



CANBERRA SECONDARY SCHOOL

Our Vision: Nurturing Future-Ready Canberrans
Our G.R.C. Values: Gratitude . Respect . Compassion

3 January 2024

Dear Parents/Guardian, our partners-in-education of Secondary 4 & 5 students

Welcome to 2024

1. School Direction

A warm welcome to your child and family to the Canberra Family. Our school envisions cultivating Future-Ready Canberrans, equipping students with the knowledge, skills, and dispositions needed for success in an ever-changing world. We strive to provide an educational environment that fosters innovation, critical thinking, and adaptability, preparing students to confidently navigate the challenges and opportunities of the future.

I hope that we can strengthen our partnership with you in bringing out the best in your child/ward in 2024. I wish you and your family a very enriching year ahead!

2. Secondary 4 & 5 Form Teachers and Student Development Team

We have provided the names and email addresses of the Secondary 4 & 5 Year Head, Key Personnel of the Student Development Team, Level Discipline Master and Form Teachers in the table below. Please approach your child's Form Teachers and Year Head to clarify any school matters or subject concerns. We seek to forge a close partnership with you to facilitate your child/ward's success in his/her endeavours.

Form Teacher / Character Coach	Class	Email Address
Mohamed Nor Ariffin Bin Ismail (MR)	(4 Empathy)	Mohamed_Nor_Ariffin_Ismail@schools.gov.sg
Sim Li Wen (MISS)	(4 Empathy)	sim_li_wen@schools.gov.sg
Hee Lim Gee Kheng (MRS)	(4 Honour)	hee_lim_gee_kheng@schools.gov.sg
Sim Yi Lian (MISS)	(4 Honour)	sim_yi_lian@schools.gov.sg
Koh Tat Siang (MR)	(4 Diligence)	koh_tat_siang@schools.gov.sg
Ma Lijuan (MS)	(4 Diligence)	ma_lijuan@schools.gov.sg
Nurul Diyana Binte Hashim (MISS)	(4 Resilience)	nurul_diyana_hashim@schools.gov.sg
Seth Lim Jun Hua (MR)	(4 Resilience)	seth_lim_jun_hua@schools.gov.sg
Imarah Bin Abas (MR)	(4 Integrity)	imarah_b_abas@schools.gov.sg
Teo Qi Wen (MISS)	(4 Integrity)	teo_qi_wen@schools.gov.sg
Jamilene Tan Hui Peng (MISS)	(4 Harmony)	tan_hui_peng_jamilene@schools.gov.sg
Jeremy Tng Ying Xiang (MR)	(4 Harmony)	jeremy_tng_ying_xiang@schools.gov.sg
Lok Chee How (MR)	(4 Respect)	lok_chee_how@schools.gov.sg
Yusra Binte Abd Razak (MISS)	(4 Respect)	yusra_abd_razak@schools.gov.sg
Mohd Yazid B Md Yatim (MR)	(4 Kindness)	mohd_yazid_md_yatim@schools.gov.sg
Teo Jiaen, Victoria (MS)	(4 Kindness)	teo_jiaen@schools.gov.sg
Raudhah Bte Abdul Rahim (MADAM)	(5 Integrity)	raudhah_abdul_rahim@schools.gov.sg

Student Development Team		Email Address
Year Head (Sec 1 & Sec 4/5)	Mrs Tay / Leong Siew Yin Frieda	leong_siew_yin_frieda@schools.gov.sg
HOD / Character & Citizenship Education	Edwin Cheong (MR)	cheong_wai_tung_edwin@schools.gov.sg
HOD / Student Management	Goh Ching Tard (MR)	goh_ching_tard@schools.gov.sg
Sec 4 Level Discipline Master	Mohd Yazid B Md Yatim (MR)	mohd_yazid_md_yatim@schools.gov.sg



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3. Calendar of Events in Term 1

The calendar summarises the key school events and enrichment programmes in Term 1. All key school events and enrichment programmes will be held in school, unless otherwise stated.

☑ : All students of the level; √ : NA/NT students taking O level subject								
Term 1	Event/Programme	Date(s)	S1	S2	S3	S4E5N	S4N/T	
Week 1	G.R.C. Seeding Week (Orientation)	2 – 4 January	☑	☑	☑	☑	☑	
Week 1	Sec 4 Poly Open House	4 January				☑		
Week 1	Sec One Orientation	2 – 5 January	☑					
Week 1	Sec One CCA Open House (pm) & PTM	5 January	☑					
Week 2	Annual Temperature Taking Exercise (ATTEEx)	10 January	☑	☑	☑	☑	☑	
Week 2	Blended Learning	12 January	☑	☑	☑	☑	☑	
Week 3	Class Leaders Training	19 January		☑	☑	☑	☑	
Week 4	Sec 1 ALP #1 Sec 2 ICT/ALP #1	25 January	☑	☑				
Week 4	Blended Learning	26 January	☑	☑	☑	☑	☑	
Week 5	Sec 3 LLP Tier 1 (LCM #1)	30 January			☑			
Week 5	Sec 1 ALP #2 Sec 2 ICT/ALP #2	1 February	☑	☑				
Week 6	Sec 3 LLP Tier 1 (LCM #2)	6 February			☑			
Week 6	Sec 1 ALP #3 Sec 2 ICT/ALP #3	8 February	☑	☑				
Week 6	CNY Celebrations	9 February	Students will be dismissed from school at 10.30am					
			☑	☑	☑	☑	☑	
Week 6/7	Chinese New Year	10 – 11 February	Students will report to school on 14 February					
Week 7	Chinese New Year (Public Holiday)	12 February	Students will report to school on 14 February					
Week 7	Chinese New Year (School Holiday)	13 February	Students will report to school on 14 February					



