



Clementi Town Secondary School

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6 January 2022

Dear Parents/Guardian of Secondary 4 and 5 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 sections 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.

Secondary 4 and 5 Meet-the-Parents Session (Fri 14 January 2022)

3 I warmly invite you to join the Secondary 2 Meet-the-Parents Session on Fri 14 January 2022, from 7.00pm to 8.00pm via the online meeting platform, Zoom. This is part of our continuous effort to enhance communication and partnership between you and the school. More information regarding registration for the Zoom session will be put up on Parents Gateway. The programme will consist of:

- a. Briefing on post-secondary pathways and important dates for graduating students,
- b. the Principal's Address, and
- c. Question and Answer.

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 Since 2019, the school has removed Sec 1 and 3 Mid-Year Examinations (MYE), which is 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.

8 For Sec 4 and 5 students, MYE as well as Preliminary Examination will continue to be conducted as these are useful milestone checkpoints for their learning progress, leading up to the national examinations. MYE and Preliminary Examinations will account for 30% and 70% respectively for students' overall result in school-based assessments.

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 4/5 Programmes in Term 1

Supplementary lessons for graduating students taking Mid-Year O Level Mother Tongue Language Examination (from week of 17 January 2022)

11 To support our graduating students for their Mid-Year O Level Chinese, Malay and Tamil Language Examination, weekly supplementary lessons will be conducted from the week of 17 January 2022 onwards. Subject teachers will communicate the arrangements with the students accordingly.

Chinese New Year Celebration (Mon 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 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 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.

Blended Learning and Self-Directed Learning (SDL) Days

15 Blended Learning provides our students the opportunities to learn using both online and offline approaches, both in class as well as on home-based learning days. In class, Blended Learning is facilitated by the students' PLDs. Blended Learning will also occur on home-based learning days, which CTSS refers to as Self-Directed Learning (SDL days, for short).

16 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. The SDL Days are also part of our emergency planning efforts to ensure that Clementeans can still be engaged in learning in the event of any emergency school closure.

17 The Term 1 SDL Days are tentatively from Mon 7 to Fri 11 March 2022. Please note that your child/ward need not report to school on these days. He/She will be expected to be completing his/her online tasks and assignments via e-Learning portals. The SDL instructions will be shared with your child/ward in his/her respective Google Classroom during this period.

Sec 4/5 Night Hike (11 March 2022)

18 The Sec 4/5 Night Hike is a signature student development programme for our graduating students. It is an experience designed to hone their grit and application of school values such as perseverance. Depending on the prevailing safe management measures, the school will provide an update to parents/guardians at a later date.

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

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

For Prior Notice: Sec 4 and 5 Art, Music, Design & Technology (D&T), Nutrition & Food Science (NFS) Intensive Programme (30/31 May to 3 June 2022)

20 Ahead of time, the school will like to inform parents/guardians of the Intensive Programme for all Sec 4 and 5 Art, Music, Design & Technology (D&T) and Nutrition & Food Science (NFS) students in the first week of June school holidays. The focus is on enabling Art, Music and D&T students to complete their O and N Level coursework examination, and for NFS students to prepare for their theory examination. The schedule is shown below.

Secondary 4NA and 4NT 30 May – 3 June 2022, 9.00am – 3.00 pm
Secondary 4E and 5NA 31 May – 3 June 2022, 9.00am – 3.00 pm

21 Please note that students' attendance is compulsory. Your consent will be sought through Parents Gateway in a separate notice. For clarifications, please contact HOD/Craft, Technology and Aesthetics (Internal), Mrs Magdalene Peh at 6777 7362 (ext. 432).

Conclusion

22 We look forward to your support and partnership as we work together towards a new year of learning and growth with our 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.)