



Clementi Town Secondary School

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3 January 2025

Dear Parents/Guardian of Secondary 4 and 5 Students,

1 Welcome to a new academic year. We hope that you had the opportunity to engage in meaningful activities with your child/ward during the school holidays. Each term, you will receive a letter from the Principal which highlights key announcements and school programmes.

School Motto, Vision, Mission, and Values

School Motto

Aspire and Grow

School Vision

*Being a vibrant community of learners, with the heart to value every individual
and the spirit to serve and to excel.*

School Mission

*To develop in every Clementeen the passion to learn,
the confidence to lead and the humility to serve.*

School Values

Adaptability, Self-discipline, Perseverance, Integrity, Respect, Empathy (ASPIRE)

2 Our school Motto, Vision, Mission, and Values guide all that we do in CTSS and represent what we would like your child/ward (or 'Clementeen') to become by the time he/she graduates. Our desired outcomes are for all Clementeens to be anchored in the ASPIRE values; have a positive attitude towards lifelong learning; and care for one another as well as others in the community. Our Clementeens do best when we work hand in hand. Hence, I seek your support to partner with my teachers.

Sec 4/5 Meet-the-Parents Session (10 January 2025)

3 I warmly invite you to attend the Sec 4/5 Meet-the-Parents session on Friday 10 January 2025. Sec 4 CCAPs and Sec 5 Class Parent (CP) will meet all parents in the classrooms from 6.30p.m. to 7.00p.m., thereafter School Leader's and Year Head's addresses and Education and Career Guidance (ECG) sharing will be held in the hall from 7.15p.m. to 8.15p.m. This is part of our effort to enhance communication and partnership with you. More information regarding the Meet-the-Parents session will be put up on Parent Gateway.

School Hours, Policies on Attendance and Use of Personal Electronic Devices (PED)

4 We would like to emphasise the importance of regular school attendance, which is strongly correlated to student engagement and achievement. If your child/ward must miss school due to medical reasons, please ensure that his/her absence is supported by a Medical Certificate (MC). For other absences

from school not supported by medical reasons, please note that the school will only accept a maximum of two letters of excuse from parents/guardians, per term. A valid reason should be provided. Additionally, please ensure that if you have any holiday plans to schedule it only after school closure.

5 If your child/ward is not in school by 8.00a.m. each school day, an SMS notification will be sent to one of the parents/guardian at 8.30a.m. This is to keep you informed of your child/ward's daily attendance. Please note that only the parent/guardian listed as the "Primary Person to Contact" will be notified by SMS when your child/ward is not in school.

6 Use of personal electronic devices (PEDs) such as mobile phones and mobile game consoles are not allowed during curriculum hour. Clementeans are expected to have their mobile phones switched off or on silent mode and locked away in their allocated personal lockers before the start of the first lesson of the day. For activities outside curriculum hour such as CCA sessions, learning journeys, enrichment and academic support programmes, regulated use will be recommended by teachers. Mobile phones can only be used after curriculum hour at the PED zones – Foyer (includes in front Youth Club House), umbrella seats (in front of General Office) and the canteen. For students who do not abide by this rule, consequences may involve the confiscation of the mobile phones and parental engagement. If you need to contact your child/ward during curriculum hour, please call the school's General Office for assistance.

School Assessment Policy

7 Since 2023, the school had removed Mid-Year Examinations (MYE) for all levels in line with MOE's move to pace out teaching and learning and for students to have more space and time to develop 21st century competencies and experience greater joy in learning.

8. Students will receive feedback on their learning progress through in-class and take-home work as well as during lesson activities. Their understanding will then be assessed through Assessments Checkpoints (ACs), conducted in term 1 and 2 before they sit for the summative assessment Preliminary Examinations. For an overview of the Assessment Policy, please visit the webpage link [here](#). A term-specific schedule of ACs organised by week will be shared separately via the Parent Gateway (PG) notification.

