



# SPRINGFIELD SECONDARY SCHOOL

30 Tampines Avenue 8 Singapore 529593 • Tel: 63183053 • Fax: 63183050

05 January 2023

## TERM 1 LETTER TO PARENTS

Dear Parents/Guardians of Springfielders,

Greetings from Springfield Secondary School!

We hope that you and your child/ ward managed to spend quality time together during the school holidays and are ready for the new school year. As we welcome our students back to school, we seek your continued partnership to ensure that the school remains a safe and conducive learning space for all. We also take this opportunity to wish you and your family a joyous, healthy, and fulfilling 2023!

There has been some changes to the school leadership team at Springfield Secondary School – I, Ms Eleanor Chia, am honoured to have taken over as Principal of the school, and Mdm Yehidaah Beevi joins me as Vice-Principal. Vice-Principal (Admin) Mr Steven Wu continues his much-appreciated service to the school. We thank former Principal, Mrs Mabel Leong, for her many years of service to education and wish her a happy retirement. We also send our best wishes to former Vice-Principal Mr Keith Tan, who has been appointed as Principal of Outram Secondary School.

We are grateful for the strong support and partnership from all parents/guardians this past year. We would also like to take this opportunity to provide you with some updates and an overview of some of the upcoming school programmes.

### 1. 2022 GCE N-Level Examination Results

On 19 December 2022, our graduating students from the Secondary 4 Normal (Academic) and Normal (Technical) streams received their GCE N-Level examination results. 28 students from our Secondary 4N(A) cohort qualified for promotion to Secondary 5N(A), and 100% of our students from our Secondary 4N(T) class can articulate to ITE.

In the Secondary 4 N(A) stream, our school saw an improvement in percentage passes in English, Malay Language, Mathematics and Additional Mathematics to the previous cohort of students. The following subjects also recorded an improvement in quality: English, Chinese Language, Malay Language, Additional Mathematics, Nutrition and Food Science, Design & Technology.

We are also happy to report that 23 students qualify for the Polytechnic Foundation Programme (PFP) and Direct-Entry Scheme to Polytechnic Programme (DPP), pending further confirmation upon the release of the 2022 GCE O-Level examination results.

We would like to extend our heartiest congratulations to our 2022 N-Level cohort

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for completing their secondary education as well as express our gratitude to teachers and parents for supporting the students through this journey. We would also like to wish the Class of 2022 all the best as they embark on the next phase of their education journey.

## 2 General School and Administrative Matters

### 2.1 Official School Hours

The official school hours in 2023 are as follows:

- Morning assembly and flag raising will commence at 0730 and students are expected to be present at the respective venue(s) by 0725.
- The recess and lunch breaks are staggered for each level and identical for all school days except on days of examination as reflected in the appended table. Please note that lunch is not timetabled on Fridays.

Level	Recess Break	Lunch Break
Sec 4/S5	0900 – 0935	1155 – 1230
Sec 3	0935 – 1010	1230 – 1305
Sec 2	1045 – 1120	1340 – 1415
Sec 1	1010 – 1045	1305 – 1340

- Dismissal times will range from 1305 to 1600 in general for all levels from Mondays to Thursdays, and the whole school will be dismissed at 1230 on odd-week, non-HBL Fridays. For actual dismissal times and timetable of each class, please refer to the school website at  
Link: <https://springfieldsec.moe.edu.sg/students/class-timetable-2023>  
Please note that hours may differ for upper secondary students offering Higher MTL, Out-of-stream subjects or an 8<sup>th</sup> subject in their subject combination.
- CCA days will continue to take place on Monday and Wednesday afternoons; students who have CCA sessions on Mondays and/or Wednesdays can consume lunch in school after their last period prior to the start of their CCA.

### 2.2 10-day Timetable

- The school continues to implement the 10-day timetable in 2023. The odd weeks in each term are Weeks 1, 3, 5, 7 and 9, while the even weeks in each term are Weeks 2, 4, 6, 8 and 10. The students' timetable would indicate the odd and even weeks as well as the Day Number clearly, with Days 1 to 5 representing Mondays to Fridays on odd weeks, and Days 6 to 10 representing Mondays to Fridays on even weeks. Please note that the scheduled subject lessons may be different for odd and even weeks, and the number of periods per subject may differ between odd and even weeks.

