



Clementi Town Secondary School

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3 January 2025

Dear Parents/Guardian of Secondary 1 Students,

1 A warm welcome to the Clementi Town Secondary School (CTSS) community! Each term, you will receive a letter from the Principal which highlights key announcements and school programmes.

School Motto, Vision, Mission, and Values

School Motto

Aspire and Grow

School Vision

Being a vibrant community of learners, with the heart to value every individual and the spirit to serve and to excel.

School Mission

To develop in every Clementeen the passion to learn, the confidence to lead and the humility to serve.

School Values

Adaptability, Self-discipline, Perseverance, Integrity, Respect, Empathy (ASPIRE)

2 Our school Motto, Vision, Mission, and Values guide all that we do in CTSS and represent what we would like your child/ward (or 'Clementeen') to become by the time he/she graduates. Our desired outcomes are for all Clementeens to be anchored in the ASPIRE values; have a positive attitude towards lifelong learning; and care for one another as well as others in the community. Our Clementeens do best when we work hand in hand. Hence, I seek your support to partner with my teachers.

Sec 1 Meet-the-Parents Session (3 January 2025)

3 I warmly invite you to attend the Sec 1 Meet-the-Parents session on Friday 3 January 2025, from 5.00p.m. to 9.00p.m. in the school hall. This is part of our effort to enhance communication and partnership with you. Details regarding the Meet-the-Parents session has been disseminated through Parent Gateway last week.

4 The programme comprises Principal's and Year Head's address followed by breakout sessions with Sec 1 Class Parents (form teachers). There will also be the CCA booth displays from 5.00pm to 6.00pm for you to gather information about your child/ward's preferred CCA.

Class Parents – Caring and Growing Our Clementeens

5 In CTSS, the equivalent of form teachers is referred to as Class Parents or CPs for short. Each student will have two CPs who oversee his/her well-being and development. As mentioned above, you will have the opportunity to meet your child/ward's CPs at the upcoming Secondary 1 Meet-the-Parents Session.

Ensuring Smooth Transition to Sec 1

6 Your child/ward will need your support and encouragement to assimilate into new school life which includes new routines, expectations and subjects. We would like to suggest some ways you could help him/her at home as well as strengthen our home-school partnership:

- Talk to your child about what they experienced in school each day. Focus on the positive areas to help your child be excited about school.
- Pay attention to your child's strengths and interests. Observe what makes his or her eyes light up!
- Create a conducive home environment for your child to enjoy reading and to finish his/her homework by himself/herself.
- Guide your child in managing his/her time. Encourage your child to live a healthy, balanced life with time for sleep and play.
- In the learning process, your child will inevitably encounter challenges and frustrations. Assure him/her that getting things wrong is part of learning and support him/her to persevere through challenging problems. Encourage your child to ask questions in class and to look for teachers when he/she needs help.
- Help your child relate to others. Encourage him/her to cooperate with, and look out for his/her classmates.

School Hours, Policies on Attendance and Use of Personal Electronic Devices (PED)

7 We would like to emphasise the importance of regular school attendance, which is strongly correlated to student engagement and achievement. If your child/ward must miss school due to medical reasons, please ensure that his/her absence is supported by a Medical Certificate (MC). For other absences from school not supported by medical reasons, please note that the school will only accept a maximum of two letters of excuse from parents/guardians, per term. A valid reason should be provided.

8 If your child/ward is not in school by 8.00a.m. each school day, an SMS notification will be sent to one of the parents/guardian at 8.30a.m. This is to keep you informed of your child/ward's daily attendance. Please note that only the parent/guardian listed as the "Primary Person to Contact" will be notified by SMS when your child/ward is not in school.

9 Use of personal electronic devices (PEDs) such as mobile phones and mobile game consoles are not allowed during curriculum hour. Clementeens are expected to have their mobile phones switched off or on silent mode and locked away in their allocated personal lockers before the start of the first lesson of the day. For activities outside curriculum hour such as CCA sessions, learning journeys, enrichment and academic support programmes, regulated use will be recommended by teachers. Mobile phones can only be used after curriculum hour at the PED zones – Foyer (includes in front Youth Club House), umbrella seats (in front of General Office) and the canteen. For students who do not abide by this rule, consequences may involve the confiscation of the mobile phones and parental engagement. If you need to contact your child/ward during curriculum hour, please call the school's General Office for assistance.

