



SPRINGFIELD SECONDARY SCHOOL

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

30 December 2025

TERM 1 LETTER TO PARENTS

Dear Parents/Guardians,

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 help our students flourish in an enabling and conducive learning space for all.

At Springfield Secondary School, we are committed to preparing our students for a rapidly evolving world. Guided by our vision of developing **Future-Ready Learners with a Caring Heart and the Confidence to Lead**, we focus on equipping our students with the skills, mindsets and values needed to thrive in school and beyond.

Our core values of **Service, Tenacity, Respect, Integrity, Diligence and Empathy** guide our daily actions and decisions. They anchor our school culture and enable our students to **STRIDE** purposefully towards their goals with character and resilience. Our mission of **Nurturing Springfielders to Grow, Care and Lead** is enacted through the intentional strengthening of students' **Social-Emotional Competencies**, alongside the cultivation of curiosity, critical and adaptive thinking, and self-directed learning. These are essential foundations for lifelong learning and responsible citizenship.

At Springfield, we believe that every individual has the potential to make a positive difference, starting with self-growth. I hope that all Springfielders continue to live out our school motto, "**Better Self for a Better Tomorrow**," as we work together to build a strong, caring and future-ready school community.

Wishing you and your family a joyous, healthy, and fulfilling 2026!

Update on our School Programmes:

1. 2025 GCE N-Level Examination Results

On 18 December 2025, our students from the Secondary 4 Normal (Academic) and Normal (Technical) streams received their GCE N-Level examination results. We saw significant improvement in many subjects for both the Secondary 4 N(A) stream and the Secondary 4 N(T) stream.



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We are also happy to report that 67.3% students qualified for the Polytechnic Foundation Programme (PFP) and Direct-Entry Scheme to Polytechnic Programme (DPP), pending further updates with the release of the 2024 GCE O-Level examination results.

We would like to extend our heartiest congratulations to our 2025 N-Level cohort 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 2025 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 for 2026 are as follows:

- Morning assembly and flag raising will commence at 0730h and students are expected to be present at the respective reporting venue(s) by 0725h.
- Recess and lunch breaks are staggered for each level and the same for all regular school days. Please note that lunch is not timetabled on Fridays.

Level	Recess Break	Lunch Break
Sec 4/5	0900 – 0935h	1150 – 1220h
Sec 3	1010 – 1045h	1250 – 1320h
Sec 2	1045 – 1120h	1320 – 1350h
Sec 1	0935 – 1010h	1220 – 1250h

For most students*, dismissal times will range from 1320h to 1550h from Mondays to Thursdays, and 1220h on Fridays. For Sec 3AB students taking a 7th subject, the dismissal time on Tuesdays or Thursdays could end at 1620h. (*Timings may differ for upper secondary students offering Higher MTL, Out-of-stream subjects.)

For actual dismissal times and timetable of each class, please refer to

<https://sites.google.com/view/springfield-student-portal/students/timetable/term-1>

- CCA will be on Monday and Wednesday afternoons; students should consume their lunch in school prior to the start of their CCA.

2.2. Timetable

- The school continues to implement a 10-day timetable in 2026. The odd weeks in each term are Weeks 1, 3, 5, 7 and 9, while the even weeks in each



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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.

2.3 Home-Based Learning Days

- Home-based Learning (HBL) will take place on 24 Feb (Tuesday) for Sec 2 and Sec 4/5 students; these students will not need to report to school on this date. Sec 3 students will need to report to school for their Mother Tongue Oral Examination and Sec 1 students will also need to report to school to receive their personalised learning devices. More information for Sec 1 and 3 students will be shared with parents closer to the date.

2.4 Punctuality and Attendance

The school continues to implement the following expectations on our students and will help them to reinforce positive habits.

- ***Latecoming Policy***

We would like to stress the importance of students reporting to school punctually every day. **Students who do not report to the designated reporting venue(s) by 0730h will be deemed late for school** (even if students are already within school grounds). Consequences will be administered for repeated latecoming. This measure aims to cultivate punctuality and personal responsibility in all students.

- ***Grooming and Attire Expectations***

Students are expected to be properly attired and well-groomed at all times. Please refer to our School Rules for detailed guidelines on the required standards for school attire and grooming.

- ***Attendance***

Students' presence for lessons, home-based learning (HBL) and any school-organized activity is compulsory. Students will need a Medical Certificate (MC) or Parent's letter to account for their absence.

[New!] Please submit the reason for your child's/ ward's absence and supporting documents (e.g. MC) via Parents Gateway (under Services). More information on how to do so can be found in Annex A. Parents/ guardians who are unable to submit the reason for absence via Parents Gateway may still submit it to your child's/ ward's Form Teachers (hard copy via your child/ ward, or soft copy via WhatsApp/ email).



