



EVERGREEN
PRIMARY SCHOOL

Parents' Guide



**Preparing your child for
Primary 1 (2026)**

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INTRODUCTION

Dear Parents/ Guardians,

Welcome to the Evergreen Primary School family! We are thrilled that your child/ ward will be joining our dynamic community, where we nurture **Achievers, Learners and Leaders**.

We look forward to partnering with you in this exciting journey. When parents and teachers collaborate closely to support our Primary 1 children, they will adapt to school life more smoothly and thrive in their learning experiences.

This Parents' Guide is designed to help you and your child/ ward prepare for this wonderful transition into Primary 1. We hope you find it informative and helpful.

CONNECT WITH THE SCHOOL

- **School Website:** www.evergreenpri.moe.edu.sg
- **School Calendar:** <https://www.evergreenpri.moe.edu.sg/calendar/>
- **Facebook:** <https://www.facebook.com/EGPSsingapore>
- **Instagram:** https://www.instagram.com/evergreenprimary_sg/
- Via the **General Office** [6368 7705] - before 5.00 p.m.
- When school calls you, **School Number** [6653 1155]
- **Students' Handbook** - students to show parent


PARENTS GATEWAY

Parents Gateway, developed by the Ministry of Education and GovTech, provides a one-stop portal that strengthens school-home partnership to support our children in their education journey. **Official school announcements and consent forms** are communicated to parents through this portal.



PREPARING FOR SCHOOL

First Day of School

What to pack	What to wear
1. Stationery (Writing Materials & Coloured Pencils)	1. School Uniform with name tag and (and coloured lanyard)
2. Storybook (English or Mother Tongue)	2. Black School Shoes
3. Water Bottle (to be refilled at water coolers)	3. White Socks
4. Snacks	
5. Money/ POSB Smart Buddy Watch for recess	
6. Care pack - a Ziploc bag consisting of extra surgical mask, wet and dry tissues (*Thermometer will be issued to the students at a later time.)	

Notes:

- 1) Trolley bags **are strongly discouraged** as **your child has to move to another class for his/ her Mother Tongue, Art and Music lessons which are on different levels.**
The school bag should not weigh more than 20% of the child's weight.
- 2) Label all stationery, books, water bottles, wallets and shoes, and ensure your child knows how to recognize their own items.
- 3) Once the timetable has been given out, parents can guide and teach your child to pack his/her school bag daily according to the timetable in a neat manner.
- 4) Parents should not request the school administrative staff to pass any items should your child forget to bring them to school, as we would like to instill personal responsibility in your child.
- 5) Prepare small change or notes (\$2) for your child's daily pocket money.
Do not give large sums of money or valuables for your child to bring to school.

School Hours (First Day of School)

2 January 2026 (Friday)



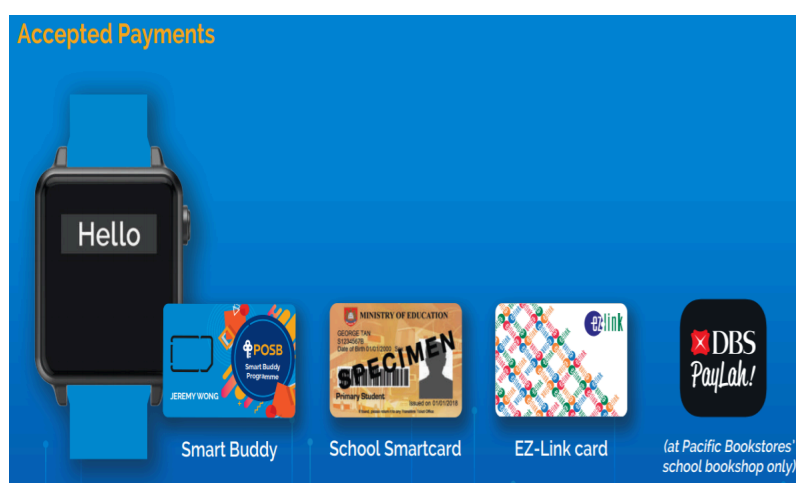
Reporting Time	Venue	Dismissal Time	Dismissal Venue
7.00 - 7.25 a.m. Flag raising will be at 7.30 a.m.	Multi-Purpose Hall (MPH)	10.30 a.m.	According to the information provided by parents on the information card (coloured lanyard). Please remember to complete the dismissal information by 2 January 2026.

Notes:

- 1) There will be an Engagement Session for parents/ guardians in the MPH after the students proceed for their classroom activities.
- 2) Parents/ Guardians will be allowed to eat with your child/ ward during recess.

