



STUDENT HANDBOOK 2023

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SINGAPORE FLAG, NATIONAL ANTHEM, PLEDGE



The Singapore Flag has two equal horizontal sections – red above white. In the upper left section is a crescent moon with five stars in a circle, all in white.

The colour red represents universal brotherhood and equality of man while the colour white signifies purity and virtue.

The crescent represents a young country on the rise in its ideals of establishing democracy, peace, progress, justice and equality as indicated by the five stars.

Majulah Singapura

Mari kita rakyat Singapura
Sama-sama menuju bahagia
Cita-cita kita yang mulia
Berjaya Singapura
Marilah kita bersatu
Dengan semangat yang baru
Semua kita berseru
Majulah Singapura
Majulah Singapura
Marilah kita bersatu
Dengan semangat yang baru
Semua kita berseru
Majulah Singapura
Majulah Singapura

National Anthem

Come, fellow Singaporeans
Let us progress towards happiness
together
May our noble aspiration bring
Singapore success
Come, let us unite
In a new spirit
Together we proclaim
Onward Singapore
Onward Singapore
Come, let us unite
In a new spirit
Together we proclaim
Onward Singapore
Onward Singapore

Composed by Zubir Said

The Pledge

We, the citizens of Singapore, pledge ourselves as one united people, regardless of race, language or religion, to build a democratic society based on justice and equality so as to achieve happiness, prosperity and progress for our nation.

Loyalty to Nation

All Singapore Citizens must sing the National Anthem and take the Pledge to show allegiance at the state. At Pledge-taking, we will place our right fist over the heart.

NATIONAL EDUCATION MESSAGE

NE MESSAGES (1997)

- Singapore is our homeland; this is where we belong.
We treasure our heritage and take pride in shaping our own unique way of life.
- We must preserve racial and religious harmony.
We value our diversity and are determined to stay a united people.
- We must uphold meritocracy and incorruptibility.
We provide opportunities for all, according to their ability and effort.
- No one owes Singapore a living.
We find our own way to survive and prosper, turning challenge into opportunity.
- We must ourselves defend Singapore.
We are proud to defend Singapore ourselves, no one else is responsible for our security and well-being.
- We have confidence in our future.
United, determined and well-prepared, we have what it takes to build a bright future for ourselves, and to progress together as one nation.

HEAD, HEART, HANDS (2007)

- “Head”: Think critically about issues and arrive at a deeper understanding of the challenges facing Singapore and what it means to be Singaporean.
- “Heart”: Connect emotionally with the Singapore story in order to appreciate Singapore and have a deeper sense of belonging.
- “Hands”: Give back to society in various ways, and be empowered to contribute, create and lead Singapore’s future, in different fields of society

NATIONAL EDUCATION MESSAGE

CITIZENSHIP DISPOSITIONS (2017)

- **A Sense of Belonging**
To develop a deeper understanding of who we are, and a shared understanding of the values that are important to us as a nation.
- **A Sense of Reality**
To be aware of the contemporary realities — including Singapore's constraints and vulnerabilities — which affect us as a nation amidst the backdrop of a less predictable world.
- **A Sense of Hope**
Having confidence and optimism in Singapore's future and the resilience to face the challenges ahead.
- **The Will to Act**
To be active citizens who have a collective resolve and a sense of shared mission towards building a Singapore for all.

OUR SHARED VALUES

National before community and society above self.

Family as the basic unit of society.

Community support and respect for the individual.

Consensus, not conflict.

Racial and religious harmony.

SCHOOL LEADERS AND KEY PERSONNEL

SCHOOL LEADERS

Principal
Vice-Principals

Mrs Regina Lee
Mr Michael Tan
Mr Tay Hiang Soon
Mr Jayakumar Navaretnam (VP Administration)

KEY PERSONNEL - CURRICULUM TEAM

Heads of Department (HODs)

English Language & Media Literacy	Mrs Audrey Ee-Lim
ICT	Mrs Jacqueline Lee
Humanities (Ag)	Ms Rekha Manohar Reddy
Mathematics	Mrs Phua-Seah Lee Hoon
PE & CCA	Mr Aidil Bin Idris
Science	Mr Gary Sim Kang Kiang
School Staff Developer	Mr Victor Chia
Craft & Technology	Miss Guo Kaining Nelly

Subject/Level Heads (SH/LHs)

Additional Mathematics	Mr Chew Kang Wei
Art	Mr Fahmy Bin Said
Chemistry	Ms Widayah Bte Othman
Chinese Language	Mr Poh Chee Jian
Data & Knowledge Management (Ag)	Ms Pak Wann
Student Management	Ms Quek Tanni Tanny
Educational Support	Mr Muhammad Hafiz Bin Mornin
English Language	Ms Nithiya Mariappan
Geography	Mr Kong Rui Jia
History	Ms Rekha Manohar Reddy
Lower Secondary Science	Ms Adeline Chan
Malay Language	Mdm Sharidah Bte Sindashah
NE & VIA	Ms Doris Choong Wen Ping
Creative Arts	Ms Nuruljannah
Student Well-Being (Ag)	Mr Jarren Lye

KEY PERSONNEL - STUDENT DEVELOPMENT TEAM

Year-Heads (YHs)/Heads of Department (HODs)

YH/Upper Secondary	Mr Koh Yong Cheng
YH/Lower Secondary (Ag)	Mr Tan Kok Young
HOD/Character & Citizenship Education	Ms Lathika d/o Subidor Singh
HOD/Student Management	Mr Tan Hong Peng
HOD/Educational Support	Mr Muhammad Baqi Jaafar
HOD/Normal Technical	Ms Hairul Bariyah Bte Maksom
HOD/Student Leadership & English Literature	Mr Richard Armstrong

Assistant Year Heads (AYH)

AYH/Secondary 1	Mr Alvin Hoo Yin Hong
AYH/Secondary 2 (Ag)	Ms Thiam Jia Hui
AYH/Secondary 3	Mr Tamil Selvam
AYH/Secondary 4	Ms Evon Tan

KEY PERSONNEL - LEAD TEACHERS (LTs)/SENIOR TEACHERS (STs)

MTT/Chinese Language	Dr Goh Poh Huat
LT/Mathematics	Mrs Simmi Naresh Govindani
ST/Biology	Ms Lim Sin Yee
ST/Chemistry	Mrs Ow Puay Hoon
ST/Chinese Language	Mdm Cheng Sin Yee
ST/English Language	Ms Darwina Binte Mohamed Sani
ST/Physical Education	Mr A Murugapa
ST/Social Studies (Ag)	Ms Nithya d/o Selvaraju
ST/Tamil Language	Ms Santhalingam Kalpana

KEY ADMINISTRATIVE STAFF

Admin Manager	Mdm Koh Chwee Ngoh (Karis)
Operations Managers	Mr Fazal Khan Arunkhan
ICT Manager	Mr Praveen Prakash
Administrative Executive	Ms Lim Siew Huay
	Mdm Tan Joke Ping (Apple)

STUDENT DEVELOPMENT TEAM (SDT) @ YSS

SDT STRUCTURE

Level	Level System		Support Structure							
			Discipline	Counselling		Educational Support	Student Leadership	CCA	CCE	Student Well-being
Sec 1	VP (Lower Sec) Mr Tay HOD NT Ms Bariyah	Sec 1 AYH + FTs Mr Alvin Hoo	HOD Student Management Mr Tan Hong Peng	Counsellor Mr Hilmi	Teacher Counsellor Mdm Sharidah and Mdm Malar Vele d/o Perumal	HOD Educational Support Mr Baqi SH Educational Support Mr Hafiz	HOD Student Leadership & EL Lit Mr Richard Armstrong	HOD PE & CCA Mr Aidil	HOD CCE Ms Lathika SH NE & VIA Ms Doris	SH Student Well-being (Ag) Mr Jarren Lye
Sec 2	Lower Sec Year Head (Ag) Mr Tan Kok Young	Sec 2 AYH (Ag) + FTs Ms Thiam Jia Hui	SH Student Management Ms Tanny Quek	Counsellor Mr Sabir	Teacher Counsellor Ms Renuga	SEN Officers Mrs Cheng Mdm Aisah				
Sec 3	VP (Upper Sec) Mr Michael Tan HOD NT	Sec 3 AYH + FTs Mr P Tamil Selvam			Teacher Counsellor Ms Widayah	Special Programme (NT) Mdm Badariah				
Sec 4/5	Ms Bariyah Upper Sec Year Head Mr Koh Yong Cheng	Sec 4 AYH + FTs Mdm Evon Tan		Counsellor Mr Hilmi	Teacher Counsellor Mdm Vemala Naguran					

The SDT structure of the school comprises HOD/Year Heads (YHs), HOD NT, HOD CCE, HOD Discipline, HOD Educational Support, HOD PE/CCA, HOD Student Leadership, School/Teacher Counsellors, and their respective teams. School Leaders play the vital role as advisors to the Year Heads in academic, co-curriculum and pastoral matters. The structure allows the SDT to focus on the aim to grow a positive school culture by holistically managing and monitoring the well-being of our students collaboratively.

STUDENT DEVELOPMENT TEAM

The Student Development Team oversees the design and delivery of a holistic learning experience that all students undergo throughout their 4/5 years of education in Yishun Secondary School.

Its key role is to enhance the quality of school experience for Yishunites, with emphasis on values education (Respect, Resilience and Integrity) as its core, through the development of students' academic and socioemotional competencies to achieve the desired outcome of all Yishunites.

It begins with Yishunites undergoing the important transitional phase from a primary school environment to a secondary school environment in the first year, with a structured progression to character and citizenship education, leadership development, career guidance and post-secondary education.

STUDENT WELL-BEING

At Yishun Secondary School, the well-being of our students is of utmost importance to us. We believe that a caring and enabling school environment is essential for the holistic well-being of our students. When students can build healthy relationships with those around them (e.g. with their teachers and their peers), the school environment then becomes one that is conducive for them to flourish and develop a strong sense of self.

The Student Well-Being (SWB) team consists of a dedicated team of teachers whose goal is to cultivate such an environment for our students. This is done through:

- leveraging on peer support networks
- proactively managing bullying and cyber wellness issues
- developing upstream programmes (e.g. campaigns) that promote mental and emotional well-being, and pro-social behaviours

SCHOOL RULES AND REGULATIONS

1. SCHOOL OPERATING HOURS AND ASSEMBLY

- All students are to report to school by 0730h. The Flag-raising ceremony will commence at 0735h daily.
- All students (Singapore Citizens and Non-Citizens) must be present with their respective class and **stand at attention** during the ceremony.
- **Students who are Singapore citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist placed over the heart.**

2. ATTENDANCE, PUNCTUALITY, TRUANCY & ABSENTEEISM

- a) Attendance in school is compulsory.
- b) Students must be punctual for all school activities including flag raising ceremony, lessons, Co-Curricular Activities (CCA) and official school functions.
- c) Students who are absent from any of these activities must produce a medical certificate or relevant official documents to explain their absence within 5 working days, upon coming back to school. Failure to do so would mean that the student will be marked absent from school and face disciplinary action.
- d) Latecomers will be issued late-coming slips and action will be taken against them (refer to Offences). They will also serve detention on the same day.
- e) Students must seek permission from the teacher if there is a need to leave the class. Students will be allowed to leave the class only for urgent and/ or official reasons.
- f) Any student who wishes to leave the school during school hours must be accompanied by his/her parent / guardian who will fill in and sign the 'Leaving School Early' Record Book in the General Office.
- g) Students are not allowed to leave the school premises during school hours without permission.
- h) Students are to stay in school while waiting for their after-school activities to commence (eg: Consultation and Co-Curricular Activities). Students are to have their lunch in the school canteen.

SCHOOL RULES AND REGULATIONS

3a. SCHOOL UNIFORM

- a) Students are to wear the prescribed school uniform and modification to the uniform is not allowed. (For example, there should be no tapering of pants, shortening of pants and skirt etc.)
- b) Students are to refer to the next page for the School Uniform and Decorum.
- c) Students must be in clean and appropriate school attire whenever they are in school, including Saturdays and during the school holidays.
- d) Students are to be in school uniform when reporting to school for morning FRC on Mondays.
- e) Students may report to school in full school uniform, half uniform with their CCA T-shirt, class T-Shirt of the current year, or PE shirt when reporting to school for morning FRC from Tuesdays to Fridays.
- f) Only approved school T-shirts and shorts are to be worn during PE lessons.
- g) After their PE lesson, students must change into their school uniform, or one of the following half uniform combinations with their CCA T-shirt*, class T-Shirt* of the current year or a fresh PE shirt.
- h) Students are to be in proper school attire when leaving school.
- i) Only dark blue or black coloured jackets / sweaters are permitted to be worn on rainy days or in special rooms.
- j) Sweaters / jackets should be plain and not have objectionable words, messages, or design.

** All school T-shirts must have the school logo and be approved by the school.*

3b. SHOES AND SOCKS

- a) Students must wear white school shoes or predominantly white shoes with white laces.
- b) Students must wear the approved school socks with the word “YSS” above the ankle joint.
- c) Wearing of slippers or sandals will be permitted only with a doctor’s letter. Those with foot injuries should seek permission from their Form Teachers before doing so.

