

HOUGANG
SECONDARY SCHOOL



HS eGRIT Journal 2022

2 Hougang Street 93 Singapore 534256

Tel: 63851990

Fax: 63852015

Email: hougang_ss@moe.edu.sg

Contents

Respecting our Nation	3
Respecting our School	4
Every Hougean a GRIT Star.....	6
School Values.....	6
School Desired Outcomes	9
School Rules.....	10
Responsibilities in using Personal Learning Devices (PLDs) in HS.....	14
Attire and Grooming Guidelines	17
Description of Offences	21
Actions and Consequences	24
MOE Safe Management Measures (SMM)	26
Character & Citizenship Education (CCE)	28
Student Well-Being	29
Teaching & Learning	31
Assessment.....	31
Promotion Criteria.....	36
Descriptors for Grades.....	36
Memorandum on Malpractice during Examination	38
Physical Education	40
NAPFA Standards	40
Safety and Environment	51

Respecting our Nation

OUR SINGAPORE FLAG



The Singapore flag consists of two equal horizontal sections, red above white. In the upper left section are a white crescent moon, with five white stars, forming a circle. Each feature of the flag has its own distinctive meaning and significance. Red symbolises universal brotherhood and the equality of man. White signifies pervading and everlasting purity and virtue. The crescent moon represents a young nation on the ascent. The five stars stand for Singapore's ideals of democracy, peace, progress, justice and equality.

THE NATIONAL ANTHEM

MAJULAH SINGAPURA

Mari kita rakyat Singapura
Sama-sama menuju bahagia
Cita-cita kita yang mulia
Berjaya Singapura

Marilah kita bersatu
Dengan semangat yang baru
Semua kita berseru
Majulah Singapura
Majulah Singapura

ONWARD SINGAPORE (English Translation)

Come, fellow Singaporeans
Let us progress towards happiness together
May our noble aspiration bring
Singapore success
Come, let us unite
In a new spirit
Let our voices soar as one
Onward Singapore
Onward Singapore

OUR PLEDGE

We, the citizens of Singapore, pledge ourselves as one united people, regardless of race, language or religion, to build a democratic society based on justice and equality so as to achieve happiness, prosperity and progress for our nation.

OUR SHARED VALUES

- Nation before community and society above self
- Family as the basic unit of society
- Community support and respect for the individual
- Consensus, not conflict
- Racial and religious harmony

Respecting our School

SCHOOL HISTORY

Hougang Secondary School started on 2 January 2001. It was relocated to its present site at 2 Hougang Street 93 on 20 December 2001.

SCHOOL PHILOSOPHY

We admit pupils who are keen to learn and develop them according to their abilities through a quality education that emphasizes character development.

SCHOOL VISION

Passionate Learners. Principled Leaders. Grateful Citizens.

SCHOOL MISSION

Care. Lead. Inspire. Partner. (CLIP)

SCHOOL VALUES

Gratitude. Respect. Ingenuity. Trustworthiness. Grit.

SCHOOL DESIRED OUTCOMES

Socially-apt Person. Tech-Savvy Netizen. Problem-Solver. Lifelong Learner.
Rooted Citizen

SCHOOL MOTTO

Make The Difference

SCHOOL CREST

HOUGANG
SECONDARY SCHOOL



THREE WHITE LINES represent positive attitude, skills and acquisition of knowledge in Hougang Secondary School.

GOLDEN FIGURE stands for the nurturing of each Hougean to be a person with good character and other stellar qualities.

SCHOOL COLOURS

White symbolises Purity

Yellow symbolises Dignity and Excellence

Blue symbolises Nobleness

SCHOOL SONG

We sing our song with joy and pride
To tell the world we do things right
Search ourselves to be true
Uphold the creed Hougeans learn in school

We learn the skills with grit and zeal
To stand the tests both tough and real
Urge ourselves to excel
Prepare for the future that none can tell

Chorus:

Respect ourselves, respect others
Thus, we develop noble characters
Work together for Singapore
Make the difference on any shore

Music by: Soh Kay Cheng

Lyrics by: Chia Choon Kiat

(Founding Principal)

Every Hougean a GRIT Star

School Values

Gratitude

Hougeans are thankful for what they have and are appreciative of others.

Respect

Hougeans value the worth and esteem of others and themselves.

Ingenuity

Hougeans are innovative and resourceful.

Trustworthiness

Hougeans are honest and reliable.

Grit

Hougeans have the perseverance and resilience
to achieve their goals despite challenges

Value	It Looks Like....	It Does Not Look Like...	Example
Gratitude	Showing gratitude for a new day by greeting one another cheerfully and sincerely.	Walking past without acknowledging one another.	I will <u>give compliments</u> by writing appreciation notes to thank people for supporting me when I needed them.
	Being thankful for what you have in HS by giving constructive feedback to make HS a better place for learning and teaching to take place.	Taking what you have been provided for granted	I will give constructive feedback via the HS Student Voice to the school management.
	Recognizing and showing appreciation for contributions made.	Being an inconsiderate user of common spaces	I will <u>offer help</u> to keep the common spaces clean in appreciation of the good work of the cleaning staff.
Respect	Respecting yourself and others by behaving appropriately at all occasions.	Behaving in a manner which will result in losing your self-respect	I will demonstrate respect for myself and others by <u>being prepared</u> for class and <u>using an appropriate voice tone</u> and language at all times.
	As you value the worth and esteem of everyone, you agree to disagree on some issues.	Disagreeing with others without hearing them out.	I will <u>disagree appropriately</u> without imposing my point of view.
	Being tolerant and accepting of differences	Forming cliques and being judgemental in your interaction with others	I will <u>participate in activities</u> and interact harmoniously with people from different backgrounds/beliefs.
Ingenuity	Constantly seeking to improve	Repeating mistakes and not making any attempts to improve	I will constantly <u>reflect and</u> ask myself how I can <u>improve</u> .
	Challenging status quo and being observant	Doing task without ever asking questions on how to do it better or differently	When given a class project, I will ask relevant questions to clarify the purpose, understand what needs to be done, and find the best way of doing it.
	Being open-minded to ideas and views	Not being receptive to new ideas and views.	I will listen to my classmates' ideas and views without being critical. Where possible and if necessary, I will find a solution by marrying a few ideas.

Value	It Looks Like....	It Does Not Look Like...	Example
Trustworthiness	Admitting if a mistake is made and having the courage to face consequences	Giving excuses for mistakes made	If I forget to do homework, I'll approach the teacher and <u>make an apology</u> . If a consequence is meted out, I will <u>accept the consequence</u> and learn from it.
	Doing the right thing even when you don't feel like doing it	Staying silent when you see any wrongdoing	If I notice students misbehaving, I will report the matter to an adult, even if the students are my friends.
	Being someone whom others can count on	Being someone who picks and chooses or cuts corners	I will <u>organise tasks and time</u> to fulfill my roles and responsibilities assigned to me.
Grit	Being determined about achieving your goals and springing back from a challenge better and stronger than before	Giving up easily because of the belief that failure is permanent and/or pervasive	I will seek clarification and strive to <u>complete classwork and homework well</u> even when I have difficulties understanding the topics taught.
	Knowing where and how to seek recourse because you acknowledge your limitation and lack of control in a situation.	Having the wrong idea that you need to solve all your problems on your own	I will <u>ask for help</u> from an adult when the taunting/comments from cyberspace is more than I can bear
	Learning from difficult experiences and making changes to your life as part of personal development	Viewing difficult experiences as 'bad luck', blaming others and not learning from them.	I will <u>reflect</u> when I face a setback/ conflict and think about what I can do to <u>improve</u> the situation.

School Desired Outcomes

Socially Apt Person A Hougean who is skilled in establishing harmonious relationship.
Tech-Savvy Netizen A Hougean who is a knowledgeable and responsible user of modern technology.
A Lifelong Learner A Hougean who is passionate about acquiring knowledge and skills for self-improvement.
Rooted Citizen A Hougean who has a strong identity with the home, school, community and nation, and demonstrates commitment to fulfil his/her roles and responsibilities as a citizen.
Problem Solver A Hougean who focuses on the problem and synthesises information and knowledge to achieve solutions.

School Rules

The school rules provide guidelines for acceptable student behaviour and conduct. They are designed to help students cultivate a set of positive behaviour that will empower them to learn in a safe and meaningful environment. Every student is expected to be familiar and comply with these stipulated rules. These rules apply within the school premises and at all other school-organised activities held outside the school.

Respect for our Nation and School

- All Singaporeans must sing the anthem and recite the pledge.
- Students will recite the State Pledge with the right fists placed over their hearts.
- Students who are not citizens of Singapore must stand at attention and remain silent whenever the National Anthem is sung and the State Pledge is recited.
- Students will sing the School Song with pride.