Blended Learning & CTSS Self-Directed Learning Days

9 *CTSS Self-Directed Learning (SDL) Days*: SDL Days is a regular feature in our students' learning experiences, spanning:

- Terms 1 to 3 of a school year for Sec 1 to 3;
- Terms 1 and 2 for Sec 4 and 5.

SDL Days are scheduled on **Even Week Fridays**.

10 To prepare our students for their learning on SDL Days, **the first SDL Day will be held in school on Friday 17 January 2025, from 7.30a.m. to 12.40p.m.** Students will need to bring their writing materials, learning materials for the SDL-featured subjects, PLDs, Apple Pencils and personal earpieces. They will learn and apply learning strategies, study skills, time management, and self-regulating strategies such as goal setting, action planning, monitoring and evaluation of their progress.

11 From the second SDL day (Friday 31 January 2025) onwards, your child/ward need not report to school on SDL Days. He/She will exercise his learner agency in planning his learning schedule on these days which would include the subjects mentioned below. He/She is expected to complete the learning tasks and assignments via e-Learning portals. The instructions will be shared by the subject teachers with your

child/ward through respective Google Classrooms and the Student Learning Space (SLS) on these days. The following subjects will make up the scope of students' academic learning on SDL Days.

Cohort	Subjects
Sec 1, 2	EL, Math, Mother Tongue, Science
Sec 3 Express	EL, Math, Mother Tongue, Pure Chemistry/Science (Physics/Biology)
Sec 3 Normal (Academic)	EL, Math, Mother Tongue, Science (Physics/Biology)
Sec 3 Normal (Technical)	EL, Math, Mother Tongue, Science
Sec 4 Express	EL, Math, Pure Physics/Pure Biology/Combined Science Chemistry, Humanities (Geo/Hist)
Sec 4 Normal (Academic)	EL, Math, Science Chemistry, Humanities (Geo/Hist)
Sec 4 Normal (Technical)	EL, Math, CPA, Science
Sec 5 Normal (Academic)	EL, Math, Humanities (SS), Science (Physics/Biology)

12 *Student-Initiated Learning (SIL)*: In addition to subject lessons, students are provided the time and space to actively explore their interests and passions, and learn within and beyond the curriculum. As such, SIL seeks to develop students' intrinsic motivation and nurture self-directed learning. To ensure students have agency and choice over what they want to learn, the school has curated a wide range of appropriate learning experiences and resources for students to choose from. The recommended duration for SIL is 1 hour on each SDL day.

13 Here are useful websites for students and parents to find out more:

Microsite on SDL Days in CTSS	https://sites.google.com/moe.edu.sg/ndlp-clementi-town-secondary/sdl-days
Microsite on SIL as part of SDL Days	https://sites.google.com/moe.edu.sg/ndlp-clementi-town-secondary/student-initiated-learning-sil-in-ctss
Resources for Parents on National Digital Literacy Programme and management of Personal Learning Device	https://sites.google.com/moe.edu.sg/ndlp-clementi-town-secondary/resources-for-parents

14 **Responsible Use of PLDs and Technology**: Students should charge their PLDs and Apple Pencils and bring them daily to school. They are also expected to act in a responsible and appropriate manner when using technology for lessons and school-related activities. Students must abide by the code of conduct as stated in the student handbook, failing which the school will take necessary actions to redirect the students towards responsible and respectful use of technological devices. These actions may include loss of usage privileges for a period of time, supervised use of devices and confiscation of devices.

School Public Online Calendar

15 The school maintains a public online calendar on our website for parents/guardians' reference. It can be accessed via the school website here.

<https://www.clementitownsec.moe.edu.sg/about-us/ctss-calendar/>

Personal Data Protection Act (PDPA)

16 Photographs or video images of you and your child/ward may be taken during school activities and events such as classroom lessons, CCAs and school camps to name a few. The school may use and publish such photographs and video recordings in school publications, the school website, social media platforms and other communication channels. If you do not wish to have your child/ward featured in our publications and the other platforms mentioned above, please write to teng_may_hwee_teresa@moe.edu.sg by Wednesday 8 January 2025 with your child/ward's full name, level of study and Co-Curricular Activity (CCA).

