



MAITRI SCHOOL

95 Jalan Eunus Singapore 419529

2 January 2025

Ref: MT 2025/001

Dear Parent / Guardian

Start of School Matters (Term 1)

Greetings! Maitri School has stepped into our second year of operation as a full-fledged school. For current parents, we thank you for your unwavering support since the start of your child's/ward's journey with Maitri School. For new parents, it is my pleasure to extend a warm welcome to each of you. Me and my Maitri team look forward to working collaboratively with you in providing quality education for your child / ward at Maitri School in 2025.

1. EXPECTATIONS

In our effort to provide your child with a quality education, we seek your cooperation and support to ensure your child attends school during all days of the school terms, is punctual for school, is attired appropriately and participates actively in lessons and all school activities.

1.1 Attendance

Your child is expected to attend and participate actively in all school events and school-assigned activities such as field trips and celebrations.

Should your child be unwell and unable to attend school, please produce either a Medical Certificate or a parent's / guardian's letter the day the child returns to school.

	AM Session (M3, M4 & M5)	PM Session (M1 & M2)
Reporting time:	Between 7.20 am to 7:30 am	Between 12.35 pm to 12:45 pm
Lesson starts at:	7:30 am	12:45 pm
Dismissal time:	12:15 pm	5.30 pm

1.2 School Uniform / PE Attire

Our students are expected to be always neat and wear the uniform with pride. All students are to wear school uniform / PE attire unless otherwise given approval.

- Students from M1 and M2 levels only need to wear PE attire.
- Students from M3 levels onward need to wear both the school uniform (on days where there is no PE lessons) and PE attire (on days where there is PE lessons).

New students can wear their existing uniform from pre-school / school if they are unable to get the Maitri School attire in time, for first week in school.

2. SAFETY & SECURITY

All students are entitled to a safe learning environment. All visitors to the school are to abide by the school security measures, including completing the visitor registration, putting on the visitors' pass, and accompanied by school personnel when walking around the school. We encourage parents/guardians to make an appointment with our staff if you wish to meet them. As our staff are occupied with your child/ward during school hours, do make prior arrangements to meet them before or after school hours.

For parents/guardians who are driving their child/ward to the school, you may drive into the school and do a drop-off. Our morning and afternoon staff will be on duty to fetch the students from the school foyer at 7.20 am and 12.35 pm, and assembly will start promptly at 7.30 am and 12.45 pm respectively. For latecomers after 7.45 am / 1.00 pm, please report to the security post for assistance to reach out to teacher.

For school dismissal at 12.15 pm and 5.30 pm, parents who are driving will have to park at the nearby HDB open carpark and pick up their child/ward from the side gate.

Let us work collaboratively to ensure the safety of our children.

3. SCHOOL FEES FOR SINGAPORE CITIZEN & SPR

School fees will be deducted from designated bank account that has been provided to the school. Failure of which on respective deduction, parents / guardians will be notified by Form Teacher to pay in cash, cheque or bank transfer to Maitri School.

Please refer to the table below for the schedule for GIRO deductions for your child's school fees.

Student who is a Singapore Citizen				
School Fee: \$80 per month x 12 months = \$960				
Fee for the month of	Bank Value Date*	Payment Mode	No of Months	Amt To Deduct
Jan – Mar 2025	22-Jan-25	Giro by school	3 Mths	\$ 240
Apr - Jun 2025	22-Apr-25	Giro by school	3 Mths	\$ 240
Jul - Sept 2025	22-Jul-25	Giro by school	3 Mths	\$ 240
Oct 2025	22-Sept-25	Giro by school	1 Mth	\$ 80
Nov - Dec 2025	22-Sept-25	Student Edusave A/c	2 Mths	\$ 160

Student who is Singapore Permanent Citizen (SPR)				
School Fee: \$200 per month x 12 months = \$2,400				
Fee for the month of	Bank Value Date*	Payment Mode	No of Months	Amt To Deduct
Jan – Mar 2025	22-Jan-25	Giro by school	3 Mths	\$ 600
Apr - Jun 2025	22-Apr-25	Giro by school	3 Mths	\$ 600
Jul - Sept 2025	22-Jul-25	Giro by school	3 Mths	\$ 600
Oct – Dec 2025	22-Sept-25	Giro by school	3 Mths	\$ 600

* "Bank Value Date" refers to the date of deduction from designated bank account. Please maintain sufficient funds in bank account for deduction.