Respect for our Personal and School Property

- Students are to keep every part of the school clean.
- Students are to take good care of all school property and keep them clean at all times.
- Students can only enter special rooms with the supervision of a teacher. Students must observe the rules and regulations governing the use of these rooms and the equipment in them.
- Students are to report any equipment fault to the relevant parties promptly.
- Students are to return all borrowed items to the appropriate parties promptly and in good condition.
- Students must be responsible and accountable for safekeeping of their personal belongings. The school will not be held liable for any loss.

Attendance and Punctuality

- Students must observe punctuality at all times for all school-related activities.
- Students are required to be seated at the stipulated reporting venue by 0730 h every day.
- If a student is unable to attend school because he/she is unwell, he/she should submit the medical certificate (only from MOH-registered clinics) to the Character Coach the following school day.
- Students who need to apply leave from school must submit their parent's request to the Principal, at least 2 weeks in advance. Taking leave during term time for local or overseas holiday is not allowed and will be considered as absence without valid reason.

Morning Assembly

- Students are to observe silence during morning assembly once the school personnel-in-charge/student leader takes his/her position.
- Students are expected to bring the appropriate reading materials and do silent reading every morning.
- Students are to return to their classrooms in an orderly manner at the end of the morning assembly.

Curriculum Time

The school emphasises on the 5As (Attendance, Attire, Attitude, Activities, Attention) as follows:

Attendance

- Students are to be present and punctual for all classes.
- Students must obtain permission pass from the teacher before leaving the classroom.
- Students must obtain written permission from the Character Coach before leaving school during curriculum time.

Attire

- Students are to ensure attire and grooming is right.

Attitude

- Students must not bring things that are not relevant to the curriculum and/or the learning process. For example, game/ trading cards and sharp objects (including scissors with sharp points).
- Students are to demonstrate the GRIT values and Social Skills in class.
- Students are not allowed to purchase or consume food during curriculum time.

Activities

- Students are to ensure learning environment is clean.
- Students to have their learning materials (including Personal Learning Device) ready before lessons.
- Students are to participate actively during lesson.
“Screens down” – Students to focus on teacher and put PLD in sleep mode
“Screens up” - Students to begin/continue with learning activity using PLD
- Students are to move in an orderly and quiet manner when moving from one classroom to another during curriculum time.
- Students must complete and submit all homework promptly and neatly.

Attention

- Students are to stand up and greet their teachers before the commencement of lesson and at the end of lesson.
- Students are to pay full attention to teacher in class.

Recess Time/Snack Break

- Students are to leave their classrooms quietly and in an orderly manner so as not to disturb classes that are having lessons during recess.
- Students are to have their meals only at the designated recess venue.
- Students are to queue up to purchase food and drinks.
- Students are to purchase and consume all food and drinks during recess time.
- Students must return all utensils, cutlery, empty cups, etc. to the receptacles provided by the vendors.
- Students must help to maintain cleanliness in the canteen/designated recess venue.
- Students are to engage in sports-related activities only at designated areas.
- Students are to return back to class quickly and quietly five minutes before the end of recess time.
- Students may bring light, healthy snacks with them and consume in class during the snack break.
- During the snack break, students are not allowed to go to the canteen to purchase food.
- Students must take ownership in ensuring good hygiene practices during the snack break to keep their classrooms clean and conducive for learning e.g. proper disposal of the wrappers from the consumption of the snacks.
- The no-usage of mobile phone rule applies during snack break period.

Acceptable items for snack break	Unacceptable items for snack break
<ul style="list-style-type: none">• Biscuits• Bun (e.g. kaya bun)• Muffin• Slice of cake• Bread• Sandwich• Energy Bar• Fruit (e.g. apple or banana)	<ul style="list-style-type: none">• Fried Food• Rice, Porridge or Noodles• Sweets• Chocolate Bar• Tidbits (e.g. Potato Chips)• Sweetened drink

Weekly Assembly

- Students are to move quickly and quietly to the hall/ respective classrooms.
- Students are to observe silence when they are in the hall/respective classrooms at all times.
- Students are to be seated with their class neatly in a row.
- Students must show respect towards all speakers and/or performers by paying attention.

After Dismissal

- Students must not loiter in public areas such as shopping malls, playgrounds and void decks after school.
- Students must behave in a respectable manner and uphold the school values at all times.

Possession of weapons and weapon-like items

- No weapons of any sort are to be brought into the school compound. Students are also not allowed to bring any weapon-like item, including paper cutter and scissors with sharp edges, which are used or intended to be used to cause harm to self or others.

Mobile Phones and Electronic Devices

- During curriculum time, mobile phones/electronic devices are to be turned off and kept safely in the students' bag.
- Mobile phones/electronic devices should be kept out of sight and turned off during the change-over of lessons and while students are walking along the corridor.
- During recess, the use of mobile phones/electronic devices will be restricted to the two call zones: the canteen and the foyer area.
- Students can only use the mobile phones/electronic devices for learning purposes when permission is given by a school staff.
- If the mobile phone policy is violated, mobile phone/electronic device will be confiscated for 5 school days (inclusive of the day of confiscation) and kept under lock and key in the General Office. For example, if a mobile phone is confiscated on Monday in Term 1 Week 1, the phone will be returned after 5 full school days of confiscation, which is on Monday in Term 1 Week 2.
- An information form will be issued to student. Confiscated mobile phone/ electronic device will be returned only after 5 school days with a signed parent's reply slip.
- Failure to comply with the confiscation order will be treated as defiance towards authority which is classified as a major offence in the school.

Responsibilities in using Personal Learning Devices (PLDs) in HS

General

- Students are responsible for their PLDs. The school will not be held responsible for any damage, theft or loss of their devices. In the event of loss or theft of devices, students must make a police report and report the matter to the school.
- The PLDs are intended for use every day at school. Students must be responsible for bringing their PLDs to all classes, unless specifically advised not to do so by their teacher.
- Students should bring their PLDs home with them at the end of every school day.
- Students should not use the school's electrical power to charge their PLDs. Students should ensure that their PLDs are fully charged before bringing them to school.
- Students are responsible for securely storing the PLDs in the common storage facility when they are not in use for learning purposes. Under no circumstance should PLDs be stored in unsupervised areas. Unsupervised areas include the school grounds, canteen, library, special rooms, toilets or any other entity that is not securely locked or in which there is no supervision.
- Students' PLDs are installed with device management software. When enrolled, the software will manage students' device usage based on settings determined by the school. Students should not attempt to uninstall or de-enroll themselves from the software. Any violation might lead to disciplinary action in accordance to the school's discipline policy.
- Students are responsible for using school-owned ICT facilities, equipment and resources for the purpose of learning. Personal use such as gaming and engaging in social media platforms is strictly prohibited.
- Students are responsible for any resource that is borrowed from school for the duration of the loan. The student will bear the cost of damage, theft or loss due to negligence and face disciplinary action in accordance to the school's discipline policy.
- Students should always use respectful and appropriate language on cyberspace. Students should not transmit any material that is profane, obscene, abusive, or offensive to others.
- Students may be selected at random to provide the PLDs for inspection. The purpose for inspection is to check for proper care and maintenance, and for inappropriate material carried into the school.
- Use of PLDs for personal use (e.g.: watching shows/using social media) is not allowed in school.

Account

- Students are responsible and accountable for all activities conducted via their own account.
- Students are responsible for the security of their account IDs and passwords. All account IDs and passwords should not be shared with anyone.
- Student should change their passwords every 3 months. Failure to do so would constitute as negligence.
- Students are to use their full name as stated in their EZlink cards for all account IDs. Aliases, nicknames and pseudonyms are not allowed.
- Students should not use school-owned computing devices for any online trade (i.e. buying and selling of goods and services).
- Students should not use devices to store, modify or create content (e.g. documents, presentations, pictures, videos) that is pornographic or defamatory in nature.

Email & Social Media

- Students should not post or share any indecent, obscene, pornographic, defamatory material/message that offends and causes distress to other people.
- Students are reminded that threats, harassment, embarrassment, impersonation and intimidation to others is a chargeable offence under Singapore Legal System.
- Students are expected to remain courteous and polite in all online interactions.

Privacy and Safety

- Students should not reveal their personal details (e.g. phone number, home address, NRIC, passwords, or passwords of other people) openly online.
- If students inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a trusted adult (e.g. parents or teachers) immediately.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, is an act of vandalism and subject to disciplinary action in accordance with school's discipline policy.
- Students should not go into any chat room other than those set up or mandated by your teacher. Private chatting during class without permission is not allowed.

Intellectual Property

- Students should not access, download, copy or share any copyrighted materials (such as pictures, videos, music) without explicit permission from the owner.
- Students should not own, copy or share software in an unauthorized or illegal manner.
- The rights of all materials and data created using the school's ICT facilities and resources are jointly owned by the school and the student.
- Plagiarism is a violation of the school's discipline code. Students should give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet such as graphics, movies, music, and text.

All students are required to abide by the rules stated above on the usage of learning device. Violation of any rules may result in confiscation of personal devices for five school days (inclusive of the day of confiscation) and other disciplinary actions, as decided by the Pupil Management Department.