Group Personal Accident (GPA) Insurance for students

17 Your child will be covered by MOE GPA Insurance Plan for students. For more information, please refer to the product fact sheet.

Secondary 4 and 5 Programmes in Term 1

Career Festival 2025 (3 January 2025)

18 We strongly believe in supporting our students in discovering their interests and strengths while pursuing their aspirations with a strengths-based approach. The annual CTSS Career Festival is a signature platform designed to prepare our Secondary 4 and 5 students for their journeys ahead by focusing on three key areas:

- **Discover Interests and Strengths**

Nurture students' self-awareness to help them leverage their unique strengths and interests, cultivating the will to act and contribute meaningfully to their community.

- **Explore Opportunities**

Develop students' self-directedness and confidence to explore and navigate education and career opportunities while fostering respect for the value of diverse skills and all occupations.

- **Aspire and Grow**

Build students' open-mindedness, adaptability, and resilience as they explore possible pathways and embrace growth.

19 Through this festival, our students will gain a deeper understanding of post-secondary pathways, emerging trends, and opportunities in the World of Work. Details will be shared via Level Google Classroom. Additionally, throughout the year, information about Post-Secondary Education Institutions' Open Houses will be made available to support informed decision-making.

Sec 4/5 New MOE DMA Installation (16 January 2025)

20 The new MOE Device Management Application (DMA), Jamf, will be deployed to your child's/ward's iPad Personal Learning Devices (PLD) on 16 January 2025. Students from Sec 2 to Sec 5 will be rostered to install the new MOE DMA during curriculum time.

21 As shared previously via Parents Gateway (PG), the iPad PLD will have to be reset as part of the deployment. Please inform your child/ward of the deployment date and remind him/her to back up the files before the deployment. If you have installed some other parental controls including the built-in parental controls on your child's/ward's iPad PLDs, please remove these controls before 16 January 2025.

22 Your child/ward may refer to the Singapore Student Learning Space (SLS) module for instructions on how to back up the files. Your child/ward has been informed of this module and given access to it from 25 October 2024 to 15 December 2024. The module "Digital Literacy and Technological Skills - File Management

and Data Back-up [2024]" will be re-administered to your child/ward if your child/ward had not completed the module previously. Your child can access the module again from 29 December 2024.

All parents will receive a separate PG notification with more information on the Parent User Guides.

Chinese New Year Celebration (28 January 2025) and Annual Donation Drive

23 The school will be organising a Chinese New Year Celebration on Tuesday 28 January 2025. Students will be dismissed at 10.30a.m. on that day. Students do not need to report to school on Wednesday 29 January and Thursday 30 January 2025 as these two dates are CNY public holidays.

24 In the midst of celebration, we remember the underprivileged in our society. In inculcating the value of empathy in our Clementeans, the Mother Tongue Language (MTL) Department is holding the annual donation drive for St Andrew's Cathedral Home for the Aged. We seek your support to encourage your child/ward to contribute at least one item (e.g. canned food or daily necessities) by Friday 24 January 2025. Donations are voluntary. Details on the donation drive will also be posted on Parents Gateway.

Mother Tongue Language Fortnight Programme (3 February – 14 February 2025)

25 To develop students' understanding and interest towards their own culture, the MTL Department will be organising the Mother Tongue Language Fortnight Programme from 3 February to 14 February 2025. Details will be provided to students later.

Total Defence Day 2025 (17 February 2025, as 15 February is a Saturday)

26 The theme of SG60 is "Building Our Singapore Together". This builds on the Forward Singapore exercise, in which Singaporeans affirmed their commitment to a renewed social compact. SG60 celebrates our nation-building journey and reflect on our shared values of multiculturalism, boldness, resilience and openness - values that have united us and enabled our prosperity against the odds over the past 60 years. It will also be an occasion to rally our students to *Connect* and *Contribute* through acts of *Care*.

