



Clementi Town Secondary School

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6 January 2022

Dear Parents/Guardian of Secondary 3 Clementeens,

1 A warm welcome back to the Clementi Town Secondary School (CTSS) community! As with previous years, you will receive a termly Principal's letter which highlights key announcements and school programmes. Please refer to the subsequent paragraphs for information about the new school year and Term 1 updates.

School Motto, Vision, Mission, and Values

School Motto

Aspire and Grow

School Vision

To be 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 hope is for all Clementeens to be anchored in the ASPIRE values, possess a positive attitude towards lifelong learning, and be able to show care for one another as well as others in the community. A detailed description of our desired Student Outcomes for all Clementeens can be found in the Student Handbook (page 7). I seek your partnership with my teachers as we educate our Clementeens together.

Invitation to join Parent Support Group

3 Our Clementeens do their best when parents/guardian and school staff work hand in hand. Our CTSS Parent Support Group (PSG) is an invaluable community and resource for fellow parents/guardians. I hope you will considering joining the PSG. For more information, please visit this website: <https://clementitownsec.moe.edu.sg/partners/parent-support-group-psg>. For queries, please contact our PSG representatives at ctsspsg@gmail.com.

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

4 I 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 absence from school which is not supported by medical reason, please note that the school will only accept a maximum of two letters of excuse from parents/guardian, per semester.

5 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.

6 Use of personal electronic devices such as mobile phones and mobile game consoles are not allowed during curriculum time, CCA sessions, learning journeys, enrichment and academic support programmes. Clementeans must switch off and keep their personal electronic devices in their assigned locker during school-related activities. Mobile phones can only be used after curriculum time or 2.00pm (Monday to Thursday) and 12.45pm (Friday), whichever is later. For students who do not abide by this rule, his/her parents/guardian will be invited to the school to collect the phone from the school after the period of confiscation.

School Assessment Policy

7 In line with Ministry of Education's direction to reduce high-stakes testing and free up curriculum time to foster deeper and more engaged learning, there is no mid-year examination for Sec 3 students. Student learning will be assessed through 'Weighted Assessments' (WA) through the year, before the End-of-Year Examinations. These WA can take the form of class tests, projects, performance tasks and coursework, for example.

8 The School Assessment Policy includes no more than:

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

An overview of the Assessment Weighting Plan can be found on the school website

(<https://clementitownsec.moe.edu.sg/curriculum/assessment>).

Personal Data Protection Act (PDPA)

9 Photographs or video images of 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 in to teng_may_hwee_teresa@moe.edu.sg by Wednesday 12 January 2022 with your child/ward's full name, level of study and allocated Co-Curricular Activity (CCA).

School Public Online Calendar

10 The school maintains a public online calendar on our website for parents/guardians' reference. It can be accessed via the school website under the tab, *Parents > Calendar* ([link](#)). Students' activities across various levels of study can be found in this online calendar.

Secondary 3 Programmes in Term 1

Time Management Workshop for Secondary 3 Students (Tue 4 January 2022)

11 To equip our Sec 3 Clementeans with adequate skills to cope with the transition into Upper Secondary, they have attended a workshop on Time Management as part of the Orientation. This is in hope that they will learn to manage their time better as the academic rigour will increase at Sec 3.

Chinese New Year Celebration (31 January 2022) and Annual Donation Drive

12 The school will be organising a Chinese New Year Celebration on Mon 31 January 2022. Students will be dismissed at 10.30am. More information will be provided to parents/guardians via Parents Gateway nearer the date. Students do not need to report to school on Tues 1 February and Wed 2 February 2022 as these two dates are designated public holidays.

13 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 Fri 28 January 2022. Donations are voluntary. Details on the donation drive will also be posted on Parents Gateway.

Mother Tongue Language Fortnight Programme (7 – 18 February 2022)

14 To develop students' understanding and interest towards their own culture, the Mother Tongue Language (MTL) department will hold the MTL Fortnight Programme from 7 to 18 February 2022. Details will be given later.

Sec 3 ASPIRE Camp (7 – 11 March 2022)

15 The school has set aside five days from 7 to 11 March for a cohort camp. As we continue to monitor the Covid-19 situation and abide by MOE guidelines on camp activities, we will adapt the programme accordingly. Details will be provided to parents/guardians at a later stage.

Values-in-Action (VIA) Project (ongoing)

16 All students will be involved in an annual VIA project with their Co-Curricular Activities groups. This is part of their development as concerned citizens and active contributors in society.

Conclusion

17 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 2022. Wishing you and your family a safe and fulfilling year ahead.

Yours sincerely,

Mdm Rasidah Rahim
Principal

(This is an electronic letter. No signature is required.)