



Clementi Town Secondary School

10 Clementi Avenue 3, Singapore 129904

Tel: 6777-7362

Fax: 6778-9543

Email: ctss@moe.edu.sg

Website: <http://clementitownsec.moe.edu.sg>

30 Dec 2025

Dear Parents/Guardian of Secondary 3 Students,

1 Welcome to a new academic year. We hope that you had the opportunity to engage in meaningful activities with your child/ward during the school holidays. I would like to express my appreciation for your partnership this past year. Your collaboration has been instrumental in fostering a nurturing environment where our Clementeens can thrive. As we look ahead to 2026, we remain committed to deepening this bond between home and school, working hand-in-hand to support our students in their journey of growth.

Class Parents – Caring and Growing Our Clementeens

2 As we continue to enhance our CCA-House model, strengthening students' experiences and providing greater social and emotional support for our students, form classes for Sec 3 will be re-organised according to students' interest and choice of subjects. Your child will have the opportunity to interact with new classmates and will have two Class Parents (CPs) to oversee his/her well-being and development besides the CCAPs who will continue to exercise the duty of care for your child/ward during CCA sessions. We look forward to seeing you at the upcoming Sec 3 Meet-the-Parents Session, where you will have the opportunity to meet your child/ward's CPs.

3 We warmly invite you to attend the Sec 3 Meet-the-Parents session on Friday 16 January 2026. The address by School Leaders and Year Head will be from 6.00 p.m. to 6.45 p.m., thereafter Sec 3 Class Parents (CPs) will meet all parents in the classrooms from 7.00 p.m. to 7.30 p.m. This is part of our effort to enhance communication and partnership with you. More information regarding the Meet-the-Parents session will be put up on Parents Gateway.

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

4 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.

5 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 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.

6 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.

7 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.

8 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.

9 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.

School Public Online Calendar

12 The school maintains an online calendar on our website for parents/guardians' reference. It can be accessed via the link: <https://www.clementitownsec.moe.edu.sg/about-us/ctss-calendar/>

Blended Learning & CTSS Self-Directed Learning Days

13 Continuing our commitment to learner agency, blended learning remains a cornerstone of the CTSS experience, combining in-class instruction with Self-Directed Learning (SDL) Days. These days are designed to empower Clementeens to take charge of their learning pace and pursue Student-Initiated Learning (SIL)—dedicated time for students to explore interests beyond the formal curriculum.

14 SDL Days will continue to be a regular feature for Sec 1 to 3 students from Terms 1 to 3. These are scheduled on Even Week Fridays for Term 1 and Term 2. For the 2026 academic year, the academic scope

for Sec 3 on SDL Days covers English, Mathematics, Mother Tongue and G3 Pure Chemistry or G2 Science (Chemistry) or G1 Science.

15 To ensure all our Clementeens are well-prepared and benefit from the blended learning approach, the first SDL Day on Friday, 16 January 2026 (7:30 a.m. to 12:40 p.m.) will be conducted in school. Students will learn essential self-regulation strategies, including goal setting and time management.

16 From the second SDL day (Friday 30 January 2026) onwards, your child/ward need not report to school 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.

17 *Student-Initiated Learning (SIL)*: Beyond academic subjects, we continue to dedicate one hour on each SDL day to encourage students to actively explore their interests and passions and learn within and beyond the curriculum. 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.

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 As your child progresses into Sec 2, we continue to prioritize a balanced pace for teaching and learning. In alignment with MOE's direction, there are **no Mid-Year Examinations (MYE)**. This allows our students more time to deepen their subject mastery, develop 21st Century Competencies, and experience a greater joy in learning without the immediate pressure of high-stakes testing.

21 To ensure our Sec 2 students remain on track for their End-of-Year Examinations (EYE), teachers will provide regular feedback through classroom activities and take-home assignments. Academic progress will be formally tracked via **Weighted Assessments (WA)** conducted throughout the year. A term-specific schedule of WAs organised by week will be shared separately via Parents Gateway.