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## 2.3 Home-Based Learning Days

- With the school continuing its practice of running a 10-day timetable, Home-based Learning (HBL) Days will continue to take place on the following even-week Fridays in Term 1 for all levels except on Term 1 Week 10: 13 Jan, 27 Jan, 10 Feb, 24 Feb.

## 2.4 Punctuality and Absence from School

We would like to stress the importance for our students to report to school punctually every day. Recalcitrant latecomers will be subjected to consequences listed in the School Rules found on our school website <https://springfieldsec.moe.edu.sg/students/school-rules-2023>

Students' presence for lessons in school, home-based learning (HBL) or any school-organized activity is compulsory. Students are reminded to submit a medical certificate or an excuse letter from their parent/guardian to their Form Teacher upon their return to school to account for their absence.

## 2.5 Updating of Change in Personal Information

Students are reminded to inform and update their Form Teacher should there be a change in their personal information e.g., contact details of Next-Of-Kin or residential address. This will ensure that the school keeps an updated record, and we are able to establish contact with parents/guardians especially in the event of an emergency or for contact tracing purposes.

## 2.6 Visitors to Springfield Secondary School

As part of the school's security measures, all visitors to the school, including parents, are required to register at the security booth beside the school's main entrance. Upon registration, all visitors will be directed to the school's General Office where they will be attended to by a school staff. We appeal to all parents/guardians for your understanding and adherence to the measures put in place to ensure the safety of all students in the school.

## 2.6 Road Safety for Students

The safety of our students is of utmost importance to us. Hence, we will continue to engage our students and reinforce proper road safety behaviours such as using the pedestrian crossings, refraining from jaywalking, and using a mobile phone or listening to music while crossing the road or cycling. To ensure the safety of all students, we would like to seek the cooperation of parents/guardians who drive to keep to the speed limit of 15 km/h when you enter the school compound, and to follow the instructions of our security and school personnel. Students who cycle to school will also be briefed on the safe cycling precautions and issued with an Official Cyclist Pass.

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## 2.7 Driving and Carpark Arrangements

Only staff members and service providers who are working at our school premises and are season parking holders will be allowed to park in the season parking lots drawn in red. All visitors to the school should park in the visitor lots drawn in white, subject to availability.

Please take note of the access arrangement into our school premises:

- Only vehicles with the Springfield Parent car decal will be allowed into the school premises to **drop off and pick up** your child/ward. If you require a car decal, please approach your child's/ward's Form Teacher for details on how to request for the car decal that is valid for 2023.
- Our school's main gate will close at 0730 hr from Mondays to Fridays during term time. The re-opening time is reflected in the table below.

Day	Re-opening Time
Monday & Wednesday	1340 to 1800
Tuesday	1450 to 1800
Thursday	1340 to 1730
Friday (Non-Home-Based Learning Days)	1230 to 1305

- Parents/Guardians who wish to pick up their child/ward during these timings are not allowed to park and wait.
- Vehicles are not allowed entry into the school premises at other times.
- Parents/Guardians with official reasons to visit school e.g., to meet their child's/ward's teachers during school hours or to pick up their child/ward who is unwell may park their cars at the visitors' lots, subject to availability.

## 3. Start It Right (SIR) Programme

From 3 to 6 January 2023, all Springfielders will participate in our Start It Right (SIR) programme designed and customised to provide the students with a holistic and purposeful embarkation for the new academic year. It will cover major components of academic learning, information technology engagement, positive classroom culture and personal, emotional, and social well-being. The students will undergo a series of hands-on, team-based, and interactive activities as they learn to build positive bonds with their peers, develop good habits and routines, and strengthen their personal competencies. The students will work closely with their Form Teachers to forge a class identity, set daily norms and establish positive peer relationships. For the Sec 1 cohort, orientation-based activities will also be incorporated in the SIR to support the students' transition to a new learning environment. All students will need to report to school by 0730 daily. Details of the SIR programme can be downloaded from our school website: <https://springfieldsec.moe.edu.sg/programmes/start-it-right-s-i-r-programme>

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## 4. Student Participation in Co-Curricular Activities (CCA)

CCA is an integral part of our students' holistic education. Through CCA, students discover their interests and talents while developing values and competencies that will prepare them for the future. For our students to have a positive CCA experience, the school seeks your support to ensure your child/ward participates actively in CCA activities. Attendance for CCA is compulsory. If your child/ward is unwell, please provide a copy of the Medical Certificate to the CCA teacher-in-charge. We look forward to collaborating with you on building a positive CCA experience for your child/ward.

