

ADMIRALTY
SECONDARY SCHOOL

STUDENT
HANDBOOK
2026

INFORMATION FOR PARENTS/GUARDIANS

All visitors to the school, including parents and guardians, are required to report to the Security Counter to obtain a Visitor's sticker 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 sl_admiraltyss@schools.gov.sg or 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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Welcome Message



Mr Tan Kelly
Principal

Dear Secondary 1 Admirals,

We are excited to have you join our Admiralty family as you begin a new voyage. As you set sail on your secondary school journey, know that you are not alone. You are now part of a caring and supportive Admiralty family — a crew that looks out for one another, grows together, and strives to be the best we can be.

At ADSS, we believe in nurturing both heart and mind. We are committed to helping you grow in confidence, discover your passions, and realise your aspirations. Along the way, we also hope you will find joy and purpose in contributing meaningfully to the communities around you.

As Admirals, we take pride in our identity, our values, and our shared journey. Wear our school badge with pride, uphold our values, and play your part in shaping our school to be one that we can all be proud of.

We look forward to charting this exciting journey with you.

Welcome Message



Mr Eugene Chan
Vice-Principal

Dear Secondary 1 Admirals,

As you begin this exciting new chapter, you're joining a community that values excellence and character development through our R³ICH in LIGHTS values. These values - Resilience, Responsibility, Respect, Lifelong Learning, Integrity, Graciousness, High Expectations, Teamwork, and Self-Discipline - will guide you throughout your secondary school journey.

While the transition from primary school may seem challenging at first, remember that every teacher and staff member are here to support you. Embrace this opportunity to make new friends, discover your interests, and excel in your studies. I have every confidence that you will adapt well to secondary school life and achieve great things here as an Admiral!

Welcome to the Admiralty family!

Dear Orion Admirals,

Welcome aboard The Admiralty Ship! As you step onto our decks from your primary school shores, you're embarking on an extraordinary four-year voyage of discovery.

Just as mighty ships navigate vast oceans, you'll chart your course through secondary education with a crew of experienced educators as your officers and shipmates who'll stand beside you through calm seas and storms alike.

From day one, you'll begin your journey as an Orion, learning to navigate new subjects, forge lasting friendships, and develop leadership skills that will serve you well beyond these waters. Through our academic programmes, CCAs, and character development initiatives, you'll steadily rise through the ranks – from fresh-faced Orion to confident Lyra who are admirals of your own destiny.

So hoist your sails! Your adventure on The Admiralty Ship begins now, and we're thrilled to have you aboard.

The Admiralty Secondary School Family



Mr Michael Tan
Vice-Principal

My Personal Particulars

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

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My
CALENDAR



- JOSEPHINE THERESE SANTOSO (A5)
- LAU ZHONGLIN (A5)
- KLIFF TEO YUAN ZHENG YU (A5)
- FLORA YONG BI QING (A5)
- TAN HUA XIAN HAYMAI (A7)
- TANG JUN WEI (A7)

Calendar 2026

JANUARY 01							FEBRUARY 02							MARCH 03						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3		1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31					29	30	31				
APRIL 04							MAY 05							JUNE 06						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	31				1	2		1	2	3	4	5	6	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
JULY 07							AUGUST 08							SEPTEMBER 09						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	30	31				1		1	2	3	4	5		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
OCTOBER 10							NOVEMBER 11							DECEMBER 12						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3		1	2	3	4	5	6	7	1	2	3	4	5		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

● Public Holiday

○ Scheduled School Holiday

□ School Holiday

School Terms and Holidays 2026



School Terms

Semester 1

Term 1: Fri 02 Jan - Fri 13 Mar

Term 2: Mon 23 Mar - Fri 29 May

Semester 2

Term 3: Mon 29 Jun - Fri 04 Sep

Term 4: Mon 14 Sep - Fri 20 Nov

School Vacation

Semester 1

After Term 1: Sat 14 Mar - Sun 22 Mar

After Term 2: Sat 30 May - Sun 28 Jun

Semester 2

After Term 3: Sat 05 Sep - Sun 13 Sep

After Term 4: Sat 21 Nov - Thu 31 Dec

Public Holidays

New Year's Day: Thu 01 Jan

Chinese New Year: Tue 17 Feb - Wed 18 Feb

Hari Raya Puasa: Sat 21 Mar*

Good Friday: Fri 03 Apr

Labour Day: Fri 01 May

Hari Raya Haji: Wed 27 May

Vesak Day: Sun 31 May*

National Day: Sun 09 Aug*

Deepavali: Sun 08 Nov*

Christmas Day: Fri 25 Dec

Scheduled School Holidays

Youth Day: Sun 05 Jul*

Day after Youth Day: Mon 06 Jul

Teachers' Day: Fri 04 Sep

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

JANUARY 01	FEBRUARY 02	MARCH 03	APRIL 04	MAY 05	JUNE 06
1 New Year's Day	1	1	1	1 Labour Day	1 Public Holiday
2	2	2	2	2	2
3	3	3	3 Good Friday	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9
10	10	10	10	10	10
11	11	11	11	11	11
12	12	12	12	12	12
13	13	13	13	13	13
14	14	14	14	14	14
15	15	15	15	15	15
16	16	16	16	16	16
17	17 Chinese New Year	17	17	17	17
18	18 Chinese New Year	18	18	18	18
19	19	19	19	19	19
20	20	20	20	20	20
21	21	21 Hari Raya Puasa	21	21	21
22	22	22	22	22	22
23	23	23 Day off-in-lieu	23	23	23
24	24	24	24	24	24
25	25	25	25	25	25
26	26	26	26	26	26
27	27	27	27	27 Hari Raya Haji	27
28	28	28	28	28	28
29		29	29	29	29
30		30	30	30	30
31		31		31 Vesak Day	

School Holiday

Public Holiday

JULY 07	AUGUST 08	SEPTEMBER 09	OCTOBER 10	NOVEMBER 11	DECEMBER 12
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4 Teachers' Day	4	4	4
5 Youth Day	5	5	5	5	5
6 Scheduled School Holiday	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9 National Day	9	9	9	9
10	10 Public Holiday	10	10	10	10
11	11	11	11	11	11
12	12	12	12	12	12
13	13	13	13	13	13
14	14	14	14	14	14
15	15	15	15	15	15
16	16	16	16	16	16
17	17	17	17	17	17
18	18	18	18	18	18
19	19	19	19	19	19
20	20	20	20	20	20
21	21	21	21	21	21
22	22	22	22	22	22
23	23	23	23	23	23
24	24	24	24	24	24
25	25	25	25	25	25 Christmas Day
26	26	26	26	26	26
27	27	27	27	27	27
28	28	28	28	28	28
29	29	29	29	29	29
30	30	30	30	30	30
31	31		31		31

School Holiday

Public Holiday



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 Vision

Values-Centric, Thinking School

Our Mission

Empowering Admirals To Actualise Their Aspirations



Our SCHOOL





Welcome Message



Ms Evelyn Chew
Year Head
(Lower Sec)

Dear Admirals,

Congratulations on beginning your new chapter with us at Admiralty Secondary School! Stepping into secondary school marks an exciting transition to the next phase in your schooling journey, where you can look forward to new friendships, fresh experiences, and diverse opportunities to grow into your best possible self.

