



PARK VIEW
PRIMARY SCHOOL



**Learning Spaces,
Endless Possibilities
Parent's Handbook
2025**

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	
	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.

To deliver lunch boxes for your child/ward, parents/guardians may

- **Hand the lunch box directly to your child/ward at the Main Gate (Gate A) Security Post during school hours or Side Gate (Gate D) if delivering during school dismissal time (1.30pm – 2.00pm)**
- Place the clearly labelled lunch box (with child/ward's name and class) at the Main Gate (Gate A) Security Post if delivering earlier than school dismissal time. Our school personnel will assist the students in collecting their lunch boxes.

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.

2025				
Level	Nationality	School Fees* (S\$)	Misc Fees* (S\$)	Total (S\$)
Primary	Singapore Citizen	Free	13.00	13.00
	Singapore PR	305.00	13.00	318.00
	IS (ASEAN)	570.00	\$14.17	584.17
	IS (Non-ASEAN)	985.00	14.17	999.17

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

5. Road Safety Policy

5.1 School Zone Safety

- Reduce your speed and stay alert for students and others in the school zone
- Cooperate with traffic marshals to ensure overall safety and smooth traffic flow

5.2 Drop-off and Pick-up

- Only drop off your child at the designated point
- Avoid violating traffic rules, such as:
 - Driving recklessly
 - Making illegal maneuvers (e.g., turning into the school from outer lanes)
- Refrain from sounding the horn indiscriminately

5.3 Safe Disembarkation

- Help your child exit the car on the side nearest to the kerb as quickly as possible
- Help to ensure your child is ready before disembarkation

5.4 Road Safety Reminders

- Reinforce correct road safety behavior with your child, including:
- Using pedestrian crossings
- Avoiding jaywalking
- Not using a handphone while crossing the road
- Teach your child the kerb drill:
 - “Look Right. Look Left. Look Right again. Ensure all vehicles have stopped. Raise your hand high up and cross the road safely.”

6. Road Safety Reminders

6.1 Before cycling to school, ensure your child’s bicycle is in good working condition. Make sure it’s equipped with:

- Front and rear lights
- A bell

6.2 Regularly check and maintain the following on your child’s bicycle:

- Brakes
- Chain
- Tyres
- Lights
- Bell

6.3 Person Safety

- Always wear a helmet and proper shoes (ensure shoelaces are tied)

6.4 Cycle Safely

- Avoid using mobile phone, even with an in-ear attachment
- Refrain from listening to music through earphones or headphones while cycling

6.5 Bicycle Security

- Secure your bicycle/scooter at the designated school bicycle racks

- The school will not be responsible for lost or damaged bicycle or scooter.

By following these policy and reminders, we can work together to create a safe and responsible road safety culture in Park View Primary School.

7. School Discipline policy

7.1 Code of Conduct

- Students must always be respectful and courteous to teachers, friends, and visitors, both in school and in public, and uphold the good name of the school.
- Students are to keep the school premises clean and take good care of school property.
- Students are not allowed to have any weapons in their possession. They are also not allowed to bring any weapon-like item that is used or intended to be used to cause harm to others.
- Students are strictly prohibited from trading, selling, or buying cards, online credits, or goods in any form with their schoolmates.
- Students are not permitted to lend or borrow money to/from their schoolmates.

7.2 Attendance in School

- Students are expected to arrive punctually and leave school only after official dismissal. For early departure, parents/guardians are required to sign out and pick up their child/children from the General Office.
- Students must not leave the school premises on their own during school hours. Any such act will be considered as an act of truancy.
- Absence from school must be supported by a medical certificate or a letter from the parent/guardian, stating the reason for absence.
- Students are not allowed to take leave of absence during term time to travel abroad for holidays.

7.3 Attire

- Students must wear the prescribed school uniform and PE attire without modifications. If students need to wear a jacket, sweater or cardigan, it must be plain and in approved colors (white, black, grey, blue, or dark green). Large logos, advertisements, or designs are not permitted.
- Students must wear a name tag, which should be ironed on just above the school badge.
- Students must wear the school uniform or PE attire when returning to school outside regular hours.
- PE T-shirts must always be worn tucked in.
- Students must wear either all-white socks or PVPS socks (sold in school bookshop)
- Socks should cover the ankles.
- Students are required to wear all-black school shoes.
- Sport shoes may be worn on Fridays, and only for sports-related CCAs only.

7.4 Appearance

- For Both Boys and Girls
 1. Hair should be kept neat and tidy, with the fringe trimmed above the eyebrows.
 2. Dyeing of hair is not permitted.

- For Boys
 1. Boys must always maintain a clean-shaven appearance. Beards, moustaches and sideburns are not permitted.
 2. Boys must maintain a neat and tidy hairstyle, with hair kept short and well-groomed.
- For Girls
 1. Girls with hair reaching shoulder level or longer are required to secure it neatly using approved hair accessories, such as hairbands, ribbons, or clips, in the approved colors of white, black, navy blue, or dark brown. Loose strands of hair must be neatly pinned up.
- Accessories
 1. Girls are permitted to wear a pair of simple, identical ear studs in gold or silver only. No outlandish earrings (e.g. hoops, dangling or cosmetic jewellery earrings) are allowed.
 2. Students are not allowed to wear jewellery, necklaces, bracelets, personal adornments and cosmetics.

