



**Convent of the Holy Infant Jesus
Our Lady Queen of Peace**

24 March 2020

Ref: OLQP/174/General

Dear Parents/Guardians,

Greetings to all of you as we move into Term 2 of the school year.

We had started 2020 with great excitement and anticipation as we looked forward to the host of events and activities in celebration of our school's 65th anniversary. We launched the anniversary celebrations with our 65th Anniversary Pledge Cards in January, and we would like to thank all our staff, students and parents for their commitment and generosity in helping our school through this fund-raising effort. The funds raised through the pledge cards will go into the improvement and enhancement of the work and learning environment for our staff and students. COVID-19, however, surfaced in January and plans for the year have since been uncertain. The timeline for the other 65th anniversary celebratory events are being reviewed so that we can continue to share the joy of this milestone as a CHIJ OLQP family.

With the onset of COVID-19, there were disruptions to the day-to-day activities, department/level programmes and school events in Term 1. We would like to applaud our staff and students for taking all the COVID-19 measures and changes in their stride. Everyone adapted to the changes in schedules and routines as they took on the precautionary measures that were introduced, e.g. no mass assembly in the morning, temperature-taking, frequent hand-washing and wipe-down routines, staggered recesses and lunch breaks, just to name a few. We would also like to thank all parents who have taken our advice seriously and have practised social responsibility in view of the evolving COVID-19 situation, e.g. prompt submission of travel declaration and updates, deferment of non-essential travel and keeping children at home when unwell.

In view of the uncertain COVID-19 situation in the coming months, we appeal to all parents to observe the following, so that we can work collaboratively to keep our staff and students safe and well:

- Stay alert and updated to news from MOH and MOE;
- Update the school of HQO/SHN of members in the same household;
- Maintain good personal hygiene practices;
- Avoid going to crowded places and observe social distancing;
- Practise social responsibility; and
- Do not spread fake news or instil unnecessary fear within the community.

Simple in Virtue, Steadfast in Duty

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With the evolving COVID-19 situation, the school will continue to take its direction from MOH and MOE and will communicate all essential information via Parents Gateway. On this note, we would like to thank all parents/guardians who have come on board Parents Gateway. For those who have not, we appeal to you and request that you get on board as soon as possible so that you will have access to information in a timely manner.

In view of the uncertainty that lies ahead, we will be providing you with the calendar for Term 2 only. The calendar for Term 3 and 4 will be reviewed based on the revised and rescheduled programmes and activities, taking into consideration those planned for Term 1 and 2. We will update you accordingly.

Let us continue to work together for the well-being of everyone in the CHIJ OLQP family. It is in these challenging times that we can teach and reinforce in our children the virtues of love, care, compassion, selflessness, responsibility and gratitude, with the essential knowledge of the role and responsibility we play as members of the school and community, and as citizens of our nation and the world.

We wish you and your families good health, and may God's bountiful blessings be with all of you throughout each and every day.

Yours faithfully,

Mrs Karen Tan
Principal

All after-school programmes for the first 2 weeks of Term 2 from 23 March to 3 April 2020 have been suspended. The school calendar for Term 2 attached is subject to changes depending on the evolving COVID-19 situation. We advise all parents/guardians to make reference to **letters sent out via Parents Gateway** to keep yourselves up to date with the changes.

Please take note of some of the highlights for Term 2 :

A. ADMINISTRATIVE MATTERS

1. Updating of Students' particulars (Primary 1 to Primary 6)

Kindly keep the school informed if there is any change in your child's particulars, especially in terms of their health conditions and the address and contact numbers of parents/guardians. This will enable us to contact you in the event of an emergency.

2. Anti-Idling Engine Regulations

Based on the media advisory released by NEA, parents who are waiting to pick their children from school need to switch off the engines of their cars while waiting. Through collective efforts by the school and NEA, we hope that parents will continue to comply with the anti-idling engine regulation. Let us continue to work together to safeguard the public health of our students and our loved ones.

