



## SERANGOON SECONDARY SCHOOL

11 Upper Serangoon View  
Singapore 534237



17 January 2020

Through Principal

Dear Parents/Guardians,

### Information on School Events and Programmes (for Lower Sec Students)

1. Welcome to the beginning of the new school year! We would like to update you on upcoming events and programmes for you and your child/ward.
2. We are excited to share with you that our school's Indoor Sports Hall (ISH) has been completed. The ISH provides our school with greater flexibility to conduct PE lessons and CCAs throughout the school day, such that more students have opportunity to participate in sports and games – which are integral to a holistic, well-rounded education experience. Our school has also been scheduled by the Ministry of Education to undergo Repair & Redecoration (R&R) works this year, to further enhance the physical environment to be conducive for teaching and learning.

### Semester 1 School Events

3. Please refer to **Annex A** for the key school events in Term 1, as well as other important dates for the rest of the year. More details on each event will be provided to students at a later date.
4. Parents/Guardians of Sec 1 students are invited to the **Sec 1 Campfire on the evening of 21 Feb 2020 (Fri)**. More details will be provided at a later date.
5. Parents/Guardians of Sec 2 students are to note that students will be participating in the **Sec 2 Adventure Camp on 18 – 21 Feb 2020 (Tue – Fri)**. This is a 4D3N camp which will be held at the Sarimbun Scout Camp at 70 Jalan Bahtera Singapore 719921. More details will be provided at a later date.
6. All parents/guardians are also strongly encouraged to attend the **Parent Engagement Session on 27 Mar 2020 (Fri)**. For parents/guardians of Sec 2 students, there will also be a talk on Upper Secondary subject combinations and eligibility criteria by School Leaders and Heads of Departments.

### Mastery Learning Programme (MLP)

7. To provide additional support for learning, MLP lessons may be conducted for students after school on the following days. Teachers will inform classes of the details of each MLP at least one day before the MLP session. We seek your cooperation that your child/ward attends MLP lessons so that he/she can be well-supported in his/her academics. Please refer to the schedule below:

Sec 1 & 2 MLP Schedule	
Day	Subject Area
Mondays	English
Thursdays	Mathematics

Students are strongly encouraged to seek consultations with teachers in other subject areas, whenever they are in doubt. This will help to address learning gaps earlier in a timely manner.

## Term 1 Weighted Assessments

8. As announced by the Ministry of Education, there is no more than one weighted assessment per subject per school term. This allows teachers to better pace out teaching and learning, and enhance students' learning experiences. In turn, this helps students to build their confidence and develop an intrinsic motivation to learn. Weighted assessments can take different forms for different subjects: Class Tests, Projects, Coursework or Assignments. For class tests, the schedule for Term 1 for Lower Secondary levels is as follows:

Sec 1 Class Test Schedule for Term 1										
Week	1	2	3	4	5	6 – 7 (17 Feb)	7 (18 – 21 Feb)	8	9	10
Subject(s)				CNY	CT	EL	StaRs Programme	MATH	CPA (1NT)	
						LIT (1E, 1NA)		SCI		

Sec 2 Class Test Schedule for Term 1										
Week	1	2	3	4	5	6 – 7 (17 Feb)	7 (18 – 21 Feb)	8	9	10
Subject(s)				CNY	CT	CT	StaRs Programme	MATH		
						EL		SCI		
						LIT (2E, 2NA)				

EL - English, LIT – English Literature, MATH - Mathematics / Additional Mathematics, MT - Mother Tongue, HUM - Social Studies/Elective History/Elective Geography/Pure History, CT – Art/ Design & Technology/ Food & Consumer Education, SCI - Pure Science/Combined Science, COMP - Computing/Mobile Robotics, POA - Principles of Accounts, CPA - Computer Applications

9. In the event of absence from class tests due to valid reasons, e.g. representing school or country in official sanctioned competitions and conferences, a “VR” will be given for the class test. This is in recognition of students' holistic development, given that the student development and academic domains are both important. Students can attempt the class test at a later date for the purposes of practice, and feedback will be given to support their learning.

10. Beyond the weighted assessments, teachers also formatively assess the learning outcomes, strengths, and areas for growth of each student by employing questioning techniques during lessons, and assigning worksheets, class work, and homework.