SCHOOL RULES AND REGULATIONS

APPROVED SCHOOL UNIFORM

For Girls:

Sleeves of the shirt must not be folded

Students must wear white school shoes or predominantly white shoes with white laces., with socks clearly visible



Fringe should not touch the eyebrows

The length of the skirt must not be more than 5cm above the back of the knee. Folding of the skirt is not allowed.

For Boys:

FOR LOWER SECONDARY BOYS



Fringe should not touch the eyebrows

Sleeves of the shirt must not be folded

No alteration of school pants (should not be tapered, baggy or worn around the hips)

Predominantly-white shoes and YSS white socks are to be worn, with socks clearly visible

FOR UPPER SECONDARY BOYS



SCHOOL RULES AND REGULATIONS

4. APPEARANCE

a) For Boys

- Hair must be short and neat at all times. No outlandish hairstyles are allowed.
- The fringe must not cover the eyebrows. Hair must not touch the ears or shirt collar. Long sideburns are not allowed.
- Hair must be of its natural colour and not tinted.
- Boys must be clean-shaven. Facial Hair such as a moustache, long sideburns or beard is not allowed.
- No bracelets, rings, necklaces, chains or wristbands are to be worn with the school uniform
- Boys are not allowed to wear earrings or ear studs.

b) For Girls

- Hair must be neat.
- Hair that touches the collar or beyond the shoulders must be tied up or braided.
- If ribbons are used, they must be of one colour (black/blue/white).
- The fringe must not cover the eyes. Hairband or hairpin (black/blue/white) must be used to hold back the fringe.
- Hair must be of its natural colour and not tinted.
- No make-up is allowed when in school uniform.
- Only black hair clips, ribbons, hair bands or hair accessories are allowed.
- No bracelets, rings, necklaces, chains, brooches or wristbands are to be worn with the school uniform.
- Only plain, simple gold, silver or black ear studs can be worn.
- Only a pair of ear studs is permitted at any one time.

c) Students with improper hairstyles will only be allowed to attend classes after they have their hair properly trimmed and approved by the school.

d) Students must not wear coloured contact lenses.

e) Tattoos and body art (even stickers or non-permanent ink) are not allowed.

f) Students must keep their fingernails short, clean and unvarnished.

SCHOOL RULES AND REGULATIONS

5. CANTEEN CONDUCT

- a) Students must queue when buying food and drinks in the canteen. Students are not allowed to place order on behalf of their friends.
- b) Consumption of food and drinks is permitted and confined to the school canteen only, unless authorised by a teacher.
- c) All utensils and cutlery must be returned to the designated receptacles at the collection point. Litter on the table must be cleared.
- d) Dispose used cans, bottles, plastic bags and other containers into bins provided.
- e) All students are to proceed to their classroom promptly when the bell rings at the end of recess break.

6. USE OF MOBILE PHONES AND MOBILE PHONE ETIQUETTE

- a) Mobile phones must be switched off during school hours including recess break and may only be used after school. Students are to surrender their mobile phone to the teacher before the start of the lesson and will only collect it back after the lesson ends. Mobile phones must not be used during consultation, enrichment programmes, learning journeys, CCA activities and any other school functions and activities unless authorised by teachers. Parents/guardians are to call the General Office at 68767129 if they wish to contact their child/ward.
- b) Students are not allowed to use their phone's camera or video functions, or to access the internet during curriculum hours without the teacher's permission.
- c) Mobile phones must not be brought into the examination room or hall during weighted assessment, school examination and national examination. All mobile phones are to be switched off and kept in the students' school bags during examinations.
- d) Observe the following etiquette when using mobile phones after school:
 - Speak softly and politely in all conversations
 - Ask for permission when using it to take photos or videos
 - Use an ear piece when listening to music
- e) Students are discouraged from bringing mobile phones to school. They are responsible for the safekeeping of their mobile phone. The school will not be responsible for any loss or damages.
- f) Student's mobile phone will be confiscated if he/she violates any of the above guidelines.

SCHOOL RULES AND REGULATIONS

7. ELECTRONIC DEVICES

- a) Students are not allowed to use any electronic device during lessons unless permitted.
- g) Students are discouraged from bringing any electronic device to school. They are responsible for the safe-keeping of their device. The school will not be responsible for any loss or damages

8. USE OF SCHOOL FACILITIES AND CLEANLINESS

- a) Students must at all times observe the rules on the proper use of all school facilities and equipment.
- b) Furniture should not be removed from any room without the permission of any of the school staff. Any furniture borrowed should be returned to its original place.
- c) Cleanliness of the school must be maintained at all times.

9. OTHERS

- a) Students should be loyal to our country and show respect for the Head of State, the National Anthem, the State Flag and our country's leaders.
- b) Students are to greet the Principal, Vice-Principals and all staff upon meeting them.
- c) Students must not indulge in any activity that will harm, inconvenience or disturb the other students in the school in any way.
- d) Students can remain the school premises after school hours only if they are engaged in an organised or approved activity.
- e) During curriculum time, students should not be found loitering around school facilities where teaching and learning is taking place.
- f) Students who cycle to school are to wear proper headgear. No e-bicycle is allowed in the school premises.
- g) **All students are not allowed to have any form of weapons in their possession. They are also not allowed to bring any weapon-like item which is used or intended to be used to cause harm to others.**
- h) All offences committed will be entered into the School Cockpit System. This can severely impact the student's conduct grading, testimonials and the awarding of the Edusave Bursary and Scholarship.

SCHOOL RULES AND REGULATIONS

Our Discipline Policy (I)

- a)** Discipline is an educative process to guide students to develop self-management and good character. Disciplinary measures help them to learn the consequences of their inappropriate actions and poor choices and take responsibility not to repeat their mistakes.
- b)** Effective discipline helps students learn values and social and emotional skills to problem-solve and cope with challenges. This is achieved when:
 - There is a safe, caring and supportive environment at school and at home.
 - Teachers teach values, provide opportunities for students to exercise and reinforce good behaviour, and guide them to manage their behaviour and restore affected relationships.
 - School counsellors address underlying social-emotional issues.
 - Peers provide positive influence and support.
 - Parents, the community and other stakeholders work with schools to help students learn and grow.

SCHOOL RULES AND REGULATIONS

Our Discipline Policy (II)

Minor Offence	Possible Consequences
<ul style="list-style-type: none">• Littering• Late-coming• Skipping classes• Using vulgar language• Not doing assignments• Improper attire & grooming• Unauthorised use of electronic devices during curriculum hours• Damage of school property due to mischief or irresponsible behavior <p>Minor offences committed persistently will be considered as major offence</p>	<ul style="list-style-type: none">• Detention• School Restorative Programme• Informing parents• Reflection session• Confiscation of item• Counselling/warning• Partial or full payment for damages• Other appropriate disciplinary action deemed necessary by the school
Major Offence	Possible Consequences
<ul style="list-style-type: none">• Skipping detention• Leaving School Grounds Without Permission• Theft• Forgery• Possession of illicit materials• Vandalism• Smoking• Vaping• Fighting• Abuse of technology• Open defiance and/or rudeness• Disruptive behaviour• Cheating in weighted assessments/ examination• Alcohol abuse• Truancy• Gambling• Drug/Inhalant Abuse• Arson• Possession of weapons• Assault• Gangsterism• Bullying or cyberbullying• Extortion	<ul style="list-style-type: none">• Counselling / Referral to external agencies• Suspension from School• Compensation• School Restorative Programme• Informing parents• Partial or full payment for damages• Confiscation of item• Police assistance• No marks will be awarded for cheating in weighted assessment/examination• Other appropriate disciplinary action deemed necessary by the school

NOTE:

- a) For offences that are not listed, the school reserves full discretion on any consequences meted out.
- b) Students who commit major offences may not be considered for leadership positions, camps/overseas trips and school representation. They may also be removed from their position or withdrawn from a programme/competition.

EXPECTED STUDENT CONDUCT

RESPECT

- Show respect for your nation
- Show respect for your school
- Show respect to members of the school community and take good care of all school property and premises.

RESILIENCE

- Believe you can be a better version of yourself
- Learn from setback and come back stronger
- Be committed in your personal and academic growth. Seek help if you need to.

INTEGRITY

- Be ethical and behave in a honest and trustworthy behaviour.
- Be responsible and accountable for your actions, good and bad.
- Be reliable and trustworthy in all aspect of school and personal life

G.R.A.S.P CLASSROOM ROUTINES	
G reet your teachers	<ul style="list-style-type: none">• Stand up and greet before and after lessons
R espect your teachers and friends	<ul style="list-style-type: none">• Keep your classroom clean and neat• Accept different opinions• Speak politely
A ttentive in class	<ul style="list-style-type: none">• Pay attention during lessons• Place bag on the floor/ Place books and file on the table
S ubmit mobile phone	<ul style="list-style-type: none">• Place mobile phone in the collection box at the start of the lesson
P unctual for lessons	<ul style="list-style-type: none">• Move quickly to another venue for lessons• Seek permission to go to the toilet
RESPECT INTEGRITY RESILIENCE	

INFORMATION AND TECHNOLOGY RULES

GENERAL

1. Students are to line up in pairs outside the laboratory while waiting for permission to be given to enter by the teacher or instructor-in-charge.
2. Students are to place their school bags (if any) in front of the computer labs when they enter.
3. Students are not allowed to be in the laboratory without the presence of a teacher or instructor-in-charge.
4. Students are not allowed to consume any food and/or drinks in the laboratory.
5. Students are not allowed to use any unauthorised storage devices without the permission of the teacher or instructor-in-charge.
6. Students are strongly encouraged to help keep the laboratory in good condition by ensuring that before leaving the laboratory:
 - (i) PC is properly shut down
 - (ii) Printer is switched off
 - (iii) Chair is properly pushed in
 - (iv) Litter is disposed of properly

USAGE

1. Switch on computers and peripherals only when instructed to by the teacher or instructor-in-charge.
2. Switch off computers and peripherals following proper “shut down” procedures. Do not simply switch off the power.
3. Keep to the activity that the teacher or instructor-in-charge has assigned to you.
4. Settings in the computer should not be changed unless instructed to do so.
5. Students are strongly encouraged to observe good cyberwellness practices.
6. Sharing of accounts for computer system provided to students by the school (e.g. Student’s Desktop and E-learning accounts) or MOE is strictly prohibited.
7. Vandalism of computers and peripherals and theft of computer parts will not be tolerated. Offenders will be severely dealt with.

THE SPACE (SCHOOL LIBRARY) – RULES

The SPACE is the school's Media Resource Centre and it is located on the third level. The large, spacious, air-conditioned room houses the Library and Instructional Room. The print collection of books, magazines and newsletters covers a wide variety of subjects and caters to students' academic as well as leisure needs.

Opening Hours:

Monday to Thursday:
8:00 am to 5:30 pm

Friday:
8:00 am to 4:30 pm

RULES AND REGULATIONS:

GENERAL

1. Every student is allowed to borrow 2 books at any one time for a maximum period of two weeks.
2. When a student does not return the books after the due date, his/her account will be suspended until further notice.
3. Bags brought into The SPACE must be left on the shelves at the front of the library. Students who refuse to comply will not be allowed to enter the library.
4. Eating and drinking are not allowed. Students are expected to be well-behaved and obey the school librarian. The librarian reserves the right to ask students to leave The SPACE if their behaviour is found to be unsatisfactory.
5. Only students in proper school attire will be allowed into The SPACE [i.e. school uniform]. Students in PE attire will not be allowed entry into The SPACE.
6. Silence is to be maintained in The SPACE.
7. It is the student's responsibility to ensure that books are properly returned.
8. Students must submit books to the librarian at the checkpoint before leaving The SPACE.
9. Students are allowed to bring media and storage devices only after school hours (e.g. smartphones)
10. Students may listen to music devices in The SPACE after school hours with the aid of hearing devices that do not create disturbances to others.

THE SPACE (SCHOOL LIBRARY) – RULES

FINES

1. Books that are not returned after the final reminder would be considered lost and students have to replace the books.
2. Students are not allowed to borrow books for others using their member ID. Students found doing so will be severely dealt with. Lost books and IDs must be reported to the librarian at once.
3. If books are found to be damaged or tampered with, students have to replace the books.

USE OF COMPUTERS AND MOBILE DEVICES

1. Students are to register their names with the librarian before using the computer and mobile devices.
2. Students are to be considerate and should not use the devices for more than half an hour consecutively if there is a queue.
3. Students who vandalise the devices will be dealt with severely.
4. Students who browse undesirable or prohibited sites on the Internet will be dealt with severely.

CRAFT & TECHNOLOGY SAFETY RULES

No students are to enter these special rooms without the presence of a teacher. All accidents and injuries must be reported to the General Office and recorded immediately. Do not choke the sinks with litter or waste materials. Ensure that the rooms are well-ventilated when in use.

FOOD LABORATORIES

1. No practical lesson is to be carried out without teacher supervision.
2. Follow the teacher's instructions very carefully whenever you are doing practical work.
3. White aprons must be worn for practical lessons. Bring a tea towel, a dish cloth and a suitable food container for every cooking lesson. Do not use recycled plastic bags to keep food.
4. Fingernails should be kept clean and short.
5. No running around the food laboratories.
6. Turn off the gas taps and switch off the oven after each lesson.
7. Report any gas leakage or damaged equipment immediately.