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Parents/guardians who are not onboarded on Parents Gateway are strongly encouraged to do so (information at <https://www.springfieldsec.moe.edu.sg/parents-gateway/>).

A maximum of 5 parent letters to account for absences is permissible per semester. Unaccounted absences could be considered as Absent without Valid Reason or Truancy, and consequences could include adjustments to Conduct Grade or even school suspension if severe or recalcitrant.

The School Rules can be accessed at:
<https://www.springfieldsec.moe.edu.sg/students/schoolrules/>

2.5 Updating of Student Details

The school will be sending parents/guardians a link to the Student Details Form (SDF) via Parents Gateway (PG) to provide updates on your child's/ ward's details (e.g. change of residential address, contact details, medical conditions etc.). If there are no updates, please submit the form as well to declare as such. **All parents/guardians are to submit the form by 31 Jan 2026.**

2.6 Student Health Matters

We seek parents' support to keep schools a safe environment for students. If your child is unwell, please ensure that he/she stays at home and seeks medical attention if necessary. If your child is recovering from respiratory-related illnesses, please encourage him/her to exercise social responsibility e.g., by wearing a mask, minimising social interactions with big groups etc.

Our school continues to remain committed to ensuring the safety and well-being of every student. We have comprehensive safety protocols in place to prevent accidents and to respond quickly and effectively when situations arise. In the event of a school-related incident, parents may seek medical attention from a doctor as needed. Following the visit, parents may submit a claim through the link provided below for reimbursement. Your cooperation helps us maintain a safe and supportive environment for all students.
<https://studentgpa.incomegroupins.com.sg/>

We appreciate your support and will continue to work with you closely. Let us all do our part to exercise personal and social responsibility and stay safe.



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2.7 e-Payment for In-School Purchases

The school has implemented the POSB Smart Buddy System at the school canteen and bookshop, enabling a contactless payment ecosystem that helps cultivate sensible saving and spending habits among our students. Students are able to make their purchases using their School Smart Card (SSC) or EZ-Link card. Parents may top up their child's/ ward's School Smart Card or EZ-Link card to ensure that their child/ ward has sufficient funds for their use. Cash payment is still accepted at the school canteen and bookshop.

2.8 Lease of Lockers

It is compulsory for all students to lease a locker to safekeep their valuables, including their personal learning device. The cost of leasing a locker is \$5 a year, and this cost will be waived for students on MOE Financial Assistance Scheme (FAS) and School Based FAS. The payment details will be made known when the School Bill charge is generated in March 2026. The lockers will be available for students' use from Jan 2026 onwards, and **all Sec 1 – 5 students will need to bring their own lockset (padlock) to lock their lockers.** Please refer to Annex B for the Terms and Conditions for Locker Usage, do note that students will be expected to bear the cost of replacement for damaged lockers.

2.9 Use of Mobile Phone Policy

Students are required to keep their mobile phones in mobile phone lockers in the classroom from the first period to the end of their timetabled lessons. They would not have their mobile phones with them during their breaks. Students will also be expected to keep away their handphones during CCA sessions.

- The policy is to help our students better focus during curriculum hours and school activities, and break addiction to mobile devices and social media.
- During recess/ lunch breaks, students are encouraged to have social interaction with their peers and engage in healthy activities such as outdoor play, indoor games like chess/ boardgames, and craft activities in school.
- Parents who need to contact your child for urgent matters may call the school's general office at 6318 3053.

Students are also discouraged from bringing other personal electronic devices (e.g. smart watch, tablets etc.) to school. If brought to school, these items will need to be kept in students' lockers from the first period to the end of their timetabled lessons. Unauthorised use of mobile phones or other personal electronic devices will result in confiscation of the phone/ device.



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2.10 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 at 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.

2.11 Road Safety for Students

The safety and well-being of our students is our top priority. We will continue to guide them and reinforce good road safety habits, which includes:

- The use of designated pedestrian crossings and avoid jaywalking or rushing across the road;
- Not running to catch buses and avoid crossing directly in front of or behind stationary buses;
- Not playing near or on the road;
- Staying alert when crossing roads and putting mobile phones away; and
- Not using mobile phones or listening to music while crossing the road or cycling.

For students who cycle to school, we will brief them on safe cycling practices and issue an Official Cyclist Pass.

When driving around the school:

- Please observe the 15km/h speed limit and stay alert for pedestrians in the school zone;
- Follow all traffic rules and refrain from unsafe or illegal manoeuvres, such as turning into the school from the outer lanes;
- Follow the directions of our traffic marshals to help keep traffic smooth and safe; and
- Use the designated pick-up and drop-off points during arrival and dismissal times.

