



Clementi Town Secondary School

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30 December 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.

Ensuring Smooth Transition to Sec 1

3 Your child/ward's transition to secondary school is an important milestone, and your support will play a key role in helping him/her settle confidently into new routines, expectations, and subjects. We look forward to working closely with you in this journey and would like to suggest some ways in which you can support your child/ward at home while strengthening our home-school partnership:

- Take time to talk with your child/ward about his/her school day. Where possible, focus on positive experiences to help nurture excitement and confidence about school.
- Pay attention to your child/ward's strengths and interests, and observe what motivates and engages him/her.
- Create a conducive home environment that encourages reading and supports your child/ward in completing his/her homework independently.
- Guide your child/ward in managing his/her time effectively, and encourage a healthy, balanced lifestyle with adequate rest, play, and family time.

- As part of the learning process, your child/ward will inevitably encounter challenges and frustrations. Reassure him/her that making mistakes is a natural part of learning, and support him/her in persevering through difficulties. Encourage your child/ward to ask questions in class and to seek help from teachers when needed.
- Support your child/ward in building positive relationships with peers by encouraging cooperation, empathy, and consideration for others.

Class Parents – Caring and Growing Our Clementeens

4 In CTSS, our Form Teachers are known as Class Parents (CPs). This title reflects our commitment to providing a nurturing environment where your child/ward is cared for and guided by their CPs to support their well-being, learning, and holistic development. We warmly invite you to attend the Sec 1 Meet-the-Parents session on Friday 9 January 2026, from 6.00 p.m. to 8.45 p.m., where you will have the opportunity to meet your child/ward's CPs. The programme will comprise our Principal's and Year Head's address followed by breakout sessions with Sec 1 CPs. This is part of our effort to enhance communication and partnership with you. Details regarding the Meet-the-Parents session will be disseminated through Parents Gateway. We look forward to seeing you at the upcoming Secondary 1 Meet-the-Parents Session

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

5 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.

6 Effective from the start of the 2026 academic year, the school will transit to the Student Absence feature on Parents Gateway for the reporting of all student absences. To ensure accurate and timely attendance accounting, parents are required to use this feature to submit reasons for their child's absence and upload supporting documents, such as a Medical Certificate (MC) or letter. Further details as well as the user guide and FAQ will be shared via Parents Gateway. We seek your full cooperation in adhering to this new administrative procedure to ensure the safety and accountability of all Clementeens.

7 In our commitment to supporting the sleep health and overall well-being of our students, the school has implemented a later start time every Thursday. This shift is intended to provide Clementeens with more rest to better prepare them for their learning. Please note the revised reporting requirements below:

- **Assembly and Flag Raising:** The flag-raising ceremony and morning assembly commence promptly at 7.35 a.m. (and 8.15 a.m. on Thursdays). Students must be at their designated assembly areas—such as the hall, quadrangle, or classroom—before these times.
- **Late Arrival Procedures:** Students arriving after 7.35 a.m. (or 8.15 a.m. on Thursdays) will be marked as late and issued a Late Slip upon entry. Latecomers are required to report to the Student Management Committee or the General Office to officially register their attendance with the staff member on duty.

8 If your child/ward is not in school by 8.00 a.m. (or 8.40 a.m. on Thursdays) each school day, an SMS notification will be sent to one of the parents/guardian at 8.30 a.m. (or 9.10 a.m. on Thursdays). 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 The school is committed to maintaining a positive and safe learning environment for all Clementeens. With effect from January 2026, students are strongly discouraged from bringing mobile phones and smart watches to school. The use of mobile phones during school hours will not be permitted. However, students may choose to bring mobile phones to school strictly for after-school communication. Students who bring mobile phones are required to switch them off and keep them locked in their assigned personal lockers before the first lesson of the day. This measure aims to minimise distractions during curriculum hours and reduce non-learning screen time, as students will be issued personal learning devices in secondary school. Mobile phones may only be used after school hours and in designated areas within the school. In the event that parents or guardians need to contact their children urgently during curriculum hours, they may do so by contacting the General Office for assistance.

Communications

10 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.

11 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 7.00 a.m. to 6.30 p.m. (Monday to Friday) and 7.00 a.m. to 12.30 p.m. (Saturday) except for urgent matters.

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. 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).

13 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.

14 In CTSS, 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. SDL Days are scheduled on **Even Week Fridays for Term 1 and Term 2.**

15 To prepare our students for their learning on SDL Days, **the first SDL Day will be held in school on Friday 16 January 2026, from 7.30 a.m. to 12.40 p.m.** Sec 1 students will need to bring their writing materials and learning materials for the SDL-featured subjects e.g. textbook, notes, assignments. They will learn and apply learning strategies, study skills, time management, and self-regulating strategies such as goal setting, action planning, monitoring and evaluating their progress.

