

**ADMIRALTY**  
**SECONDARY SCHOOL**

**STUDENT HANDBOOK**

**2024**



## INFORMATION FOR PARENTS/GUARDIANS

Any parent/guardian visiting the school is to report to the Security Counter to obtain a Visitor's Pass, before proceeding to the General Office.

Parents/Guardians who wish to meet the Principal, Vice-Principals or teachers should call the General Office at 63651733 to arrange for an appointment.

Parents/Guardians can also email the school at [admiralty\\_ss@moe.edu.sg](mailto:admiralty_ss@moe.edu.sg) for enquiries.

Photographs or video images of students, parents/guardians may be taken during school activities and events (e.g., in classrooms, CCA, school camps or school concerts etc). The school reserves the right to use and publish such photographs or video recordings in school publications, the school's website, social media channels, or other communication channels.

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# My Personal Particulars

Name	:	
Class	:	Index No :
Address	:	
Postal Code	:	
Telephone / Mobile Number	:	
Email	:	
Form Teacher	:	
Co-Form Teacher	:	
CCA	:	
Name of Parent / Guardian	:	
Contact Number	:	(Mobile)
	:	(Home)
	:	(Office)

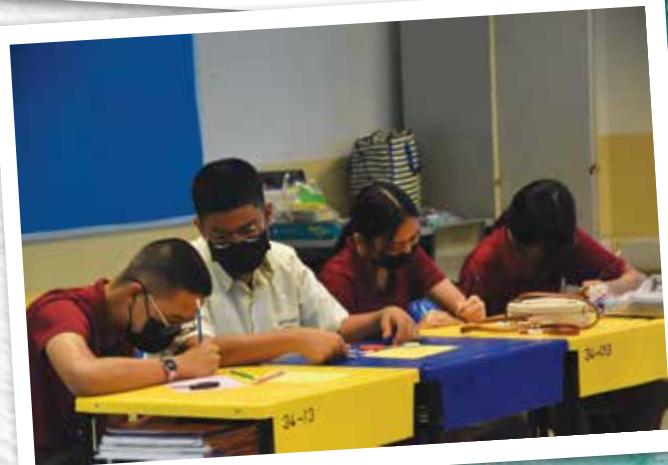
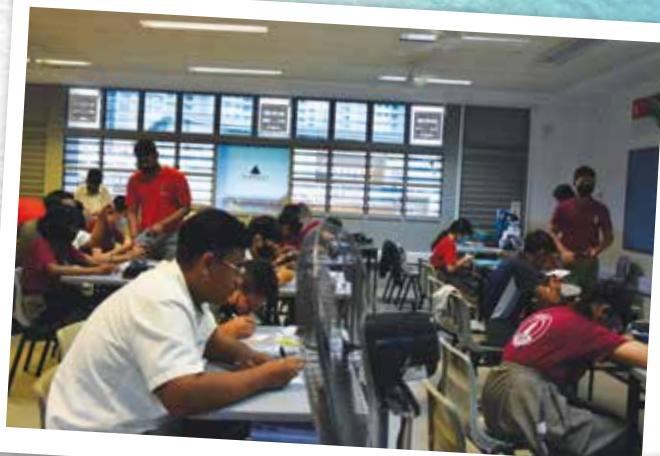
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# My Calendar

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30		



# Calendar 2024

## JANUARY

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## FEBRUARY

Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

## MARCH

Su	Mo	Tu	We	Th	Fr	Sa
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## APRIL

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## MAY

Su	Mo	Tu	We	Th	Fr	Sa
30				1	2	3
5	6	7	8	9	10	
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## JUNE

Su	Mo	Tu	We	Th	Fr	Sa
1						
2	3	4	5	6	7	8
9	10	11	12	13	14	
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## JULY

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## SEPTEMBER

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## OCTOBER

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## NOVEMBER

Su	Mo	Tu	We	Th	Fr	Sa
1	2					
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## DECEMBER

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

○ Public Holiday

○ Scheduled School Holiday

□ School Holiday

# School Terms and Holidays 2024



## School Terms

### Semester 1

Term 1: Tue 02 Jan - Fri 08 Mar

Term 2: Mon 18 Mar - Fri 24 May

### Semester 2

Term 3: Mon 24 Jun - Fri 30 Aug

Term 4: Mon 09 Sep - Fri 15 Nov

## School Vacation

### Semester 1

After Term 1: Sat 09 Mar - Sun 17 Mar

After Term 2: Sat 25 May - Sun 23 Jun

### Semester 2

After Term 3: Sat 31 Aug - Sun 08 Sep

After Term 4: Sat 16 Nov - Tue 31 Dec

## Public Holidays

**New Year's Day:** Mon 01 Jan

**Chinese New Year:** Sat 10 Feb - Sun 11 Feb\*

**Good Friday:** Fri 29 Mar

**Hari Raya Puasa:** Wed 10 Apr

**Labour Day:** Wed 01 May

**Vesak Day:** Wed 22 May

**Hari Raya Haji:** Mon 17 Jun

**National Day:** Fri 09 Aug

**Deepavali:** Thu 31 Oct

**Christmas Day:** Wed 25 Dec



## Scheduled School Holidays

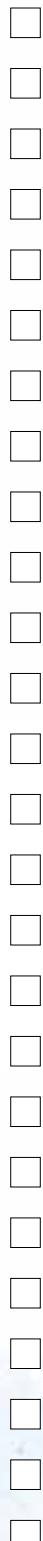
Chinese New Year (day off-in-lieu): Tue 13 Feb

Youth Day: Sun 30 Jun\*

Day after Youth Day: Mon 01 Jul

Teachers' Day: Fri 30 Aug

\*The following Monday will be a scheduled Public or School Holiday.



## Notes

# JANUARY 2024

T1 W1

MONDAY

TUESDAY

WEDNESDAY

1

2

3

New Year's Day

T1 W2

8

9

10

T1 W3

15

16

17

T1 W4

22

23

24

T1 W5

29

30

31

*"It always seems impossible until it's done."*

- Nelson Mandela

THURSDAY

FRIDAY

SATURDAY

SUNDAY

4

5

6

7

11

12

13

14

18

19

20

21

25

26

27

28

# FEBRUARY 2024

	MONDAY	TUESDAY	WEDNESDAY	
T1 W5				
T1 W6	5	6	7	
T1 W7	12 Chinese New Year	13 School Holiday	14	
T1 W8	19	20	21	
T1 W9	26	27	28	

*"Life is like riding a bicycle. To keep your balance, you must keep moving."*

- Albert Einstein

THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3	4
8	9	10 Chinese New Year	11 Chinese New Year
15	16	17	18
22	23	24	25
29			

# MARCH 2024

## MONDAY

**TUESDAY**

WEDNESDAY

T1 W9

T1 W10

T1 Break

T2 W1

'2 W2

4

5

6

11

12

13

18

19

20

25

26

27

*"Make the most of yourself, for that is all there is of you."*

- Ralph Waldo Emerson

THURSDAY	FRIDAY	SATURDAY	SUNDAY
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

Good Friday

# APRIL 2024

MONDAY	TUESDAY	WEDNESDAY
1	2	3
8	9	10 Hari Raya Puasa
15	16	17
22	23	24
29	30	

T2 W3

T2 W4

T2 W5

T2 W6

T2 W7

*"Never do tomorrow what you can do today. Procrastination is the thief of time."*  
- Charles Dickens

THURSDAY	FRIDAY	SATURDAY	SUNDAY
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

# MAY 2024

	MONDAY	TUESDAY	WEDNESDAY	
T2 W7			1 Labour Day	
6			7	8
T2 W8				
13			14	15
T2 W9				
20			21	22 Vesak Day
T2 W10				
27			28	29
T2 Break				

*"The journey of a thousand miles begins with a single step."*

- Lao Tzu

THURSDAY	FRIDAY	SATURDAY	SUNDAY
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30	31		

# JUNE 2024

## MONDAY

TUESDAY

WEDNESDAY

T2 Break

T2 Break

T2 Break

T2 Break

T3 W1

三

4

5

10

11

12

17

18

19

Hari Raya Haji

24

25

26

"When given the choice between being right or being kind, choose kind."  
- R.J Palacio, Wonder

THURSDAY	FRIDAY	SATURDAY	SUNDAY
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30
		Youth Day	

JULY 2024

## MONDAY

TUESDAY

WEDNESDAY

1

2

3

Day after Youth Day

8

9

10

15

16

17

22

23

24

29

30

31

T3 W2

T3 W3

T3 W4

T3 W5

T3 W6

*"Tough times never last. Tough people do."*

- Robert Schuller

THURSDAY

FRIDAY

SATURDAY

SUNDAY

4

5

6

7

11

12

13

14

18

19

20

21

25

26

27

28

# AUGUST 2024

T3 W6

MONDAY

TUESDAY

WEDNESDAY

5

6

7

T3 W7

12

13

14

T3 W8

19

20

21

T3 W9

26

27

28

T3 W10

*"Success is not final; failure is not fatal: it is the courage to continue that counts."*  
- Winston Churchill

THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	

Teachers' Day

# SEPTEMBER 2024

	MONDAY	TUESDAY	WEDNESDAY
T3 W10	30		
T3 Break	2	3	4
T4 W1	9	10	11
T4 W2	16	17	18
T4 W3	23	24	25

*"Keep your face always towards the sunshine, and shadows will fall behind you."*

- Walt Whitman

THURSDAY	FRIDAY	SATURDAY	SUNDAY
			1
	5	6	7
			8
	12	13	14
			15
	19	20	21
			22
	26	27	28
			29

# OCTOBER 2024

T4 W4

MONDAY

TUESDAY

WEDNESDAY

1

2

T4 W5

7

8

9

T4 W6

14

15

16

T4 W7

21

22

23

T4 W8

28

29

30

"We are what we repeatedly do. Excellence, then, is not an act, but a habit."  
- Aristotle

THURSDAY	FRIDAY	SATURDAY	SUNDAY
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31			
Deepavali			

# NOVEMBER 2024

T4 W8

MONDAY

TUESDAY

WEDNESDAY

T4 W9

4

5

6

T4 W10

11

12

13

T4 Break

18

19

20

T4 Break

25

26

27

*"Nothing is impossible. The word itself says 'I'm possible!'"*

- Audrey Hepburn

THURSDAY	FRIDAY	SATURDAY	SUNDAY
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	

# DECEMBER 2024

	MONDAY	TUESDAY	WEDNESDAY
T4 Break	30	31	
T4 Break	2	3	4
T4 Break	9	10	11
T4 Break	16	17	18
T4 Break	23	24	25
			Christmas Day

*"The way to get started is to quit talking and begin doing."*

- Walt Disney

THURSDAY	FRIDAY	SATURDAY	SUNDAY
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

## Notes



# Our Nation





# National Anthem

## Majulah Singapura

Mari kita rakyat Singapura  
Sama-sama menuju bahagia  
Cita-cita kita yang mulia  
Berjaya Singapura  
Marilah kita bersatu  
Dengan semangat yang baru  
Semua kita berseru  
Majulah Singapura  
Majulah Singapura



