



Clementi Town Secondary School

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29 Dec 2022

Dear Parents/Guardians of 2023 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 (that is, a belief that their talents and abilities can be developed through effort, strategies and help from others), 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 In case you missed our Open House held earlier in November or you would like to revisit useful information about CTSS, 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/ctss-sec1-registration>

4 The new academic year will start on **Tuesday, 3 Jan 2023 with reporting time for Sec 1 at 7.30am 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 (3 Jan to 5 Jan 2023)

5 The first week of school i.e. Tuesday 3 Jan to Thursday 5 Jan are designated as Orientation for our Sec 1 students. The Orientation Programme aims to help our Sec 1 students to:

- build their peer support circles,
- make informed choices about their CCA, and
- ease their transition into secondary school through various experiential activities and talks.

Lessons will begin on Friday, 6 Jan. The Orientation Programme can be found on the Sec 1 Registration website. You can refer to it via this link:

<https://sites.google.com/moe.edu.sg/ctss-sec1-registration/t1w1-orientation-programme>

Attire & Grooming Expectations of all Clementeens

6 From 3 to 5 Jan 2023, students can report in 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. Students should also be groomed to school expectations. Please refer to the **Annex** for information.

Mobile Phone Policy

8 The school would like to ensure a positive and safe learning environment for all Clementeens. Students may bring their mobile phones to school for communication purpose. However, we expect all students to have their mobile phones switched off or on silent mode and locked away in their allocated personal lockers. We would like to reduce distraction for students during curriculum hours and the amount of non-learning screen time, since they will have their personal learning devices in secondary school. Students may use their mobile phone after curriculum hours in designated areas of the school only. Should parents/guardians require to contact their children/wards urgently during curriculum hours, they may contact the General Office for assistance.

School Public Online Calendar

9 The school maintains a public online calendar on our website for parents/guardians' reference. It can be accessed via the school website:

https://calendar.google.com/calendar/u/0/embed?src=moe.edu.sg_07rtue1mp6980u56a7tt9ui2go@group.calendar.google.com&ctz=Asia/Singapore.

Digitalisation of Individual Student Details Report (ISDR)

10 MOE will be rolling out the Student Details Form (SDF) to all parents/Legal Guardian (LG)/Authorised Caregiver (CG) from Tue, 3 Jan 2023. The SDF is the digitalisation of the Pupil Data Form (PDF) and the Individual Student Details Report (ISDR). An announcement to ask parents/LG/Authorised CG to verify the data in the SDF will be sent via Parents Gateway (PG) by the Communications and Engagement Group (CEG) at staggered dates, depending on the educational levels. Please keep a look out for the announcement on 11 Jan 2023 at 10am.

National Digital Learning Programme (NDLP)

11 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).

12 In CTSS, our choice of PLD is the Apple iPad. We have planned for your child/ward to receive his/her iPad by the end of Term 1, or at the start of Term 2. The school will be sending you more

information regarding the purchase of your child/ward's PLD at a later stage. For now, you can find more information on NDLP in CTSS here: <https://clementitownsec.moe.edu.sg/ndlp>.

Temperature Taking Exercise

13 As part of maintaining vigilance in health and safety matters, temperature taking exercise will be carried out at the start of each school term. In Term 1, this exercise will be held on **11 January 2023**. A one-time allocation of personal oral digital thermometer will be issued to all Sec 1 students on 11 January 2023. All students must bring their personal oral digital thermometer in working condition for subsequent exercises. It is a good practice to always keep it in their school bag.

Traffic and School Safety

14 The road traffic outside the school during peak hours i.e. between 7.00 and 7.20am 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.

15 We need 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.

Visitor Management

16 If there is a need to enter the school (e.g. because of an official meeting with school staff), all drive-in or walk-in visitors including parents/guardians are expected to adhere the following visitor management policy at the Security Guard Post:

- a. For those driving-in, please park your vehicle safely at the side and proceed to the Security Guard Post.
- b. For both driving and walking in, please register the purpose of your visit and provide name of the school staff who is hosting the meeting.
- c. Display sticker visibly on shirt.
- d. Proceed to the General Office to wait for school staff to meet you; do not loiter around the school.

School Emergency Exercise

17 In 2023, 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.

Finance Matters

18 **Co-payment of costumes for performance:** As part of the school Co-Curriculum Activities (CCAs), your child/ward will perform in school/community and participate in School Youth Festival. During these performances, your child/ward will be required to have their personal costumes. After school subsidy is given, parents will need to make co-payment via GIRO, or in cash via SAM Kiosk, Web or Mobile, or by cheque. Deduction from the student’s Edusave Fund will not be allowed. The following CCA will require costumes:

Co-Curricular Activity	School Subsidy	Co-Payment	Total Cost of Costume (Per student)
CCA - Modern Dance	\$55.00	\$10.00	\$65.00

19 **Co-payment of personalised sports jerseys:** As part of the school Co-Curricular Activities (CCAs), your child/ward may be given the opportunity to represent the school for competitions. In some of these competitions, your child/ward will be required to wear an official sports jersey. After school subsidy is given, parents will need to make co-payment via GIRO, or in cash via SAM 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. The following CCAs will require sports jerseys:

Co-Curricular Activity	School Subsidy	Co-Payment	Total Cost of Sports Jersey (Per student)
CCA - Badminton (1 set)	\$15.00	\$15.00	\$30.00
CCA - Basketball (School Team:1 set)	\$35.00	\$35.00	\$70.00
CCA - Basketball (Non-School Team:1 set)	\$17.50	\$17.50	\$35.00
CCA - Football (1 set)	\$22.50	\$22.50	\$45.00
CCA - Volleyball (1 set)	\$15.00	\$15.00	\$30.00
CCA - Netball (1 set)	\$15.00	\$15.00	\$30.00
CCA -ODAC (1 set)	\$12.50	\$12.50	\$25.00

Conclusion

20 I look forward to your close partnership with my staff and me as we begin 2023. I will write again soon to provide more information about key school events in Term 1 in the termly letter. 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

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