DESIGN & TECHNOLOGY ROOMS

1. The machine room is out of bounds to all students at all times.
2. No workshop practical is to be carried out by students without teacher or instructor supervision.
3. Observe all safety precautions when handling tools and machines.
4. Always use the right tools and return them to its proper place after use.
5. All students and workshop personnel should wear aprons or overalls during practical sessions.

ART ROOMS

1. Handle all sharp equipment, electrical appliances or hot materials carefully.
2. Do not allow easels, pails, drawing items to block passageways.

Other rules:

- (i) Bring all necessary art materials required for every lesson so that you can complete all your assignments effectively. Basic Art materials include a soft eraser, poster paints, palette, water container, 3-5 sizes of brushes and drawing papers.
- (ii) Cover the table tops with newspaper before each painting session.

SCIENCE LABORATORY SAFETY RULES

GENERAL RULES

1. Students are not allowed to enter the laboratories without the presence or permission of the teacher.
2. Bags must be neatly placed at the shelves or on the floor near the entrance. Bring only the required materials.
3. Students must not touch any materials, chemicals or apparatus in the laboratories unless permission is given by the teacher.
4. Students must not scribble or carve on the laboratory benches. This is vandalism.
5. The storerooms and preparation rooms are out of bounds to all students.
6. **No eating or drinking in the laboratories.** Water bottles must be placed on the shelves or on the floor near the entrance.
7. Students must stop work five minutes before lesson ends to tidy up the laboratory benches and return ALL apparatus to the teacher.
8. Students are to wash their hands thoroughly after all practical sessions.

RULES AROUND PRACTICAL WORK

1. Always use the right amount of chemicals or reagents as instructed.
2. Chemicals, once removed from the bottles, must not be put back into the bottle unless instructed by the teacher.
3. Always wear safety goggles when mixing, heating or handling chemicals.
4. All breakages and accidents, however slight, must be reported to the teacher immediately.
5. Waste and surplus materials must be disposed of in accordance with instructions.
6. Keep your bench tidy and uncluttered as you carry out your experiments.

HANGOUTZ

HANGOUTZ has been dedicated to a group of identified students in the Youth Engagement @ HANGOUTZ (YE@H!) Programme. These students will be exposed to a series of activities such as the Aesthetics, Sports, Life Skills and Values In Action.

OPENING HOURS

DAYS	USERS	TIME
Monday to Friday	<ul style="list-style-type: none">Identified students involved in YE@H! programmeFor all other Yishunites	<ul style="list-style-type: none">9:00 am – 5:30 pmOn sign-up basis only from 2:30 pm

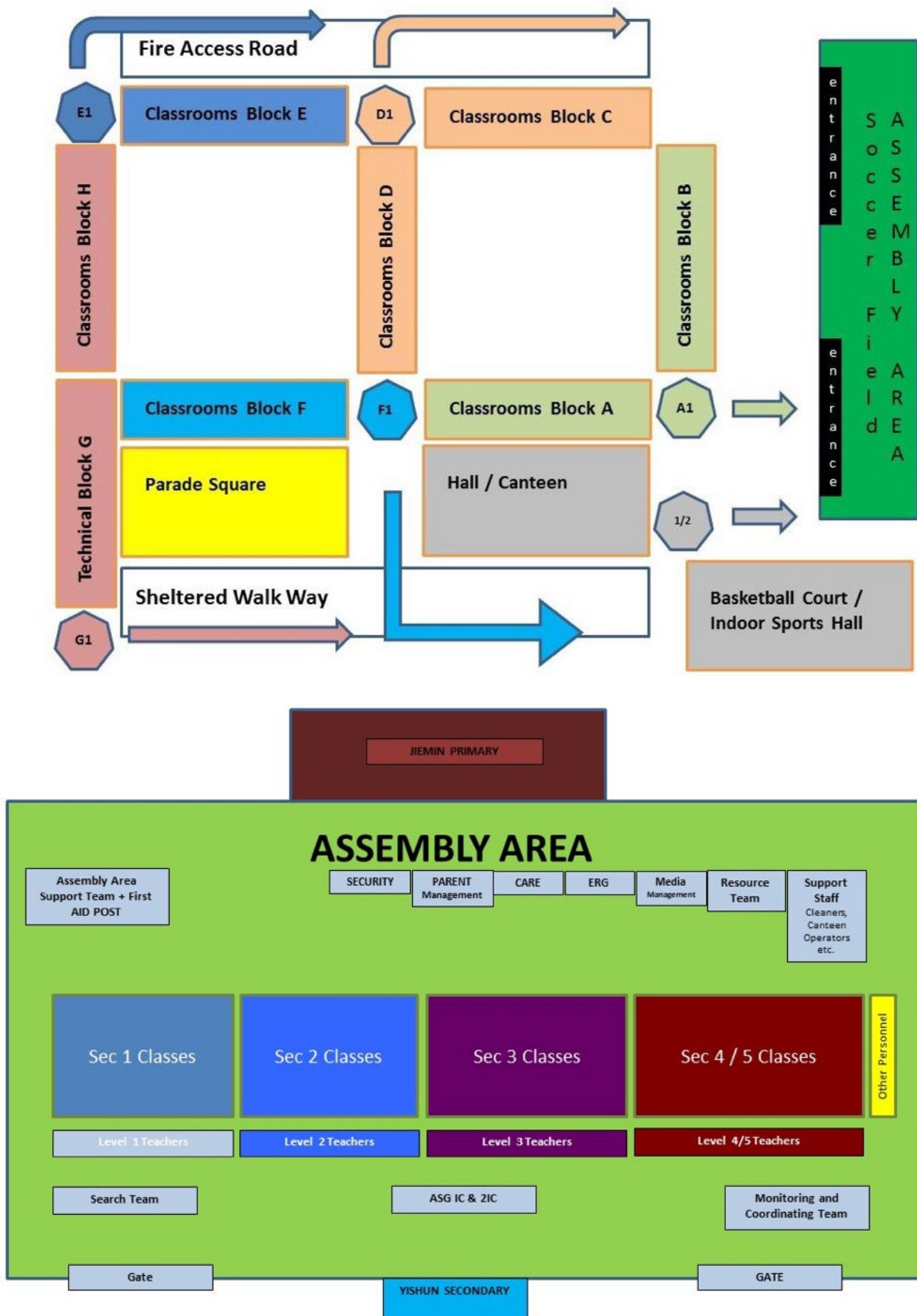
HANGOUTZ VALUES

RESPECT, EMPATHY, UNITY

EMERGENCY EVACUATION PROCEDURES

1. When the emergency bell sounds, the Chairperson and Student OM from each class are to listen to the instructions given over the PA system carefully.
2. Students are to assemble in pairs outside the class and they are NOT allowed to bring down their bags.
3. Class Chairperson are to ensure that all students are accounted for. If there are students missing, the Chairperson are to take note of the missing students. Do not wait for the missing students.
4. Students are to go towards the allocated staircase in pairs quickly and quietly.
5. Go down the staircase in an orderly manner and proceed towards the assembly area quickly.
6. Once the class is at the assembly area, the Chairperson and the Student OM are to ensure that the class assembles in pairs and students are quietly waiting for instructions from teachers at the assembly area.
7. Class Chairperson are to mark the attendance of the students and report to the teachers at the assembly point on the strength of the class and students who are missing.
8. Once the attendance taking is completed, the class Chairperson and Student OM are to ensure that the class is quiet and awaiting instructions.
9. Once the clear signal is given, the class Chairperson and Student OM are to ensure that the class assembles in pairs.
10. The class Chairperson are to bring the students back to the classroom using the path that they took to come down to the assembly area.

EMERGENCY EVACUATION PROCEDURES



WALKING

- a. Cross at traffic junctions or pedestrian crossings:
 - i. Refrain from using mobile phones or other electronic audio devices when crossing
 - ii. STOP, look right, look left, and then look right again
 - iii. Wait for vehicles to come to a complete STOP before crossing
 - iv. Raise hand to attract the attention of drivers when crossing
 - v. Cross briskly and observe oncoming traffic
- b. Use footpaths and overhead bridges instead of crossing at dangerous corners and intersections.
- c. At bus stops, do not cross immediately in front of the bus after alighting.
- d. Obey school patrol marshals and police.
- e. Wear light-coloured clothing at night.
- f. Conduct yourself properly especially when in school attire.

CYCLING

- a. When using a public road, all bicycle riders must obey the same rules as other vehicles. A cyclist may be punished under the Penal Code/Road Traffic Act should he/she act rashly or negligently so as to endanger human life or the personal safety of others.
- b. Cyclists should not unreasonably obstruct or prevent free passage of a vehicle or pedestrian upon a path or road.
- c. Bicycles are not permitted to be towed by any other vehicle when on the road.
- d. No pillion passenger shall be carried on a bicycle unless it is designed to do so.
- e. A child under 12 years of age may be carried on a properly constructed child seat affixed firmly to the bicycle.
- f. Cycling abreast is prohibited.
- g. Bicycles are not allowed to be ridden in the school compound, and where bicycle riding is prohibited e.g. expressways, road tunnels and areas demarcated with prohibitive signs.
- h. Do not cycle across overhead pedestrian bridges or pedestrian crossings. Dismount and push your bicycle and practise proper kerb drills before crossing the road.
- i. Always use the correct hand signals when turning left or right or stopping. Make these signals in sufficient time to enable other motorists to take appropriate action.
- j. Students who cycle to school are to wear proper headgear.
- k. No E-Bicycle or E-Scooter is allowed in the school.
- l. Conduct yourself properly especially when in school attire.

SAFETY AND GENERAL DISCIPLINE ON SCHOOL BUSES

1. When on CCA trips or outings, the school bus should be considered an extension of the classroom, and discipline will be administered by the teachers.
2. [Be in proper school attire and conduct yourself properly](#)
3. All school policies that apply to student conduct and other student-related activities apply when on the school bus.
4. Where seat belts are provided by bus/coach hired by the school, students and staff are obliged to use the seat belt for personal safety; teacher in charge of excursion/visits will ensure seat belts are fastened before allowing the bus driver to proceed with the journey. Watch out for vehicles when alighting from the bus.

HEALTH-RELATED MATTERS – TEMPERATURE TAKING

The Temperature-Taking Exercise is a practice to safeguard the health of all students and staff in Yishun Secondary School. Temperature-Taking Exercises are conducted twice a year during the first week of every new semester. On the day of the exercise, the school will be accessible via the gate at the bus stop and the gate nearest to HDB Block 709. Parents sending their children to school by motor vehicles may continue to enter the school via the main gate. Students or visitors will be monitored further in isolation or otherwise if they

- (i) record a temperature of 37.6 °C and above,
- (ii) display flu-like symptoms and
- (iii) have travelled to affected countries 7 days prior to the date of exercise.

INSPECT YOUR ORAL DIGITAL THERMOMETER (ODT) REGULARLY.

Parts of ODT	Description
Body of ODT	a) Are there visible cracks on the body of the ODT? b) Is the probe tip of the ODT intact?
Button/Digital Display	a) Is the button working? Press the on/off button to activate the ODT. b) Is the digital display functioning properly? Look at the LCD display window. For some ODTs, it should display L with the flashing °C when the ODT is ready to take a temperature reading.
Battery	a) Does the battery in the ODT need to be replaced? If yes, please do so as soon as possible.

INSTRUCTIONS FOR STUDENTS TO TAKE TEMPERATURE USING THE ODT

- ✓ Switch on ODT and the display should show L°C, with °C flashing.
- ✓ Place the thermometer under your tongue until you hear a 'Beep' sound.
- ✓ Read your temperature and show to the person next to you before recording in the class list.
- ✓ Take a tissue and wipe the ODT and put it back in the container.
- ✓ Dispose of the used tissue in the waste paper basket properly and wash the ODT when possible.

INTERNAL EXAMINATION RULES AND REGULATIONS

1.1. You must not have in your possession:

1.1.1. Any unauthorised electronic, communication, entertainment or gaming devices capable of capturing, storing, displaying and/or transmitting or receiving visual, audio or verbal information within the examination premises (e.g. examination venue, quarantine room, waiting room).

1.1.2. Examples of unauthorised devices include (but not limited to) mobile phones, cameras, tablets, earphones/earpieces (wired or wireless), fitness trackers, smart wrist watches/glasses, pen with image capturing capabilities, game console or music player.

1.1.3. Any unauthorised reference materials or notes. All stationery/belongings taken into the examination venue (e.g. pencil case, calculator(s), mathematical set, ruler, entry proof) must not have any unauthorised notes/information written on them.

1.1.4. Examples of unauthorised materials include (but are not limited to) conversion table/mathematical formula sheet enclosed in or printed on the mathematical instrument box, study notes, personal writing paper, or any examination question papers.

1.1.5. Any calculator or dictionary that are not listed in the list of approved calculators/dictionaries. You can refer to <https://www.seab.gov.sg> for the list of approved calculators and dictionaries.

1.2. **You must not commit or attempt any acts of dishonesty, or support such acts.** For example, writing information/notes on any part of your body, taking the examination on someone else's behalf, using unauthorised devices, or giving answers to or obtaining answers from another candidate.

1.3. **You must not commit plagiarism, or support such acts.** For example, using someone else's work or findings without acknowledging the source of that information.

