

Qihua Primary School



Parent Support Group

Handbook 2013/14

To be a partner in education

QPSG Vision

To nurture every student to enable them to do well, grounded on the school values in a caring and encouraging environment.

QPSG Mission Statement

QPSG strives to create a welcoming and inclusive environment for the Qihua family. We embrace the school's Vision, Mission and Values. We work collectively and in partnership with the school to support the school's endeavours.

Principal's Message

One parent once asked me: What kind of contributions can parents bring to the school?’

This handbook will share some insights on the invaluable work parents at QPSG do as they work with the school to provide support for the holistic development of our students.

QPSG has on numerous occasions save the day with their reliable support to meet our pressing needs. And we are grateful for their unwavering support.

This year we will be celebrating 75 years of school founding and a series of events have been planned. I look forward to having you join us. Here's wishing all of you a good and fulfilling year ahead.

QPSG Welcomes You

Dear Parents,

We would like to thank all the members of QPSG who have put aside their busy schedule to come forward to support and organize wonderful activities and learning opportunities for both the students and parents of Qihua Primary School.

The QPSG played a very active role in the school's activities. It is a platform for home-school partnership to promote parental involvement in school programmes, to establish a shared vision and goals with the parents as well as opportunities for networking among parents.

The members of QPSG served whole heartedly with love and care in support of school events, imparting life skills and oversee the children's safety. Their dedication makes a difference to the students learning in school.

Please always remember that every member of PSG is valued even if we forget to tell you so. Our children are proud when they see their parents volunteer in school activities.

Best wishes,

Irene Peh

QPSG Chairperson

QPSG Guidelines

- 1) Be punctual for all meetings and school activities.
- 2) Maintain confidentiality. Issues/concerns discussed in the meetings or during other interactions should remain within the group and should not be divulged. Be discreet.
- 3) Be courteous and tactful to everyone at all times.
- 4) Adhere strictly to the school policies and regulations
 - to sign in and out on the school security log sheet
 - to wear the PSG pass at all times while in the school compound
- 5) Refrain from interfering in the school operations and management.
- 6) Be responsible and committed in all assigned tasks.
- 7) Be present at least 80% of all scheduled PSG meetings.
- 8) QPSG reserves the rights to dismiss any PSG members in the event of misconduct.