4. STUDENT ACCIDENT PROTECTOR INSURANCE

All students are covered for accidents during school activities under Student Insurance.

The premium of \$5 will be deducted from the bank account designated for school fee deduction as advised by parent/caregiver, on 22 Jan 2025. If the designated bank account is not available, we will require parent/caregiver to pay in cash/cheque to Form Teacher or by bank transfer to school bank account not later than 22 Jan 2025.

Please refer to the **attachment** for more detailed information provided by insurer Great Eastern.

5. HOME-BASED LEARNING (HBL)

While the COVID-19 Safe Management Measures (SMMs) have eased, we will continue with blended learning, with 2 HBL Day per semester. Your child's/ward's Form Teacher will inform you of the details closer to date.

6. TEMPERATURE TAKING EXERCISE

In line with our continued vigilance against health-related threats, the school will be conducting a Temperature Taking Exercise during Week 2, on Wednesday, 15 Jan 2025.

The temperature of students would be taken at the start of the day. Students with temperature of 38 Degree Celsius and above will be sent home. We seek the understanding of parents who dropped the child off via the side gate and by car to wait for their child's temperature to be taken before leaving.

7. HEALTH AND FITNESS PROFILE

You would receive through your child, a hard copy School Health and Fitness Questionnaire on the first or second day of school. Please complete the questionnaire by Friday, 10 Jan 2025 for submission to the Form Teacher, so that the school is kept updated on the child's medical condition and for any necessary precautions to be taken. M1 parents and other new parents need not complete the submission as we would have received your submission recently during admission.

8. USE OF PHOTOGRAPHS AND VIDEO IMAGES OF STUDENTS

Photographs or video images of our students may be taken during school activities and events such as classroom lessons, CCA, and field trips. The school may use and publish such photographs or video recordings in school publications, the school's website, or other communication channels. **Please update the Form Teacher by Friday, 17 Jan 2025, if you do not wish the photographs or video recordings to be used or published.**

9. SCHOOL CALENDAR

Please see the table below for key events in Term 1 (2 Jan to 14 Mar):

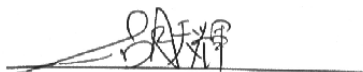
2 – 10 Jan	Back-to-School Orientation (1) M3, M4 & M5 students will start school only on 6 Jan. (2) Class timetable will be out in week 2 after the orientation.
15 Jan	Attendance and Temperature Taking Exercise
28 Jan	Chinese New Year Celebrations (Pls refer to note below on reporting and dismissal arrangements)
29 & 30 Jan	Chinese New Year Public Holiday
31 Jan	HBL Day 1 (Note: No school)
14 Feb	Fire Drill (Note: Total Defence Day on Saturday, 15 Feb)
19 Feb	Field Trip
11 Mar	Individual Planning (IP) Day (1) No school (2) Parents / Guardians to meet Form Teacher in school with student, to finalize student's Individual Education Plan (IEP). Schedule will be planned.
23 Mar (Sunday)	Metta Charity Carnival @ Metta School

The reporting and dismissal arrangements for Chinese New Year celebrations would be as follows:

	AM Session (M3, M4 & M5)	PM Session (M1 & M2)
Reporting time:	Between 7.20 am to 7.30 am	Between 9.50 am to 10.00 am
Lesson starts at:	7.30 am	10.00 am
Dismissal time:	9.30 am	12.00 pm

Should you have any queries, please contact your child's / ward's Form Teacher. Let us all work together to help nurture and realise your child's / ward's potential.

Yours sincerely



Mr Wu Tian Hwee
Principal