

4 January 2022

Dear Parents/Guardians of Secondary 3 Students,

WELCOME TO TERM 1 2022

1. On behalf of the school and staff, we extend a very warm welcome to you in 2022! We hope that you have spent a meaningful and restful year-end holiday with your child/ward.
2. Although the challenge of a global pandemic remains, we now have greater confidence in living with Covid-19 as a nation. While continuing with the necessary Safe Management Measures (SMM) to safeguard the well-being of all our students, we have planned to carefully phase in more activities (in line with prevailing national posture). Our wish is that Bowenians can view the future with a renewed sense of optimism through their schooling experiences.

In the past year, we rose to the challenge of redefining teaching and learning, including through Blended Learning and leveraging the use of Personal Learning Devices. This has enabled our students to become more future-ready learners as well as customise their own learning. We will continue to ride the sea of change and keep a steady course. Building on our existing efforts, Bowenians can look forward to curricular enhancements such as greater frequency and variety in Blended Learning, new productivity tools, as well as greater emphasis on their holistic well-being. We look to parents for your continued support for these initiatives in 2022.

Our students have always been at the heart of what we do, and it is our students who have driven Bowen Secondary's efforts and achievements for the last 40 years. In 2022, we will also mark 40 years of excellence with opportunities for Bowenians to celebrate our collective strengths meaningfully and co-create the future together with hope, confidence and purpose.

3. As we embark on the new school year, we would like to provide you with key updates for Term 1 for our Sec 3 students.

A. Update on Safe Management Measures (SMM) & First Week of School

4. **Bowen Secondary will continue to implement the necessary SMM in line with MOE Directions to keep students and staff safe.** We will remain vigilant in checking in on our students and look after their well-being.
5. Please remind your child/ward to observe all SMM such as proper mask wearing, social distancing and personal hygiene (e.g. washing/sanitising hands) at all times. Students are also expected to bring their thermometer and TraceTogether token to school every day.
6. Your child/ward **should not** come to school and should **inform Form Teachers (FTs)** immediately if he/she is:
 - Unwell (e.g. with flu-like symptoms – he/she should see a doctor and get a MC)
 - ART positive
 - PCR positive
 - Serving SHN due to recent travel
7. Your child/ward should also **inform FTs** if a household member is **tested PCR positive**. If your child/ward is issued with a **Health Risk Warning (HRW)**, he/she will also need to **inform FTs**. Your child/ward will be allowed to come to school if he/she is **well** and **tests ART negative** before leaving home. Your child/ward will need to submit photo evidence of the ART test result to FTs with the kit clearly labelled with his/her **name** and **date each day** before coming to school i.e. on the morning itself, not the

night before. Your child/ward **will not be allowed** to come to school **until the ART test is taken (with a negative result)**.

8. FTs will also remind/update students on SMM on the first day of school.
9. In the event your child/ward has to miss school, his/her learning will be supported. FTs will assign a buddy to update your child/ward on the lessons and collect his/her worksheets. Please encourage your child/ward to be proactive in finding out on what he/she has missed from his/her buddy.
10. To ease the transition back to school and to stagger the dismissal time for our students, please take note of the dismissal time for your child/ward for the first week of school as follows:

Level	Tue 4 Jan	Wed 5 Jan	Thur 6 Jan	Fri 7 Jan
Sec 1	1.00pm	1.00pm	As per timetable	By 6pm#
Sec 2	12.30pm	12.30pm	As per timetable	As per timetable#
Sec 3	12.30pm	12.15pm	As per timetable	As per timetable#
Sec 4/5	12.15pm	12.30pm	As per timetable	As per timetable#

All S2-5 students will be reporting to school at their respective classrooms by 7.25am as usual.

#There will be 'CCA Experience' where Sec 1s will 'tour' the various CCAs. Sec 1s will be dismissed by 6pm (may be slightly earlier). The Sec 2-5s will conduct the 'CCA Experience' and introduce their CCAs to the Sec 1s.