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Term 1	Event/Programme	Date(s)	S1	S2	S3	S4E5N	S4N/T
Week 7	Sec 1 ALP #4 Sec 2 ICT/ALP #4	15 February	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Week 7	Sec 1-5 Peer Support Leader (PSL) Training Sec 2-4 Student Councilor Training	16 February	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Week 8	Breakfast Dialogue with SLs (PSG)	20 February					
Week 8	Sec 1 ALP #5 Sec 2 ICT/ALP #5	22 February	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Week 8	Blended Learning	23 February	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Week 9	Sec 2E/NA GI on Inclusive Housing	27 & 29 February		<input checked="" type="checkbox"/>			
Week 9	Awards Day	1 March	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Week 10	Sec 4/5 – 3D WE CAN Camp (within School)	4 – 6 March				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Week 10	Sec 4/5 PTM	7 March				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Week 10	Sec 3 – 4D3N Camp (External Campsite)	4 – 7 March			<input checked="" type="checkbox"/>		
Week 10	Sec 1 & 2 ISPR Programme	7 March	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Week 10	Blended Learning	8 March	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. Blended Learning Days

As announced by MOE on 29 December 2020, from 2021, all secondary schools will start to implement Blended Learning supported by the use of educational technology such as the Singapore Student Learning Space, and by device provisioning under the National Digital Literacy Programme (NDLP) whereby all secondary 4 students in Canberra received their personal learning device (PLD) in 2021.

Home-Based Learning (HBL) is a key feature of the schooling experience to further develop our students' ability to be self-directed, passionate and life-long learners. HBL will take place every fortnightly on Fridays in Semester 1. Students will be learning from home according to the schedule as stated in the calendar of events for Term 1. We seek the support of parents/guardians to help us in the smooth implementation of HBL. Do assist to monitor closely, provide guidance and support to your child/ward on planning and managing their time responsibly to participate in the learning from home.



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5. Timetable

Please be reminded that the school starts at 7.50am and the respective dismissal time is as listed. Dismissal time may differ for some classes, parents/guardians are advised to refer to student timetable. Students are strongly encouraged to come to school early and take their breakfast from 7.20am onwards at the canteen. Those who are not present in school when the flag-raising ceremony starts will be considered as late comers. The school also seeks your support to help remind your child/ward to be responsible in checking his/her timetable and packing his/her school bag daily.

6. Co-Curricular Activities (CCA)

The CCA schedule is as follows:

Monday	Wednesday	Saturday
<u>3.00pm-5.30pm</u> Sports Group (except Taekwondo)	<u>2.30pm-5.30pm</u> Sports (incl. Taekwondo) & Visual & Performing Arts	<u>8.30am-12.30pm</u> Boys' Brigade & Girls' Brigade
	<u>2.30pm-6.00pm</u> NPCC, NCC(Air) & NCDCC	

CCA for Sec 2 - 5 students will commence on 8 January (Monday). Please ensure that your child/ward attends all CCA sessions to learn and enjoy the curriculum that the school has planned for them.

7. Academic Support Programme (ASP)

As part of the school's initiative to help graduating students who need additional coaching for their academic subjects, the school conducts Academic Support Programme (ASP) on Tuesdays and Thursdays after curriculum hours in Semester 1. The ASP aims to help students who need intensive support through remediation on selected topics and/or skills. For Secondary 4 & 5 students, the ASP will commence in Term 1, Week 2. The Heads of Department (HOD) will inform students involved.

8. Health Related Matters

In our continued efforts to safeguard the well-being of our staff and students as school re-opens in 2024, we would like to request all parents/guardians to remain vigilant and ensure your child/ward exercises personal and social responsibility by maintaining a high standard of personal hygiene, including washing one's hands with diligence. If your child/ward is unwell, please ensure that he/she stays at home and seeks medical attention if necessary. If your child/ward is recovering from respiratory-related illnesses and returning to school, please encourage him/her to exercise social responsibility, e.g., by wearing a mask, minimizing social interactions with big groups. For the wellbeing of the students, there will be a temperature taking exercise on 10 Jan 24 and all students are reminded to bring along a serviceable thermometer.



