

3 January 2023

Dear Parents/Guardians, our partners-in-education of Secondary 1 students

## Welcome to 2023

Happy New Year and a warm welcome to you and family to the Canberran Community. I would like to place on record our appreciation to Principal Mr Ng Tiong Nam for his leadership at Canberra Secondary (2017 – 2022) and wish him all the best as he assumes his new appointment from 2023 as Principal, Broadrick Secondary School. I am honoured to join Canberra Secondary as its fifth Principal and I look forward to strengthening our partnership with you in bringing out the best in your child/ward in 2023. I wish you and your family a very enriching year ahead!

I would like to share some important information with you.

### 1. 2023 Calendar of Events for Term 1

Dates	Events	Remarks
3 – 5 Jan	GRC Seeding Week & Sec 1 Orientation Programme	
6 Jan	Sec 1 CCA Open House & Sec 1 Parent Induction Session	S1, CCA leaders and student leaders
11 Jan	Annual Temperature Taking Exercise	Morning
20 Jan	CNY Celebration	
22-23 Jan	Chinese New Year	Public Holiday
24 Jan	Public Holiday	
2 Feb	Home-Based Learning	All
14 Feb	Home-Based Learning	All
15 Feb	Total Defence Day	
1 Mar	Home-Based Learning	All
10 Mar	Sports Festival	

### 2. Sec 1 Orientation Programme

Please refer to Annex A for the schedule of the Sec 1 Orientation Programme (3 – 6 January 2023). Do ensure that your child/ward is properly attired and has a working thermometer, story book and writing materials.

Kindly note the reporting and dismissal time for Secondary 1s from 3 to 6 January 2023:

Date/ Day	3 Jan Tuesday	4 Jan Wednesday	5 Jan Thursday	6 Jan Friday
Reporting Time	7.40am	7.50am	7.50am	7.50am
Dismissal Time	2.25pm	2.25pm	2.25pm	5.00pm

**[www.canberrasec.moe.edu.sg](http://www.canberrasec.moe.edu.sg)**

**Vision** : Grateful, Respectful and Compassionate Canberrans

**Mission** : Care. Aspire. Nurture.

**Values** : Gratitude, Respect, Compassion

### 3. Safe Management Measures (SMM)

With the COVID situation still a concern to all, the school will continue to provide a safe and engaging learning environment for our students. We would like to seek your help to remind your child/ward to continue to practise good personal hygiene and stay away from school if he/she is unwell.

### 4. Timetable

Please be reminded that the school starts at 7.50am and ends at 2.35pm. Students are strongly encouraged to come to school early and take their breakfast from 7.20am onwards at the canteen. Those who are not present in school when the flag-raising ceremony starts will be considered late. The school also seeks your support to help remind your child/ward to be responsible in checking his/her timetable and packing his/her school bag daily.

### 5. Home-Based Learning

Home-Based Learning (HBL) is a key feature of the schooling experience to further develop our students' ability to be self-directed, passionate and life-long learners. Students will be learning from home according to the schedule as stated in the calendar of events for Term 1. We seek the support of parents/guardians to help us in the smooth implementation of HBL. Do assist to monitor closely, provide guidance and support to your child/ward on planning and managing their time responsibly to participate in the learning from home.

### 6. Co-Curricular Activities (CCA)

The CCA schedule is as follows:

Wednesday	Friday	Saturday
<u>3.00pm-5.30pm</u> All CCAs except UGs	<u>2.00pm-4.30pm</u> Sport & VPA	<u>8.30am-12.30pm</u> Boys' Brigade & Girls' Brigade
	<u>1.30pm-5.30pm</u> NPCC, NCC(SEA) & NCDCC	

CCA for Sec 1 students will commence on 8 February (Friday). Please ensure that your child/ward attends all CCA sessions to learn and enjoy the curriculum that the school has planned for them.

### 7. Communication with Parents

We seek to work closely with our parents and guardians for the holistic well-being of our students. We would appreciate your kind understanding and support in the communication protocols:

- Parents should only communicate and engage with teachers within school hours (7.50am – 6.30pm), on working weekdays, and during school terms.

- b. Teachers are not expected to respond to parents and students' queries after school hours, during the weekends and school holidays.
- c. Urgent messages to teachers may be directed to the General Office, should the teachers be in class and are uncontactable during school hours.
- d. Teachers are not expected to provide their personal mobile numbers to parents/students.
- e. Appointments for face-to-face meetings with teachers should be made in advance. Parents should email the teachers or contact the General Office at least 3 days in advance, to minimise disruption to their teaching duties.
- f. Parents will receive a response to their email queries within a reasonable period so that sufficient time is given to teachers to ensure that the queries are addressed well. Kindly include your child/ward's name and class and your contact number in your email.

## **8. Absence from school/CCA/school activity**

If your child/ward is absent from school, CCA or any school activity, please inform the General Office at 67585070 or drop us an email to inform us of his/her absence. He/she will also be required to submit a Medical Certificate or parent's letter when he/she returns to school.