## School Expectations

11. Regular attendance is integral to student learning and engagement in school. Please note that a medical certificate, from a medical practitioner who is registered under the Medical Registration Act on the Singapore Medical Council website, is required if your child/ward is unwell and unable to attend school. A parent's letter may be provided for other types of valid absences, e.g. bereavement. **Permission must be sought from the Principal via Form Teachers for all other absences, including overseas travel, during the school term.**

12. As part of the whole-of-nation effort to harness digital technologies to transform Singapore, parents may now receive a digital MC (DigiMC) from doctors instead. Kindly submit the DigiMC to the school via FormSG (<https://go.gov.sg/sss-emc>). The details to submit a DigiMC may also be found on our school's website.

13. **School starts at 0730 hrs** every day and students should be seated in the parade square or hall by 0730 hrs. We encourage students to come to school 5 minutes before the official school starting time of 0730 hrs. This will help them frame their mind and prepare themselves to learn for the rest of the day. Students coming in after 0730 hrs are late for school and will be required to serve detention on Mondays, Tuesdays or Fridays.

14. All students are to wear the **full school uniform** (shirt/blouse with pants/skirt) on Mondays and Tuesdays. They are allowed to wear **half school uniform** (PE shirt with pants/skirt) on Wednesdays, Thursdays and Fridays. Members of Uniformed Groups can also wear the pants/skirts of their respective uniforms with their boots/shoes.

15. Currently, handphone usage is allowed before 0725 hrs, during recess, and after dismissal. However, many students use their handphones and play games on their devices during recess, instead of taking their meals or interacting with their peers. As a school, we strive to inculcate appropriate and responsible device usage in our students. Hence, we seek your support in our upcoming plans to disallow handphone usage during recess from Semester 2 this year, as is the practice in other schools. Students can continue to use their handphones before 0725 hrs and after dismissal. Parents/Guardians can contact the **General Office** at 6385 1589 if you need to contact your child/ward urgently.

16. Further information on school expectations and rules, e.g. on student appearance, can be found in the Student Handbook (pages 10 – 18).

### **Social Skills**

17. To build social effectiveness in our students, our school teaches all students specific Social Skills<sup>1</sup> during Character and Citizenship Education (CCE) lessons and through other platforms. We would like to seek the support of parents/guardians to help reinforce positive behaviours and correct inappropriate behaviours. Details of the skill steps can be found in the Student Handbook (pages 152 & 153).

### **Snack Break**

18. To ensure the well-being of our students, they will be given an additional snack break within curriculum time. For Lower Secondary students, the snack break is at 1.00 pm.

19. Students are encouraged to bring snacks that are simple, nutritious and easily consumed within the designated break time, e.g. sandwiches and muesli bars. They will not be allowed to purchase food in the canteen during the time given.

### **Photography and Videography at School Events / Publication of Students' Work**

20. We would like to inform you that photographs/videos taken at all school events by the official school photographers, as well as students' work, may be published on our school's official media platforms (e.g. school website) and used for briefings, workshops, displays and other educational purposes. Please notify your child's/ward's Form Teacher in writing if you do not wish to grant such permission.

### **School-Home Partnerships**

21. As a parent/guardian, you are the key navigator of your child/ward's growth. Your child/ward will benefit the most when we work together to fulfil our shared responsibilities to bring out the best in him/her. You may visit the website (<https://www.schoolbag.sg>) for more information on how to partner schools for values education.

22. With effect from Semester 2 this year, in line with the Ministry of Education's launch of Parents Gateway (PG) to strengthen school-home partnerships to support our children in their educational journey, official school communication will be disseminated via the PG mobile app and the school website, and no longer in hard copy. We thank the 93% of Sec 1 parents and the 92% of Sec 2 parents who have come on board PG. For the remaining parents, you are strongly encouraged to be on board PG App for future communication. Please ensure you have your Singpass and 2-Factor Verification (2FA) ready in order to access the app.

- a) Download and install the Parents Gateway Mobile App from Apple or Play Store
- b) Perform a one-time registration process
- c) Enable 'Allow Notifications' to receive push notifications

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<sup>1</sup> Social skills are sets of behaviours that enable individuals to interact with one another in ways that are socially acceptable, as well as personally and mutually beneficial, or beneficial to others. (Elliot & Gresham, 1993; Hensley, Powell, Lamke, Hartman & Graeve, 2007)

23. Our school works with the Ministry of Social and Family Development (MSF) to offer the Triple P Parenting Programme to all parents. This evidence-based programme helps you

- Create a stable, supportive, harmonious family environment
- Teach your children the skills they need to get along with others
- Deal positively, consistently and decisively with problematic behaviour should it arise
- Encourage pro-social behaviour
- Develop realistic expectations of your children and yourself
- Take care of yourself as a parent.