Thank you for helping us keep our school environment safe for everyone.

2.12 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



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drawn in white, subject to availability.

Please take note of the arrangement to access 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 to request for the 2026 car decal.
- Parents/Guardians who are dropping off or picking up your child/ward are not allowed to park and wait.
- Our school's main gate will close at 0730 hr from Mondays to Fridays during term time. Parents/ guardian may drive into the school to pick up your child/ ward after the re-opening time as reflected in the table below.

Day	Re-opening Time
Monday to Thursday	1320h
Friday	1220h

- Parents/Guardians with official reasons to visit school e.g., to meet their child's/ward's teachers or to pick up their child/ward who is unwell, will have to register at the security post and may park their cars at the visitors' lots, subject to availability. Should the visitor lots be full, parents are requested to park at the nearby HDB carparks.

2.13 Turnstile Arrangements

Students will be able to access the school through the turnstiles at Gate 1 (bus stop outside the school along Tampines Ave 8) and Gate 7 (behind the canteen, near Block 888A Tampines St 81) during the timings as shown in the table.

Students will be able to enter and exit the school through these turnstiles using their School Smart Card (SSC), and we will gather and collate your child's/ward's SSC details for this purpose. For lost/missing SSC, please kindly approach TransitLink for a replacement. Please ensure that your child/ward always brings his/ her SSC to school.

Day	Entry Timing	Exit Timing
Monday to Friday	Gate 1: 0600 to 0750 Gate 7: 0630 to 0730	*students are provided exit access based on their timetable dismissal time
Saturday, Sunday, School and Public Holidays	Closed	Closed



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2.14 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 or Form teachers.

3. Start It Right (SIR) Programme

From 2 to 7 January 2026, all Springfielders will participate in our Start-It-Right (SIR) Programme, designed to provide students with a holistic start to the new academic year. The programme supports students' academic and digital learning, fosters a positive classroom culture, and nurtures their personal, emotional, and social well-being.

Students will take part in a series of hands-on, team-based, and interactive activities aimed at building identity, fostering positive peer relationships, developing good habits and routines, and strengthening personal competencies. They will also work closely with their Form Teachers to build a strong class identity, establish daily norms, and nurture a supportive classroom environment. For the Secondary 1 cohort, orientation activities will be incorporated to facilitate a smooth transition into their new school setting.

Parents/ guardians for Secondary 1 students have been sent related information via Parents Gateway, and may also access the information at <https://www.springfieldsec.moe.edu.sg/sec-1-posting-2026/>. Secondary 1 parents/ guardians are reminded to attend the Parents' Briefing on 7 January (Wed) and are requested to be seated by 3.45pm. Parents/ guardians are also invited to stay on for the Campfire Programme for the Secondary 1 students, which will conclude at approximately 7.30pm. In view of the late dismissal, Secondary 1 students will be allowed to report to school by 8.00am on 8 January (Thu) to ensure that they have adequate rest.

Details of the SIR programme for all levels can be viewed at:

<https://www.springfieldsec.moe.edu.sg/programmes/start-it-right-s-i-r-programme/>

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

CCA is a vital part of our students' holistic development and participation in CCA is compulsory for secondary school students. CCA allows students to explore their interests and talents while acquiring values and skills that prepare them



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for the future. To help your child/ ward benefit fully from CCA especially in areas such as character and leadership development, as well as opportunities to represent the school in competitions and events, we seek your support in encouraging consistent and active participation. CCA sessions are held every Monday and Wednesday from 2.30 p.m. to 5.30 p.m. The detailed CCA schedule will be shared via Parents Gateway. You may also visit our school website to learn more about our CCAs: <https://www.springfieldsec.moe.edu.sg/cca/>

As attendance for CCA is compulsory, please provide a Medical Certificate to the CCA teacher-in-charge if your child/ward is absent. Similar to school attendance, up to 5 parent letters per semester may be used to account for absences. Any additional non-attendance without a Medical Certificate will be recorded as absence without valid reason. We look forward to partnering with you to ensure your child/ward has a meaningful and positive CCA experience.

5. **Home-School Partnership**

Springfield Secondary School is committed to building a positive partnership with parents, and we hope the following guidelines provide greater clarity on how we can work hand-in-hand to help our students have ownership over their learning, develop a sense of purpose and success in life.

- a. To instil **personal responsibility and independence** in our students, teachers will communicate **directly** with them on matters pertaining to schoolwork/ CCA, e.g., homework to be done etc. We encourage parents to check in with your child on these and have them seek assistance directly from teachers if necessary.
- b. Parents will be kept informed of school events, HBL days etc. via Termly Letter and notices sent out through **Parents Gateway (PG)**. If there is a need, parents may use the following channels to reach teachers:

WhatsApp: Form Teachers will share their Business WhatsApp contact numbers with you.

