LAKESIDE PRIMARY SCHOOL

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Vision: Creative Thinkers. Empathetic Leaders. Lifelong Learners.
Mission: Empower every student to make a positive impact on the community.
Values: Love, Perseverance, Respect, Integrity, Diligence, Excellence
Motto: Be Our Best

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2 Jan 2026   REF: LSPS/PL/2026/001

Dear Parents/Guardians,

1. As we begin Term 1 of 2026, we look forward to building on the strong foundations laid in the past year. Our refreshed Vision, Mission, and Values continue to guide us as we nurture our students to be Creative Thinkers, Empathetic Leaders, and Lifelong Learners. This new year brings fresh opportunities for growth, collaboration, and innovation, and we are excited to partner with you in creating meaningful learning experiences for every child.

2. Please refer to **Annex A** for important information on the following:
    *   Use of Parents Gateway (PG) for School Communications
    *   Calendar of Events available on PG
    *   Maintaining Regular School Attendance
    *   School Attire Policy
    *   Temperature-Taking Exercise & Health and Well-Being of Students
    *   Updating of Students' Information 2026
    *   Students' Accident Protection Insurance
    *   Use of Photographs, Videos & Publication of Students' Works
    *   Personal Data Protection Act (PDPA)
    *   Acceptable Use Policy (AUP) for Use of Ed Tech Resources
    *   Canteen Prices for 2026
    *   Road Safety
    *   Security Measures in School
    *   Turnstile Installation Update

ST 3 Engaging Partners to Prepare Future-Ready Learners

Virtual Parent-Teacher Meeting (e-PTM)

3. The Virtual Parent–Teacher Meeting (e-PTM) aims to foster collaboration and communication between parents and form teachers in support of students' holistic development. The schedule for the e-PTM is as follows:

Level		Day and Date	Time
Primary 2	Term 1, Week 2	Thu, 15 Jan 2026	2.30 to 3.30pm
Primary 3			3.30 to 4.30pm
Primary 4	Term 1, Week 3	Tue, 20 Jan 2026	2.15 p.m. to 3.15 p.m.
Primary 5			3.15 p.m. to 4.15 p.m.
Primary 6			4.15 p.m. to 5.15 p.m.

4. Form teachers of the respective classes will send further details via PG by **9 January 2026**. We look forward to meeting you and working in partnership with you to support your child's/ward's learning journey.

5. Together, let us continue to inspire our Lakers to learn with curiosity, lead with empathy, and live with integrity. We thank you for your unwavering support and trust as we work hand in hand to empower our students to make a positive impact in their community and beyond.

6. Here's to a purposeful and fulfilling year ahead!

Yours sincerely,
Mrs Rina Liang
Principal

(This letter has been posted electronically on Parents Gateway. No signature is required)

1. Use of Parents Gateway (PG) for School Communications

Parents Gateway (PG) is a one-stop portal that strengthens school-home partnership to support our children in their education journey.

Our school will be using PG to keep you informed of important matters through letters sent via PG to the stated guardian (as indicated in the Student Details Report). With the PG app, you will be able to access all school announcements and give consent for your child/ward's activities anytime, anywhere.

Please be reminded to turn on the PG notification in your phone setting in order to receive updates from the school and MOE in a timely manner.

2. Calendar of Events on PG

We will use the calendar feature on the PG app to keep parents/guardians informed on school events and happenings. Detailed information on programmes and activities pertaining to individual or specific classes/ levels will be communicated via PG as well.

To access the calendar via the PG app, please follow these steps:
- Click on the "Services" tab.
- Under the "Services" tab, select "School Calendar."

Alternatively, the same calendar can be accessed through our school website at: https://www.lakesidepri.moe.edu.sg/for-parents/calendar-of-events/

The calendar will be updated on a termly basis and we would like to encourage all parents/guardians to check the calendar regularly.

3. Maintaining Regular School Attendance

As outlined in the Compulsory Education Act, regular attendance is mandatory for all students. In the event of an absence, students are required to submit a Medical Certificate or a letter of explanation from parents upon their return to school. Please note that a maximum of 6 parental explanation letters will be accepted per semester only.

Should a student not arrive at school by 8.30 am, a notification will be sent to parents/ guardians via PG/SMS to inform them of the absence and to submit the reason for absence.

In addition, please take note that we do not encourage parents/guardians to take their child/ward away from school during school terms. Should the need arise, permission must be sought from the Principal via a letter or an email through their child/ward's Form Teachers.