School Assessment Policy

10 Since 2023, the school had removed Mid-Year Examinations (MYE) for all levels in line with MOE's move to pace out teaching and learning and for students to have more space and time to develop 21st century competencies and experience greater joy in learning.

11 Students will receive feedback on their learning progress through in-class and take-home work as well as during lesson activities. Their understanding will then be assessed through a series of Weighted Assessments (WA), conducted over the course of the year before they sit for the summative assessment End-of-Year Examinations (EYE). For an overview of the Assessment Policy, please visit the webpage link [here](#). A term-specific schedule of WAs organised by week will be shared separately via the Parent Gateway (PG) notification.

Blended Learning & CTSS Self-Directed Learning Days

12 MOE first announced the implementation of Blended Learning and regularly scheduled Home-Based Learning days for secondary schools in 2020.

13 In brief, Blended Learning means our students will have opportunities to learn using both online and offline approaches, both in class as well as on home-based learning days. When in class, blended learning is aided by students' personal learning devices (PLDs).

14 Blended Learning will also occur on Home-Based Learning days, which CTSS refers to as Self-Directed Learning (SDL) Days. SDL Days aim to provide students with more opportunities to learn at their own pace and to be empowered to take charge of their learning. There will also be an emphasis on Student-Initiated Learning, whereby dedicated time and space will be provided to allow students to pursue their own interests and learn outside of the curriculum.

15 *CTSS Self-Directed Learning (SDL) Days:* SDL Days is a regular feature in our students' learning experiences, spanning:

- Terms 1 to 3 of a school year for Sec 1 to 3;
- Terms 1 and 2 for Sec 4 and 5.

SDL Days are scheduled on **Even Week Fridays**.

16 To prepare our students for their learning on SDL Days, **the first SDL Day will be held in school on Friday 17 January 2025, from 7.30am to 12.40pm**. Sec 1 students will need to bring their writing materials, learning materials for the SDL-featured subjects and student handbook. They will learn and apply learning strategies, study skills, time management, and self-regulating strategies such as goal setting, action planning, monitoring and evaluation of their progress.

17 From the second SDL day (Friday 31 January 2025) onwards, your child/ward need not report to school on SDL Days. Sec 1 students will use their own devices on SDL Days for the time being until they receive their PLDs, which is expected to be at the end of Term 1. The school will reach out to Sec 1 students who might need assistance with computing devices on SDL Days. He/She will exercise his learner agency in planning his learning schedule on these days which would include the subjects mentioned below. He/She is expected to complete the learning tasks and assignments via e-Learning portals. The instructions will be shared by the subject teachers with your child/ward through respective Google Classrooms and the Student Learning Space (SLS) on these days. The following subjects will make up the scope of students' academic learning on SDL Days.

Cohort	Subjects
Sec 1, 2	EL, Math, Mother Tongue, Science
Sec 3 Express	EL, Math, Mother Tongue, Pure Chemistry/Science (Physics/Biology)
Sec 3 Normal (Academic)	EL, Math, Mother Tongue, Science (Physics/Biology)
Sec 3 Normal (Technical)	EL, Math, Mother Tongue, Science
Sec 4 Express	EL, Math, Pure Physics/Pure Biology/Combined Science Chemistry, Humanities (Geo/Hist)
Sec 4 Normal (Academic)	EL, Math, Science Chemistry, Humanities (Geo/Hist)
Sec 4 Normal (Technical)	EL, Math, CPA, Science
Sec 5 Normal (Academic)	EL, Math, Humanities (SS), Science (Physics/Biology)

18 *Student-Initiated Learning (SIL)*: In addition to subject lessons, students are provided the time and space to actively explore their interests and passions and learn within and beyond the curriculum. As such, SIL seeks to develop students' intrinsic motivation and nurture self-directed learning. To ensure students have agency and choice over what they want to learn, the school has curated a wide range of appropriate learning experiences and resources for students to choose from. The recommended duration for SIL is 1 hour on each SDL day.