POSB Smart Buddy Watch

The school has also adopted the POSB Smart Buddy System for in-school savings and payments, wearable on your child's wrist. This allows your child to tap and pay in school and at selected merchants, check on balances, and even track fitness levels. Paired with a mobile app, parents can instantly increase allowance and encourage smart living and saving habits. You can also check on your child's spending habits. This is an *alternative* for parents who may prefer cashless payment. If you are interested to register, you can visit <https://www.posb.com.sg/evergreenpri> or scan the code below.



SCHOOL ROUTINES

School Hours 2026

Primary 1	
Reporting Time (from 5 Jan onwards)	By 7.15 a.m. (Silent reading) Flag raising will start at 7.30 a.m.
Recess (in canteen)	9.45 - 10.15 a.m.
Snack Break (in class)	12.15 p.m.
School Dismissal	1 p.m. (5 to 9 Jan) 1.30 p.m. (from 12 Jan onwards)

Snack Break

- Subsumed within lessons
- Please prepare a **simple, dry, healthy snack**. (e.g. bread, fruits, biscuits)
- Packet milk/ Milo is allowed. However, sweetened drinks are strongly discouraged.
- Encourage your child to have a “snack break” at home by letting them prepare their own lunch boxes and enjoy their snacks!



School Gate Operating Hours

Gate	Normal Hours
Front Gate (Gate 1) (next to the main entrance, along Woodlands Circle)	6.30 a.m. to 6.30 p.m.
Back Gate (Gate 4) (next to school field, along Woodlands Ave 4)	6.30 a.m. to 7.30 a.m. 1.30 p.m. to 2.00 p.m.

Dismissal Arrangements

- Students with older siblings in the school will be taken to a designated classroom to wait for their siblings to pick them up from there.
- Students, who are attending external student care and will be picked up from EGPS, must wait in the assigned venues for their student care teacher to pick them up.
- Students taking the school bus will be brought to the bus bay by the teacher on duty.

Drop Off (in the morning only) / Pick Up Your Child

- If you're driving, you can enter the school to drop off your child at the car porch in the morning. Please make sure your child is ready to get out quickly with their bag so traffic doesn't get delayed. Do practice this with your child before January 2026.
- When picking your child up after school, you are to wait outside the school gates (Gate 1/ Gate 4) for him/ her.
- You should instruct your child on which gate to wait at and to inform the Form Teacher (in the morning) of any change in the pick-up venue.
- **Please write the dismissal venue (Front/ Back Gate/ School Bus/ Student Care Centre) on the information card with the coloured lanyard**
- **Do ensure your child wears the coloured lanyard to school throughout the first month of school.**
- We kindly ask that you arrive on time to pick up your child at the designated school gates to help prevent any anxiety for them.

Absence from School

- If a student is absent from school, he/ she must provide a medical certificate or letter signed by parents explaining the reason for his/ her absence from school.
- You are strongly discouraged from taking your child out of school for vacation or family functions during school term. It is important for students to stay committed to their learning during term time.

Injuries/ Illnesses that Require Medical Attention

- If your child sustained minor injury in the school, a first aid trained staff will attend to your child. We will contact you if we assess that further medical attention is needed for your child's injury.
- Parents/ guardians must sign your child out at the General Office before bringing your child home.
- In an unlikely case of an emergency, an ambulance will be called. Parents/ guardians will be informed that an ambulance was called and will meet their child/ ward at the hospital.

Permission to Leave School Early

- If your child/ ward is unwell, the school will contact you to bring your child home.
- If you are picking up your child who is unwell or needs to leave school before dismissal time, you are required to fill in the Early Departure Form at the General Office.
- For any planned early dismissal, advance notice must be given either by phone or written note to the Form Teacher.
- Students are not allowed to walk/ travel home on their own if dismissed earlier.

Visits to the School

- Report to the Guard Post for a Visitor's Pass.
- If you would like to speak with the Form/ Subject teachers, **prior appointment must be made** at least 3 days before the actual visit. Alternatively, you can communicate with teachers via phone, email or Students' Handbook.