Secondary 3 Programmes in Term 1

Total Defence Week 2026 (9 to 13 February 2026)

22 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.

23 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

24 The school will be organising a Chinese New Year Celebration on Monday 16 February 2026. Students will be dismissed at 10.30a.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.

25 In the midst of celebration, we remember the underprivileged in our society. In inculcating the value of empathy in our Clementeens, 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)

26 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.

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

27 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. (include a para on PSG)

28 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.

Personal Data Protection Act (PDPA)

29 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 Thursday 8 January 2026 with your child/ward's full name, level of study, form class and Co-Curricular Activity (CCA).

Group Personal Accident (GPA) Insurance for students

30 Your child will be covered by MOE GPA Insurance Plan for students, more information will be provided subsequently via Parents Gateway.

Update on Individual Student Details Report (ISDR)

31 The Ministry of Education (MOE) would like to request for an update of your information and your child's/ward's information via the Student Details Form (SDF) for the purpose of providing educational services to your child/ward in MOE schools. Please submit the information **from 2 Jan 2026 onwards** through the SDF portal which can be accessed via this URL: <https://pg.moe.edu.sg/forms/sdf> or the QR code below. Parents/Legal Guardians may login to the SDF portal using your Singpass account to submit your information and information of your child/ward. Authorised Caregivers can only submit your own information.



32 The SDF portal can be accessed via desktop computers or mobile devices such as laptops and mobile phones and will be accessible till the last day of Term 4 for you to provide timely updates of your information and/or your child's/ward's information. We seek your help to complete the submission by **31 Jan 2026**.

Clementi Mall Bus Stop Relocation

33 Please be informed that the bus stop located in front of Clementi Mall will be closed from 28 December 2025 for upgrading works. A temporary bus stop will be set up next to the existing bus stop. Please refer to **Annex A** for more information. We encourage students to plan their journeys ahead of time to account for any minor delays.

Safety and Security Related Matters

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

- a. Visitor Declaration. To ensure the safety and accountability of all individuals within the school compound, all visitors must register their particulars at the Security Guard Post. Please present a valid ID to our Security Guards for verification. Upon clearance by the security guards, visitors **MUST** display the issued visitor's sticker prominently on the upper right side of their 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 6 January 2026 and your child may collect the Car Decal from the General Office from 9 January 2026. 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.
- iv. Implementation Date. The Car Decal will be implemented from Term 1, Week 3 for Sec 1 parents/guardians. For Week 1 and 2, parents need to identify themselves as Sec 1 parents/guardians to get access to the school premises.

This will facilitate the school in tracking visitors during an emergency. We thank you for your cooperation in advance.

35 We seek 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.

36 In addition, as part of our ongoing commitment to health and safety matters, all students are required to have a functional personal oral digital thermometer with them at all times. We recommend that students keep their thermometers in their school bags to ensure they are available for health checks when necessary.

Conclusion

37 At CTSS, we believe that a strong partnership between home and school is vital to every Clementeen's success. We express our sincere appreciation to the parents already serving in our **Parent Support Group (PSG)**; your dedication to school initiatives has been invaluable. For parents who have yet to join us, we warmly invite you to become part of this vibrant community. Whether you volunteer your time or share your expertise, your involvement makes a meaningful difference. You may register your interest via our website: [CTSS PSG Registration](#)

38 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.)



UPCOMING WORKS

IMPROVEMENT WORKS AROUND THE CLEMENTI MALL

CR17 CROSS ISLAND LINE CLEMENTI STATION

PRELIMINARY WORK FOR EXISTING BUS SHELTER UPGRADING

In preparation for the upcoming bus shelter upgrade at The Clementi Mall, some preliminary works and footpath diversion will be implemented. A temporary bus stop will be constructed before the closure of the existing bus shelter.



NEW SHELTERED CONNECTIVITY TO MCDONALD'S



To minimize inconvenience to pedestrians during the construction period, a new sheltered linkway will be built in front of McDonald's, ensuring a safe route for commuters throughout the diversion.