



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>

30 Dec 2021

Dear Parents/Guardians of Secondary 1 students,

Welcome by Principal

1 Like your child/ward who is joining Clementi Town Secondary School (CTSS) in 2022, I am excited as well and look forward to get to know all parents and partner you in your child/ward'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 for Sec 1 at 7.30am in the school hall. 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.

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, our Student Councillors will help to direct all Sec 1 students to Gate DELTA, and then to the school foyer, where our Peer Support Leaders will help to escort them to the school hall and assemble in their Orientation Groups by 7.30am. They will be met by their Orientation Group teachers for morning routines. Morning routines include attendance and temperature taking, visual screening, check on TraceTogether token, wipe down routine, and pledge taking.

Attire & Grooming Expectations of all Clementeans

8 On 4 and 5 January of the Sec 1 Orientation, all students will report in PE attire which consists of the green PE T-shirt and black PE shorts.

9 After the Orientation period, students should report to school wearing the prescribed school uniform (white school shirt/blouse and khaki shorts/pants/skirts) 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.

Sec 1 Orientation (4 Jan to 6 Jan 2022)

10 The first three days of school i.e. Tuesday 4 Jan to Thurs 6 Jan are designated as Orientation for our Sec 1 students. The Orientation Programme aims to help our Sec 1 students build their peer support circles, make informed choices about their CCA, and ease their transition into secondary school. The Orientation Programme has been shared on the Sec 1 Registration website. You can refer to it via this link:

<https://sites.google.com/moe.edu.sg/ctss-sec1reg-2022/t1w1-orientation-programme>

Traffic and School Safety

11 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

12 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.

Conclusion

13 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

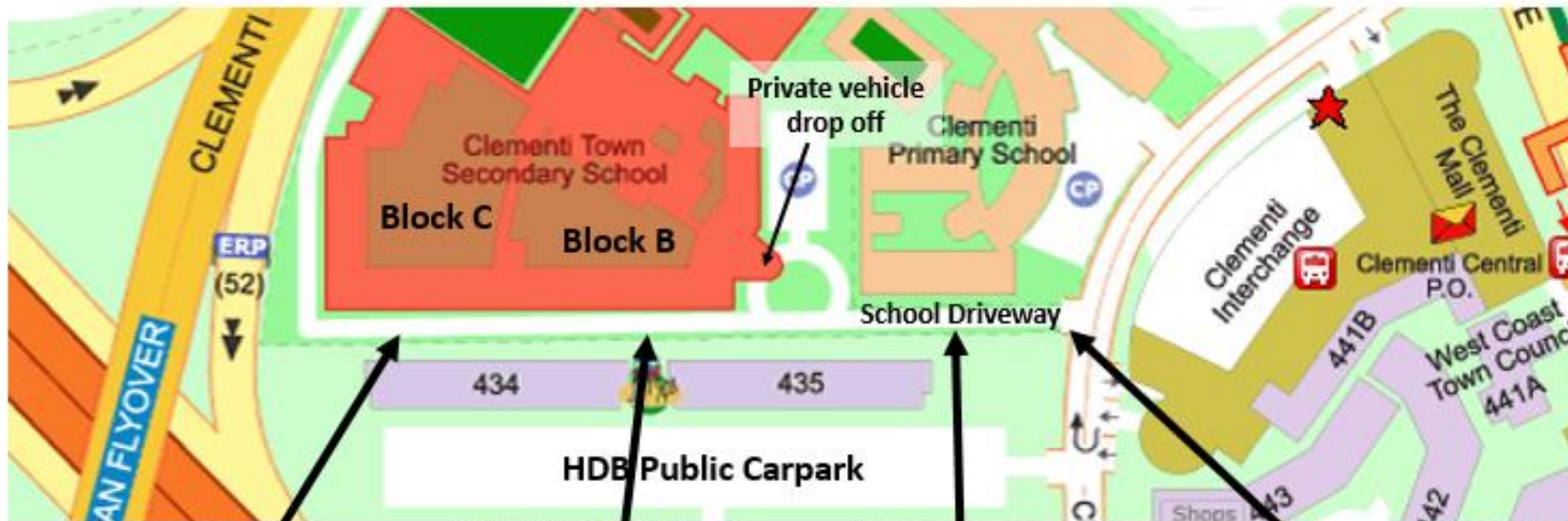
Principal

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

Annex A: Checklist of Items for Students

✓	Personal items to wear/bring
	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
	For Physical Education lessons <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.