



Boon Lay Garden Primary School



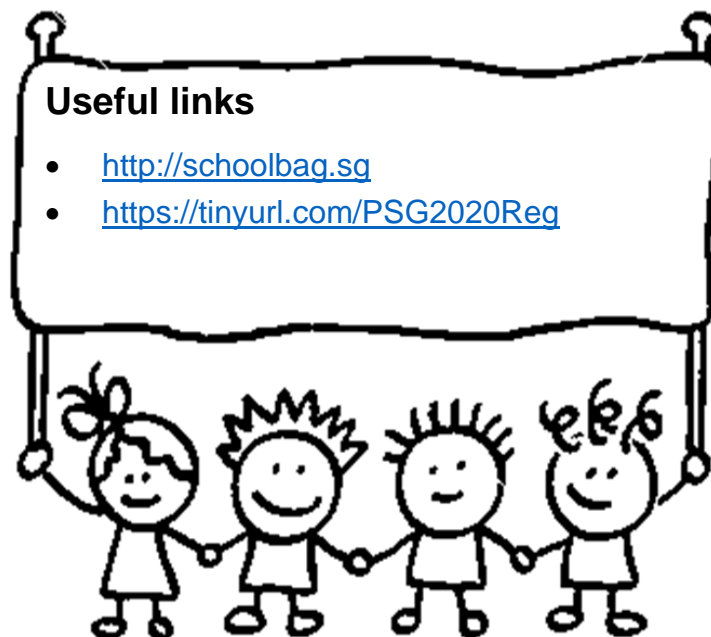
Parent Support Group (PSG) Handbook 2020

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Boon Lay Garden Primary School

Our Vision

The Garden Where Diversity Blossoms

Our Mission

Together We Nurture for a Better Future

Our Motto

Strive for Perfection

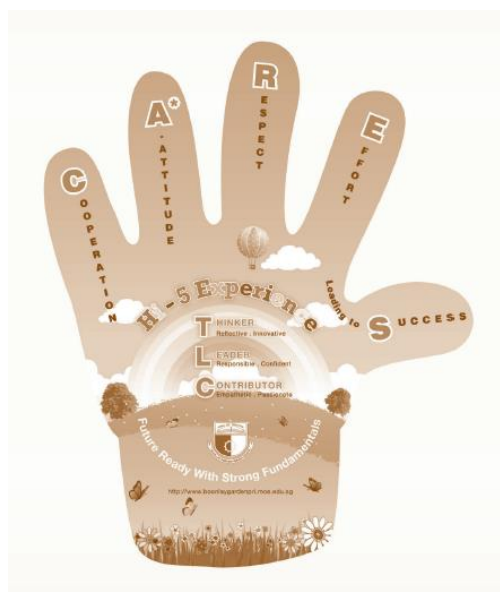
Our Values

Cooperation

A*Attitude

Respect

Effort leading to **S**uccess



BLGPS Parent Support Group (PSG)