# National Pledge

## Our Pledge

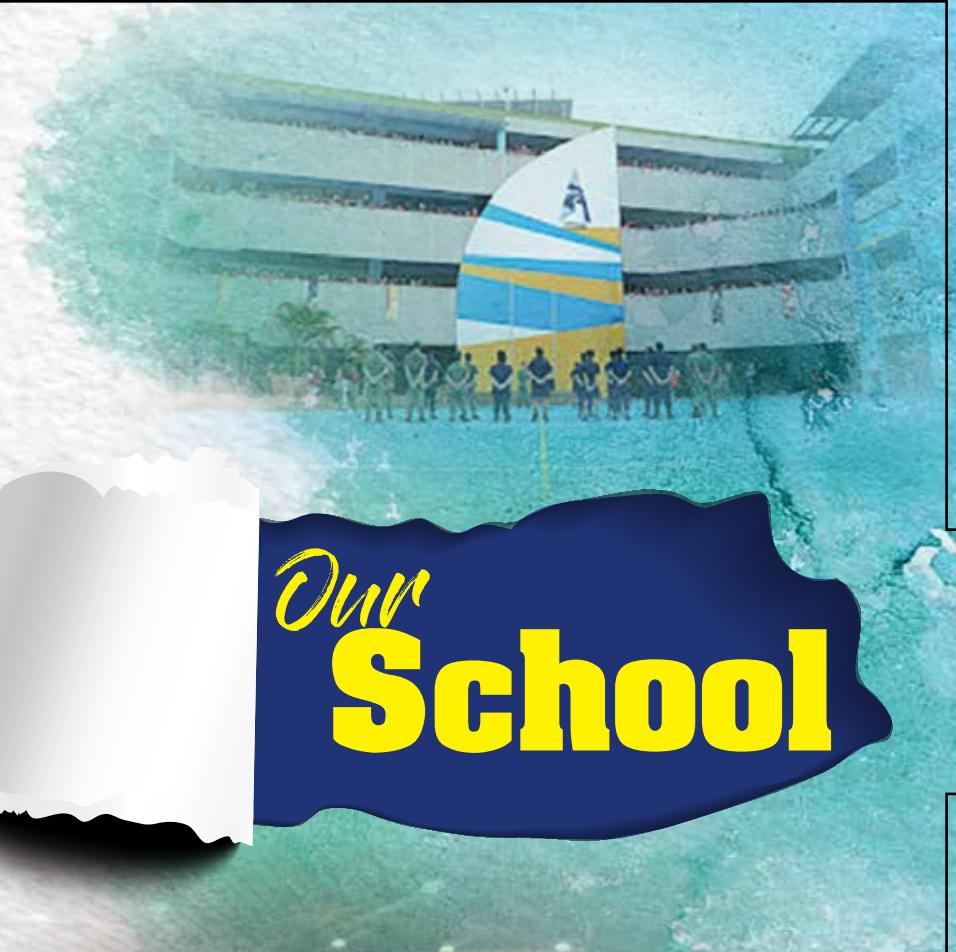
We, the citizens of Singapore,  
pledge ourselves as one united people,  
regardless of race, language or religion,  
to build a democratic society  
based on justice and equality  
so as to achieve happiness, prosperity  
and progress for our nation.

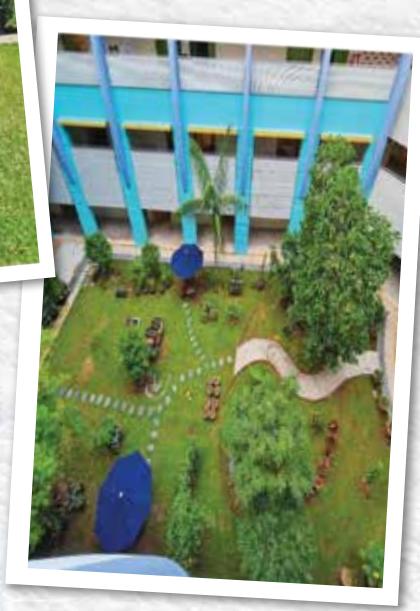


## Notes

# Our School

Be a guiding LIGHT that shines.





## School Information

Name of School : Admiralty Secondary School

Address : 31 Woodlands Crescent  
Singapore 737 916

Telephone : 6365 1733

Fax : 6365 2774

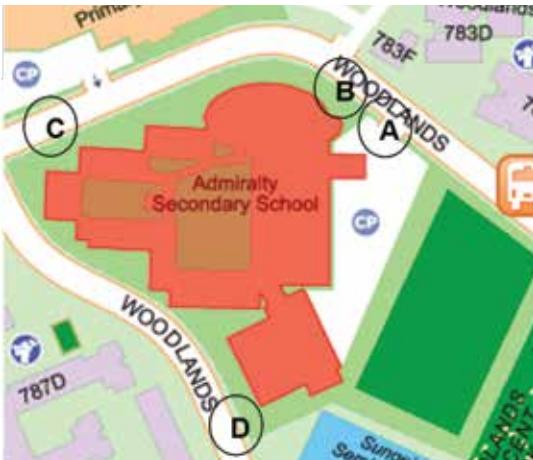
Email : [admiralty\\_ss@moe.edu.sg](mailto:admiralty_ss@moe.edu.sg)



# Operating hours of the School Gates

Gate	Location	Operating hours
A	School main gate	<u>School term:</u> Mon - Fri: 0600 hrs to 1800 hrs Sat: 0730 hrs to 1300 hrs
B	Next to school main gate, and opposite Block 783F; facing the signalised pedestrian crossing.	<u>School Holidays:</u> Mon - Fri: 0700 to 1730 hrs
C	Opposite Riverside Primary, next to T-junction opposite Block 786C.	0630 hrs to 0730 hrs and from 1410 hrs or 1450hr for 45 minutes, depending on school dismissal time.
D	Turnstile next to school field.	0630 hrs to 0730 hrs and from 1410 hrs onward and kept open, depending on school dismissal time.

The locations of the gates are as shown below:



# A Brief History of ADSS

Year	Key Event
2002	Establishment of Admiralty Secondary School
2004	Official opening of Admiralty Secondary School by Dr Tony Tan Keng Yam, then Deputy Prime Minister of Singapore
2005	Launch of LIGHTS values – Lifelong Learning, Integrity, Graciousness, High Expectations, Teamwork and Self-discipline
2006	Awarded niche status of Robotics Enterprise Offered Direct School Admission (DSA) among the first phase schools
2007	Inaugural National RoboPreneur Carnival (NRPC)
2012	10 <sup>th</sup> Anniversary Musical “The Quest”
2014	Establishment of Applied Learning Programme (ALP)
2015	Learning for Life Programme (LLP) and Launch of 1-1 computing
2017	15 <sup>th</sup> Anniversary Homecoming Launch of the ADSS Heritage Space and Northern Heritage Trail
2018	Robotics Enterprise represented Singapore in the FIRST Lego League World Festival 2018 held in Houston, USA, and in the World Robot Olympiad 2018 held in Chiang Mai, Thailand. Completion of Indoor Sports Hall at ADSS
2021	Classes were renamed following the theme of Stars & Constellations; Orion (Sec 1), Phoenix (Sec 2), Aquila (Sec 3) and Lyra (Sec 4/5)
2022	20th Anniversary
2023	Implementation of R <sup>3</sup> ich in LIGHTS values – Respect, Resilience, Responsibility, Lifelong Learning, Integrity, Graciousness, High Expectations, Teamwork and Self-discipline

# Our School Crest



**Admiralty Secondary School (ADSS) is committed towards nurturing students who dare to**

**Achieve      Dream      Strive      Seek**

## **COLOUR**

The underlying colour is blue in its various tones. The lighter tone represents the sky and the darker tone represents the sea. The sea symbolises the vastness of knowledge and the sky represents the breadth of enterprise in our students.

## **TRIANGULAR SHAPE**

Among all structural shapes, the triangle is the most stable, symbolising that the school can stand the test of time and all the dynamic changes that will take place. The apex of the triangle represents an arrow capable of penetrating barriers to explore new frontiers of knowledge.

## **LIGHTHOUSE**

This emphasises that every Admiral is to be a guiding LIGHT that shines, reflecting the school motto.

## **CENTRAL FIGURE**

This underscores the student-centred education that the school wants to provide.

## **LIGHT BEAMS**

The six beams symbolise the school values that Admiralty Secondary School hopes the students will live by.

# Our School Vision, Mission & Values

## VISION

Values-Centric, Thinking School

## MISSION

Empowering Admirals to Actualise their Aspirations

## SCHOOL VALUES

### Respect

Admirals respect self and others.

### Resilience

Admirals persevere in face of difficulties.

### Responsibility

Admirals fulfill tasks with accountability and commitment.

### Lifelong Learning

Admirals constantly seek to learn and be adaptable in managing future challenges.

### Integrity

Admirals uphold values and moral courage to stand up for what is right.

### Graciousness

Admirals show care and concern to build positive relationships.

### High Expectations

Admirals set high expectations to fulfill responsibility to self & others.

### Teamwork

Admirals appreciate diversity and multiple perspectives to promote unity and social cohesions.

### Self-Discipline

Admirals exercise self-control to manage emotions and actions.

# Our School Song

## SCHOOL SONG

*Music and Lyrics by Kwek Pei Ling*

Standing tall and proud,  
With one heart.

Like a torch of flame,  
We will shine!

Like a beacon of light in the stormy sea,  
We will serve as a guide for the nation.

Onward we will march and pursue,  
Always learning,  
We will strive!

With perseverance we all will soar,  
And be dynamic leaders of tomorrow.

Admiralty is our pride,  
We will always stand by,  
Lift our banner high!

We will serve to the end,  
And will never tire.  
Strive for excellence!

Be a guiding light!  
Be a guiding light!

We will always be steadfast and shining,  
Daring to pursue our dreams!

# Our Admirals' Cheer

ICs: Admirals! Where are you?

We are here (x2)

Admirals are over here!

Everybody come look here!

Admirals will do our cheers!

Hey! You! Over there!

Put your hands up in the air!

'A' for Awesome,

'A', 'A' for Awesome!

'A' for Admirals,

'A', 'A' for Admirals!

AWESOME ADMIRALS! POWER AH!

# Our School's Safety Policy

## Purpose

The school wants to create a safe and secure school for all. Through the Traffic Management Plan (TMP), the school has adopted measures to ensure the safety of pedestrians and motorists when they enter the school, and within the school.