1.4. **You must not communicate or attempt to communicate** with any other candidate/unauthorized person during the examination or any other occasion when communication is strictly prohibited. For example, when answer scripts are being collected, or during movement to the quarantine area.

1.5. **You must not turn around and should only face the front** during the examination.

1.6. **You must not write any offensive or obscene materials** in your answers.

1.7. **You must not exhibit improper conduct or misbehaviour** during the examination. For example, disturbing other candidates or disobeying instructions from examination personnel.

INTERNAL EXAMINATION RULES AND REGULATIONS

- 1.8. You must not leave the examination venue, quarantine or holding room unescorted or without permission from the examination personnel.
- 1.9. You must not flip open or turn over the question paper placed on your desk until instructed to do so at the time of commencement of the examination.
- 1.10. You must stop writing after the invigilator has made the announcement to do so. You are to remain seated quietly while your answer scripts are being collected and counted.
- 1.11. You must not remove any examination material and stationery without permission. These can include:
 - Any answer booklet, writing paper, storage devices and other used or unused examination stationery from the examination venue;
 - Any coursework material/artefact from the school without seeking prior approval from the school.
- 1.12. **You must not submit coursework** (in part or whole) which has been submitted for past examination. The same coursework (in part or whole) must not be submitted for more than one paper in the present year of examination.
- 1.13. **If you are wearing outerwear (e.g. jackets, cardigan, windbreaker, sweater) into the examination venue**, you must ensure that they do not have any unauthorised materials or devices in them. You may be asked to remove the outerwear for checking before or during the examination.

Use of Calculators and Dictionaries

- 1.14. You must adhere to the following rules where the use of scientific calculators and dictionaries is allowed in the examination. Any non-compliance will be considered as a breach of the examination regulations and you may be subject to the penalty measures.

1.15. Use of calculators

You are only allowed to use the approved calculator models listed under <https://www.seab.gov.sg>. The calculators used in the national examination should have the following minimum features:

- four arithmetic operations (+, -, \times , \div) including the order of operations and use of brackets,
- fractional function which retains the fraction in the form 'a/b' and 'a b/c',
- square root ($\sqrt{\quad}$) and cube root ($\sqrt[3]{\quad}$) functions, and
- value of Pi (π)

The use of any calculator with unacceptable features or for retrieval of information/programmes during the examination is an infringement of the regulations.

INTERNAL EXAMINATION RULES AND REGULATIONS

- 1.15.1. Your calculator must be silent and with a visual display only.
- 1.15.2. You are to ensure that the calculator is in working condition (including the power supply) and any fault in the calculator will not be considered as justification for Special Consideration.
- 1.15.3. You are not allowed to share calculator with another candidate during the examination.
- 1.15.4. You are not allowed to use the following types of calculators:
- Calculators with an external storage function that allow users to input and store data via external storage media (e.g. memory cards, tapes, and plug-in modules)
 - Calculators with wireless communication capability with other machines (e.g. infrared communication capability)
 - Calculators with capabilities for storing and displaying verbal information
- 1.15.5. Your calculator and its cover must not have any mathematical formula, conversion table or instructions. Any such information on the calculator that cannot be removed must be securely covered and you must inform the examination personnel before the start of the examination.
- 1.15.6. The original model number and brand must be indicated clearly on the calculator for verification purposes.
- 1.15.7. Your scientific calculator must not be programmable or with permanent features of a programmed kind (e.g. calculators capable of numerical integration and/or numerical differentiation).
- 1.15.8. It is an infringement of the examination regulations if you use a calculator with unacceptable features or retrieve information/programmes from the calculator during the examinations.

1.16. Use of Dictionaries

- **You are only allowed to use approved printed dictionaries or handheld electronic dictionaries (e-dictionaries) for subjects that are listed in Annex B-1 [N(A)- & OLevel] or Annex B-2 [A-Level]. The list of approved dictionaries is in <https://www.seab.gov.sg>.**
 - There is no approved list of dictionaries for Non-Tamil Indian Languages (NTIL), Arabic as 3rd Language [O-Level] and Bahasa Indonesia as 3rd language [O-Level]. Any monolingual dictionary for the examination subject language may be used.
 - No annotation on any page of the printed dictionary is allowed (e.g. written notes, post-it pads, highlights and quick tabs).
- 1.16.1. **You must not possess** any dictionary in examination where the use of a dictionary is prohibited.
- 1.16.2. Your e-dictionary must be silent and battery operated. Ear-pieces/headphones are not permitted in the examination venue. Note: You should ensure that a replacement set of batteries is available.
- 1.16.3. No allowance will be made should your e-dictionary fail to function during the examination.

INTERNAL EXAMINATION RULES AND REGULATIONS

- 1.16.4. **You must remove any external storage media** (e.g. memory card and plug-in modules) before the examination if your e-dictionary has an external storage function.
- 1.16.5. You are not allowed to share your dictionary with or borrow a dictionary from another candidate during the examination.
- 1.16.6. Pictorial dictionaries such as “The Facts on File English/Chinese Visual Dictionary” which function like an encyclopaedia or compendium are not allowed.

INSTRUCTIONS FOR TAKING THE EXAMINATION

2.1. Reporting for examination

- 2.1.1. You are required to report to school in your school uniform at least 30 minutes before the start of the examination. You have to be seated at your assigned desk at least 15 minutes before the start of the examination. Students are to ensure all their bags are placed outside the hall or in front of the classroom.
- 2.1.2. You will not be given any make-up time if you report late for examination. If you report after the end of the examination, you will be marked as absent for the paper and will receive an “ABSENT” grade for the subject.
- 2.1.3. All students must attend morning assembly (at 7:30 am) if their papers begin at/before 8:00 am.
- 2.1.4. If two papers are scheduled on the same day, students are to stay at the canteen or in the library. Students are not allowed to leave the school or loiter along the corridor.

2.2. During internal and external examinations

- 2.2.1. You must not open the question paper and answer booklets or start reading and writing unless you are told to do so by the examination personnel.
- 2.2.2. You must place your Entry Proof, NRIC or foreign identification documents on your desk throughout the examination (for GCE O and N Level Examination)
- 2.2.3. Access Arrangement: If you are granted access arrangements, you should present the approved outcome letter to the examination personnel before the start of the examination (for GCE O and N Level Examination). You must alert the examination personnel immediately if your approved access arrangement is not given to you.
- 2.2.4. You should use a pencil for shading of the Personalised Multiple Choice Answer Sheet (PMCAS).
- 2.2.5. You must submit your answers in the language in which the question paper is set, unless otherwise instructed by the questions.

INTERNAL EXAMINATION RULES AND REGULATIONS

- 2.2.6. You should not use correction tape or fluid on the answer script or writing paper as it may affect the legibility of your answers.
- 2.2.7. You must not eat in the examination venue. However, you are allowed to drink water and the water bottle must be placed on the floor next to your seat.

INSTRUCTIONS FOR UNEXPECTED SITUATIONS

If you are hospitalised or suffering from any contagious disease (e.g. chicken pox), you **must inform the school before the start of the examination**.

- 3.1. If you are **unable to sit for an examination or have sat the examination under adverse conditions** (e.g. medical reasons, bereavement, physical injuries), you must produce a medical certificate and medical report/statement from a qualified medical practitioner. Failing to do so will result in students not being given any marks. There is no resitting of missed papers.

3.2. Major Train Service Disruptions

In the event of a major train service disruption, you do not have to obtain an excuse chit from the train operators. You must contact the school immediately if you have any enquiries regarding the major train service disruption. If you can arrive at school before the end of the paper, you will be given the full duration to sit the paper as long as you arrive before the end of the paper.

3.3. Other Unexpected Situations

- 3.3.1. For any unexpected situations where you are not able to reach the school on time for the examination (e.g. caught in massive traffic jam or flood), you must contact the school immediately for assistance.

GRADING SYSTEM

EXPRESS

Marks	Grade
75 and above	A1
70 – 74	A2
65 – 69	B3
60 – 64	B4
55 – 59	C5
50 – 54	C6
45 – 49	D7
40 – 44	E8
Below 40	F9

NORMAL (A)

Marks	Grade
75 and above	1
70 – 74	2
65 – 69	3
60 – 64	4
50 – 59	5
Below 50	U (Ungraded)

GRADING SYSTEM

NORMAL (T)

Marks	Grade
75 and above	A
70 – 74	B
60 – 69	C
50 – 59	D
Below 50	U (Ungraded)

ASSESSMENT WEIGHTING FOR INTERNAL EXAMINATION

There will be no more than one weighted assessment per subject, per school term.

		Terms 1 & 2		Terms 3 & 4	
Level	Component	Weighted Assessment 1 (WA1)	Weighted Assessment 2 (WA2)	Weighted Assessment 3 (WA3)	End-of-Year Examination (EYE)
Sec 1 to 3		15%	15%	15%	55%
		Terms 1 & 2		Terms 3 & 4	
Level	Component	Weighted Assessment 1 (WA1)	Weighted Assessment 2 (WA2)	Preliminary Examination	
Sec 4 and 5		N.A.	N.A.	100%	

ABSENCE FROM TESTS AND EXAMINATIONS

A student who is absent for a paper due to illness must produce a medical certificate to cover his/her absence. The medical report/statement **must clearly state the doctor's diagnosis and certify that the student was unfit to take the test**. Medical certificate without the doctor's diagnosis is not a valid supporting document. Students without a medical certificate will be given zero mark for the paper that they missed. Medical certificates issued by Traditional Chinese Medicine (TCM) practitioners and letters from parents will not be accepted.

ENTRY REQUIREMENT OF COURSE TO HIGHER INSTITUTIONS

1. ADMISSION CRITERIA TO JUNIOR COLLEGES AND MILLENNIA INSTITUTE

1.1. The 2-year Pre-U course is offered only in Junior Colleges (JC). To be eligible for admission to a JC course, applicants must satisfy the criteria specified in Table 1:

Table 1
Eligibility Criteria For Admission To Junior Colleges

Aggregate Range for L1R5 (excludes bonus points) For further details on computing the aggregate, please refer to Table 4.	Meet Subject Requirements as specified in Table 3?	
	Yes	No
≤ 15	Eligible	Eligible for Conditional Admission
16 – 20		Eligible for Conditional Admission only if students have grades of 'A1' or 'A2' in all the R5 subjects

1.2. The 3-year Pre-U course is offered only in Millennia Institute (MI). To be eligible for admission to the MI course, applicants must satisfy the criteria specified in Table 2:

Table 2
Eligibility Criteria For Admission To Millennia Institute

Aggregate Range for L1R4 (excludes bonus points) For further details on computing the aggregate, please refer to Table 4.	Meet Subject Requirements as specified in Table 3?	
	Yes	No
≤ 15	Eligible	Eligible for Conditional Admission
16 – 20		Eligible for Conditional Admission only if students have grades of 'A1' or 'A2' in all the R4 subjects

ENTRY REQUIREMENT OF COURSE TO HIGHER INSTITUTIONS

Table 3
Subject Requirements

Subject	Requirement
English Language	A1 to C6
Mother Tongue Language* :	
Chinese Language, Malay Language, Tamil Language OR Higher Chinese Language, Higher Malay Language, Higher Tamil Language OR Chinese Language 'B' Syllabus (CLB), Malay Language 'B' Syllabus (MLB), Tamil Language 'B' Syllabus (TLB)	A1 to D7 A1 to E8 Merit or Pass
Mathematics:	
Mathematics OR Additional Mathematics	A1 to D7 A1 to D7

* Official Mother Tongue Languages refer to Chinese Language (CL), Malay Language (ML) and Tamil Language (TL) taken at the Singapore-Cambridge GCE 'O' Level Examination.

Non-Tamil Indian Languages (viz. Bengali, Gujarati, Hindi, Punjabi and Urdu) and Asian/Foreign Languages (viz. Arabic, Burmese, French, German, Japanese and Thai) approved by the Ministry of Education in lieu of an Official Mother Tongue Language. These subjects may be considered in lieu of the Mother Tongue Language in deciding admission eligibility.

ENTRY REQUIREMENT OF COURSE TO HIGHER INSTITUTIONS

2. AGGREGATE COMPUTATION AND SUBJECT DESCRIPTIONS

Aggregate Computation

3.1. The aggregate computation for admission to a Junior College (JC), Millennia Institute (MI), Polytechnic (Poly) or Institute of Technical Education (ITE) courses are shown in Table 4 below.