Attire and Grooming Guidelines

For Male Students (Modification to the school uniform is strictly not allowed.)



- Boys' hairstyle should be neat and short.
- Fringe when combed down must not be touching the eyebrows.
- Sideburns should not touch the tip of the ears or cover the ears.
- Hair at the back of the neck should be sloped and above the collar.
- Outlandish hairstyles (e.g. Mohawk, overlap, extremely high slope, side shave) are not allowed.
- Male students must be clean-shaven. They must not sport a moustache or beard.
- Dyeing of hair is not allowed.
- Pants should not be altered to look tapered, baggy or of inappropriate length.
- Name tag should be seen at all times.
- School tie is to be worn at all times within the school premises.

For Female Students (Modification to the school uniform is strictly not allowed.)



- Long hair must be tied up neatly.
- Girls with shoulder-length hair or hair touching the collar must tie up their hair at all times.
- Fringe touching the eyebrows must be pinned up using a black pin.
- Only simple black hair accessories are allowed.
- Dyeing of hair is not allowed.
- Culottes' length should touch the knee cap.
- Name tag should be seen at all times.
- School tie is to be worn at all times within the school premises.

School Uniform/ Grooming

- Students are to wear their prescribed school uniform without any alteration when reporting for, attending and leaving school and school events.
- Students are to wear their full uniform which consists of the blouse and culottes/pants every Monday.
- Students are allowed to wear their half uniform which consists of the Polo T-shirt and culottes/pants on Tuesdays, Wednesdays, Thursdays and Fridays.
- Students are expected to be in full/half uniform or the accepted attire of his/her CCA when they return to school outside normal school hours and during school holidays.

PE Attire

- HS PE attire (both T-shirt and shorts) must be worn during all PE lessons.
- Other sports attire is not allowed. (e.g. FBT, Nike or Adidas etc)

Shoes and Socks

- Only school shoes which are predominantly white in colour are allowed.
- Use of black, grey or blue should be limited to a small part of the shoes.
- Neon or fluorescent coloured panels/ stripes are not allowed.
- Only plain white ankle-length socks without any logos are allowed.
- High-cut shoes are not allowed.
- Students who are unable to wear school shoes due to injury must produce a medical certificate and seek approval from their Character Coaches before coming to school in slippers.

Cosmetics and Fingernails

- Use of cosmetics is not allowed.
- Fingernails must be kept short and clean at all times.
- Use of nail polish is not allowed.
- Nail/hand painting is not allowed.
- Tattoos are strictly not allowed.

Accessories

- Jewellery, rings, friendship or coloured bands, bracelets, anklets or any cosmetic ornaments are not to be worn.
- Religious ornaments, if worn, should not be visible to others.
- Body piercing is not allowed.
- Only girls are allowed to wear one pair of pin-sized ear studs of the same design, with one ear studs on each ear at the bottom of the lobe. Earrings or expensive ear studs should not be worn.

Contact Lenses and Spectacle Frames

- Coloured or fanciful contact lenses are not allowed.
- Fanciful and loud coloured spectacle frames are not allowed. For e.g. red, yellow, orange and neon-coloured frames.

Wearable Technologies

- Wearable technologies such as Smart Watches with features such as camera and video recording functions and other internet-enabled features are not allowed during all weighted assessments and examinations.

Description of Offences

Minor Offences

Offence Type	Offence	Description
Attendance	Late coming	Late arrival to school after 0730 h. Students can be sent home if they arrive after 0800h.
	Skipping Classes	Absence from formal lessons without a valid reason
Misconduct	Improper attire and grooming	Not abiding by the school rules on attire and grooming
	Littering	Dropping or leaving rubbish within and outside school premises
	Not doing assignments	Not handing in class work, homework and project work neatly, promptly and punctually.
	Use of vulgarities	Verbalising vulgar language within and outside school
	Unauthorised use of mobile phones/electronic devices	Violation of the mobile phone policy
	Breaching of safe management measures	Violation of safe management measures (e.g. not maintaining safe-distancing guidelines, not wearing masks)

Major Offences

Offence Type	Offence	Description
Attendance	Leaving school	Leaving school premises during school hours without permission
	Truancy	Absence from school without a valid reason on school days
Misconduct	Cheating in assessments/ tests/exams	Possession of unauthorised materials and/or notes. Copying from others, allowing others to copy, tampering with marks
	Forgery	Forging signatures, medical certificates, consent forms, etc. with the intention to deceive
	Open defiance and rudeness	Display of rudeness and disrespect in speech or actions
	Bullying (including verbal and cyber bullying)	Hurting, intimidating or slandering others using power and strength in person or through other electronic forms like emails, mobile phones and other social networking websites.
	Disruptive Behaviour	Act or conduct which interferes the smooth running of class or school events
	Abuse of Technology	Improper, unlawful, or incorrect use of information communications and technology Violation of the school's Technology Acceptable Use Policy and Device Use Policy
Theft / Damage of Property	Arson	Planting explosives or setting property on fire, whether attempted or actual
	Theft	Stealing school property or property belonging to others
	Vandalism	Wilful and malicious destruction of personal, school or public property, including writing graffiti
Other Serious Offences	Assault	Violence against others regardless of whether or not any injury has been sustained
	Fighting	Confrontation between individuals or opposing groups with the intention to harm using bodily force or weapons

Other Serious Offences	Gambling	Using money or its equivalent in games, betting, etc.
	Gangsterism	Gang assault / threat / harassment / extortion / money laundering, whether actual or attempted
	Pornography	Consumption / possession / distribution / sale of pornographic materials
	Possession of Weapons	Possession of objects which is used or intended to be used to cause harm to others. This includes paper cutter and scissors with sharp edges
	Possession of lighters/matches	Use / possession of lighters/matches
	Smoking	Use / possession / distribution / sale of cigarettes/e-cigarettes
	Substance abuse	Use / possession / distribution / sale of alcohol, drugs, inhalants
	Sexual abuse / Molestation	Any verbal or physical (including consensual or forced) acts of sexual misconduct
	Outrage of Modesty	Any verbal or gestures intended to “insult the modesty” of any women
	Trespassing	Trespass any rooms or areas that are out of bounds to students
	Causing public nuisance/Participating in activities that tarnish the school image (including intimate behaviour)	Engaging in activities in public that tarnish the school image
	Any other serious offence that do not fall in the above categories	-

NOTE: Students who have committed any major offence will receive a ‘Fair’ or ‘Poor’ conduct grade. Repeated minor offences will also be classified as a major offence. He/she will be given a “Fair” or “Poor” conduct grade which means that he/she will not be eligible for any application of awards, scholarships, bursaries, etc. The offence records will also be updated in the Ministry of Education’s School Cockpit Student Offence Module (SOM).

Actions and Consequences

The following describes the possible consequences which will be applied to students who exhibit behaviour that does not support the school's values. The administration of the school disciplinary action may not be in the sequence prescribed below as the final decision will depend on the situation in which the offence was committed, its nature and its severity.

These corrective measures are used to help students understand both the consequences of their actions and the right values on which their actions should be based. Corrective measures are a form of deterrence and a way to teach students to respect the school, the school staff and their peers. It is student-centric in its aim to help them change for the better.

Misbehaviour	Actions to be taken
Inappropriate attire and grooming	<ul style="list-style-type: none">● The student is required to make the rectification on the spot.● For attire/grooming issues that cannot be rectified immediately, the student will be given one day to follow up.● For recurring offences, the student will be given time to leave the school to have the grooming issue rectified.● Students with coloured hair / fanciful hairstyle will not be allowed to join their class til the problem is rectified. Students will be given time to leave the school to have the grooming issue rectified. Parents will be informed.
Minor offences	<ul style="list-style-type: none">● Detention● Corrective work order● Self/Public Reflection● Counselling● Parental involvement● In-school/ home suspension

<p>Major offences (A repeated minor offence will be classified as a major offence)</p>	<p><u>Disciplinary Actions</u></p> <ul style="list-style-type: none"> • Detention • Corrective work order • Caning (private/classroom/public) • In-school/ home suspension • Compensation for damage or loss incurred • Self/Public reflection • Removal from any current leadership position • Expulsion • Referral to police • All smoking offences will be referred to Health Science Authority • All substance-abuse offences will be referred to Central Narcotics Bureau • Any offence against the law of the Republic of Singapore is a very serious offence and as such, the school may consider expulsion of any student guilty of such an offence. <p><u>Restorative Actions</u></p> <ul style="list-style-type: none"> • Guidance from teacher to help the student understand/reflect on the implications of his/her actions and to be accountable for better decisions • Do reflection based assignments related to the incident • Attend teacher facilitated sessions to resolve conflicts/issues • Attend counselling sessions <p><u>Re-mediative Actions</u></p> <ul style="list-style-type: none"> • Parental involvement • Formulating a contract with the student in the presence of parents • Helping the student to draw up and comply with a time structure for a specified goal as agreed between his/her parents and the school • Monitoring of the student's movements and conduct during lessons via a monitoring logbook system • Attend school programmes/activities identified for the student • Referral to external agencies for support
---	---

MOE Safe Management Measures (SMM)

The five principles of SMM will remain relevant to prevent potential transmission risk of Covid-19 in school:

1. practise social responsibility
2. practise good personal hygiene
3. minimize intermingling
4. decongest venues as far as possible
5. maintain safe distancing where possible

To reduce transmission risks, the school will continue to uphold the following safe management measures, where necessary, to keep our students safe:

Screening

- Once-daily temperature-taking and visual screening for all students and staff.
- Students and staff who are unwell with flu-like symptoms, are required to stay away from school. They should seek medical attention immediately and be tested for COVID-19 if required. Unwell individuals should remain at home until they are tested negative for COVID-19.
- Students should have their TraceTogether token or app with them throughout the school day to facilitate accurate contact tracing, should the need arise. However, students will not be denied entry to school if they forget to bring their TT token. Do note that TT Tokens or Apps will be required for student participation in out-of-school activities where SE check-ins are carried out via TT-only SE.