Communication with Teachers

- In view of work-life balance for all staff, we seek your understanding to contact the teachers during school hours before 5.00 p.m. via the school number.
- Do also allow **3-5 working days** for response to any email sent.
- Do refer to our school calendar (available on the school website) for dates of school events.
- Term Letter with updated information and dates will be sent at the start of every term.
- Let's practice the art of **Seek to Understand** when we are communicating with each other so that we can better support the student concerned.
- Our staff, both Teaching and Administrative Staff are here to care and support the students and parents to the best of our ability. Hence, it is important that our staff is treated with the same courtesy and respect. Any verbal abuse or physical aggression towards our staff will not be tolerated.
- If you have feedback or concerns, please call our General Office or send us an email and we will certainly respond to you.

Food Safety

- The school will not be allowing individual birthday celebrations in class or at the canteen where food is involved. This includes giving out goodie bags.
- As a class, the Form Teachers would be singing a birthday song with the class for the students celebrating their birthdays for that month, to acknowledge the students' birthdays and for their friends to be given the opportunity to wish them well.

AFTER-SCHOOL ROUTINES

Making the Most of Afternoons: A Routine for Success

After a busy day at school, a structured routine can help your child relax, unwind, and prepare for the next day. Here's how:

- **Daily Check-in:** Check your child's Students' Handbook daily.
- **Connecting After School:** Create a relaxing and productive after-school routine with your child. This may include homework, healthy snacks, some outdoor play, and quiet time. End the day with a meaningful connection – talking about their day, reading together, or simply spending quality time.
- **Preparing for Tomorrow:** Pack their bag and prepare their uniform for the next day to avoid morning rush. This builds responsibility.

SCHOOL-HOME PARTNERSHIP

Our Parent Support Group (PSG) is the platform for parents to network, share, learn and support each other in this parenting journey. It builds trust and better rapport between school and home.

Some of the involvement of the PSG include:

- School Events
- Learning Journeys
- Multi-Modular Programmes (MMP)

If you are keen to join, please refer to this website (<https://go.gov.sg/egps-psg>) or scan the QR code to sign-up.



<https://go.gov.sg/egps-psg>

Alternatively, you can inform your child's Form Teacher of your interest to be involved in our school activities or events as Parent Volunteers (PVs) and a PSG representative will contact you.

GENERAL INFORMATION

SCHOOL UNIFORM

Chop Kong Chong

Website: <https://www.euniforms.com.sg/shop/>

Sembawang Shopping Centre, 604 Sembawang Road, #02-13, Singapore 758459

Or Blk 1023 Yishun Industrial Park, #04-17, Singapore 768762

Online Order:

<https://www.euniforms.com.sg/shop/product-category/primary-schools/egps/>

Telephone/Whatsapp: 9799 2501

SCHOOL BOOKS, STATIONERY & NAME TAG

Pacific Bookstores Pte Ltd (School bookshop)

Website: <https://www.pacificbookstores.com/>

Tel: 9475 1489

SCHOOL BUS SERVICES

Vasantham Transport Pte. Ltd.

Registration form:

https://www.evergreenpri.moe.edu.sg/files/School_Bus_Application_Form__2_026_combined_1_.pdf

Contact Person: Mr Gnanasekaran

Tel: 9061 9947

STUDENT CARE CENTRE

Big Heart Student Care @ Evergreen Primary School

<https://bigheartstudentcare.com/interest/>

Tel: 9023 4896

SCHOOL DENTAL CLINIC

Located next to the School Library

Tel: 9138 7503

CHECKLIST FOR P1 PARENTS

Here are some of the administrative matters to keep track of for P1.

✓ if you have completed it	To complete	Requires attention to:
	On boarding of Parents Gateway (Required)	Receive official school communication letters, acknowledgement forms, travel declarations etc
	GIRO Form (Required)	Pay for school fees through bank transfer
	EDUSAVE Form (Required)	Start a Standing Order to pay for 2 nd tier miscellaneous fees and enrichment programmes in school
	MOE Student Details Form (Required) (Ready in Dec)	Provide information on child for school records
	Parent Support Group (Recommended)	Provide information to PSG about interest to receive support, volunteer support to school activities and programmes.
	POSB Smart Buddy (Optional)	Apply for the Smart Buddy Watch/ card for cashless payment in school
	Health Promotion Board (Recommended) (Ready in Jan)	Provide consent for HPB services in school
	Registering for Big Heart Student Care (If relevant; subject to availability)	Apply for school-based after-school care
	School Bus Service (If relevant; subject to availability)	Apply for school bus transport
	MOE Financial Assistance Scheme (FAS) (If relevant; subject to eligibility)	Apply for financial assistance

Please note that the requests for information may not follow the sequence listed above. We will be communicating with you via Parents Gateway (PG) or email (for those unable to onboard PG) for the completion details.