

# **Our Lady of the Nativity Primary I Orientation Booklet 2023**



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# A) GENERAL INFORMATION

## I) SCHOOL HOURS

Activity	Time	Venue
Assembly	7.30 a. m.	Hall / Classroom
Recess (PI)	10.30 a.m. - 11.00 a.m.	Canteen
Dismissal	Mon to Fri : 1.30 p.m.	Side Gate 2

Do refer to p9 for information specific to 3 – 13 January 2023.



## 2) SCHOOL RULES

### Attire

- Students must wear the prescribed school uniform and modification to the uniform is not allowed.
- Students are to wear only white socks and shoes. It is not compulsory to purchase white socks with the school name sewn on it.
- Students must be neat and properly attired in their school uniform at all times, inside and outside school.
- Students are not allowed to wear any jewellery or accessories or bring any valuables to school.
- Only plain black hair accessories are allowed.
- There should not be any display of religious accessories.
- Students are not allowed to colour their hair.
- Students are allowed to wear the school PE T-shirt and pinafores only on days when they have PE or PAL lessons.

## Attendance

- Students must be punctual for school and lessons.
- Students would be considered late for school if they are not seated in the school hall/classroom by 7.30 a.m. (Monday - Friday).
- Attendance is compulsory for all school days, functions and activities. Parents must inform the school if their daughter is absent and ensure that a medical certificate or letter of excuse is presented when the student returns to school.
- The school will accept a maximum of 3 letters from parents/guardians each term for their child's/ward's absence from school. A medical certificate should be given otherwise.
- Parents/Guardians must sign the "Permission to Leave School" form in the General Office to take their child/ward home before the official dismissal time.

## Guidelines for Latecomers

Number of Times Pupil is Late in a Semester	Action(s) to be Taken
1-3	<ul style="list-style-type: none"><li>▪ Form Teacher counsels student.</li><li>▪ Students to complete a reflection form if she is late for the third time.</li></ul>
4-6	<ul style="list-style-type: none"><li>▪ Form Teacher calls or meets parents / guardians.</li></ul>
more than 6 times	<ul style="list-style-type: none"><li>▪ Year Head / Subject Head will speak with student.</li><li>▪ Discipline Mistress to call or meet parents / guardians.</li></ul>

### 3) OTHER MATTERS

#### **Name Tags**

The purchase of iron-on name tags is compulsory. The tag is part of the school attire. Students would need to have their name tags ironed on above the school crest on their pinafore, while the name tag for the PE T-shirt should be on the right side of the T-shirt, aligned to the second button. You can refer to the school organiser as to the correct positioning of the name tags. You should pay for the name tags with the required school textbooks etc. when you order from the school bookshop website. The name tags will be disseminated to the students during PI Orientation.

#### **Pocket Money**

Pocket money should be kept to a minimum. \$2 to \$4 per day would be adequate. Students are encouraged to drink plain water (from their water bottles or the water coolers in the school) instead of sweetened drinks.

#### **POSB Smart Buddy Watch System**

The school canteen stalls have POSB Smart Buddy terminals for students who have the POSB Smart Buddy watch. For more information including the application process, please refer to <https://posb.com.sg/chijoln>. Do note that it is not compulsory to use the POSB Smart Buddy watch in school.

### 3) OTHER MATTERS

#### Contact Number

It is important that we have your latest contact details. Please inform the school of any change in contact number, home address or any other matters immediately through your child's Form Teacher. It is also good that your child carries with her your contact number(s) in case of an emergency.

#### Sending Items to School

In line with our efforts to teach our students responsibility and independence, the General Office will not receive any item that your child has forgotten to bring to school. These include water bottles, stationery items, books, PE attire, lunch boxes, etc.

#### Birthday Celebrations

The school will not accept goodie bags and food for birthday celebrations to avoid potential food allergy reactions.



## B) COMMUNICATION MATTERS

The school's activities, achievements and updates are communicated through the following channels:

- Parents Gateway (mobile app; one-time login via SingPass)
- Monthly OLN Connect sent via PG
- School website: <http://www.chijourladyofthenativity.moe.edu.sg>
- Tok-Tok! (mobile app)
- Social Media
  - Facebook: <https://www.facebook.com/chijoln.official/>
  - Instagram: <https://www.instagram.com/chijoln.official/>

Please note that Parents Gateway is an initiative by MOE to enable parents to interact with schools more conveniently on administrative matters. Please download the Parents Gateway app via Apple Store or Play Store and activate it using SingPass. Please switch on the notifications to receive updates promptly. Please see <https://pg.moe.edu.sg/> for more information.

Consent will be sought from parents for all outings / excursions and enrichment /support programmes through Parents Gateway.

Parents will be invited to meet their child's form teachers twice each year. The objective is to enhance communication between teachers and parents.