## 5. School Events and Key Dates for Term 1

Term 1	
Dates	Events
3 – 6 January	SIR Programme (for All Levels)
6 January	Sec 1 CCA Orientation
5 – 6 January	Sec 4 & 5 Polytechnic Virtual Open House
13, 27 January	Home-based Learning Days
20 January	Chinese New Year Celebrations (Students would be dismissed at 1230)
22- 24 January	Chinese New Year
10, 24 February	Home-based Learning Days
15 February	Total Defence Day Commemoration
6 February – 3 March	Weighted Assessment 1 (More details will be sent to parents via Parents Gateway)
11 March – 19 March	March School Holidays

\*

Dates may be subjected to changes.

## 6. Lease of Lockers (Only applicable for Secondary 1 to 5 students)

We are pleased to inform you that the school leases lockers for all Secondary 1 to 5 students to place their personal belongings including their personal learning device. The cost of leasing a locker will be \$12 (\$12.90 inclusive of 8% GST) per year and the leasing of a locker is compulsory for all Secondary 1 to Secondary 5 students. The leasing cost for students on MOE Financial Assistance Scheme (FAS) and School Advisory Committee (SAC) FAS scheme will be paid by the school. The payment details will be made known when the School Bill charge is generated in February 2023. The lockers will be available for students to store their belongings from 9 January 2023 onwards. Please refer to Annex A for the Terms and Conditions for Locker Usage.

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## 7. School Publicity, Photography and Videography of students

Throughout the year, photographs and video clips of our students participating in school events may be taken and used for school publications like yearbook, website, outreach materials etc. Should you have any objection to the school using photographs and/or video clips of your child/ward, please contact the respective Year Heads.

## 8. Communication with Teachers

Parents can contact our teachers via email or telephone during **weekdays** from **0730 to 1800**. We seek your understanding that our teachers might not be able to respond immediately during school hours or if the queries/requests were made beyond the stipulated hours. For any urgent queries/requests, please contact the General Office at 63183053 for assistance during working hours.

Every child matters to us and as a school, we will continue to make a difference in our students' holistic development. Let us work together in partnership, to nurture and bring out the best in every Springfielder!

Do feel free to contact your child/ward's Form Teachers or the respective Year Heads (Mr Chong Suan Yan Eddie, Year Head for Lower Secondary or Miss Tan Chna Huang, Year Head for Upper Secondary) at 63183053 if you have any queries or concerns.

Best wishes for a fruitful year ahead!

Yours sincerely,

Ms Eleanor Chia  
Principal

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## ANNEX A

### Terms & Conditions of Locker Usage

- Students are not allowed to store materials of offensive, dangerous and/or explosive nature which may contravene any local law statutes or regulations.
- Students are not to vandalise, damage or abuse the lockers. Damages that can be traced back to the student offender's activities will be charged accordingly.
- Students are to comply with the school's rules and regulations with regards to locker usage. Any student caught flouting them repeatedly may be suspended (without refund) for a period of 3 to 14 days or longer as deemed appropriate by the school's management.
- The school management reserves the right to inspect the lockers without prior notice to ensure that there is no malpractice in the use of the lockers by any student.

### **Important Notice**

- Students must remove all items/belongings from their locker by the last day of every school term for the lockers to be sanitised and be ready for use before the next school term begins.
- At the end of the year, all lockers need to be emptied with the originally assigned padlock hung on the door. This will enable the vendor to do the annual maintenance and sanitising of the individual lockers.
- The vendor shall reserve the right to discard any items found in the locker during the annual maintenance and sanitisation of the lockers.

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