



Clementi Town Secondary School

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29 Dec 2022

Dear Parents/Guardians of Secondary 2, 3, 4 and 5 students,

1 The new school year will commence on **Tuesday, 3 Jan 2023 with reporting time for all students by 7.35am**. I warmly welcome all our Clementeens to a new year of fresh beginning and opportunities. To start well and start right, please help the school to prepare your child/ward with the information listed in the rest of this letter.

Orientation for Sec 2 to 5 levels (3 to 6 Jan 2023)

2 The first week of school from 3 to 6 Jan 2023 is designated as Orientation for our Sec 2 to 5 students. The programmes are designed to prepare our students for a new year of learning. There will be talks by various school staff and transition workshops for our students to prepare them for a new level of learning in the new school year. They will also play an important role in welcoming the new Secondary One students into our CTSS family, as they put together the CCA showcase in the afternoons of 3 and 4 January to help our new Secondary One students make informed choices for their CCA. As a positive social-emotional class environment is conducive for students' learning and growth, we have also set aside time for class bonding so that our Clementeens can reconnect with their teachers and peers.

3 Dismissal time for Sec 2 to 5 levels will be at 12.40pm during the Orientation period. Students who are helping with the CCA showcase in the afternoons of 3 and 4 January will end at 6pm.

4 Sec 2 to 5 Clementeens can find out more about the Orientation programme planned for them via their current 2022 Google Classrooms. We seek parents'/guardian's assistance to remind your child/ward.

Attire & Grooming Expectations of all Clementeens

5 On the first day of school, **all students will report in the full school uniform which consists of the white school shirt/blouse and khaki shorts/pants/skirts**. Students are reminded to report to school wearing the prescribed school uniform on every Monday and Tuesday and half-uniform (i.e. PE T-shirt and khaki shorts/pants/skirts) for the rest of the week. Students should also be groomed to school expectations. The school tie must also be worn during Monday mornings when students gather in their assigned venues. When the school tie is put on, the collar of the shirt or blouse must be buttoned and the tie to be of waist length. Please refer to **Annex A** for attire and grooming standards.

Digitalisation of Individual Student Details Report (ISDR)

6 MOE will be rolling out the Student Details Form (SDF) to all parents/Legal Guardian (LG)/Authorised Caregiver (CG) from Tue, 3 Jan 2023. The SDF is the digitalisation of the Pupil Data Form (PDF) and the Individual Student Details Report (ISDR). An announcement to ask parents/LG/Authorised CG to verify the data in the SDF will be sent via Parents Gateway (PG) by the Communications and Engagement Group (CEG) at staggered dates, depending on the educational levels. Please keep a look out for the announcement on 11 Jan 2023 at 10am.

Temperature Taking Exercise

7 As part of maintaining vigilance in health and safety matters, temperature taking exercise will be carried out at the start of each school term. In Term 1, this exercise will be held on **11 January 2023**. All students must bring their personal oral digital thermometer in working condition. Before coming to school, please check if the battery needs replacement. We need the assistance of parents/guardian to remind your child/ward to maintain their personal oral digital thermometer and to always keep it in their school bag as a good practice.

Students' Timetables

8 Students' class timetables will be posted on our school website (<https://clementitownsec-moe-edu-sg-admin.cwp.sg/programmes/time-table>) and each level's Google Classroom **from 30 Dec 2022 afternoon onwards**. For Sec 2 students, they can also retrieve their individual timetable from their level Google Classroom.

Self-Study Periods

9 Some students will have self-study periods in their timetable. These are the guidelines, which will also be communicated at the start of the year at Year Head talks:

- a. Students with self-study periods should use the time to complete their assignments or revision. They can do their self-study in the spaces around the school (e.g. Library, Level 2 study corner, and Level 2 Green Corridor). This practice will be helpful in developing students' self-management skills to become self-directed learners.
- b. If self-study periods occur after 12.40 pm with no other lessons scheduled in the timetable, students will be allowed to leave the school to return home.

Dismissal Timing

10 Students are expected to attend all lessons as prescribed in their timetable. The dismissal time will be after the last period of the day.

11 Students from 3A/3C and 5NA who do not take additional electives may not have lessons after 12.05 pm on some days of the week. These students should take their lunch / self-study at school before they are allowed to leave the school compound at 12.40 pm.

Traffic and School Safety

12 The road traffic outside the school during peak hours i.e. between 7.00 and 7.20am will be heavy. We seek your patience and understanding to plan ahead, drive safely and to observe safety of both pedestrians and vehicles on the road. Planning ahead will also help to ensure that your child/ward will be able to reach school on time and be ready to learn.

13 We need your support in empathising with our Security Guards as they guide the movement of vehicles and pedestrians at the school gate and ensuring safety for all. We also encourage parents/guardians driving into the school compound to abide by the road directions and maintain your speed limit to 15km/h. We urge the cooperation from all parents/guardians picking-up your child from school for not parking and waiting at the foyer. This is to prevent unnecessary traffic and safety issues for other road users.

Visitor Management

14 If there is a need to enter the school (e.g. because of an official meeting with school staff), all drive-in or walk-in visitors including parents/guardians are expected to adhere the following visitor management policy at the Security Guard Post:

- a. For those driving-in, please park your vehicle safely at the side and proceed to the Security Guard Post.
- b. For both driving and walking in, please register the purpose of your visit and provide name of the school staff who is hosting the meeting.
- c. Display sticker visibly on shirt.
- d. Proceed to the General Office to await for school staff to meet you; do not loiter around the school.

