



SPRINGFIELD SECONDARY SCHOOL

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

4 January 2022

Dear Parents/Guardians of Springfielders,

Greetings from Springfield Secondary School!

We continue to respond swiftly to prevailing safe management measures to ensure that the school remains safe for all students and staff, with planned learning and student development activities constantly reviewed and adjusted in accordance to the safe management guidelines.

Since the inception of the National Digital Learning Programme, with the provision of Personal Learning Device, a new dimension to learning has been added to complement blended learning – the acquirement of digital literacy through our school's curation of learning experiences and activities. We are confident that Springfielders will grow to be self-directed, collaborative and digitally connected learners.

We are grateful of the strong support and partnership from all parents/guardians this past year. Please be assured that the school will continue to have the necessary safe management measures in place as we prepare for the new school 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. Updates on Staff Movement and Internal Appointments

The end of 2021 saw the departure of 9 of our teaching and non-teaching staff:

Staff Transfer:

Mr Wong Ting Hsin	Year Head (Lower Sec)
Mr Justin Ng Jia Jun	HOD/ Education Support
Mr Mohd Fuad Bin Salim	SH/ Malay Language
Ms Neo Hui Jun	SH/ Physics
Mr Chen Zhirong Jenson	Teacher
Mr Muhammad Khairul Ridhwan Bin Boha	Teacher
Mdm Noor Farhanah Binte Mohamed Amin	Teacher
Miss Wong Yong Li	Teacher
Mdm Goh Loh Nah Luona	AED (Counselling)

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We would like to thank the outgoing staff for their contributions to the school and wish them all the best in their future undertakings.

We would like to welcome the following staff who have been posted to Springfield Secondary School with effect from January 2022.

Mdm Pang Yen Ping	Master Teacher/ Mathematics
Ms Rabiya Bte Ismail	Senior Teacher/ Special Education Needs
Mdm Faridah Binte Ahmad	Teacher (English Literature & Language)
Mr Loh Chean Meng	Teacher (Biology / Mathematics)
Mr Sim Chua Bee	Teacher (PE / Mathematics)
Miss Syarifah Hafizah Binte Syed	Teacher (English Language & Social Studies)

We would also like to express our heartiest congratulations to Mr Chong Suan Yan Eddie and Mdm Siti Zubaidah Binte Arshad for being officially appointed as Year Head (Lower Sec) and Senior Teacher/ English Language respectively, with effect from 4 Jan 2022.

The following staff have been internally appointed to the following positions in 2022:

Ms Chong Hui Hui	HOD/ Education Support (Ag)
Mr Ng Choon Hwee	SH/ Information & Communications Technology (Ag)
Ms Shariffa Amalsharaff Binte Syed	SH/ Malay Language (Ag)
Ms Zhang Lisa	SH/ Character & Citizenship Education (Ag)

2. 2021 GCE N-Level Examination Results

On 17 December 2021, our graduating students from the Secondary 4 Normal (Academic) and Normal (Technical) streams received their GCE N-Level examination results. 33 students from our Secondary 4N(A) cohort qualified for promotion to Secondary 5N(A), and all 35 students from our Secondary 4N(T) class will articulate to ITE.

In the Secondary 4 N(A) stream, our school saw an improvement in percentage passes in Design and Technology, Food and Nutrition, Humanities with all three electives in Geography, History and Literature in English, Malay Language and Science (Physics/Chemistry) as compared to the previous cohort of students. The following subjects also recorded an improvement in quality: Chinese Language, Humanities with History and Literature in English electives, Design and Technology, Food and Nutrition, and Mathematics.

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We are also happy to report that 25 students qualify for the Polytechnic Foundation Programme (PFP) and Direct-Entry Scheme to Polytechnic Programme (DPP), pending further confirmation of the release of the 2021 GCE O-Level examination results.

We would like to extend our heartiest congratulations to our 2021 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 2021 all the best as they embark on the next phase of their education journey.

