



Clementi Town Secondary School

10 Clementi Avenue 3, Singapore 129904

Tel: 6777-7362

Fax: 6778-9543

Email: ctss@moe.edu.sg

Website: <http://clementitownsec.moe.edu.sg>

28 Dec 2021

Dear Parents/Guardians of Secondary 2, 3, 4 and 5 students,

Welcome by Principal

1 I am excited to join the school and look forward to get to know all parents and partner you in your child'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 hard work, effort, self-discipline and belief in themselves, there is no limit to what they can achieve in the future. As I lead the school from 2022, I look forward to tapping on my prior stint at the Ministry of Education headquarter and school postings to build on the good work of my predecessors. I also seek your continued support to partner my staff and me to develop every Clementeen to be a polished diamond.

3 The new academic year will start on Tuesday, 4 Jan 2022 with reporting time at 7.35am. I warmly welcome 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.

Reminders about Safe Management Measures

4 We will continue to exercise vigilance in health and safety matters in relation to Covid-19. All students must wear a face mask, which can be either surgical or reusable ones with equivalent effectiveness. They should also bring:

- a. *a labelled zip lock bag/pouch* to keep their face mask when not in use during strenuous Physical Education (PE) lessons;
- b. *TraceTogether token*;
- c. *a spare face mask* in case the one they are wearing is dirtied; and
- d. *personal oral digital thermometer* in working condition. Please check if the battery needs replacement.

A checklist is provided in **Annex A**.

5 While students may continue to install TraceTogether app on their mobile phones, *the school seeks parents/guardians' cooperation to obtain a physical token from any Community Centre/Club*. We have briefed all students at the end of Term 4 this year that they should be keeping their mobile phones under lock and key in their assigned lockers during school hours. To reduce any distractions to your child/ward's learning, mobile phones are not allowed to be used during school hours. If you need to contact your child for an urgent matter during school hours, please contact the General Office. For learning purposes, they can make use of their personal learning device, which has been issued to Sec 2 to 5 students in Term 4.

Designated Gates for each Level

6 The school has designated gates for each level. Please refer to **Annex B** for a location map of the gates. Students are to enter and exit the school via designated gates during arrival and dismissal. For private pick-up or drop-off at the front porch of the school, parents/guardians should not disembark from their vehicles.

Gate	ALPHA	BETA	CHARLIE	DELTA
Level	Sec 4 & 5	Sec 2	Sec 3	Sec 1

7 On the first day of school, all Sec 2 to 5 students will report to their designated CCA classrooms by 7.35am. They will be met by their CCA Parents (CCAPs) for morning routines. Morning routines include attendance and temperature taking, visual screening, check on TraceTogether token, wipe down routine, spick and span, and pledge taking. The venue allocation will be posted on each level's Google Classroom from 30 Dec 2021 afternoon onwards for students' reference.

Attire & Grooming Expectations of all Clementeens

8 On the first day of school, all students will report in the full school uniform which consists of the white school shirt/blouse and khaki shorts/pants/skirts. Students are reminded to report to school wearing the prescribed school uniform daily. Students should also be groomed to school expectations. The school tie must also be worn during Monday mornings when students gather in their assigned venues. When the school tie is put on, the collar of the shirt or blouse must be buttoned and the tie to be of waist length. Please refer to **Annex C** for detailed attire and grooming standards.

Orientation for Sec 2 to 5 levels (4 Jan and 5 Jan 2022)

9 The first two days of school i.e. Tuesday 4 Jan and Wednesday 5 Jan 2022 are designated as Orientation for our Sec 2 to 5 students. The programmes are designed to prepare our students for a new year of learning. There will be talks by various school staff and workshops for various levels, such as study skills, time management and cyber wellness. As a positive social-emotional class environment is conducive for students' learning and growth, we have set aside time for class bonding so that our Clementeens can reconnect with their teachers and peers.

Students' Timetables

10 Students' class timetables will be posted on our school website ([link](#)) and each level's Google Classroom from 30 Dec 2021 afternoon onwards. For Sec 2 students, they can also retrieve their individual timetable from their level Google Classroom.