This also marks your entry to the Admiralty family, where we strive to be the guiding light for one another. Take heart in our steadfast presence, and know that we will be cheering you on, as you take bold steps towards your goals.

We are excited to get to know you, and hope you are too! Let's together shine light for one another, to create a warm and welcoming space for learning and growth. Once again, welcome aboard and see you soon!

Welcome Message



Mdm Nur Amalina
Assistant Year Head
(Lower Sec)

Dear Admirals,

At ADSS, we believe that every Admiral is a leader not just of self, but also to others. We hope that you are excited about embarking on a new phase in your educational journey, where you will be guided to grow as a confident contributor to the community.

As you settle in, look ahead with hope, treat others with kindness and embrace challenges with resilience. The road ahead is yours to shape—and we can't wait to see all that you will achieve.

Let's make 2026 an inspiring and unforgettable year, together!

School Information

Name of School : Admiralty Secondary School

Address : 31 Woodlands Crescent
Singapore 737 916

Telephone : 6365 1733

Fax : 6365 2774

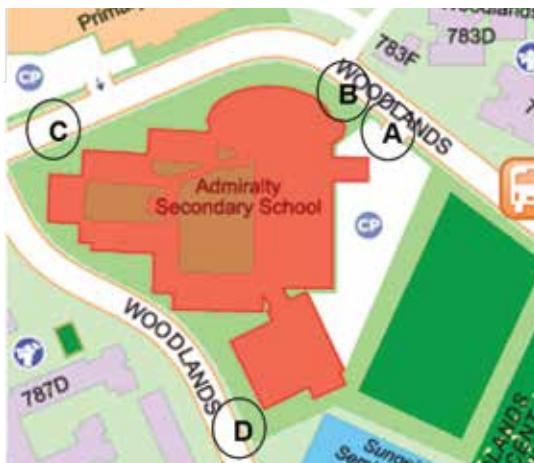
Email : admiralty_ss@moe.edu.sg



Operating hours of the School Gates

Gate	Location	Operating hours
A	School main gate	<u>School term:</u> Mon - Fri: 6.00 am to 6.00 pm <u>School Holidays:</u> Sat: 7.30 am to 1.00 pm Mon - Fri: 7.00 am to 5.30 pm
B	Next to school main gate, and opposite Block 783F; facing the signalised pedestrian crossing.	
C	Opposite Riverside Primary, next to T-junction opposite Block 786C.	6.30 am to 7.55 am and from 2.10 pm or 2.50 pm for 45 minutes, depending on school dismissal time.
D	Turnstile next to school field.	6.30 am to 7.55 am and from 2.10 pm onwards 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 th 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 th Anniversary Homecoming Launch of the ADSS Heritage Space and Northern Heritage Trail
2018	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 ³ ich in LIGHTS values – Respect, Resilience, Responsibility, Lifelong Learning, Integrity, Graciousness, High Expectations, Teamwork and Self-discipline
2024	Launch of Pier

School Crest



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; it symbolises the hope that the school can stand the test of time and all 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-centric education that the school provides.

LIGHT BEAMS

The beams symbolise the school values that the school hopes students will live by.

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 cohesion.

Self-Discipline

Admirals exercise self-control to manage emotions and actions.

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!

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!

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 safety of pedestrians and motorists when they enter the school, and within the school.

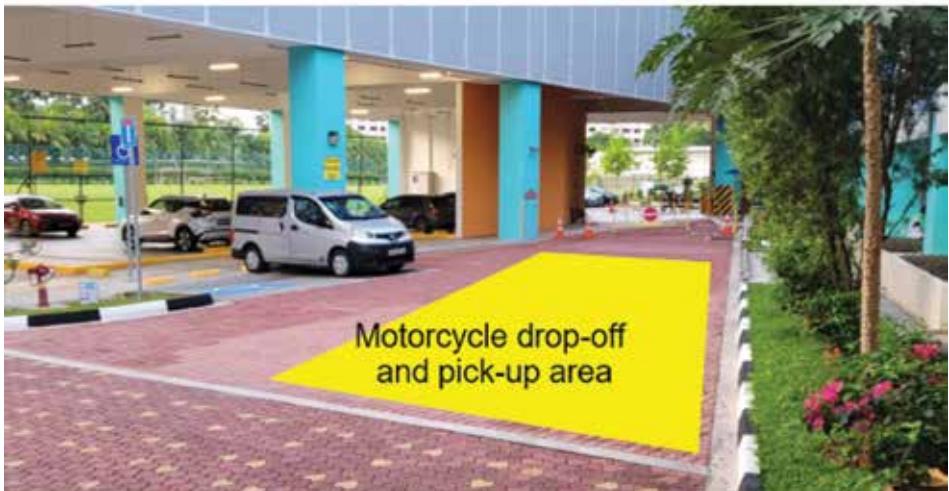
Traffic Management Plan

	Vehicles	Pedestrians	Cyclists
1	Visitors driving into the school to drop off and fetch passengers are to do so at the designated drop-off points (Fig. 1). 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 the 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.

School's Safety Policy



For cars to stop and pick up passengers



For motorcycles to stop and pick up passengers

Notes



Our Admirals

CHARACTER DEVELOPMENT





Welcome Message



Mr Kenny Wang
Head of Department
Student Management

Dear Sec 1 Admirals,

Welcome to Admiralty Secondary School! As you begin your journey as an Admiral, you will find many opportunities to learn, grow, and discover your strengths.

At Admiralty, we believe in nurturing empowered learners and compassionate leaders, and this includes learning the importance of values, discipline, and safety. These crucial habits will help you succeed in school and beyond. Being punctual, taking pride in your appearance, showing respect to others, and keeping your environment safe are daily choices that build character and integrity. Our approach is to discipline with care and we will be guiding you to take responsibility for your actions while supporting you to make better choices. We want every Admiral to feel safe, respected and cared for, because true growth happens when responsibility and care go hand in hand.

Together, let us set sail into this new chapter with courage, discipline, and heart, as we live out our school motto: “To be a Guiding Light that Shines.”

Welcome Message



Mr Adrian Tung
Subject Head
Student Management

Dear Admirals,

Welcome to ADSS! You are embarking on an exciting journey in secondary school - one filled with new experiences, friendships, and opportunities for growth. As you begin this chapter, I encourage you to take time to understand our school routines. These routines help create a safe and nurturing environment where every Admiral can learn and thrive with confidence.