3. Safety of our Students and Traffic Management at CHIJ OLQP

The safety and well-being of our students, staff and stakeholders are of utmost importance. We seek the cooperation and support of all pedestrians, drivers/motorists entering our school compound to observe safety for self and others especially during arrival and dismissal times. We seek your understanding and cooperation to adhere to the directions and advice given for better traffic management and safety of all users. To ensure that your child/ward will be able to arrive punctually at school, please try to arrive slightly earlier to avoid the congestion between 7.15am and 7.30am. **Please refer to Annex 1 (attached) for important information for the Safety of everyone at CHIJ OLQP.**

We would also like to appeal to everyone's patience and gracefulness during the peak hour traffic by not sounding the horn unless to avoid an accident.

B. STUDENT MATTERS

4. Virtue of Responsibility

We continue to emphasise the virtue of responsibility and self-discipline among our students in looking after their belongings. We encourage parents to assist us in helping your girls to learn that they have to bring their own belongings to school. Thus, if your child/ward has called you to help bring her belongings to school, please refrain from doing so. This will allow you to instil the virtue of responsibility in your child/ward.

We would also like you to note that students are not allowed to call their parents/guardians during curriculum time. Calls can only be made during recess or after school. We would like to discourage parents/guardians from calling the General Office to pass messages to your child/ward. In the event of an emergency or a matter concerning your child's/ward's well-being, the teacher or an administrative staff will contact you.

5. Well-Being of Students

We encourage all students to maintain a high standard of personal hygiene and to wash their hands with diligence. We encourage parents/guardians to provide the children/wards with a 'wellness pouch'. Items in this pouch could include their thermometers, tissue paper, hand sanitizer or wet wipes.

6. Travelling during Term Time

We would like to urge all parents/guardians to commit to the academic terms so as to enable your child/ward to immerse themselves with the learning (academic, physical, aesthetics, social, moral and emotional) and experiences that will help build their foundations in their primary school years.

If you would like to make travel plans for your families, there are scheduled school holidays and public holidays to guide you in your plans. We would appreciate that parents/guardians do not make travel plans during the school term. This would help impart in your child/ward the virtues of responsibility, discipline and commitment. Please refer to the school calendar attached.

C. CALENDAR OF ACTIVITIES

1. Schedule of Events for Term 2

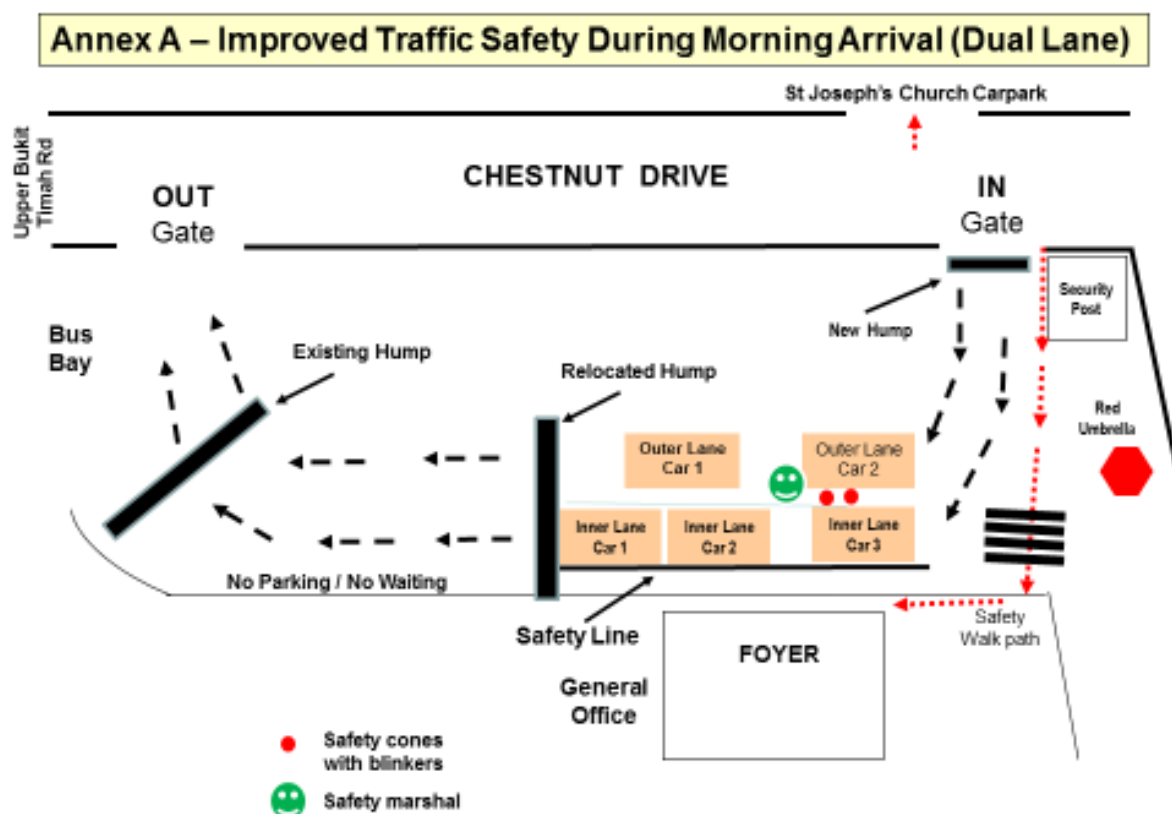
The schedule is attached (Annex 2) for you to help your child/ward plan and prepare for the various important events. Students will be given confirmation and more details of the events in due course. Mid-Year and Year-End Examination schedules will be issued prior to the assessments. Please note that some dates are tentative and are subjected to change.