3.2. The admission criteria for various JC, MI, Poly and ITE courses are specified in Tables 1 to 4.

Table 4

L1R5: For Junior College Course		
L1	First Language	English/Higher Mother Tongue
R5	Relevant Subject 1	Humanities/Higher Art/Higher Music/Malay (Special Programme)/Chinese (Special Programme)/Bahasa Indonesia
	Relevant Subject 2	Mathematics/Science
	Relevant Subject 3	Humanities/Higher Art/Higher Music/Mathematics/Science/Malay (Special Programme)/Chinese (Special Programme)/Bahasa Indonesia
	Relevant Subject 4	Any GCE 'O' Level Subject (except Religious Knowledge)
	Relevant Subject 5	Any GCE 'O' Level Subject (except Religious Knowledge)
L1R4: For MI Course		
L1	First Language	English/Higher Mother Tongue
R4	Relevant Subject 1	Humanities/Higher Art/Higher Music/Mathematics/Science/Malay (Special Programme)/Chinese (Special Programme)/Bahasa Indonesia
	Relevant Subject 2	Humanities/Higher Art/Higher Music/Mathematics/Science/Malay (Special Programme)/Chinese (Special Programme)/Bahasa Indonesia
	Relevant Subject 3	Any GCE 'O' Level Subject (except Religious Knowledge)
	Relevant Subject 4	Any GCE 'O' Level Subject (except Religious Knowledge)

ENTRY REQUIREMENT OF COURSE TO HIGHER INSTITUTIONS

ELR2B2 : For Polytechnic Courses					
Aggregate Type		ELR2B2 -A	ELR2B2-B	ELR2B2-C	ELR2B2-D
EL		English			
R2	1 st Group of Relevant Subjects	Art/Art & Design Business Studies Combined Humanities Commerce Commercial Studies Economics Geography Higher Art Higher Music History Humanities (Social Studies, Literature in English) Humanities (Social Studies, Literature in Chinese) Humanities (Social Studies, Literature in Malay) Humanities (Social Studies, Literature in Tamil) Humanities (Social Studies, History) Humanities (Social Studies, Geography) Intro to Enterprise Development Literature in English Literature in Chinese Literature in Malay Literature in Tamil Media Studies (English) Media Studies (Chinese) Music	Elementary Mathematics Additional Mathematics		

ENTRY REQUIREMENT OF COURSE TO HIGHER INSTITUTIONS

ELR2B2 : For Polytechnic Courses					
Aggregate Type		ELR2B2 -A	ELR2B2-B	ELR2B2-C	ELR2B2-D
EL		English			
R2	2 nd Group of Relevant Subjects	Additional Mathematics Art/Art & Design Business Studies Chinese Combined Humanities Commerce Commercial Studies Creative 3D Animation Design & Technology Design Studies Economics Elementary Mathematics Food & Nutrition Geography Higher Art Higher Chinese Higher Malay Higher Music Higher Tamil History Humanities (Social Studies, Literature in English) Humanities (Social Studies, Literature in Chinese) Humanities (Social Studies, Literature in Malay) Humanities (Social Studies, Literature in Tamil) Humanities (Social Studies, History) Humanities (Social Studies, Geography) Intro to Enterprise Development Literature in English Literature in Chinese Literature in Malay Literature in Tamil Media Studies (English) Media Studies (Chinese) Music Principles of Accounts Tamil	Art/Art & Design Business Studies Combined Humanities Commerce Commercial Studies Economics Geography Higher Art Higher Music History Humanities (Social Studies, Literature in English) Humanities (Social Studies, Literature in Chinese) Humanities (Social Studies, Literature in Malay) Humanities (Social Studies, Literature in Tamil) Humanities (Social Studies, History) Humanities (Social Studies, Geography) Intro to Enterprise Development Literature in English Literature in Chinese Literature in Malay Literature in Tamil Media Studies (English) Media Studies (Chinese) Music Principles of Accounts	Add ⁿ Combined Science Additional Science Biology Biotechnology Chemistry Combined Science Computing/Computer Studies Creative 3D Animation Design & Technology Food & Nutrition Electronics/Fundamentals of Electronics General Science Human & Social Biology Integrated Science Physics/Engineering Science Science (Chem, Bio) Science (Phy, Bio) Science (Phy, Chem)/Physical Science Science (Phy, Chem, Bio)	Add ⁿ Combined Science Additional Science Art/Art & Design Biology Biotechnology Chemistry Combined Science Computing/Computer Studies Creative 3D Animation Design & Technology Design Studies Food & Nutrition Electronics/Fundamentals of Electronics General Science Higher Art Human & Social Biology Integrated Science Media Studies (English) Media Studies (Chinese) Physics/Engineering Science Science (Chem, Bio) Science (Phy, Bio) Science (Phy, Chem)/Physical Science Science (Phy, Chem, Bio)
B2	Best 2 other subjects excluding CCA				

ENTRY REQUIREMENT OF COURSE TO HIGHER INSTITUTIONS

					ELB4, ELR1B3 & ELR2B2 : For ITE Higher Nitec Courses		
Aggregate Type	ELB4-A	ELR1B3-B			ELR2B2-C		
EL	English						
B4	Best 4 other subjects	R1	Elementary Mathematics Additional Mathematics Principles of Accounts	R2	1 st Group of Relevant Subjects	Elementary Mathematics Additional Mathematics	
		B3	Best 3 other subjects		2 nd Group of Relevant Subjects	Biology Biotechnology Chemistry Combined Science Computing/Computer Studies Design & Technology Electronics/ Fundamental of Electronics Human & Social Biology Integrated Science Physics/Engineering Science Science (Chem, Bio) Science (Phy, Bio) Science (Phy, Chem)/ Physical Science Science (Phy, Chem, Bio)	
		B2		Best 2 other subjects			

Note: (Aggregate Types)

- Grades for both Higher Mother Tongue Language (viz. Higher Chinese, Higher Malay and Higher Tamil) and Mother Tongue Language (viz. Chinese, Malay and Tamil) cannot be used in the same aggregate computation.
- “Merit” and “Pass” grades for the Mother Tongue ‘B’ Syllabus (viz. Chinese ‘B’, Malay ‘B’ and Tamil ‘B’) cannot be used for the computation of aggregate points.

ENTRY REQUIREMENT OF COURSE TO HIGHER INSTITUTIONS

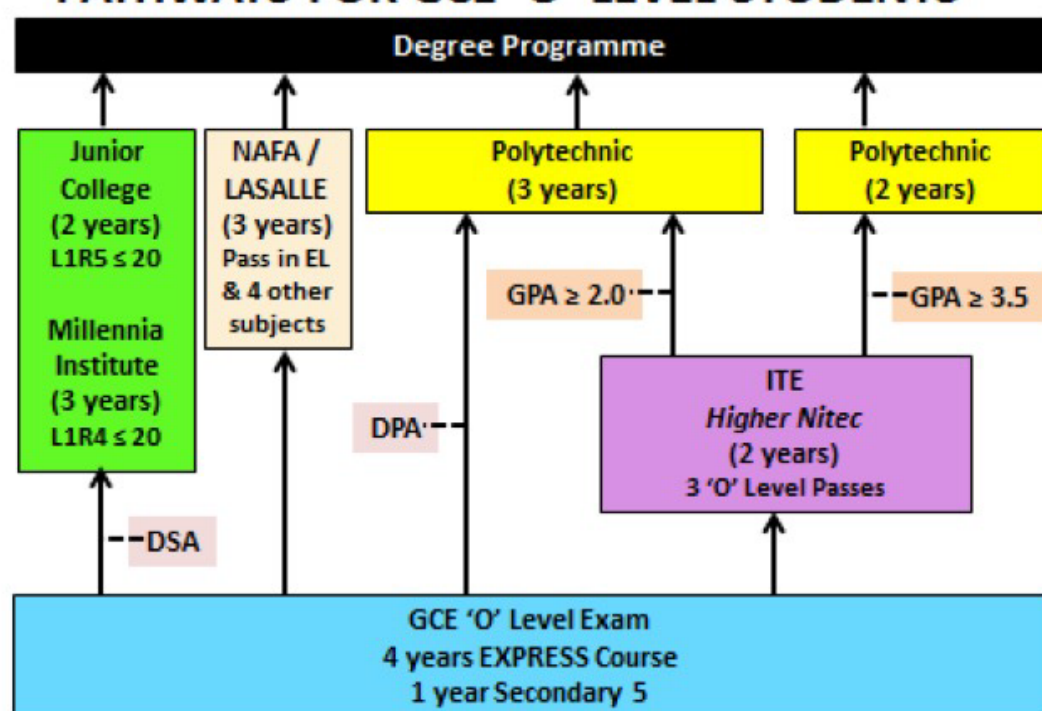
3. CCAs may be included in the computation of the L1R5/L1R4 aggregate for admission to the JC/MI, provided that all the requirements on English, Mother Tongue Language and Mathematics are satisfied. You may wish to refer to Table 3 under Subject Requirements.
4. To be eligible for consideration for admission to the various courses in any Polytechnic, applicants must obtain **26 points or better for the net ELR2B2 aggregate score** (i.e. English Language, 2 relevant subjects and best 2 other subjects, **including** CCA Bonus Points) and meet the minimum entry requirements of the course. CCA cannot be used to meet the minimum entry requirements.
5. To be eligible for consideration for admission to the Higher Nitec courses under JAE, applicants must have the minimum result requirements in the courses and have sat for at least 5 GCE 'O' level subjects over a maximum of 2 years. CCA cannot be used to meet the minimum entry requirements.

More details can be obtained from JAE website at www.moe.gov.sg/post-secondary/admissions/jae, Section 3 on bonus points & Section 6 on Polytechnics/ITE course requirements.

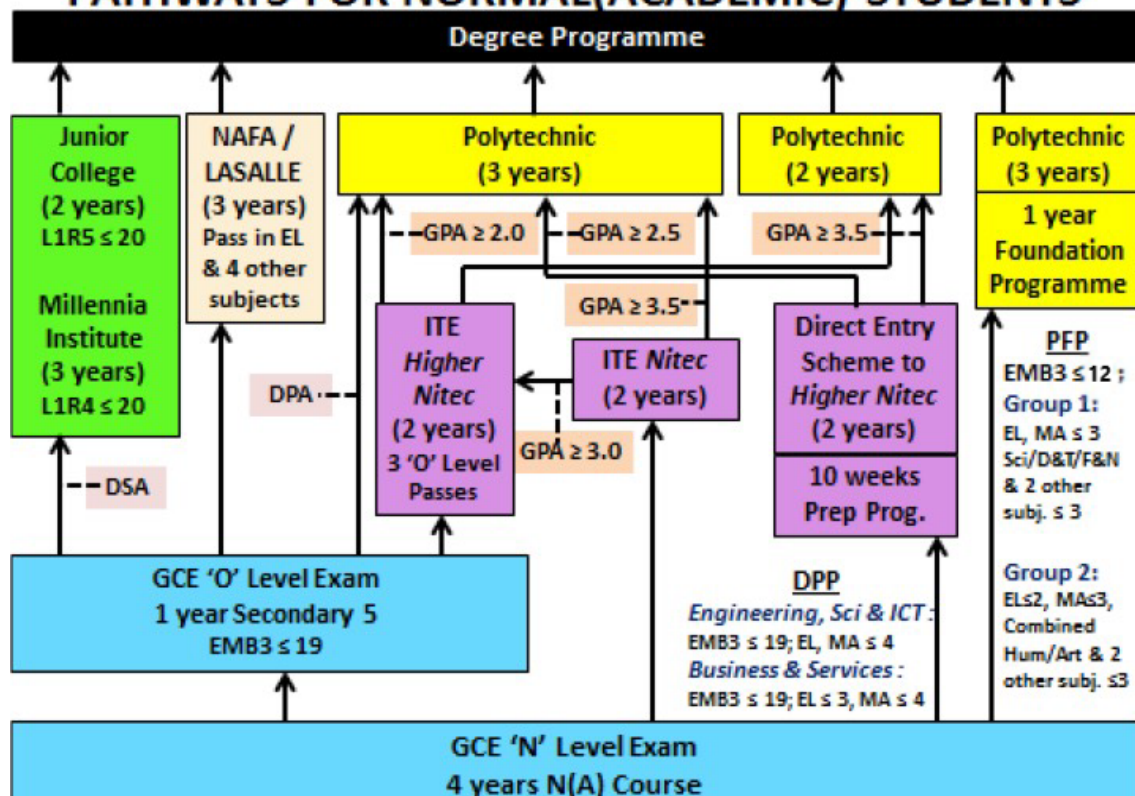
Information extracted from MOE's JAE 2022

ENTRY REQUIREMENT OF COURSE TO HIGHER INSTITUTIONS

PATHWAYS FOR GCE 'O' LEVEL STUDENTS

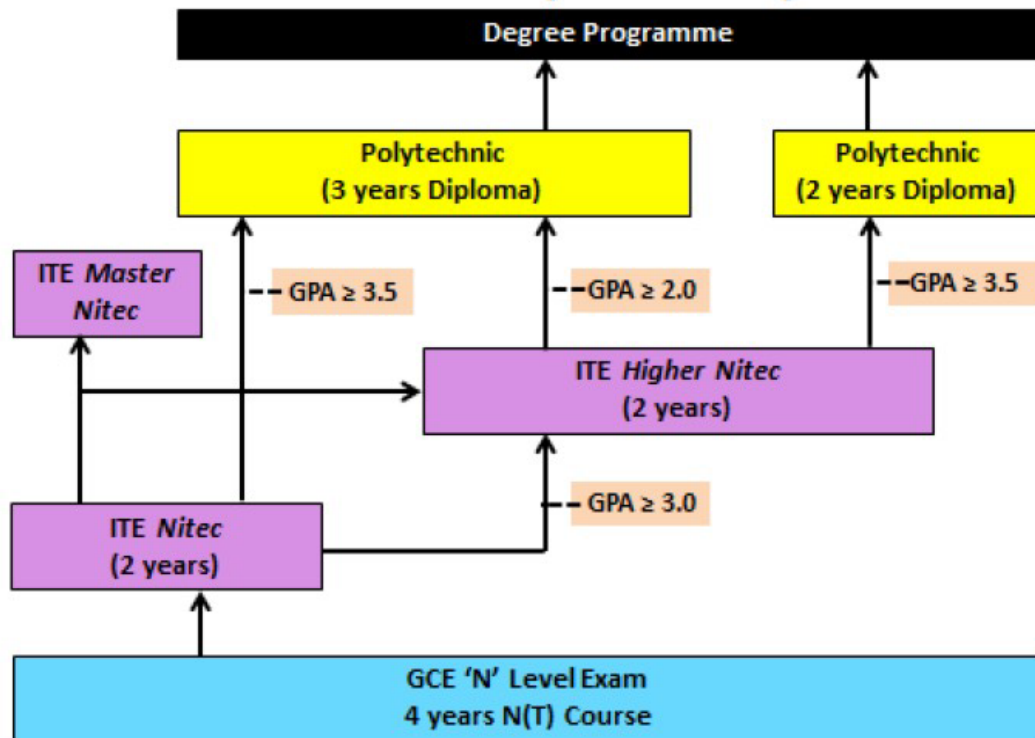


PATHWAYS FOR NORMAL(ACADEMIC) STUDENTS



ENTRY REQUIREMENT OF COURSE TO HIGHER INSTITUTIONS

PATHWAYS FOR NORMAL(TECHNICAL) STUDENTS



THE CO-CURRICULAR ACTIVITIES (CCA) PROGRAMME

COMPULSORY PARTICIPATION IN CCA

The Ministry of Education (MOE) in its drive towards providing an ability-driven education changed the Extra-Curricular Activities (ECA) conducted in school to Co-Curricular Activities (CCA). The move was to ensure that students adopt a holistic approach towards education and are developed as all-rounded individuals. According to MOE's guidelines, it is compulsory for all students in a secondary school to have a core CCA. This change has increased the importance of CCA among students and reflects CCA as an integral component in a secondary school student's life.

