



# SERANGOON SECONDARY SCHOOL

11 Upper Serangoon View  
Singapore 534237



19 September 2023

Through Principal

Dear Parent/Guardian,

## 2023 Term 4 Letter – Secondary 1 to 3

1. As we continue our partnership with you in your child's/ward's journey towards the end of the academic year, we would like to update you on:

- End-of-Year Examination
- Co-Curricular Activities (CCA) Updates
- Key Events in Term 4
  - Learning Week 2
  - Parent Engagement Session
  - Secondary 2 Subject Allocation Exercise
  - Secondary 3 Bridging Programme
  - Physical Open House 2023
- Sale of Books and Uniforms
- Travel Declarations
- School Expectations
- School-Home Partnerships
- Communication Channels

### End-of-Year Examination

2. Your child/ward has received the End-of-Year Examination Timetable in the first week of Term 4. Kindly take note of the following key dates during the examination period:

Date	Secondary 1, 2 and 3 Normal Academic
26 September	End-of-Year Examination: English Language Papers 1 & 2
27 September to 3 October	Regular lessons
4 to 11 October	End-of-Year Examination: All other subjects
12 October	Home-Based Learning Day (No need to report to school)
13 October	Marking Day
16 to 18 October	Examination Feedback

Date	Secondary 3 Express and Normal Technical
26 September	End-of-Year Examination: English Language Papers 1 & 2
27 September to 3 October	Regular lessons
4 to 13 October	End-of-Year Examination: All other subjects
13 October	Marking Day
16 to 18 October	Examination Feedback

3. The End-of-Year Examination timetable has been issued to the students. Please refer to the Student Handbook, pages 22 to 23, for the Examination Rules and Regulations, which is available at <https://www.serangoonsec.moe.edu.sg/parents-and-students/Student-Handbook/>.
4. Students will not be given any make-up time if they report late for the End-of-Year Examination. If students report after the end of the examination, they will be deemed as absent for the paper.
5. **Absence from the End-of-Year Examination must be covered with a Medical Certificate** with the diagnosis stated, from a qualified medical practitioner for the school's consideration. **Parents' letters will not be accepted.**

### Co-Curricular Activities (CCA) Updates

6. Secondary 1 to 3 students will stand down from their CCA after **13 September (Wednesday)**, to allow them sufficient time to prepare for their End-of-Year Examination. CCAs will resume **from 18 October (Wednesday)**. Your child/ward will receive information on his/her practice sessions from his/her CCA teachers.

### Key Events in Term 4

7. **Learning Week 2.** The holistic development of our students is important; hence a myriad of activities have been planned for our Secondary 1 to 3 students. Through these learning experiences, we seek to enable our students to make connections between classroom learning and out-of-classroom learning, develop their character, social and emotional competencies and skills, and deepen their sense of belonging to school. Learning Week 2 will take place from **24 to 27 October (Tuesday to Friday)**. More information will be sent through a separate letter closer to the date. The summary of the dismissal timings is as follows:

Level	24 October (Tuesday)	25 October (Wednesday)	26 October (Thursday)	27 October (Friday)
Secondary 1	1SD1 – 1SD4: 1330 Hr  1SD5 – 1SD8: 1230 Hr	1SD1 – 1SD4: 1230 Hr  1SD5 – 1SD8: 1330 Hr	1330 Hr	1230 Hr
Secondary 2	1230 Hr	1300 Hr	1230 Hr	
Secondary 3	1330 Hr	1400 Hr		

### Parent Engagement Session (PES)

8. We would like to continue to update you on the progress of your child/ward in this final term. Form Teachers will contact you via a phone call between **27 October (Friday) and 10 November (Friday)**. Face-to-face or virtual meetings will be arranged for identified students where necessary.

### Secondary 2 Subject Allocation Exercise (SAE)

9. The objective of the SAE is to allow your child/ward to choose an upper secondary subject combination that best suits his/her abilities and interests, and also takes into consideration his/her post-secondary education options, subject to prevailing school resources. Secondary 2 students will be briefed by **26 October (Thu)** on the administrative instructions for this exercise. Thereafter, students will be able to submit their choices online. The closing date and time for online submission is **31 October (Tue), 5.00 pm**.
10. The Secondary 2 SAE microsite (<https://sites.google.com/moe.edu.sg/2023-sae/home>) contains the essential information for parents/guardians and students. Parents/guardians are encouraged to use the microsite to have conversations with their child/ward in making an informed decision in his/her choices. For further queries, please submit them to <https://forms.moe.edu.sg/forms/oOI4Xe>.

### Secondary 3 Bridging Programme

11. The Secondary 3 Bridging Programme, which comprises timetabled lessons, is very important in preparing your child/ward for his/her studies in Secondary 4. It will take place from **30 October (Monday) to 8 November (Wednesday)**. Students are expected to attend and will be issued with the Secondary 3 Bridging Timetable at a later date.