Objectives

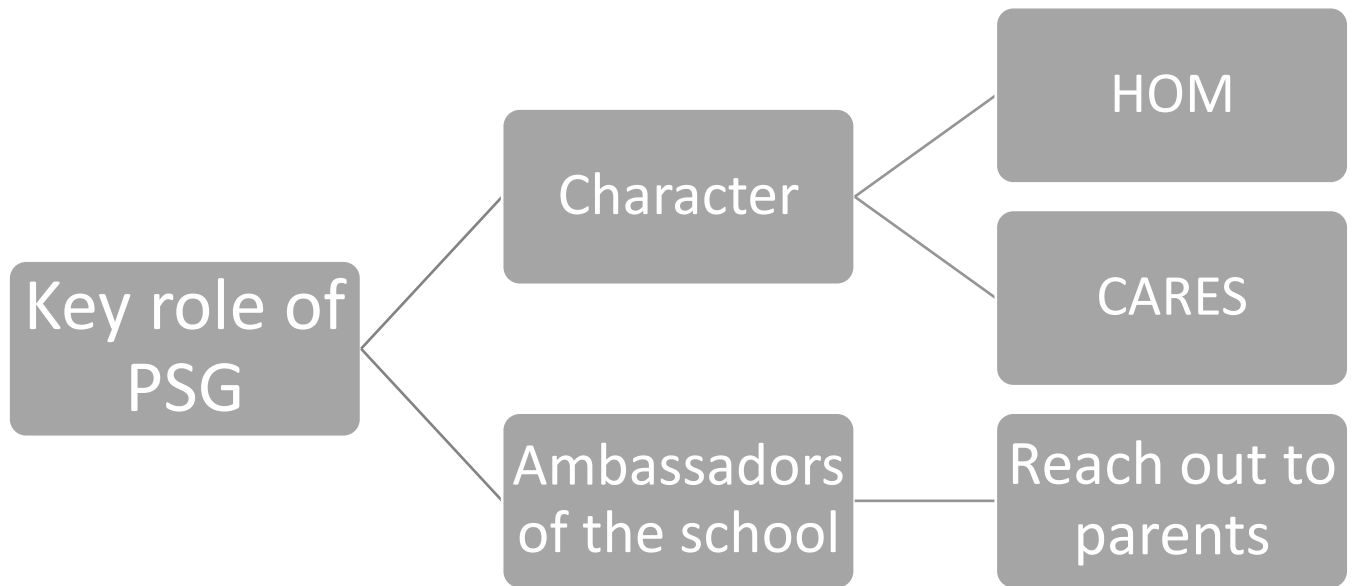
BLGPS committee of parent volunteers was first formed in 1999 and known as Parents Action Group in Education (PAGE). The committee which has its name changed to BLGPS Parents Support Group (PSG) in 2014, plays an important role in promoting and fostering home-school partnership to support the holistic development of BLGians. It also plays a part in building positive and meaningful 2-way communication channels between the school and parents. Today, the committee has a growing number of members supporting the school in various areas.

Motto



“For the Love of Our Children”
(PSG 2014)

Key Role of PSG



Guidelines for PSG members

1. Membership of the PSG Committee is opened to :
 - Parents of current students of BLGPS
 - Parents of former students of BLGPS
2. Members are to serve a minimum of one (1) year term.
3. Members to be the ambassadors for the school and PSG.
4. Members are required to wear the PSG Pass while in the school premise and for all school activities unless otherwise specified.
5. Members to support the school's policy and provide input where necessary.
6. The Committee shall meet at least once a term. Other meetings may be convened whenever it may be considered necessary by the Chairman or the school. Agenda of the meetings shall be notified to all members at least 1 week prior to the date of the meeting.
7. Members attending school programmes and events are required to sign in and out at the Guard House.

Benefits for Parents

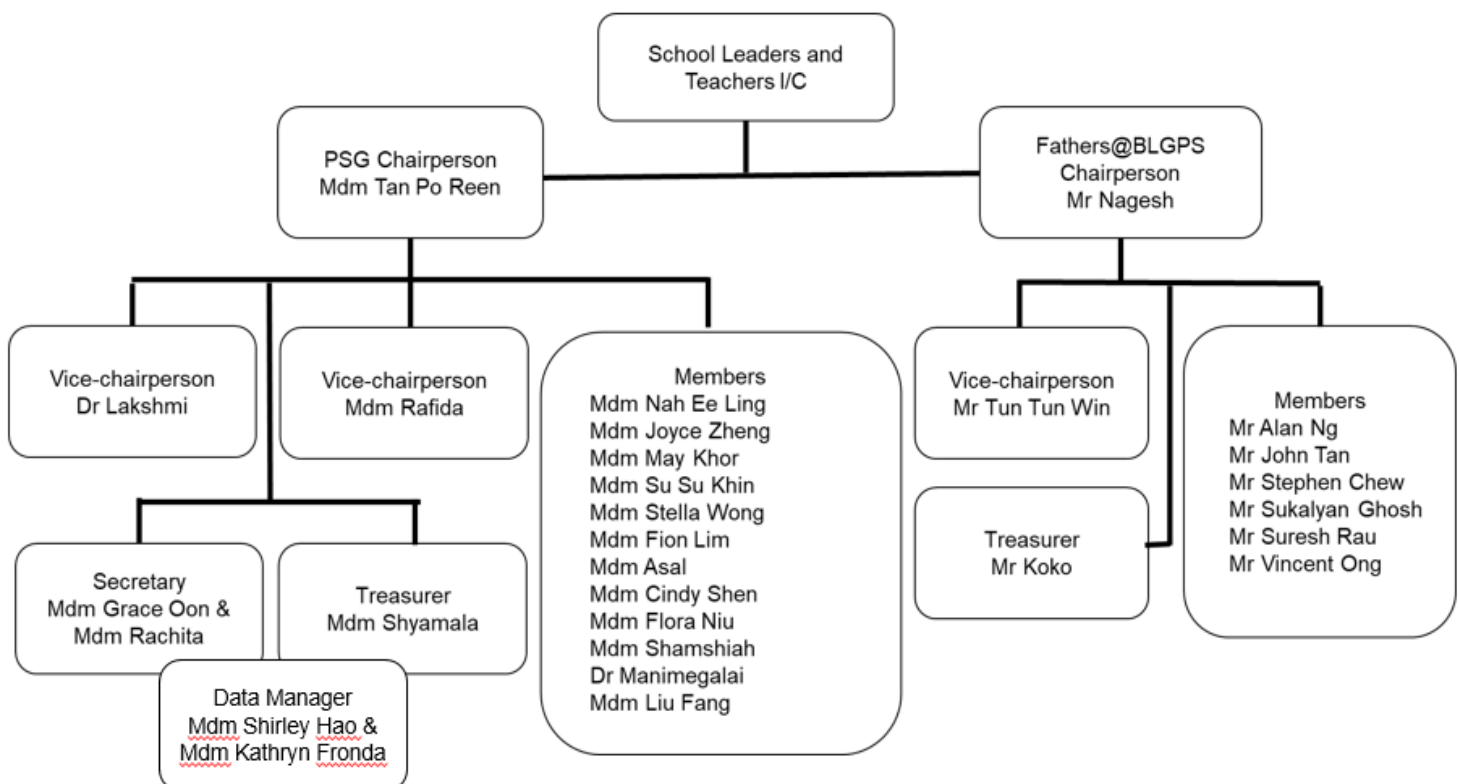
1. Opportunity to organise and work alongside the school in major school events and programmes.
2. Network with parents to gain mutual support on parenting skills and understanding the social, moral and cognitive development of children.
3. The school values each member's contribution to the school and thus would like to recognise member's invaluable service to the school through the following;