3. General School and Administrative Matters

(i) Official School Hours

The school has reviewed the conduct of the CCA programme and home-based learning (HBL), and will be making the following changes in 2022:

- CCA days will take place on Monday and Wednesday afternoons with effect from January 2022;
- With the school continuing its practice of running a 10-day timetable, HBL Days will happen on even-week Fridays (i.e. Weeks 2, 4, 6 etc), except in Term 1 Week 10, Term 2 Week 10 and during school-based and national examination seasons; and
- HBL Days in 2022 are therefore scheduled on
 - Term 1: 14 Jan, 28 Jan, 11 Feb, 25 Feb
 - Term 2: 1 Apr, 29 Apr, 13 May
 - Term 3: 8 Jul, 22 Jul, 5 Aug, 19 Aug
 - Term 4: 23 Sep, 21 Oct
- In view of the conduct of national examinations in Semester 2, HBL Days will not apply to S4/5 levels, i.e. all graduating level students will attend school on all school days in Semester 2 till the end of their national examinations, unless otherwise instructed.

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With effect from 4 January 2022, the official school hours will be as follows:

- Class-based morning assembly and flag raising will commence at 0730 hr and students are expected to be seated in class by 0725 hr;
- Dismissal times by level and stream are as follows:

	1230	1305	1340	1415	1450	1525	1600
Monday		3N(T)	Whole School	CCA (1430 – 1730 hr)			
Tuesday					1Exp 3N(A)	1N(A)/1N(T) S2 3Exp/3N(T) S4	5N(A)
Wednesday		3N(A) 4N(A)	Whole School	CCA (1430 – 1730 hr)			
Thursday		4N(A)			1Exp 2Exp 3Exp/3N(A) 4N(T) 5N(A)	1N(A)/1N(T) 2N(A)/2N(T) 3Exp/3N(T)	
Friday	Whole School						

**Note: Hours may differ for upper secondary students offering Higher MTL, Out-of-stream subjects or an 8th subject in their subject combination.*

- The recess and lunch breaks within the same level are identical for all school days, and are shown as follows:

	0900 – 0935	0935 – 1010	1010 – 1045	1045 – 1120	1155 – 1230	1230 – 1305	1305 – 1340	1340 – 1415
S1		Recess					Lunch	
S2				Recess				Lunch
S3			Recess			Lunch		
S4/5	Recess				Lunch*			

As Mondays and Wednesdays are designated CCA days, 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. Lunch is not timetabled on Fridays*.

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(ii) 10-day Timetable

The school continues to implement the 10-day timetable in 2022. 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 scheduling of subject lessons may be different for odd and even weeks, and the number of periods per subject may differ between odd and even weeks.

(iii) Punctuality and Absence from School

We would like to stress the importance for our students to report to school punctually every day. Students who arrive in school without a valid reason after 0750 hr will be sent home. 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-2022>). Students' presence for lessons in school or any school-organised 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.

(iv) 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.

(v) 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 located 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 at the reception. 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.

(vi) Vehicular Movement In/Out of School

The safety of our students coming to and leaving the school 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, refrain 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 every morning and during dismissal times.

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(vii) 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:

- a) Only vehicles with the Springfield Parent car decal will be allowed into the school premises to **drop off and pick up** your child/ward. Your child's/ward's Form Teacher will give you details on how to request for the car decal valid for 2022.
- b) Our school's main gate will close at 0730 hr from Mondays to Fridays during term time.
- c) Our school's main gate will re-open for dismissal based on the timings indicated below. Parents/Guardians who wish to pick up their child/ward during these timings are only allowed to pick up their child/ward and **not allowed** to park and wait for more than 5 minutes.

Day	Gate Re-opening Time
Monday, Wednesday & Thursday	1305 hr to 1600 hr
Tuesday	1450 hr to 1635 hr
Friday (non-HBL Fridays)	1230 hr to 1305 hr

- d) Vehicles are not allowed entry into the school premises at other times.
- e) 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.

4. Start It Right (SIR) Programme

From 4 to 7 January 2022, all Springfielders will participate in a structured *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, the 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 hr.

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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>

5. 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. All students must have a CCA and they are awarded points for participation in the main CCA if they attain an attendance rate of at least 75%. For students with an attendance rate of 50% to 74%, the CCA points scored for the year will not be computed. An attendance rate of less than 50% will constitute a break in the CCA and all points accumulated up to and including that year will be annulled. However, this does not apply to students who are absent due to medical reasons.