7.5 Use of Communication or Smart Device

Students are discouraged from bringing communication devices (such as mobile phones or smart watches with communication functions) to school as they can be a major distraction.

If there are strong reasons for a student to bring a communication device to school, the following rules and regulations must be adhered to:

- Mobile phones and smart devices must be switched off and be kept out of sight during school hours including recess, CCA and after-school programmes (e.g. supplementary / enrichment / remedial lessons).
- The use of communication device is strictly for communication purposes only in the school canteen and main gate after school hours. Video or audio recording and photography are not allowed within the school compound at all times.
- Students who use their communication devices inappropriately will have their devices confiscated.
- Students are responsible for the safekeeping of their own communication devices. The school will not be responsible for any loss or damage.

7.6 Types of Offences

Attendance	
Minor Offences <ul style="list-style-type: none"> • Absent without valid reason • Late-coming 	Major Offences <ul style="list-style-type: none"> • Leaving school grounds without permission • Truancy - Skipping classes, CCA, enrichment or remedial
Misconduct	
Minor Offences* <ul style="list-style-type: none"> • Improper attire and grooming • Littering • Name-calling • Not doing assignments 	Major Offences <ul style="list-style-type: none"> • Abuse of technology • Bullying/Cyber bullying • Cheating in assessments/tests/exams • Disruptive behaviour

<ul style="list-style-type: none"> • Telling lies • Use of mobile phone or smart devices without permission 	<ul style="list-style-type: none"> • Forgery • Open defiance and/or rudeness
Other Serious Offences	
<ul style="list-style-type: none"> • Arson • Assault • Fighting • Gambling • Gangsterism • Inappropriate behaviour (sexual misconduct) • Possession of inappropriate material • Possession of weapons • Smoking/Vaping • Substance abuse (alcohol, drug, inhalant or others) • Theft • Use of rude/vulgar/abusive language • Vandalism 	

7.7 Possible Actions Taken by School

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

8. Safety and Security

8.1 Excursion / Outings

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

8.2 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.

9. Support for students

9.1 School Personnel Support

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

Personnel	Support Given
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Special Education Need (SEN) Officer	<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"> • Intervention support for learning and behavioral needs in school. • Consultation in the area of educational development. • Liaise with stakeholders, such as parents or external agencies, to ensure continued support for the students. • Transition support into new setting, including school-to-school or within school transition.
Teachers Trained in Special Needs (TSN)	They are classroom teachers with more in-depth knowledge and an understanding of the special needs of diverse learners.
Learning Support Coordinator and Learning Support in Mathematics (LSC / LSM)	They are trained teachers in an early intervention effort aimed at providing additional support to students who lack basic literacy and numeracy skills.
School Counsellor (SC)	<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"> • Managing and regulating their emotions • Communicating with one another effectively • Positive coping strategies to handle conflicts effectively <p>The SC also collaborates and communicates with parents and external agencies to ensure that the students receive a complete support system.</p>

9.2 Support from external agencies

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

SINDA Family Service Centre	Families in need of assistance or counselling	1800 295 3333
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10. Communication & SOPS

Situations	Procedures
Information on School Programmes and Exam Details	<p>Read the Park View Primary School Letter of Parents, which will be</p> <ul style="list-style-type: none"> issued via Parents Gateway made available on our school website http://www.parkviewpri.moe.edu.sg/
Contacting or making appointments with teachers	<p>Write message in the Student's Handbook or email to the teachers</p> <ul style="list-style-type: none"> Please allow up to 3-5 working days for the teacher to respond to your query. For urgent matters, please contact the school at 6585 1421
Meeting with teachers	<ul style="list-style-type: none"> 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. The teacher will meet with you at the General Office. Parents are not allowed to go to the classrooms or the staff room directly.
Child is unwell or injured / Early dismissal	<ul style="list-style-type: none"> If your child is unwell or has sustained an injury, you will be informed. If your child needs early dismissal, please give advance written notice to your child's Form Teacher via email or Parent's letter. 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. No child is allowed to go home on his own.
Absenteeism	<ul style="list-style-type: none"> Absence from school must be accompanied by a valid medical certificate or a written explanation from you justifying such absence. Only a valid MC will be accepted for absences during assessment. When your child is ill or is suffering from a contagious disease, please inform the Form Teacher and DO NOT send your child to school. Students are to be in school throughout term time. 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"> no make-up lessons will be conducted; no worksheets will be given in advance.
Payments (e.g. for enrichment programme)	<ul style="list-style-type: none"> Place payment in an envelope and seal it. Write your child's name, class and quantum of payment on the envelope.
Pocket money for recess	<ul style="list-style-type: none"> Please ensure your child has sufficient (but not excessive) pocket money to purchase food. Please advise your child NOT 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.
Forgetting to bring books or materials	<ul style="list-style-type: none"> 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.
Lost and Found	<ul style="list-style-type: none"> Unclaimed items will be disposed of at the end of each semester

PARK VIEW PRIMARY SCHOOL

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