Recess, Lunch and Snack Break

11 A recess break is provided daily for all classes. A lunch break is included on a day when there is longer curriculum hours. On Tuesdays whereby all students end at 2.40pm, the school has instituted a 15-minute snack break from 1.15pm to 1.30pm. During snack break, students can consume dry, bite-sized food in their classroom. The food can be purchased during their earlier recess break or brought from home. Students will not be allowed to go to the canteen due to the limited duration. They can also use this time to stretch and refresh themselves before continuing with learning.

Self-Study Periods

12 Some students will have self-study periods in their timetable. These are the guidelines, which will also be communicated at the start of the year:

- a. Students with self-study periods should use the time to complete their assignments or revision.
- b. Sec 2 students are to report to the allocated venues for their self-study periods. There will be a teacher to provide supervision. Sec 3 and Sec 4/5 students can do their self-study in the spaces around the school (e.g. Library, Level 2 study corner, and Level 2 Green Corridor). This practice will be helpful in developing students' self-management skills to become self-directed learners.
- c. If self-study periods occur after 12.40pm with no other lessons scheduled in the timetable, students will be allowed to leave the school to return home.

Traffic and School Safety

13 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. 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

14 If there is 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 safe management measures 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 complete the travel and health declaration. Your temperature will also be taken. Those with temperature above 38°C will not be allowed into the school.
- c. Register purpose of visit and provide name of the school staff who is hosting the meeting;
- d. Display sticker visibly on shirt;
- e. Wear a face mask at all times.

School Emergency Exercise

15 In 2022, the school will schedule School Emergency Exercise aligned to the Safe Management Measures. The extent of conduct of the exercises will depend on the prevailing COVID-19 situation.

Finance Matters

16 **Co-Payment using Edusave Fund for selected enrichment programmes:** The school has planned enrichment programmes for your child/ward to complement their classroom lessons. Majority of the enrichment programmes are subsidised fully by the school with exceptions to the programmes shown below which require co-payment i.e. deduction from the student's Edusave Fund. If you had authorised the use of your child's/ward's Edusave Fund through Standing Order, the school will not require any endorsement from

you as the Standing Order remains in force. If there are insufficient funds in your child's/ward's Edusave Fund, the shortfall can be paid via GIRO, or in cash via SAM Kiosk, Web or Mobile, or by cheque (to be submitted to the schools' General Office). Parents/Guardians who do not wish to use Edusave Fund and non-Singaporean students will have to pay via GIRO, or in cash via SAM Kiosk, Web or Mobile, or by cheque.

Enrichment Programme	School Subsidy	Co-Payment	Total Cost of Programme (Per student)
Elective Modules (Sec 2NA/NT)	\$250.00	\$50.00	\$300.00
Elective Modules (Sec 3NA/NT)	\$270.00	\$30.00	\$300.00
Advanced Elective Module (Sec 3E/NA)	\$315.00	\$50.00	\$365.00
Advanced Elective Module (Sec 4E/NA)	\$315.00	\$50.00	\$365.00

17 **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. As the attire will be personalised to your child/ward, the school will subsidise it with 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 CCAs will require sports jerseys:

Co-Curricular Activity	School Subsidy	Co-Payment	Total Cost of Sports Jersey (Per student)
CCA - Badminton (1 set)	\$12.50	\$12.50	\$25.00
CCA - Basketball (2 sets)	\$15.00	\$15.00	\$30.00
CCA - Football (1 set)	\$20.00	\$20.00	\$40.00
CCA - Volleyball (1 set)	\$7.50	\$7.50	\$15.00
CCA - Netball (1 set)	\$12.50	\$12.50	\$25.00
CCA -ODAC (1 set)	\$12.50	\$12.50	\$25.00

18 **Subscription of Mother Tongue Language newspapers for identified levels and academic courses:** As part of the school's effort to inculcate the reading of newspapers, students from identified levels and academic courses are required to subscribe for their personal copy of the newspaper in their Mother Tongue Language. The subscription will be for the entire year, excluding school holidays, and the newspaper will be delivered to students during curriculum time. Students are allowed to use the newspapers during Wednesday READ period in the morning. During Mother Tongue Language lessons, teachers may also use the newspaper articles as references. Payment for the newspapers can only be made via GIRO, or in cash via SAM Kiosk, Web or Mobile, or by cheque. Parents will receive the subscription notification via Parents' Gateway, where applicable. The table below shows the subscription costs:

Subscription of Newspaper Type	Total Cost of Subscription (Per student)
Subscription to Zaobao Comma	\$30.00
Subscription to Berita Harian	\$10.00
Subscription of Tamil Newspapers	\$12.50

Conclusion

19 I thank you in advance for your close partnership with my staff and me as we begin 2022 by reopening school safely for all our students and stakeholders. I will write again soon to provide more information about key school events in Term 1 and school operations in the termly letter. Together with my staff, I wish all Clementeans and your families a wonderful new year ahead.

Yours sincerely,

Mdm Rasidah Rahim

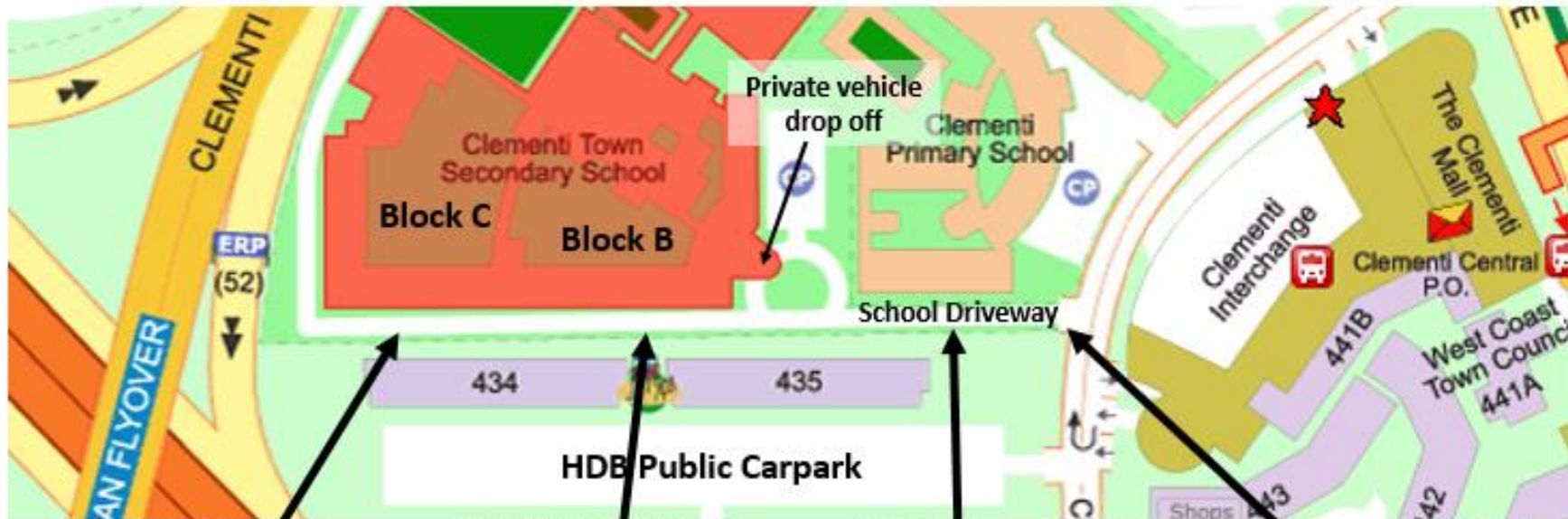
Principal

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

Annex A: Checklist of Items for Students

✓	<u>Personal items to wear/bring</u>
	Spare face mask
	TraceTogether token to bring and carry with along
	Personal oral digital thermometer in working condition
	Lock with Key for Personal locker
	Personal water bottle , especially for PE lessons
	<u>For Physical Education lessons</u> <ul style="list-style-type: none">● A labelled ziplock bag/pouch to keep face mask● A small bag to keep personal belongings/valuables

Annex B: Designated Gates (By Levels) For Entry & Exit



Gate Delta
Sec 1



Gate Charlie
Sec 3



Gate Beta
Sec 2



Gate Alpha
Sec 4 & 5



Annex C

Clementeen's 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.