While secondary school life brings many enjoyable moments, remember that self-discipline is key to making the most of your time here. Our R³ICH in LIGHTS values will guide you throughout your journey at ADSS, helping you develop into confident and capable Admirals. I look forward to seeing you grow and achieve great things in the years ahead.

Code of Conduct

“Discipline Equals Freedom.”

- Jocko Willink

At Admiralty Secondary, we believe that discipline is not about restriction, but it is about empowerment. When Admirals choose to act with responsibility, respect, and integrity, they earn the trust and freedom to lead themselves and others.

True freedom does not come from doing whatever we want, but from having the moral strength to do what is right even when it is hard and when no one is watching.

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 modification to the uniform is not allowed.
- Students must wear prescribed PE attire on days with PE lesson. School approved Polo T-shirts* are allowed for PE lessons.
- Only black shoes and plain white socks (worn above ankles) are permitted.

(Lower Sec Boys)



Full Uniform



Polo Tee



PE Attire

(Upper Sec Boys)



Full Uniform



Polo Tee



PE Attire

(Girls)



Full Uniform



Polo Tee



PE Attire

General guidelines for daily attire

Reporting Attire	Monday - Friday
Reporting Attire 1	Report to school in full school uniform for morning assembly. Uniform shorts, long pants, skirts with uniform shirt.
Reporting Attire 2	Report to school in half-uniform for morning assembly. Uniform shorts, long pants, skirts with any school approved polo T-shirt*
School Approved Polo T-shirts*	School approved polo T-shirt includes the following: 1. Official School Blue Polo T-shirt 2. Student Council Polo T-shirt 3. Community Youth Leader Polo T-shirt 4. Cohort level issued Polo T-shirt

3. Appearance

Male Students

- o Must be neat in appearance, clean-shaven, and no facial hair is allowed..
- o Hair must be of natural colour (no dyeing, bleaching, or highlights).
- o Hair should be short and neat:
 - Must not touch the ears or collar.
 - Fringe must be above the eyebrows.
 - Shaved lines, sideburns, undercut patterns, mullet and other outlandish hairstyles are not allowed.
- o Body piercings, earrings and ear studs are not allowed.

Female Students

- o Must be neat in appearance and maintain a natural hair colour (no dyeing, bleaching, or highlights).
- o Hair that touches the shoulder must be tied up neatly.
- o Fringe should be clipped up and kept away from the eyes.
- o Hair accessories should be plain and in dark colours only.
- o Permitted to have piercings on the ear lobes, and they can wear a set of simple and small ear studs only.
- o No make-up, tinted lip balms, or stained lip gloss are allowed.

Male & Female Students

- o No slits or cuts in the eyebrows are permitted.
- o Tattoos/Body art, even if only temporary are not allowed, e.g. stickers/non-permanent ink/henna art/airbrush.

4. School attendance and Punctuality

- Attendance is compulsory for all students on school days, except for those with valid reasons. 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 designated flag raising venue by 8.00 am. If not, they will be marked as late.
- Disciplinary action will be taken against repeated late-comers.

5. Prohibited items

Admirals are expected to conduct themselves responsibly and not bring or possess any items that could cause harm, distraction, or disrupt the school environment.

To ensure the safety and well-being of all, the following items are strictly prohibited in school and during school activities.

A. Weapons and Dangerous Items

- All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which is used or intended to be used to cause harm.
- Any item that can be modified or used as a weapon.

Possession of such items is a serious offence and will be reported to the police, if necessary.

B. Attire and Accessories

- Tinted or fancy spectacles.
- Coloured contact lenses (only clear prescription lenses are permitted).
- Jewellery and accessories such as necklaces, chains, amulets, wristbands, bracelets, rings, or decorative ornaments.
- Chains or key holders dangling at waist level.

C. Electronic Devices

- Electronic entertainment and gaming devices (e.g. portable consoles, handheld games).
- Portable music players (e.g. MP3 players, AirPods used for music).
- Smart watches or wearable devices that are not meant for learning or are used for messaging, gaming, or internet browsing.
- Bluetooth speakers or similar devices.
- Hidden cameras or recording devices not approved for learning use.

D. Gambling and Unlicensed Materials

- Poker, trading, or collectible card games (e.g. Pokémon, One Piece, NBA, etc.) if used for gambling or trading purposes.
- Gambling-related items or paraphernalia (e.g. dice, betting slips, chips).
- Pirated or unlicensed materials, including illegally downloaded media or apps.
- Contraband items or goods not approved for sale or possession.

E. Substances and Controlled Products

- Tobacco products (e.g. cigarettes, cigars).
- Vaping devices and related paraphernalia (including pods, e-liquids, and USB-like vape sticks).
- Imitation tobacco or vaping products (e.g. “flavoured pens” or vape lookalikes).
- Substances of abuse (e.g. drugs, inhalants, alcohol, glue).
- Energy drinks or stimulants marketed for performance enhancement.

F. Inappropriate Materials

- Pornographic materials, explicit content, or indecent media.
- Obscene, violent, or extremist materials (including online content stored on devices).
- Offensive items with discriminatory, vulgar, or gang-related symbols or messages.

G. Other Inappropriate Items

- Any item or material that the school deems inappropriate, distracting, or harmful to the safety, learning, and well-being of the school community.

Note:

This list is not exhaustive. Students found in possession of prohibited items will face disciplinary consequences, and serious cases may involve police investigation. Admirals are expected to exercise responsibility and good judgment.

6. Building a Respectful Community

Our Commitment and Definition

We are committed to providing a safe, caring and respectful environment where every student can learn and grow. We do not accept hurtful behaviour or bullying in any form and work to build a culture of kindness and understanding. Hurtful behaviours can range from once-off insensitive remarks to more persistent, intentional acts of bullying, and even physical violence. When acts of hurtful behaviour or bullying occur, we are committed to addressing them in ways that help everyone involved learn, take responsibility and restore relationships whilst carefully considering the victim's well-being and addressing the underlying factors contributing to the perpetrator's harmful behaviour.

Reporting and Investigation

Students, parents, and staff may report any incidents of hurtful behaviour and bullying to the teachers, counsellors, or school leaders. All reports will be taken seriously and handled with care and confidentiality. The school will investigate each case, speak to those involved, and ensure that everyone's safety and well-being are supported. Parents of all students involved will be informed and updated on the process of the school's investigation.

7. Smart Devices Policy

Students are not allowed to use smart device(s) e.g., smartphones, smartwatches, smart glasses etc, during school hours including recess, CCA and after-school programmes (e.g., supplementary / enrichment / remedial lessons) and within school compound. Students who bring such device(s) to school are expected to switch off and lock their device(s) in the designated locker during school hours. Students should bear responsibility for safekeeping of their device(s).

Any offence (including cyber-offences) involving the use of smart device(s) may result in the device(s) being confiscated as a disciplinary measure or for the purpose of investigation.