4. School Attire Policy

a. Days Without Sporting Activities
- On days **without** PE and/or sporting activities (e.g., PAL, CCA), students are required to report to school in their **full** school uniform.
- Please note that modifications to the uniform are not allowed.

b. Days with PE and/or Sporting Activities (e.g., PAL, CCA)
- On days with PE lessons or sports activities, P4 to P6 students should report to school in their **half** uniform (PE top with skirt/shorts).
- They must change into their PE attire before the lesson and back into their half uniform before they leave school for the day.
- Only P1 to P3 students are allowed to be in their PE attire throughout the day.

c. Wearing of the green "Lead with LPRIDE" School T-Shirt
- Students will receive a green school t-shirt featuring this year's theme, "*Lead with LPRIDE*". This t-shirt is to be worn for specific school events, such as the National Day Commemoration, cohort learning journeys, and level camps.
- Parents will be informed via Parents Gateway (PG) whenever students are required to wear the green school t-shirt for an occasion.

5. Temperature-Taking Exercise & Health and Well-Being of Students
Since 2004, the Attendance and Temperature-Taking Exercise (ATTEx) has been conducted twice yearly with the aim to:
- maintain schools' preparedness to re-activate the attendance and temperature-taking regime should the need arise; and
- educate students on personal responsibility for their own health and social responsibility.

Past years' exercises have shown that schools generally have a high level of familiarity with this emergency preparedness exercise.

As part of efforts to reduce school administrative workload, with effect from 2026, the ATTEx will be carried out **once yearly**.

The **ATTEx for 2026 will be conducted in Term 2, Week 2, on 1 April 2026 (Wednesday).** We seek your assistance in ensuring that your child brings a working Oral Digital Thermometer to school every day.

Safeguarding the health & well-being of all our students is our collective responsibility. At the school level, we will continue to ensure a high level of hygiene to prevent the spread of any viruses.

We kindly urge parents to seek prompt medical attention if your child exhibits flu-like symptoms, HFMD, or any other contagious illness. Please ensure your child stays home until they have fully recovered to protect the well-being of the entire school community.

6. Updating of Students' Information 2026
We refer to the PG notification titled: "[For action by 31 Jan 2026] Update your information and your child's/ward's information via the Student Details Form (SDF)" that was sent out on 2 Jan 2026. Please submit the information promptly and update the school should there be any changes subsequently.

7. Students' Accident Protection Insurance
Our school has purchased a basic insurance policy for all students, providing coverage for accidents that may occur during school and co-curricular activities.
For details about the coverage, including claims procedures, please visit our school website or access the information directly at **https://www.income.com.sg/studentgpa**. You can also use this link to submit claims online and check the status of existing claims. If you wish to enhance the coverage to better meet your child's needs, you may opt to purchase additional insurance at your own expense.

8. Use of Photographs, Videos & Publication of Students' Works
We would like to inform you that photographs/videos of students/ parents taken at all school activities/events and students' works may be featured/published on official media platforms of MOE and our school, such as the school website, newsletters, slides for presentations/ briefings/ workshops and/or other forms of publicity materials. If you have

concerns about the use of such images, please notify the school in writing or email us at *lakeside_ps@moe.edu.sg*.

9. Personal Data Protection Act (PDPA)
In line with the Personal Data Protection Act (PDPA), we kindly ask that you refrain from uploading photographs or videos of our students or staff onto social media platforms without their consent.
Thank you for your understanding and cooperation in maintaining a safe and respectful environment for everyone in our school community.

10. Acceptable Use Policy (AUP) for use of EdTech Resources
As part of our commitment to fostering a safe and responsible digital learning environment, we have included our school's Acceptable Use Policy (AUP) for EdTech resources (please refer to Annex B). This policy provides clear guidelines on how students should use their learning devices, school ICT systems, and internet networks appropriately, covering areas such as being a responsible digital citizen, respecting copyright, using AI tools responsibly, staying safe online, and maintaining digital wellbeing. We encourage you to review the AUP together with your child to reinforce these important digital literacy skills and support them in developing good habits as they navigate the digital world. Your partnership in guiding your child's responsible use of technology, both at school and at home, is invaluable. Should you have any questions about the AUP or wish to discuss how we can work together to support your child, please feel free to reach out to your child's form teachers.