27 As part of SG60, the focus for Total Defence Day 2025 "Together We Keep Singapore Strong", will highlight Singaporean's readiness and resilience in the face of crises and challenges. To encourage our students to develop and value this resilience, we will be participating in the Food Resilience Preparedness Programme (FRPP)* 2025. This experience raises students' awareness of Ready-to-Eat (RTE) meals as an alternative form of food and their role in the event of food crises. Through the shared experience of food disruption, students will have the opportunity to listen to others' stories, reflect on their own experiences of resilience and adaptability, and cultivate the *Will to Act* in order to *Contribute* positively to their lives and the community around them.

*More information on FRPP will be shared with parents nearer the date through Parents Gateway.

Night Hike (Signature Programme for Graduating Clementeans 27 February)

28 On Thursday 27 February, students accompanied by their alumni seniors and teachers, will hike from Seah Imm Car Park (opposite Vivocity) back to school on an approximately 15km walk. The night hike embodies the spirit of resilience, strength, and preparation for their journey ahead as they gear up for their national exams. For queries or clarification, please contact the Secondary Four Year Head, Mr Teo Chai Yaw at teo_chai_yaw@moe.edu.sg.

Intensive Programme for Art, Music, Design & Technology (D&T) and Nutrition & Food Science (NFS) (From Term 2 Week 10 to 1st week of June holidays)

29 The school will hold an Intensive Programme for all Sec 4 and Sec 5N(A) Art, Music, Design & Technology (D&T) and Nutrition & Food Science students from Term 2 Week 10 onwards. The focus is on enabling Art, Music, D&T and NFS students to complete their O and N Level coursework examination. Subject

teachers will provide students with more details closer to the dates. Please note that students' attendance is compulsory. For clarifications, please write to Mrs Magdalene Peh (HOD/Aesthetics, Craft, Technology) at yeo_hwee_ching_magdalene@moe.edu.sg.

Communications

30 To support students in managing the use of mobile device, staff will use google classrooms to communicate with students. They are strongly encouraged not to use WhatsApp and will not be contacting students via mobile phone during curriculum hours.

31 Disclosure of staff mobile phone number is up to the individual staff discretion, and we seek your support to respect teachers' time by communicating during work hours, kept between 7.00am to 6.30pm (Monday to Friday) and 7.00am to 12.30pm (Saturday) except for urgent matters.

Safety and Security Related Matters

32 The school seeks the cooperation from all parents in ensuring the safety and security of our staff and students. We would like to remind parents/guardians on the following:

- a. Visitor Declaration. To enable the accounting of all visitors into the school compound, all visitors must register their particulars at the Security Guard Post. Do show our Security Guards any ID which can proof your identification. Upon clearance by the security guards, visitors **MUST** display the school visitor's sticker prominently on the upper right side of the shirt/blouse.
- b. Car Decal. To facilitate a smooth verification process to authorise vehicles on campus, you may apply for a CTSS Car Decal via this link [here](#). Please do so by Tuesday 7 January 2025 and your child may collect the Car Decal from the General Office from 10 January 2025. Please note that:
 - i. Decal Duration. The issued Car Decal will be valid for the entire duration of your child's education at our school.
 - ii. First-Time Issue. The initial issuance of the Car Decal will be provided free of charge. If you need a replacement Car Decal due to loss, damage, or change of vehicle, a nominal replacement fee of \$5 will be charged to cover administrative and production cost.
 - iii. Usage Restriction. The Car Decal is exclusively intended for the purpose of drop-off and pick-up only. It is **not valid** for parking on school premise.

Conclusion

33 I look forward to your support and partnership as we work together towards a new year of learning and growth with our young Clementeens in 2025. I wish you and your family a safe and fulfilling year ahead.

Yours sincerely,

Mdm Rasidah Bte Rahim

Principal

(This is an electronic letter. No signature is required.)