, students with emotional, social and behavioural issues may be referred to the SC for counselling support. The SC will provide counselling services and/or programs to help students to learn coping and social skills such as:</p> <ul style="list-style-type: none"> <li>• Managing and regulating their emotions</li> <li>• Communicating with one another effectively</li> <li>• Positive coping strategies to handle conflicts effectively</li> </ul> <p>The SC also collaborates and communicates with parents and external agencies to ensure that the students receive a complete support system.</p>

## 7.2 Support from external agencies

<b>Name of Centre</b>	<b>Services/Activities</b>	<b>Tel No</b>
<b>AMP Helpline (Association of Muslim Professionals)</b>	Malay/Muslim families in crisis, or those who need help	64163960
<b>AS-Salaam Family Support Centre</b>	Malay-speaking community with family, marital or personal problems	67455862
<b>Care Corner Mandarin Counselling Centre Helpline</b>	For Mandarin-speaking community with family marital or personal problems	1800-353 5800
<b>Counselling &amp; Care Centre</b>	Psychological counselling services and training for professionals in the mental health & social services	65366366
<b>ComCare (By Ministry of Social and Family Development)</b>	Families and individuals in need of family support services	1800 222 0000
<b>Promoting Alternatives to Violence (PAVE)</b>	For families facing violence and in need of counselling and support services	65550390
<b>SINDA Family Service Centre</b>	Families in need of assistance or counselling	1800 295 3333

## 8. Communication & SOPS

Situations	Procedures
<b>Information on School Programmes and Exam Details</b>	<p>Read the Park View Primary School Letter of Parents, which will be</p> <ul style="list-style-type: none"> <li>• issued via Parents Gateway</li> <li>• made available on our school website <a href="http://www.parkviewpri.moe.edu.sg/">http://www.parkviewpri.moe.edu.sg/</a></li> </ul>
<b>Contacting or making appointments with teachers</b>	<p>Write message in the Student's Handbook or email to the teachers</p> <ul style="list-style-type: none"> <li>• Please allow up to 3 working days for the teacher to respond to your query.</li> <li>• For urgent matters, please contact the school at 6585 1421</li> </ul>
<b>Meeting with teachers</b>	<ul style="list-style-type: none"> <li>• Please make prior arrangements and get a visitor pass at the Security Post, proceed to the General Office and inform the administrative staff of your appointment with the teacher.</li> <li>• The teacher will meet with you at the General Office.</li> <li>• Parents are not allowed to go to the classrooms or the staff room directly.</li> </ul>
<b>Child is unwell or injured / Early dismissal</b>	<ul style="list-style-type: none"> <li>• If your child is unwell or has sustained an injury, you will be informed.</li> <li>• If your child needs early dismissal, please give advance written notice to your child's Form Teacher via email or Student's Handbook.</li> <li>• When fetching your child, please go to the General Office and inform the administrative staff of your purpose. You will be required to sign the "Permission to Leave School" form before you take your child.</li> <li>• No child is allowed to go home on his own.</li> </ul>
<b>Absenteeism</b>	<ul style="list-style-type: none"> <li>• Absence from school must be accompanied by a valid medical certificate or a written explanation from you justifying such absence.</li> <li>• Only a valid MC will be accepted for absences during assessment.</li> <li>• When your child is ill or is suffering from a contagious disease, please inform the Form Teacher and <b>DO NOT</b> send your child to school.</li> <li>• Students are to be in school throughout term time.</li> <li>• If students have to be away from school for a period of time due to compassionate reasons (e.g. serious illness of family member, etc): <ul style="list-style-type: none"> <li>• no make-up lessons will be conducted;</li> <li>• no worksheets will be given in advance.</li> </ul> </li> </ul>
<b>Payments (e.g. for enrichment programme)</b>	<ul style="list-style-type: none"> <li>• Place payment in an envelope and seal it. Write your child's name, class and quantum of payment on the envelope.</li> </ul>
<b>Pocket money for recess</b>	<ul style="list-style-type: none"> <li>• Please ensure your child has sufficient (but not excessive) pocket money to purchase food.</li> <li>• Please advise your child <b>NOT</b> to borrow money from their classmates or lend money to others. If your child forgets to bring his pocket money, he should speak with his teacher.</li> </ul>
<b>Forgetting to bring books or materials</b>	<ul style="list-style-type: none"> <li>• If your child forgets to bring his book/materials, please do NOT send it to school for him to instill in the child a sense of personal responsibility.</li> </ul>
<b>Lost and Found</b>	<ul style="list-style-type: none"> <li>• Unclaimed items will be disposed of at the end of each semester</li> </ul>