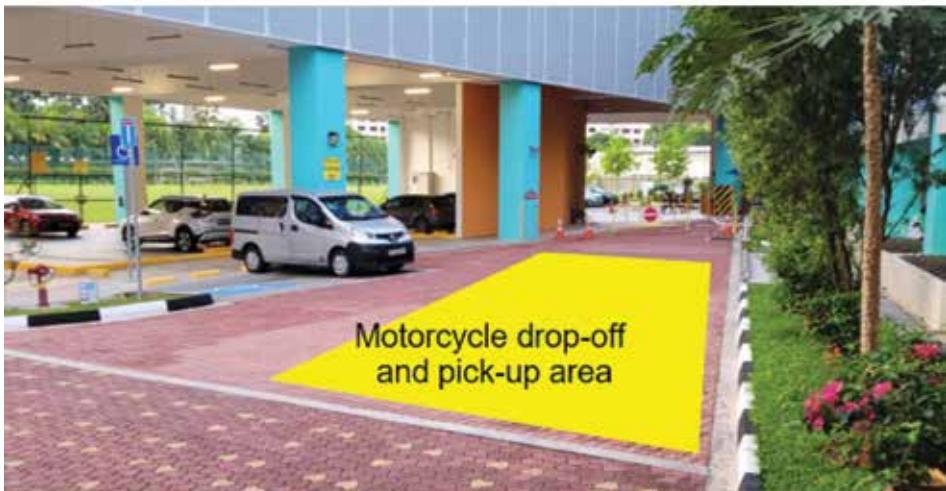
## Traffic Management Plan

	<b>Vehicles</b>	<b>Pedestrians</b>	<b>Cyclists</b>
1	Visitors driving into the school to drop off and fetch passengers are to do so at the designated drop-off points. Passengers should alight from the left side of the vehicles.	Pedestrians must use the walkways to enter and exit the school.	Before students are allowed to park their bicycles in school, they are to submit the Advisory Note on Cycling to School with their parents' acknowledgement for school's approval.
2	Motorists must NOT exceed the speed limit of 15 km/h when driving within the school compound.	When crossing roads within the school, pedestrians must use the zebra crossings within the school (e.g., front driveway).	Students are to put on safety helmets when they are cycling.
3	Only vehicles with the school decal, and vehicles of authorised visitors (e.g., MOE personnel) are allowed to park at the staff parking lots. No parking is allowed along the driveway.	Students are not allowed to take shortcuts and walk across the staff car park or driveway when moving between classroom blocks. They are to access the school concourse area to move safely between classroom blocks.	Students cycling to school are to dismount and push their bicycles to the school's Bicycle Parking Bay when they are inside the school compound.
4	Visitors are to park at designated visitors' parking lots within school compound.	Visitors entering and leaving the school compound on foot are to do so only at Gate B.	Cycling within the school compound is strictly prohibited.
5	Delivery vehicles are to park at the designated bays only.	Visitors are to obtain a Visitors' sticker at the Security Post before they are allowed to enter the school.	Students are to secure their bicycles properly at the Bicycle Parking Bay and NOT anywhere else in the school.
6	All vehicles entering the school compound are advised to follow the instructions given by the Security Guards and/or school personnel.	Visitors are to display the Visitors' stickers at all times when they are in the school compound.	Parking of bicycles at the parking bay is at the user's risk. The school shall not be responsible if the bicycles are lost or damaged in any way.

# Our School's Safety Policy

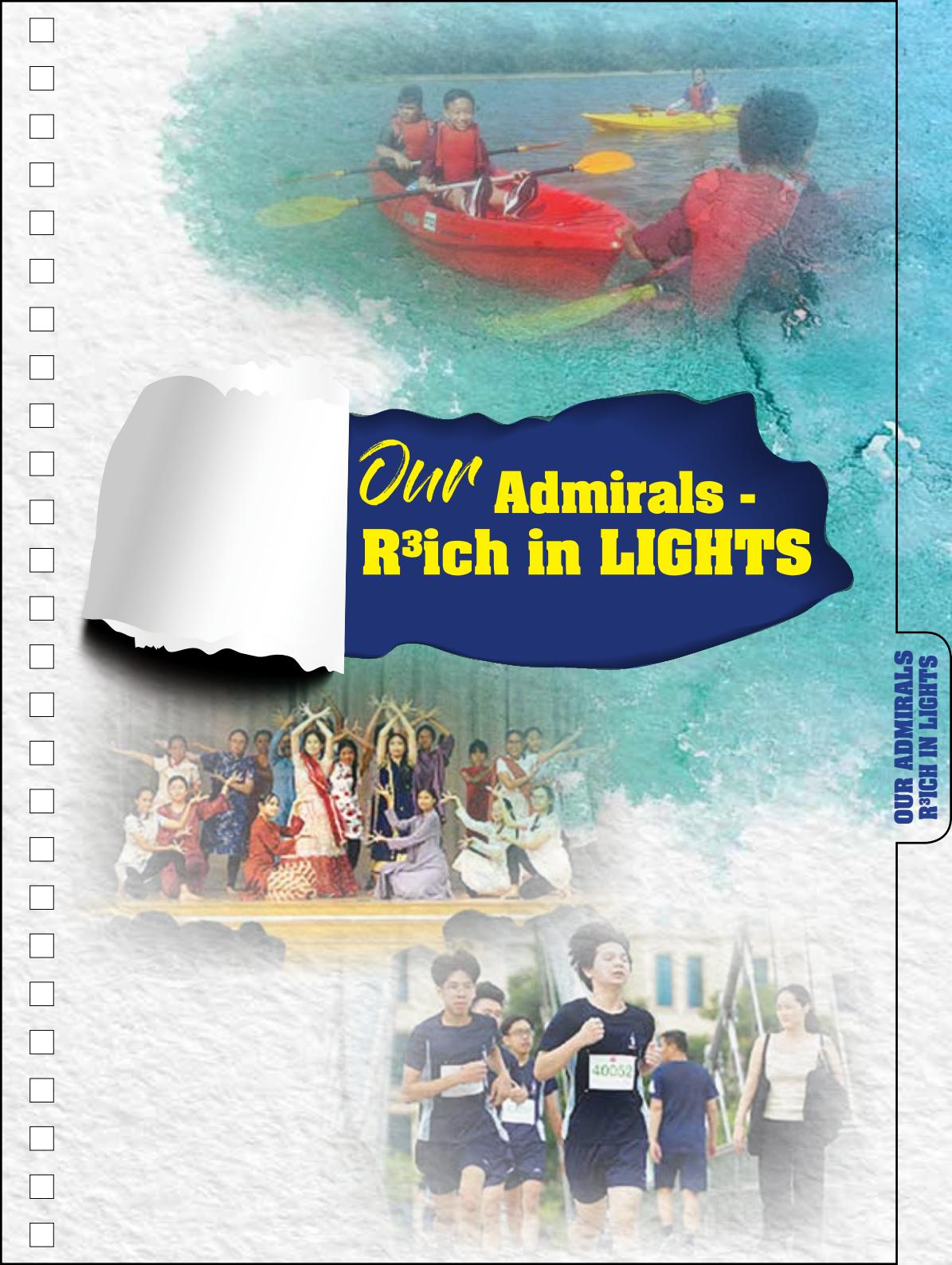


For cars to alight and pick up people



For motorcycles to alight and pick up students

## Notes



# *Our* Admirals - R<sup>3</sup>ich in LIGHTS

OUR ADMIRALS  
R<sup>3</sup>ICH IN LIGHTS



# Code of Conduct

**“The only Discipline that lasts is Self-discipline”**

- Oail Andrew ‘Bum’ Phillips

The Code of Conduct ensures that each Admiral resides in a safe, happy and caring environment, where every Admiral is empowered to actualise his/her aspirations. The Code guides every Admiral to show consideration, concern and respect for one another. **Admirals are expected to observe and adhere strictly to the Code of Conduct at all times in school and during school events.**

## 1. School Assembly

Students who are Singapore citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist over the heart.

## 2. School Uniform

- Students are to wear the prescribed school uniform and any modification to the uniform is not allowed.
- Students must wear the prescribed P.E. attire.
- Only black shoes and plain white socks are allowed.

## 3. Appearance

- Male students must be neat in appearance, clean shaven and no facial hair allowed.
- Hair must be of original colour at all times.
- Male students' hair should be short and neat. It should not touch the ears and collar. Fringe must be above the eyebrow.
- Female students must be neat in appearance, hair should be tied up (if hair touches the shoulder) and fringe clipped neatly.
- Hair accessories should be in plain dark colour only.
- No jewellery to be worn in school (for e.g. rings, bracelets or arm/ankle bands).
- Only simple and small ear studs are allowed for girls.

## 4. School attendance and Punctuality

- Attendance is compulsory for all students on school days. No student should leave for holidays before the term ends unless with valid reasons and approved by the school. Otherwise, student's attendance will be marked as Absent without valid reason.
- Absence from all school activities must be supported with a valid medical certificate or document within 3 school days on returning to school.
- Students are to report to the flag raising venue by 7.30 a.m. They will be considered as present if they are within the designated flag raising venue. If not, they will be marked as late. Disciplinary action will be taken against repeated late-comer

## 5. Prohibited items

- Tinted/ fancy spectacles, coloured contact lenses.
- Electronic entertainment and game devices, portable music players and smart watches that are not meant for learning in school.
- Accessories (e.g. necklace, chains, amulets, wristbands, bracelets, rings, decorative ornaments or chains dangling at the waist level).
- Poker, trading cards and board games.
- Pirated or unlicensed materials, contraband items.
- Tobacco products or imitation tobacco products (cigarettes, vape and vaping devices).
- Substances of abuse (eg drugs).
- All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like items which is used or intended to be used to cause harm to others.
- Pornographic materials, and materials with inappropriate content (e.g. obscenities).
- Game applications.

And any other material that the school deems inappropriate.

## 6. Daily Attire

Day	Monday - Friday
Students <b>with</b> PE lesson	Report to school in PE attire. After PE lesson, change to half-uniform.
Students <b>without</b> PE lesson	Report to school in full school uniform (Inclusive of the school Polo T-shirt)

## **7. A. School Uniform (Boys)**



Lower Sec



Upper Sec



## PE Attire



## Polo T-shirts



## **B. School Uniform (Girls)**



## Full Uniform



PE Attire



## Polo T-shirt

## 8. Conduct Grade Assessment

Assessment of our Admirals' conduct is to promote the desirable behaviour (school values) both in and outside of school. The table below is used for the assessment of students' conduct grades of each semester.

Conduct Grade	Descriptors
<b>Excellent</b>	<ul style="list-style-type: none"><li>Positive influence on friends</li><li>Behaviour observed to exemplify school values <u>consistently</u></li><li>Potential recipient of character awards (i.e., SEA Award, ECHA Award)</li><li>CCA attendance of at least 75%</li><li>Latecoming of less than 3 times</li><li>Has not committed any minor or serious offence (both in and outside school)</li></ul>
<b>Very Good</b>	<ul style="list-style-type: none"><li>Behaviour observed to exemplify school values <u>to a large extent</u></li><li>Potential recipient of character awards (i.e., SEA Award, ECHA Award)</li><li>CCA attendance of at least 75%</li><li>Latecoming of less than 3 times</li><li>Has not committed any serious offence (both in and outside school)</li></ul>
<b>Good</b>	<ul style="list-style-type: none"><li>Behaviour observed to exemplify school values <u>to some extent</u></li><li>Latecoming between 4 and 5 times</li><li>Has not committed any serious offence (both in and outside school)</li></ul>
<b>Fair</b>	<ul style="list-style-type: none"><li><u>Occasionally</u> shows undesirable behaviour – needs <u>sporadic</u> reminders and guidance from teachers</li><li>Latecoming of more than 5 times</li><li>Has committed a serious offence (both in or outside school)</li></ul>
<b>Poor</b>	<ul style="list-style-type: none"><li><u>Frequently</u> shows undesirable behaviour – needs <u>constant</u> reminders and guidance from teachers</li><li>Has committed two or more serious offences (both in or outside school)</li></ul>

## **9. Discipline Policy**

Students learn well when there is order and discipline. Discipline is an educative process, and the goal of the school is to instil self-discipline and good character in students. Its measures serve as a proxy for consequences of the poor choices made and consequences are meted out fairly, firmly, and appropriately. At the same time, students need care, encouragement, and space to learn from mistakes and improve.