Criteria	Recognition
Participation in at least 4 school programmes/events for each year or Participation in at least 3 PSG meetings and 1 school programme/event for each year	Certificate of Contribution
3 years of continuous service to the school (EXCO and non-EXCO)	Certificate of Recognition
6 years of continuous service to the school (non-EXCO)	PSG Long Service Award
6 years of continuous service to the school (EXCO)	BLGPS Partnership Award
Associate members 50% of active participation	

Teachers in PSG Committee

- Mdm Nurashlyn Abdul Rashid
KP / Assistant Year Head
nurashlyn_abdul_rashid@moe.edu.sg
- Mdm Rita
Partnership Committee Coordinator
rita_salamoon@moe.edu.sg
- Mdm Puteri Nor'Atika
PSG I/C
puteri_noratika_raja_ismail@moe.edu.sg
- Ms Prashanti
ellene_prashanti_t_yogarajah@moe.edu.sg
- Mdm Yu Lu
yu_lu@moe.edu.sg

PSG Organisational Chart 2020



Roles and Responsibilities of Members

1. Chairperson

- Provide leadership and governance to PSG
- Determination of PSG strategies and policies
- Promotes effective relationships and open communication
- Ensures effective communication with School Leaders and PSG members
- Leads PSG EXCO in the day-to-day operations
- Maintains diversity of PSG members

2. Vice-Chairperson

- Leads PSG EXCO in the day-to-day operations
- Ensures that PSG EXCO, especially the Chairperson is alerted to forthcoming complex, contentious or sensitive issues affecting the PSG
- Ensures that EXCO as a whole plays a full and constructive part
- Maintains diversity of PSG members

3. Secretary

- Issues notice and agenda of EXCO meetings to EXCO members
- Issues notice and agenda of PSG meetings to all members
- Arrange and records PSG EXCO meetings and PSG meetings
- Ensures proper filing of the proceedings of PSG meetings

4. Treasurer

- Keep up-to-date records as well as an audit trail for all transactions
- Overseas and present up-to-date budget and accounts to EXCO
- Ensuring safe custody of money
- Controls expenditure

5. Coordinators

- Coordinate events schedules, resources, equipment and information
- Identify and assign task for events between EXCO members and active members
- Act as a point of contact and communicate events requirements to all members
- Provide leadership and guidance to new EXCO members

6. Coordinators

- Coordinate events schedules, resources, equipment and information
- Identify and assign task for events between EXCO members and active members
- Act as a point of contact and communicate events requirements to all members
- Provide leadership and guidance to new EXCO members

7. Data Managers

- Regularly maintain and update the PSG Facebook page
- Collate information related to PSG
- Keep PSG members' information in a Google Drive

8. EXCO Members

- Develop and schedule active members in accordance to events requirements
- Maintain records on event activities, progress and status
- Assist with the facilitation of operations and responds to situations
- Target and recruit new EXCO members from existing group of active members

9. Active Members

- Support school programmes and events.
- Serves as an ambassador to promote the school to the public and encourage volunteerism to the rest to the parents.

