



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>

5 January 2023 ^[updated]

Dear Parents/Guardian of Secondary 4 and 5 Students,

1 A warm welcome back to the Clementi Town Secondary School (CTSS) community! Each term, you will receive a letter from the Principal which highlights key announcements and school programmes.

School Motto, Vision, Mission, and Values

School Motto

Aspire and Grow

School Vision

Being a vibrant community of learners, with the heart to value every individual and the spirit to serve and to excel.

School Mission

To develop in every Clementeen the passion to learn, the confidence to lead and the humility to serve.

School Values

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

2 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 desired outcomes are for all Clementeens to be anchored in the ASPIRE values; have a positive attitude towards lifelong learning; and care for one another as well as others in the community. Our Clementeens do best when we work hand in hand. Hence, I seek your support to partner with my teachers.

Sec 4 and 5 Meet-the-Parents Session (6 January 2023)

3 I warmly invite you to attend the Sec 4 and 5 Meet-the-Parents session on Friday 6 January 2023, from 7.00pm to 9.00pm in the school hall. This is part of our continuous effort to enhance communication and partnership between you and the school. More information on the Meet-the-Parents session was posted via Parents Gateway last week.

School Hours, Policies on Attendance and Use of Personal Electronic Devices (PED)

4 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 other absences from school not supported by medical reasons, please note that the school will only accept a maximum of two letters of excuse from parents/guardians, per term. A valid reason should be provided.

5 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.

6 Use of personal electronic devices (PEDs) such as mobile phones and mobile game consoles are not allowed during curriculum time, CCA sessions, learning journeys, enrichment and academic support programmes. Clementeens must switch off and keep their PEDs in their assigned locker from 7.30am. Mobile phones can only be used after curriculum time at the PED zones - Foyer (includes in front Youth Club House), umbrella seats (in front of General Office) and the canteen. For students who do not abide by this rule, his/her parents/guardian will be invited to the school to collect the mobile phone from the school after the period of confiscation.

School Assessment Policy

7 Since 2019, the school had removed Mid-Year Examinations (MYE) for Sec 1 and 3 in line with MOE's move to pace out teaching and learning and for students to experience greater joy in learning. From 2023, the school will further remove MYE for Sec 2 and 4/5. In other words, there is no MYE for all levels in secondary school. This will enable our students to have more space and time to develop 21st century competencies.

8 Students will receive feedback on their learning progress through in-class and take-home work as well as during lesson activities. Students will be assessed through a variety of Weighted Assessments (WA) conducted over the course of the year, before they sit for the End-of-Year Examinations (EYE). Please visit the webpage for an overview of the Assessment Weighting Plan [here](#).

9 The WA can take the form of class tests, projects, oral presentations, coursework, performance tasks, practical tests, etc. To ensure the assessment load is manageable for students, the school has a policy of no more than:

- 1 WA per subject per term,
- 3 WA in any given week, and
- 2 WA in any given day.

A week-level schedule of WAs for Term 1 will be provided in a separate notification.

Personal Data Protection Act (PDPA)

10 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 to teng_may_hwee_teresa@moe.edu.sg by Wednesday 11 January 2023 with your child/ward's full name, level of study and Co-Curricular Activity (CCA).

School Public Online Calendar

11 The school maintains a public online calendar on our website for parents/guardians' reference. It can be accessed via the school website [here](#).

Blended Learning & CTSS Self-Directed Learning Days

12 MOE first announced the implementation of Blended Learning and regularly scheduled Home-Based Learning days for secondary schools in 2020.

13 In brief, Blended Learning means our students will have opportunities to learn using both online and offline approaches, both in class as well as on home-based learning days. When in class, blended learning is aided by students' personal learning devices (PLDs).

14 Blended Learning will also occur on Home-Based Learning days, which CTSS refers to as Self-Directed Learning Days (SDL Days, for short). SDL Days aim to provide students with more opportunities to learn at their own pace and to be empowered to take charge of their learning. There will also be an emphasis on Student-Initiated Learning, whereby dedicated time and space will be provided to allow students to pursue their own interests and learn outside of the curriculum.

15 *CTSS Self-Directed Learning (SDL) Days*: SDL Days is a regular feature in our students' learning experiences, spanning:

- Terms 1 to 4 of a school year for Sec 1 to 3;
- Terms 1 and 2 for Sec 4 and 5.

SDL Days are scheduled on **Even Week Fridays**.

16 To prepare our students for their learning on SDL Days, **the first SDL Day will be held in school on Friday 13 January 2023, from 7.30am to 12.50pm**. Students will need to bring their PLDs (Sec 2 to 5 only) and student handbook. They will be taught effective learning skills i.e. study skills, note-taking, digital file management, time management, and self-regulating strategies such as goal-setting.