Other Types of Infringement/Misuse

- Performing any of the following to others (staffs and students) without their consent:
 - Taking pictures, video recording & voice recording
 - Uploading pictures or video clips onto the Internet
 - Sharing of pictures or video clips with another person(s)
- Misusing phones outside protected time.
- Misusing phones during school outings.
- Charging mobile phones in school.

8. Vaping and Smoking policy

The Ministry of Education (MOE) and Admiralty Secondary School take a zero-tolerance stance on vaping and smoking. Once caught, strict disciplinary action will be taken. The school's disciplinary measures are in addition to penalties imposed by the Health Sciences Authority (HSA) and, where relevant, the Singapore Police Force (SPF).

Students caught selling or trafficking e-vaporisers or related paraphernalia may face additional school-based consequences, including expulsion.

Offence Level	Vaping	Vaping with Etomidate
First-time offenders	<ul style="list-style-type: none">• 1-3 days of suspension• 1 stroke of the cane (for boys)• Conduct grade adjustment (no better than 'Fair')• Suspension of privileges*• Mandatory counselling• Mandatory reporting to HSA	<ul style="list-style-type: none">• 5 days of suspension• Up to 2 strokes of the cane (for boys)• Conduct grade adjustment (no better than 'Fair')• Suspension of privileges*• External rehabilitation programme• Mandatory reporting to HSA / SPF
Second-time offenders	<ul style="list-style-type: none">• 3-7 days of suspension• Up to 2 strokes of the cane (for boys)• Conduct grade adjustment (no better than 'Fair')• Suspension of privileges*• External rehabilitation programme• Mandatory reporting to HSA	<ul style="list-style-type: none">• 7-14 days of suspension• Up to 3 strokes of the cane (for boys)• Conduct grade adjustment ('Poor')• Suspension of privileges*• Mandatory reporting to HSA / SPF
Subsequent offenders	<ul style="list-style-type: none">• 7-14 days of suspension• Up to 3 strokes of the cane (for boys)• Conduct grade adjustment ('Poor')• Suspension of privileges*• Mandatory reporting to HSA	Same as for vaping with Etomidate offences above.

*Suspension of privileges includes removal or disqualification from:

- Leadership positions (e.g. Student Leaders, CCA leaders)
- Representation at National School Games (NSG), SYF, or other competitions
- Overseas learning trips and school representation events
- Eligibility for character-based awards and scholarships

9. Offences and corrective actions

The school emphasises the need for character development in all Admirals. It is often said, "Choices have consequences". Admirals should learn to take responsibility for the choices they make and bear the consequences of their decisions.

Category

Offence Tiers	Academic Misconduct
Tier 1 (Offences listed are not exhaustive)	<ul style="list-style-type: none">Inattentiveness in lessons (e.g. non-stop talking to friends)Sleeping during lessonsNot bringing required learning materialsTardiness in completing or handing in workLate-coming to lessonsUsing mobile devices or Personal Learning Devices (PLDs) for non-learning purposes during lesson timeDistracting others or engaging in side conversations during lessonsFailure to follow basic classroom routines or teacher instructionsNot participating meaningfully in group or class activities
Tier 2 (Offences listed are not exhaustive)	<ul style="list-style-type: none">Repeated minor offences from Tier 1 despite counselling or remindersRefusal to complete classwork or homework after repeated instructionsHabitual failure to bring learning materials even after multiple warningsPlagiarism (copying part of another's work or from the Internet without proper credit)Tampering with another student's work or materialsSubmitting work not done by oneself (e.g. done by parents, AI tools, or friends)Minor dishonesty in academic settings (e.g. giving false reasons for missing work, altering marks on worksheets)Defacing or damaging learning materials such as textbooks, worksheets, or classroom resources
Tier 3 (Offences listed are not exhaustive)	Cheating in assessments, tests, or examinations, including: <ul style="list-style-type: none">Possessing notes or prohibited items during testsCopying from others or allowing others to copyTampering with marks or scriptsUsing unauthorised electronic devices during assessmentsForgery or alteration of official academic recordsImpersonation or assisting others to cheat in assessments

Offence Tiers	Behaviourial Misconduct
Tier 1 (Offences listed are not exhaustive)	<ul style="list-style-type: none"> • Improper uniform • Improper grooming (coloured hair, long hair, unacceptable haircut, long fingernails) • Temporary body art (stickers/non-permanent ink/ henna art/airbrush.) • Unacceptable or inappropriate jewellery or accessories (contact lens) • Littering/Spitting • Disruptive behaviour that affects lessons or school activities • Loitering and causing annoyance to others • Mischievous act
Tier 2 (Offences listed are not exhaustive)	<ul style="list-style-type: none"> • Any form of permanent body art or tattoo • Repeated minor offences (from Tier 1) despite reminders or counselling • Persistent late-coming or habitual tardiness for lessons or assemblies • Repeated failure to comply with school rules or teacher instructions • Use of vulgar or obscene language, gestures, or remarks • Disrespectful behaviour towards teachers or peers (e.g. talking back, sarcasm, eye-rolling) • Dishonesty such as lying to teachers or concealing information • Rough play / horseplay that endangers others' safety • Sharing inappropriate jokes, memes, or images that are disrespectful or insensitive • Minor vandalism (e.g. doodling, scribbling, sticking items on walls or furniture) • Gender-insensitive or inappropriate remarks • Possession of unapproved electronic devices (e.g. gaming gadgets, smartwatches used for non-learning purposes) • Bringing distracting accessories or items not in line with school image

**Tier 3
(Offences
listed are not
exhaustive)**

- Leaving school grounds without permission - Leaving school grounds after reporting, and before the end of the school session without the school's approval
- Willful absenteeism on school days
- Hurting, frightening or intimidating others to deliberately cause harm, distress or humiliation. It can be physical, verbal or psychological in nature
- Forging signatures, medical certificates, consent forms, etc. with the intention of deceiving
- Open defiance and/or rudeness - Refusing to conform to school rules, norms and practices; disobeying teachers' instructions; displaying rudeness and disrespect in speech or body language
- Attacking others violently, whether causing injury or not
- Being involved in a confrontation between individuals or opposing groups in which each attempt to harm or gain power over the other, as with bodily force or weapons
- Using money in games, betting, etc
- Being involved in a gang assault/ threat/ harassment/ extortion, whether actual or attempted
- Consuming/ possessing/ distributing/ selling pornographic materials
- Possessing weapons that may be used in a crime
- Being involved in attempted rape, outrage of modesty, underage sex, sexual grooming, peeping, etc
- Smoking/ Vaping - Using/ possessing/ distributing/ selling of tobacco product such as cigarettes, vaporiser, etc inside and outside of school
- Consuming/ possessing/ distributing/ selling alcohol.
- Using/ possessing/ distributing/ selling drugs
- Using/ possessing/ distributing/ selling inhalants
- Recording & uploading material which are offensive in content and damaging to staff, other students or image of the school.
- Use of offensive comments or insults directed at staff or other students in any online social media
- Theft – stealing school property or property belonging to others
- Arson – planting explosives or setting property on fire, whether attempted or actual
- Vandalism – vandalising school or personal property, writing graffiti

Students who breach school rules will be subjected to disciplinary consequences in accordance with the severity and nature of the offence. All disciplinary actions aim to guide students towards reflection, responsibility, and personal growth. While the school will exercise fairness and due process in all cases, the final decision on disciplinary action rests with the School Principal, who has the authority to determine the most appropriate course of action in upholding the school's values and ensuring a safe and conducive environment for all.