11. The school's back gate along Hougang Avenue 2 will be opened from 6.30 am to 7.30am for students to enter school. Students can continue to access the back gate when leaving school during dismissal.

B. Secondary 3 Form Teachers

12. To forge stronger school-home partnerships, we are pleased to introduce our team of Sec 3 FTs and share their email contacts below. Some of the 2021 Sec 2 FTs have followed up the cohort to 2022. If you wish to contact FTs by telephone, you may call the school General Office (6385 9466) and request for their extension number.

Class	Form Teachers	Emails
3 Topaz	Mr. Alvis Tan Mdm. Padma Mrs. Astee Tan	alvis_mazon_tan@schools.gov.sg padma_ramachandran@schools.gov.sg goh_shin_ee_astee@schools.gov.sg
3 Opal	Ms. Lee Yu Jie Mr. Ng Wah Kian	lee_yu_jie@schools.gov.sg ng_wah_kian@schools.gov.sg
3 Sapphire	Mr. Hairil Mrs. Janet Wee	muhammad_noor_hairil_muhammad@schools.gov.sg ow_yong_yuet_leng@schools.gov.sg
3 Peridot	Mrs. Rebecca Ang Ms. Athifah	chua_yiwen_rebecca@schools.gov.sg tengku_Nur_Athifah_T@schools.gov.sg
3 Amethyst	Ms. Monica Suan Mr. Farid Mrs. Andrea Thoo	suan_ching_yeah_monica@schools.gov.sg mohd_farid_b_mohamad@schools.gov.sg kan_sok_may_andrea@schools.gov.sg
3 Ruby	Mr. Winston Chua Mdm. Shafiqah	chua_seng_wee_winston@schools.gov.sg shafiqah_hadam_hussain@schools.gov.sg
3 Kunzite	Ms. Melissa Chong Ms. Kalaivani Pookays	chong_huilin_melissa@schools.gov.sg kalaivani_pookays@schools.gov.sg

Class	Form Teachers	Emails
3 Larimar	Ms. Zurainah Mdm. Joyce Toh	zurainah_kassim@schools.gov.sg toh_lin_lee_joyce@schools.gov.sg
3 Emerald	Ms. Clara Chan Ms. Suraiya Ms. Wirda	chan_pei_fong_clara@schools.gov.sg suraiya_izharul@schools.gov.sg wirda_mardiana_sanif@schools.gov.sg

13. The contact details (work email and telephone number) of your child's / ward's subject teachers are also available on our school website. Teachers will generally be contactable by telephone during office hours. If you email our teachers, they will aim to reply you within 3 working days. We seek parents'/guardians' understanding that teachers may wish to keep their handphone numbers private.

14. The Year Heads for Sec 3 are Mrs Normala Chang (normala_mohamed_saleh_ma@schools.gov.sg) and Mrs Chan Soo Yong (lim_soo_yong@schools.gov.sg). Kindly note that Mrs Chan is currently on leave and will return in July 2022.

C. Key Parental Engagement Platforms

15. In the course of your child's/ward's 4-5 years in Bowen, we will be meeting parents/guardians at briefings/dialogue sessions/Meet-the-Parent Sessions (MPS). Depending on the national posture, we will advise the format of these meetings, e.g. via webinar, in-person, etc. Separate letters providing more information on these sessions will be issued at a later date.

Date	Levels
Fri 21 Jan	Sec 1 MPS (Evening)
Wed 9 Mar	Sec 2 MPS (Evening)
Thu 10 Mar	Sec 4/5 MPS (Evening)
Thu 24 Mar	Sec 1&3 Dialogue Session with Parents (Evening)
Fri 27 May	Sec 1-5 MPS & Collection of Report Books (one-to-one meetings with FTs)

D. Bowen FIESTA (Start of Year) 2022

16. Our annual **Bowen FIESTA** (Fun, Interactive, Educational and STructured Activities) will be conducted in Week 2. Bowen FIESTA for Sec 3 students will comprise:

- Sec 3 Leadership Programme**
 This workshop strengthens students' understanding of the Leadership Challenge Model and the Five Practices of Exemplary Leadership which were introduced to them in Secondary Two 2021. This will help students to understand what it means to be a leader and how to apply the knowledge to leadership opportunities in Bowen and beyond.
- Personal Effectiveness Workshop**
 This workshop will provide students with strategies to conceptualise and process academic materials through note taking and mind mapping strategies and to help them work with their strengths to achieve better time management.