Dear Parents/Guardians,

ROAD SAFETY AND TRAFFIC MANAGEMENT AT CHIJ OUR LADY QUEEN OF PEACE AND ALONG CHESTNUT DRIVE

Our thanks and appreciation to the parents/guardians who have been supportive of our efforts to put the safety and well-being of our girls as our top priority. We thank you for your invaluable contribution in making traffic flow at our school smooth and ensuring the safety of the girls, our staff and including yourselves at the daily arrival and dismissal times.

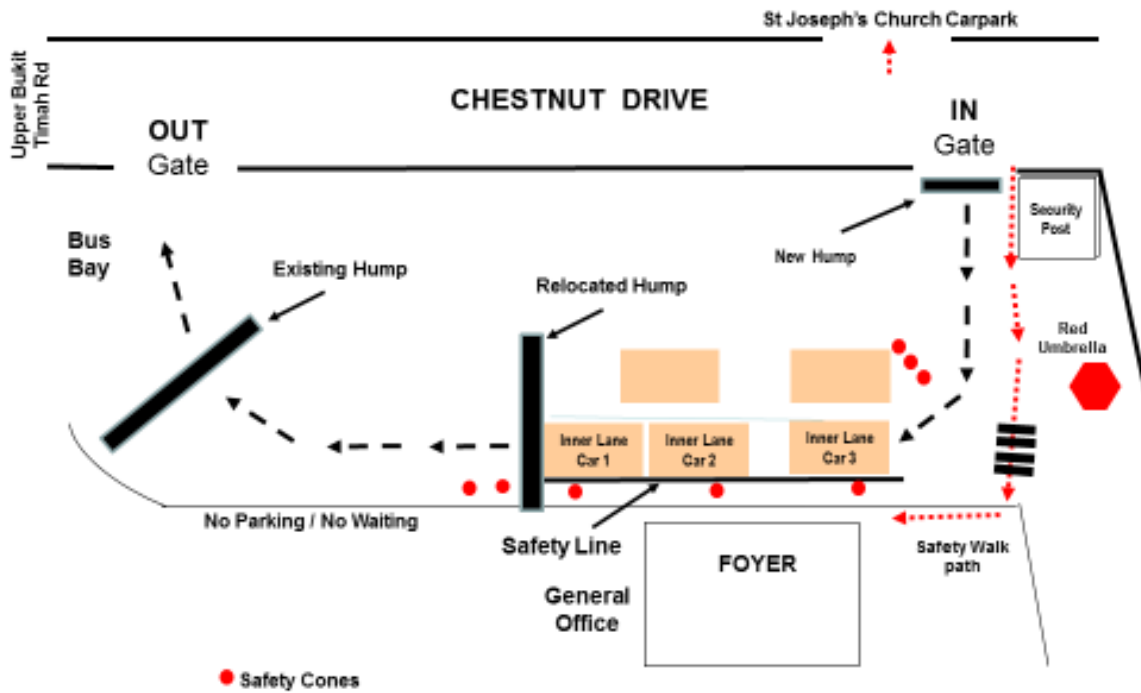
For those of you who drive into the school carpark for drop off and pick up, we are reiterating the changes that have been made during the road resurfacing works that were completed in 2018. A new hump was installed at the IN gate near the security guard post to ensure that all vehicles slow down to the **speed limit of 15 km/h** upon entering the school gate. The hump at the car porch was relocated to the end of the extended shelter so that the first car drop off point will be further up so as to allow passengers from 3 cars to alight at the same time. All drivers are reminded to keep a safe lookout for passengers alighting from the cars on the outer lane and to allow them to cross safely to the foyer. Please see Annex A for **Morning Arrival (Dual Lane)** below:



CHIJ Our Lady Queen of Peace Mar 2018

Please refer to Annex B below for the Traffic Management within the school driveway for **Dismissal (Single Lane)** after 1.45pm after all the school buses have left.

Annex B – Improved Traffic Safety During Dismissal (Single Lane)



CHIJ Our Lady Queen of Peace Mar 2018

We seek your kind cooperation and support to be a good role models for your children by:

- being considerate in not blocking the side roads and entrance/exits of the residents' homes **especially at Chestnut Lane and Chestnut Terrace** as it might cause detrimental delay in case of an emergency;
- observing traffic rules by not parking illegally along Chestnut Drive;
- **reducing your speed to 15km/h** when you are near and in our school compound;
- **keeping a safe lookout for our girls as they alight and cross after drop-off each morning;**
- teaching your girls to take responsibility for their own safety by checking to ensure that cars have stopped before they cross the road;
- being considerate to other parents by moving forward to the first space near the relocated road hump so that more cars can park under the shelter to let the girls alight at the same time;
- teaching your girls to get ready to alight so that other parents do not have to wait too long at the porch;
- saying goodbye to the girls in the car so that both you and your girls will not be distracted and you can focus on the road and your girls can focus on the cars and the steps leading to the foyer;
- **being patient and giving way to the school buses or cars that need to filter to the left or right after drop off;**
- being patient when it rains and driving carefully. Any delay in getting to school on such days is understandable;
- driving into the driveway only after the school buses have left after 1.45pm to pick up your children/wards; and
- utilising nearby designated parking places in a responsible manner at all times.

As advised by LTA, instead of waiting for an accident to happen before we start to take this issue seriously, let us play our part to make the road safe for all road users. Please note there shall also be **strictly NO PARKING**, where applicable:

- 9 metres within a bus stop area;
- 6 metres within a junction;
- 3 metres within a fire-hydrant;
- 50 metres of a pedestrian crossing;
- On grass verge and footway; and
- At entrances or exits of any other premises.

Opening Hours of Main and Pedestrian Gates

| | |
|--|---|
| Main Gate (Security Guard Post) Monday to Friday | <p style="text-align: center;">6.15am – 7.45am</p> <p style="text-align: center;">Gates will be closed from 7.45am – 1.20 pm</p> <p style="text-align: center;">*Visitors coming in to school will have to register at the security guard post. For dismissal – the main gate will be opened at 1.20pm and parents/guardians are to wait at the red umbrella. (See Annex C) Please do not proceed to the front porch as our girls need to board the bus.</p> |
| Side Gate (near pedestrian crossing) Monday to Friday | <p style="text-align: center;">6.15am – 7.45am 1.20pm – 2.00pm 3.50pm – 4.10pm</p> <p style="text-align: center;">Parents/guardians are permitted to wait for their children/ward at the cordoned off area in the school canteen. (See Annex C)</p> |

*Parents who have made an appointment with the school staff can register at the Security Guard Post and proceed **ONLY** to the General Office.

Lunch Break: Parents/Guardians/Caregivers are not allowed to remain in the school canteen after 2.00pm.