School Emergency Exercise

15 In 2023, the school will conduct School Emergency Exercises in Term 1 and Term 3. The exercises are part of the SGSecure framework and aim to train the staff and students in resilience by being prepared for any emergency in the school premises and to be familiar with the safety and evacuation procedures. SGSecure is a movement to build the resilience of our community and aims to sensitise, train and mobilise the community during emergencies. SGSecure focuses on three core actions that every one of us can take during emergencies:

- a. Staying Alert (Vigilance) to prevent and to keep your family, friends and yourself safe in the event of an emergency.
- b. Staying United (Cohesion) through building strong ties in the community; cherishing and safeguarding Singapore's racial and religious diversity and harmony so that we can stand together in peacetime and crisis; and
- c. Staying Strong (Resilience) by being ready to deal with a crisis, being resilient as individuals and as a community, to help each other bounce back quickly after an emergency.

Finance Matters

16 **Co-Payment using Edusave Fund for selected enrichment programmes:** The school has planned enrichment programmes for your child/ward to complement their classroom lessons. Majority of the enrichment programmes are subsidised fully by the school with exceptions to the programmes shown below which require co-payment i.e. deduction from the student's Edusave Fund.

17 If you had authorised the use of your child's/ward's Edusave Fund through Standing Order, the school would not require any endorsement from you as the Standing Order remains in force. If there are insufficient funds in your child's/ward's Edusave Fund, the shortfall can be paid via GIRO, or in cash via SAM Kiosk, Web or Mobile, or by cheque (to be submitted to the schools' General Office). Parents/Guardians who do not wish to use Edusave Fund and non-Singaporean students will have to pay via GIRO, or in cash via SAM Kiosk, Web or Mobile, or by cheque.

Enrichment Programme	School Subsidy	Co-Payment	Total Cost of Programme (Per student)
Elective Modules (Sec 2NT)	\$250.00	\$50.00	\$300.00
Elective Modules (Sec 3NT)	\$250.00	\$50.00	\$300.00

Elective Modules (Sec 4NT)	\$250.00	\$50.00	\$300.00
Advanced Elective Module (Sec 3E/NA)	\$315.00	\$50.00	\$365.00
Advanced Elective Module (Sec 2NA)	\$315.00	\$50.00	\$365.00

18 **Co-payment of costumes for performance:** As part of the school Co-Curriculum Activities (CCAs), your child/ward will perform in school/community and participate in School Youth Festival. During these performances, your child/ward will be required to tailor costumes. After school subsidy is given, parents will need to make co-payment via GIRO, or in cash via SAM Kiosk, Web or Mobile, or by cheque. Deduction from the student's Edusave Fund will not be allowed. The following CCAs will require costumes:

Co-Curricular Activity	School Subsidy	Co-Payment	Total Cost of Costume (Per student)
CCA - Chinese Dance	\$130.00	\$20.00	\$150.00
CCA - Indian Dance	\$130.00	\$20.00	\$150.00
CCA - Modern Dance	\$55.00	\$10.00	\$65.00

19 **Co-payment of personalised sports jerseys:** As part of the school Co-Curricular Activities (CCAs), your child/ward may be given the opportunity to represent the school for competitions. In some of these competitions, your child/ward will be required to wear an official sports jersey. After school subsidy is given, parents will need to make co-payment via GIRO, or in cash via SAM Kiosk, Web or Mobile, or by cheque. This is because the attire will be personalised to your child/ward. Deduction from the student's Edusave Fund will not be allowed. The following CCAs will require sports jerseys:

Co-Curricular Activity	School Subsidy	Co-Payment	Total Cost of Sports Jersey (Per student)
CCA - Badminton (1 set)	\$15.00	\$15.00	\$30.00
CCA - Basketball (School Team:1 set)	\$35.00	\$35.00	\$70.00
CCA - Basketball (Non-School Team:1 set)	\$17.50	\$17.50	\$35.00
CCA - Football (1 set)	\$22.50	\$22.50	\$45.00
CCA - Volleyball (1 set)	\$15.00	\$15.00	\$30.00
CCA - Netball (1 set)	\$15.00	\$15.00	\$30.00
CCA -ODAC (1 set)	\$12.50	\$12.50	\$25.00

Conclusion

20 I look forward to your continued partnership with my staff and me as we begin 2023. I will write again soon to provide more information about key school events in Term 1 in the termly letter. Together with my staff, I wish all Clementeans and your families a wonderful new year ahead.

Yours sincerely,

Mdm Rasidah Bte Rahim

Principal

(This is an electronic letter. No signature is required.)

Annex

ATTIRE & GROOMING

Girls

Blouse and Skirt

- Blouse to be neatly tucked with school badge visibly seen.
- Skirt must be at knee-length.

Hair

- Long hair which is beyond the shoulder must be plaited, tied up into a ponytail or a bun in black hair accessories.
- Hair is not dyed or highlighted.

Face

- Face is free of make-up, eyelash extension and piercing.
- No coloured contact lens.
- Only one pair of plain ear-studs is allowed on the ear lobes.

Hands

- Fingernails are trimmed.
- No coloured nails / Henna.



General

Socks

- Socks must be all white and visibly worn.

Shoes

- Shoes must be all white.

Boys

Shirt and Shorts/Pants

- Shirt to be neatly tucked with school badge visibly seen.
- Pants must not be folded or tapered. The cuff of the pants must cover ankles and socks.

Hair

- Neat, simple and short hairstyle.
- Hair is not dyed or highlighted.

Face

- Free from any facial hair and piercing.
- No coloured contact lens.
- No ear-studs is allowed on the ear lobes.

Hands

- Fingernails are trimmed.

NOT ALLOWED



Aspire & Grow