Calendar View of Weeks 1 and 2

Week	Mon	Tue	Wed	Thu	Fri
1 (3 - 7 Jan)	School Holiday	First Day of School Programme (All levels)	Lessons according to timetable for S2-5	Lessons according to timetable	Lessons according to timetable
		S1 Orientation Day 1	S1 Orientation Day 2		*CCA starts for S2 – 5
	Please refer to dismissal time for the different levels as shown in Section A.				
2 (10 – 14 Jan)	Lessons according to timetable	Lessons according to timetable	S3: Leadership Programme – Star Leaders of Bowen 2	S3: Personal Effectiveness Workshop and Cohort Team-building Activities	

An online Consolidated Notification of Term 1 activities/programme will be sent via Parents Gateway (PG) on **Tue 4 Jan**. Please submit your consent via PG by **Mon 10 Jan**. We seek your understanding that your child/ward may not be able to participate in the abovementioned activities if we do not receive the consent by the given date.

E. Term 1 Key Programmes, Events and Holidays

17. After Bowen Fiesta, lessons will resume as per timetable from Mon 17 Jan. Here are Term 1 2022 highlights (Sec 3):

Date	Programmes/ Events	Remarks
Fri 28 Jan	Home-based Learning (HBL) for Upper Sec	Students will need to log into SLS by 8.00am for check-in and attendance taking.
Mon 31 Jan	CNY Eve (simple celebrations and some lessons)	Dismissal by 10.00am.
Tue 1 Feb & Wed 2 Feb	CNY Public Holiday	School resumes on Thu 3 Feb.
Mon 7 Feb to Fri 11 Feb	Mother Tongue Fortnight (Week 1) and Bowen Inclusion Week	Held during school hours.
Wed 9 Feb	Home-based Learning (HBL) for Lower & Upper Sec	Students will need to log into SLS by 8.00am for check-in and attendance taking.
Mon 14 Feb	Total Defence Day Commemoration	Held during school hours.
Mon 14 Feb to Fri 18 Feb	Mother Tongue Fortnight (Week 2)	Held during school hours.
Tue 15 Feb to Wed 23 Feb	Sec 1-5 Term Assessment 1	A separate letter on the schedule of the Term Assessments will be issued at a later date.
Mon 28 Feb	Home-based Learning (HBL) for Upper Sec	Students will need to log into SLS by 8.00am for check-in and attendance taking.
Tue 1 Mar to Thu 10 Mar	Mother Tongue Oral Examinations for Sec 3 HMT	A separate letter on the oral exams schedule will be issued at a later date.
Tue 1 Mar	Class Leaders Appointment Ceremony	Held during school hours.
Wed 2 Mar	Sports Day Heats 2 (Upper Sec)	Held in the afternoons. Time and venue to be confirmed.
Wed 2 Mar	Class Leaders Training Workshop	Held in the afternoon. Time and venue to be confirmed.

Date	Programmes/ Events	Remarks
Wed 2 Mar to Fri 4 Mar	Beauty Unravelling / Gentleman In Me Programme	For selected S2 students. Parents will receive a separate notification if your child is selected.
Mon 7 Mar to Fri 25 Mar	School-Based Health Screening Exercise	Held during school hours.
Wed 9 Mar	Issue of Term 1 Progress Results Slip (Sec 1 – 5)	-
Fri 11 Mar	Sports Day	Held in the afternoon. A separate letter with more details on Sports Day will be provided at a later date.
Sat 12 Mar to Sun 20 Mar	School Holidays	<ul style="list-style-type: none"> Students may be required to attend CCA activities or other programmes and will be notified through parents' letters. Student Protected Time will be on Thu 17 Mar to Fri 18 Mar in which no school activities will be held.

