

## 毅勤小学

### **ENDEAVOUR PRIMARY SCHOOL**

10 ADMIRALTY LINK SINGAPORE 757521 TEL: 64824650 FAX: 64824670 EMAIL: endeavour\_ps@moe.edu.sg

11 January 2022

**Dear Parents** 

#### Communication with the school

1. To reach the school for a specific matter and to obtain a faster response, you may want to take note of the following channels of communication:

Type of Query	Contact/Email to
For matters pertaining to the class or	Form Teacher, Co-Form Teacher or
subject	Subject Teacher
For matters pertaining to a	Heads of Dept (HODs), Subject Heads
departmental programme	(SHs) or Level Heads (LHs)
For general matters pertaining to a	Year Heads (YHs) or Assistant Year
specific level	Heads (AYHs)
For matters pertaining to school	Administrative Manager, Administrative
administration and finance (including	Executive
uniforms, book shop, canteen, school	
bus transport, financial assistance)	
For matters pertaining to school	Operations Manager
operations (including security and	
safety)	
For matters pertaining to school policies	Principal, Vice-Principals

Do note that the email addresses of all EDP staff are available on our school's website. Do visit our school's website and click on "About Us", followed by "Our staff".

- 2. Working with the school to know and support your child.
  - Have regular conversations with teachers with both academic and non-academic areas. This will help you better guide your child's development.
  - Check with the teachers' preferred mode of communication they are not required to share their mobile numbers.
  - Please understand that teachers may not be able to respond to your queries immediately.
- 3. Work Life Harmony for Teachers

To support and enhance work-life harmony for all our staff, we would like to seek your understanding to communicate with teachers only on weekdays and during school operation hours (7.15 am – 5.00 pm). Teachers also need to have their own personal time to attend to their families.

4. Appended over the next few pages are some guidelines from MOE for better school-home partnership in helping your child to succeed in life.

Please visit our web site: http://www.endeavourpri.moe.edu.sg



## 毅 勤 小 学

#### **ENDEAVOUR PRIMARY SCHOOL**

10 ADMIRALTY LINK SINGAPORE 757521 TEL: 64824650 FAX: 64824670 EMAIL: endeavour\_ps@moe.edu.sq



Please visit our web site: http://www.endeavourpri.moe.edu.sg



# 毅勤小学

### **ENDEAVOUR PRIMARY SCHOOL**

10 ADMIRALTY LINK SINGAPORE 757521 TEL: 64824650 FAX: 64824670 EMAIL: endeavour ps@moe.edu.sg



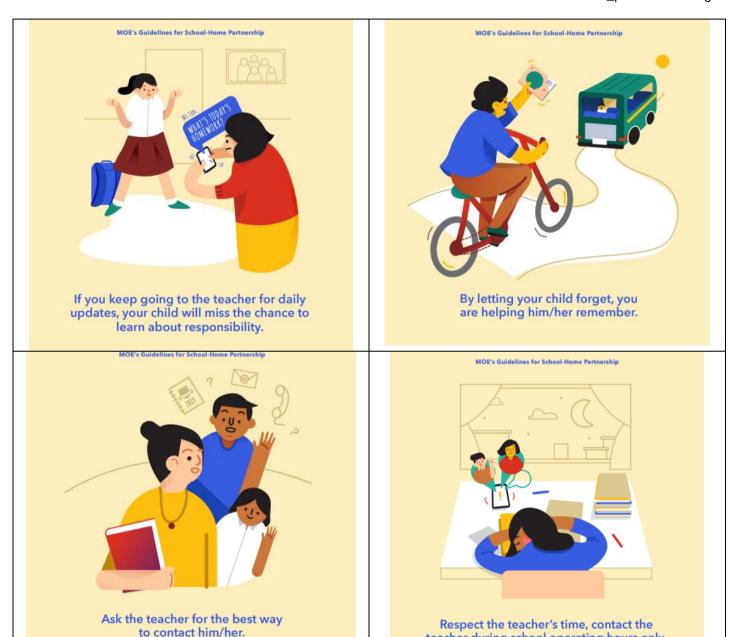
Please visit our web site: http://www.endeavourpri.moe.edu.sg



# 毅 勤 小 学

### **ENDEAVOUR PRIMARY SCHOOL**

10 ADMIRALTY LINK SINGAPORE 757521 TEL: 64824650 FAX: 64824670 EMAIL: endeavour\_ps@moe.edu.sq



Thank you.

Endeavour All The Way!



Please visit our web site: <a href="http://www.endeavourpri.moe.edu.sg">http://www.endeavourpri.moe.edu.sg</a>

teacher during school operating hours only.