In line with MOE's policies, the school takes a serious approach towards ensuring that our students have at least one core CCA. We aim to achieve our vision of providing our students with a holistic education. As such, it is important for our students to participate in a core CCA in school.

A student who does not have a core CCA or does not attain 75% attendance in his/her core CCA will be given a FAIR conduct grade in his/her examination result slip. This may impact the student's chances of receiving awards or qualifying for overseas learning trips that may be available to him/her. Being absent from CCA without a valid reason is an act of truancy. Students would have to bear the consequences as per school rules under truancy.

CO-CURRICULAR ACTIVITIES (CCA)

1. Introduction

As CCA is an integral part of our educational system, the school has planned and implemented a programme that is consistent with the national educational objectives. The school offers a range of CCA which cater to the varied interests and abilities of the students.

2. Aim

The CCA Programme provides students with a platform to discover their interests and talents. Well-organised and implemented, they can fuel in the individual a lifelong love for a particular activity, be it a sport or a musical pursuit. This helps the individual to lead a balanced life in adulthood.

3. Policy

- 3.1. Every student is expected to participate actively in one CCA, which could be a Sport, a Uniformed group, a Visual and Performing Arts group or a club/society from the core CCA list below.
- 3.2. Students are encouraged to pursue and specialise in one core CCA throughout their secondary school education. Participation in a second CCA from the core activity list may be allowed only if it is at the school representation level. Students will have to demonstrate that participation in a second CCA will not affect his/her academic performance and main CCA.

Students who wish to represent outside organisations in competitions must seek approval from HOD/PE& CCA. Participation in an external CCA cannot be in place of a school-based core CCA.

THE CO-CURRICULAR ACTIVITIES (CCA) PROGRAMME

3.3. The CCA Department will assess requests for change of CCA from students in the mandatory CCA (NCC, NPCC & NCDCC) on a case by case basis, and may allow for one change in CCA either at the end of Secondary One or Secondary Two. Students who are members of the mandatory CCA are strongly encouraged to remain with the CCA throughout secondary school as the National UG are strongly positioned to nurture national values and develop character, ruggedness and resilience.

For non-mandatory CCA, students who are keen to experience the different CCA in school may opt for a change at the beginning of each academic year. (Rationale: In line with student-centricity, students are provided with opportunities to pursue their diverse interests as long as they change CCA with school's approval on a case by case basis). Nonetheless, LEAPS 2.0 will continue to accord higher recognition to students with sustained participation in the same CCA to encourage progressive CCA-specific development and character development.)

CORE CCAs

Sports & Games*	Uniformed Groups*	Clubs & Societies	Visual & Performing Arts
Badminton	National Cadet Corps (NCC) (boys only)	Media	Choir
Basketball	National Police Cadet Corps (NPCC)	Robotics	Modern Dance
Netball (girls only)	Boys' Brigade (BB)#		Malay Dance
Sepak Takraw	Girl Guides (GG)		Indian Dance
Football (boys only)	National Civil Defence Cadet Corps (NCDCC)		D'Lite (English Drama)
Volleyball (girls only)			Concert band
			Guzheng

* Only CCAs that are gender based are specified. # Only for current Sec 4 students

LEAPS 2.0

1. LEAPS 2.0 seeks to shape Co-Curricular experiences that encourage students to develop skills and competencies that would enable them to lead meaningful and purposeful lives, and be prepared for an uncertain and changing world.
2. LEAPS 2.0 recognises students' experiential learning and attainment in the four domains of the Co-Curriculum as they progress through their secondary school years.
3. The four domains are:
 - a) Participation - Affirms students' sustained development in school-based CCA throughout secondary school - Students can choose from Sports, Performing Arts, Uniformed Groups, Clubs and Societies.
 - b) Achievement - Affirms students' character development and efforts in representing the school/external organisations in events. - Students' diverse interests and talents are recognised as events can go beyond CCA and beyond school.
 - c) Leadership - Affirms students' development as a leader - Students are developed through leadership modules, National Youth Achievement Award and leadership positions.
 - d) Service - Affirms students' contributions to the community and development as responsible and active citizens. - Students serve the community through schools' Values-In-Action programmes
4. There are 5 levels of attainment in each domain. Refer to Table 3. The levels of attainment in each domain are designed such that Level 1 in each domain is the baseline standard expected of every student, Level 3 in each domain is the standard that most students should be able to achieve with hard work and determination, and Level 5 in each domain is the highest standard achievable for the student at that point in time.
5. At the end of the graduating year, students' Co-Curricular attainment will be recognised.
6. This recognition will be translated to bonus point(s) which can be used for admission to Junior Colleges/Polytechnics/Institutes of Technical Education (JC/Poly/ITE).
7. The Enrichment domain complements the other domains for students' holistic development
 - Will be recognised in School Graduation Certificate
 - Will not have levels of attainment

LEAPS – CCA GRADING SCHEME 2.0

LEVELS OF ATTAINMENT: TABLE 3

Leadership	Achievement	Participation	Service
Level 1 Completed 2 modules on leadership (min. 3 hours per module)	Level 1 Represented class at Intra-school level	Level 1 At least 75% attendance each year Participated in any CCA for 2 years	Level 1 Service to the school or community 6 hours per year (24-29 hours)
Level 2 Class Committee, Lower Sec CCA Comm, Comm for student initiated/led projects, NYAA (Bronze)	Level 2 Represented school/external organisation at local/international event for 1 year	Level 2 Participated in any CCA for 3 years with at least 75% for each year.	Level 2 Service to the school or community (30-36 hours) or 1 VIA project that has impact on the school, community
Level 3 Class Chairperson/Vice-Chairperson CCA EXCO, Upper Sec CCA Committee, Councillor NYAA (Silver)	Level 3 Represented school/external organisation at local/international event for 2 years and obtained Team placing: Top 4 Individual placing: Top 8 Award/Certification: SYF Certification of Distinction/Accomplishment	Level 3 Participated in any CCA for 4 years or participated in any CCA for 3 years at least 75% attendance for each year Demonstrated exemplary conduct and active contribution	Level 3 Service of at least 36 Hours or 2 VIA projects that impact the school or Completed 24 hours of service and completed a VIA project
Level 4 Chairperson/Vice-Chairperson for schoolwide events, Senior Councilors	Level 4 Represented school/external organisation for 2-3 years and obtained Team placing: Top 4 Individual placing: Top 8 Award/Certification: SYF Certificate of Distinction/Accomplishment	Level 4 Participated in any CCA for 5 years or participated in any CCA for 4 years at least 75% attendance for each year. Demonstrated exemplary conduct and active contribution. Participated in the same CCA for 4 years with at least 75% attendance for each year.	Level 4 24 hours of service and 2 VIA projects that impact community or school

LEAPS – CCA GRADING SCHEME 2.0

Leadership	Achievement	Participation	Service
Level 5 CCA Chair/V-Chair/ Captain/V-Captain; Student Council EXCO	Level 5 Represented Singapore/ MOE/Singapore Schools International Events and obtained Team placing: Top 4 Individual placing: Top 8 Presented research paper	Level 5 Participated in the same CCA for 4 years with at least 75% attendance for each year and demonstrated exemplary conduct and active contribution. Participated in the same CCA for 5 years	Level 5 24 hours of service and at least 2 VIA projects – at least one which is student-initiated VIA project that impact the community beyond the school and at least one other VIA project
<i>Increase leadership opportunities for students</i>	<i>Based on highest level attained in either: Representation Accomplishment UG Achievement Badges</i>	<i>Rewarding loyalty in the same CCA Removing penalty on attendance</i>	<i>Approach to VIA is Service Learning. Time spent on VIA projects including the planning, service and reflection components, which range from 8-14 hours.</i>

RECOGNITION OF STUDENTS' CO-CURRICULAR ATTAINMENT

Co-Curricular Attainment	Descriptor	Bonus Point(s)
Excellent	The student has fulfilled the requirements for holistic development and achieved quality learning in the Co-Curriculum.	2
Good	The student has fulfilled the requirements for holistic development in the Co-Curriculum.	1
Fair	The student is working towards holistic development in the Co-Curriculum.	0

LEAPS – CCA GRADING SCHEME 2.0

- For an Excellent Co-Curricular attainment, which is translated to two bonus points, the student should have attained a minimum Level 3 in all four domains with at least Level 4 in one domain.
- For a Good Co-Curricular attainment, which is translated to one bonus point, the student should have attained a minimum Level 1 in all four domains with any **one** of the following:
 - At least Level 2 in three domains;
 - At least Level 2 in one domain and at least Level 3 in another domain; or
 - At least Level 4 in one domain
- A Fair Co-Curricular attainment translates to zero bonus points as the student has not met the minimum criteria for a Good co-curricular attainment.
- For enquiries, please contact HOD/PE & CCA or SH/CCA at 68767126.

Examples

The following tables are examples that illustrate how the co-curricular attainments are awarded:

Example A:

Domain	Description of Attainment	Level
Participation	Participated in the same CCA for 4 years with at least 75% attendance for each year	4
Achievement	Represented school at local competition/conference/festival/exhibition for 2 years	3
Leadership	Committee for school-wide events	3
Service	Completed at least 24 hours of service and at least one VIA project that impacts the school or community	3

The student has attained a minimum Level 3 in all four domains and at least Level 4 in one domain (Participation). Hence, the student's co-curricular attainment is recognized as **Excellent (2 bonus points)**.

LEAPS – CCA GRADING SCHEME 2.0

Example B:

Domain	Description of Attainment	Level
Participation	Participated in the same CCA for 3 years with at least 75% attendance for each year	2
Achievement	Represented class/house/CCA at intra-school event	1
Leadership	Class committee	2
Service	Completed at least one VIA project that impacts the school or community	2

The student has attained a minimum of Level 1 in all domains with at least Level 2 in three domains. Hence, the student's co-curricular attainment is recognized as **Good (1 bonus point)**.

Example C:

Domain	Description of Attainment	Level
Participation	Participated in any CCA for 4 years with at least 75% attendance for each year	3
Achievement	Represented school at local competition/conference/festival/exhibition for 1 year	2
Leadership	Lance Corporal (NCDCC)	1
Service	Completed at least 24 to less than 30 hours of service	1

The student has attained a minimum of Level 1 in all domains, with at least Level 2 in one domain (Achievement) and Level 3 for another domain (Participation). Hence, the student's co-curricular attainment is recognized as **Good**.

LEAPS – CCA GRADING SCHEME 2.0

Example D:

Domain	Description of Attainment	Level
Participation	Participated in any CCA for 4 years with at least 75% attendance for each year	3
Achievement	Did not represent class/house/CCA/school in any event	0
Leadership	Completed 2 modules on Leadership	1
Service	Completed at least 24 to less than 30 hours of service	1

The student has not met the criteria for a Good co-curricular attainment. Hence, the student's co-curricular attainment is recognized as **Fair**.

