



Clementi Town Secondary School

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11 January 2023

Dear Parents/Guardians,

School Attendance and Implications of Absent without Valid Reason

1 In our school, we educate our Clementeens with a routine which promotes a conducive learning environment. This is referred to as the GA⁵S, which can be found in the Student Handbook (page 20). It stands for Greeting, Apppearance, Attendance, Attentiveness, Assignment, Attitude and Sitting posture. In this letter, I would like to highlight the importance of regular school Attendance.

2 When our Clementeens attend school regularly, they will be able to build strong, positive relationships with their peers and teachers. They will also benefit from the varied learning in class and in Co-Curricular Activities which the school has planned for them. If your child/ward has to miss school due to medical reasons, please ensure that his/her absence is supported by a Medical Certificate (MC). For other absence from school which is not supported by medical reason, please note that the school will only accept a maximum of two letters of excuse from parents/guardian, per term. A valid reason must be provided in the letter.

3 Absence from school during the school term except due to medical reason (e.g. decision to travel overseas for holidays) is strongly discouraged. Such absences will be recorded as *Absent without Valid Reason*. The implications are as shown:

- a) Absence from school during curriculum time except due to medical reasons will be recorded as 'absent without valid reason', with possible implications on student conduct grade, especially for long absence.
- b) No make-up lessons or activities will be arranged.
- c) No make-up arrangements for Weighted Assessment(s) (WA(s)) will be made.

4 As the school has carefully planned the semester-long assessment schedule for each subject and level to ensure students' learning load is manageable, we seek your understanding that no special arrangements for students who have missed their WA (test) due to absences without valid reason, as mentioned in point 3c) above. It will not be possible for the test to be administered before or after the absence period. In such a situation, the student will receive an 'Absent' grade, which is equivalent to zero mark. This will be an impact on the student's overall subject attainment. If the WA is in formats other than tests (e.g. project, performance task or coursework), students can submit the work before the absence for marks to be awarded. An overview of the Assessment Weighting Plan can be found on the school website (<https://clementitownsec.moe.edu.sg/curriculum/assessment>). A schedule (by the week) of WA for each level will be sent by Fri 20 Jan 2023.

5 In view of the Sec 3 Camp from 16 to 19 Jan 2023, the school will be organising the Lunar New Year Celebration with a concert on Thursday, 26 January 2023. All Clementeens are expected to attend the concert, and will be dismissed at 1.15pm on that day. However, students will need to attend the afternoon programmes if they are involved in any. 23 January and 24 January 2023 are Lunar New Year public holidays. Please note that your child/ward does not need to report to school on these two days.

6 Wishing you a Happy Lunar New Year 2023! Thank you.

Yours sincerely,

Mdm Rasidah Rahim

Principal

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