16 From the second SDL day (Friday 30 January 2026) 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 learning devices on SDL Days. Students are expected to exercise their learner agency in planning their learning schedule on these days which would include the subjects mentioned below. They are 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

17 *Student-Initiated Learning (SIL):* Beyond academic subjects, 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.

18 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

19 *Responsible Use of PLDs and Technology:* Students should ensure that they fully-charged 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 Assessment Policy

20 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.

21 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 Parents Gateway.

Secondary 1 Programmes in Term 1

CCA Trials and Experience (7 Jan to 28 Jan 2026)

22 Secondary 1 students will have the opportunity to experience different CCAs every Monday and Wednesday between Term 1 Week 1 to Week 4 from 3.45 p.m. to 6.00 p.m. Selection trials will 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 4 weeks. Secondary 1 students will be required to

submit their CCA choices by 28 Jan 2026. A notification with the link to the form will be sent out via Parents Gateway in Term 1 Week 4.

Total Defence Week 2026 (9 to 13 February 2026)

23 The focus for Total Defence Day 2026 “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 Exercise SG Ready 2026 (ESR26) from 9 to 13 February 2026.

24 Exercise SG Ready (ESR) is a nationwide exercise to strengthen Singapore’s preparedness and resilience against crises and disruptions. Simulations of possible crises and disruptions that may happen in Singapore enable students to learn to respond in a calm, resilient and responsible way, look out for each other, and be prepared for future threats and challenges. It will also be an occasion to rally our students to *Connect* and *Contribute* through acts of *Care*. Through the shared experience of possible 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 ESR will be shared with parents through Parents Gateway.

Chinese New Year Celebration (16 February 2026) and Annual Donation Drive

25 The school will be organising a Chinese New Year Celebration on Monday 16 February 2026. Students will be dismissed at 10.30 a.m. on that day. Students do not need to report to school on Tuesday 17 February and Wednesday 18 February 2026 as these two dates are CNY public holidays.

26 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 Monday 2 February 2026. Donations are voluntary. Details on the donation drive will also be posted on Parents Gateway.

Mother Tongue Language Fortnight Programme (16 February – 27 February 2026)

27 To develop students’ understanding and interest towards their own culture, the MTL Department will be organising the Mother Tongue Language Fortnight Programme from 16 February to 27 February 2026. Details will be provided to students nearer the date.

Recruitment of Student Leaders for Student Union 2026

28 The recruitment of Student Leaders for the Student Union 2026/2027 will take place in T1W6. 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.

29 We invite Sec 1 and Sec 2 Clementeans 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

Partnerships with Parent: E.M.B.R.A.C.E. (Saturday, 28 Feb 2026)

30 At CTSS, we believe that a strong school–home partnership is built on warmth, trust, and open communication. Guided by our E.M.B.R.A.C.E. framework—*Engaging in Meaningful Bonding and Reconnecting through Active Communication and Empathy*—we seek to work closely with parents to nurture not only our Clementeens’ academic growth, but also their emotional, social, physical and mental well-being, character, and resilience. Through E.M.B.R.A.C.E., we aim to foster relational trust between CTSS and families, strengthen parent–teen communication, and promote shared responsibility for our children’s holistic development.

31 In 2026, our parent engagement efforts will centre on the theme “Bridging the Communication Gap: Moving Beyond Academic Achievement to Holistic Parent–Teen Connection.” This reflects our commitment to supporting families in prioritising connection over control, empathy over pressure, and shared understanding over expectations alone. Together, we can create a supportive environment where our Clementeens feel heard, understood, and empowered to thrive both in and beyond the classroom.

32 In collaboration with Lakeside Family Services, CTSS is pleased to offer the Triple P - Positive Parenting Programme to our CT parents. The programme equips parents with techniques to promote their children's psychological, social and emotional competence. Parents learn simple and practical strategies that help them confidently manage their children's behaviour and build strong, healthy relationships. It is one of the most effective evidence-based parenting programmes in the world and has been shown to work in many different kinds of family structures. More information about The Triple P will be posted on Parents Gateway.

DMA Briefing for Parents: Technology for Effective Learning (Saturday 7 March 2026)

33 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.

34 We would also like to invite parents to an in-person sharing and Q&A session on 7 March 2026, 9:30 a.m. to 11:00 a.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. 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.

Conclusion

35 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 2026. 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.)