### **A. Types of offences**

<b>Minor</b>	<ul style="list-style-type: none"><li>• Inattentiveness in lessons (e.g., non-stop talking to friends)</li><li>• Sleeping during lessons</li><li>• Not bringing materials for lessons</li><li>• Tardiness in completing and handing in work</li><li>• Latecoming</li><li>• Using mobile devices and Personal Learning Device not for the purpose of learning during lesson time</li></ul>
<b>Serious</b>	<ul style="list-style-type: none"><li>• Truancy</li><li>• Leaving school grounds without permission</li><li>• Extortion</li><li>• Forgery</li><li>• Bullying</li><li>• Disruptive behaviour</li><li>• Abuse of technology</li><li>• Open Defiance and/or rudeness</li><li>• Cheating in assessments/tests/exams</li><li>• Theft</li><li>• Arson</li><li>• Vandalism</li><li>• Assault</li><li>• Fighting</li><li>• Smoking / vaping</li><li>• Gambling</li><li>• Gangsterism</li><li>• Pornography</li><li>• Substance Abuse</li><li>• Possession of weapons</li><li>• Use of rude / vulgar / abusive language</li></ul>

## B. Possible Consequences:

- Warning
- Home involvement
- Restorative conference
- Sent home for rectification (due to grooming)
- Purchase of new uniform (due to unapproved modification of uniform)
- Service to school
- Safekeeping of item for a limited period
- Referral to external agency such as MSF, FSC, SSO, SPF, Singapore Customs, HSA
- School Counselling
- Detention After School (DAS)
- Attend workshop or programme such as Smoking Cessation
- Compensation of damaged property
- Zero mark for test/ exam paper
- School suspension (in-house or out-of-School)
- Caning
- School transfer
- School expulsion
- And other actions as deemed appropriate by the school such as restriction of privilege eg. overseas cohort trip, level camps, post-exam activities, etc

Each student offence will be considered on a case-by-case basis and appropriate consequences will be meted out with the aim of inculcating the desired behaviour in the student. The school will work with parents/guardians of the student in bringing about this change.

## 10. Handphone Policy

The school believes in students being responsible users of mobile phones. They are allowed to use their devices only before and after school hours. In addition, they are allowed to use them in Level 1 open areas during recess.

Students who are caught using their mobile phones beyond these permissible hours and venues will have their phones safe-kept in the General office until the end of the day.

For the purpose of investigation into an offence, the school may safe-keep students' mobile phones, and parents/guardians will be informed. If the school has an honest and reasonable belief that there is violation of the law, but student and/or parents/guardians refuse to cooperate with the school in its investigation, the school may make a report to the police.

# School Routines and Procedures

## Flag Raising Ceremony

Time	Events
7.15 am	An announcement will be made over the PA system for students to proceed to the flag raising venue (parade square, school hall or classroom) for silent reading.
7.25 am	Music will be played over the PA system to alert remaining students to assemble at the flag raising venue quickly. This is because assembly is about to commence.
7.30 am	The bell will ring at <u>7.30 am</u> . Students who are <u>not present at the flag raising venue</u> (parade square, school hall or classroom) will be considered as late for school.
7.30 am I 7. 40 am	Commencement of flag raising ceremony. When the ceremony is conducted, all students will face the flags. Students who are Singapore citizens must sing the National Anthem and recite the Pledge loudly and clearly. They will take the pledge with the right fist placed over the heart. Non-Singapore citizens will stand at attention throughout the ceremony. Our School Song will be sung every Monday.

## School wide

Routines	How it is practiced
O.M.A.G (start of an activity)	<p><u>Order</u> – Teacher to check if room furniture and equipment are arranged neatly (E.g.: Tables and chairs), no litter on the ground, whiteboard is clean, students to line up according to seating arrangement/ index number and students are well-groomed and neat.</p> <p><u>Materials</u> - Relevant materials are to be placed on the table. All mobile phones to be kept in the bags. Only PLDs pasted with the “ADSS MDM Enrolled” sticker can be placed on the table and be used.</p> <p><u>Attire</u> – Students do a self-check and buddy check of their attire when they stand up.</p> <p><u>Greeting</u> - Teacher greets the class when the class is ready. Students shall return the greeting. Students should not drag the chairs when standing or sitting.</p>
Raising of hand (Teacher seeking students' attention)	When a teacher requires students' attention, he/she will raise his/her hand. Students shall: a) Keep quiet and face the teacher. b) pay attention to him/her.

# Lesson time

Activity	Procedures
<b>During lesson</b>	<ol style="list-style-type: none"> <li>1. Students shall always pay attention.</li> <li>2. If students would like to gain their teacher's attention, they shall:             <ol style="list-style-type: none"> <li>a. Raise their hand and wait patiently.</li> <li>b. Put down their hand once the teacher has acknowledged their signal.</li> </ol> </li> <li>3. Refer to ICT Policy for expected behavior with regard to PLD usage during lessons.</li> </ol>
<b>Dismissal at the end of each lesson</b>	<ol style="list-style-type: none"> <li>1. Students shall remain in their seats when they hear the bell ring.</li> <li>2. Students shall wait for the teacher to end the lesson.</li> <li>3. Upon signal by the teacher, the Class Chairperson instructs students to stand.</li> <li>4. Teacher thanks the class and the students reciprocate.</li> </ol>
<b>Movement of class/group from point to point</b>	<ol style="list-style-type: none"> <li>1. Students shall line up in two's before moving.</li> <li>2. Students shall move as a class or group quietly and in an orderly manner.</li> <li>3. There shall not be usage of mobile phones or PLD.</li> </ol>
<b>Leaving the lesson venue</b>	<ol style="list-style-type: none"> <li>1. Before students leave their classroom, they shall:             <ol style="list-style-type: none"> <li>a. seek permission from the teacher (not the teacher who is leaving for another class) for a Permission Pass (1 pass per student).</li> <li>b. Students shall not bring their mobile phones.</li> <li>c. Clip the Permission Pass on their shirt/blouse pocket and display it prominently.</li> </ol> </li> <li>2. Knock the door and seek the teacher's permission to enter the class.</li> <li>3. Thank the teacher and return the Permission Pass to him/her.</li> </ol>

<p><b>Visit sickbay</b></p>	<ol style="list-style-type: none"> <li>1. Unwell or injured student should seek permission from the teacher to visit the sickbay.</li> <li>2. Teacher will allow another student (same gender) to accompany the unwell or injured student to the General Office.</li> <li>3. At the General Office, they should inform the staff on duty at the General Office of the need to visit the sickbay.</li> <li>4. Staff at the General Office will take note of particulars of the unwell or injured student including the time of visit. The accompanying student will then return to his/ her lesson.</li> <li>5. After settling the unwell or injured student in the sickbay, student's parents will be contacted by the staff at the General Office, to inform them of the condition. Form Teachers will also be notified.</li> <li>6. After <u>30</u> minutes,             <ol style="list-style-type: none"> <li>1. if student's condition <u>gets better</u>, staff on duty will allow the child to return to his/ her lesson. Staff will also inform the student's parents and form teachers that he /she has been sent back to class.</li> <li>2. if student's condition <u>does not seem to get better</u>, staff on duty will call parents to advise them of the next course of action (e.g., coming to school to fetch their child to see a doctor or home to rest). The form teachers will also be informed.</li> </ol> </li> </ol>
<p><b>Absence of teacher</b></p>	<ol style="list-style-type: none"> <li>1. The Class Chairperson shall borrow a Permission Pass from a teacher next door to enquire at the General Office if the teacher does not turn up 5 minutes after the period commences.</li> </ol>

<b>Going for PE Lessons</b>	<ol style="list-style-type: none"> <li>1. The Class Chairperson or the appointed student shall make sure that the classroom doors are locked when there is no one in the classroom. The classroom key should only be kept by the Class Chairperson or the appointed student.</li> <li>2. During PE lessons, students shall hand in their valuables (e.g. mobile phone and wallet) to the PE teacher for safekeeping. Students shall move as a class to the venue, accompanied by their PE teacher.</li> <li>3. After the lesson, students' valuables shall be promptly returned.</li> <li>4. Students must inform their PE teachers immediately if there are issues with their belongings.</li> <li>5. Students shall be accompanied by their PE teachers back to class after their lesson.</li> </ol>		
<b>Going for lesson in special rooms (iCtSpace, Science labs, Computer Labs, D&amp;T workshop, etc)</b>	<ol style="list-style-type: none"> <li>1. The Class Chairperson or the appointed student shall make sure that the classroom doors are locked when there is no one in the classroom. The classroom key should only be kept by the Class Chairperson or the appointed student.</li> </ol>		
<b>End of day</b>	<p>Students shall:</p> <ol style="list-style-type: none"> <li>a. clean the classroom.</li> <li>b. empty the waste paper baskets.</li> <li>c. arrange chairs and desks neatly.</li> <li>d. clean the whiteboard.</li> <li>e. shut the windows.</li> <li>f. ensure all switches are turned off.</li> </ol>		
<b>Early departure from school</b>	<ol style="list-style-type: none"> <li>1. Students shall inform their Form Teacher promptly.</li> <li>2. Students shall seek approval from the Principal, Vice-Principal or in their absence, a Head of Department.</li> <li>3. Students are to be fetched by parent/guardian.</li> <li>4. Parents are to complete an Early Departure form in the General Office before student can be released from school.</li> </ol>		
<b>Going for CCA</b>	<ol style="list-style-type: none"> <li>1. Students' belongings shall be securely locked up in a room.</li> </ol>		

## Non-lesson time

Activity	Procedures
During Recess	<ol style="list-style-type: none"><li>1. The Class Chairperson or the appointed student shall make sure that the classroom doors are locked when there is no one in the classroom. The classroom key should only be kept by the Class Chairperson or the appointed student.</li><li>2. Students shall stay at the canteen area and ground floors.</li><li>3. Students must remain in the school compound.</li><li>4. Students playing sports and games during recess need to adhere to terms and conditions set (Refer to Annex A).</li></ol>
At the canteen	<ol style="list-style-type: none"><li>1. Students are to queue for their food and drinks. Students shall buy their own food.</li><li>2. Students must consume food and drinks in the canteen only.</li><li>3. Students must return used plates, glasses, etc. to their proper receptacles.</li></ol>
After recess	<p>For Sec 1 students in Semester 1 (subjected to change):</p> <ol style="list-style-type: none"><li>1. They shall assemble in the designated assembly area when the first chime is sounded (subjected to change). Students of other levels will make their way to their classrooms.</li><li>2. They shall sit down at the designated assembly area and wait quietly for their teachers to bring them back to the lesson venues;</li><li>3. The Class Chairperson shall enquire at the General Office if the teacher does not turn up 10 minutes after the second chime.</li></ol> <p>For the other students:</p> <ol style="list-style-type: none"><li>1. They will proceed straight to their lesson venues and wait quietly for their teachers to arrive.</li></ol>

## Annex A - Activities allowed at these venues and timings

	Indoor		Outdoor		
Timings	Foyer and school hall		Parade square	Soccer field	Basketball court
7.30am I 12.00pm	No field-type sports such as rugby, soccer.  There must be mindfulness to keep the noise level low.		No field-type sports such as rugby, soccer.	Appropriate field games such as soccer, rugby, frisbee.	Appropriate court games such as basketball, volleyball.
12.00pm I 3.00pm			No strenuous unsupervised play		
After 3.00pm		No field-type sports such as rugby, soccer.	Appropriate field games such as soccer, rugby, frisbee.	Appropriate court games such as basketball, volleyball.	

**Note:**

- The usage of school hall is subject to its availability.
- Indoor Sports Hall (ISH) will be out of bounds to students who are not having PE lessons.