Your child will receive a questionnaire from MSF through his/her form teacher. Please complete the questionnaire and return it, sealed in the envelope provided, to your child's form teacher. A Parenting Support Provider will contact you to recommend a suitable programme. All information collected will be kept confidential.

## **Sec 2 Parent Questionnaire**

24. We thank the parents who have responded to our questionnaire posted during Sec 1 Registration on 23 December 2019 and on Parents Gateway on 6 January 2020 respectively.

25. For **parents of Sec 2 students who have yet to fill in the questionnaire**, we hope that you can take some time to complete it online at [go.gov.sg/sec2](https://go.gov.sg/sec2) or by scanning the QR code below, so that we can better understand and support your child's needs.



## **Security - Emergency Preparedness Exercises**

26. The safety, security and well-being of our students and staff is a priority at Serangoon Secondary. Our goal is for all our students to achieve high academic standards within a safe learning environment. In this respect, our emergency operations plan guides our response to emergency situations. In 2019, together with the Singapore Civil Defence Force and Singapore Police Force, we jointly conducted Ex RHINO to exercise our emergency plans in a fire situation. We also practised a lockdown drill, followed by an evacuation to a nearby holding area. These exercises helped to maintain our competency in managing emergencies. In 2020, we will continue to practise the following drills to maintain our readiness:

- School Fire Drill on **14 Feb 2020 (Fri)**
- School Lockdown Drill followed by Evacuation to Assembly Area on **2 Apr 2020 (Thu)**

As parents/guardians, you can reinforce our efforts by inculcating in your child the need to remain vigilant and prepared.

## **Security – Access Control Into/Within School**

27. Our school maintains a variety of active security measures, including mandatory check-in procedures at the school's main entrance, 24 hour video surveillance, alarms and school security personnel. While the school allows parents to drive in without security checks during peak hours in the morning and during school dismissal (in view of road congestion and safety of all road users along Upper Serangoon View), the security measures at other times is necessarily strict. The school requires all visitors to register their presence at the Guard Room and wear a visitors' pass issued by the security personnel. All parents visiting their child must proceed to the General Office after registering at the Guard Room. Please note that no visitors are allowed to proceed to the classrooms while the school is in session. We seek your understanding and cooperation to keep our school environment safe and secure.

## Care of School Properties

28. Care of school facilities is essential to ensure teaching and learning takes place in a conducive manner. All members of the Serangoon family (staff, students and contracted staff) are responsible for the care of the provided facilities. In the event anyone willfully damages school properties, the school will take appropriate actions to recover the cost of replacement of the damaged property. For example, students would be liable to bear the cost of replacement (e.g. \$700 per door frame) if they had willfully contributed to the damage, either directly or indirectly. The school would like to enlist the support of all parents in the school's effort to inculcate a sense of care and responsibility towards the upkeep of public properties.

## Communication

29. Teachers can be contacted at **6385 1589** during **weekdays** between **7.30 am and 6.00 pm**. Alternatively, you may reach our staff by sending an email to **serangoon\_ss@moe.edu.sg**.

30. You may also wish to visit our school website ([www.serangoonsec.moe.edu.sg](http://www.serangoonsec.moe.edu.sg)) for updates and key information about our school programmes.

31. In addition, you may also use the 'ASKnLearn Mobile App for Parents' to obtain more information about your child/ward. Please follow these three simple steps to begin using the ASKnLearn Mobile App for Parents (more details can be found at <https://serangoonsec.moe.edu.sg/parents-n-students/parents-guide-to-lms>):

- a) download the ASKnLearn App from Apple or Play Store
- b) select login as parent and use default password "parents"
- c) change default password and update personal profile

32. We thank you for your continued support of the school and our programmes. If you require any clarifications, please do not hesitate to contact the following personnel at 6385 1589:

- Mdm Low Siew Ping, Year Head (Lower Sec)
- Ms Lee Zhi Li, Assistant Year Head (Sec 1)
- Ms Moritza Lim Fang Min, Assistant Year Head (Sec 2) (Covering)

33. A copy of this letter is uploaded on our school's website. We look forward to your partnership and a fruitful Term 1 ahead. Thank you.

