



Clementi Town Secondary School

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30 December 2025

Dear Parents/Guardians of 2026 Secondary 1 students,

Welcome by Principal

1 A warm welcome to you and your child/ward to Clementi Town Secondary School (CTSS)! I look forward to getting to know and partner you in your child/ward's learning journey. CTSS has come a long way since it was first established in 1980. Through the years, the school has grown in strength and led to many good stories among its students. All this would not have been possible without the collective effort of a dedicated team of teachers, supportive parents and committed learners.

2 I believe that Clementeens are unpolished gems with different starting points. Each one of them has a unique set of strengths and potential. With effort, self-discipline, and a growth mindset, there is no limit to what they can achieve in the future. I seek your partnership to develop every Clementeen to be a polished diamond.

3 Earlier in November, we organised our Open House for prospective Sec 1 students and parents. If you would like to revisit useful information about CTSS that we have shared during our Open House 2025, please access our webpages as indicated below.

- a. School website: <https://clementitownsec.moe.edu.sg/>
- b. Sec 1 Registration website: <https://sites.google.com/moe.edu.sg/ctsss1regi2026/home>

4 The new academic year will start on **Friday, 2 Jan 2026 with reporting time for Sec 1 at 7.30 a.m. in the school hall**. I look forward to welcoming 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.

Sec 1 Orientation (2, 5 & 6 Jan 2026)

5 The first three days of school i.e. Friday, 2 Jan to Tuesday, 6 Jan are dedicated to our Sec 1 Orientation Programme. The programme is designed to help our Sec 1 students:

- Build positive peer relationships and develop a sense of belonging within the CTSS community
- Become familiar with the school environment, values, and routines, so they can settle into secondary school life with confidence
- Develop confidence and readiness for learning in the coming year

Lessons will begin on Wednesday, 7 Jan. Details regarding the Orientation Programme, including daily dismissal times can be found on the Sec 1 Registration website: <https://sites.google.com/moe.edu.sg/ctsss1regi2026/home>.

Attire & Grooming Expectations of all Clementeens

6 During the Orientation period i.e. Friday, 2 Jan to Tuesday, 6 Jan, students can report to school in their CTSS PE attire with white school shoes. Please bring along a bag with writing materials and water bottle.

7 After the Orientation period, students should report to school wearing the prescribed school uniform (white school shirt/blouse and khaki shorts/pants/skirts) on every Monday (school tie) and Tuesday and half-uniform (PE T-shirt and khaki shorts/pants/skirts) for the rest of the week. When students are wearing their half-uniform, students are expected to ensure that their PE T-shirt are tucked in at all times so that they will look neat and presentable. Students should also be groomed to school expectations. Please refer to the **Annex A** for information.

Update on Individual Student Details Report (ISDR)

8 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.



9 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**.

National Digital Learning Programme (NDLP)

10 In 2020, MOE launched the NDLP for our schools to help students strengthen their digital literacy. One of the components of the NDLP is the introduction of the Personalised Digital Learning Programme (PDLP) for all secondary school students, whereby every secondary school student will own a school-prescribed Personal Learning Device (PLD).

11 In CTSS, our choice of PLD is the Apple iPad. We have planned for your child/ward to receive his/her iPad tentatively in Term 1 Week 9. The school will be sending you more information regarding the purchase of your child/ward's PLD at a later stage.

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/>.

Finance Matters

13 **Co-payment of costumes for performance:** As part of the school Performing Arts Co-Curriculum Activities (CCAs), your child/ward will perform in school/community and/or participate in competitions. During these events, students are required to have their personal costumes. To support this, the school provides a subsidy, and parents will need to co-pay 50% of the total amount or a maximum of \$30 (whichever is lower). Co-payment can be made via GIRO, or in cash via AXS Kiosk, Web or Mobile, or by cheque. Deduction from the student's Edusave Fund will not be allowed.

14 **Co-payment of personalised sports jerseys:** As part of the school Physical Sports Co-Curricular Activities (CCAs), your child/ward may be given the opportunity to represent the school for competitions. For some of these competitions, an official sports jersey is required that is personalised to your child/ward. To support this, the school provides a subsidy, and parents will need to co-pay 50% of the total amount or a maximum of \$30 (whichever is lower). Co-payment can be made via GIRO, or in cash via AXS 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.

Personal Data Protection Act (PDPA)

15 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, and form class.

Group Personal Accident (GPA) Insurance for students

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

Traffic and Security Related Matters

17 The road traffic outside the school during peak hours i.e. between 7.00 a.m. and 7.20 a.m. 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.

18 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 on 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.

19 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.

Clementi Mall Bus Stop Relocation

20 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 B** for more information. We encourage students to plan their journeys ahead of time to account for any minor delays.

School Emergency Exercise

21 In 2026, 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.

22 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

23 I look forward to your close partnership with my staff and me as we begin 2026. In a separate letter, we will provide more information about key school events in Term 1 in the termly letter.

24 We believe that a strong partnership between home and school is vital to every Clementeen's success. We warmly invite you to join our Parent Support Group (PSG), a vibrant community of parents dedicated to supporting the school's initiatives and enhancing the student experience. By joining the PSG, you will have the opportunity to connect with other parents, share experiences, and play an active role in school events. Your involvement—whether through volunteering your time or sharing your expertise—makes a meaningful difference in our school community. We look forward to welcoming you as a member of our PSG family. Please register your interest via this link: <https://www.clementitownsec.moe.edu.sg/partners/parent-support-group-psg/>

25 Together with my staff, I wish all newly minted Clementeens 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 A

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



Annex B



UPCOMING WORKS

IMPROVEMENT WORKS AROUND THE CLEMENTI MALL

CRL17 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.



* Indicative purpose only

NEW SHELTERED CONNECTIVITY TO MCDONALD'S



* Indicative purpose only

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.

Land Transport Authority 中国交通 中国水电

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