Hygiene

- Hand-washing with soap will be more effective in eliminating germs than using of hand sanitisers. Good hygiene habits (e.g. such as avoid touching eye, nose and mouth without proper handwashing) should continue to be practised.
- Regular use of hand sanitisers may dry the skin. They should be used when hand soap and water are not readily available for hand-washing. Should students develop a skin allergy/rash due to the hand sanitiser, they should stop using it and inform their teachers. All classrooms will be equipped with sanitisers.

Mask wearing

- All students and staff will be required to wear masks at all times. Students and staff should wear masks with good filtration capability such as surgical masks or reusable masks of equivalent effectiveness that are made of at least two layers of fabric.
- Schools will adhere to guidelines on ventilation for regular air flow exchange and the use of air purifiers in air-conditioned venues.

Safe Distancing

- All activities to be grouped by class, with the exception of banded classes for MTL, Subject-Based Banding.
- Fixed exam-style classroom seating.
- Group work for up to five persons will be allowed in class. Masks are to be kept on at all times for such activities.
- Staggered arrival, dismissal and/or recess timings to reduce congestion and intermingling between students in school.
- Fixed seating with 1m spacing during recess in the classrooms or at appropriate venues.

The above safe management measures will continue until otherwise advised, pending the national posture in response to the COVID-19 situation. For updates on the COVID-19 situation, you can visit moh.gov.sg or sign up at go.gov.sg/whatsapp to receive the latest information via Whatsapp.

Character & Citizenship Education (CCE)

The school firmly believes in the total development of every student in moral, social and emotional aspects. Our CCE curriculum emphasises on teaching and learning of core values, social-emotional competencies (SEC) and citizenship dispositions with a focus on developing a sense of purpose in our students. The school places students at the heart of CCE and seeks to meet their needs, interests and aspirations through a range of purposefully-designed learning opportunities and student development experiences, namely

- (i) CCE lessons,
- (ii) CCA programmes,
- (iii) Community Youth Leadership Programme (Values-in-Action(VIA) and Student Leadership)
- (iv) National Education(NE) programmes,
- (v) Education and Career Guidance(ECG) programmes,
- (vi) Peer Support programmes,
- (vii) Cyber Wellness programmes,
- (viii) Student Management programmes,
- (ix) Mental Health programmes and
- (x) Cohort Learning Journeys

Student Well-Being

Need a listening ear?

Book appointment with Senior School Counsellor, Mrs Laila KC

1. face-to-face at the counselling room
2. via telegram, <https://t.me/lailakc>, during school hours or scan this:



TOUCHline

TOUCHline is a helpline to provide youths with emotional support and practical advice.

Call: [1800 377 2252](tel:18003772252)

Monday - Friday
(Excluding Public Holidays):
9am - 6pm

SOS

SOS provides round the clock emotional support for those in distress, thinking of suicide or affected by suicide. This service is manned by trained volunteers.

Call: [1800 221 4444](tel:18002214444)
(24-hour helpline)

There is also an alternative avenue of emotional support for those who prefer to write. Response time for this service is within 48 hours, excluding weekends and public holidays.

Email: pat@sos.org.sg

eC2

eC2 is an e-Counselling Centre where you can talk to a trained counsellor about the issues you are facing, right where you are.

Youths may chat with with a counsellor online at:
www.ec2.sg

Monday - Friday
(Excluding Public Holidays):
10am - 12pm & 2pm - 5pm

Help123

Help123 is a service for youth to reach out to someone for cyber wellness issues (from cyber bullying to having your social media account hacked or having an addiction to the Internet).

Call: [1800 6123 123](tel:18006123123)
Find out more: help123.sg

Monday - Friday
(Excluding Public Holidays):
10am - 6pm

mindline.sg

Mindline.sg is an online platform that provides tools, tips and resources to help you manage your health and well-being. Explore and find out how you can improve your mental well-being and support your friends too.

Find out more: www.mindline.sg

Need help on Educational & Career Guidance (ECG)?

Book appointment with Senior ECG Counsellor, Mr Christopher Tan

1. face-to-face at the Engagement Centre, every Monday
2. via telegram, https://t.me/ECGC_Mr_Tan, during school hours or scan this:



Book appointment with Senior AED (Learning & Behavioural Support), Ms Evonne Chea

1. face-to-face at the Counselling Room
2. via telegram, https://t.me/Ms_Evonne, during school hours or scan this



Health and Fitness

School Health Advisor @ Engagement Centre

Financial Assistance

Student with financial difficulties may apply for MOE financial assistance through their respective Character Coaches. Applicants who meet the criteria will receive full waiver of school fees and waiver of 50 % of standard miscellaneous fees.

Note to Students and Parents:

Photographs or video images of you or your legal guardians may be taken during school activities and events such as classroom lessons, CCA, school camps, or school concerts. The school may use and publish such photographs or video recordings in school publications, the school's website, social media channels, or other communication channels.

Teaching & Learning

Assessment

The promotion of students from one level to the next is based on their performances in both the Weighted Assessments and Semestral Examination(s).

Weighted Assessments (WAs)

1. Weighted Assessments at each term is in the form of class test or alternative modes of assessment (AA).
2. Alternative modes of assessment (AA) must be submitted as scheduled to attain WA marks.
3. Students who are absent from a test without a medical certificate or any other valid reasons accepted by the school will be awarded zero mark for that test.
4. A Progress Report is issued to parents for endorsement at the end of each term.

Semestral Examinations (SAs)

1. One semestral examination is conducted at the end of the year for Secondary 1 and 3.
2. Two semestral examinations are conducted each year for Secondary 2, 4 and 5:
 - Mid-Year Examination (MYE)
 - End-of-Year Examination (EYE) for Secondary 2
 - Preliminary Examination (PRELIM) for Secondary 4 and 5
3. Students who are absent from an examination paper without a medical certificate will be awarded zero mark for that paper.
4. Students who do not meet the promotion criteria will NOT be promoted as there will be no supplementary papers in any subject.

2022 Assessment Modes and Weighting for Secondary 1

Subject	Stream	Term 1 WA	Term 2 WA	Term 2 (MYE)	Term 3 WA	Term 4 WA	Term 4 (EYE)
English	E, NA, NT	15%	15%	NIL	15%	10% (AA)	45%
CL / ML	E, NA, NT	15%	15%	NIL	15%	10% (AA)	45%
Literature	E, NA	15%	15%	NIL	15%	10% (AA)	45%
Math	E, NA, NT	15%	20%	NIL	15%	5% (AA)	45%
Science	E, NA, NT	15%	15%	NIL	15%	5% (AA)	50%
Art	E, NA	15%	20%	NIL	30%	35%** (Cwk)	NIL
History	E, NA	5%	10%	NIL	30% (HI)	5%	50%
Geography	E, NA	5%	10%	NIL	30% (GI)	5%	50%
CPA	NT	10%	15% (AA)	NIL	10%	15% (AA)	50%
Design & Technology *	E, NA, NT	NIL			20%	20%	60% ** (Cwk)
Food & Consumer Education *	E, NA, NT	15%	15%	70% ** (Cwk)	NIL		

* Refers to modular subjects

** Refers to coursework.

2022 Assessment Modes and Weighting for Secondary 2

Subject	Stream	Term 1 WA	Term 2 WA	Term 2 (MYE)	Term 3 WA	Term 4 WA	Term 4 (EYE)
English	E, NA, NT	10%	NIL	25%	10%	10% (AA)	45%
CL / ML	E, NA, NT	10%	NIL	25%	10%	10% (AA)	45%
Literature	E, NA	10%	NIL	25%	10%	10% (AA)	45%
Math	E, NA, NT	10%	NIL	25%	15%	5% (AA)	45%
Science	E, NA, NT	10%	NIL	25%	15%	5% (AA)	45%
Art	E, NA	10%	25% ** (Cwk)	NIL	20%	5% (AA)	40%
History	E, NA	5%	10%	NIL	30% (HI)	5%	50%
Geography	E, NA	5%	10%	NIL	30% (GI)	5%	50%
CPA	NT	10%	NIL	25%	15%	10% (AA)	40%
Design & Technology *	E, NA, NT	15%	25%	60% ** (Cwk)	NIL		
Food & Consumer Education *	E, NA, NT	NIL			15%	15%	70% ** (Cwk)