## **9. Personal Learning Device (PLD) Initiative**

In conjunction with MOE's launch of the National Digital Literacy Programme for schools to help students strengthen their digital literacy, every Sec 1 student will be required to purchase a school-prescribed Personal Learning Device (PLD). This PLD will be used in tandem with the national e-learning platform, the Singapore Student Learning Space, as well as other educational technology to personalise and enhance your child's learning. This effort will enable your child to acquire important digital skills and apply them as they navigate an increasingly digitalised world.

We will provide further details on the procurement with the link for the online form to place the order for your child's PLD on 9 Jan 2023.

## **10. Mobile Phone Management**

We believe in providing a conducive learning environment for your child/ward. Your child/ward is expected to switch their mobile phone to silent mode and keep it safely in the school bag during curriculum time. Though we allow your child/ward to use his/her phone at designated areas during recess, please be informed that gaming on phone is not allowed. If your child/ward does not comply with teacher's advice, we will have to keep the phone in the General Office till 4.30pm on that day. Your child/ward can then collect the phone from the General Office after 4.30pm. More details of the School Rules and Regulations are available on our school website.

## 11. **Disclaimer:**

Photograph(s) or video image(s) of you and your parents may be captured during school activities and events such as classroom lessons, CCA, school camps, school concerts. The school may use and publish such photographs and/or video recordings in school publications, website, social media channels, and other communication channels.

We look forward to working in partnership with all parents/guardians as we nurture our students to be Grateful, Respectful and Compassionate Canberrans.

Thank you.

Yours sincerely



Mr Leong Kok Kee  
Principal



**CANBERRA SECONDARY SCHOOL**  
**Sec 1 Orientation Programme (3 - 6 January 2023)**

Welcome to Canberra Secondary School! We would like to inform you of your child's/ward's school schedule during Sec 1 Orientation Programme (3 – 6 January 2023) and assist you in your personal scheduling as well.

**1. General Information on Sec 1 Orientation Programme 2023**

The school will be organising a **4-Day Orientation Programme** as part of its Character Development Programme.

- Purpose:
  - To forge new bonding and friendships among students
  - To inculcate the School Values of Gratitude, Respect and Compassion (GRC)
- Attendance is compulsory for the Sec 1 Orientation Programme. All students are expected to participate in all the activities.
- School contact number during the programme (for emergency purpose only):  
In case of an emergency, parents/ guardians can contact the school General Office during office hours at **6758 5070**.

Date & Day	Time	Activity	Remarks
3 Jan 2023 (Tue)	7.40am to 2.25pm	Orientation Activities	<ul style="list-style-type: none"><li>• Students to assemble at parade square by 7.40am. Student Councillors will be present at the foyer to usher the Sec 1 students to the parade square. Parents are not allowed beyond the drop-off points.</li><li>• *Reporting attire: school PE t-shirt and school bermuda/culottes. Only white canvas/track shoes with shoelaces are allowed. Socks must be plain white and visibly worn.</li></ul>
4 Jan 2023 (Wed)	7.50am to 2.25pm	Orientation Activities	<ul style="list-style-type: none"><li>• Students to assemble at parade square by 7.50am.</li><li>• *Reporting attire: school shirt and school bermuda/culottes. Only white canvas/track shoes with shoelaces are allowed. Socks must be plain white and visibly worn.</li></ul>
5 Jan 2023 (Thu)	7.50am to 2.25pm	Orientation Activities	<ul style="list-style-type: none"><li>• Students to assemble at parade square by 7.50am.</li><li>• *Reporting attire: school PE t-shirt and school bermuda/culottes. Only white canvas/track shoes with shoelaces are allowed. Socks must be plain white and visibly worn.</li></ul>
6 Jan 2023 (Fri)	7.50am to 12.40pm	Formal Lessons Commence (Follow Class Timetable)	<ul style="list-style-type: none"><li>• Class timetable will be made available on the school website by 5 Jan 2023. Students will also receive hard copies of their timetable.</li><li>• Students will be dismissed at 12.40pm.</li></ul>



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	2.30pm to 5.00pm	CCA Briefing & Open House for Students	<ul style="list-style-type: none"> <li>Students to assemble in the school hall by 2.30pm.</li> </ul>
	4.15pm to 6.30pm	Parents Engagement session	<ul style="list-style-type: none"> <li>Please refer to page 4 for more information.</li> </ul>

*\* Students who do not have school attire due to valid reasons can report to school in their primary school uniform.*