Dates of Meetings

Meeting	Agenda
EXCO Meeting 1 cum bonding activity Saturday, 4 January 2020 (T1W0) 9.00am to 11.00noon	<ul style="list-style-type: none"> •Discuss 2020 workplan including bonding activity for both PSG and Fathers@BLGPS •Bonding activity
PSG/Fathers@BLGPS Meeting 1 cum bonding activity Saturday, 11 January 2020 (T1W1) 9.00am to 12.30pm	<ul style="list-style-type: none"> •Communicate 2020 workplan and Term 1 activities involving parents •Bonding activity
PSG/Fathers@BLGPS Investiture Monday, 20 January 2020 (T1W3) 11.00am to 1.30pm	<ul style="list-style-type: none"> •Lunch and investiture ceremony
Fathers@BLGPS Meeting 2 cum bonding activity 1 Saturday, 7 March 2020 (T1W9) 8.30am to 1.00pm	<ul style="list-style-type: none"> •Part 1 – Communicate Term 2 activities •Part 2 – Proceed with father & child bonding activity
PSG Meeting 2 cum bonding activity 1 Saturday, 4 April 2020 (T2W2) 8.30am to 1.00pm	<ul style="list-style-type: none"> •Part 1 – Review Term 1 activities. Communicate Term 2 activities involving parents •Part 2 – Proceed with mother & child bonding activity
PSG Meeting 3 Thursday, 2 July 2020 (T3W1) 1.30pm to 3.30pm	<ul style="list-style-type: none"> •Review Term 2 activities (bonding activity organised by PSG/Fathers@BLGPS) •Communicate Term 3 activities involving parents (including date for VIA)
Fathers@BLGPS Meeting 3 Saturday, 4 July 2020 (T3W1) 9.00am to 11.00am	<ul style="list-style-type: none"> •Communicate Term 3 activities involving parents •Discuss plans for Fathers@School bowling and Learning Buffet
Fathers@BLGPS bonding activity 2 Saturday, 1 August 2020 (T3W5) 8.30am to 1.00pm	<ul style="list-style-type: none"> •Bowling with Dad @ Chevron
Learning Buffet (T3W10) 7.45am to 1.30pm	<ul style="list-style-type: none"> •PSG/Fathers@BLGPS involvement in Learning Buffet
PSG/Fathers@BLGPS Meeting 4 Saturday, 19 September 2020 (T4W1) 9.00am to 11.30am	<ul style="list-style-type: none"> •Review Term 3 activities •Communicate Term 4 activities (including PSG VIA)
PSG/Fathers@BLGPS Review Meeting 5 cum Appreciation Monday, 12 October 2020 (T4W5) 11.00am to 1.30pm	<ul style="list-style-type: none"> •Review PSG processes •Lunch and appreciation ceremony

School Programmes and Events

Term 1

a. NLB KidsRead Programme (4 Parent Volunteers)

Objectives	Duties	Dates/Time
To promote love for reading and cultivate good reading habits	<ul style="list-style-type: none"> Read the given stories and supervise children who are able to read independently Undergo training by NLB 	Dates: Term 1 Week 5 to Term 4 Week 5 Time: 2.00 pm – 3.00pm

Organising Committee: English Language Department

Teacher I/C: Mdm Shuhada Baharum (shuhada_baharum@moe.edu.sg)

PSG EXCO I/C: Mdm Flora Niu & Mdm Kathryn Fronda

b. Mother Tongue Reading Programmes @ MRL (3 Parent Volunteers Per Week)

Objectives	Duties	Dates/Time
To promote love for reading and cultivate good reading habits	<ul style="list-style-type: none"> Read aloud stories to students to inculcate good reading habits and help them discover the joy of reading 	Week 1: CL Week 2: ML Week 3: TL Time: During recess (9.00 am to 10.30 am)

