



WWPS 113/2017
17 April 2017

Dear Parents/Guardians,

WESTWOOD
PRIMARY SCHOOL

Values-In-Action (VIA) Donation Drive – Help Drive Change! Empowering Communities through Compassion (Collaboration with SouthWest Community Development Council)

1. Thank you for your support in the school programmes that we have put in place for the character building of your child/ward. In line with our school’s character strength – *A Passion for Community* -our school will be embarking on a donation drive as part of our Values-In-Action (VIA) project in Term 2. We hope to develop our pupils to be socially responsible citizens who contribute meaningfully to the community, through the learning and application of values, knowledge and skills.
2. All P5 pupils are encouraged to pack and donate at least **2 necessity packs** for the needy residents for this donation drive. Please pack the following items for each necessity pack and bring them to school from Tuesday 18 April 2017 to Friday 21 April 2017. Please support the community for this meaningful cause.

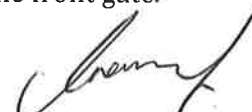
Necessity Pack for Donation Drive	
1. Tissue Box – 2ply or 3 ply tissues (100-120 sheets)	Quantity x 1
2. Toothpaste (Adult) –160g-175g	Quantity x 2
3. Toothbrush (Adult) – Soft	Quantity x 2
4. Face towels (New)	Quantity x 2

3. The P5 pupils will be going to 3 HDB blocks at Taman Jurong (Blk 116,117 and 118) on **Wednesday, 24 May 2017** to distribute the necessity packs to the residents. The residents in these blocks will receive a flyer in advance to inform them of the items to be donated. The pupils will be given a set of guidelines in advance to prepare them for the donation drive. The teachers and/or parent helpers will be there to help the pupils in distribution of the necessity packs.
4. Attached is the itinerary for Wednesday, 24 May 2017.

Time	Activity
1.15pm – 2.00pm	Lunch for all P5 pupils
1.30pm – 2.00pm	Mass briefing for parent helpers at the hall
2.00pm – 2.30pm	Collection of necessity packs from classrooms Mass briefing for pupils at the hall
2.30pm – 2.50pm	Proceed to venue for distribution of necessity packs
2.50pm – 3.40pm	Distribution of necessity packs to residents
3.40pm – 4.00pm	Return to school. Pupils will be dismissed at 4pm.

Please take note that no school bus service will be available. Proteach pupils will return to their Proteach classes respectively and the rest of the pupils will be dismissed at the front gate.

Yours sincerely,
Mdm Sophia Tan 
Head of Department (CCE)


Ms Tracy Tan
Vice- Principal



WESTWOOD
PRIMARY SCHOOL

Values-In-Action (VIA) Donation Drive for P5

Empowering Communities through Compassion

I have read and hereby acknowledge the above information stated in WWPS 113/2017.

Child's Name: _____ Class: Primary 5 _____

Parent's Name: _____

Parent's Signature of Acknowledgement: _____

Parent's Contact Number: _____

(Please return the acknowledgement slip to your form teachers latest by Friday 21 April 2017. Thank you.)