19 Here are useful websites for students and parents to find out more:

Microsite on SDL Days in CTSS	https://sites.google.com/moe.edu.sg/ndlp-clementi-town-secondary/sdl-days
Microsite on SIL as part of SDL Days	https://sites.google.com/moe.edu.sg/ndlp-clementi-town-secondary/student-initiated-learning-sil-in-ctss
Resources for Parents on National Digital Literacy Programme and management of Personal Learning Device	https://sites.google.com/moe.edu.sg/ndlp-clementi-town-secondary/resources-for-parents

20 *Responsible Use of PLDs and Technology*: Students should charge their PLDs and Apple Pencils and bring them daily to school. They are also expected to act in a responsible and appropriate manner when using technology for lessons and school-related activities. Students must abide by the code of conduct as stated in the student handbook, failing which the school will take necessary actions to redirect the students towards responsible and respectful use of technological devices. These actions may include loss of usage privileges for a period of time, supervised use of devices and confiscation of devices.

School Public Online Calendar

21 The school maintains a public online calendar on our website for parents/guardians' reference. It can be accessed via the school website here.

<https://www.clementitownsec.moe.edu.sg/about-us/ctss-calendar/>

Personal Data Protection Act (PDPA)

22 Photographs or video images of you and your child/ward may be taken during school activities and events such as classroom lessons, CCAs and school camps to name a few. The school may use and publish such photographs and video recordings in school publications, the school website, social media platforms and other communication channels. If you do not wish to have your child/ward featured in our publications and the other platforms mentioned above, please write to teng_may_hwee_teresa@moe.edu.sg by Wednesday 8 January 2025 with your child/ward's full name, level of study, and form class.

Group Personal Accident (GPA) Insurance for students

23 Your child will be covered by MOE GPA Insurance Plan for students. For more information, please refer to the product fact sheet.

Secondary 1 Programmes in Term 1

CCA Trials and Experience (6 Jan to 5 Feb 2025)

24 Secondary 1 students will have the opportunities to experience different CCAs every Monday and Wednesday between Term 1 Week 1 to Week 5 from 3.30p.m. to 5.30p.m. Selection trials may be conducted at some CCAs as a prerequisite for CCA allocation. We seek your support to ensure your child/ward attends all sessions of the CCA trials and experience during these 5 weeks.

25 Secondary 1 students will be required to submit their CCA choices by 5 Feb 2025. A notification with the link to the form will be sent out via Parent Gateway at the start of Feb.

Chinese New Year Celebration (28 Jan 2025) and Annual Donation Drive

26 The school will be organising a Chinese New Year Celebration on Tuesday 28 January 2025. Students will be dismissed at 10.30a.m. on that day. Students do not need to report to school on Wednesday 29 January and Thursday 30 January 2025 as these two dates are CNY public holidays.

27 In the midst of celebration, we remember the underprivileged in our society. In inculcating the value of empathy in our Clementeans, the Mother Tongue Language (MTL) Department is holding the annual donation drive for St Andrew's Cathedral Home for the Aged. We seek your support to encourage your child/ward to contribute at least one item (e.g. canned food or daily necessities) by Friday 24 January 2025. Donations are voluntary. Details on the donation drive will also be posted on Parents Gateway.

Mother Tongue Language Fortnight Programme (3 February – 14 February 2025)

28 To develop students' understanding and interest towards their own culture, the MTL Department will be organising the Mother Tongue Language Fortnight Programme from 3 February to 14 February 2025. Details will be provided to students later.

Total Defence Day 2025 (17 February 2025, as 15 February is a Saturday)

29 The theme of SG60 is "Building Our Singapore Together". This builds on the Forward Singapore exercise, in which Singaporeans affirmed their commitment to a renewed social compact. SG60 celebrates our nation-building journey and reflect on our shared values of multiculturalism, boldness, resilience and openness - values that have united us and enabled our prosperity against the odds over the past 60 years. It will also be an occasion to rally our students to *Connect* and *Contribute* through acts of *Care*.

30 As part of SG60, the focus for Total Defence Day 2025 "Together We Keep Singapore Strong", will highlight Singaporean's readiness and resilience in the face of crises and challenges. To encourage our students to develop and value this resilience, we will be participating in the Food Resilience Preparedness Programme (FRPP)* 2025. This experience raises students' awareness of Ready-to-Eat (RTE) meals as an alternative form of food and their role in the event of food crises. Through the shared experience of food disruption, students will have the opportunity to listen to others' stories, reflect on their own experiences of resilience and adaptability, and cultivate the *Will to Act* in order to *Contribute* positively to their lives and the community around them.

