



WEST SPRING SECONDARY SCHOOL

"THIRST FOR KNOWLEDGE"

61 Senja Road, Singapore 677737 Tel: 6892 0369(O) Fax: 6892 9468

Website address: <https://westspringsec.moe.edu.sg>

30 December 2025

Dear Parents / Guardians of Secondary 4 & 5 students

WELCOME BACK TO SCHOOL

A warm welcome back to all Secondary 4 & 5 students and parents! Your child/ward can look forward to a fruitful and enriching learning experience ahead!

This letter provides you with some basic information about the school and administrative details when school re-opens. The contents of this letter can be found on the school website at <https://www.westspringsec.moe.edu.sg>. Should you require additional information about the school, please refer to the school's website or contact the school at 6892 0369.

OUR VISION, MISSION, MOTTO & CORE VALUES

West Spring Secondary School's Vision seeks to develop students to be "**Leaders of Character, Learners for Life**". Our Mission is "**Shaping Character, Engaging Learners, Touching Lives**" and our School Motto is "**Thirst for Knowledge**". Here at West Spring, we strive to inculcate in students the values of RICH - **Resilience, Integrity, Care and Harmony**.

1. Update on Vice-Principal Appointment

We would like to inform parents of a change in our school leadership team. Our Vice-Principal (Administration), Mrs Joy Ong, has been posted to a new school. We would like to express our sincere appreciation for her dedicated service and valuable contributions to the school. We warmly welcome our new Vice-Principal, Mrs Toh Keting, who joins us with a wealth of experience and a strong commitment to supporting our students, staff and parents. We look forward to her leadership and partnership with our school community in the year ahead.

2. Reporting Time and Venues

Students are required to report to school daily by 7.20 am and be at the respective assembly venues by 7.25 am. Unless otherwise specified, students are to be in full school uniform. Students will report to the School Hall on the first day of school.

To support students' transition back to school, students will participate in school-based activities during the first three days of school, with an early dismissal at 12.30 pm on the following dates:

- Friday, 2 January 2026
- Monday, 5 January 2026
- Tuesday, 6 January 2026

From 07 January onwards, students will report to the School Hall on Mondays, Wednesdays and Fridays and in the form classrooms on Tuesdays and Thursdays. Dismissal time will be based on the students' timetable (effective from 7 Jan 2026), which will be available on the school website.



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On 08 January 2026, all Secondary 4 & 5 students will embark on a learning journey after curriculum time to **Ngee Ann Polytechnic Open House 2026 (1:30 pm - 3:30pm)**. Students will be dismissed from lessons for lunch at 11:55 am and a **one-way transport** will be provided from school to Ngee Ann Polytechnic. During the visit, students where we will have an opportunity to go on a guided tour to their selected Academic School and experience Ngee Ann Polytechnic CCA Xtra-vaganza. **Students will be dismissed at 3:30 pm at Ngee Ann Polytechnic.**

3. Blended Learning Schedule

As part of our Blended Learning approach, students will learn from home on **Fridays of even weeks (Semester 1 only)**, as indicated in their timetable.

In 2026 Semester 1, Secondary 4 & 5 students will be embarking on blended learning on selected even week Fridays. On the dates listed below, students will be studying from home and will not attend school physically. Students are expected to complete all work assigned on Blended Learning days. There will be a blended learning timetable disseminated that lists the academic periods and time allocated for students to follow.

Blended Learning Days

S/N	Month/ Term	Dates
1	Jan/ 1	16, 30 Jan
2	Feb/ 1	13, 27 Feb
3	Mar/ 1	13 Mar
5	Apr/ 2	17 Apr
6	May/ 2	15, 29 May

4. Discipline Matters

An earlier Parents Gateway message sent on 22 December has outlined the school's expectations regarding student grooming and attire, school attendance, and the mobile phone policy. Parents may refer to that message for full details. Should you require more information, please contact our HOD Student Management, Mr Jack Ho, at 6892 0369 or email at ho_wing_hong@moe.edu.sg.

5. School Lockers

Every student is provided with a locker in his/her Form Classroom free of charge. The student is expected to use a numeric lock for the locker. If the student does not have one, he/she can purchase from the school bookshop. Students are expected to lock up their mobile devices and Personal Learning Devices (PLD) when not in use during school hours. Students should bring home their PLD every day and not leave them in the lockers. The locker is the property of the school. Students are expected to take care of them and not damage or permanently personalise them.



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6. Form Teacher Contact Details

Our Secondary 4 & 5 Form Teachers' email addresses are shown below.