18. For any after-school activities, separate letters/consent forms will be issued to parents. An online Consolidated Notification of Term 1 activities/programme will be sent via Parents Gateway (PG) on **Tue 4 Jan**. Please submit your consent via PG by **Mon 10 Jan**. We seek your understanding that your child/ward may not be able to participate in the planned activities if we do not receive the consent by the given date.

19. For regular updates on school programmes and the happenings in and around the school, feel free to check our school website, and follow us on the school's official Facebook page at <https://www.facebook.com/bowensec> or our official Instagram account **@bowensec_official**.

F. e-Student Handbook

20. With PDLP and the aim of imbuing greater student agency, the Student Handbook from 2022 will be in digital form. All students will receive the 2022 e-Student Handbook by Term 1 Week 4. The Handbook will include important information such as school rules, the school calendar, curriculum hours, and progression criteria. Students should exercise their self-directedness and self-management skills to use their e-handbook to keep track of homework and other tasks.

G. Bowen Device (HP) Policy [New]

21. With the availability of Personal Learning Devices (Term 2 onwards for Sec 1s) and lockers for all students, they will be required to keep their handphones or any other electronic devices in their lockers during curriculum hours (which includes recess, CCA, etc.). Students can retrieve and use their handphones after curriculum hours/school dismissal at the canteen or foyer only.

22. Given the ubiquitous nature of technology, we hope that this practice will encourage our students to develop self-regulation in using technology wisely, "Disconnect to Connect" with their peers, reduce screen time, as well as prevent damage to, loss or theft of their devices. It will also allow them to better leverage their Personal Learning Devices as the main tool for learning without distractions from social media, game notifications and chats during curriculum time.

23. The school will be briefing students on the new device policy and we believe that our students will be able to abide by it. However, there may be consequences (e.g. confiscation of handphone) should students be found flouting the rules.

24. The school seeks parents/guardians' support for the new device policy and help our students to use technology responsibly and appropriately. Should you need to contact your child/ward during curriculum hours due to any urgent matters, please contact the General Office at 6385 9466.

H. SMS Notification for Absenteeism [New]

25. From Wed 5 Jan, parents/guardians (i.e. primary contact person) will receive a SMS notification from school by 10.00am if your child/ward is absent from school. Kindly ensure your handphone number is updated in the school system through the Individual Student Details Report (see Section I below).
26. Should you need to verify your child's/ward's attendance, please contact the General Office or his/her FTs at 6385 9466.

I. Individual Student Details Report

27. All students will receive their pre-printed **Individual Student Details Report** from their FTs on **Tue 4 Jan**. Please check that the relevant information is up-to-date. Should there be any changes (e.g. change in phone number, address, student's name), please update the form (indicate in red ink) and return it to FTs through your child/ward by **Fri 7 Jan**. As the form contains sensitive information, please remind your child/ward to keep the form safe and hand it to their FTs as soon as possible.

J. Canteen Matters

28. The canteen Chinese Rice and Western stalls have ceased operations and the school is currently sourcing for replacements that can start as soon as possible. As we foresee longer queues during meal times, you may wish to consider packing healthy snacks or other food that will not spoil easily, so that your child/ward can have his/her meal more readily during recess/lunch hour. Your understanding on this matter is much appreciated.

Thank you for your support and for partnering us closely as we nurture our students to be future-ready Passionate Learners, Leaders and Champions.

Yours faithfully,



Mr Loh Chih Hui
Principal

Use of photographs and video images

Photographs or video images of students, parents and visitors may be taken during school activities and events such as classroom lessons, enrichment activities, CCA activities, camps, etc. The school may use and publish such photographs or video images in school publications, the school's website, social media channels, or other communication channels.