Students who fail to achieve a CCA attendance of at least 75% will be penalised and this may affect the student's conduct grade. We seek your cooperation to work with us to ensure that your child/ward attends CCA on a regular basis.

6. National Digital Literacy Programme (NDLP)

Since the implementation of NDLP in 2021, the school has been leveraging the use of Personal Learning Device (PLD) to realise the intended outcomes of a Personalised Learning Environment:

- to support the development of digital literacies
- to support self-directed and collaborative learning
- to enhance teaching and learning

In enabling a safe and conducive learning environment for students in the use of PLD for teaching and learning, the school has measures in place to educate students on cyberwellness, classroom management and learning routines, and Device Management Application (DMA).

The DMA software will be installed on all students' PLD to provide a safe learning experience for your child, and to prevent misuse of the device. The DMA will be funded by MOE and will be uninstalled from the device when your child/ward graduates / leaves the school.

In addition to the school's default settings on DMA, parents will be provided with greater choice for after-school use of PLD, where parents can determine or disable DMA settings after school hours. Having default school settings continue after school hours is the best option for parents who prefer not to, or do not feel ready to manage their child's device use on their own.

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Before deciding on opting out of the school's default DMA settings, parents could consider the following questions:

Child's current device usage habits

- How much time does my child spend on their device?
- How well is my child able to regulate their device usage on their own?
- Does my child get easily distracted while doing online learning?

Parental involvement

- How confident and familiar am I with managing my child's cyber wellness?
- Are there existing routines and open conversations on the use of the Internet at home?
- Am I aware of how to prevent different types of cyber threats that my child might face?

Parents/Guardians of 2022 Secondary 1 students can look forward to an engagement session on the procurement and deployment of PLD in Term 1. More details will be made available later.

Parents can also access our dedicated website to know more about DMA options and get the latest updates on NDLP at

<https://springfieldsec.moe.edu.sg/programmes/national-digital-literacy-programme-ndlp>

We need to partner parents in ensuring that your child is well supported both in and outside of school.

7. Safe Management Measures (SMM)

As part of our existing Safe Management Measures (SMM) in place, we will conduct daily temperature taking exercise to ensure the well-being of our students and staff. Recesses and lunch breaks will also be staggered by levels to minimise intermingling wherever possible and students will be having their meals in their classrooms during recess and lunch. In addition, please be assured that all school and CCA activities will be conducted under the prevailing SMM guidelines in place.

We seek your co-operation to ensure that your child/ward brings along a working Oral Digital Thermometer (ODT) on the day of the temperature taking exercise. All Secondary One students will be issued a new ODT on the first day of school on 4th January 2022. Secondary 2 to 5 students who wish to purchase an ODT to replace their lost or faulty ODT can do so at the school bookshop from 4th January 2022 onwards.

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We will continue to remind our students of the importance of personal hygiene and social responsibility. If your child/ward is unwell, please bring him/her to see a doctor as soon as possible. Your child/ward should rest at home and only return to school when he/she has recovered. If he/she has been placed on any of the MOH Protocols (MOH Protocol 1, 2 or 3), please kindly update his/her FTs and ensure that he/she adheres to the instructions outlined for each protocol. Please kindly refer to <https://www.covid.gov.sg/> for more information on the MOH Protocols.

With the nationwide implementation of TraceTogether-only SafeEntry (TT-only SE), students **should** have their TT Token with them in school to facilitate accurate contact tracing. While the TT App serves the same function as the TT Token and students can use the TT App, they would not have access to their handphones all the time during classes or outdoor activities (e.g. PE lessons). As such, we require your child/ward to bring his/her TT Token to school for ease of contact tracing.

If your child/ward does not have the TT Token, he/she may collect it at any of the Community Centres/Clubs (CCs) listed on the [TokenGoWhere](#) website. If your child's/ward's TT Token is lost, misplaced, damaged or ran out of battery, he/she may get the replacement Token at any Community Centre/Club (CCs) listed on the [TokenGoWhere](#) website. Please kindly refer to <https://www.moe.gov.sg/faqs-covid-19-infection> on the frequently asked questions related to measures MOE has taken to ensure the safety and well-being of our students and staff.