A security guard will also be stationed at the pedestrian gate during the opening hours. Parents are to wait at the waiting area at the covered linkway for your daughter and to **use the pedestrian crossing to cross the road if your car is parked at the church carpark.** Please note however that the church carpark does not belong to the school and we appeal to you to park responsibly **ONLY** at the designated carpark lots.

We continue to emphasise the importance of safety to our students and constantly remind them to “**Think Safe, Feel Safe and Act Safe**” whether they are in school or out of school. As adults, it is important that we role-model the correct attitudes and behaviours to ensure safety of ourselves and others. Your partnership with us to ensure that the school and its environment is safe for all is of utmost importance.

Thank you.

SECOND TERM : 23 MAR TO 29 MAY 2020

PLEASE NOTE THAT SOME DATES ARE TENTATIVE AND SUBJECT TO CHANGES.

| DATE | DAY | EVENT(S) | |
|--|-----|--|--|
| 23 – 27 MAR | | Support / Enrichment Programmes & CCA (<i>suspended</i>) | |
| 23 | MAR | MON | MTL Learning through Games #1 (Curriculum Time) P5 Oral Communication Workshop #7 (3.00pm to 4.00pm) (<i>postponed</i>) Hari Bestari #1 for ML Students (2.00pm to 4.00pm) (<i>postponed</i>) |
| 26 | MAR | THU | Stations of the Cross (P3 & P5 Catholic Students) – Curriculum Time ALL P3 students: Code for Fun (2.00pm to 4.00pm) (<i>postponed</i>) ALL P5 students: I-DRIVE #1 (2.00pm to 4.00pm) (<i>postponed</i>) |
| 27 | MAR | FRI | CCE Mentors' Workshop (2.00pm to 4.00pm) (<i>postponed</i>) |
| 30 MAR – 3 APR | | NO Support / Enrichment Programmes & CCA (<i>suspended</i>) | |
| 30 | MAR | MON | P5 Oral Communication Workshop #8 (3.00pm to 4.00pm) (<i>postponed</i>) |
| 31 | MAR | TUE | Blood Pressure Workshop (P5P & P5H) (9.00am to 10.00am) (<i>postponed</i>) SYF Fusion Dance Competition @ UCC (<i>postponed</i>) |
| | | | |
| 1 | APR | WED | Blood Pressure Workshop (P5J & P5F) (12.00pm to 1.00pm) (<i>postponed</i>) |
| 2 – 9 APR | | Annual Health Check | |
| 3 | APR | FRI | Blood Pressure Workshop (P5P & P5H) (9.00am to 10.00am) (<i>postponed</i>) |
| 6 – 9 APR | | Support / Enrichment Programmes & CCA (<i>to be advised</i>) | |
| 6 | APR | MON | ALL P5 students: I-DRIVE #2 (2.00pm to 4.00pm) (<i>to be advised</i>) |
| 9 | APR | THU | ALL P3 students: Code for Fun (2.00pm to 4.00pm) (<i>postponed</i>) ALL P5 students: I-DRIVE #3 (2.00pm to 4.00pm) (<i>postponed</i>) |
| 10 | APR | FRI | Good Friday |
| 13 – 17 APR | | Support / Enrichment Programmes & CCA (<i>to be advised</i>) | |
| 15 | APR | WED | Science Buskers' Training @ SC Centre (2.00pm to 4.30pm) (<i>to be advised</i>) |
| 16 | APR | THU | ALL P3 students: Code for Fun (2.00pm to 4.00pm) (<i>to be advised</i>) ALL P4 students: NAPFA (2.00pm to 4.00pm) (<i>to be advised</i>) SYF Choir Competition @ SOTA (<i>postponed</i>) SYF Tap Dance Competition @ UCC (<i>postponed</i>) |
| 17 | APR | FRI | P1 to P5 CyberWellness Training for selected students (2.00pm to 4.00pm) (<i>to be advised</i>) Student Ambassadors' Workshop #2 (2.00pm to 4.00pm) (<i>to be advised</i>) |
| 20 – 24 APR | | NO Support / Enrichment Programmes & CCA due to Mid-Year Oral Exam | |
| 20 | APR | MON | P6 Mid-Year Oral Day 1 (1.00pm to 4.00pm) |
| 21 | APR | TUE | P6 Mid-Year Oral Day 2 (1.00pm to 4.00pm) |
| 22 | APR | WED | P5 Mid-Year Oral Day 1 (1.00pm to 4.00pm) |
| 23 | APR | THU | P5 Mid-Year Oral Day 2 (1.00pm to 4.00pm) |
| 24 | APR | FRI | P4 Mid-Year Oral (2.00pm to 4.00pm) |
| 27 – 30 APR | | Support / Enrichment Programmes & CCA (<i>to be advised</i>) | |
| 27 – 29 APR | | P5 Camp (<i>postponed</i>) | |
| PLEASE NOTE THAT SOME DATES ARE TENTATIVE AND SUBJECT TO CHANGES. | | | |