Organising Committee: Media Resource Library Committee

Teacher I/C: Ms Joy (joy_amisha_keshyap@moe.edu.sg)

PSG EXCO I/C: Dr Mani, Dr Lakshmi, Mdm Joyce Zheng & Mdm Poreen

c. Total Defence Day (6 Parent Volunteers)

Objectives	Duties	Dates/Time
To help students better understand 5 pillars of Total Defence in Singapore.	<ul style="list-style-type: none"> To conduct activities 	14 February 2019 (Term 1 Week 6) Time: During recess (9.00 am to 10.30 am)

Organising Committee: CCE Committee

Teacher I/C: Mr Shaun Lim (lim_jek_ming_shaun@moe.edu.sg)

PSG EXCO I/C: Mdm Nah Ee Ling & Mr Stephen Chew

d. Chinese New Year Celebrations (9 Parent Volunteers)

Objectives	Duties	Dates/Time
To expose students to the culture and traditions during CNY	<ul style="list-style-type: none"> TBC 	22 & 23 February 2020 (Term 1 Week 3) Time: During recess (9.00 am to 10.30 am)

Organising Committee: Chinese Language Department
 Teacher I/C: Mdm Wong Shu Lee (wong_shu_lee@moe.edu.sg)
 PSG EXCO I/C: Mdm Meng Fanhong & Mdm Shirley Hao

e. Life Skills Programme (4 Parent Volunteers)

Objectives	Duties	Dates/Time
To equip students with the necessary life skills	<ul style="list-style-type: none"> Assist teacher I/C during the life skills lessons for students after school 	Once a month (dates tbc) Time: 3.30 pm to 5.00 pm

Organising Committee: CCE Committee
 Teacher I/C: Mrs Alfie (nurul_shalwa_rohim@moe.edu.sg)
 PSG EXCO I/C: Mdm Shirley Hao

Term 2**a. English Week (4 Parent Volunteers)**

Objectives	Duties	Dates/Time
To promote the usage of English language	<ul style="list-style-type: none"> Conduct English language stations (games and interactive boards) 	1 to 3 April 2020 (Term 2 Week 2) Time: During recess (9.00 am to 10.30 am)

Organising Committee: English Language Department
 Teacher I/C: Miss Steffi (steffi_marianna_rodrigues@moe.edu.sg)
 PSG EXCO I/C: Mdm Nah Ee Ling

b. International Friendship Day (6 Parent Volunteers)

Objectives	Duties	Dates/Time
To create cultural awareness and experiences to others.	<ul style="list-style-type: none"> To conduct activities 	9 April 2020 (Term 2 Week 3) Time: During recess (9.00 am to 10.30 am)

Organising Committee: CCE Committee
 Teacher I/C: Mr Tang Chee Weng (tang_chee_weng@moe.edu.sg)
 PSG EXCO I/C: Mdm Asalatkhon, Dr Lakshmi & Mdm Poreen

c. BLGPS Green Week (8 Parent Volunteers)

Objectives	Duties	Dates/Time
To promote awareness of the environment	<ul style="list-style-type: none"> To conduct activities (games and quizzes) To assist in collection of recyclable items 	21 to 23 April 2020 (Term 2 Week 4) Time: During recess (9.00 am to 10.30 am)

Organising Committee: Science Department

Teacher I/C: Mrs Malvina Lie (ng_see_wei_malvina@moe.edu.sg)

PSG EXCO I/C: Mdm Asalatkhon & Mdm Grace Oon

d. Hari Raya Puasa Celebration (6 Parent Volunteers)

Objectives	Duties	Dates/Time
To expose students to the culture and traditions during Hari Raya Puasa	<ul style="list-style-type: none"> Conduct cultural activities 	18 May 2020 (Term 2 Week 10) Time: During recess (9.00 am to 10.30 am)

Organising Committee: Malay Language Department

Teacher I/C: Mdm Siti Nur Baeyah Karim (siti_nur_baeyah_karim@moe.edu.sg)

PSG EXCO I/C: Mdm Asalatkhon

e. Life Skills Programme (4 Parent Volunteers)

Objectives	Duties	Dates/Time
To equip students with the necessary life skills	<ul style="list-style-type: none"> Conduct life skills lessons for students after school 	Once a month (dates tbc) Time: 3.30 pm to 5.00pm

Organising Committee: CCE Committee

Teacher I/C: Mrs Alfie (nurul_shalwa_rohim@moe.edu.sg)