8. Assessment Weighting

The school will continue to implement the following assessment weightings for all the academic subjects (except lower secondary Food & Consumer Science (FCE) and Design & Technology (D&T) which are taught only in a semester each – FCE in Semester 1 for Secondary 1 and D&T in Semester 2 for Secondary 2) for the respective levels in 2022:

Level / Term	Term 1	Term 2	Term 3	Term 4
Sec 1	15% WA1	15% WA2	15% WA3	55% Year-End Exam
Sec 2	15% WA1	15% WA2	15% WA2	55% Year-End Exam
Sec 3	15% WA1	15% WA2	15% WA3	55% Year-End Exam
Sec 4/5	10% WA1	20% Mid-Year Exam	70% Preliminary Exam	

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Lower Secondary Food & Consumer Education

Level/ Term	Term 1	Term 2		Term 3	Term 4	
Sec 1	15% WA 1	15% WA 2	70% SA 1 (Coursework)	NA	NA	
Sec 2	NA	NA		15% WA 1	15% WA 2	70% SA 2 (Coursework)

Lower Secondary Design & Technology

Level /Term	Term 1	Term 2		Term 3	Term 4	
Sec 1	NA	NA		15% WA 1	15% WA 2	70% SA 2 (Coursework)
Sec 2	15% WA 1	15% WA 2	70% SA 1 (Coursework)	NA	NA	

WA – Weighted Assessment

NA – not applicable

From 2021 onwards, Mid-year Examinations will only be administered for the graduating levels of Sec 4 and 5. All non-graduating students will have three Weighted Assessments (which will count towards the final grade for each examinable subject) assigned, one per term from Term 1 to Term 3. In order to ensure that students receive ongoing feedback on their learning progress in the academic year leading to the year-end examinations, the school will also set several non-weighted assessments (NWA) per subject in the first three Terms. These NWA do not count towards the final grade for each subject.

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9. Purchase of Books and Uniform

For the safety and well-being of our students, parents will not be allowed to walk in to our school to purchase books and uniforms with effect from 4 January 2022.

Payment and collection of the books and/or uniforms can be done for the respective levels as indicated below. We thank you for your kind understanding.

Date	Level	Timing	Remarks
4 Jan 2022, Tuesday	Sec 1	1310 hr to 1600 hr	Purchase of Books & Uniform for those who were unable to order online (for Students only)
5 Jan 2022, Wednesday	Sec 2	1305 hr to 1600 hr	
6 Jan 2022, Thursday	Sec 3	1230 hr to 1600 hr	
7 Jan 2022, Friday	Sec 4/5	1245 hr to 1600 hr	

10. Lease of Lockers (Only applicable for Secondary 1 to 4 students)

We are pleased to inform you that the school has leased lockers for all Secondary 1 to 4 students to place their personal belongings including their personal learning device. The cost of leasing of a locker will be \$15 (\$16.05 inclusive of 7% GST) per year and the leasing of a locker is compulsory for all Secondary 1 to Secondary 4 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 2022. The lockers will be available for students to store their belongings from mid-February 2022 onwards. Please refer to **Annex A** for the Terms and Conditions for Locker Usage.

11. School Events and Key Dates for Term 1

Please take note of the major school events and key dates for your child/ward in Term 1:

Dates*	Events
4 – 7 January	SIR Programme (for All Levels)
5 – 6 January	Sec 1 CCA Orientation
6 – 8 January	Sec 4 & 5 Polytechnic Virtual Open House
14, 28 January	Home-based Learning Days
31 January	Chinese New Year Celebrations (Students will be dismissed around 1030 hr)
1 – 2 February	Chinese New Year
11, 25 February	Home-based Learning Days
7 February – 4 March	Weighted Assessment 1 (More details will be sent to parents via Parents Gateway)
12 – 20 March	School Holidays

* Dates may be subjected to changes.

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12. 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 be used for the purpose of school publications, school website, school outreach and other school related information. Should you have any objection to the school using photographs and/or video clips of your child/ward, please contact the respective Year Head.

13. Communication with Teachers

Parents can contact our teachers via email or telephone during **weekdays from 0730 hr to 1800 hr**. We seek your understanding that our teachers might not be able to respond immediately for the duration of 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.

14. Moving Forward in 2022

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,

Mrs Mabel Leong
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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