



## 培景小学

### PUNGGOL VIEW PRIMARY SCHOOL

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Our Ref: PGVP/217/2016

22 July 2016

Dear Parents,

#### Updates on School's Punctuality Policy for Term 4 2016

We would like to thank you for your support in getting your child to report to school on time before 7.50 am. It will be great if your child could also attend the Happy Hall Programme at 7.40 am. We have reviewed our practice, and would like to share with you the following actions that we will be taking when we implement this Policy in Term 4, 2016.

The purpose for the Punctuality Policy is to nurture our students the good habit of being punctual and to demonstrate a sense of responsibility and commitment for their own learning and development. This good habit will bring them well in their future life and employment. The updates to the Punctuality Policy are as follows:

No. of late-comings in one semester	Actions Taken
1 <sup>st</sup>	Verbal reminder from Form Teacher
2 <sup>nd</sup>	Phone call to parents by Form Teacher
3 <sup>rd</sup>	Phone call to parents and completion of Reflection for Proactive Solutions (RPS) with parents
4 <sup>th</sup>	Phone call to parents by Discipline Committee
5 <sup>th</sup>	Written notification to parents and offence recorded in School Offence Module in School Cockpit System
6 <sup>th</sup> onwards	"Fair" conduct grade may be reflected in Report Book. A "Fair" conduct grade will affect your child's qualification for the Edusave Awards and EAGLES Award. Student will participate in the Reflective Thinking Programme for 1 hour after school (for P3 and P4 students only) to take appropriate actions to improve on their attendance.
<i>Students must report to school by 7.50 a.m. as stated in the Student Handbook.</i>	

Please do note the information provided above.

We would be grateful if you could endorse the acknowledgement slip attached in the next page to acknowledge receipt of this letter. We would be grateful if you could get your child to submit the acknowledgement slip your child's Form Teacher.

Should you need any clarifications, please feel free to contact me via my email address at muhammad\_nazriff\_nasser@moe.edu.sg. Once again, we thank you for your support and understanding. We look forward to your continued support and partnership.

Thank you.

Warmest regards



Mr Muhd Nazriff  
HOD Discipline and Year Head (P3 and P4)



**Acknowledgement Slip for Updates to School's Punctuality Policy**

**(Please complete this slip and get your child to submit by Wednesday 27 July 2016)**

I, \_\_\_\_\_ (name of parent) of \_\_\_\_\_ (child)  
from Primary \_\_\_\_\_ (class) have read and understood the content of the letter.

Signature: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Date: \_\_\_\_\_