



# CHIJ KATONG CONVENT

346 Marine Terrace, Singapore 449150

KC/G/01/2026

29 December 2025

Dear Parents/ Guardians

Happy New Year and we are excited to welcome the girls back to school! In this new year, we press on with our efforts in student well-being and holistic development. It takes the KC village to raise our students, and we look forward to partnering with you to support our students' growth and prepare them for the future. The theme for 2026 is 'Trust in the Lord and do good' (Psalm 37:3). It is a reminder that faith, hope and love can see us through many challenges. As we start a new year of learning, I pray that the girls, trusting in God's goodness and anchored by the KC PIER values of Perseverance, Integrity, Excellence, and Respect, will grow to be women of purpose, achieving their potential and being a blessing to others.

## 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 Daphne Toh    | • Ms Cheryl Ang                |
| • Mr Joseph Tan     | • Dr Nur Izzati binte Zainudin |
| • Ms Yin Mei Lenden | • Mrs Karen Jalleh             |
| • Ms Lim Si Ying    | • Mr Tan Yan Zhao              |

We extend a warm welcome to the following permanent staff:

- Mr Gary Chua, Head of Department/ Information and Communication Technology
- Ms Jacey Lau, Head of Department/ Mathematics
- Ms Desiree Tham, Subject Head/ Art
- Mr Lee Chun-Hsien, Subject Head/ Chinese Language
- Ms Hannah Twoon, Subject Head/ Geography
- Ms Joyce Zhuang, Biology Teacher
- Ms Shireen D/o Kaderuppan, Biology Teacher
- Ms Fiona Pua, Chemistry Teacher
- Ms Rahimah Bte Abdul Rahman, Elements of Business Studies and English Language Teacher
- Mdm Nurshahira Binte Abdul Jabbar, Student Welfare Officer

## 2. Key Changes in 2026

The school regularly conducts reviews to improve school processes and programmes. Arising from reviews and references to new guidelines, the following changes will be implemented in 2026.

### a. Leaving School Premises

From 2026, students can only leave the school premises from 1.30 p.m. onwards. If their lessons end earlier, they can revise their work in the library or meet teachers for consultations. The lunch-out policy remains where students can leave the school for lunch

after 1.30 p.m. and return to school for afternoon programmes. Students who prefer to have their lunch in school can continue to do so in the school canteen.

### **b. Midday Break**

Currently, students have a snack break during period 3 or 8 to complement their recess breaks. From 2026, the snack break will be folded into a 10-minute break in class at 11.50 a.m. daily. This midday break provides students with a meaningful pause during their day. It begins with quiet contemplation and prayer and is an opportunity for students to refocus their thoughts. Following which, students can have a snack or take a stretch break to re-energize physically.

### **c. Mobile Device Policy**

In line with enhanced measures to cultivate healthier screen use habits among students, the school has updated our Mobile Device Policy for 2026. The policy covers both mobile phones and smart watches.

#### Storage of Devices

Currently, students are allowed to use their devices before and after school in designated areas. In 2026, students can still use their devices before school starts but are required to **keep their devices in their personal lockers by 7.35 a.m. (by 8.35 a.m. on Thursdays)**, so that they are prepared to start the school day. Students should be responsible for their belongings; hence we urge all students to ensure that they have a lock to secure their lockers. Mobile devices are not allowed during curriculum time, which include afternoon lessons, programmes and CCAs.

#### Consequences of Misuse

Discipline is an educative process, and consequences will be meted out to students who break school rules. Currently, the consequences of misuse start with confiscation of the device for one week. From 2026, the following consequences will be meted out:

#### **Consequences**

- Mobile device will be confiscated for the day.
- Parents/Guardians will receive a call from a school personnel and be required to collect the mobile device from the General Office by 5pm on the same day.
- Students will also attend detention class and submit a reflection on their actions.
- The duration of detention class will increase by one hour for each subsequent offence.

Teaching students responsible use and management of their mobile devices remains the cornerstone of our Mobile Device Policy, and I seek your support to work with the school in guiding them. For students who break the rules, it is an opportunity to learn that there are consequences to our choices and actions, and the disciplinary process helps them learn self-management and responsible decision making.

## **3. Start of School Year**

### **a. Orientation**

Orientation is a key school programme where we structure time and space for students to transit to a new school year, build relationships and learn new knowledge and competencies. Details of the Orientation programme will be emailed to students by 31 Dec 2025. For students without email accounts (e.g. sec 1 students, newly posted students

etc), the programme will be shared with them on the first day of school. Information on the first week of school is as follows:

Date/ Day	Programme	Reporting Time	Dismissal Time	Remarks
2 Jan/ Fri	Orientation	7.35 a.m.	1.30 p.m.	No CCA. For special arrangements, you will be informed by CCA teachers.
5 Jan/ Mon	Orientation	7.35 a.m.	1.30 p.m.	
6 Jan/ Tue	Orientation	7.35 a.m.	1.30 p.m.	<ul style="list-style-type: none"> <li>Sec 2 students will visit East Coast Park.</li> <li>Sec 3 students will visit the Southern Ridges.</li> </ul>
7 Jan/ Wed	Lessons	7.35 a.m.	According to Timetable	CCA starts
8 Jan/ Thu	Lessons	8.35 a.m.	According to Timetable	Sec 4 & 5 students will visit the Polytechnic Open House.
9 Jan/ Fri	Lessons	7.35 a.m.	According to Timetable	CCA Fair

### b. Timetable

Students will meet their subject teachers from Wednesday, 7 January. The timetable for 2026 can be accessed from Friday, 2 January through the school website.