CLASS	NAME OF FORM TEACHER	EMAIL
4A	MS. ZHOU SIYANG	zhou_siyang@moe.edu.sg
	MDM. WANG XIUFANG	wang-xiufang@moe.edu.sg
4B	MR. MUHAMMAD FAHMY BIN BABJEE	muhammad_fahmy_babjee@moe.edu.sg
4C	MDM. CHAN HWEI HWEI, JULIET	juliet_chan@moe.edu.sg
	MS. FAZLIN BTE MOHD FADZULI	fazlin_mohd_fadzuli@moe.edu.sg
4D	MR. TAN TUCK HENG, ISRAEL	israel_tan_tuck_heng@moe.edu.sg
	MS. KOH WEI XIN, SHARON	koh_wei_xin@moe.edu.sg
4E	MR. LIM CHIEH SERN	lim_chieh_sern@moe.edu.sg
	MS. TENG XIAOQIAN, LYDIA	lydia_teng_xiaoqian@moe.edu.sg
4F	MS. TAN ZHEN YAN	tan_zhen_yan@moe.edu.sg
	MS. SEOH SIOK YIN	seoh_siok_yin@moe.edu.sg
4G	MDM. LIYANA BINTE KAMSANI	liyana_kamsani@moe.edu.sg
	MS. TAN POH YUN, EVELYN	tan_poh_yun_evelyn@moe.edu.sg
5A	MDM. JULIANA BTE ADAHAM	juliana_adaham@moe.edu.sg

Parents may email our Form Teachers if you have any queries. We seek your patience as Form Teachers may take one to three working days to respond. For urgent matters, parents may also contact the School's General Office at 6892 0369.

7. School-based Assessment Matters

Please refer to **Annex A** for information on the school's Assessment Policy, structure and other details.

8. School-Home Partnership

The Ministry of Education (MOE) has refreshed the Guidelines for School-Home Partnership to support parents and teachers. With the goal to raise a happy, confident and kind generation together, parents and teachers will focus on **Respectful Communication** with each other, being good **Role Models** to our children, and supporting them to make **Real Connections** by developing strong relationships and healthy habits in the digital age.

Our school has engaged both staff and the Parent Support Group (PSG) Executive Committee (EXCO) to craft West Spring Secondary School's '**Our Shared Commitment**' (**Annex B**) to reflect our dedication in the holistic development of our children / students as they grow to become Leaders of Character and Learners for Life.



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The **WSSS School-Home Communication Guidelines** with parents / guardians are as follows:

7 - 6	Time: 7.00 am to 6.00 pm * except for urgent, emergency and safety matters
5	Weekdays: Monday – Friday * except for urgent, emergency and safety matters
1-3	Response <ul style="list-style-type: none">• within 1 day to acknowledge and inform of further correspondence.• Respond within 3 working days with details (unless urgent)
Platforms	Official communication channels: <ul style="list-style-type: none">• Parent's Gateway• Phone call using school hotline at 68920369• Teachers' iCON email (name of teacher@moe.edu.sg)• Face to face meeting / conference

The Parent Support Group (PSG) offers a wonderful opportunity for parents to connect closely with their children, understand them better, and support them throughout their educational journey. Participation in the West Spring Secondary School's PSG allows parents to be involved in school events, participate in activities with their children and get to know other parents to build meaningful connections. To find more, do visit the school website and click on the 'Partners in Excellence' tab. You can also indicate your interest to be informed of PSG activities by completing the online registration form: <https://go.gov.sg/westspringsecpsg>.

For more information on PSG and access to parenting resources, do visit <https://psg.moe.edu.sg/>.

9. Road Safety

Students are reminded to observe road safety. They include the use of footways, to abide traffic rules at road crossings and to pay attention to the surroundings. For safety, parents who drive their child to school should drop off their child at the School Designated drop-off point.

10. Health-related Matters

We seek parents' support to keep schools a safe environment for students.

We seek your cooperation and assistance to remind your child/ward to bring his/her thermometer to school every day, seek medical help immediately should your child/ward be unwell, and not report to school. If your child/ward has travelled to other countries, please inform the school. We also depend on you to emphasise to your child/ward the importance of maintaining a high standard of personal hygiene.

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).

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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Please note that students who report sick during curriculum time will be sent home only if accompanied by parent/guardian. The parent/guardian may also arrange for private hire vehicle to bring the child/ward home. This procedure is important for the safety of the child/ward. We seek your understanding to adhere to this procedure strictly.

Should you need any further clarification, please do not hesitate to contact us at email: westspringss@moe.edu.sg or phone: 6892 0369. We look forward to your support and partnership in the holistic development of our charges.

Wishing you and your family a Happy New Year ahead.

Thank you.

Yours faithfully
Mrs Belinda Chan
Principal