| DATE | | DAY | EVENT(S) |
|-------------|-----|-----|---|
| 30 | APR | THU | ALL P3 students: Code for Fun (2.00pm to 4.00pm) (to be advised) P4P OutReach Ambassador Programme (postponed) |
| 4 – 8 MAY | | | NO Support / Enrichment Programmes & CCA Mid-Year Exam Week |
| 4 | MAY | MON | P4 to P6 Mid-Year Exam – English Language Paper 1 |
| 5 | MAY | TUE | P4 to P6 Mid-Year Exam – Mother Tongue Language Paper 1 Science Buskers' Training @ Sch (2.15pm to 4.00pm) (to be advised) |
| 7 | MAY | THU | Vesak Day |
| 11 – 15 MAY | | | NO Support / Enrichment Programmes & CCA Mid-Year Exam Week |
| 11 | MAY | MON | P5 to P6 Mid-Year Exam – Higher Mother Tongue Language Papers 1 & 2 |
| 12 | MAY | TUE | P4 to P6 Mid-Year Exam – Science |
| 13 | MAY | WED | P4 to P6 Mid-Year Exam – Mathematics |
| 14 | MAY | THU | P4 to P6 Mid-Year Exam – English Language Paper 2 & Listening Comprehension |
| 15 | MAY | FRI | P4 to P6 Mid-Year Exam – Mother-Tongue Language Paper 2 & Listening Comprehension |
| 18 – 22 MAY | | | Support / Enrichment Programmes & CCA (to be advised) |
| 22 | MAY | FRI | Prefects' Meeting #3 (2.00pm to 3.00pm) |
| 26 – 29 MAY | | | NO Support / Enrichment Programmes; CCA on Tuesday (to be advised) |
| 25 | MAY | MON | Hari Raya Puasa (Holiday in lieu) |
| 26 | MAY | TUE | CCA |
| 27 | MAY | WED | Parent-Teacher Conference Non School Day (to be advised) |
| 28 | MAY | THU | Founder's Day Mass (to be advised) P4F OutReach Ambassador Programme (postponed) |
| 29 | MAY | FRI | School ends at 10.00am Honours' Day (1.30pm to 4.30pm) (to be advised) No CCA |

JUNE SCHOOL HOLIDAYS (1 JUN TO 28 JUN 2020)

PLEASE NOTE THAT SOME DATES ARE TENTATIVE AND SUBJECT TO CHANGE.

Holiday activities will also be dependent on the evolving COVID-19 situation. The updated information will be given to the students involved nearer the dates.

| DATE | | DAY | EVENT(S) |
|-----------|-----|-----|--|
| 1 | JUN | MON | Student Leadership Camp (8.30am to 1.30pm) |
| 1 – 3 JUN | | | P6 Supplementary Classes (8.00am to 12.30pm) |
| 1 & 3 JUN | | | Netball Practice (2.00pm to 5.00pm) |
| 2 & 3 JUN | | | Choir Practice (9.00am to 12.00pm) |
| 4 – 5 JUN | | | STARR Athletes' Camp |

| DATE | DAY | EVENT(S) |
|-------------|-----|--------------------------------------|
| 22 & 23 JUN | | Softball Practice (2.00pm to 5.00pm) |
| 24 & 26 JUN | | Netball Practice (2.00pm to 5.00pm) |
| 25 & 26 JUN | | Softball Practice (2.00pm to 5.00pm) |