11. Canteen Prices for 2026

Stall	Menu	Price
1	Hot Drinks & Snacks Stall (All items carry Halal logo) Sandwiches – Ham / Cheese Hot drinks Fan Choy Sunshine Cream Bun Pau Chicken Burger Potato Salad Toast Pizza Pancake/Waffle Sausage Bread/Mash Potato set	$0.50 - $2.00
2	Chicken or Beef Bolognese Butter rice with buttermilk chicken/chicken cutlet Alfredo Chicken Ham Basil Chicken Aglio Chicken/Beef Burger Chicken Cheese Wrap Egg Mayonnaise Sandwiches Sides: - Hash Brown - Pizza Slice - Garlic Bread - Chicken Drumlets - Popcorn Chicken - Nuggets - Salad	$1.60 - $2.40 $0.80 - $1.80

		- Cheese Fries - Cinnamon Roll	
3	Chinese Noodles Fried rice noodles + Soup/Fruit Pearl Rice Fried Rice + Soup/Fruit Sushi set meal Thick rice noodles in tomato soup Chicken Meat Balls/Drumstick Cheese tofu Nuggets Poached eggs Chicken Sausage Sushi (ala-carte)	$0.50 - $2.40
4	Chinese Rice & Noodles Rice/noodles set with meat/fish/omelette, vegetables & fruit Fried rice with chicken & vegetables with fruit Vegetarian set-meal with fruit	
5	Malay Rice & Noodles Chicken rice set with vegetables, meat and fruit Spaghetti set with minced chicken sauce, cheese topping, vegetables and fruit Mee soto with vegetables, meat and fruit	Medium - S2.10 Large - $2.40
6	Malay Rice & Noodles Rice set with meat, vegetables and fruit Fried rice set with meat/fish ball, vegetables and fruit Chicken porridge with meat/fish ball and fruit Mee rebus set with meat/fish ball and fruit	
7	Malay Rice & Noodles & Prata Rice/Fried rice set with meat/fish, vegetables and fruit Roti prata set with chicken drumlet, vegetables and fruit Mee goreng with fish ball, vegetables and fruit	
8	Cold Drinks & Fruits	$0.50 to $1.50

12. Road Safety

For students who are walking to school

DOs:
- Use designated pedestrian crossings, such as zebra crossings, pedestrian bridges, and tunnels, to cross the road.
- Be aware of your surroundings, and avoid using electronic devices, such as phones and headphones, while crossing the road.
- Walk on the pavement or footpath whenever possible.
- Apply the kerb drill (STOP, look right, look left and look right again).

When crossing the road,
- Be considerate and cross as soon as you can safely.
- Raise your hand so that you are visible to oncoming vehicles.
- Make eye contact with drivers before crossing the road to ensure they see you.
- Be attentive and always look out for vehicles.

DON'Ts:
- Don't jaywalk or cross the road in a place where there are no designated pedestrian crossings.
- Don't assume that drivers will see you, even if you have the right of way.
- Don't walk while being distracted (e.g. using devices) as it can divert your attention away from your surroundings and traffic.
- Don't assume that all drivers will follow traffic rules, such as stopping at red lights or pedestrian crossings. Always check that they have come to a complete stop before crossing the road.
- Don't run across the road or start crossing the road when the "green man" signal is flashing as the traffic lights will change any moment.
- Don't stand in between parked vehicles or in front of stationary buses/big vehicles as the drivers may not see you.

For parents who are driving and riding to school
We would like to extend our appreciation to all the parents who are driving in for cooperating with us in our effort to ease the morning traffic flow at the main gate, especially in abiding by the LTA's 'No Right Turn' regulation from 7am to 7.30am.
We would like to appeal to you to avoid stopping near the Zebra Crossing to drop off your children as it poses a threat to the safety of the pedestrians and causes a traffic jam along that road. You can drop your children at the area flanked by Block 350 of Kang Ching Road or park at the nearest multi-storey carpark at Block 346A Kang Ching Road if you wish to walk your child to the school. We seek your understanding and cooperation to make it safer for everyone.

If you have to drive into the school, please move your car forward to the Alighting Point after the foyer sheltered area if there is no rain. The Alighting Point is marked clearly with a standee. **At all times, please prepare your child with the necessary belongings before the start of the journey and facilitate his/her drop-off within the shortest possible time without you getting out of the car.** Should you need to get out of the car for some reason, please move to the Alighting Point and do not stop/wait at the foyer sheltered area if there is no rain. This will help everyone in the morning rush-hour.

We would appreciate your cooperation on the following:
- Always keep a good lookout for pupils when driving into 'School Zone Area'.
- Keep to speed limit in the school compound which is 15 km/h.
- Do not use your mobile phone while driving.
- Obey directional signs and follow lane markings that have been set up with pylons.
- Cooperate with traffic marshals to ensure overall safety and smooth traffic flow.

13. Security Measures in School
The school places high importance on its security and improvements has been made over the years. While the school is always vigilant to ensure that our pupils and their personal things are kept safe, we ask for your cooperation to remind your children/wards in the following areas:
- Always keep their personal belongings with them. Do not leave their personal belongings or books unattended.
- Do not borrow or lend any money to any classmate.