# Personal Qualities of Admirals

## R<sup>3</sup>ich in LIGHTS

Admirals should strive to achieve the following desired behavioural outcomes with three levels of attainment (in order of significance): understand, demonstrate and influence.

ADSS Values	Desired Behavioural Outcome	Level of attainment
<b>Respect</b>	Admirals respect self and others.	Understand
<b>Resilience</b>	Admirals persevere in face of difficulties.	Demonstrate
<b>Responsibility</b>	Admirals complete tasks with accountability and commitment.	Influence
<b>Lifelong Learning</b>	Admirals constantly seek to learn and be adaptable in managing future challenges.	
<b>Integrity</b>	Admirals uphold values and moral courage to stand up for what is right.	
<b>Graciousness</b>	Admirals show care and concern to build positive relationships.	
<b>High Expectations</b>	Admirals set high expectations to fulfil responsibility to self & others.	
<b>Teamwork</b>	Admirals appreciate diversity and multiple perspectives to promote unity and social cohesions.	
<b>Self-Discipline</b>	Admirals exercise self-control to manage emotions and actions.	

ADSS Values	Desired Behavioural Outcome	How it will look like	Level of attainment
Respect	Admirals respect self and others.	<p><b>Respecting self</b></p> <ul style="list-style-type: none"> <li>• Be present and punctual</li> <li>• Proper grooming and attire</li> <li>• Say no to negative peer pressure (making responsible decisions)</li> <li>• Appreciate &amp; accept differences</li> <li>• Positive image of oneself (mental and physical)</li> </ul> <p><b>Respecting others</b></p> <ul style="list-style-type: none"> <li>• Adhere to collaboration norms during lessons</li> <li>• Think before saying/doing something (online/offline)</li> <li>• Be non-judgmental and open-minded to different perspectives (e.g. by being polite, being mindful of impact of words and actions)</li> <li>• Appreciate &amp; accept differences</li> <li>• Be sensitive to the needs of others (through choice of words and actions)</li> <li>• Active listening when others are talking</li> <li>• Respect common spaces e.g canteen, corridors, classrooms</li> </ul>	Understand Demonstrate Influence
Resilience	Admirals persevere in face of difficulties.	<ul style="list-style-type: none"> <li>• Keep trying and not give up easily (e.g. not leaving questions in assignments/exams blank)</li> <li>• Stay positive and see failures as stepping stones to success</li> <li>• Explore alternative ways</li> <li>• Be reflective and improve from where you are</li> <li>• Know and appreciate one's strengths &amp; weaknesses</li> <li>• Continue to attend school and giving one's best in studies despite all circumstances (personal or family)</li> </ul>	



<b>Graciousness</b>	Admirals show care and concern to build positive relationships.	<ul style="list-style-type: none"> <li>• Be mindful of one's speech and actions</li> <li>• Buddy system (e.g. collection of materials and homework for absent classmates)</li> <li>• Put others above self (e.g. opportunities to benefit peers)</li> <li>• Appreciate teaching and non-teaching staff (e.g. greeting them, thanking them, keeping premises clean)</li> <li>• Proactively look out for well-being of peers (e.g. physically, social media), and alert teachers when necessary.</li> <li>• Offer help and support to and for one another</li> <li>• Zero-bullying</li> </ul>		
<b>High Expectations</b>	Admirals set high expectations to fulfil responsibility to self & others.	<ul style="list-style-type: none"> <li>• Give one's best in everything one does</li> <li>• Challenge oneself &amp; set personal targets to reach personal goals</li> <li>• Submit quality assignments / projects (e.g. answering questions properly)</li> <li>• Believe in oneself (growth mindset)</li> </ul>		
<b>Teamwork</b>	Admirals appreciate diversity and multiple perspectives to promote unity and social cohesions.	<ul style="list-style-type: none"> <li>• Understand that there are people with different set of beliefs and values</li> <li>• Be non-judgmental and open-minded to different perspectives (e.g. by being polite, being mindful of impact of words and actions)</li> <li>• Appreciate &amp; accept differences</li> <li>• Correct peers who do not demonstrate respect to the different opinions</li> <li>• Contribute to best of one's ability in a group</li> <li>• Provide constructive feedback to others, and be open-minded to feedback given to oneself</li> <li>• </li> </ul>		

<b>Self-Discipline</b>	Admirals exercise self-control to manage emotions and actions.	<ul style="list-style-type: none"> <li>• Be prepared and ready for class (OMAG)</li> <li>• Demonstrate good behaviour in class (with/without a teacher)</li> <li>• Good attendance for school and CCA</li> <li>• Appropriate usage of gadgets/devices</li> <li>• Be aware of own emotions and learn to manage appropriately</li> <li>• Willingness to share or talk to someone</li> <li>• Be aware of boundaries of self and others</li> </ul>	
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# Student Leadership

## Every Admiral a Leader



Reference: The Five Practices of Exemplary Leadership® model by James M. Kouzes and Barry Z. Posner, "The Leadership Challenge".

### General Characteristic of Leaders in Admiralty Secondary School

- Leadership potential (Able to foster collaboration by building trust)
- The willingness to serve and contribute (Taking initiative)
- Positive influence to the rest (Able to facilitate relationships)
- Readiness to take on the leadership role (Setting examples)

### Selection Criteria

- Meets the general characteristics of leaders.
- Conduct Grade of at least Very Good (for leadership role of level 3 & above)
- Good school attendance
- CCA Attendance of at least 75%
- Late-Coming of not more than 3 times.

# CCA And LEAPS

## INTRODUCTION

Education at Admiralty Secondary School (ADSS) aims to provide students with a holistic education that will provide opportunities for each student to explore and be developed in the special areas that will allow him/her to grow as a whole person. Apart from the core academic work and the enrichment activities, ADSS offers a range of co-curricular activities (CCAs) that cater to the students' varied interests and capabilities.

This prospectus aims to provide reference for new students of ADSS and to help them decide which CCA is suitable for them. It is intended to guide the student to understand what is involved in each CCA, whether it will suit him/her and the likely commitment called for.

## PURPOSE OF CCA

Co-Curricular Activities (CCAs) play a key role in the holistic development of our students. The CCA Programme provides students with a platform to discover their interests and talents and can fuel in students a lifelong love for a particular activity, be it a sport or a musical pursuit. This helps students lead a balanced lifestyle.

Each CCA has specific objectives, for instance, Physical Sports (PS) develop robustness, fair play and team spirit in students. The Visual and Performing Arts (VPA) instill in students a sense of graciousness and an appreciation for the rich culture and heritage of a multi-racial society. Uniformed Group (UG) activities aim to inculcate active citizenry through values like self-reliance, resilience, discipline and a spirit of service to others. Clubs and Societies (CS) allow students to explore and extend their interests in wide ranging and specialised areas which may be knowledge-based or skills-based.

Students progressively develop CCA-specific knowledge, skills, values and attitudes through sustained participation in any of the CCA groups. CCAs also offer excellent platforms for students to learn core values, social and emotional competencies and the emerging 21st Century Competencies.

All CCAs emphasise social interaction by providing a common space for friendships and social cohesion amongst students of diverse backgrounds. Through CCAs, students develop a sense of identity and belonging to the school.

## Learning Outcomes of CCA

The learning outcomes for CCAs are as follows:

- Passion
- Leadership and teamwork
- Friendship and belonging
- Spirit of service to the community
- Knowledge, skills and values related to their chosen CCA
- Core values, social and emotional competencies and the emerging 21st century competencies as articulated in the 21st Century Competencies Framework

## CCA Policy

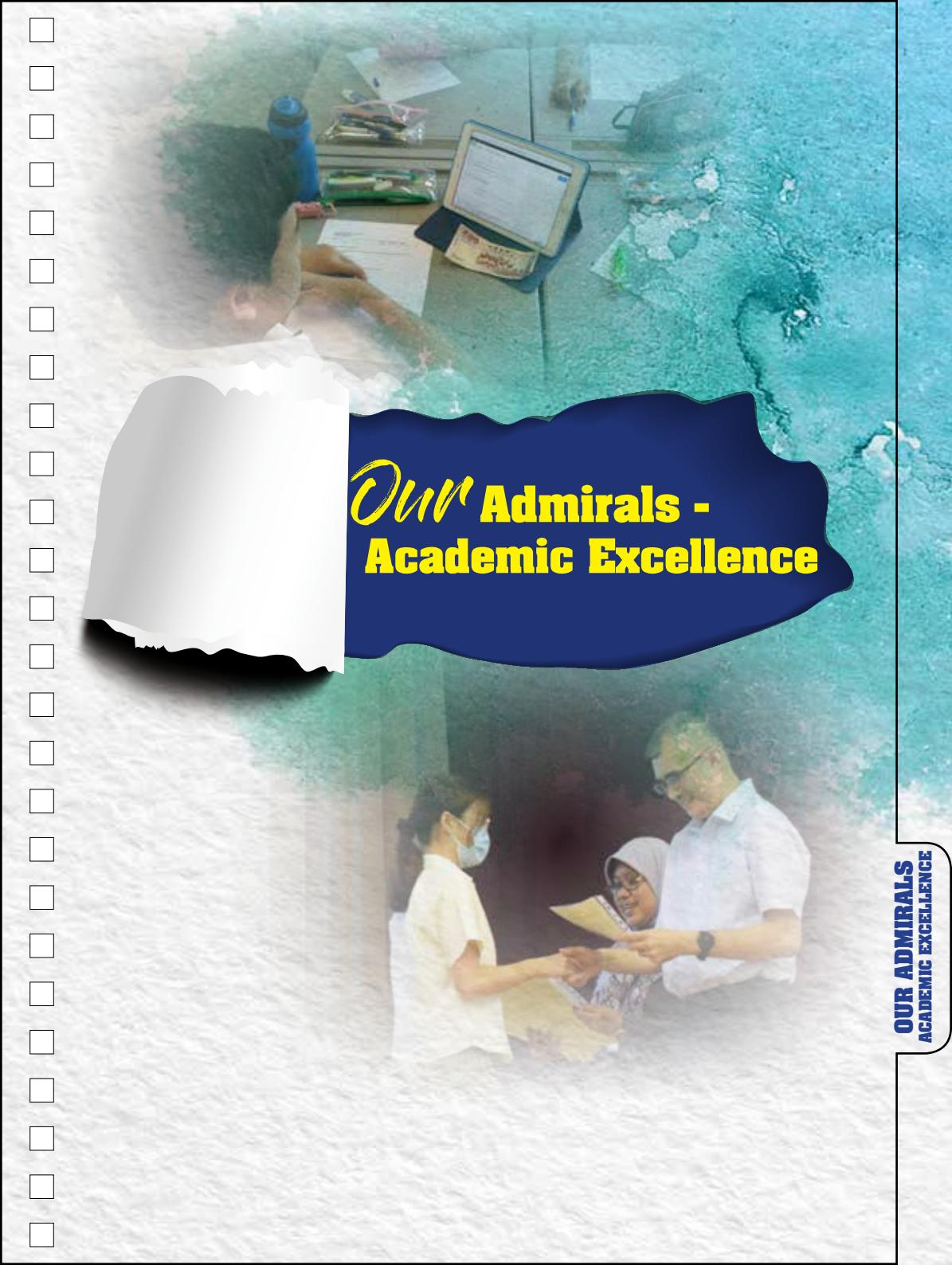
- CCA participation is compulsory for all students in secondary schools. Students must have a main CCA from at least one of the 4 groups, namely, Physical Sports (PS), Uniformed Groups (UG), Visual & Performing Arts (VPA), and Clubs and Societies (CS).
- Under the LEAPS 2.0 CCA grading scheme, students must achieve at least 75% attendance rate in order to qualify for level attainment in the Participation Criterion. The attendance rate for participation will be based on the attendance of the main CCA.
- Absence from CCA is taken seriously and students must produce a Medical Certificate for any absence from CCA sessions. Letters from parents are accepted but will be counted against the students' attendance rate. Students will be excused from CCA only if they are covered with an MC or have a valid reason approved by the school.
- The Concert Band, National Cadet Corps (NCC), National Civil Defence Cadet Corps (NCDCC) and National Police Cadet Corps (NPCC) are mandatory CCAs for all secondary schools. Students in these CCA are not permitted to change their CCA after Secondary Two except for medical or valid reasons approved by the school.
- Any requests for a change of CCA will be assessed on a case by case basis by the school management. Any requests for a change can only be made at the beginning of each academic year through the Head of Department (HOD) for PE & CCA. Students are expected to continue attending their current CCA until official notification of a CCA change is provided by the school.