The school reserves the right to impose additional or alternative consequences, when necessary, based on the student's intent, conduct history, and the impact of the behaviour on the school community.

Possible Consequences

Corrective action	Description
Adverse conduct grade	Student is assigned to either Fair or Poor conduct grade for that Semester.
Ban on bringing devices	Disallowing student to bring device to school for a period of time to avoid repeat of mistake.
Caning	Caning, with a range of 1 to 3 strokes of a light cane (of thickness no more than 1 cm), may be given on the palms, or buttocks over clothing only (for male offenders only).
Compensation	Students pay for damage to property.
School service	Assigning student tasks to contribute meaningfully to school (e.g. beautifying school environment).
Counselling	Being counselled by a counsellor or teacher.
Detention class	Detaining students after school to do own/assigned work under supervision.
Home Involvement	Informing/meeting parent/guardian of students.
Police assistance	Calling in police or case reported to and handled by police.
Referral/ Agencies	Referring students to outside agencies for assistance/ professional counselling with parents' consent.
Restorative conference	For people involved to come together to resolve the issue and restore relationship in a session facilitated by staff.
Suspension	Not allowing students to attend lessons (in-house) or school (out-of-school) for a specified period.
Workshop or self-help programme	Refer students to programme to overcome issues.
Other actions	For actions not listed above, the school will decide on other consequences that are helpful to deter students from repeating their mistakes.

The above consequences serve as guidelines and are not exhaustive. All discipline cases, including those related to vaping or smoking, will be assessed on a case-by-case basis, taking into consideration the nature of the offence, the student's intent, and their previous conduct record. The school reserves the right to impose additional or alternative consequences deemed appropriate in maintaining safety and upholding the school's values.

10. Conduct grade assessment

Assessment of our Admirals' conduct is to promote the desirable behaviours (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
Excellent	<ul style="list-style-type: none">Positive influence on friendsBehaviour observed to exemplify school values consistentlyPotential recipient of character awards (i.e., SEA Award, ECHA Award)CCA attendance of at least 75%Late-coming of fewer than 3 timesHas not committed any minor or serious offence (both in and outside school)
Very Good	<ul style="list-style-type: none">Behaviour observed to exemplify school values to a large extentPotential recipient of character awards (i.e., SEA Award, ECHA Award)CCA attendance of at least 75%Late-coming of fewer than 3 timesHas not committed any serious offence (both in and outside school)
Good	<ul style="list-style-type: none">Behaviour observed to exemplify school values to some extentLate-coming between 4 and 5 timesHas not committed any serious offence (both in and outside school)
Fair	<ul style="list-style-type: none">Occasionally shows undesirable behaviour – needs sporadic reminders and guidance from teachersLate-coming of more than 5 timesHas committed a serious offence (both in or outside school)
Poor	<ul style="list-style-type: none">Frequently shows undesirable behaviour – needs constant reminders and guidance from teachersHas committed two or more serious offences (both in or outside school)

Personal Qualities of Admirals

R³ich 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
Respect	Admirals respect self and others.	Understand Demonstrate Influence
Resilience	Admirals persevere in face of difficulties.	
Responsibility	Admirals complete 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 fulfil 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.	

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

Responsibility	Admirals complete tasks with accountability and commitment.	<p>Responsible for self</p> <ul style="list-style-type: none"> Always prepared for lessons (e.g. bring lesson materials, complete tasks/homework on time to the best of one's ability) Be punctual and attend school and CCA regularly Courage to own up to one's mistakes and face consequences Take good care of own belongings (e.g. bags, worksheets, PLD) Set goals and work consistently towards them Updating reasons for absence and submitting necessary documents <p>Responsible for others</p> <ul style="list-style-type: none"> Be responsible for words and actions towards others Help buddies to collect homework Update the attendance board Maintain conducive learning environment by keeping class and school clean (e.g. class duty roster) 		Understand Demonstrate Influence
Lifelong Learning	Admirals constantly seek to learn and be adaptable in managing future challenges.	<ul style="list-style-type: none"> Ask questions and clarify when in doubt Be inquisitive and curious to learn Be present during lessons Be proactive in looking for solutions Be curious about future career options 		Understand Demonstrate Influence
Integrity	Admirals uphold values and moral courage to stand up for what is right.	<ul style="list-style-type: none"> Ensure one's actions are always guided by sound values Be honest about own actions and speak the truth Have moral courage to stand up to wrong actions/behaviours Inform teachers or peer leaders/class leaders when witnessing something undesirable 		Understand Demonstrate Influence

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

Student Leadership

Every Admiral is a Leader, Every Admiral is a Peer Supporter



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

General Characteristics 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.

Leadership Structure in ADSS

	Class Committee	Peer Support Leaders (PSL)	Student Council Board	CCA Leaders	Community Youth Leaders (CYL)
Level 5 <i>Mindful Contributor</i>			<ul style="list-style-type: none">• President• Vice-President• Executive Committee	<ul style="list-style-type: none">• Chairperson• Vice-Chairperson	
Level 4 <i>Mindful Contributor</i>			<ul style="list-style-type: none">• Student Council (Upper Sec)	<ul style="list-style-type: none">• Executive Committee (Upper Sec)	<ul style="list-style-type: none">• CYL
Level 3 <i>Mindful Leadership</i>	<ul style="list-style-type: none">• Class Chairperson• Vice-Chairperson• Sports Leaders (Upper Sec)	<ul style="list-style-type: none">• PSL	<ul style="list-style-type: none">• Student Council (Lower Sec)	<ul style="list-style-type: none">• Executive Committee (Lower Sec)	<ul style="list-style-type: none">• CYL
Level 2 <i>Mindful Connections with Others</i>	<ul style="list-style-type: none">• Secretary• ICT Representatives• Green Representatives• Sports Leaders (Lower Sec)• Subject Representatives				
Level 1 <i>Mindful Self-Leadership</i>			All Admirals		

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

Admirals over here,
Everybody come look here,
Admirals will do the cheer.

Row, row, row the boat,
Gently down the stream,
We will uphold the 3 R's
For our class to win.

Row, row, row the boat,
Adventure calling us,
We will never ever give up,
And always do the cheer!