NAPFA STANDARDS FOR GIRLS

NAPFA STANDARDS (SECONDARY)



STANDARDS FOR FEMALES

Age group	Performance grade	Points	No. of Sit-ups in 1 min	Standing Broad Jump	Sit & Reach Distance	No. of Inclined Pull-ups in 30 sec	4 X 10m Shuttle Run Time	2.4 km Run-Walk time (min : sec)
12	A	5	>29	>167cm	>39cm	>15	<11.5 sec	<14:41
	B	4	25-29	159-167	37-39	13-15	11.5-11.9	14:41-15:40
	C	3	21-24	150-158	34-36	10-12	12.0-12.3	15:41-16:40
	D	2	17-20	141-149	30-33	7-9	12.4-12.7	16:41-17:40
	E	1	13-16	132-140	25-29	3-6	12.8-13.2	17:41-18:40
13	A	5	>30	>170cm	>41cm	>16	<11.3 sec	<14:31
	B	4	26-30	162-170	39-41	13-16	11.3-11.7	14:31-15:30
	C	3	22-25	153-161	36-38	10-12	11.8-12.2	15:31-16:30
	D	2	18-21	144-152	32-35	7-9	12.3-12.7	16:31-17:30
	E	1	14-17	135-143	27-31	3-6	12.8-13.2	17:31-18:30
14	A	5	>30	>177cm	>43cm	>16	<11.5 sec	<14:21
	B	4	28-30	169-177	41-43	14-16	11.5-11.8	14:21-15:20
	C	3	24-27	160-168	38-40	10-13	11.9-12.2	15:21-16:20
	D	2	20-23	151-159	34-37	7-9	12.3-12.6	16:21-17:20
	E	1	16-19	142-150	29-33	3-6	12.7-13.0	17:21-18:20
15	A	5	>30	>182cm	>45cm	>16	<11.3 sec	<14:11
	B	4	29-30	174-182	43-45	14-16	11.3-11.6	14:11-15:10
	C	3	25-28	165-173	39-42	10-13	11.7-12.0	15:11-16:10
	D	2	21-24	156-164	35-38	7-9	12.1-12.4	16:11-17:10
	E	1	17-20	147-155	30-34	3-6	12.5-12.8	17:11-18:10
16	A	5	>30	>186cm	>46cm	>17	<11.3 sec	<14:01
	B	4	29-30	178-186	44-46	14-17	11.3-11.5	14:01-15:00
	C	3	26-28	169-177	40-43	11-13	11.6-11.8	15:01-16:00
	D	2	22-25	160-168	36-39	7-10	11.9-12.2	16:01-17:00
	E	1	18-21	151-159	31-35	3-6	12.3-12.6	17:01-17:50
17	A	5	>30	>189cm	>46cm	>17	<11.3 sec	<14:01
	B	4	29-30	181-189	44-46	14-17	11.3-11.5	14:01-14:50
	C	3	27-28	172-180	40-43	11-13	11.6-11.8	14:51-15:50
	D	2	23-26	163-171	36-39	7-10	11.9-12.1	15:51-16:40
	E	1	19-22	154-162	32-35	3-6	12.2-12.5	16:41-17:30
18	A	5	>30	>192cm	>46cm	>17	<11.3 sec	<14:01
	B	4	29-30	183-192	44-46	15-17	11.3-11.5	14:01-14:50
	C	3	27-28	174-182	40-43	11-14	11.6-11.8	14:51-15:40
	D	2	24-26	165-173	36-39	8-10	11.9-12.1	15:41-16:30
	E	1	20-23	156-164	32-35	4-7	12.2-12.4	16:31-17:20
19	A	5	>30	>195cm	>45cm	>17	<11.3 sec	<14:21
	B	4	29-30	185-195	43-45	15-17	11.3-11.5	14:21-14:50
	C	3	27-28	174-184	39-42	11-14	11.6-11.8	14:51-15:30
	D	2	24-26	165-173	36-38	8-10	11.9-12.1	15:31-16:20
	E	1	21-23	156-164	32-35	5-7	12.2-12.4	16:21-17:10

NAPFA STANDARDS FOR BOYS

NAPFA STANDARDS (SECONDARY))



STANDARDS FOR MALES

Age group	Performance grade	Points	No. of Sit-ups in 1 min	Standing Broad Jump	Sit & Reach Distance	No. of Inclined Pull-ups in 30 sec	4 X 10m Shuttle Run Time	2.4 km Run-Walk time (min : sec)
12	A	5	>41	>202cm	>39cm	>24	<10.4 sec	<12:01
	B	4	36-41	189-202	36-39	21-24	10.4-10.9	12:01-13:10
	C	3	32-35	176-188	32-35	16-20	11.0-11.3	13:11-14:20
	D	2	27-31	163-175	28-31	11-15	11.4-11.7	14:21-15:30
	E	1	22-26	150-162	23-27	5-10	11.8-12.2	15:31-16:50
13	A	5	>42	>214cm	>41cm	>25	<10.3 sec	<11:31
	B	4	38-42	202-214	38-41	22-25	10.3-10.7	11:31-12:30
	C	3	34-37	189-201	34-37	17-21	10.8-11.1	12:31-13:40
	D	2	29-33	176-188	30-33	12-16	11.2-11.5	13:41-14:50
	E	1	25-28	164-175	25-29	7-11	11.6-11.9	14:51-16:00
14	A	5	>42	>225cm	>43cm	>26	<10.2 sec	<11:01
	B	4	40-42	216-225	40-43	23-26	10.2-10.4	11:01-12:00
	C	3	37-39	206-215	36-39	18-22	10.5-10.8	12:01-13:00
	D	2	33-36	196-205	32-35	13-17	10.9-11.2	13:01-14:10
	E	1	29-32	186-195	27-31	8-12	11.3-11.6	14:11-15:20
Age group	Performance grade	Points	No. of Sit-ups in 1 min	Standing Broad Jump	Sit & Reach Distance	No. of Pull-ups in 30 sec	4 X 10m Shuttle Run Time	2.4 km Run-Walk time (min : sec)
15	A	5	>42	>237cm	>45cm	>7	<10.2 sec	<10:41
	B	4	40-42	228-237	42-45	6-7	10.2-10.3	10:41-11:40
	C	3	37-39	218-227	38-41	5	10.4-10.5	11:41-12:40
	D	2	34-36	208-217	34-37	3-4	10.6-10.9	12:41-13:40
	E	1	30-33	198-207	29-33	1-2	11.0-11.3	13:41-14:40
16	A	5	>42	>245cm	>47cm	>8	<10.2 sec	<10:31
	B	4	40 - 42	236-245	44-47	7-8	10.2-10.3	10:31-11:30
	C	3	37 - 39	226-235	40-43	5-6	10.4-10.5	11:31-12:20
	D	2	34 - 36	216-225	36-39	3-4	10.6-10.7	12:21-13:20
	E	1	31 - 33	206-215	31-35	1-2	10.8-11.1	13:21-14:10
17	A	5	>42	>249cm	>48cm	>9	<10.2 sec	<10:21
	B	4	40-42	240-249	45-48	8-9	10.2-10.3	10:21-11:10
	C	3	37-39	230-239	41-44	6-7	10.4-10.5	11:11-12:00
	D	2	34-36	220-229	37-40	4-5	10.6-10.7	12:01-12:50
	E	1	31-33	210-219	32-36	2-3	10.8-10.9	12:51-13:40
18	A	5	>42	>251cm	>48cm	>10	<10.2 sec	<10:21
	B	4	40-42	242-251	45-48	9-10	10.2-10.3	10:21-11:10
	C	3	37-39	232-241	41-44	7-8	10.4-10.5	11:11-11:50
	D	2	34-36	222-231	37-40	5-6	10.6-10.7	11:51-12:40
	E	1	31-33	212-221	32-36	3-4	10.8-10.9	12:41-13:30
19	A	5	>42	>251cm	>48cm	>10	<10.2 sec	<10:21
	B	4	40-42	242-251	45-48	9-10	10.2-10.3	10:21-11:00
	C	3	37-39	232-241	41-44	7-8	10.4-10.5	11:01-11:40
	D	2	34-36	222-231	37-40	5-6	10.6-10.7	11:41-12:30
	E	1	31-33	212-221	32-36	3-4	10.8-10.9	12:31-13:20

THE CHARACTER & CITIZENSHIP EDUCATION (CCE) PROGRAMME

CCE Vision: Values-driven Citizens

CCE Mission: To create a nurturing environment to develop Yishunites holistically

	SECONDARY ONE	SECONDARY TWO	SECONDARY THREE	SECONDARY FOUR/FIVE
LEVEL THEME	Developing Myself	Collaborating With Others	Contributing To Community	Striving For Excellence
STUDENT OUTCOME	Responsible Citizens Who Maximise Personal Effectiveness	Concerned Citizens Who Contribute To Family, School And The Local Community	Caring Citizens Who Contribute To The Larger Community	Active Citizens Who Contribute To The Nation
LEVEL VALUESIN-ACTION (VIA) THEME	Our School, Our Home	Our Environment	Our Community	Our Community & Nation
LEVEL EDUCATION AND CAREER GUIDANCE (ECG) THEME	Exploring Careers	Making Choices	Charting Pathways	Career Planning and Developing Work Skills

EDUSAVE AWARDS

These awards are given to students from Secondary 1 to 5 for academic and non-academic achievements.

Types of Awards	Eligibility	Value of Awards
Edusave Character Award (ECHA)	The student must 1. be a Singapore citizen 2. on a consistent basis, demonstrate good character and values . In particular, demonstrating the following types of qualities: i. School values and/or character traits ii. A high level of civic responsibility iii. Qualities associated with resilience	\$500
EAGLES Award	The student must 1. score an overall percentage pass of at least 50% 2. be a Singapore citizen 3. have a record of good conduct 4. satisfy the other criteria laid down by the school for leadership qualities, service and excellence in nonacademic activities	\$350
Edusave Scholarship (ESSS)	The student must 1. be the top 10% of each level and stream 2. score an overall percentage pass of at least 50% 3. be a Singapore citizen 4. have a record of good conduct	\$500
Edusave Merit Bursary (EMB)	The student must 1. be the top 11 to 25% of each level 2. score an overall percentage pass of at least 50% 3. be a Singapore citizen 4. have a record of good conduct 5. come from a family whose gross household income is below \$5000 per month or per capita income is not more than \$1500 6. is not a recipient of ESSS	\$350
Edusave Good Progress Award (GPA)	The student must 1. be the best 10% of each level and stream based on good progress 2. score an overall percentage pass of at least 50% 3. achieve at least 10% improvement in rank 4. be a Singapore citizen 5. have a record of good conduct 6. is not a recipient of ESSS or EMB	\$200

ELIGIBILITY CRITERIA

A student must satisfy a set of 2-tier eligibility criteria before he/she can be awarded an EAGLES awards.

CRITERIA

Student must meet the first tier for the award; (A) and (B) with either (C), (D) or E as applicable.

- a) Singapore Citizen
- b) Pass their school examination and attain a conduct grade of good or better
- c) For awards in Leadership, have assumed leadership appointments in core activities recognised by MOE for computing CCA Grade
- d) For awards in Achievement, have represented their schools in competitions, exhibitions or performances recognised by MOE for computing CCA Grade
- e) For awards in Service, rendered to the school or the community, have completed a minimum 6 hours of service to the school or under the Values-In-Action (VIA) programme
- f) For awards in Service, make exemplary contributions to the co-curricular programme through supportive roles in at least 2 of the following areas:
 - have demonstrated enthusiasm and positively impacted peers' learning and development through direct involvement, such as through sharing sessions
 - have made and been involved in implementing suggestions that improved or value-added to the cocurricular programme or consistently contributed quality service in areas not formally recognised for leadership under the LEAPS 2.0 schemes
 - have made significant progress in the mastery of skills and/or knowledge which enabled contributions to the co-curricular programme beyond the individual level

OUTSTANDING ALL-ROUNDER STUDENTS (OARS) AWARDS & YISHUNITE OF THE YEAR AWARD

YISHUNITE OF THE YEAR AWARD

This award is given annually to the student who has demonstrated overall excellence in academia, conduct, co-curricular and community involvement throughout his or her four or five years of education in Yishun Secondary School.

Selection Criteria:

1. Academic performance
2. CCA and VIA involvement
3. Conduct grade

NORTHWEST COMMUNITY DEVELOPMENT COUNCIL OUTSTANDING ALLROUNDER STUDENTS' (OARS) AWARDS

The OARS Awards hopes to recognise the good qualities in students and encourage them to be 'allrounders' in their pursuit of knowledge as well as to develop a positive mindset and resourcefulness in what they do. Outstanding students will be nominated for the CDC-level OARS Awards.

Selection Criteria:

1. Academic performance
2. Conduct grade
3. Leadership role in school
4. CCA Achievements
5. Community service
6. Creativity and innovation skills
7. Care for others
8. Care of environment
9. Participation in Northwest Community Development Council events

FINANCIAL ASSISTANCE SCHEMES

1. MOE FINANCIAL ASSISTANCE SCHEME (MOE FAS)

The MOE FAS is to help needy Singaporean students to meet basic schooling expenses. Eligible students will receive full waiver of school fees and standard miscellaneous fees, free textbooks, free school attire, transport subsidy for students taking public transport and school meals subsidy (only during the school term).

- Eligibility:
- Student is a Singapore Citizen
 - Family's gross household income does not exceed \$2,750 per month or per capita income does not exceed \$690 per month

2. SCHOOL-BASED FINANCIAL ASSISTANCE SCHEME

The SAC FAS provides financial assistance to needy students who do not qualify for MOE FAS. Eligible students will receive free textbooks and free school attire. Transport subsidy for students taking public transport and subsidy for school meals will be provided only during the school term.

