



## Clementi Town Secondary School

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5 January 2021

Dear Parents/Guardian of Secondary 3 Students,

A warm welcome to the start of a new year! As we begin the year, we would like all our Clementeens to 'Start well and Start right'. As parents/guardian are important partners with the school in the child/ward's educational journey, we would like to share the following with you.

### 1 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 Values

*Adaptability, Self-discipline, Perseverance, Integrity, Respect, Empathy (ASPIRE)*

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 as we also seek to nurture in them a positive attitude towards lifelong learning, the pursuit of excellence, and importantly, the spirit to care for others and to serve the community. Our children do best when we work hand in hand. Hence, I seek your support to partner with my teachers. Do share your thoughts or feedback with us regarding your child's/ward's learning experience.

### 2 Policies on Attendance and Use of Personal Electronic Devices (PED)

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 all general absences from school, the school will only accept a maximum of two letters of excuse from parents/guardians, per semester.

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.

We would like to reiterate that the use of PEDs such as mobile phones and mobile game consoles are not allowed during curriculum time, CCA sessions, learning journeys, enrichment and academic support programmes except under the instruction of teachers for learning purposes. Clementeens must switch off and keep their PEDs in the schoolbag during school-related activities. Mobile phones can only be used in the canteen before school, during recess and after school. 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.

### **3 School Assessment Policy**

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, coursework etc.

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>).

### **4 Personal Data Protection Act (PDPA)**

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 in to [ctss@moe.edu.sg](mailto:ctss@moe.edu.sg) by Wed 13 January 2021 with your child/ward's name and CCA.

### **5 Traffic and School Safety**

The road traffic condition outside the school during peak hours i.e. between 7am to 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. 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 driving into the school compound to abide by the road directions and maintain your speed limit to 15km/h.

### **6 School Emergency Exercise**

For Semester 1 of 2021, the school will not be conducting School Emergency Exercise to minimise intermingling. Nevertheless, we will hold a table-top exercise with staff as part of preparedness measures. The school will review the possibility of a School Emergency Exercise in Semester 2 depending on the COVID-19 situation.

### **7 Visitor Management**

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 are expected to adhere to the following SMM 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/blouse/dress;
- e. Wear a face mask at all times.

For parents/guardians driving in to pick up your child/ward after school, please park your vehicle at any empty lot at Carpark A and await in the vehicle. Please do not wait for your child/ward at the Foyer.

## **8 School Administration Matters**

The school has planned enrichment programmes for your child/ward. Some of these programmes are partially subsidised by the school (e.g. Sec 3 Mid-year Applied Learning Week, Sec 3 Study Skills and Post-Exam Activities) and will tap on your child's/ward's Edusave funds for the remainder amount. A School Bill will be generated for partially subsidised enrichment programmes to inform you on the payment. If you had authorised the use of your child's/ward's Edusave through a Standing Order (e.g. when your child was in primary school), 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 account, the shortfall can be paid via the GIRO, or in cash via AXS Self Service Kiosks, AXS e-Station or by Cheque (to be submitted to the schools' General Office). Parents/guardians who do not wish to use Edusave and students who are not Singapore Citizens, will have to pay in cash via AXS Self Service Kiosks, AXS e-Station or by Cheque.

## **9 Personal Digital Learning Programme (PDLP)**

Last year, MOE announced that by end of 2021, all Secondary 1 to 3 students will own their personal digital learning device. There are different phases for the implementation of this nationwide programme. CTSS is in Phase 2 whereby it is expected that our students will purchase and have their own device delivered in Term 3. The school will be sending you more information regarding the purchase of your child's personal learning device at a later stage. In addition, the school is working out plans for students' learning during home-based learning days for Sec 3 students in Term 3. We will provide more information in due course. For the latest MOE press release about PDLP, please visit this link (<https://www.moe.gov.sg/news/press-releases/blended-learning-to-enhance-schooling-experience-and-further-develop-students-into-self-directed-learners>).

## **10 Secondary 3 Programmes (Term 1)**

The school maintains a public online calendar on our website for parents/guardians' reference. It can be accessed via the school website → 'Parents' tab → Calendar. Students' activities across various levels of study can be found in this online calendar. Sec 3 programmes in Term 1 are described briefly below.

### **Sec 3 ASPIRE Camp (14 – 15 January 2021)**

ASPIRE camps are milestone programmes organised for Clementeens as part of their character and leadership education beyond the classroom. The Secondary 3 camp is termed *Camp Metamorphosis*, which articulates the transition that our students go through when they progress from lower to upper secondary. Students would be briefed by Assistant Year Head of Sec 3, Mdm Rosezalina Bte Asmoin, on the camp details. The camp is non-residential. Each day, students are to report by 7.45am. Dismissal times are 6.00 pm on Day 1 and 8.00 pm on Day 2. Please refer to **Annex A** below for more details. A separate consent via Parents Gateway will be sent. Parents/guardians' responses will be most appreciated.

### **Lunar New Year Celebration (11 February 2021) and Annual Donation Drive**

The school will be organising a Lunar New Year Celebration on Thu 11 February 2021. 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 Fri 12 February 2021 (public holiday) and Mon 15 February 2021 (school holiday).

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 Wed 10 Feb 2021. Donations are voluntary. Details on the donation drive will also be posted on Parents Gateway.

**Mother Tongue Language Fortnight Programme (16 – 26 February 2021)**

To develop students' understanding and interest towards their own culture, the MTL Department will hold the Mother Tongue Language Fortnight Programme from 16 to 26 February 2021. Details will be given later.

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

All students will be involved in an annual VIA project through their CCAs. This is part of their development as concerned citizens and active contributors in society.

**11 Conclusion**

The school is grateful for your support and cooperation in the unusual and special year of 2020. We look forward to your continued support and partnership as we work together towards a new year of learning and growth with our Clementeens in 2021. Wishing you and your family a safe and fulfilling 2021.

Yours sincerely,

Mrs Helen Tan-Lee  
Principal

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

### **SEC 3 ASPIRE CAMP METAMORPHOSIS 2021**

ASPIRE Camp is a milestone programme aimed at fostering character and leadership education beyond the classroom for your child/ward. This is part of the school's belief in providing a holistic education to our Clementeens.

At Secondary 3, ASPIRE Camp takes the form of a 2-days non-residential outdoor camp. The objectives of the camp are as follow:

- To develop teamwork, cohesiveness, class spirit and develop quality relationships among the students and teachers;
- To enrich students through rugged activities and challenging tasks, hence developing and imbibing the ASPIRE values especially Adaptability & Perseverance (mental strength, flexibility, responsiveness and resilience); and
- To inculcate understanding, empathy and tolerance among the students and help them appreciate each other's strengths and weaknesses.

Details of the camp are as follows:

Date: Thursday 14 January & Friday 15 January 2021

Venue: Bedok Reservoir (High Elements) & Sembawang Park (Water Activities)

Time & Place of Assembly: 7.45 am; report to school

Time & Place of Dismissal: 6.00 pm (14 Jan) and 8.00 pm (15 Jan); dismissal from school

We seek your cooperation to ensure full participation from your child/ward to enable them to benefit fully from the camp. A consent form will be sent through Parents Gateway. Please submit your response by Monday 11 January 2021.

If you have any queries with regards to the camp or would like to update changes to medical and dietary needs of your child/ward, please feel free to contact Mdm Rosezalina, the Assistant Year Head at [rosezalina\\_asmoin@moe.edu.sg](mailto:rosezalina_asmoin@moe.edu.sg).