

3 January 2023

Dear Parents/Guardians, our partners-in-education of Secondary 4 & 5 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	
5 Jan	Sec 4 Poly Open House Visit	11am
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
3 Mar	PTM	S4/5
10 Mar	Sports Festival	
13-15 Mar (TBC)	Excellence Programme for Sec 4&5	All

2. GRC Seeding Week

Please be informed that the GRC Seeding week will commence from 3 Jan to 5 Jan 2023. Do ensure that your child/ward is properly attired in school uniform and has a working thermometer, story book and writing materials.

Kindly note the reporting and dismissal time for Secondary 2s from 3 to 6 January 2023:

Date/ Day	3 Jan Tuesday	4 Jan Wednesday	5 Jan Thursday	6 Jan Friday
Reporting Time	7.50am	7.50am	7.50am	7.50am
Dismissal Time	2.25pm	1.50pm	2.25pm	12.40pm

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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 2 to 5 students will commence on 11 January (Wednesday). 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. 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.

10. 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.

Canberra Secondary School

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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

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