### Physical Open House 2023

12. Our school's Open House is on **25 November (Saturday)** from 9.00 am to 12.30 pm. Visitors can look forward to learning more about our school programmes. Our school leaders, key personnel, staff and student leaders will be present that day to welcome and interact with visitors. There will be booths and stations showcasing our school's distinctive programmes, academic programmes and CCA. We appreciate if you could share these details with other parents/guardians with Primary 6 children. They are most welcome to visit our Open House. Details will be made

available on our school website by end-October.

### **Sale of Books and Uniforms**

13. Details will be provided nearer the end of Term 4.

### **Travel Declarations**

14. To ensure schools continue to be a healthy and safe environment for all, we require you to make a travel declaration via Parents Gateway (PG) **by 27 October 2023 (Friday)** for your child/ward only if he/she intends to travel during the year-end holidays. When planning your travel, please refer to [ica.gov.sg/enter-transit-depart](https://ica.gov.sg/enter-transit-depart) for more information and updates on travel. If there is a change of travel plan(s) after declaration, please submit a new travel declaration for the updated travel destination via PG or inform the school at Tel: 63851589 for change/cancellation of travel plan(s).

### **School Expectations**

15. Regular attendance is integral to student learning and engagement in school. Attendance in school is important to ensure that all students gain knowledge and skills consistently throughout the school term. Being present in school regularly will also increase the opportunities for positive relationship-building amongst students and between teachers and students.

16. A medical certificate, from a medical practitioner registered under the Medical Registration Act on the Singapore Medical Council website, is required if your child/ward is unwell and unable to attend school. A parent's letter may be provided for other types of valid absences, e.g. bereavement. **Permission must be sought from the Principal via Form Teachers for all other absences, including overseas travel, during the school term.**

17. As part of the whole-of-nation effort to harness digital technologies to transform Singapore, you may now receive a digital MC (DigiMC) from doctors instead. Kindly submit the DigiMC to the school via FormSG (<https://go.gov.sg/sss-emc>). The details to submit a DigiMC can also be found on our school's website at <https://www.serangoonsec.moe.edu.sg/parents-and-students/General-Matters/submission-of-electronic-medical-cert/>.

18. Students coming in after 7.40am will be deemed as late for school and will face consequences (e.g. serving detention). Please assist us to encourage students to arrive in school at least five minutes before the reporting time. This will help them frame their mind and prepare themselves to learn for the rest of the day.

19. As a school, we strive to inculcate appropriate and responsible device usage in our students. Unless permitted by teachers for learning purposes during lessons, handphone usage is restricted to before 7.40 am and after dismissal. Handphones are **NOT permitted to be used** during recess so that students can focus on taking their meals or interacting with their peers. You can contact the General Office at **6385 1589** if you need to contact your child/ward urgently. Infringement of rules on the use of electronic devices/handphones may result in the confiscation of the device for a period of time.

20. Care of school facilities is essential to ensure that the on-going refurbishment of school facilities serves students well. We have impressed upon all members of the Serangoon Secondary community (staff, students, and contracted staff) that everyone is responsible for the care of the school facilities. In the event anyone wilfully damages school properties, either directly or indirectly, the school will take appropriate actions to recover the cost of replacing the damaged property (e.g. \$700 per door frame and \$80 per PLD locker door). Please partner us to inculcate a sense of care and responsibility towards the upkeep of public properties.

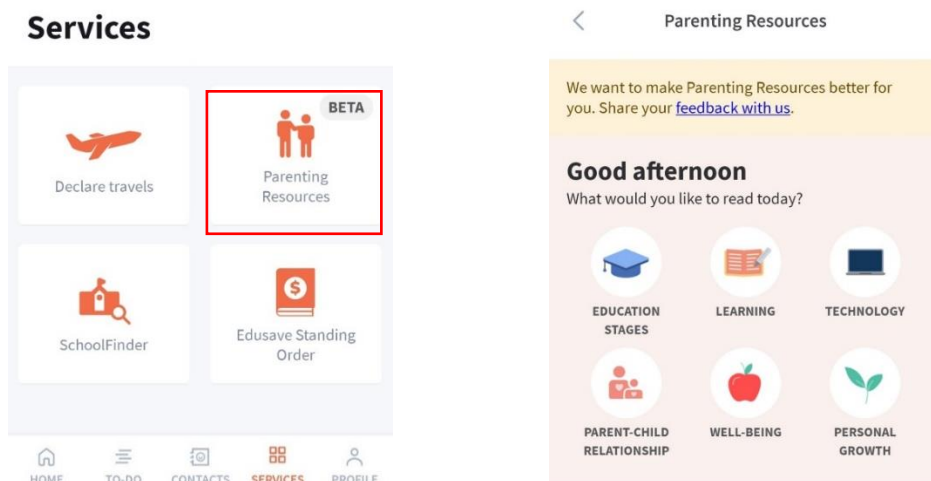
21. Students are permitted to wear the **half school uniform** (PE shirt with pants/skirt) on all days. Members attending sessions of their Uniformed Group (UG) can also wear their UG pants/skirts with their boots/shoes on Wednesdays and/or Fridays.