## CCAs Offered in Admiralty Secondary School

Physical Sports (PS)	Uniformed Groups (UG)
1. Badminton 2. Netball (Girls) 3. Rugby (Boys) 4. Track & Field 5. Wushu	1. *National Cadet Corps (Land) (NCC) 2. *National Civil Defence Cadet Corps (NCDCC) 3. *National Police Cadet Corps (NPCC)
Clubs and Societies (CS)	The Visual and Performing Arts (VPA)
1. Art & Environment Club 2. Lighthouse Productions (AVA) 3. Robotics Club	1. *Concert Band 2. English Drama Club 3. Guzheng Ensemble 4. Modern Dance Club

Table 1: CCAs in ADSS

\*mandatory CCA



## *Our* Admirals - Academic Excellence



# Internal Examination Routines

## DECORUM

1. Candidates should report to school punctually for the flag-raising ceremony.
2. Candidates should be properly attired in full school uniform and well-groomed when they report for the examination.

## GENERAL MATTERS

3. Candidates must familiarise themselves with the seating plan for the venue before the start of the paper.
4. Students are allowed to enter the examination venue only after invigilators have instructed them to do so.
5. Students are to keep clear of barricaded out-of-bound areas.
6. All bags and books must be placed in front of or outside the examination venue.
7. No communication (verbal or non-verbal) is allowed among candidates once they are seated in the examination venue.
8. Once candidates are seated in the examination venue:
  - 8.1 They must not open the question paper/answer booklets, begin to read or write unless the instruction to do so is given by the invigilator;
  - 8.2 They must check their allocated seat and desk to ensure that there is no unauthorised material on, below or around their desk (this includes any scribbling on the desk). Candidates must report to the invigilator, any unauthorised material found at their desk/seat which do not belong to them. Candidates should also report any other abnormalities;
  - 8.3 They must place their student pass, NRIC, foreign identification documents and/or entry proof (if applicable) on the desk throughout the examination. Proof of identity must not be tampered with or defaced.
9. Candidates must inform the invigilator immediately if:
  - 9.1 They are issued a wrong question paper;
  - 9.2 They are issued a paper that does not contain the number of pages specified on the cover-page; or
  - 9.3 They are not issued the supplementary materials (such as graph paper, map, drawing paper, etc) that are stated in the question paper.
10. 2B pencils should be used to shade the correct answers on the OTAS for MCQs.

11. At the end of the paper, candidates should stop writing when told to do so by the invigilator. If writing paper is used, they should arrange their answer sheets according to the instructions on the cover page and fasten them together at the top left hand corner with the string provided. No candidate is allowed to leave the examination venue before the scheduled time. Candidates are required to submit a blank answer script with name, index number and class even if they do not attempt the question/paper.
12. Absence from a paper must be supported by a medical certificate. Otherwise, the student will be awarded a zero mark for the paper.
13. There will be no make-up or alternative assessment for missed Class Test (written paper) / Structured Class Test / End-of-Year Examination / Preliminary Examination.

## GOOD PRACTICES

14. Candidates are advised to read the questions carefully and write legibly.
15. Candidates are advised that good time-management is essential. Do not spend too much time on just a few questions, leaving no time for others.
16. Unless otherwise instructed on the cover page, it is a good practice for candidates to leave two lines between an answer to a question or part of a question on the writing paper provided.

## WRITING INSTRUMENTS

17. Candidates should use dark blue or black ink to write their answers.
18. 2B pencils should be used to shade the correct answers on the OTAS for MCQs.
19. Candidates are required to bring their own stationery and mathematical instruments such as set-squares, protractors. Borrowing of stationery from the invigilator or other students during the examination is not allowed
20. Use of correction fluid / tape is not allowed in the Structured Class Test/ examination.

## ELECTRONIC CALCULATORS, E-DICTIONARIES AND OTHER DEVICES

21. Candidates are only allowed to use silent battery-operated calculators / e-dictionaries which are approved by MOE / SEAB.
22. Programmable calculators and those with permanent programmable features such as numerical integration and symbolic algebraic manipulation are prohibited.
23. Programmable e-dictionaries are not allowed for the essay and functional writing components of Mother Tongue Language examinations.

- 24. Printed dictionaries approved by MOE / SEAB can be used in place of e-dictionaries. In such cases, the printed dictionaries cannot contain any form of annotation on any page(s). Examples of annotation include written notes, post-it pads, highlights and quick tabs.
- 25. Electronic communication devices (e.g., mobile phones) and computerised aids (e.g., computerised wrist watches, electronic fitness trackers, smart watches, etc.) capable of storing and displaying visual and audio information are strictly prohibited. Candidates are not allowed to be in possession of these devices, even if switched off, during an examination. Candidates contravening this regulation are liable to the same penalty as those who are caught for academic dishonesty.

## DISHONESTY

- 26. A candidate may be expelled from the examination centre, refused entry for subsequent papers and have his/her papers cancelled if he/she is found to have engaged in academic dishonesty. Accomplices would face similar consequences. Conduct grades of candidates who have engaged in academic dishonesty will also be affected for the semester. For example, if a student copies from another candidate or allows his/her answers to be copied by another candidate, both students will be awarded a zero mark for the paper and be awarded a default conduct grade.
- 27. Candidates are not permitted to have in their possession, while in the examination venue, any books (with the exception of an approved dictionary for MTL exam), notes, or memoranda not authorised for use in the examination. Candidates are not allowed to remove from the examination venue any used or unused writing paper.
- 28. Students are not allowed to amend their script once the duration of the paper has ended. Failure to do so will be deemed as a dishonest act and results may be terminated.

# School Policies

## ICT POLICY

The ICT Policy outlines the guidelines and expectations of usage of ICT equipment and ICT related accounts. The detailed ICT policy can be found on the school website.

## PERSONAL LEARNING DEVICE (PLD)

1. Students of Admiralty Secondary School (ADSS) will need to own a personal learning device (PLD) as part of the Personalised Digital Learning Programme (PDLP). The PDLP aims to equip each student with a PLD and tap on the affordances of the PLD to:

- enhance teaching and learning
- support self-directed and collaborative learning
- support the development of digital competencies

The expected conduct for use of PLD applies to all technologies which includes the mobile phones used by students.

2. Students must bring their fully charged PLD to school for lessons every day.
3. Students are to maintain the safety and quality of their PLD at all times. They should place their PLD in their bags, and only use them when teachers require them to do so. They should refrain from using their PLD unnecessarily and depleting the battery life as the PLD is reserved for learning.
4. Students are not allowed to jailbreak or perform a factory reset on their PLD. Should they encounter any issue with the PLD, they should bring their PLD to the General Office to report the issue.
5. Students who use/are suspected to use their devices for purposes other than learning and research as instructed by the teacher, or in an inappropriate manner such as gaming will be subject to disciplinary action. This may include the confiscation of the device.

## DEVICE MANAGEMENT APPLICATION (DMA)

6. Device Management Application (DMA) is a type of security software used by the school to monitor, manage and secure the PLD.
7. Dishonesty (such as removal of Device Management Application from their PLD) will also result in disciplinary consequences.

## **USE OF COMPUTER FACILITIES**

1. Students should not enter computer facilities (i.e., computer lab and IT Resource Rooms) unless accompanied by teachers.
2. Students should observe computer facilities rules at all times.

## **USE OF MOE AND/OR SCHOOL DOMAIN NAME EMAIL ACCOUNT**

1. MOE and Admiralty Secondary School provide electronic resources for students, including email accounts to be used to access the educational resources. The school expects the use of these apps to be consistent with the school's standards of values and behaviour.
2. The school reserves the right to view, delete, block or filter email messages that are deemed inappropriate or in contention with the school's mission and values. Students who do not abide by these regulations will have their email accounts suspended.



## **HOMEWORK POLICY**

Homework refers to any learning activity that students are required to complete outside of curriculum time. This includes assignments and projects but not revision of school work or studying for tests and examinations.

## **OBJECTIVES OF HOMEWORK**

Homework is part of the learning process. Homework can:

- reinforce learning and deepen understanding of lessons taught;
- allow students to regularly practise, and apply skills and concepts taught;
- develop good study skills, habits and time management skills; and
- encourage greater ownership and responsibility for independent learning.

## **GUIDELINES**

Assignments set as homework may differ from teacher to teacher, and from subject to subject.

All homework and stipulated deadlines are recorded on the class notice-board. Teachers will decide on a reasonable duration for the homework to be completed and submitted.

Students are to record homework and the given deadlines, and keep their parents informed of the work to be done. They are expected to manage their time well to give his/her best effort in completing homework, and ensure that homework is submitted on time. Teachers may engage parents on homework matters and provide them with information pertaining to students' learning progress.

## **FEEDBACK FOR HOMEWORK**

Homework will be checked by teachers, with timely feedback, interventions and support given. Parents who wish to seek clarification on homework matters could communicate directly with the teachers or via school management.

# Academic Progression

## ACADEMIC REQUIREMENT FOR SEC 1 COHORT (FROM 2024)

In general, S1 students will progress to the next year of learning.