QPSG Rules

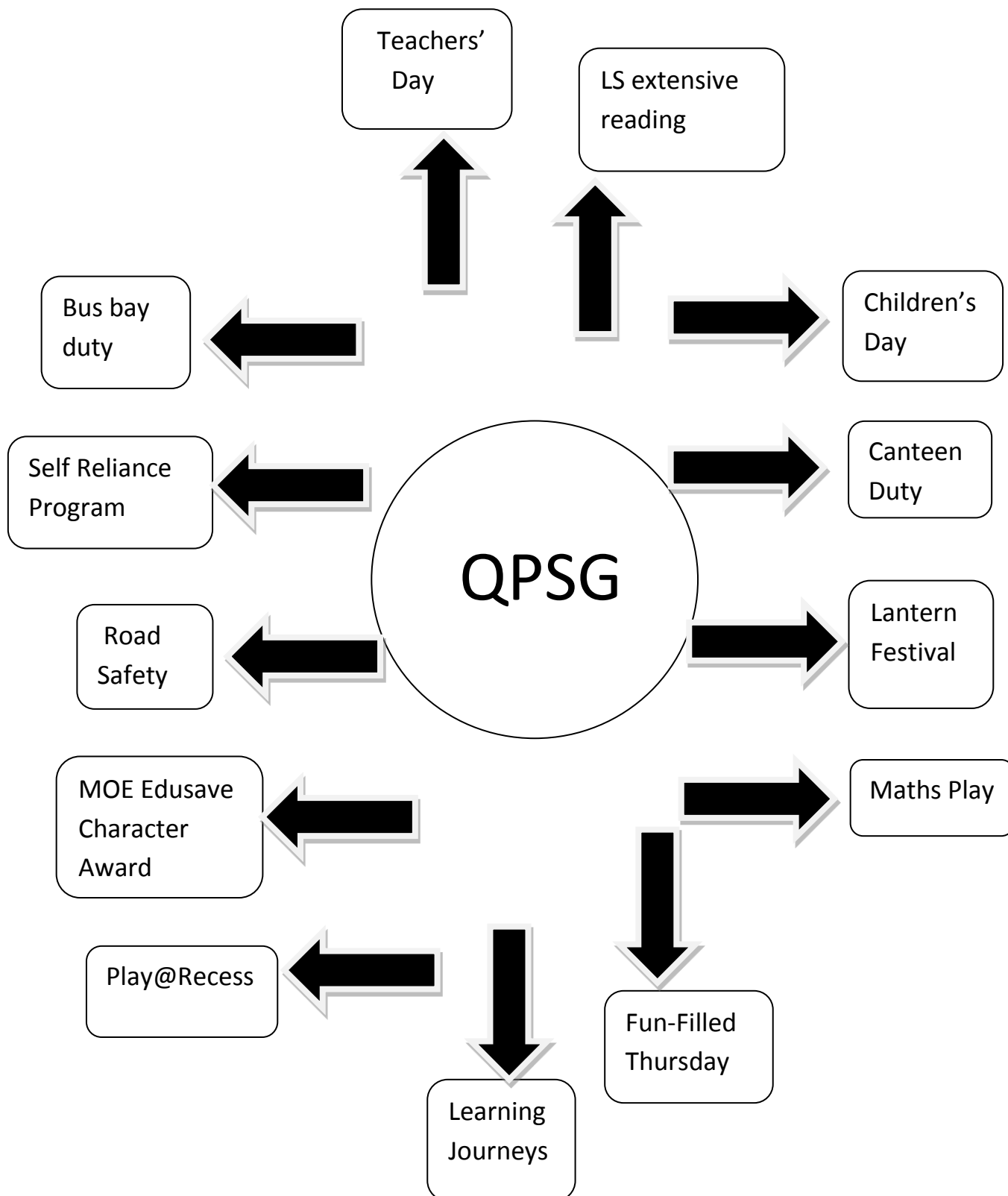
- 1) All PSG members are expected to work collaboratively and harmoniously as a team and contribute towards the success of the group – the QPSG.
- 2) PSG members who are unable to carry out the assigned activities/tasks are required to inform the coordinator in charge at least two (2) days in advance so that replacement could be arranged.
- 3) Dress appropriately when attending or performing assigned school activities/tasks.
- 4) PSG member's child is not allowed to tag along while the member attends/performs the assigned school activities/tasks.
- 5) Do keep the PSG room clean and tidy at all times.
- 6) Mobile phones are to be switched to the silent mode during meetings or while carrying out assigned school activities/tasks.
- 7) No food and drinks are allowed while carrying out school activities/tasks.
- 8) Do not stay in the school beyond the required time.

Executive Committee

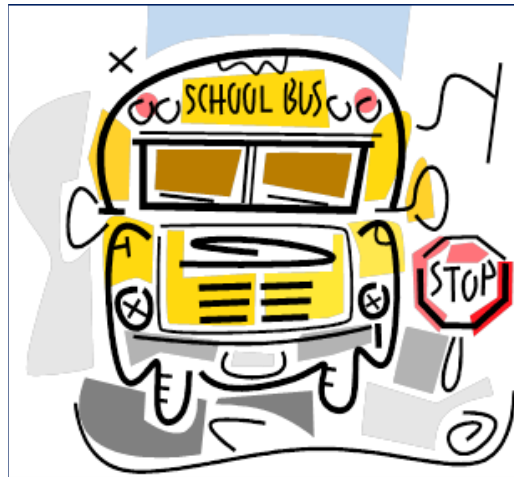
The Exco Committee play a key role in the QPSG. The Committee works with the concurrence, support, direction from the school and efforts from the parent volunteers. The Exco Committee will:

- ✓ Establish a PSG framework
- ✓ Coordinate with PSG members to support the school's activities and events.
- ✓ Organise QPSG activities with reference to the school calendar to promote:
 - Parent engagement efforts in school
 - Parent education & outreach programmes
 - Parent-child bonding & relationship building
- ✓ Establish communication with parent volunteers and school.
- ✓ Provide PSG members with updates and guidelines to support their contribution

The QPSG Activities At A Glance



Bus Bay Duty



Objectives:

- ✓ Ensure the safety of the afternoon session students at the bus bay every evening.

Roles & Responsibilities:

- ✓ To be at the bus bay, every evening, from 6.20pm - 6.40pm.
- ✓ To ensure that the students waiting for the school bus are seated orderly and quietly in their rows and do not run about in the bus bay area.
- ✓ To discourage students from using the water cooler while waiting.

Play@Recess



Objectives:

- ✓ Provide students with PE equipment to play
- ✓ Encourage students to engage in physical activities
- ✓ Promote healthy lifestyle

Roles & Responsibilities:

- ✓ Station outside the PE room to loan equipment to the students
- ✓ Help to collect the equipment from the PE store.
- ✓ Take students Ez-link cards in exchange for the equipment and return to them at the end of the session.
- ✓ Be present twice a week from 9am to 11am.

Teachers' Day



Objectives:

- ✓ Establish strong partnership with parents.
- ✓ co-organize the Teachers' Day event with the student leaders and to teach them to appreciate their teachers.

Roles & Responsibilities:

- ✓ Assist in selecting performers through an audition.
- ✓ Monitor and give feedback of the rehearsals.
- ✓ Assist in the logistics such as stage decoration and manpower
- ✓ Assist in organizing the day's programmes.

Racial and Cultural Celebration

- Lantern Festival



Objective:

- ✓ Raise awareness of the nation's different cultures

Roles & Responsibilities:

- ✓ Help to set up a stall to sell stationery and toys to raise funds for the school's needy fund.
- ✓ Help the teachers to manage the mooncake and tea appreciation booths during students' recesses.
- ✓ Help to run other game booths with the students and teachers.

Children's Day



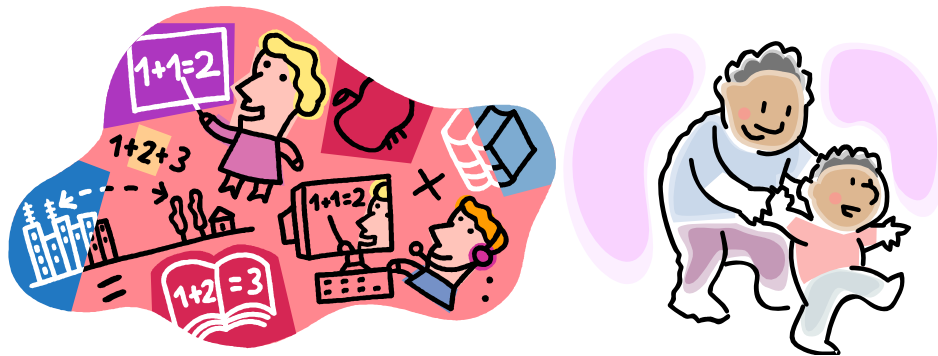
Objectives:

- ✓ Provide support in the planning and implementation of the event.
- ✓ Provide memorable school experiences for our students.

Roles & Responsibilities:

- ✓ Attend planned meeting
- ✓ Assist in duties such as stage decoration.

LS Extensive Reading Programme (ERP)



Objectives:

- ✓ Enhance student's word identification skills, oral reading fluency and comprehension by selecting books that are appropriate to their reading level so that they will attain success in reading
- ✓ Encourage a positive attitude towards reading

Roles & Responsibilities:

- ✓ Assist students in word identification and comprehension as well as monitor students' progress in reading.
- ✓ Help students select books within their reading level.