17 From the second SDL day (Friday 27 January 2023) onwards, your child/ward need not report to school on SDL Days. He/She will follow the normal timetable for the day, comprising the above-mentioned subjects. He/She is expected to complete the learning tasks and assignments via e-Learning portals. The instructions will be shared by the subject teachers with your child/ward through respective Google Classrooms on these days. The following subjects will make up the scope of students' learning on SDL Days.

| Cohort | Subjects |
|---------------------------------------|--|
| Sec 1, 2 | EL, Math, Mother Tongue, Science |
| Sec 3 Express | EL, Math, Mother Tongue, Science (Pure Chem) |
| Sec 3 Normal (Academic) | EL, Math, Mother Tongue, Science (Sci Phy/Bio) |
| Sec 3 Normal (Technical) | EL, Math, Mother Tongue, Science |
| Sec 4 Express | EL, Math, Pure Chem/Sci Chem, Humanities (SS & Geo/Hist) |
| Sec 4 Express and 5 Normal (Academic) | EL, Math, Sci Chem, Humanities (Geo/Hist) |
| Sec 4 Normal (Technical) | EL, Math, CPA, Science |

18 *Student-Initiated Learning (SIL)*: In addition to subject lessons, students are provided the time and space to actively explore their interests and passions, and learn within and beyond the curriculum. As such, SIL seeks to develop students' intrinsic motivation and nurture self-directed learning. To ensure students have agency and choice over what they want to learn, the school has curated a wide range of appropriate learning experiences and resources for students to choose from. The recommended duration for SIL is 1 hour on each SDL day.

19 Here are useful websites for students and parents to find out more:

| | |
|---|---|
| Microsite on SDL Days in CTSS | https://sites.google.com/moe.edu.sg/ndlp-clementi-town-secondary/sdl-days |
| Microsite on SIL as part of SDL Days | https://sites.google.com/moe.edu.sg/ndlp-clementi-town-secondary/self-initiated-learning-sil |
| Resources for Parents on National Digital Literacy Programme and management of Personal Learning Device | https://sites.google.com/moe.edu.sg/ndlp-clementi-town-secondary/resources-for-parents |

20 **Responsible Use of PLDs and Technology:** Students should charge their PLDs and bring them daily to school. They also expected to act in a responsible and appropriate manner when using technology for lessons and school-related activities. Students must abide by the code of conduct as stated in the student handbook, failing which the school will take necessary actions to redirect the students towards responsible and respectful use of technological devices. These actions may include loss of usage privileges for a period of time, supervised use of devices, and confiscation of devices.

Secondary 4 and 5 Programmes in Term 1

Career Festival 2023 (6 January 2023)

21 The CTSS Career Festival is an annual signature event for our Secondary 4 and 5 students to have a deeper understanding of the post-secondary school pathways available for the respective academic streams, as well as have a deeper understanding of the various work industries that are of interest to the students. The Career Festival will take place during curriculum hours. There are some Polytechnic Open House opportunities on 5 and 6 January 2023 afternoons. Students have been informed via Level Google Classroom to make their selection by early Term 1 Week 1 of 2023. Throughout the year, the school will make information about junior colleges and institutions' Open Houses available to our students.

Chinese New Year Celebration (26 January 2023) and Annual Donation Drive

22 The school will be organising a Chinese New Year Celebration on Thursday 26 January 2023, from 12.05pm to 1.15pm. Students will be dismissed at 1.15pm on that day. Please take note that Friday 20 January 2023 is a regular school day until 12.50pm in the timetable; there is no early dismissal. Monday 23 January and Tuesday 24 January 2023 are designated public holidays, hence students do not need to report to school.

23 Amid celebrations, 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 Fri 20 January 2023. Donations are voluntary. Details on the donation drive will be posted on Parents Gateway.

Mother Tongue Language Fortnight Programme (30 January – 10 February 2023)

24 To develop students' understanding and interest towards their own culture, the MTL Department will hold the Mother Tongue Language Fortnight Programme from 30 January to 10 February 2023. Details will be provided later.

Total Defence Day 2023 (15 February 2023)

25 The school will be commemorating Total Defence Day on Wednesday 15 February 2023. There will be a variety of activities in that week to create an engaging and meaningful experience to inculcate in them the understanding that everyone has a part to play to protect Singapore.

Prior Notice: Sec 4 and 5 Art, Music, Design & Technology (D&T), Nutrition & Food Science (NFS) Intensive Programme (1st week, June holidays)

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

Secondary 4NA and 4NT 29 May – 1 June 2023, 9.00am – 3.00 pm

Secondary 4E and 5NA 30 May – 1 June 2023, 9.00am – 3.00 pm

27 Please note that students' attendance is compulsory. Your consent will be sought through Parents Gateway in a separate notice. For clarifications, please write to Mrs Magdalene Peh (HOD/Craft, Technology and Aesthetics (Internal) at yeo_hwee_ching_magdalene@moe.edu.sg or contact her at 6777 7362 (ext. 432).

Conclusion

28 I look forward to your support and partnership as we work together towards a new year of learning and growth with our Clementeens in 2023. I wish you and your family a safe and fulfilling year ahead.

Yours sincerely,

Mdm Rasidah Bte Rahim
Principal

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