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

School will continue to start at 7.35 a.m. daily, except on Thursdays when we start at 8.35 a.m. Due to the later reporting time, recess on Thursdays will take place later. Please ensure that your daughter/ward has sufficient breakfast, especially when she has a later recess.

### c. Excuse from School

School attendance is critical for students' development and success, and students should see a doctor and obtain a medical certificate if they are unwell. While the school will accept up to **3 excuse letters per term** from parents/guardians, I seek your support to inculcate the value of showing up for school and duties in the girls.

## 4. Home - School Partnership & Communication

### a. Parent Engagement Session

The details of the face-to-face Parent Engagement Sessions at the school are as follows:

Level	Date/Day	Time
Sec 1	Friday, 9 January	3 to 5 p.m.
Sec 3	Monday, 12 January	3 to 5 p.m.
Sec 2	Monday, 19 January	3 to 5 p.m.
Sec 4 & 5	Monday, 26 January	3 to 5 p.m.

The Session will comprise talks by school personnel and a sharing in class by Form Teachers. Besides the above-mentioned touchpoints, parents/guardians can also contact teachers throughout the year to discuss your daughter's/ward's learning progress when needed.

### b. 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.

**c. Parents page on school website**

You may also access the Parents page on the school website for information such as briefing slides and assessment matters, which would also have been shared through PG.

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

**d. E-Student Journal**

You may refer to the e-student journal on the school website for important information such as school rules, school programmes, and assessment and promotion criteria.

URL: <https://go.gov.sg/kcjurnal>

**e. Communication with Staff**

Parents/ Guardians may email, call or meet with staff. 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 Communication	Protocol	Remarks
Email	3 working days for replies	<ul style="list-style-type: none"><li>• Emails of teachers are published on the school website.</li><li>• For urgent matters, please call the General Office.</li></ul>
Phone calls	During office hours: 7.30 a.m. to 5.30 p.m.	
Meetings (Face to Face or Virtual)	By appointment	

**f. Connect with us**

Do follow us on Instagram to be plugged in on exciting updates!

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

## 5. Administrative, Safety & Security Matters

**a. Road Safety**

Drop-off

You may drive into the school to drop off your daughter/ ward between 6.30 a.m. and 7.15 a.m./ 8.15 a.m. (Thu), and beyond these times during 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 6.30 a.m. and 7.30 a.m. Please refer to Annex A for the drop-off location.

Pick-up

For dismissal pick-up within the school, you may drive into the school only after 3 p.m. Waiting or parking in school is not allowed. Alternatively, you may wish to wait for your daughter/ward at one of the public car parks opposite the school.

Pedestrians Safety

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

Please refer to Annex B for a joint road safety advisory by the authorities.

**b. 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 car park 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 p.m. and 3.30 p.m. There shall be no access to other areas of the school unless arrangements have been made for you to do so.

**6. KC Parent Support Group (PSG)**

The PSG comprises parents who want to be involved in their daughters' school experiences and contribute to nurturing the KC girl. More information will be shared with parents/ guardians during the Parent Engagement Sessions for the respective levels.

**7. 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 - 5.30 p.m.) and/or Fridays (3 - 6 p.m.). The respective CCA teachers will inform you if there are special arrangements.

**b. Independent Learning Days (ILD)**

ILDs are home-based learning days. Students do not report to school on ILDs, unless there are special programmes, but engage in learning tasks set by teachers. ILD also provides a platform for Student-Initiated Learning (SIL) where students explore topics of interests beyond the curriculum.

**c. Academic Programmes (AP)**

To support students in their preparation for the national exams, the school has planned Academic Programmes (AP) for the Upper Secondary students. Please note that AP for Sec 4 & 5 students will take place in the first week of June holidays and AP for Sec 3 students will take place in the last week of October.