PSG EXCO I/C: Mdm Shirley Hao

Term 3**a. Racial Harmony Day (8 Parent Volunteers)**

Objectives	Duties	Dates/Time
To promote cultural awareness among the students	<ul style="list-style-type: none"> Conduct cultural activities 	21 July 2020 (Term 3 Week 3) Time: During recess (9.00 am to 10.30 am)

Organising Committee: CCE Committee

Teacher I/C: Mr Dennis Loh (loh_peng_kee@moe.edu.sg)

PSG EXCO I/C: Mdm May Khor & Mdm Su Su Khin

b. National Day (8 Parent Volunteers)

Objectives	Duties	Dates/Time
To commemorate Singapore's independence. To remind us about our key challenges and our continued existence.	<ul style="list-style-type: none"> To conduct activities 	6 August 2020 (Term 3 Week 6) Time: During recess (9.00 am to 10.30 am)

Organising Committee: CCE Committee

Teacher I/C: Mrs Evelyn Kee (poon_ngee_keng_evelyn@moe.edu.sg)

PSG EXCO I/C:

c. Teachers' Day Celebration (10 Parent Volunteers)

Objectives	Duties	Dates/Time
To show appreciation to teachers	<ul style="list-style-type: none"> Decorate the school hall Performance during concert 	4 September 2020 (Term 3 Week 10) 12.30 pm to 1.30 pm

Organising Committee: Staff Well Being Committee

Teacher I/C: Mrs Amy Ravie (ng_yunn_ru@moe.edu.sg)

PSG EXCO I/C: Mdm Meng Fanhong & Mdm Poreen

d. Life Skills Programme (4 Parent Volunteers)

Objectives	Duties	Dates/Time
To equip students with the necessary life skills	<ul style="list-style-type: none"> Conduct life skills lessons for students after school 	Once a month (dates tbc) Time: 3.30 pm to 5.00 pm

Organising Committee: CCE Committee

Teacher I/C: Mrs Alfie (nurul_shalwa_rohim@moe.edu.sg)

PSG EXCO I/C: Mdm Joyce Zheng & Mdm May Khor

e. P4 & P5 Learning Buffet (8 Parent Volunteers: 4 Mothers & 4 Fathers)

Objectives	Duties	Dates/Time
Platform for P4 and P5 BLGians to immerse in the Hi-5 Experience where they have a choice in what they want to learn and experience	<ul style="list-style-type: none"> Mothers to run a cooking workshop Fathers to conduct a soap-making workshop 	1 September 2020 (Term 3 Week 10) Time: 7.30 am to 1.30 pm

Organising Committee: Talent Development & Innovation Committee

Teacher I/C: Miss Brenda Zhou (zhou_huifang_brenda@moe.edu.sg)

PSG EXCO I/C: Mdm Poreen & Mr Ko Ko

Term 4

a. PSG VIA @ Orange Valley Nursing Home (20 Parent Volunteers)

Objectives	Duties	Dates/Time
Contributing back to the community	<ul style="list-style-type: none">Plan program and prepare tokens for residents.	TBC Time: 1.00 pm to 4.00 pm

Organising Committee: CCE Committee

Teacher I/C: Mr Kuay Chau Ann (kuay_chau_ann@moe.edu.sg)

PSG EXCO I/C: Mdm Kathryn Fronda, Mdm Cindy Shen, Mdm Poreen & Mdm May Khor

b. Children's Day Celebration (10 Parent Volunteers)

Objectives	Duties	Dates/Time
To honour our children for who they are	<ul style="list-style-type: none">DecorationSet up games booth or popcorn boothPerformance	2 October 2020 (Term 4 Week 3) Time: 12.30 pm to 1.30 pm

Organising Committee: CCE Committee

Teacher I/C: Mdm Ainah Saaban (ainah_saaban@moe.edu.sg)

PSG EXCO I/C: Mdm Flora Niu & Mdm Kathryn Fronda

c. Deepavali Celebration (6 Parent Volunteers)

Objectives	Duties	Dates/Time
To expose students to the culture and traditions during Deepavali	<ul style="list-style-type: none">Conduct cultural activities	9 November 2020 (Term 4 Week 9) Time: During recess (9.00 am to 10.30 am)

Organising Committee: Tamil Language Department

Teacher I/C: Mrs Maha (ganesan_mahalatchimi@moe.edu.sg)