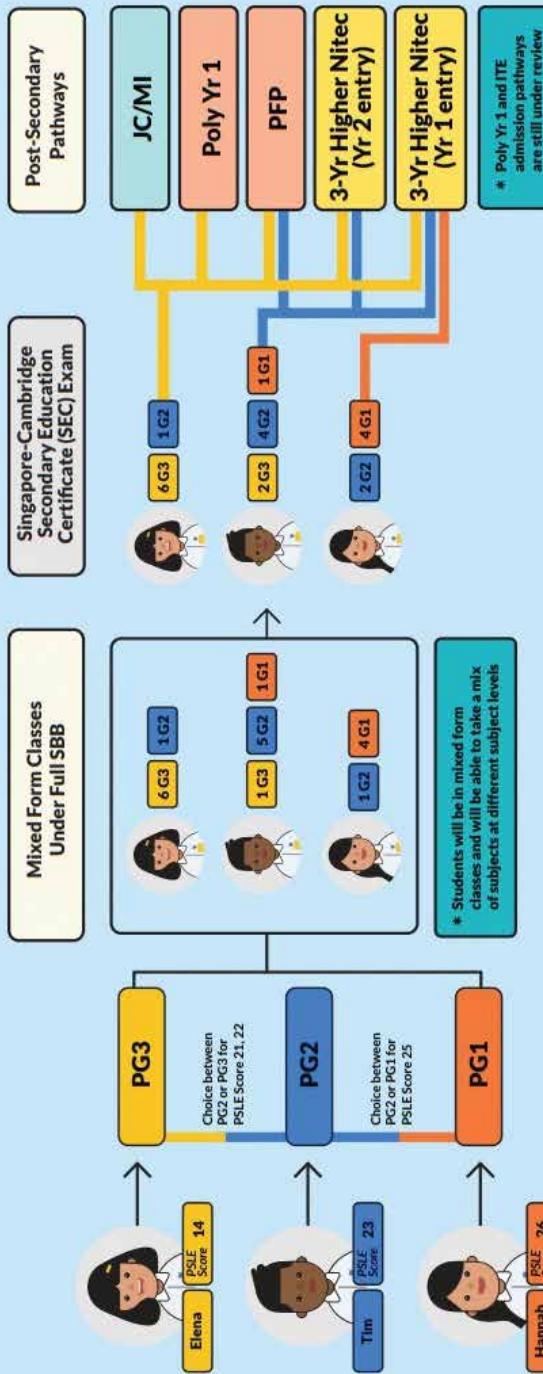
- At the end of S1, students will generally progress to S2 and offer subjects at the same subject levels the following year.
- S1 students who do well in individual subjects can offer subjects at a more demanding level (MDL) either at the end of S1 Sem 1 or end of S1 Sem 2.
- S1 students who cannot cope with a subject may offer the subject at a less demanding level (LDL). The school will make a decision based on holistic considerations.

For progression beyond S1, further details will be shared from 2025.



For more details on FSBB, please scan the QR code to access the FSBB microsite.

## MOE FULL SUBJECT BASED BANDING GRAPHIC



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# School Awards

## RECOGNITION AND AWARDS STRUCTURE

At ADSS, we encourage our Admirals to excel in diverse areas by recognising and affirming their efforts in academic performance, character development, achievement in the non-academic domain and contribution to the school. An overview of a progressive Recognition & Award system is as follows:



### Legends:

School Award
National/ MOE Award

The descriptions of the awards are as follows:

Level of Award	Award	Description
National Level	<b>Lee Kuan Yew Award for All-Round Excellence</b>	<p>In recognition of well-rounded students who have:</p> <ul style="list-style-type: none"><li>a) Excelled in both academic and non-academic areas</li><li>b) Exemplified positive character development, strong leadership qualities and commitment to service to the community.</li></ul> <p>The award is presented at the end of the Secondary education.</p>
	<b>Singapore Schools Sports Council (SSSC) Colours Award</b>	<p>In recognition of students:</p> <ul style="list-style-type: none"><li>a) with sports achievements and display of good sporting character and values.</li></ul>
	<b>North West Community Development Council - Outstanding All-Round Student Award (OARS)</b>	<p>In recognition of students studying in schools within the North West District :</p> <ul style="list-style-type: none"><li>a) who have achieved good academic results based on the previous Academic Year</li><li>b) who are active in CCA, community service and student leadership</li></ul>

Level of Award	Award	Description
MOE Level	<b>Edusave Scholarship for Secondary Schools (ESSS)</b>	<p>In recognition of students:</p> <ul style="list-style-type: none"> <li>a) within the top 10% of their level and course in terms of academic performance;</li> <li>b) who have demonstrated good conduct.</li> </ul>
	<b>Edusave Merit Bursary (EMB)</b>	<p>In recognition of students:</p> <ul style="list-style-type: none"> <li>a) who are within the top 25% of their level and course in terms of academic performance;</li> <li>b) who have demonstrated good conduct;</li> <li>c) whose monthly household income does not exceed \$6,900 (or per capita income does not exceed \$1,725).</li> </ul>
	<b>Edusave Good Progress Award (GPA)</b>	<p>In recognition of students:</p> <ul style="list-style-type: none"> <li>a) who are within the top 10% of their level and course in terms of improvement in academic performance;</li> <li>b) have demonstrated good conduct;</li> <li>c) who are not recipients of any Edusave Scholarship or the Edusave Merit Bursary.</li> </ul>
	<b>Edusave Character Award (ECHA)</b>	<p>In recognition of students:</p> <ul style="list-style-type: none"> <li>a) who have demonstrated exemplary character and outstanding personal qualities through their behaviour and actions.</li> </ul>
	<b>Edusave Award for Achievement, Good Leadership and Service (EAGLES)</b>	<p>In recognition of students:</p> <ul style="list-style-type: none"> <li>a) who have demonstrated leadership qualities, service to community and school, excellence in non-academic activities, and good conduct.</li> </ul>

<b>Level of Award</b>	<b>Award</b>	<b>Description</b>
<b>School Level</b>	<b>Commendable National Exams Results</b>	In recognition of the top few students (Sec 4/5) who have obtained outstanding national examinations results.
	<b>Outstanding Academic Results</b>	In recognition of the outstanding students per level and course (Sec 1, 2 & 3) with at least a 'Good' Conduct Grade
	<b>Best Progress Award</b>	<p>In recognition of the top student per level and course (Sec 1, 2 &amp; 3) who have obtained:</p> <ul style="list-style-type: none"> <li>a) best improvement in Overall ranking compared with Semester 1</li> <li>b) with at least a 'Good' Conduct Grade</li> </ul>
	<b>Individual Subject Prize</b>	In recognition of the outstanding student for each subject per level (Sec 1, 2 & 3) with at least a 'Good' Conduct Grade
	<b>Admiral of the Year Award</b>	<p>In recognition of graduating students, one per stream:</p> <p>who is an exemplary role model and has demonstrated all-round excellence.</p>
	<b>ADSS Outstanding Contribution Award (OCA)</b>	<p>In recognition of graduating students:</p> <p>who have contributed significantly to their CCAs in terms of leadership, service to the school and community, achieved CCA excellence, and of good conduct.</p>
	<b>Semestral Exemplary Award (SEA)</b>	<p>In recognition of students in each class:</p> <p>whose behaviour and conduct exemplify the school's LIGHTS values.</p> <p>The award is presented at the end of each semester.</p>

## **NATIONAL PHYSICAL FITNESS AWARD (NAPFA)**

The National Physical Fitness Award Scheme (NAPFA) is a test of physical fitness for Singaporeans as part of Singapore's Sports For Life programme. It was launched in 1982. Schools within Singapore's primary and secondary education system are required to participate in NAPFA test each year, in April for secondary schools and in August for primary schools respectively.

### **The Fitness Tests**

NAPFA involves a series of six testing stations which are attempted on the same day, with a 2-5 minute rest period permitted between each. The 2.4km Walk-Run may be attempted on a different day.

- Sit-ups: Maximum number achieved in one minute.
- Standing Broad Jump: Best of two attempts.
- Sit and Reach: Best result of two attempts, with floating zero point.
- Pull-ups/Inclined pull-ups: Full pull ups are performed by males aged over 15. Females and males aged 15 and under perform a modified inclined pull up test in half-a-minute.
- Shuttle Run: Fastest score from two 4×10 metre attempts.
- 2.4km Walk-Run Test: Run on firm and level surface over a distance of 2.4 km. Minimum time recorded.

### **NAPFA Standard**

<b>Bronze</b>	At least an E grade performance in all 6 test items and a total of 6 or more points.
<b>Silver</b>	At least a D grade performance in all 6 test items and a total of 15 or more points.
<b>Gold</b>	At least a C grade performance in all 6 test items and a total of 21 or more point.

## NAPFA STANDARDS (SECONDARY)



### STANDARDS FOR FEMALES

Age group	Performance grade	Points	No. of Sit-ups in 1 min	Standing Broad Jump	Sit & Reach Distance	No. of Inclined Pull-ups in 30 sec	4 X 10m Shuttle Run Time	2.4 km Run-Walk time (min : sec)
12	A	5	>29	>167cm	>39cm	>15	<11.5 sec	<14:41
	B	4	25-29	159-167	37-39	13-15	11.5-11.9	14:41-15:40
	C	3	21-24	150-158	34-36	10-12	12.0-12.3	15:41-16:40
	D	2	17-20	141-149	30-33	7-9	12.4-12.7	16:41-17:40
	E	1	13-16	132-140	25-29	3-6	12.8-13.2	17:41-18:40
13	A	5	>30	>170cm	>41cm	>16	<11.3 sec	<14:31
	B	4	26-30	162-170	39-41	13-16	11.3-11.7	14:31-15:30
	C	3	22-25	153-161	36-38	10-12	11.8-12.2	15:31-16:30
	D	2	18-21	144-152	32-35	7-9	12.3-12.7	16:31-17:30
	E	1	14-17	135-143	27-31	3-6	12.8-13.2	17:31-18:30
14	A	5	>30	>177cm	>43cm	>16	<11.5 sec	<14:21
	B	4	28-30	169-177	41-43	14-16	11.5-11.8	14:21-15:20
	C	3	24-27	160-168	38-40	10-13	11.9-12.2	15:21-16:20
	D	2	20-23	151-159	34-37	7-9	12.3-12.6	16:21-17:20
	E	1	16-19	142-150	29-33	3-6	12.7-13.0	17:21-18:20
15	A	5	>30	>182cm	>45cm	>16	<11.3 sec	<14:11
	B	4	29-30	174-182	43-45	14-16	11.3-11.6	14:11-15:10
	C	3	25-28	165-173	39-42	10-13	11.7-12.0	15:11-16:10
	D	2	21-24	156-164	35-38	7-9	12.1-12.4	16:11-17:10
	E	1	17-20	147-155	30-34	3-6	12.5-12.8	17:11-18:10
16	A	5	>30	>186cm	>46cm	>17	<11.3 sec	<14:01
	B	4	29-30	178-186	44-46	14-17	11.3-11.5	14:01-15:00
	C	3	26-28	169-177	40-43	11-13	11.6-11.8	15:01-16:00
	D	2	22-25	160-168	36-39	7-10	11.9-12.2	16:01-17:00
	E	1	18-21	151-159	31-35	3-6	12.3-12.6	17:01-17:50
17	A	5	>30	>189cm	>46cm	>17	<11.3 sec	<14:01
	B	4	29-30	181-189	44-46	14-17	11.3-11.5	14:01-14:50
	C	3	27-28	172-180	40-43	11-13	11.6-11.8	14:51-15:50
	D	2	23-26	163-171	36-39	7-10	11.9-12.1	15:51-16:40
	E	1	19-22	154-162	32-35	3-6	12.2-12.5	16:41-17:30
18	A	5	>30	>192cm	>46cm	>17	<11.3 sec	<14:01
	B	4	29-30	183-192	44-46	15-17	11.3-11.5	14:01-14:50
	C	3	27-28	174-182	40-43	11-14	11.6-11.8	14:51-15:40
	D	2	24-26	165-173	36-39	8-10	11.9-12.1	15:41-16:30
	E	1	20-23	156-164	32-35	4-7	12.2-12.4	16:31-17:20
19	A	5	>30	>195cm	>45cm	>17	<11.3 sec	<14:21
	B	4	29-30	185-195	43-45	15-17	11.3-11.5	14:21-14:50
	C	3	27-28	174-184	39-42	11-14	11.6-11.8	14:51-15:30
	D	2	24-26	165-173	36-38	8-10	11.9-12.1	15:31-16:20
	E	1	21-23	156-164	32-35	5-7	12.2-12.4	16:21-17:10