**d. Catholic Connect**

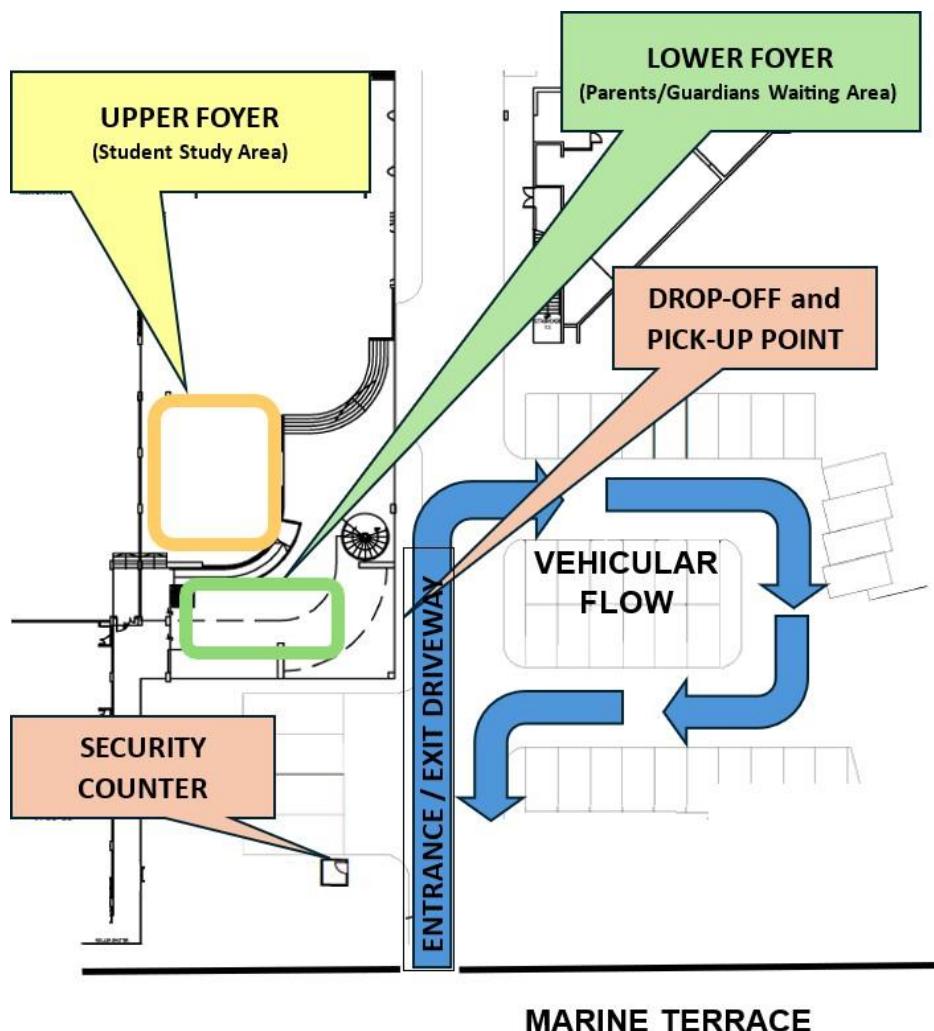
This programme aims to establish a Catholic student community rooted in faith through fellowship and being immersed in the Gospel. The sessions are led by parent volunteers and members of the Young Christian Students' Movement and supported by student Catholic Support Leaders. Catholic students are strongly encouraged to join the sessions which are conducted every Thursday morning (7.35 – 8.35 a.m.) in the Music Room.

Please call the General Office at 6448 6433 or email [chijktcs@moe.edu.sg](mailto:chijktcs@moe.edu.sg) should you have any queries.

Yours sincerely



Mrs Tan Mei Chuen  
Principal





CHIJ KATONG CONVENT  
346 Marine Terrace, Singapore 449150



SINGAPORE  
POLICE FORCE  
SAFEGUARDING EVERY DAY

Land Transport Authority



29 December 2025

Dear Parent(s)/Guardian(s),

### **ROAD SAFETY OF STUDENTS**

We would like to seek your cooperation in ensuring the safety of students travelling to and from school. As our students are still developing their road sense and spatial awareness, and may be less visible due to their height, your partnership is crucial in creating a safe school environment. The following provide parents of our school's road safety policies and guidelines.

#### **Safe Driving Guidelines**

When driving in the school vicinity, please

- Observe speed limits and remain vigilant for pedestrians within the school zone
- Follow all traffic rules and avoid reckless driving or illegal manoeuvres, e.g. turning into the school from the outer lane(s)
- Follow directions from traffic marshals to facilitate safe and smooth traffic flow
- Avoid the unnecessary honking
- Use designated student pick-up and drop-off points during school arrival and dismissal
- Where allowed, ensure swift and safe alighting of your child on the kerb side with the help of an adult

#### **Student Safety Guidelines**

Please remind your child to:

- Use designated pedestrian crossings and avoid jaywalking or crossing recklessly
- Refrain from running to catch buses, and avoid crossing in front of or behind stationary buses
- Do not play near or on the road
- Stay alert while crossing roads and keep mobile phones away
- Practise the 'Kerb Drill' before crossing:
  - Look right, look left, look right again
  - Ensure all vehicles have stopped
  - Raise hand to indicate crossing intention
  - Cross briskly when the vehicles have stopped entirely (at zebra crossings) or green pedestrian signal is displayed (at signalised crossings)

#### **Additional Safety Reminders**

- If your child must cycle to school, he/she should wear a protective helmet, demonstrate competency in safe cycling and is aware of the cycling rules

By following these safety guidelines together, we can create a safer environment for our school community. Please note that traffic violations in the school zone will be subject to enforcement action.

We thank you in advance for being positive role models and helping us maintain the highest road safety standards for our children.

On Behalf of SPF, LTA and SRSC,



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Mrs Tan Mei Chuen  
Principal of School



**Road Safety Begins with You and Me!**