A, A for Awesome,
A, A for Admirals Aaarrgh!!!

4. Doan's
5. Almon's
6. Marcus'
9.7. Yolanda's



Our Admirals

LEARNING MASTERY





MOE INNOVATION PROGRAMME (IVP)

&

STEM-ALP LEARNING FESTIVAL

AWARD PRESENTATION

7 Feb 2025, Friday



Welcome Message



Yip Mikaela
President

To the Next Wave of Admirals,

Welcome aboard! We are the 23rd Student Council Board, and I'm proud to serve as your President. You've just stepped into an exciting new chapter at Admiralty Secondary School, and we're thrilled to have you join the crew. Secondary school is a journey that will be filled with adventures — new friends, new challenges, and countless opportunities to shine.

As Admirals, we sail together through calm seas and stormy waves together. Don't be afraid to step out of your comfort zone, try new things, and push yourself to grow. This is your chance to shape your story, live out our school values R³ich in LIGHTS, and make your mark as part of the Admiralty family. The Student Council is here to walk alongside you — supporting, cheering, and guiding you. Together, let's chart this incredible voyage. The best is yet to come!

Welcome Message



Nur Dania Qistina

Vice-President

To Our New Crew on Deck,

A huge welcome to Admiralty from the 23rd Student Council Board! I'm Dania, your Vice-President, and I'm excited to welcome you into the Admirals family. Your secondary school journey is like setting sail into uncharted waters — full of discoveries waiting just for you. There may be challenges, but remember: you'll never be sailing alone. Your seniors, teachers, and Student Council will always have your back.

Life at ADSS isn't just about academics — it's about discovering your passions, building friendships, and learning to live with courage and heart. Be bold, grab every opportunity, and carry the Admirals' spirit with pride wherever you go.

As Student Council, we can't wait to see the energy you'll bring. So gear up, set sail, and let's create memories together that will last a lifetime.

Ahoy, New Admirals!,

On behalf of the 23rd Student Council Board, welcome aboard! I'm Asheeryn, your Vice-President, and I can't wait to see you begin this adventure. Secondary school is your chance to explore who you are, grow in confidence, and take on challenges that will shape your journey. Every Admiral has the potential to lead, inspire, and leave a legacy.

Being an Admiral means standing tall, working as one crew, and never giving up even when the waves get rough. Every experience — whether in class, on stage, or on the field — will help you discover your strengths and build character.

As your Student Council, we'll be here to support and inspire you throughout your time in ADSS. This is your voyage — so dream big, set sail, and make it count!



Asheeryn Mika

Vice-President

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. Candidates are allowed to enter the examination venue only after invigilators have instructed them to do so.
5. Candidates 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. Candidates to check that there is no unauthorised materials with them, in the pockets or in the pencil case.
8. No communication (verbal or non-verbal) is allowed among candidates once they are seated in the examination venue.
9. Once candidates are seated in the examination venue:
 - 9.1 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;
 - 9.2 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;
 - 9.3 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.
10. Candidates must inform the invigilator immediately if:
 - 10.1 They are issued a wrong question paper;
 - 10.2 They are issued a paper that does not contain the number of pages specified on the cover-page; or
 - 10.3 They are not issued the supplementary materials (such as graph paper, map, drawing paper, etc) that are stated in the question paper.
11. 2B pencils should be used to shade the correct answers on the OTAS for MCQs.
12. 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.
13. 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.
14. Absence from a paper must be supported by a medical certificate. Otherwise, the student will be awarded a zero mark for the paper.
15. There will be no make-up for missed Weighted Assessments / End-of-Year Examination / Preliminary Examination.

GOOD PRACTICES

16. Candidates are advised to read the questions carefully and write legibly.
17. 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.
18. 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

19. Candidates should use dark blue or black ink to write their answers.
20. 2B pencils should be used to shade the correct answers on the OTAS for MCQs.
21. 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.
22. Use of correction fluid / tape is not allowed in the Weighted Assessments/ Examinations.

ELECTRONIC CALCULATORS, E-DICTIONARIES AND OTHER DEVICES

23. Candidates are only allowed to use silent battery-operated calculators / e-dictionaries which are approved by MOE / SEAB.
24. Programmable calculators and those with permanent programmable features such as numerical integration and symbolic algebraic manipulation are prohibited.
25. Programmable e-dictionaries are not allowed for the essay and functional writing components of Mother Tongue Language examinations.
26. 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.
27. 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

28. 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.
29. 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.
30. 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 Routines and Procedures

Flag Raising Ceremony

Time	Events
7.45 am	An announcement will be made over the PA system to remind students to deposit their mobile phones and to proceed to the flag raising venue (parade square, school hall or classroom) for silent reading.
7.55 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 start.
8.00 am	The bell will ring at 8.00 am . Students who are not present at the flag-raising venue (parade square, school hall or classroom) will be considered as late for school.
8.00 am I 8.10 am	Start 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 – O.M.A.G

Routines	How they are practised
O.M.A.G (start of an activity)	Order - Students are to ensure that room furniture and equipment are arranged neatly (eg : tables and chairs), no litter on the ground, and whiteboard is clean. Students are to be well-groomed and neat. Materials - Relevant materials are to be placed on the table. Attire - Students to do a self-check and buddy check of their attire when they stand up. Attendance - Students are to be present for all lessons and teachers to check on the physical attendance of the class before the start of lesson. Account for those who are not present then. Greeting - Teacher greets the class when the class is ready. Students shall return the greeting. Students should not drag their chairs when standing up or sitting down.
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.

General routines (Lesson time)

Activity	Procedures
Visit sickbay	<ul style="list-style-type: none"> • Unwell or injured student should seek permission from the teacher to visit the sickbay. • Teacher will allow another student (same gender) to accompany the unwell or injured student to the General Office. • At the General Office, they should inform the staff on duty at the General Office of the need to visit the sickbay. • 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.
	<ul style="list-style-type: none"> • 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. • After 30 minutes,
	<ol style="list-style-type: none"> 1. if student's condition gets better, 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. 2. if student's condition does not seem to get better, 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.
Absence of teacher	<ul style="list-style-type: none"> • The Class Chairperson should 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.
Going for PE Lessons	<ul style="list-style-type: none"> • During PE lessons, students should keep their valuables (e.g. wallet) in their school bag before moving to the PE venue for lessons. • Students should bring along their water bottle and personal medication (if any) for every lesson. • The Class Chairperson or the appointed student should 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. • Students must inform their PE teachers immediately if they are not feeling well.