Yours sincerely,



Mdm Low Siew Ping  
Year Head (Lower Sec)

## Serangoon Secondary School – School Events, Programmes and Holidays 2020

Term 1						
Date	Event	S1	S2	S3	S4/5	Parents/ Guardians
2 Jan	Class Synergy Programme	✓	✓	✓	✓	
3 Jan	Sec 1 Orientation; Sec 3 Orientation	✓		✓		
11 Jan	Sec 1 Parent Engagement & CCA Open House	✓				✓
16 Jan	Temperature Taking Exercise	✓	✓	✓	✓	
24 Jan	Chinese New Year Celebrations	✓	✓	✓	✓	
25 – 28 Jan	Chinese New Year Holiday (28 Jan - School Holiday)	✓	✓	✓	✓	
18 – 21 Feb	Sec 1 StaRs Programme (Learning Journeys, Enrichment Activities, Self-Leadership and Bonding Camp, Campfire)	✓				✓ (Campfire on 21 Feb)
18 – 21 Feb	Sec 2 StaRs Programme (Adventure Camp)		✓			
13 Mar	Cross-Country	✓	✓	✓	✓	
14 – 22 Mar	March Term Break	✓	✓	✓	✓	
16 – 17 Mar	March Term Break Lessons	✓*	✓*	✓*	✓	

Other Terms						
Date (tentative)	Event	S1	S2	S3	S4/5	Parents/ Guardians
27 Mar	Start of Term 2: Parent Engagement Session	✓	✓	✓	✓	✓
9 Apr	Prize Presentation Day	✓	✓	✓	✓*	✓*
10 Apr	Good Friday (Public Holiday)	✓	✓	✓	✓	
1 May	Labour Day (Public Holiday)	✓	✓	✓	✓	
7 May	Vesak Day (Public Holiday)	✓	✓	✓	✓	
4 – 18 May	Mid-Year Examinations		✓		✓	
19 May	Marking Day (Students do not need to report to school)	✓	✓	✓	✓	
24 – 25 May	Hari Raya Puasa Holiday	✓	✓	✓	✓	
27 – 28 May	Mid-Year Post-Exam Programme	✓	✓	✓	✓	
End May	End of Term 2 Parent Engagement Session	✓	✓	✓	✓	✓
1 – 28 Jun	Mid-Year School Holidays 6 – 21 Jun: Protected time; no school activities. (Students may have CCA and/or Mastery Learning Programme classes on other days)	✓	✓	✓	✓	
6 Jul	Youth Day (School Holiday)	✓	✓	✓	✓	
31 Jul	Hari Raya Haji (Public Holiday)	✓	✓	✓	✓	
7 Aug	National Day Celebrations	✓	✓	✓	✓	
10 Aug	National Day Holiday (Public Holiday) 9 Aug, National Day, falls on a Sunday	✓	✓	✓	✓	
12 – 24 Aug	N-Level Preliminary Examinations				✓*	

Other Terms						
Date (tentative)	Event	S1	S2	S3	S4/5	Parents/ Guardians
13, 14 Aug; 24 Aug – 2 Sep; 14 Sep	O-Level Preliminary Examinations				✓*	
3 Sep	Teachers' Day Celebrations	✓	✓	✓	✓	
4 Sep	Teachers' Day (School Holiday)	✓	✓	✓	✓	
5 – 13 Sep	September Term Break	✓	✓	✓	✓	
14 – 23 Sep; 5 – 16 Oct	N-Level Written Examinations				✓*	
29 Sep – 9 Oct	End-of-Year Examinations	✓	✓	✓		
29 Sep	Graduation Ceremony, Last day of school for Sec 4/5 students				✓*	
12 Oct	Marking Day (students do not need to report to school)	✓	✓	✓	✓	
19 Oct	Promotion Day	✓	✓	✓		
20 – 22 Oct	End-of-Year Post-Exam Programme	✓	✓	✓		
19 Oct – 12 Nov	O-Level Written Examinations				✓*	
23 Oct	Term 4 Parent Engagement Session; Last day of school for Sec 1 – 3	✓	✓	✓		✓
24 Oct – 31 Dec	Year-End School Holidays <i>22 Nov – 13 Dec: Protected time; no school activities. (Students may have CCA and/or Mastery Learning Programme classes on other days)</i>	✓	✓	✓	✓	
26 Oct – 6 Nov	Sec 3 Bridging Programme <i>3NA/3NT will end on 30 Oct</i>			✓*		
14 Nov	Deepavali Holiday (Public Holiday)	✓	✓	✓	✓	

\*For selected students only