



Clementi Town Secondary School

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5 January 2023 ^[updated]

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 (6 January 2023)

3 I warmly invite you to attend the Sec 1 Meet-the-Parents session on Friday 6 January 2023, from 6.30pm to 8.00pm in the school hall. 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 Parent Gateway.

4 The programme comprises Principal's and Assistant Year Head's address, Question & Answer, followed by breakout sessions with Sec 1 CCA Parents (form teachers).

Sec 1 Parenting Talk: 'A Start Right' Transition into Secondary School (6 January 2023)

5 I also welcome you to attend a parenting talk on managing your child's transition from primary to secondary school. It will be held on 6 January 2023, Friday, from 5.30pm to 6.30pm. The parenting talk will be held in the school hall. The registration link has been sent via Parent Gateway earlier.

6 *Synopsis of the Talk:* Transition into Secondary school is a big and exciting stage in life. New school, teachers and friends. In addition, your child / ward is now a teenager. With all these changes, it can be

stressful and challenging for both the parent and the child. Learning to manage these changes positively can make the transition better and strengthen your relationship with your child. During this talk, the speaker, Mr Michael Chua, will be sharing parenting tips on how to connect with your teenager and support his/her mental well-being as he/she transits into secondary school life.

CCA Parents – Caring and growing our Clementeens

7 In CTSS, the equivalent of form teachers are referred to as Co-Curricular Activity (CCA) Parents or CCAPs for short. Each student will have a CCAP who oversees his/her well-being and development. This arrangement encourages students from the same CCA to forge friendships through in class and CCA experiences, regardless of their academic streams. As mentioned above, you will have the opportunity to meet your child/ward's CCAP at the upcoming Secondary 1 Meet-the-Parents Session.

Suggestions for Smooth Transition to Sec 1

8 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. Reassure 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)

9 We would like to emphasise the importance of regular school attendance, which is strongly correlated to student engagement and achievement. 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 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.

10 If your child/ward is not in school by 8.00am each school day, an SMS notification will be sent to one of the parents/guardian at 8.30am. 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.

11 Use of personal electronic devices (PEDs) such as mobile phones and mobile game consoles are not allowed during curriculum time, CCA sessions, learning journeys, enrichment and academic support programmes. Clementeens must switch off and keep their PEDs in their assigned locker from 7.30am. Mobile phones can only be used after curriculum time 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,

his/her parents/guardian will be invited to the school to collect the mobile phone from the school after the period of confiscation.

School Assessment Policy

12 Since 2019, the school had removed Mid-Year Examinations (MYE) for Sec 1 and 3 in line with MOE's move to pace out teaching and learning and for students to experience greater joy in learning. From 2023, the school will further remove MYE for Sec 2 and 4/5. In other words, there is no MYE for all levels in secondary school. This will enable our students to have more space and time to develop 21st century competencies.

13 Students will receive feedback on their learning progress through in-class and take-home work as well as during lesson activities. Students will be assessed through a variety of Weighted Assessments (WA) conducted over the course of the year, before they sit for the End-of-Year Examinations (EYE). Please visit the webpage for an overview of the Assessment Weighting Plan [here](#).

14 The WA can take the form of class tests, projects, oral presentations, coursework, performance tasks, practical tests, etc. To ensure the assessment load is manageable for students, the school has a policy of no more than:

- 1 WA per subject per term,
- 3 WA in any given week, and
- 2 WA in any given day.

A week-level schedule of WAs for Term 1 will be provided in a separate notification.

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 Wednesday 11 January 2023 with your child/ward's full name, level of study and Co-Curricular Activity (CCA).

School Public Online Calendar

16 The school maintains a public online calendar on our website for parents/guardians' reference. It can be accessed via the school website [here](#).

Blended Learning & CTSS Self-Directed Learning Days

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

18 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).

19 Blended Learning will also occur on Home-Based Learning days, which CTSS refers to as Self-Directed Learning Days (SDL Days, for short). 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.

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

- Terms 1 to 4 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**.

21 To prepare our students for their learning on SDL Days, **the first SDL Day will be held in school on Friday 13 January 2023, from 7.30am to 12.50pm**. Students will need to bring their PLDs (Sec 2 to 5 only) and student handbook. They will be taught effective learning skills i.e. study skills, note-taking, digital file management, time management, and self-regulating strategies such as goal-setting. Sec 1 students will bring writing materials and will be given an activity booklet. They will also 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. School will reach out to students who might need assistance with computing devices on SDL Days.

22 From the second SDL day (Friday 27 January 2023) onwards, your child/ward need not report to school on SDL Days. He/She will follow the normal timetable for the day, comprising the above-mentioned subjects. 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 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, Science (Pure Chem)
Sec 3 Normal (Academic)	EL, Math, Mother Tongue, Science (Sci Phy/Bio)
Sec 3 Normal (Technical)	EL, Math, Mother Tongue, Science
Sec 4 Express	EL, Math, Pure Chem/Sci Chem, Humanities (SS & Geo/Hist)
Sec 4 Express and 5 Normal (Academic)	EL, Math, Sci Chem, Humanities (Geo/Hist)
Sec 4 Normal (Technical)	EL, Math, CPA, Science

23 *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.

24 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/self-initiated-learning-sil

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
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25 **Responsible Use of PLDs and Technology:** Students should charge their PLDs 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

Secondary 1 Programmes in Term 1

Chinese New Year Celebration (26 January 2023) and Annual Donation Drive

26 The school will be organising a Chinese New Year Celebration on Thursday 26 January 2023, from 12.05pm to 1.15pm. Students will be dismissed at 1.15pm on that day. Please take note that Friday 20 January 2023 is a regular school day until 12.50pm in the timetable; there is no early dismissal. Monday 23 January and Tuesday 24 January 2023 are designated public holidays, hence students do not need to report to school.

27 Amid celebrations, 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 Fri 20 January 2023. Donations are voluntary. Details on the donation drive will be posted on Parents Gateway.

Mother Tongue Language Fortnight Programme (30 January – 10 February 2023)

28 To develop students' understanding and interest towards their own culture, the MTL Department will hold the Mother Tongue Language Fortnight Programme from 30 January to 10 February 2023. Details will be provided later.

Total Defence Day 2023 (15 February 2023)

29 The school will be commemorating Total Defence Day on Wednesday, 15 February 2023. There will be a variety of activities in that week to create an engaging and meaningful experience to inculcate in them the understanding that everyone has a part to play to protect Singapore.

Sec 1 Peer Support Programme

30 To help our Sec 1 students transit into secondary school life, the Peer Support Programme is led by our Peer Support Leaders who will mentor and conduct peer bonding sessions to help foster positive peer relationships, build strong social circles of support, and help to look out for signs of distress among their peers.

31 The Peer Support Programme will take place on the following dates and time.

31 January 2023	3:30pm to 5:00pm
7 February 2023	
14 February 2023	
21 February 2023	
28 February 2023	

Conclusion

32 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 2023. 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.)