	Going for lesson in special rooms (iCtSpace, Science labs, Computer Labs, D&T workshop, recess and school assemblies etc)	<ul style="list-style-type: none"> The Class Chairperson or the appointed student should 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.
	Going for PE Lessons (PE Lessons before recess/lunch period)	<ul style="list-style-type: none"> The Class Chairperson or the appointed student should 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. Students should bring along their water bottles and personal medication (if any) for every lesson. During PE lessons, students should 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. Students must inform their PE teachers immediately if they are not feeling well or have issues with their belongings.
	End of day	<p>Students should</p> <ol style="list-style-type: none"> clean the classroom. empty the wastepaper baskets. arrange chairs and desks neatly. clean the whiteboard. shut the windows. ensure all switches are turned off.
	Early departure from school	<ul style="list-style-type: none"> Students should inform their Form Teacher promptly. Students shall seek approval from the Principal, Vice-Principal or in their absence, a Head of Department or their Form or Subject Teachers. Students are to be fetched by parent/guardian. Parents are to complete an Early Departure form in the General Office before student can be released from school.
	Going for CCA	<ul style="list-style-type: none"> Students' belongings should be securely locked up in a room. Mobile phones should still be locked in the handphone lockers during CCA

General routines (Non-Lesson time)

Activity	Procedures
During Recess	<ol style="list-style-type: none"> 1. The Class Chairperson or an appointed student should make sure that 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. 2. Students should stay at the canteen area and ground floors. 3. Students must remain in the school compound. 4. Students playing sports and games during recess need to adhere to terms and conditions set.
At the canteen	<ol style="list-style-type: none"> 1. Students are to queue for their food and drinks. Students should buy their own food. 2. Students must consume food and drinks in the canteen only. 3. Students must return used plates, glasses, etc. to their proper receptacles.
After recess	<ol style="list-style-type: none"> 1. Students will make their way to their classrooms when the first chime is sounded. 2. They will proceed straight to their lesson venues and wait quietly for their teachers to arrive.

Use of School Spaces – Sports & Recreational Activities

Venues	Procedures
School Hall, Parade Square, Basketball Court and ISH	<p>Students may play light, non-contact games, such as:</p> <ul style="list-style-type: none"> • Badminton • Sepak Takraw • Chapteh • Basketball (shooting or small-sided play) • Captain's Ball • Frisbee (non-competitive) <p>Not Allowed in These Areas</p> <p>To prevent injury and damage:</p> <ul style="list-style-type: none"> • No kicking of balls (e.g., soccer, futsal) • No rugby or rugby-style play • No tackling, pushing, charging, or rough play • No forceful ball throwing • No activities that disrupt lessons nearby • No food and drinks are allowed <p>Play should always be controlled, safe, and respectful of others in these areas.</p>

	<p>Students may play field sports, including:</p> <ul style="list-style-type: none"> • Football (Soccer) • Rugby (non-tackle / touch rugby) • Frisbee • Other low-contact field games <p>Not Allowed on the Field</p> <ul style="list-style-type: none"> • No full-contact rugby (e.g., scrums, tackles, rucks). • No food and drinks are allowed. • No reckless kicking of balls in crowded areas. • No using of cones, poles, or equipment without permission. • No climbing on goalposts or fencing. • No playing in wet or muddy conditions when field is closed. <p>Safety comes first. If play becomes dangerous, students will be told to stop immediately.</p>
	<p>All other location</p> <ul style="list-style-type: none"> • No unstructured play at all times.

Misuse of Shared Play Areas

Students are expected to use all shared play areas (including the School Field, Parade Square, Basketball Court, Indoor Sports Hall and School Hall) safely, responsibly and respectfully. If these spaces are left dirty, used in unsafe ways, misused repeatedly, or used in ways that disrupt lessons or others' safety, the school reserves the right to suspend access to these areas for individuals, groups or the whole student body. Responsible behaviour keeps these spaces open for everyone.

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.

A. 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.

B. 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.

C. 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.

D. 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 will be given to students accordingly. 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

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

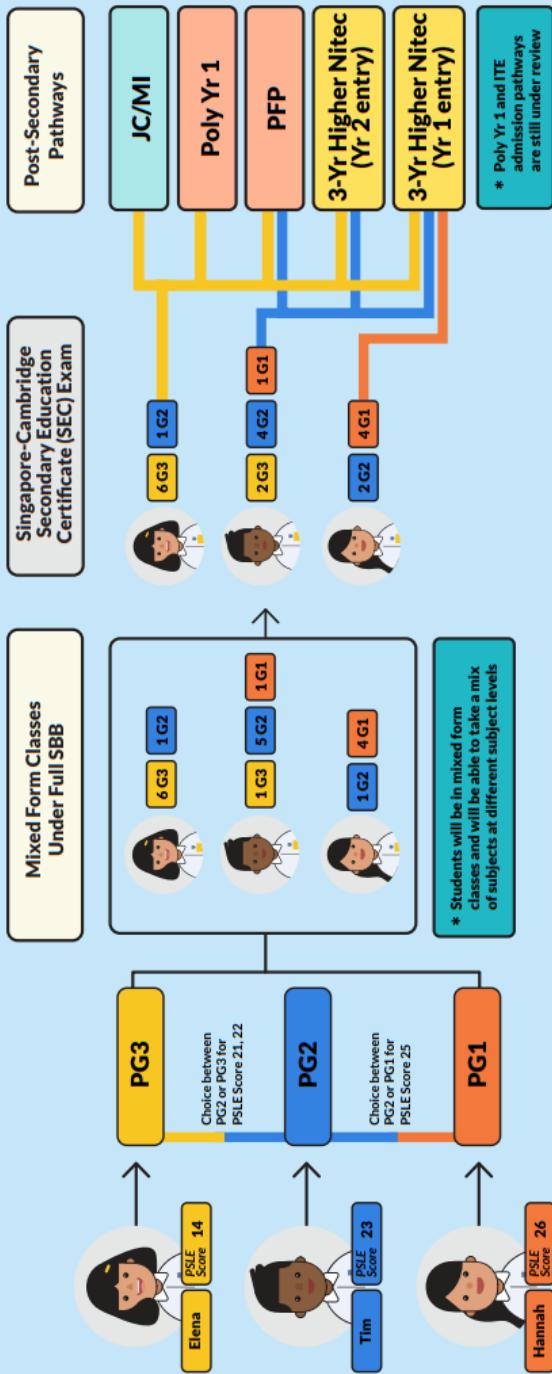
- At the end of S1, students will generally progress to S2.



MOE FULL SUBJECT BASED BANDING GRAPHIC

Secondary School Experience and Post-Secondary Pathways Under Full SBB

From 2024 Sec 1 cohort onwards, Posting Groups will be used to facilitate the admission of students to secondary schools. Once students are posted to Sec 1, they will have a school experience that better caters to their different strengths, interests, and learning needs, no longer distinguished by academic streams. There will be greater flexibility for students to customise their learning. Students will have more options for their post-secondary pathways, while ensuring they have strong fundamentals, and can thrive in their chosen pathway.



