



CHIJ KATONG CONVENT
346 Marine Terrace, Singapore 449150



KC/G/2024/04

8 January 2024

Dear Parents/ Guardians

Happy New Year! We started the first week of school with programmes and activities for the girls to know the school, their teachers, and friends better, and we hope this eases their transition into the new school year. We are excited to share our theme for 2024 – The Joy of the Lord is my Strength (Nehemiah 8:10). Through the theme, we hope the girls can develop a sense of joy and hope, despite the circumstances, and grow in resilience. Anchored by the KC PIER values of **P**erseverance, **I**ntegrity, **E**xcellence, and **R**espect, we also hope to see the girls grow in their love for learning and putting in their best effort in all that they do.

1. Staff Updates

We wish to express our heartfelt appreciation to the following staff who have left KC and wish them all the best in their endeavors:

- Mrs Goh Bee Hoon
- Mrs Algena Lim
- Ms Chin Qinning
- Ms Lannie Lai
- Ms Patrine Chua
- Ms Heng Pei Yan

We extend a warm welcome to the following permanent staff:

- Ms Dorine Chia, Vice-Principal
- Mrs Christina Lee, HOD/ Student Development
- Mrs Puah Lai Tee, Senior Teacher/ Mathematics

I would like to make a special mention to our Vice-Principal, Mrs Goh Bee Hoon, who is retiring after years of illustrious contribution to the education service and to KC. We wish her a happy and fulfilling retirement.

The KC school leaders have been blessed with your support, and the Vice-Principals, Ms Annie Lim, Ms Dorine Chia and I look forward to another great year of partnership with you.

2. Home-School Communications

We want our girls to be more independent and responsible, hence information and instructions on school programmes will be communicated directly to the girls. If they are unsure about anything, we encourage them to take the initiative to find out from their teachers and friends. For information that pertains to parents/ guardians, we use the following channels to keep in touch with you:

a. Parents Gateway

Parents Gateway (PG) is the main channel for dissemination of information as well as for you to give consent for your daughter(s)/ ward(s)' participation in selected school programmes.

b. Parents page on school website

You may also access the Parents page on the school website (under The KC Village tab) for information such as class timetable and assessment matters, which would also have been shared through PG.

URL: <https://www.chijkatongconvent.moe.edu.sg/the-kc-village/parents>

c. E-Student Journal

You may refer to the e-student journal on the school website (under The KC Experience tab) for important information such as school rules, school programmes, and assessment and promotion criteria. Do go through the information with your daughter/ ward and approach the school should you have queries.

d. Communication with Staff

Parents/ Guardians who need to contact school personnel may email, call or meet with them. The communication protocols are outlined to respect teachers' rights to rest and private time. I seek your support in caring for our staff as they do their best to teach and care for the girls.

Mode of Engagement	Protocol	Remarks
Email	3 working days for replies	<ul style="list-style-type: none">Emails of teachers are published on the school website.For urgent matters, please call the General Office.
Phone calls	During office hours: 7.30am to 5.45pm	
Meetings (Face to Face or Virtual)	By appointment	

e. Connect with Us

Do follow us on social media to be plugged in on exciting updates!

Instagram: <https://www.instagram.com/chijkatongconvent>

3. Administrative Matters

a. Personal Data Protection Act (PDPA)

The school documents events and programmes with photographs and videos, which could be published on the school's media platforms and publications (both online and hard copy). Students also take class photos which are published in the School Annual and distributed to them as a keepsake. We seek your consent on the use of your daughter's/ward's photographs and videos on such medium, which will be in force for the years of your daughter's/ward's stay in KC. Please click "Yes", at the bottom of the notification, for consent and "No" for non-consent. If we do not receive a response from you by **Monday, 22 January 2024**, it will be taken as consent.

4. Safety & Security Matters

a. Personal and Social Responsibility

To ensure that the school remains a safe place for teaching and learning, students who are unwell should seek medical attention and stay away from school. Schools conduct Temperature Taking Exercises twice a year to enable students to learn to take their own temperature as part of exercising personal and social responsibility, and to be prepared against threats posed by diseases. For Semester 1, the Temperature Taking Exercise will be conducted on Wednesday, 10 January. Students have been informed to bring a working thermometer on that day.

b. Road Safety

Drop Off

You may drive into the school to drop off your daughter/ ward between 6.45am and 7.15am, and beyond 7.15am for inclement weather. Otherwise, please allow your daughter/ ward to alight from the vehicle safely and promptly outside the school. As enforced by Traffic Police, drivers should not make a right turn when exiting the school between 6.45am and 7.15am.

Pick-up

For dismissal pick-up within the school, you may drive into the school only after 3.00pm. Waiting or parking in school is not allowed. Alternatively, you may wish to wait for your daughter/ward at one of the public carparks opposite the school.

Pedestrians Safety

The students have been instructed to use the pedestrian crossings at Marine Terrace. We would like to urge all drivers to drive safely, especially during peak hours, to keep our students and other road-users safe.

c. Visiting the School

The school puts in place the following guidelines for visitors to ensure the safety of students:

Visitor Appointments

Please make a prior appointment with the school personnel you plan to meet and register at the security counter upon arrival. If you are driving, we seek your understanding to park at the public carpark opposite the school.

Parents'/ Guardians' Access Areas

Parents'/ Guardians are requested to keep to the lower foyer and the bookshop. During term time, you may visit the bookshop between 2.00pm and 3.30pm. There shall be no access to other areas of the school unless arrangements have been made for you to do so.

5. KC Parent Support Group (PSG)

The PSG comprises parents who are passionate about being involved in their daughters' school experiences and supportive of school efforts in nurturing the KC girl. We would like to thank the out-going committee headed by Chairperson, Mr Andrew Lioe, and Vice-Chairperson, Ms Serene Tan, for their faithful service and contributions to KC, and welcome the incoming committee headed by Chairperson, Mrs Carmen Lim and Vice-Chairperson, Mrs Elaine Poon. Parents/ Guardians who wish to find out more about KC PSG may email kc.ptsg@gmail.com.

6. School Calendar

The school calendar shows key school events and can be accessed through the school website (under The KC Experience tab).

URL: <https://www.chijkatongconvent.moe.edu.sg/the-kc-experience/cal/>

a. Co-Curricular Activities (CCA)

CCAs take place on Wednesdays (3.00pm - 5.30pm) and/or Fridays (3.00pm - 6.00pm). The respective CCA teachers will inform you if there are special arrangements.

b. Sec 1 Catholic Connect

The "Sec 1 Catholic Connect" takes place every Thursday morning (7.45am – 8.45am) in the Music Room. This programme aims to establish a Catholic student community rooted in faith through fellowship and being immersed in the Gospel. The sessions are led by members of the Young Christian Students' Movement and parent volunteers and supported by student Catholic Support Leaders. All Sec 1 catholic students are strongly encouraged to join!

A highlight for KC this year is the celebration of CHIJ's 170th anniversary. More information on the celebration will be shared nearer the date.

Please call the General Office at 6448 6433 or email chijktcs@moe.edu.sg should you have any queries.

May God bless the KC family in 2024.

Yours sincerely



Mrs Tan Mei Chuen
Principal