- Eligibility:
- Student is a Singapore Citizen
 - Family's gross household income does not exceed \$4000 per month or per capita income does not exceed \$1000 per month

Application forms are available in the General Office. Financial assistance is applicable on a yearly basis i.e. a student who qualifies for financial assistance for the current year, will need to re-apply for the following year.

SETTING GOALS

GOALS TO BE ACCOMPLISHED

Use this section to develop your goals. These goals may arise out of a parent-teacher-student conference, a teacher-student evaluation or a parent-child chat at home. Some examples might be: to participate verbally in classroom discussions, to review my Science homework each night, to do my homework as soon as I arrive home from school, to pay attention in class or to cover two chapters each day.

Make sure you:

1. Carefully identify and list your study goals for each subject
2. Plan and carry out the necessary steps to achieve your goals
3. Check regularly to see how you are moving towards your goals

Example:

Goal Statement: To improve my English mark this term from 50% to 60%.

Date: 9 March

Steps to take to accomplish my goals:

1. Do all my homework
2. See my teachers after school for extra help
3. Ask more questions in class if I am confused
4. Read more articles every day
5. Write at least a paragraph on any topic every night

Being a successful student is not a matter of chance. It is a matter of recognising your destination and making sure that you reach it fully prepared. Setting goals help you to work with purpose. It provides you with a proven formula for success.

PHOTOGRAPHS AND VIDEOS OF STUDENTS IN SCHOOL PUBLICATIONS

It is the practice of the school to document school events with photographs and videos, which are published on our official media platforms (both online and hard copy publications) – such as our website, termly newsletter, yearbook, official social media accounts and publicity materials – as well as on posters and banners within our premises and on our external walls.

Photographs or video images of you or your legal guardians may be taken during school activities and events such as classroom lessons, CCA, school camps, or school concerts. The school may use and publish such photographs or video recordings in school publications, the school's website, social media channels, or other communication channels.

We wish to assure you that we will always portray our students with respect and dignity. We will also ensure no personal information or identification of your child will be made with the pictures (with the exception of the school yearbook and/or newsletter quarterly which are hardcopy publications). If specific identification of your child is required on any other publications, your consent will be sought first.

We seek your cooperation to acknowledge your consent to such use, which will be in force for the years of your child's education journey with us at secondary school. If you have any queries, please email us at yishun_ss@moe.edu.sg.

EFFECTIVE STUDY METHODS AND HABITS

You have studied very hard for your examination. Why is it that you are still not getting the desired results for your examination? Is it because you have been using the wrong study habits and methods?

Below are some points to help you study more effectively.

1. PLACE HABIT

- Always have a fixed place to study, e.g. your study table in your own study room, so that your mind is conditioned to start work immediately
- Never study with loud music on (e.g. loud music in the background or, worse, with a stereo headphone in your ears)
- Do not lie on the bed to study

2. TIME HABIT

- You should choose wisely the most quiet and conducive hours to study
- If you have fixed your hours of study then all other activities should revolve around the study time and not replace it

3. PERSONAL TIME-TABLE

- A personal time-table is a must for all students. When planning a time-table, bear in mind the need to balance work and recreation (e.g. games) and rest
- All work and no play will make you a dull and uninteresting person

4. BASIC REQUIREMENTS FOR STUDY

- You will need a proper study table, a comfortable chair, adequate lighting and proper ventilation
- Make sure also that your dictionary and stationery are near at hand

5. MAKING THE MOST OUT OF YOUR READING

- Study the title carefully
- Look out for words in italics or in bold print
- Highlight or underline key words or facts
- Try to give your own title to every paragraph
- Pause to absorb and reflect on what you have read
- Try to formulate questions on what you have just read
- Read different books on the same topic
- Memorise key points (visualise, draw pictures, use mnemonics and mind-maps to help you memorise).
- Check the glossary and index for references
- Scan through to see the 'Big Picture', followed by a more detailed reading for in-depth study, i.e. use SQ3R method (Scan, Question, Read, Recall and Review)
- Review occasionally with one or more friends
- Write your own notes/summaries on study cards (See below)

EFFECTIVE STUDY METHODS AND HABITS

6. STUDY CARDS

- If you just read and do nothing, you will recall very little later on. Why not jot down points, notes and underline the key concepts while you read?
- Better still, write your points on a study card. This study card is a useful tool to carry around with you during 'waiting time' when you revise for your examinations.

7. OTHER IMPORTANT STUDY PRINCIPLES YOU SHOULD KNOW

- Never skip classes
- Be prepared for lessons – read beforehand if possible
- Take good notes – jot down key ideas and phrases
- Allot study time regularly for each subject. Do not do last-minute work
- Do all assignments given to you. This is a good practice for examinations and good reinforcement of lessons that are taught
- Ask for help if you face any difficulties. Consult your teachers and friends. Do not leave any doubt or question on lessons unanswered. Lessons are conducted in progressive steps. If you do not understand an earlier chapter e.g. in Mathematics, you will most likely not be able to cope with the next chapter. So ask questions when in doubt before it is too late
- Form study groups. Discuss your lessons and help one another. However, do not turn this session into a chit-chat session
- Exercise regularly, have sufficient sleep, eat wisely and put aside time for relaxation. A healthy mind and body helps you to concentrate better and study more effectively
- Do not study continuously without a break. For every one hour of study give yourself fifteen minutes of rest. In this way, your mind will stay fresh and you will study better

EFFECTIVE EXAMINATION TECHNIQUES

Examination techniques are skills which can be acquired. As students, you should master examination techniques so that you can excel in your examinations.

Below are some useful examination tips to help you.

A. PREPARING FOR EXAMINATION

1. Study your notes and textbooks well

- Do not skip something you do not understand. Do not 'spot' questions to study

2. Make summary notes on study cards

- Summarise what you study and write it down on study cards. Your summary should be short and contain key concepts in point form

EFFECTIVE STUDY METHODS AND HABITS

3. Plan an examination study timetable

- When you plan your examination study timetable, do not skip any topics
- Plan your time for study each day. Choose a time period in the day or night when your mind is most alert and prepared for serious study
- Plan your examination timetable well in advance

4. Ask for help

- When you encounter difficulties in understanding, do not hesitate to ask your classmates and teachers

B. BEFORE AN EXAMINATION BEGINS

- Check the venue of the examination. Check calculators, batteries (make sure you have spare batteries in case of emergency), compasses, set squares, curve rulers and other essential stationery items
- Ensure that you arrive at the examination venue before the examination begins (at least half an hour)
- Calm down
- Avoid unnecessary stress

C. DURING AN EXAMINATION

- Read instructions carefully. How many questions do you have to answer? Do you have a choice of questions?
- Read all questions carefully. Do not assume the questions to be the same as what you have encountered before
- Select your questions carefully
- Study the question. Analyse it. What is asked? What are the key words? Is the question asking you “What?”, “Why?”, “How?”? Answer appropriately
- Start with questions that you are most confident of. However, beware of being carried away by such questions

D. ANSWERING EXAMINATION QUESTIONS

Here are some practical tips on answering examination questions, especially essay-type questions. (The abbreviations in brackets next to the points are for teachers to use to identify students' weaknesses in their answer scripts.)

1. Don't assume too much (DATM)

- Do not make sweeping statements or give one-word answers, expecting the examiner to fill in the gap for you. Give specific examples. Show the examiners how much you know

EFFECTIVE STUDY METHODS AND HABITS

2. Plan your time (T)

- Before you sit for your examination, work out the amount of time you need to spend on one question. For example, if you are given 2 ½ hours to answer 5 questions, the time allocated for each question should be ½ hour

3. Write in paragraphs (//)

- Examiners love paragraphs because it is easier for them to follow your thoughts and to give marks
- Every paragraph should contain one main point
- Please note that paragraphing is not only confined to essay questions. For short questions which require a fairly long answer, it is also a good idea to write in paragraphs

4. Read the question carefully and identify the key words in the question (KQ)

- Do not write out of point
- Read the question carefully
- Make it a habit to underline the key words in the question before attempting an answer
- It is important to really understand what each key word requires you to do

For example,

State, Name, List - Do as told; these do not require explanation or details.

Comment: This is something worth saying e.g. something in the news, an issue, an opinion which someone has expressed

Discuss: This demands that both sides of the argument must be expressed and you must come to a conclusion (not necessarily one-sided, but can be neutral)

This is not a debating question where you give viewpoints for one side leaving the other side to argue the other viewpoints

Explain: You need to convince the examiner that you know the answer. You can do this by carefully explaining your answer and giving suitable examples to support your points

EFFECTIVE STUDY METHODS AND HABITS

5. Plan your essay/jot down points (P/JDP)

- Always jot down your points (not sentences) before attempting any essay question
- You can jot down your points in any order as it comes to your mind
- After this is done, group similar points together
- Remember, each paragraph should contain only one main point or idea
- Jotting down points should not take more than 5 to 10 minutes
- If you plan your essay well, your essay will be very well organised and will cover all the points that the examiner wants
- Remember: If you fail to plan, you are actually planning to fail

6. Amount to write should commensurate with marks assigned for a particular question (MAT)

- You must write according to the number of marks given. Consider this question. “What is the role of government in society?”
- If the question carries 4 marks, it requires a mere listing or very simple explanation of the role of government in society
- If the question carries 8 marks, a well-structured paragraph is required
- If the question carries 20 marks, it requires an essay with many paragraphs
- 2 marks can mean 2 points are required or 1 point plus some development of points

7. State/develop/give examples (ED Eg)

- In writing paragraphs, it is useful to remember to state, develop and give examples. It is very important for you to get into the habit of giving examples even when the question does not ask for it; otherwise, you will be penalised for assuming too much or writing too little on a particular point

8. Cover more points (CMP)

- One sure way of getting low marks is to dwell on one point or a few points when there are so many other points to cover
- To avoid this mistake of beating around the bush over one or a few points in an essay and getting very few marks in the process, you should learn to jot down your points first
- When you jot down points, you have assured yourselves that all points on the questions would be covered

9. Right on target (TGT)

- Time is precious. Do not waste time by beating around the bush. It is frustrating for the examiner to have to hunt down your points. You must learn to get directly to the point. Learn to be concise, but not to the extent of assuming too much without giving examples

10. Disorganised presentation (DP)

- In writing an essay, you must have a proper introduction, a body and a conclusion. Where relevant, it would be useful to have sub-headings that are properly underlined. A disorganised presentation is a sign of a disorganised mind. Remember, you lose marks for poor organization

11. Untidy presentation (UTDY)

- If the examiner cannot read your handwriting, there is no way he/she is able to award marks for your answers. So it is in your interest to write legibly

12. Spelling (SP)

- Ensure that you have spelt correctly. Otherwise, you may make serious mistakes such as 'The boss always gives massages to his secretary' when it should be "The boss always gives messages to his secretary"

13. Express yourself clearly (EXP)

- Do not write unnecessary long sentences. A well-expressed sentence means that the point has been brought across and marks will be awarded. On the other hand, a poorly expressed, lengthy sentence will confuse the examiner

14. Label your diagrams (LYD)

- Diagrams must be sufficiently large and clearly labelled with headings where possible

15. Short-note type of questions

- Usually you have very limited time for such questions. Make sure you have allocated sufficient time for each question
- Answer to the point and do not regurgitate whole essays or lecture notes.
- Write clearly and legibly

16. End of examination

- Arrange your answers in proper sequence
- Tie your papers securely
- Read through your answers
- Avoid rushing to put in the last few words

HELPLINES

Organisation	Helpline	Days	Times
Suicide Prevention & Crisis			
SOS (Samaritans of Singapore)	1800 221 4444	Daily	24 hours
Internet Related Issues			
HELP123 (TOUCH Community and Fei Yue Community Services) Provides basic counselling for young people, parents and educators on cyber wellness related issues. Webchat is available at https://www.help123.sg/	1800-6123 123	Mon - Fri Mon - Fri	10 am to 6 pm Webchat is available from 2pm to 10pm.
TOUCHLine (TOUCH Community Services) Provides emotional support and practical advice for ages 12 to 25 years old on gaming addiction, Internet related issues and information on youth programmes.	1800 377 2252	Mon - Fri	9 am – 6 pm
Pregnancy			
Pregnancy Crisis Centre (Family Life Society)	6339 9770	Mon - Fri Saturday	9 am - 5 pm 9 am - 1 pm

HELPLINES

Organisation	Helpline	Days	Times
Mental Health			
Singapore Association for Mental Health (SAMH)	1800 2837019	Mon – Fri	9 am - 1 pm, 2 pm - 6 pm
Emergency Helpline (IMH)	6389 2222	Daily	24 hours
Eating Disorders Helpline	6321 4377	Daily	9 am – 5 pm Email: eatingdisorders@sgh.com.sg
Helpline (Clarity S'pore Ltd) Provide emotional support for individuals experiencing stress, anxiety, anger and depression	6757 7990	Mon & Fri Tues – Thur Saturdays	8.30 am – 5.30 pm 9 am – 6 pm 9 am – 4 pm
Substance Addiction and Abuse			
Smoking QuitLine	1800 438 2000	Mon – Fri Sat	8.30 am - 5 pm 8.30 am - 1 pm
All Addictions Helpline/National Addictions Management Service	Tel: 6-RECOVER (6-7326837)	Daily	24 hours

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Yishun Secondary School