School General Office: 6318 3053

School Email: springfields@moe.edu.sg

Specific Teacher's Email that can be found at:
<https://www.springfieldsec.moe.edu.sg/about-us/our-organisation/>

- c. Teachers will generally be contactable during the timings stipulated below:

During School Term	During School Holidays
Weekdays 7.00 am to 5.30 pm, excluding public holidays.	You may call the General Office during weekday hours (8 am – 5 pm),



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**Please allow teachers some time to respond because they may be having lessons/ meetings/ CCAs/attending to students; or be out of school.*

excluding public holidays; or email the school with your query.

**Teachers are provided protected time during school holidays for them to rest and recharge. Please refrain from contacting them during the holidays unless it is for vital & urgent matters concerning the student.*

- d. The school will endeavour to respond to your inquiry within a day or two for straightforward matters. Queries that require checking or further investigation may take longer (3-5 working days). We would appreciate your understanding that there may be a delay should the teacher be away or on leave.
- e. Appointments to meet with teachers should preferably be made at least three days in advance during the school term. Parents may call the General Office, email the school, or contact the teacher directly to make the appointment.

6. School Events and Key Dates for Term 1

Term 1	
Dates	Events
2 – 7 Jan (Fri – Wed)	SIR Programme (Sec 1 - 3)
2 – 9 Jan (Fri – Fri)	SIR Programme (Sec 4 & 5)
7 Jan (Wed)	Sec 1 CCA Experience Sec 1 Parents Briefing (to be seated by 3.45 pm) Principal's Address, PDLP & FSBB Briefing Sec 1 Campfire
8 Jan (Thu)	Sec 1 students to report by 8am
8 & 9 Jan (Thu & Fri)	Sec 4 & 5 Polytechnic Virtual Open House
19 – 23 Jan (Mon – Fri)	Outward Bound Singapore Programme for Sec 3 students
16 Feb (Mon)	Chinese New Year Celebrations Dismissal at 10.30am
17 & 18 Feb (Tue & Wed)	Chinese New Year public holiday
9 Feb – 13 Mar	Weighted Assessment 1



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	(More details will be sent to parents via Parents Gateway)
13 Feb (Fri)	Total Defence Day Commemoration
24 Feb (Tue)	Home-based Learning Day (Sec 2, 4 & 5) Sec 3 Mother Tongue Internal Oral Exam Deployment of Personalised Learning Device for Sec 1 students (to be confirmed)
14 – 22 Mar	March School Holidays

* Dates may be subjected to changes. Parents will be notified of any updates via Parents Gateway (PG).

Best wishes for a fruitful year ahead!

Yours sincerely,

Ms Eleanor Chia
Principal



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ANNEX A

Submission of Reason(s) for Child's/ Ward's Absence via Parents Gateway

To submit reason for child's/ ward's absence

Parent's "Services" page

Parent's submissions

Parent fills in the reason for absence and submits

Successfully submitted

Note: Parents may make a submission before, on, or after the date of absence.

2

To submit reason when parents receive PG notification of child's/ ward's absence

Parent To-Do

Parent reads the announcement

Parent's submissions

Parent fills in the reason for absence

Successfully submitted

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To edit submission

The screenshots illustrate the steps for editing a submission:

- Parent refers to previous submissions:** Shows a list of past submissions for Xavier Tan, including one for June 10-12.
- Parent selects "Edit":** The user clicks the edit icon next to the June 10-12 submission.
- Parent makes changes and submits:** The submission details are displayed, and the parent edits the reason for absence. A yellow arrow points to the "Edited submitted reason" field.
- Submission updated:** The updated submission is shown with a green checkmark and the message "Submitted successfully".

Note: Parents will be able to edit/withdraw within 14 days of the submission or the intended date of absence, whichever is later.

To withdraw submission

The screenshots illustrate the steps for withdrawing a submission:

- Parent refers to previous submissions:** Shows a list of past submissions for Xavier Tan, including one for June 10-12.
- Parent selects "withdraw":** The user clicks the withdraw icon next to the June 10-12 submission.
- Parent types in a remark and confirms desire to withdraw:** A confirmation dialog box asks "Withdraw permanently?" and "Yes, withdraw". A yellow arrow points to the "Yes, withdraw" button.
- Submission withdrawn:** The submission is shown with a minus sign icon and the message "Withdrawn successfully".

ANNEX B

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 vandalize, damage, or misuse the lockers. Any damages caused by students will be assessed on a case-by-case basis, and repair costs, if applicable, will be charged to the students responsible.
- 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.
- Students are required to bring their own padlocks for their lockers and are responsible for safeguarding their valuables.

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. This will enable 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.