* Refers to modular subjects

** Refers to coursework.

2022 Assessment Modes and Weighting for Secondary 3

Subject	Stream	Term 1 WA	Term 2 WA	Term 2 (MYE)	Term 3 WA	Term 4 WA	Term 4 (EYE)
English	E, NA, NT	15%	15%	NIL	15%	10% (AA)	45%
CL / ML	E, NA, NT	15%	15%	NIL	15%	10% (AA)	45%
Literature	E, NA	15%	15%	NIL	15%	10% (AA)	45%
Math	E, NA, NT	15%	15%	NIL	15%	5% (AA)	50%
Add Math	E	15%	15%	NIL	15%	5%	50%
POA	E, NA	10%	15%	NIL	15%	10% (AA)	50%
Pure Physics / Chemistry / Biology; Combined Sciences	E, NA, NT	15%	15%	NIL	15%	5% (AA)	50%
Art	E, NA, NT	10%	15%	NIL	15%	10% (AA)	50%
Design & Technology	E, NA, NT	15%	15%	NIL	15%	10% (AA)	45%
Nutrition & Food Science	E, NA, NT	10%	15%	NIL	15%	10% (AA)	50%
EBS	NT	15%	10% (AA)	NIL	15%	10% (AA)	50%
CPA	NT	10%	15% (AA)	NIL	10%	15% (AA)	50%
Humanities (Social Studies with Geography / History / Malay Literature)	E, NA	10%	15%	NIL	15%	10% (AA)	50%
Music	NT	15%	15%	NIL	15%	5% (AA)	50%

2022 Assessment Modes and Weighting for Secondary 4/5

Subject	Stream	Term 1 Tests	Term 2 (4NANT) Term 2 – 3 (4E5N) (MYE)	Term 3 (4NA, 4NT) Term 3 – 4 (4E, 5N) (PRELIM)
Art	4NT	0%	0%	100%
Music	4NT	0%	0%	100%
EBS	4NT	0%	0%	100%
Design & Technology / Nutrition & Food Studies	4NA, 4NT, 4E, 5N	0%	0%	100%
All other subjects	4NA, 4NT, 4E, 5N	0%	30%	70%

Promotion Criteria

Course	Level	Criteria (i.e. minimum requirements)
Express	Sec 1, 2	Passed EL and obtained 50% of overall marks
	Sec 3	Passed EL and 2 other subjects
Normal (Academic)	Sec 1, 2, 3	Passed EL and 2 other subjects or Passed 4 subjects
Normal (Technical)	Sec 1, 2, 3	Passed 2 subjects, including EL or Maths

Descriptors for Grades

Express and Sec 5 of the Normal Course

Grades	Marks(%)	Descriptors
A1	≥ 75	Demonstrates a very good understanding of the subject.
A2	70 – 74	
B3	65 – 69	Demonstrates a good understanding of the subject.
B4	60 – 64	
C5	55 – 59	Demonstrates an adequate understanding of the subject.
C6	50 – 54	
D7	45 – 49	Demonstrates an elementary understanding of the subject.
E8	40 – 44	
F9	< 39	Has not met minimum requirements for the subject.

Sec 1 – 4 of the Normal (Academic) Course

Grades	Marks(%)	Descriptors
1	≥ 75	Demonstrates a very good understanding of the subject.
2	70 – 74	
3	65 – 69	Demonstrates a good understanding of the subject.
4	60 – 64	
5	50 – 59	Demonstrates an adequate understanding of the subject.
<u>Ungraded</u>	≤ 49	Has not met minimum requirements for the subject.

Sec 1 – 4 Normal (Technical) Course

Grades	Marks(%)	Descriptors
A	≥ 75	Demonstrates a very good understanding of the subject.
B	70 – 74	
C	60 – 69	Demonstrates a good understanding of the subject.
D	50 – 59	Demonstrates an adequate understanding of the subject
<u>Ungraded</u>	≤ 49	Has not met minimum requirements for the subject.

Non-Examination Subjects

Grades	Art & Craft*	Music
A	Demonstrates competent skills in Art Making and handling of Art materials. Shows good application of Art elements and design principles to tasks	Has very good knowledge and skills in the subject.
B	Demonstrates sufficient skills in Art Making and the handling of Art materials. Shows adequate application of Art elements and design principles to tasks.	Has adequate knowledge and skills in the subject.
C	Demonstrates basic skills in Art Making and the handling of Art materials. Shows elementary application of Art elements and design principles to tasks.	Has some knowledge and skills in the subject.
D	Demonstrates weak skills in Art Making and the handling of Art materials. Shows limited application of Art elements and design principles to tasks.	Has little knowledge and skills in the subject.

Grades	Social Studies*
DI	Gather information that is consistently relevant in answering the question for investigation, make conclusions that are consistently supported by the information gathered, create a product that is consistently coherent response to the question for investigation, share reflections which are consistently connected to the product.
ME	Gather information that is usually relevant in answering the question for investigation, make conclusions that are usually supported by the information gathered, create a product that is usually coherent response to the question for investigation, share reflections which are usually connected to the product.
PA	Gather information that is somewhat relevant in answering the question for investigation, make conclusions that are somewhat supported by the information gathered, create a product that is somewhat coherent response to the question for investigation, share reflections which are somewhat connected to the product.
UG	Ungraded

Grades	Physical Education
A	Demonstrates very strong PE aptitude and skills
B	Demonstrates strong PE aptitude and skills
C	Demonstrates fair PE aptitude and skills
D	Demonstrates PE Skills with guidance

*** Art and Craft and Social Studies are non-examination subjects only in the Normal (Technical) Course.**

Memorandum on Malpractice during Examination

1. If dishonesty or malpractice by a candidate is found in any paper or component of a subject, the candidate will be given a ZERO for that paper or component.
2. The following are examples of dishonesty and malpractice by candidates. The list is not exhaustive and other instances of dishonesty and malpractice may be considered by the Examinations Committee of Hougang Secondary School at its sole discretion:
 - (a) obtaining unauthorised access to examination material;
 - (b) introduction of unauthorised material into examination room;
 - (c) use of a calculator or other means of arriving at an answer when this is precluded in the syllabus/component;
 - (d) collusion or attempted collusion with other persons during examination;
 - (e) copying from another candidate;
 - (f) disruptive behaviour in the examination room;
 - (g) failure to abide by the instructions of an invigilator;
 - (h) impersonation;
 - (i) plagiarism;
 - (j) failure to abide by the conditions of supervision designed to maintain the security of the examinations;
 - (k) the inclusion of offensive or obscene material in scripts or Coursework;
 - (l) the failure to properly acknowledge sources in Coursework projects;
 - (m) the submission of another person's work as if it were the candidate's own;
 - (n) the alteration of any results document, including certificates.
3. It is mandatory for candidates to be familiar and comply with all examination rules and regulations. Candidates who sit for the examinations are deemed to have read and understood the examination rules and regulations.

You must not have in your possession:

- 3.1 Any unauthorised electronic, communication, smart or computerised devices within the examination premises (e.g. examination venue, quarantine room, waiting room). Examples of unauthorised devices include but are not limited to:

<ul style="list-style-type: none">• Computerised devices<ul style="list-style-type: none">▪ Tablet▪ Pocket PC▪ Personal Digital Assistant▪ Digital diary▪ eBook	<ul style="list-style-type: none">• Communication devices<ul style="list-style-type: none">▪ Mobile phone▪ Smart watch▪ Earphones
<ul style="list-style-type: none">• Smart devices<ul style="list-style-type: none">▪ Smart watch▪ Smart glasses▪ Fitness tracker	<ul style="list-style-type: none">• Other Electronic devices<ul style="list-style-type: none">▪ Camera▪ Audio recorder / player▪ Gaming device▪ Storage device

3.2 Any unauthorised materials

Examples of unauthorised materials include but are not limited to:

- Question paper from previous examination
- Writing paper
- Sticky note
- Book
- Notes / reference material
- Conversion table / Formulae sheet in mathematical set or calculator cover

4. When the use of dictionaries or texts is permitted in the examination, candidates must ensure that only approved dictionaries and texts are brought into the examination room. These dictionaries or texts must be free from any notes or marginal annotation. Separate pieces of papers, such as post-its and tape flags are not allowed. No critical works, teachers' notes, study notes, or any other "secondary material" of any kind should be brought into the examination room. Candidates who contravene the regulations on the use of dictionaries and texts are liable to the same penalty as those who are found guilty of dishonesty or malpractice in the examination.
5. A candidate may be expelled from the examination room, refused entry for subsequent papers and have his or her papers cancelled if he or she is detected for dishonesty.
6. If a candidate is wearing outerwear (e.g. jackets, cardigan, windbreaker, sweater) into the examination venue, **the candidate must ensure that the outerwear does not have any unauthorised materials or devices**. The candidate may be asked to remove the outerwear for checks by examination personnel before or during the examinations.