In addition, parents can communicate with teachers via their child's School Organiser, the Tok-Tok! app or email. The list of form teachers and their email addresses can be found on our website <http://chijourladyofthenativity.moe.edu.sg>. Parents who wish to meet their child's teacher are encouraged to make prior arrangements via the school organiser, email or telephone.

We look forward to working closely with you on your child's learning.



## C) FIRST WEEK OF SCHOOL

### 1a) Reporting & Dismissal Time for 3 to 13 January 2023

Day	Date	Reporting Time	Reporting Venue	Dismissal Time	Dismissal Venue
Tue	3 Jan	Before 7.30 am	School Lobby	1.20 pm	Side Gate 2
Wed - Fri	4 - 13 Jan	Before 7.30 am	Side Gate 2	1.20 pm	Side Gate 2

Dismissal Procedure: For Parents who are picking their child up from school. Applicable only from 3 Jan - 13 Jan

1. Parent will be allowed to enter the school via Side Gate 2 at 1.20pm.
2. They must present the child's name tag (issued on 3 Jan 2023) to the security guard to enter the school. Do note that this is necessary to ensure the safety of all.
3. Teachers will bring identified girls to the area under ISH to wait for parents. They will be seated according to classes.
4. Parent will exit the school via Side Gate 1 after picking up their child from the dismissal point (Lower Ponggol)

Pls note: This procedure is only applicable till Friday 13 Jan. From Monday 16 January, parents will no longer be allowed to come into school to pick up their daughters. The teachers will walk the girls to Side Gate 2 to meet parents and caregivers.

### 1b) Reporting time & Dismissal time from 16 January onwards: 7.30 am - 1.30pm.

# C) FIRST WEEK OF SCHOOL

## 2) WHAT YOUR CHILD NEEDS TO BRING TO SCHOOL

3 January	4 January	5 January	6 January
<ul style="list-style-type: none"> <li>▪ pencil case</li> <li>▪ a box of 12 coloured pencils</li> <li>▪ a water bottle</li> <li>▪ a snack</li> </ul>	<ul style="list-style-type: none"> <li>▪ pencil case</li> <li>▪ a box of 12 coloured pencils</li> <li>▪ a water bottle</li> <li>▪ a snack</li> </ul>	<ul style="list-style-type: none"> <li>▪ pencil case</li> <li>▪ a box of 12 coloured pencils</li> <li>▪ a water bottle</li> <li>▪ a snack</li> <li>▪ English - 2 red files &amp; 1 pink file</li> <li>▪ Maths - 2 blue files</li> </ul>	<ul style="list-style-type: none"> <li>▪ pencil case</li> <li>▪ a box of 12 coloured pencils</li> <li>▪ a water bottle</li> <li>▪ a snack</li> <li>▪ Maths - Primary Mathematics Practice Book 1A</li> <li>▪ Social Studies Activity Book</li> </ul>

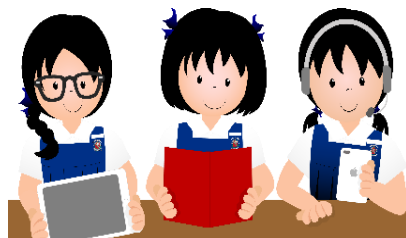
## Mother Tongue books & files (Friday, 6 January)

Chinese Language	Malay Language	Tamil Language
<ul style="list-style-type: none"> <li>• Chinese Language Activity Book 1A</li> <li>• 1 Yellow File</li> <li>• 2 Exercise Books (squared)</li> <li>• CCE Activity Book</li> </ul>	<ul style="list-style-type: none"> <li>• Malay Language Activity Book 1A</li> <li>• 1 Yellow File</li> <li>• 2 Exercise Books (single-lined)</li> <li>• 1 Blue Note Book</li> <li>• CCE Activity Book</li> <li>• A4 Zipper Bag (Red)</li> </ul>	<ul style="list-style-type: none"> <li>• Tamil Language Activity Book 1A</li> <li>• 1 Yellow File</li> <li>• 2 Exercise Books (single-lined)</li> <li>• 1 Blue Note Book</li> <li>• CCE Activity Book</li> <li>• A4 Zipper Bag (Blue)</li> </ul>

**From Monday 9 Jan onwards, please refer to your child's class timetable.**

**In addition, your child needs to bring the following daily to school :**

- Primary Mathematics Textbook 1A (Semester 1)
- Mother Tongue Textbook 1A (Semester 1)
- a storybook for silent reading
  - Mondays - Thursdays: an English Language storybook
  - Fridays : a Mother Tongue Language storybook
- Stationery
  - a pencil case with **at least three sharpened 2B pencils**
  - an eraser
  - a ruler
  - a sharpener with container
  - a box of 12 coloured pencils
- a water bottle
- a snack



**Please label all belongings with your child's name and class.**

## D) WHAT YOU NEED TO KNOW ABOUT SNACK TIME

- Students are given a 10-minute snack break in class between 8.15 am and 8.45 am.
- Please pack nutritious dried food items for your child. Examples: cereal, bread, biscuits, buns, muesli bars, fruits, dried fruits, nuts and raisins.
- Cooked food and food items that need to be chilled (e.g. sushi) are not allowed.
- In line with promoting a healthy lifestyle in our school, snacks such as popcorn, chips and sweetened drinks are not allowed in the classroom. The Healthier Choice Symbol (HCS) endorsed by the Health Promotion Board can be used to guide parents' purchases of healthy snacks for their child.
- Students will not be allowed to buy snacks from the canteen during lessons.
- Students are not to share snacks with their friends for reasons of personal hygiene and food allergies.

