



## Clementi Town Secondary School

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6 January 2021

Dear Parents/Guardian of Secondary 4 and 5 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. The school calendar is printed in the Student Handbook, which your child/ward has already received. It is also available on the school website under the tab, *Students > Calendar*.

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. Clementeans 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-based Assessments for Sec 4 and 5**

Since 2019, the school has removed Sec 1 and 3 Mid-Year Examinations (MYE), which is in line with the Ministry of Education's direction to reduce high-stakes testing and free up curriculum time to foster deeper and more engaged learning.

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.

### **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 Wednesday 13 January 2021 with your child/ward's full name, level of study 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 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/blouse/dress;
- e. Wear a face mask at all times.

For parents/guardians who are driving in to pick up your child/ward after school, please park your vehicle at any empty lot at Carpark A and wait 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 4/5 Study Skills, Sec 4/5 Night Hike 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 Secondary 4/5 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 under the tab, *Parents > Calendar*. Students' activities across various levels of study can also be found in this online calendar. Sec 4/5 programmes in Term 1 are described briefly below.

### **Home-based Learning Days (14 – 15 January 2021)**

Home-based Learning offers your child/ward a different experience to develop competencies for self-directed and collaborative learning. The Home-based Learning 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.

Please note that your child/ward need not report to school on Thursday 14 and Friday 15 January 2021. He/She will be expected to be completing his/her online tasks and assignments via e-Learning portals. The Home-based Learning instructions will be shared with your child/ward in his/her respective Google Classroom during this period.

### **Supplementary lessons for graduating students taking Mid-Year O Level Mother Tongue Language Examination (from week of 18 January 2021)**

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 18 January 2021 onwards. Subject teachers will communicate the arrangements with the students accordingly.

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

The school will be organising a Chinese New Year Celebration on Thursday 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 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 Wednesday 10 February 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.

### **Sec 4/5 Night Hike (12 March 2021)**

The Sec 4/5 Night Hike is the signature event for our graduating students, where their grit and perseverance are honed and their values are put to the test. However, due to the evolving COVID-19 situation, updates to the Night Hike will be provided at a later date pending safe management measures.

### **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.

### **10 Prior Notice: Art, Music, Design & Technology (D&T), Food & Nutrition (F&N) Intensive Programme (1<sup>st</sup> week, June holidays)**

The school will hold an Intensive Programme for all Sec 4 and 5 Art, Music, Design & Technology (D&T) and Food & Nutrition (F&N) 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 F&N students to prepare for their theory examination. The schedule is shown below.

Secondary 4NA and 4NT	31 May – 4 June 2020, 9.00am – 3.00 pm
Secondary 4E and 5NA	1 – 4 June 2020, 9.00am – 3.00 pm

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).

### **11 Parent-Staff Interaction**

There will be no physical Meet-the-Parents Session for Secondary 4 and 5 students in January 2021. Instead, we would like to invite you to view a video that will be shared through Parents Gateway from 18 January 2021 onwards. A Google micro website will also be set up this year for parents/guardians' reference. On the website, you can look forward to information such as the pathways to post-secondary institutions, entry requirements for Junior Colleges / Centralised Institute / Polytechnics, procedures for Direct Schools Admission Exercise (DSA) and Early Admission Exercise (EAE) to various post-secondary institutions, and calendar of key events related to your child/ward's academic matters. More information will be provided in due course.

### **12 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 towards a new year of learning and growth with our Clementeens in 2021. Wishing you and your family a safe and fulfilling year ahead.

Yours sincerely,

Mrs Helen Tan-Lee  
Principal

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