Physical Education

NAPFA Standards



NAPFA STANDARDS (SECONDARY / PRE-U) - MALES

Age group	Performance Band	Performance grade	Points	No. of Sit-ups in 1 min	Standing Broad Jump	Sit & Reach Distance	No. of Inclined Pull-ups in 30 sec	4 X 10m Shuttle Run Time	2.4 km Run-Walk time (min : sec)
12 years of age	Outstanding	A	5	>41	>202cm	>39cm	>24	<10.4 sec	<12:01
	Very Good	B	4	36-41	189-202	36-39	21-24	10.4-10.9	12:01-13:10
	Good	C	3	32-35	176-188	32-35	16-20	11.0-11.3	13:11-14:20
	Good	D	2	27-31	163-175	28-31	11-15	11.4-11.7	14:21-15:30
	Satisfactory	E	1	22-26	150-162	23-27	5-10	11.8-12.2	15:31-16:50
13 years of age	Outstanding	A	5	>42	>214cm	>41cm	>25	<10.3 sec	<11:31
	Very Good	B	4	38-42	202-214	38-41	22-25	10.3-10.7	11:31-12:30
	Good	C	3	34-37	189-201	34-37	17-21	10.8-11.1	12:31-13:40
	Good	D	2	29-33	176-188	30-33	12-16	11.2-11.5	13:41-14:50
	Satisfactory	E	1	25-28	164-175	25-29	7-11	11.6-11.9	14:51-16:00
14 years of age	Outstanding	A	5	>42	>225cm	>43cm	>26	<10.2 sec	<11:01
	Very Good	B	4	40-42	216-225	40-43	23-26	10.2-10.4	11:01-12:00
	Good	C	3	37-39	206-215	36-39	18-22	10.5-10.8	12:01-13:00
	Good	D	2	33-36	196-205	32-35	13-17	10.9-11.2	13:01-14:10
	Satisfactory	E	1	29-32	186-195	27-31	8-12	11.3-11.6	14:11-15:20

Age group	Performance Band	Performance grade	Points	No. of Sit-ups in 1 min	Standing Broad Jump	Sit & Reach Distance	No. of Pull-ups in 30 sec	4 X 10m Shuttle Run Time	2.4 km Run-Walk time (min : sec)
15 years of age	Outstanding	A	5	>42	>237cm	>45cm	>7	<10.2 sec	<10:41
	Very Good	B	4	40-42	228-237	42-45	6-7	10.2-10.3	10:41-11:40
	Good	C	3	37-39	218-227	38-41	5	10.4-10.5	11:41-12:40
	Good	D	2	34-36	208-217	34-37	3-4	10.6-10.9	12:41-13:40
	Satisfactory	E	1	30-33	198-207	29-33	1-2	11.0-11.3	13:41-14:40
16 years of age	Outstanding	A	5	>42	>245cm	>47cm	>8	<10.2 sec	<10:31
	Very Good	B	4	40 - 42	236-245	44-47	7-8	10.2-10.3	10:31-11:30
	Good	C	3	37 - 39	226-235	40-43	5-6	10.4-10.5	11:31-12:20
	Good	D	2	34 - 36	216-225	36-39	3-4	10.6-10.7	12:21-13:20
	Satisfactory	E	1	31 - 33	206-215	31-35	1-2	10.8-11.1	13:21-14:10

Age group	Performance Band	Performance grade	Points	No. of Sit-ups in 1 min	Standing Broad Jump	Sit & Reach Distance	No. of Pull-ups in 30 sec	4 X 10m Shuttle Run Time	2.4 km Run-Walk time (min : sec)
17 years of age	Outstanding	A	5	>42	>249cm	>48cm	>9	<10.2 sec	<10:21
	Very Good	B	4	40-42	240-249	45-48	8-9	10.2-10.3	10:21-11:10
	Good	C	3	37-39	230-239	41-44	6-7	10.4-10.5	11:11-12:00
	Good	D	2	34-36	220-229	37-40	4-5	10.6-10.7	12:01-12:50
	Satisfactory	E	1	31-33	210-219	32-36	2-3	10.8-10.9	12:51-13:40
18 years of age	Outstanding	A	5	>42	>251cm	>48cm	>10	<10.2 sec	<10:21
	Very Good	B	4	40-42	242-251	45-48	9-10	10.2-10.3	10:21-11:10
	Good	C	3	37-39	232-241	41-44	7-8	10.4-10.5	11:11-11:50
	Good	D	2	34-36	222-231	37-40	5-6	10.6-10.7	11:51-12:40
	Satisfactory	E	1	31-33	212-221	32-36	3-4	10.8-10.9	12:41-13:30
19 years of age	Outstanding	A	5	>42	>251cm	>48cm	>10	<10.2 sec	<10:21
	Very Good	B	4	40-42	242-251	45-48	9-10	10.2-10.3	10:21-11:00
	Good	C	3	37-39	232-241	41-44	7-8	10.4-10.5	11:01-11:40
	Good	D	2	34-36	222-231	37-40	5-6	10.6-10.7	11:41-12:30
	Satisfactory	E	1	31-33	212-221	32-36	3-4	10.8-10.9	12:31-13:20
20 to 24 years of age	Outstanding	A	5	>39	>242cm	>47cm	>10	<10.4 sec	<10:21
	Very Good	B	4	37-39	234-242	44-47	9-10	10.4-10.5	10:21-11:00
	Good	C	3	34-36	225-233	40-43	7-8	10.6-10.7	11:01-11:40
	Good	D	2	31-33	216-224	36-39	5-6	10.8-10.9	11:41-12:20
	Satisfactory	E	1	28-30	207-215	32-35	3-4	11.0-11.1	12:21-13:00

Performance Band	Performance grade	Points
Outstanding	A	5
Very Good	B	4
Good	C	3
Good	D	2
Satisfactory	E	1
Needs Improvement	-	0

AWARD REQUIREMENTS	
Awards	Minimum Scores
Gold	C grade in all 6 stations with a minimum of 21 points
Silver	D grade in all 6 stations with a minimum of 15 points
Bronze	E grade in all 6 stations with a minimum of 6 points



NAPFA STANDARDS (SECONDARY / PRE-U) - FEMALES

Age group	Performance Band	Performance grade	Points	No. of Sit-ups in 1 min	Standing Broad Jump	Sit & Reach Distance	No. of Inclined Pull-ups in 30 sec	4 X 10m Shuttle Run Time	2.4 km Run-Walk time (min : sec)
12 years of age	Outstanding	A	5	>29	>167cm	>39cm	>15	<11.5 sec	<14:41
	Very Good	B	4	25-29	159-167	37-39	13-15	11.5-11.9	14:41-15:40
	Good	C	3	21-24	150-158	34-36	10-12	12.0-12.3	15:41-16:40
	Good	D	2	17-20	141-149	30-33	7-9	12.4-12.7	16:41-17:40
	Satisfactory	E	1	13-16	132-140	25-29	3-6	12.8-13.2	17:41-18:40
13 years of age	Outstanding	A	5	>30	>170cm	>41cm	>16	<11.3 sec	<14:31
	Very Good	B	4	26-30	162-170	39-41	13-16	11.3-11.7	14:31-15:30
	Good	C	3	22-25	153-161	36-38	10-12	11.8-12.2	15:31-16:30
	Good	D	2	18-21	144-152	32-35	7-9	12.3-12.7	16:31-17:30
	Satisfactory	E	1	14-17	135-143	27-31	3-6	12.8-13.2	17:31-18:30
14 years of age	Outstanding	A	5	>30	>177cm	>43cm	>16	<11.5 sec	<14:21
	Very Good	B	4	28-30	169-177	41-43	14-16	11.5-11.8	14:21-15:20
	Good	C	3	24-27	160-168	38-40	10-13	11.9-12.2	15:21-16:20
	Good	D	2	20-23	151-159	34-37	7-9	12.3-12.6	16:21-17:20
	Satisfactory	E	1	16-19	142-150	29-33	3-6	12.7-13.0	17:21-18:20
15 years of age	Outstanding	A	5	>30	>182cm	>45cm	>16	<11.3 sec	<14:11
	Very Good	B	4	29-30	174-182	43-45	14-16	11.3-11.6	14:11-15:10
	Good	C	3	25-28	165-173	39-42	10-13	11.7-12.0	15:11-16:10
	Good	D	2	21-24	156-164	35-38	7-9	12.1-12.4	16:11-17:10
	Satisfactory	E	1	17-20	147-155	30-34	3-6	12.5-12.8	17:11-18:10
16 years of age	Outstanding	A	5	>30	>186cm	>46cm	>17	<11.3 sec	<14:01
	Very Good	B	4	29-30	178-186	44-46	14-17	11.3-11.5	14:01-15:00
	Good	C	3	26-28	169-177	40-43	11-13	11.6-11.8	15:01-16:00
	Good	D	2	22-25	160-168	36-39	7-10	11.9-12.2	16:01-17:00
	Satisfactory	E	1	18-21	151-159	31-35	3-6	12.3-12.6	17:01-17:50