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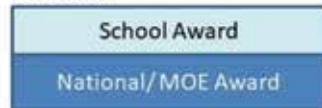
School Awards

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:



The descriptions of the awards are as follows:

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

Level of Award	Award	Description
MOE Level	Edusave Scholarship for Secondary Schools (ESSS)	<p>In recognition of students:</p> <ul style="list-style-type: none"> a) within the top 10% of their level and course in terms of academic performance; b) who have demonstrated good conduct.
	Edusave Merit Bursary (EMB)	<p>In recognition of students:</p> <ul style="list-style-type: none"> a) who are within the top 25% of their level and course in terms of academic performance; b) have demonstrated good conduct; c) whose monthly household income does not exceed \$7500 (or per capita income does not exceed \$1,875)
	Edusave Good Progress Award (GPA)	<p>In recognition of students:</p> <ul style="list-style-type: none"> a) who are within the top 10% of their level and course in terms of improvement in academic performance; b) have demonstrated good conduct; c) who are not recipients of any Edusave Scholarship or the Edusave Merit Bursary.
	Edusave Character Award (ECHA)	<p>In recognition of students:</p> <ul style="list-style-type: none"> a) who have demonstrated exemplary character and outstanding personal qualities through their behaviour and actions.
	Edusave Award for Achievement, Good Leadership and Service (EAGLES)	<p>In recognition of students:</p> <ul style="list-style-type: none"> a) who have demonstrated good conduct, and one or more of the following: (i) leadership qualities, (ii) service to community and schools, (iii) excellence in non-academic activities or, (iv) 21st Century Competencies in a consistent and exemplary manner.

Level of Award	Award	Description	
School Level	Commendable National Exams Results	In recognition of the top few students (Sec 4/5) who have obtained outstanding national examinations results.	
	Outstanding Academic Results	In recognition of the outstanding students per level and course (Sec 1, 2 & 3) with at least a 'Good' Conduct Grade	
	Best Progress Award	In recognition of the top student per level and course (Sec 1, 2 & 3) who have obtained: a) best improvement in Overall ranking compared with Semester 1 b) with at least a 'Good' Conduct Grade	
	Individual Subject Prize	In recognition of the outstanding student for each subject per level (Sec 1, 2 & 3) with at least a 'Good' Conduct Grade	
	Admiral of the Year Award	In recognition of graduating students, one per stream: who is an exemplary role model and has demonstrated all-round excellence.	
	ADSS Outstanding Contribution Award (OCA)	In recognition of graduating students: who have contributed significantly to their CCAs in terms of leadership, service to the school and community, achieved CCA excellence, and of good conduct.	
	Semestral Exemplary Award (SEA)	In recognition of students in each class: whose behaviour and conduct exemplify the school's R ³ LIGHTS values. The award is presented at the end of each semester.	

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

Bronze	At least an E grade performance in all 6 test items and a total of 6 or more points.
Silver	At least a D grade performance in all 6 test items and a total of 15 or more points.
Gold	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

(source: Ministry of Education)

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

(source: Ministry of Education)

Notes

Our Mission

Empowering Admirals To Actualise Their Aspirations



Other INFORMATION





Student Leaders' Pledge

We, Student Leaders of
Admiralty Secondary School,
pledge to serve our school
with pride and confidence,
and to give our best to the student body.
We will be positive role models
in all that we do.
The Admiralty Secondary School Student Leaders



Welcome Message



Ms Mullai
Counsellor

Hi everyone from the Student Support Team,

We are made up of school counsellors, special education needs officer, student welfare officer, and education and career guidance officer.

Juggling studies, CCAs, and personal life isn't always easy. We are here to walk alongside you, offering support, advice, and a listening ear.

Whether it's bullying, exam stress, self-discipline, friendship problems, or even more serious concerns, you don't have to go through it alone.

Your safety and well-being is important to us.

Just make an appointment with us—we're here to help you find balance and grow through your journey in school.



Please scan this QR to make an appointment.

Welcome Message



Ms Yeo Li Wen

Administration Manager

Dear Admirals, welcome to Admiralty Secondary School!

You are embarking on an exciting new chapter of your education, and we are thrilled to have you here! Make the most of these next few years by staying curious and getting involved in activities that interest you. We will be supporting you and witnessing your growth and achievements throughout this journey. Welcome aboard!

Hello and welcome to Admiralty Secondary School!

Here, every student is encouraged to discover their strengths and pursue their passions.

Our dedicated staff and vibrant community create a safe and supportive environment.

Let's make great memories and grow together during this journey!



Ms Tan Huiping
Operational Manager

Helplines and Financial Assistance

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

SCHOOL COUNSELLING OR ECG COUNSELLING

You may book an appointment with our School Counsellor or ECG Counsellor 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 www.ec2.sg or www.egen.sg for more information (Mon to Fri: 2.00pm - 5.30pm)
Help123	1800 6123123 Mon-Fri (except Public Holiday) 10am-6pm
Mindline.sg	Refer to www.mindline.sg
Samaritans of Singapore (SOS) (For anyone facing a crisis)	1800 221 4444 (24 hrs) pat@samaritans.org.sg
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
CHAT - Centre of Excellence for Youth Mental Health	6493 6500/01 www.chat.mentalhealth.sg (For young persons between 16 to 30)
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
National Anti-Violence and Sexual Harassment Helpline (NAVH)	1800-777-0000 Call 999 or SMS 71999 (police) immediately if the person's life or safety is in imminent danger

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 **\$4,000** per month

OR

Household Per Capita Income (PCI) not exceeding **\$1,000** per month

PCI = Monthly GHI / No. of members in the same household

Household members include all individuals related to the student by blood, marriage or legal adoption (e.g. uncles, aunts, cousins, grandparents etc) staying at the same address

BENEFITS UNDER MOE FAS

Item	Level of Subsidy
School Fees	100% subsidy
Miscellaneous Fees	100% subsidy
Textbooks	Free textbooks
School Attire	Free school attire
School Meal Subsidy	10 meals per school week (\$41 per week)
Transport Subsidy	\$21 transport credit per month from month of approval

HOW TO APPLY for MOE FAS?

Parents can apply for MOE FAS using the e-FAS form which is available on the “Services” tab in Parents Gateway. Alternatively, parents can access the form via the QR code:





Admiralty
Secondary School
website



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Guided Journeys, 2025

Nur Eva Hafifa, A5

In this artwork, sailboats drift across open waters with a lighthouse standing quietly in the distance; a symbol of guidance, direction, and hope. Each sailboat represents a student on his or her individual journey, navigating the winds of discovery, challenge and growth.

The lighthouse, ever steady, reflects the role of the school as a beacon. It does not steer the boats, but offers light and clarity, especially when the waters become rough or uncertain. It is a reminder that even in moments of doubt or fog, students are not alone; they are supported, guided, and seen.

This piece is about movement and trust; about learning to catch the wind, steer through storms, and keep an eye on the light that leads us forward.



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