*More information on FRPP will be shared with parents nearer the date through Parents Gateway.

Recruitment of Student Leaders for Student Union 2025

31 The recruitment of Student Leaders for the Student Union 2025/2026 will take place in T1W10. The Student Union, in its four strands (CARE, EXPERIENCE, OUTREACH and VOICE), have been focusing on different facets of school and student life and allowing our student leaders to contribute to areas aligned with their interests and expertise, enhancing their ability to positively impact the school community and environment.

32. We invite Sec 1 and Sec 2 Clementeens to express their interest in joining the Student Union, and we encourage parents to engage in conversations with their children about this opportunity. Student Leaders will also be given the opportunity to indicate their preferred strands in efforts to better optimize their potential in fostering constructive change within the school and broader community.

FOR PARENTS/GUARDIANS' SUPPORT

Sharing for Parents: Current and Emerging Youth Trends (Saturday, 8 Feb 2025)

33 As part of our ongoing efforts to support parents in understanding youth culture, the school will be conducting a parent sharing session titled "Current and Emerging Youth Trends". This session will explore topics such as vaping, the use of social media, and their potential impact on young people.

34 The sharing will take place on Saturday, 8 February 2025, from 9:00a.m. to 10:00a.m. in school. We encourage all parents of Secondary 1 and 2 students to attend this informative session. Further details will be provided on Parents Gateway.

DMA Briefing for Parents: Technology for Effective Learning (Saturday 22 Feb 2025)

35 Your child's/ward's Personal Learning Device (PLD) will be installed with a Device Management Application (DMA). The DMA has 3 main components which will support the effective use of the PLD to enhance students' learning and safeguard their cyber wellness. There are three After-School Hours options that parents can choose based on their different needs.

36 We would also like to invite parents to an in-person sharing and Q&A session on 22 February 2025, 9:30a.m. to 11:00a.m. We will share with parents information such as the use of Jamf Parent App for parents who opted for Option A and information on switching to the Personal Apple ID for parents who opted for Option B. For Default Option, the default school settings will apply during and after school hours.

37 The details of the sharing session will be disseminated to you via Parents' Gateway. Do join us for this session to find out more about the DMA Parent App, its functions, and more broadly, how you might use technology to connect with your child/ ward.

Communications

38 To support students in managing the use of mobile device, staff will use google classrooms to communicate with students. They are strongly encouraged not to use WhatsApp and will not be contacting students via mobile phone during curriculum hours.

39 Disclosure of staff mobile phone number is up to the individual staff discretion, and we seek your support to respect teachers' time by communicating during work hours, kept between 7.00am to 6.30pm (Monday to Friday) and 7.00am to 12.30pm (Saturday) except for urgent matters.

Safety and Security Related Matters

40 The school seeks the cooperation from all parents in ensuring the safety and security of our staff and students. We would like to remind parents/guardians on the following:

- a. Visitor Declaration. To enable the accounting of all visitors into the school compound, all visitors must register their particulars at the Security Guard Post. Do show our Security Guards any ID which can proof your identification. Upon clearance by the security guards, visitors **MUST** display the school visitor's sticker prominently on the upper right side of the shirt/blouse.
- b. Car Decal. To facilitate a smooth verification process to authorise vehicles on campus, you may apply for a CTSS Car Decal via this link [here](#). Please do so by Tuesday 7 January 2025 and your child may collect the Car Decal from the General Office from 10 January 2025. Please note that:
 - i. Decal Duration. The issued Car Decal will be valid for the entire duration of your child's education at our school.
 - ii. First-Time Issue. The initial issuance of the Car Decal will be provided free of charge. If you need a replacement Car Decal due to loss, damage, or change of vehicle, a nominal replacement fee of \$5 will be charged to cover administrative and production cost.
 - iii. Usage Restriction. The Car Decal is exclusively intended for the purpose of drop-off and pick-up only. It is **not valid** for parking on school premise.

Conclusion

41 I look forward to your support and partnership as we work together towards a new year of learning and growth with our young Clementeens in 2025. I wish you and your family a safe and fulfilling year ahead.

Yours sincerely,
Mdm Rasidah Bte Rahim
Principal

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