Age group	Performance Band	Performance grade	Points	No. of Sit-ups in 1 min	Standing Broad Jump	Sit & Reach Distance	No. of Inclined Pull-ups in 30 sec	4 X 10m Shuttle Run Time	2.4 km Run-Walk time (min : sec)
17 years of age	Outstanding	A	5	>30	>189cm	>46cm	>17	<11.3 sec	<14:01
	Very Good	B	4	29-30	181-189	44-46	14-17	11.3-11.5	14:01-14:50
	Good	C	3	27-28	172-180	40-43	11-13	11.6-11.8	14:51-15:50
	Good	D	2	23-26	163-171	36-39	7-10	11.9-12.1	15:51-16:40
	Satisfactory	E	1	19-22	154-162	32-35	3-6	12.2-12.5	16:41-17:30
18 years of age	Outstanding	A	5	>30	>192cm	>46cm	>17	<11.3 sec	<14:01
	Very Good	B	4	29-30	183-192	44-46	15-17	11.3-11.5	14:01-14:50
	Good	C	3	27-28	174-182	40-43	11-14	11.6-11.8	14:51-15:40
	Good	D	2	24-26	165-173	36-39	8-10	11.9-12.1	15:41-16:30
	Satisfactory	E	1	20-23	156-164	32-35	4-7	12.2-12.4	16:31-17:20
19 years of age	Outstanding	A	5	>30	>195cm	>45cm	>17	<11.3 sec	<14:21
	Very Good	B	4	29-30	185-195	43-45	15-17	11.3-11.5	14:21-14:50
	Good	C	3	27-28	174-184	39-42	11-14	11.6-11.8	14:51-15:30
	Good	D	2	24-26	165-173	36-38	8-10	11.9-12.1	15:31-16:20
	Satisfactory	E	1	21-23	156-164	32-35	5-7	12.2-12.4	16:21-17:10
20 to 24 years of age	Outstanding	A	5	>28	>197cm	>43cm	>17	<11.6 sec	<15:01
	Very Good	B	4	27-28	186-197	41-43	15-17	11.6-11.8	15:01-15:30
	Good	C	3	25-26	174-185	38-40	11-14	11.9-12.1	15:31-16:00
	Good	D	2	23-24	162-173	35-37	8-10	12.2-12.4	16:01-16:30
	Satisfactory	E	1	21-22	150-161	31-34	5-7	12.5-12.7	16:31-17:00

Performance Band	Performance grade	Points
Outstanding	A	5
Very Good	B	4
Good	C	3
Good	D	2
Satisfactory	E	1
Needs Improvement	-	0

AWARD REQUIREMENTS	
Awards	Minimum Scores
Gold	C grade in all 6 stations with a minimum of 21 points
Silver	D grade in all 6 stations with a minimum of 15 points
Bronze	E grade in all 6 stations with a minimum of 6 points

NATIONAL PHYSICAL FITNESS AWARD

NAPFA CHALLENGE: PERSONAL RECORD



TEST ITEMS	TARGET FOR THIS YEAR			FIRST ATTEMPT			SECOND ATTEMPT			THIRD ATTEMPT			FOURTH ATTEMPT		
				/ / 20__			/ / 20__			/ / 20__			/ / 20__		
	RAW SCORE	GRADE	POINTS	RAW SCORE	GRADE	POINTS	RAW SCORE	GRADE	POINTS	RAW SCORE	GRADE	POINTS	RAW SCORE	GRADE	POINTS
BENT KNEE SIT-UPS															
STANDING BROAD JUMP															
SIT & REACH															
PULL-UPS / INCLINED PULL-UPS															
4 X 10M SHUTTLE RUN															
2.4KM RUN/WALK															
	TOTAL POINTS			TOTAL POINTS			TOTAL POINTS			TOTAL POINTS			TOTAL POINTS		
	AWARD			AWARD			AWARD			AWARD			AWARD		

Co-Curricular Activities (CCA)

Participation in CCA is compulsory for all students in secondary schools. To enable our students to have an all-rounded education, students are expected to join one core CCA. Their choice can come from a Uniformed Group, Sports & Games, the Performing Arts or Club and Society. The attendance rate for participation in their CCA must be at least 75% yearly. Besides having a CCA, all students must also participate in Character Development Programmes. These enrichment activities provide students with opportunities to participate throughout their stay in secondary school.

CCA – LEAPS 2.0

The intent of LEAPS 2.0 is to affirm students for their efforts in holistic development. Through the school's co-curricular programmes, students' development in 4 domains – Participation, Achievement, Leadership and Service – will count towards their bonus points for admissions to post-secondary institutions. For the 4 domains included in bonus point computation, students may obtain levels of attainment that run from level 1 to level 5.

Brief elaboration on each domain:

Participation	recognises students' membership in a school-based CCA
Achievement	recognises students' achievements from representing the school or an external organisation approved by the school. Examples include representation and accomplishment at different platforms such as concerts and competitions.
Leadership	recognises students' development as leaders
Service	recognises students' contributions in community service

Students' development in the Enrichment domain will be recorded in their co-curriculum certificate and School Graduation Certificate. Enrichment complements the other 4 domains to complete holistic development for the students. The school will offer enrichment programmes based on students' needs. They can be from the areas of: Citizenship, Self-Management and Social Skills, Physical Activities and Sports, Aesthetics, Enterprise.

PARTICIPATION (Level of Attainment)

Level 1	Level 2	Level 3	Level 4	Level 5
<ul style="list-style-type: none"> Participated in any CCA for 2 years with at least 75% attendance for each year 	<ul style="list-style-type: none"> Participated in any CCA for 3 years with at least 75% attendance for each year 	<ul style="list-style-type: none"> Participated in any CCA for 4 years with at least 75% attendance for each year 	<ul style="list-style-type: none"> Participated in any CCA for 5 years with at least 75% attendance for each year 	
		<ul style="list-style-type: none"> Participated in any CCA for 3 years with at least 75% attendance for each year and demonstrating exemplary conduct and active contribution 	<ul style="list-style-type: none"> Participated in any CCA for 4 years with at least 75% attendance for each year and demonstrating exemplary conduct and active contribution 	<ul style="list-style-type: none"> Participated in the <u>same</u> CCA for 4 years with at least 75% attendance for each year and demonstrating exemplary conduct and active contribution
			<ul style="list-style-type: none"> Participated in the <u>same</u> CCA for 4 years with at least 75% attendance for each year 	<ul style="list-style-type: none"> Participated in the <u>same</u> CCA for 5 years with at least 75% attendance for each year

SERVICE (Level of Attainment)

Level 1	Level 2	Level 3	Level 4	Level 5
<ul style="list-style-type: none"> At least 24 to less than 30 hours of service 	<ul style="list-style-type: none"> At least 30 to less than 36 hours of service 	<ul style="list-style-type: none"> At least 36 hours of service 		
	<ul style="list-style-type: none"> Completed at least one VIA project that impacts the school or community 	<ul style="list-style-type: none"> Completed at least two VIA projects that impact the school or community 		
		<ul style="list-style-type: none"> Completed at least 24 hours of service <u>and</u> at least one VIA project that impacts the school or community 	<ul style="list-style-type: none"> Completed at least 24 hours of service <u>and</u> at least two VIA projects that impact the school or community 	<ul style="list-style-type: none"> Completed at least 24 hours of service <u>and</u> at least one <u>student-initiated</u> VIA project that impacts the community beyond the school <u>and</u> at least one other VIA project

Note: One example of an approach to VIA is Service-Learning. Time spent on VIA projects, including the planning, service and reflection components, will count towards the minimum hours of service stated in the above criterion.