- Do not bring valuables or excessive cash to the school.
- Do not leave the school without permission during their curriculum time or break time. Any pupil leaving the school during school hours must be accompanied by his/her parent/guardian. The form to seek permission for early departure which is obtainable from the General Office must be signed by Form Teachers. The parent/guardian has to submit the form to the Security Guard before leaving the school with his/her child/ward.

For visitors (including parents) who are coming into the school
- Always register with the security guard at the gate and report to the General Office thereafter.
- Please wear the issued security pass at all times if you are allowed into the school.
- Please approach the General Office should you need any assistance pertaining to your child/ward.
- Only Parents of P1 and P2 pupils are allowed to wait at the foyer sheltered area for their children during dismissal time.
- Parents of P3 to P6 pupils should decide with their children on a meeting point outside the school, particularly on rainy days.
- If you are driving, please park at the HDB car park nearby as the school has limited parking space. The season parking lots are marked red, while visitor lots are marked white. You should not park at the red season parking lots and should follow the instructions of our school security guards. Visitors' parking shall be subject to the availability of visitors' lots.
- Do not park illegally along the road while waiting for your child/ward. Switch off the car engine while awaiting your child so as to achieve better air quality and safeguard public health.

14. Turnstile Installation Update
Turnstiles are currently being installed at Gate 1A (side gate next to the Main Gate) and Gate 3 (gate next to the bus stop). These mechanical gates feature revolving horizontal arms fixed to a vertical post, allowing only authorized personnel to enter the school.

Installation works are expected to be completed in Term 1 2026. Once operational, the turnstiles will initially be used for off-peak dismissal only, until enhanced card access control systems are in place.

Further details will be shared when available.

Lakeside Primary School
Acceptable Use Policy (AUP) for use of EdTech Resources

Purpose of the Acceptable Use Policy (AUP)
Technology is an essential part of learning in today's world.

This Acceptable Use Policy (AUP) establishes guidelines on the appropriate use of EdTech resources to help you understand how to use these resources safely and responsibly, in line with efforts to develop your digital literacies and growth as digitally responsible citizens.

EdTech resources include the following, but are not limited to:
● Learning devices (e.g. Personal Learning Devices (PLDs), school devices)
● ICT system accounts (e.g. Singapore Student Learning Space (SLS), iCON); and
● school internet networks.

For more information, please refer to:
Student Kit on Cyber Wellness and Learning with a Learning Device (Primary) – https://go.gov.sg/cw-studentkitpri

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General
1. You should not attempt to access data, system and information that you are not authorised to.
2. You are reminded that the use of learning devices and school's EdTech resources should solely be for the purpose of learning.

Being a Responsible Digital Citizen
3. You should interact with others in a respectful and responsible way. You should not post online remarks that are
    • racially and/or religiously insensitive,
    • vulgar and/or offensive, or
    • hurtful to others.
4. You should not use any devices to
    • store, modify, create or share content (e.g. documents, presentations, pictures and videos) that is inappropriate (e.g. indecent, pornographic, defamatory, hurtful to self or others).
    • make threats, cause harassment or embarrassment, impersonate or intimidate others.
5. You should not use MOE/school-deployed ICT system accounts for any commercial activities (e.g. buying and selling of goods and services).
Non-compliance with the above will lead to disciplinary action in accordance with the school's discipline policy.

Respecting Copyright
6. You are reminded to obtain explicit permission from the content owner(s) before downloading, copying or sharing any copyrighted materials (e.g. pictures, videos, music).
7. You should not use, copy, edit or share digital files in an unauthorised or illegal manner.

Using Artificial Intelligence (AI)

8. You must ensure that you meet the minimum age requirement specified in each AI tool's age restrictions before using it.
9. If the use of AI is permitted, you should acknowledge the use of AI in weighted assessments and homework as required.
10. You are to practice academic integrity and be responsible for your own learning when using AI. Understand that you are ultimately short-changing yourself if you pass off other's work as your own.

Staying Safe and Secure online

11. You should report any incidents (e.g. unusual device behaviour or inappropriate use of devices), to the school.
12. You are reminded to develop online safety habits. This includes not disclosing personal access credentials (e.g. MIMS password, etc.), sensitive personal data (e.g. home address, passwords) online or on AI platforms, verifying credibility of online content before sharing, avoiding clicking on suspicious links or downloading unknown files, and being cautious when interacting with others online (e.g. on social media) by not engaging with strangers.
13. You should exercise caution regarding the limitations of AI tools, including potential inaccuracies / fabricated responses, inherent biases and outdated information.

Digital Wellbeing and Balance

14. You are reminded to balance screentime with other activities including physical exercise and face-to-face social interactions.
15. You should avoid excessive use of your devices outside learning hours.
16. You should take regular breaks to rest your eyes and mind.
17. You are reminded to practice good sleep hygiene by not using your devices one hour before bedtime.