- ✓ Ensure that students read thrice and are able to read all the selected sight words in each book before going on to the next book. If they are unable to do so, they are required to read the fourth time until they are fluent.
- ✓ Assist teacher in tracking the students' reading progress thus ensuring the students' success in reading.
- ✓ Promote students to the next level once they have passed their test.

Maths Play (PM Session)



Objectives:

- ✓ Promote learning of Mathematics through play, using ICT resources.
- ✓ Stimulate students' creative thinking and problem solving skills in Mathematics.
- ✓ Build students' confidence in solving Mathematics problems.

Roles & Responsibilities:

- ✓ Math Play (afternoon session) is a joint collaboration between the Maths Department and PSG to promote a love for Mathematics learning among our Lower Primary students.

- ✓ Use 6 to 8 Ipod-touch loaned from ICT department to conduct Maths Play.
- ✓ Set up Ipod-touch corner near Canteen every Thursday for an hour during recess time (3 to 4p.m.)
- ✓ Provide periodic feedback to teacher-in-charge on the effective use of Math apps to engage students' in learning Maths.

MOE Edusave Character Award



Objective:

- ✓ Ensure that the selection process for awardees is rigorous, robust, fair and transparent.

Roles & Responsibilities:

- ✓ Be part of the interview panel to select students for the award.

Road Safety



Objective:

- ✓ Ensure that students cross roads safely.
- ✓ Educate students on how to behave when crossing roads.

Roles & Responsibilities:

- ✓ Supervise students to ensure they cross roads safely from Mon till Friday (6.45am -7.15am).
- ✓ Stop traffic to allow students to cross in groups.

Fun-Filled Thursday



Objective:

- ✓ Support the school efforts in Character and Citizenry Education by conducting lessons and carrying out meaningful activities to instill and develop positive character traits and values.

Roles & Responsibilities:

- ✓ Plan and conduct activities to assist the school in reinforcing core school and social values in students
- ✓ Engage the students in meaningful activities during teachers' dialogue session on every Thursday.

Self-Reliance Programme



Objectives:

- ✓ Enhance the school's effort in imparting basic life skills.

Roles & Responsibilities:

- ✓ Assist the teacher in planning and conducting activities.
- ✓ Teach life skills to students such as sewing buttons and simple cross stitches, bed making, sweeping floor etc to students.

Learning Journeys



Objectives:

- ✓ Enhance and support school effort in the promotion of safety and well-being of students during outdoor learning

Roles & Responsibilities:

- ✓ Provide logistic support during the outdoor learning
- ✓ Assist the teachers to ensure students' safety during the outdoor learning
- ✓ Assist the teachers to ensure that the classes move safely and in an orderly manner during the outdoor learning journeys.

Recess Duty



Objectives:

- ✓ Ensure the safety and well-being of students are taken care of during recesses.

Roles & Responsibilities:

- ✓ Patrol assigned areas to guard against rough and dangerous play.
- ✓ Assist the teachers in supervising and provide assistance to the students during recesses.
- ✓ Render assistance to students when required.
- ✓ Patrol the canteen to ensure students' safety during recess
- ✓ Educate the students on the importance of cleanliness in the school.

Interaction Circle



Objectives:

- ✓ Form a Parent Advocacy Group to raise parental awareness.
- ✓ Provide support and share concerns with the parents in school.
- ✓ Elicit feedback through discussion.
- ✓ Raise parents' awareness about the interaction circle.
- ✓ Update parents on coming school events.
- ✓ Promote the idea of unity through attendance and participation in school activities.

Roles & Responsibilities:

- ✓ Arrange suitable topics for small focused group discussion for parents
- ✓ Arrange with school and SFE to provide logistical support
- ✓ Provide ice-breaking activities so that parents are able to interact more openly
- ✓ Provide facilitation during the interaction circle
- ✓ Maintain confidence within the group and show sensitivity and understanding of needs
- ✓ Share concerns and relate personal experiences to help each other be even better parents.