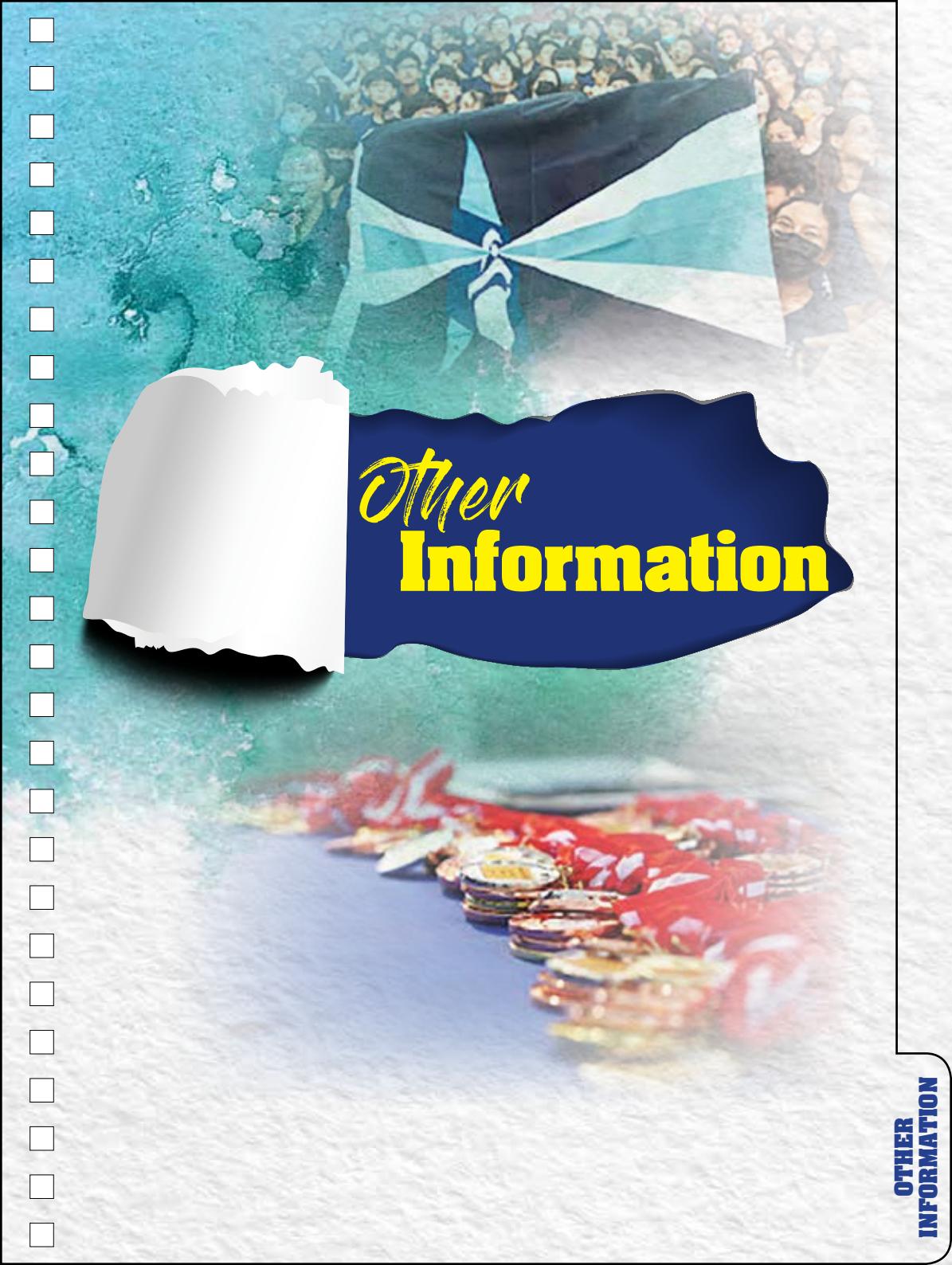
## NAPFA STANDARDS (SECONDARY)



### STANDARDS FOR MALES

Age group	Performance grade	Points	No. of Sit-ups in 1 min	Standing Broad Jump	Sit & Reach Distance	No. of Inclined Pull-ups in 30 sec	4 X 10m Shuttle Run Time	2.4 km Run-Walk time (min : sec)
12	A	5	>41	>202cm	>39cm	>24	<10.4 sec	<12:01
	B	4	36-41	189-202	36-39	21-24	10.4-10.9	12:01-13:10
	C	3	32-35	176-188	32-35	16-20	11.0-11.3	13:11-14:20
	D	2	27-31	163-175	28-31	11-15	11.4-11.7	14:21-15:30
	E	1	22-26	150-162	23-27	5-10	11.8-12.2	15:31-16:50
13	A	5	>42	>214cm	>41cm	>25	<10.3 sec	<11:31
	B	4	38-42	202-214	38-41	22-25	10.3-10.7	11:31-12:30
	C	3	34-37	189-201	34-37	17-21	10.8-11.1	12:31-13:40
	D	2	29-33	176-188	30-33	12-16	11.2-11.5	13:41-14:50
	E	1	25-28	164-175	25-29	7-11	11.6-11.9	14:51-16:00
14	A	5	>42	>225cm	>43cm	>26	<10.2 sec	<11:01
	B	4	40-42	216-225	40-43	23-26	10.2-10.4	11:01-12:00
	C	3	37-39	206-215	36-39	18-22	10.5-10.8	12:01-13:00
	D	2	33-36	196-205	32-35	13-17	10.9-11.2	13:01-14:10
	E	1	29-32	186-195	27-31	8-12	11.3-11.6	14:11-15:20
Age group	Performance grade	Points	No. of Sit-ups in 1 min	Standing Broad Jump	Sit & Reach Distance	No. of Pull-ups in 30 sec	4 X 10m Shuttle Run Time	2.4 km Run-Walk time (min : sec)
15	A	5	>42	>237cm	>45cm	>7	<10.2 sec	<10:41
	B	4	40-42	228-237	42-45	6-7	10.2-10.3	10:41-11:40
	C	3	37-39	218-227	38-41	5	10.4-10.5	11:41-12:40
	D	2	34-36	208-217	34-37	3-4	10.6-10.9	12:41-13:40
	E	1	30-33	198-207	29-33	1-2	11.0-11.3	13:41-14:40
16	A	5	>42	>245cm	>47cm	>8	<10.2 sec	<10:31
	B	4	40-42	236-245	44-47	7-8	10.2-10.3	10:31-11:30
	C	3	37-39	226-235	40-43	5-6	10.4-10.5	11:31-12:20
	D	2	34-36	216-225	36-39	3-4	10.6-10.7	12:21-13:20
	E	1	31-33	206-215	31-35	1-2	10.8-11.1	13:21-14:10
17	A	5	>42	>249cm	>48cm	>9	<10.2 sec	<10:21
	B	4	40-42	240-249	45-48	8-9	10.2-10.3	10:21-11:10
	C	3	37-39	230-239	41-44	6-7	10.4-10.5	11:11-12:00
	D	2	34-36	220-229	37-40	4-5	10.6-10.7	12:01-12:50
	E	1	31-33	210-219	32-36	2-3	10.8-10.9	12:51-13:40
18	A	5	>42	>251cm	>48cm	>10	<10.2 sec	<10:21
	B	4	40-42	242-251	45-48	9-10	10.2-10.3	10:21-11:10
	C	3	37-39	232-241	41-44	7-8	10.4-10.5	11:11-11:50
	D	2	34-36	222-231	37-40	5-6	10.6-10.7	11:51-12:40
	E	1	31-33	212-221	32-36	3-4	10.8-10.9	12:41-13:30
19	A	5	>42	>251cm	>48cm	>10	<10.2 sec	<10:21
	B	4	40-42	242-251	45-48	9-10	10.2-10.3	10:21-11:00
	C	3	37-39	232-241	41-44	7-8	10.4-10.5	11:01-11:40
	D	2	34-36	222-231	37-40	5-6	10.6-10.7	11:41-12:30
	E	1	31-33	212-221	32-36	3-4	10.8-10.9	12:31-13:20

## Notes



## *Other* **Information**



# Helplines and Financial Assistance

Need a listening ear? You may approach your Form Teachers, School Counselors, Year Head/Assistant Year Head or any trusted teachers.

## SCHOOL COUNSELLORS

You may book an appointment with our School Counselors (Ms Mullai, Mr Dennis Goh) using the following QR Code.



## EXTERNAL COUNSELLING SERVICES

Name of organisation	Contact details
eCounselling Centre (Fei Yue Community Services)	An online facility offering free counselling for youths. Please visit <a href="http://www.ec2.sg">www.ec2.sg</a> or <a href="http://www.egen.sg">www.egen.sg</a> for more information (Mon to Fri: 2.00pm – 5.30pm)
Help123	1800 6123123 Mon-Fri (except Public Holiday) 10am-6pm
Mindline.sg	Refer to <a href="http://www.mindline.sg">www.mindline.sg</a>
Samaritans of Singapore (SOS) (For anyone facing a crisis)	1800 221 4444 (24 hrs) <a href="mailto:pat@samaritans.org.sg">pat@samaritans.org.sg</a>
Touchline (TOUCH Youth Services)	1800 377 2252 (Mon – Fri, 9 am to 6 pm)
Youthline	63363434 (Mon – Fri, 8.30 am to 6 pm)
All Addictions Helpline	6-RECOVER (6-7326837) (Mon – Fri, 8.30 am to 6 pm)
Mental Health Helpline	6389 2222
Care Corner Family Service Centre (Admiralty FSC)	6365 8751
Care Corner Family Service Centre (Woodlands FSC)	6362 2481
Care Corner Counselling Hotline (Mandarin)	1800 3535 800



## Financial Assistance

# MOE FINANCIAL ASSISTANCE SCHEME (MOE FAS) FOR GOVERNMENT AND GOVERNMENT-AIDED SCHOOLS

The Ministry of Education provides financial assistance to needy Singapore Citizen students in Government or Government-aided schools so that all Singaporeans, regardless of their financial background, can benefit from the best opportunities in education.

The income limits and types of benefits given to needy students in Government or Government-aided schools under MOE FAS are shown below.

A student is eligible for MOE FAS if he or she meets either of the following criteria:

Gross Household Income (GHI) not exceeding **\$3,000 per month**

**OR**

Per Capita Income (PCI) not exceeding **\$750 per month**

The introduction of Per Capita Income (PCI) will enable students from larger families to benefit from financial assistance. Household members include parents, unmarried siblings and grandparents of the child as well as other dependents living in the same household. PCI is computed by dividing the gross household income by the number of members in the household.

Item	Level of Subsidy
School Fees	100% subsidy
Standard Miscellaneous Fees	100% subsidy
Textbooks	Free textbooks
School Attire	Free school attire
Transport	\$17 transport subsidy per month from month of approval, up to \$204 per annum for students taking public transport
School Meal Subsidy	Subsidy for 10 meals per 5-day school week from month of approval, for up to 40 school weeks per annum

## HOW TO APPLY for MOE FAS?

Students who wish to apply for the scheme can obtain the application form from the General Office. Parents can choose to apply MOE FAS using the e-FAS form which is available on Parents Gateway or scan the QR code.

All application forms must be submitted together with relevant documents to the General Office.







**31 Woodlands Crescent Singapore 737916**

**Tel : 6365 1733 Fax : 6365 2774**

**Email : admiralty\_ss@moe.edu.sg**