LEADERSHIP (Level of Attainment)

	Level 1	Level 2	Level 3	Level 4	Level 5
School-based Leadership Opportunities	<ul style="list-style-type: none"> Completed 2 leadership modules of at least 3 hours each 	<ul style="list-style-type: none"> Class Committee Committee for student-initiated or student-led projects, approved by school (or equivalent) 	<ul style="list-style-type: none"> Class Chairperson Prefect Peer Support Leader Committee for school-wide events⁴ Chairperson/ Vice-Chairperson for student-initiated or student-led projects, approved by school (or equivalent) 	<ul style="list-style-type: none"> Senior Prefect Chairperson/Vice-Chairperson for school-wide events (or equivalent) 	<ul style="list-style-type: none"> Executive Committee⁵ of Student Council / Prefectorial Board (or equivalent)
		<ul style="list-style-type: none"> Lower Sec CCA Committee (or equivalent) 	<ul style="list-style-type: none"> Lower Sec CCA Executive Committee Upper Sec CCA Committee (or equivalent) 	<ul style="list-style-type: none"> Upper Sec CCA Executive Committee (or equivalent) 	<ul style="list-style-type: none"> CCA Captain/ Chairperson (or equivalent)
National Youth Achievement Award		<ul style="list-style-type: none"> NYAA Bronze 	<ul style="list-style-type: none"> NYAA Silver and above 		
Uniformed Groups (Rank)	<ul style="list-style-type: none"> Lance Corporal (or equivalent) 	<ul style="list-style-type: none"> Corporal Patrol Second Assistant Patrol Leader (or equivalent) 	<ul style="list-style-type: none"> Sergeant Patrol Leader (or equivalent) 	<ul style="list-style-type: none"> Staff Sergeant Assistant Company Leader Senior Patrol Leader (or equivalent) 	<ul style="list-style-type: none"> Warrant Officer Master Sergeant Station Inspector Troop/ Company Leader (or equivalent)

⁴ Examples of school-wide events are Open House, CCA exhibition, Speech Day, Founder's Day and the four National Education (NE) commemorative days: Total Defence Day, International Friendship Day, Racial Harmony Day and National Day.

⁵ Executive Committee (applies to all subsequent mentions) – may include Secretary, Treasurer and Heads of sub-committees.

ACHIEVEMENT (Level of Attainment)

	Level 1	Level 2	Level 3	Level 4	Level 5
Representation⁶	<ul style="list-style-type: none"> Represented class / house / CCA at intra-school event⁷ 	<ul style="list-style-type: none"> Represented school / external organisation at local / international event⁸ for 1 year 	<ul style="list-style-type: none"> Represented school / external organisation at local / international event for 2 years 	<ul style="list-style-type: none"> Represented school / external organisation at local / international event for 3 years or more Represented UG HQ at international event⁹ 	<ul style="list-style-type: none"> Represented Singapore Schools at local / international competition Represented Singapore at international event endorsed by national bodies Represented National Project of Excellence¹⁰ at local / international concert Represented MOE at local / international event Represented UG HQ at international competition
Accomplishment⁸			<ul style="list-style-type: none"> Represented school / external organisation at local / international event and achieved the following (for 1 year): <ul style="list-style-type: none"> Top 4 (or equivalent) team placing Top 8 (or equivalent) individual placing Gold/Silver/ Bronze/Merit award / certification¹¹ (or equivalent) SYF Arts Presentation 	<ul style="list-style-type: none"> Represented school / external organisation at local / international event and achieved the following (for 2 years or more): <ul style="list-style-type: none"> Top 4 (or equivalent) team placing Top 8 (or equivalent) individual placing Gold/Silver/ Bronze/Merit award / certification¹¹ (or equivalent) SYF Arts Presentation 	<ul style="list-style-type: none"> Represented Singapore Schools/ National Project of Excellence/MOE at local / international competition OR Represented Singapore at international event, endorsed by national bodies AND achieved the following: <ul style="list-style-type: none"> Top 4 (or equivalent) team placing Top 8 (or equivalent)

ACHIEVEMENT (Level of Attainment)

	Level 1	Level 2	Level 3	Level 4	Level 5
			Certificate of Distinction /Accomplishment ○ SYF Art Exhibition Certificate of Recognition (Special Mention) /Recognition ○ Presented original research paper / project accepted at the platform	Certificate of Distinction /Accomplishment ○ SYF Art Exhibition Certificate of Recognition (Special Mention) / Recognition ○ Presented original research paper / project accepted at the platform	individual placing ○ Gold/Silver/ Bronze award / certification (or equivalent) ○ Presented original research paper / project accepted at the platform
Uniformed Groups Achievement Badges	• Bronze Badge (or equivalent)	• Silver Badge (or equivalent)	• Gold Badge (or equivalent)	• Best Unit Cadet / Outstanding Cadet Award by UG HQ (or equivalent)	• Top Award for each UG (e.g. Camp Pinnacle Badge, President's Guide Award, Chief Commissioner's Award)

⁶ Self-representation or participation for personal enrichment will not be recognised. For representation of external organisations and accomplishments associated with such representation, schools' approval is required for recognition. Involvement in events whereby participation is mass in nature and/or does not require training, preparation or selection will also not be recognised in this domain.

⁷Intra-School Events refer to intra-school competitions, festivals, school performances/concerts, exhibitions and conferences. These events primarily do not include student participation from other schools and/or members of the public.

⁸Events refer competitions, festivals, school performances/concerts, exhibitions, conferences and symposiums. Local refers to the school cluster/zone-based and MOE-organised events (SYF Arts Presentation, SYF Celebrations, SYF Art Exhibition, National Schools Games, etc.), as well as community-organised events which primarily involves student participation from other schools and/or members of the public.

⁹UG HQ International Events refer to the exchange programmes, performances, camps and other equivalent platforms which involve participants from other countries. Competitions are excluded.

¹⁰This refers to the Singapore National Youth Orchestra and Singapore Youth Chinese Orchestra.

¹¹This applies to events that present different levels of awards or certificate which extend beyond the top 4 participants. The Merit award/certification constitutes the fourth placing. It should only be given for events where Merit is not accorded by default to all participants who did not receive Gold-Bronze award/certification.

Recognition of Students' Level of Attainment

At the end of the graduating year, students' co-curricular attainment will be recognised according to Excellent/Good/Fair. The level of attainment will be converted to a bonus point(s) which can be used for admission to Junior Colleges/ Polytechnics/ Institutes of Technical Education (JC/Poly/ITE).

Co-Curricular Attainment	Details
Excellent (2 bonus points)	Student who attains a minimum Level 3 in all four domains with at least a Level 4 in one domain.
Good (1 bonus point)	Student who attains a minimum Level 1 in all four domains with any one of the following: i. At least Level 2 in three domains; ii. At least Level 2 in one domain and at least Level 3 in another domain; or iii. At least Level 4 in one domain.
Fair	Student's attainment in co-curricular will not translate into any bonus points.

Safety and Environment

Evacuation Procedure (EP)

- The **EP** is only used in times of emergency e.g. fire. Activation will be in the form of an alarm.
- Every room in the school has a respective **Evacuation Route (ER)** to the Assembly Area (AA).

The ER

- The **ERs** are used to move the school population from the classrooms to the Assembly Area as quickly and orderly as possible.
- No one is to deviate from the assigned **ER** unless instructed by the teacher or if that particular route has become hazardous.
- Students must participate in the evacuation drill seriously and be familiar with the **ER**.

The EP

(a) The Alarm

The alarm will be any one of these:

- Siren from the fire alarm panel
- Continuous ringing of the school bell
- Announcement through the PA system

(b) When the alarm is sounded

1. Everyone is to stop their work, be alert and listen to the announcement.
2. When instruction is to evacuate from the science laboratories / technical workshop / Food and Consumer Education rooms, all gas outlets are to be switched off immediately.
3. Draw all curtains to the sides.
4. Students are to leave their books and belongings behind and line up orderly in twos outside their rooms as quickly as possible.
5. Students are to remain calm and obey instructions given by the teachers. If there is no teacher in class, the monitor will inform the teacher who is next door nearest to them. The teacher will then take over the control of the class.
6. Proceed to the Assembly Area using the assigned **ER**.

(c) At the Assembly Area

1. Line up according to class register order as quickly as possible.
2. Character Coaches are to take attendance as soon as the class is assembled.

Lockdown

A lockdown is an emergency protocol to prevent people from escaping, which usually can only be ordered by someone in command. Lockdowns are used to protect people inside a facility from a dangerous external event.

A lockdown means that interior and exterior doors are locked. All staff and students must remain in their location from the time the lockdown is announced. Windows are shut/covered and everyone is to remain away from the windows/doors.

“Run, Hide, Tell” are lockdown procedures.

When the **Lockdown Code** is broadcast, staff and students at an open areas (Field, Canteen, Open spaces) to apply ***“Run, Hide & Tell”*** procedures. Staff and students indoors (Classrooms, Special Rooms) shall remain and secure windows, doors and hide themselves.

Run

- Stay out of view of the attackers
- Run away from the incident site(s) and to the nearest safe area
- Insist that you take with you as many people as possible.

Hide

At the nearest safe area(s) :

- Lock the entrance from inside the safe area where possible
- Turn off all electricity supplies in the safe area
- Draw the curtains/blinds
- Silent-mode all your mobile devices
- Hide yourself in a manner that the intruder will not be able to see you

Tell

- Take note of the following information if available (for reporting to teachers when requested) :
 - What has happened
 - The number of intruders
 - The location where the intruders are
 - Whether they are armed - The weapons they used or carried
 - What they are wearing
 - Their facial descriptions
- *Wait for further instructions once situation updates have been given.*