## **2. Details on Sec 1 Orientation Programme**

### **Day 1: 3 Jan 2023 (Tue)**

<b>Time</b>	<b>Programme</b>	<b>Venue</b>
7.40am - 8.00am	Flag Raising Ceremony	Parade square
8.00am - 8.35am	Character Coach (CC) Time	Classrooms
8.35am - 9.45am	School Tour (Sec 1E) (1E1, 1E2, 1E3)	Various venues
	Class Bonding Games (Sec 1N) (1N1, 1N2, 1T1, 1T2)	
9.45am - 10.20am	Student Leaders Time (Zoom)	Classrooms
10.20am - 10.55am	Recess	Canteen
10.55am - 12.05pm	School Tour (Sec 1N) (1N1, 1N2, 1T1, 1T2)	Various venues
	Class Bonding Games (Sec 1E) (1E1, 1E2, 1E3)	
12.05pm - 12.40pm	Information and Communications Technology (ICT) Preparation Talk (zoom)	Classrooms
12.40pm - 1.50pm	Class Activity: School Song & Debrief Session	Classrooms
1.50pm - 2.25pm	Character Coach (CC) Time	Classrooms



**CANBERRA SECONDARY SCHOOL**  
**Sec 1 Orientation Programme (3 - 6 January 2023)**

**Day 2: 4 Jan 2023 (Wed)**

Time	Programme	Venue
7.50am - 8.00am	Flag Raising Ceremony	Parade square
8.00am - 9.10am	Cohort Address	Cosmix
9.10am - 10.20am	Class Activity: School Tie	Classrooms
10.20am - 10.55am	Recess	Canteen
10.55am - 12.05pm	Student Management Talk	Cosmix
12.05pm - 12.40pm	Principal's Address	Cosmix
12.40pm - 2.25pm	Back to School Package (MOE)	Classrooms

**Day 3: 5 Jan 2023 (Thu)**

Time	Programme	Venue
7.50am - 8.00am	Flag Raising Ceremony	Parade square
8.00am - 9.10am	Character Coach (CC) Time	Classrooms
9.10am - 9.45am	Information and Communications Technology (ICT) Familiarisation Training (zoom)	Classrooms
9.45am - 10.55am	Co-Curricular Activities (CCA) & Student Initiated Learning (SIL) Talk	Cosmix
10.55am - 11.30am	Recess	Canteen
11.30am - 12.05pm	Academic Talk (zoom)	Classrooms
12.05pm - 1.15pm	Growth Mindset Package	Classrooms
1.15pm - 2.25pm	Cohort Bonding Games	School hall





**CANBERRA SECONDARY SCHOOL**  
**Sec 1 Orientation Programme (3 - 6 January 2023)**

**Day 4: 6 Jan 2023 (Fri)**

Time	Programme	Venue
7.50am - 8.00am	Flag Raising Ceremony	Parade square
8.00am - 12.40pm	Follow Class Timetable	Classrooms
2.30pm - 3.00pm	Briefing on Co-Curricular Activities (CCA) for Students	School hall
3.00pm - 5.00pm	Co-Curricular Activities (CCA) Open House for Students (Guided Tours)	Various venues

**Parents Engagement Session: 6 Jan 2023 (Fri)**

Time	Programme	Venue
<b><i>Parents/ guardians are invited for the following sessions:</i></b>		
4.15pm - 4.40pm	Co-Curricular Activities (CCA) Open House for Parents • Event map will be provided.	Various venues
4.40pm - 5.00pm	Briefing on Co-Curricular Activities (CCA) for Parents • LEAPS System	School hall (Please be seated by 4.40pm)
5.00pm - 5.10pm	Parents Induction Session • Welcome and Introduction of Sec 1 Character Coaches & Key Personnel by Year Head	School hall (Please be seated by 5.00pm)
5.10pm - 5.40pm	• Principal's Address	
5.40pm - 5.55pm	• National Digital Literacy Programme	
5.55pm - 6.25pm	• Questions & Answers Session by School Management Team	
6.25pm - 6.30pm	• Post-Event Survey	

**Notes for Parents Induction Session**

- Before the Parents Induction Session, you can find out more about our key school programmes via our school website from 3 January 2023 onwards:
  - Character Development Programme
  - Academic Programme
  - Co-Curricular Activities (CCA) Programme
  - National Digital Literacy Programme (NDLP)
  - Parent Support Group Programme
- For parents/ guardians who are unable to attend the Briefing on Co-Curricular Activities (CCA) for Parents and/ or Parents Induction Session physically in school, you may join us via webinar. Details of webinar link and password will be sent via Parents Gateway.





**CANBERRA SECONDARY SCHOOL**  
**Sec 1 Orientation Programme (3 - 6 January 2023)**

**3. Suggested Programme Kit List**

S/N	Items	Quantity	Checklist
<b>Clothing</b>			
1.	Small face towel (for personal hygiene)	1	
2.	*School tie (required for Day 2, 4 Jan 2023)	1	
<b>Miscellaneous</b>			
3.	*Storybook	1	
4.	*Writing materials	-	
5.	*Water bottle	1	
6.	*Personal thermometer	1	
7.	Sufficient cash for purchase of meals (Max \$10 per day)	-	

*\*Compulsory items*

**DO NOT bring:**

- Valuables like expensive watches or jewellery.
- MP3, PSP or any electronics devices for gaming (including game sets).
- Excessive cash.

*Students will be personally responsible for the safekeeping of any valuable items brought to school.*