22. Further information on school expectations and rules, such as on student bearing and appearance, can be found in Pages 12 to 21 of our Student Handbook, which is available at <https://www.serangoonsec.moe.edu.sg/parents-and-students/Student-Handbook/>.

### **School-Home Partnership**

23. As you are the key navigator of your child's/ward's growth, your child/ward will benefit most when we work together to fulfil our shared responsibilities to bring out the best in him/her. You may visit MOE's Schoolbag.sg website (<https://www.schoolbag.edu.sg>) for more information on how to partner schools. Please feel free to contact us if you are interested to join the school's Parent Support Group. We very much welcome you!

24. In line with MOE's Parents Gateway (PG) mobile app to strengthen school-home partnership, official school communication will be disseminated via PG and the school website, and no longer in hard copy. We strongly encourage you to be onboard PG if you have not already done so. Please ensure you have your SingPass and 2-Factor Verification (2FA) ready in order to access the app. The steps to get started are as follows:
- Download and install the PG mobile app from Apple or Play Store
  - Perform a one-time registration process
  - Enable 'Allow Notifications' to receive push notifications
25. From 7 February 2022 onwards, you are able to view resources and tips in the new 'Parenting Resources' on the 'Services' tab within PG. There are six broad categories with 27 topics of resources, ranging from Learning Attitude to Cyber Wellness.



### Communication Channels

26. We request that you contact teachers at **6385 1589** during **weekdays** between **7.00 am and 6.00 pm** and avoid communication beyond those hours unless important and urgent. Alternatively, you may reach our staff by sending an email to [serangoon\\_ss@moe.edu.sg](mailto:serangoon_ss@moe.edu.sg).
27. You may also wish to visit our school website (<https://serangoonsec.moe.edu.sg>) for updates and key information on our school programmes.
28. Do also follow our school's Facebook page (<https://www.facebook.com/serangoonsecsg/>) and Instagram page (<https://www.instagram.com/ssspositivevibes/>) to be updated on key happenings in our school.
29. We thank you for your continued support of the school and our programmes. If you require any clarifications, please do not hesitate to contact the following personnel at 6385 1589:
- Mdm Cindy Lum, Year Head (Upper Sec)
  - Mr Tay Ming Yang, Year Head (Lower Sec)
  - Mr Kwek Cher Wei Dennis, Assistant Year Head (Sec 1)
  - Ms Tan Xiao Lin, Assistant Year Head (Sec 2, Internal)
  - Mr Liao Yongzhi, Assistant Year Head (Sec 3, Internal)
  - Ms Ezyanti Siregar Bte Lukman, Assistant Year Head (Sec 4 & 5, Acting)
30. With our school philosophy, ***Together, we empower every Serangoon StaR to SHINE, for the growth of self and the good of others***, we look forward to our continued partnership to bring out the best in your child's/ward's educational journey with Serangoon Secondary School.

Your partners in education,

Mr Tay Ming Yang  
Year Head (Lower Sec)

Mdm Lum Cindy  
Year Head (Upper Sec)

**Serangoon Secondary School – 2023 Term 4 School Events, Programmes, and Holidays**

Term 4						
Date (tentative)	Event	Sec 1	Sec 2	Sec 3	Sec 4 & 5	Parents/ Guardians
11 – 21 Sep & 2 – 12 Oct	N-Level Practical & Written Examinations				✓*	
22 Sep	Mother Tongue Oracy Project Deadline	✓	✓			
26 Sep & 2 – 12 Oct	End-of-Year Examination (Note: 12 Oct is HBL day for Sec 1, 2 and 3 Normal Academic students only)	✓	✓	✓		
4 Oct – 10 Nov	O-Level Practical & Written Examinations				✓*	
19 Oct	O-Level English Language Listening Comprehension Examination				✓*	
12 Oct	Home-Based Learning Day	✓	✓			
13 Oct	Marking Day ( <b>No school</b> )	✓	✓	✓		
23 Oct	Promotion Day ( <b>No school</b> )	✓	✓	✓		
24 – 27 Oct	Learning Week 2	✓	✓	✓		
27 Oct	Parent Engagement Session; Last day of school for Sec 1 – 3	✓	✓	✓		✓
28 Oct – 31 Dec	Year-End School Holidays <i>18 Nov – 17 Dec: Protected time; no activities. (Students may have CCA and/or Mastery Learning Programme classes on other days)</i>	✓	✓	✓		
30 Oct – 8 Nov	Sec 3 Bridging Programme			✓		
25 Nov	Open House 2023					✓*

\*For selected students only