PSG EXCO I/C: Dr Mani & Mdm Shyamala

d. P6 Learning Buffet (8 Parent Volunteers: 4 Mothers & 4 Fathers)

Objectives	Duties	Dates/Time
Platform for P6 BLGians to immerse in the Hi-5 Experience where they have a choice in what they want to learn and experience	<ul style="list-style-type: none">Mothers to conduct a cooking workshopFathers to conduct a workshop	3 November 2020 (Term 4 Week 8) Time: 7.30 am to 1.30 pm

Organising Committee: Talent Development & Innovation Committee

Teacher I/C: Miss Brenda Zhou (zhou_huifang_brenda@moe.edu.sg)

PSG EXCO I/C: Mdm Rachita

e. Life Skills Programme (4 Parent Volunteers)

Objectives	Duties	Dates/Time
To equip students with the necessary life skills	<ul style="list-style-type: none">Conduct life skills lessons for students after school	Once a month (dates tbc) Time: 3.30 pm to 5.00 pm

Organising Committee: CCE Committee

Teacher I/C: Mrs Alfie (nurul_shalwa_rohim@moe.edu.sg)

PSG EXCO I/C: Mdm Joyce Zheng & Mdm May Khor

Others

a. P3 Swimsafer (12 Parent Volunteers)

Objectives	Duties	Dates/Time
Provide opportunity for P3 students to learn swimming skills.	<ul style="list-style-type: none">Assist the teacher ic to bring the P3 students outside of school for swimming lesson.	Monday & Wednesdays Starting from 29 July Term 3 & Term 4

Organising Committee: PE department

Teacher I/C: Mr Nasser (mohamed_nasser_ahmad_sha@moe.edu.sg)

PSG Member I/C: Mdm Kathryn Fronda

b. Cultural Activities for Overseas Visit (6 Parent Volunteers)

Objectives	Duties	Dates/Time
Provide opportunities to our overseas visitors to immerse in the cultures of Singapore through craft activities	<ul style="list-style-type: none">Conduct craft activities of the different ethnic groups	Dates and time of visit will be informed by the teacher i/c.

Organising Committee: Partnership Committee

Teacher I/C: Mdm Rita (rita_salamoon@moe.edu.sg)

PSG EXCO I/C: Mdm Cindy Shen

c. BLGPS Tree Planting

















Objectives	Duties	Dates/Time
To promote awareness of the environment	<ul style="list-style-type: none">Assist in the planting of a small tree	15 May 2020 (Term 2 Week 8)

Organising Committee: Science Department

Teacher I/C: Mrs Evelyn Poon (poon_ngee_keng_evelyn@moe.edu.sg)

PSG EXCO I/C: Mdm Liu Fang, Mdm Cindy Shen & Mdm Shyamala

HABITS OF MIND

	PERSISTING Stick to it! Remain focused.
	MANAGING IMPULSIVITY Think before act. Take control of actions.
	LISTENING WITH UNDERSTANDING AND EMPATHY Understand others. Devote energy to another person's thoughts.
	STRIVING FOR ACCURACY Check it again. Always do your best.
	THINKING FLEXIBLY Look at it another way! Be able to consider other options.
	GATHERING DATA THROUGH ALL SENSES Pay attention to the world around you using all your senses.
	THINKING & COMMUNICATING WITH CLARITY & PRECISION Be clear! Strive for accurate communication.
	THINKING ABOUT THINKING (METACOGNITION) Know your knowing! Be aware of your own thoughts.
	QUESTIONING & POSING PROBLEMS Have a questioning attitude. Develop the habit to ask questions.
	THINKING INTERDEPENDENTLY Work together. Be able to work and learn from others.
	FINDING HUMOUR Laugh a little! Be able to laugh at oneself.
	RESPONDING WITH WONDERMENT & AWE Find the world an awesome place.
	TAKING RESPONSIBLE RISKS Venture out! Be adventuresome. Try new things constantly.
	APPLYING PAST KNOWLEDGE TO NEW SITUATIONS Use what you have learnt! Transfer knowledge beyond the situation in which it was learned.
	CREATING, IMAGINING & INNOVATING Try a different way! Generate new ideas.
	REMAINING OPEN TO CONTINUOUS LEARNING Learn from experiences! Have humility and pride when admitting we don't know; resist complacency.

Notes

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Together We Nurture for a Better Future

BLGPS Mission