## E) BOOKS AND UNIFORMS

We strongly encourage you to place orders for your child's books and uniforms online, and to opt for the items to be delivered to your home. By ordering the items online, the wait time will be reduced as orders will be packed in advance.

	Ordering Books	Ordering Uniforms
URL	<a href="http://blmarketing.sg">http://blmarketing.sg</a>	<a href="http://www.magdalene.com.sg">www.magdalene.com.sg</a>
Dates for orders	21 Nov - 14 Dec. Please note that no further orders will be taken after 14 Dec, 10pm	
Processing time for orders	5 days	5 days
Collection of items	28 Nov - 21 Dec	Walk-ins only on the following dates: 29 - 30 Nov, 7 - 9 Dec, 13 -14 Dec, 20 - 21 Dec
	If you have opted to collect the items from CHIJ OLN, please <ul style="list-style-type: none"> <li>· adhere to the selected time slot.</li> <li>· Should there be crowds, visitors are to wait at the holding area.</li> </ul>	
Delivery of items - Cost	\$12	This varies with the total cost of purchase <ul style="list-style-type: none"> <li>· Below \$80: S\$8 per trip</li> <li>· \$81 - \$150: S\$12 per trip</li> <li>· Above \$151: \$15 per trip</li> </ul>

	Ordering Books	Ordering Uniforms
Walk-ins	Strictly not allowed at school.	<p>29 - 30 Nov, 7 - 9 Dec, 13 - 14 Dec, 20 - 21 Dec</p> <p>Or</p> <p>Make an e-appointment via <a href="http://www.magdalene.com.sg">www.magdalene.com.sg</a> to visit the physical shop at 5000, Ang Mo Kio Ave 5 #05-09 S 569870. Strictly NO walk-ins at the physical shop.</p>
Remarks	<p>More information can be found on the vendor's website from 21 Nov 2022.</p> <p>Customer Service support line: 6284 8785</p> <p>Email: <a href="mailto:sales@blmarketing.sg">sales@blmarketing.sg</a></p>	<p>Tel : 6293 5840</p> <p>Whatsapp : 8638 0499</p> <p>Email : <a href="mailto:info@magdalene.com.sg">info@magdalene.com.sg</a></p>

## F) KEEPING YOUR CHILD SAFE

### Arrangements to pick your child up from school

- Inform Form Teachers of the arrangement to pick your child up from school
  - Side Gate 2 [adult(s) picking the child up]
  - School Bus (bus number)
  - Student Care Centres (CHIJ OLN Student Care/other Student Care)
  - Waiting for a sister
- Please fill up form sent to you via Parents Gateway on 21 November 2022
- Deadline: 15 December 2022
- For the safety of your child, please do not ask her to wait for you anywhere outside the school.

### 1) Pick up from Side Gate 2

Venue	Date	Time
Side Gate 2	3 January - 13 January	1.20 pm.
	From 16 January onwards [ Teachers will bring the students to Side Gate 2 at dismissal. ]	1.30 pm

## 2) Going Home by School Bus

- The bus vendor will issue coloured tags to fasten on students' bags for easy identification.
- Teachers will bring their students to the bus waiting area at dismissal.
- Bus drivers will account for students taking their buses before leaving the school. Please inform the bus company and your child's teacher in advance if your child is not taking the school bus on any day. This is to avoid miscommunication and confusion.
- Buses will leave the school once students from all levels are present.
- For safety reasons, students must remain seated and belted up at all times when the bus is moving.
- To get in touch with the bus vendor, please call KW Bus Pte Ltd @ 8498 4950





### **3) Going to Student Care Centres**

- At dismissal, teachers will walk students to the school-based Student Care Centre / waiting areas for other student care centres.
- The Student Care personnel will account for their students before going to their centres.

### **4) If waiting for sisters**

- Form Teachers will walk students to Lower Ponggol where students can wait for their sisters.

### **5) Changes in arrangements to go home**

- Please inform the Form Teacher if you intend to make any changes to the dismissal arrangement. Teachers will release students only to adult(s) whom you have previously authorised to pick your child up.
- The Form Teacher may not always be the one with your child at Side Gate 2. As such, we would appreciate it that you inform the school early if there is a need to make a change. Please also not make frequent changes as it will give rise to miscommunication and confusion.

**We are excited to be part of  
your child's learning journey.  
Thank you!**