9. Home-School Link

Parents are the key navigators and nurturers of a child/ward's growth. We seek to partner and work closely with you to bring out the best in your child/ward. Having a close partnership with us will help you to better understand your child/ward's learning experience in school, so that you could provide him/her with the necessary care, support and reinforcement at home.

i. Parents Gateway (Mobile Application)

Parents Gateway is a digital platform initiated by MOE and GovTech to:

- bring greater convenience to parents to perform simple administrative transactions;
- stay updated on schools' programmes and activities; and
- enable parents to better support their child in their education journey through closer interactions and communications with schools.

For Parents who have yet to use the 'Parent Gateway' application, we would like to encourage you to log on to the portal and activate your account by following these simple steps:

- 1) Download the 'Parent Gateway' application directly from your Play Store or App Store.
- 2) Login with SingPass. If you have issues signing in with SingPass, you may visit the SingPass website or contact their helpdesk at 6643-0555.
- 3) Retrieve your child's details and verify the information to proceed.

ii. Parent Support Group (PSG) Matters

You can support your child/ward in various ways. We encourage you to join the Canberra Parent Support Group (PSG) so that you can get involved with the school's activities and get to know other parents/guardians and your child/ward's friends in school.

Parents who are interested in joining our school's PSG activities can register when you receive online invitation sent via the 'Parent Gateway' application.

iii. Communication with Parents

We seek to work closely with our parents and guardians for the holistic well-being of our students. We would appreciate your kind understanding and support in the communication protocols:

- a. Parents should only communicate and engage with teachers within school hours (7.50am – 6.30pm), on working weekdays, and during school terms.
- b. Teachers are not expected to respond to parents and students' queries after school hours, during the weekends and school holidays.
- c. Urgent messages to teachers may be directed to the General Office, should the teachers be in class and are uncontactable during school hours.
- d. Teachers are not expected to provide their personal mobile numbers to parents/students.



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- e. Appointments for face-to-face meetings with teachers should be made in advance. Parents should email the teachers or contact the General Office at least 3 days in advance, to minimise disruption to their teaching duties.

- f. Parents will receive a response to their email queries within a reasonable period so that sufficient time is given to teachers to ensure that the queries are addressed well. Kindly include your child/ward's name and class and your contact number in your email.

10. Mobile Phone Management

We believe in providing a conducive learning environment for your child/ward. Your child/ward is expected to switch their mobile phone to silent mode and keep it safely in the school bag during curriculum time. Though we allow your child/ward to use his/her phone at designated areas during recess, please be informed that gaming on phone is not allowed. If your child/ward does not comply with the teacher's advice, we will have to keep the phone in the General Office till 4.30pm on that day. Your child/ward can then collect the phone from the General Office after 4.30pm. More details of the School Rules and Regulations are available on the 2024 Student Diary.

11. Absence from School / CCA / School Activity

If your child/ward is absent from school, CCA or any school activity, please inform the General Office at 67585070 or drop us an email to inform us of his/her absence. He/she will also be required to submit a Medical Certificate or parent's letter when he/she returns to school.

12. Financial Assistance

The school aims to provide more support for students whose families are in needy situations. Applications for various schemes are open at different times of the year. Students who need financial assistance may seek help at any time and apply for the following schemes:

a) The MOE Financial Assistance Scheme (MOE-FAS)

Singapore Citizens who face financial difficulties may apply for assistance for their school fees and other expenses. To find out more about the MOE Financial Assistance Scheme (FAS) and application, you may visit the following URL:

<https://www.moe.gov.sg/financial-matters/financial-assistance>

The school also reminds students at the start of Term 4 to renew or apply for MOE-FAS for the following year.

b) School-based Financial Assistance Scheme

For students who do not meet the income criteria set by the MOE-FAS, their application would automatically be assessed for the school-based FAS Scheme.

c) Community-based Financial Support

Our school also taps on the financial support offered by the wider community and charities. We also refer students from families in need to the Community Development Councils and



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other voluntary welfare organisations that operate in partnership with the Ministry of Social & Family Development and National Council of Social Service for other forms of assistance. Kindly approach our teachers or the General Office staff for assistance.

13. Road Safety Matters

We would like to seek your cooperation to work with the school in ensuring the safety of students coming to and leaving school. All parents/guardians are reminded to do the following:

- Reduce vehicle speed and stay alert for pedestrians in the school zone.
- Cooperate with traffic marshals to ensure overall safety and smooth traffic flow.
- Ensure that your child/ward alights only at the designated drop-off point, and alights as quickly as possible.
- Adhere to traffic rules by driving carefully and to avoid making illegal maneuvers such as turning into the school from the outer lane(s) of the road.
- Avoid sounding of the horn indiscriminately.
- Reinforce correct road safety behavior such as using the pedestrian crossing, and avoiding jaywalking or using a mobile phone while crossing.
- Ensure that your child/ward knows safe cycling rules and is a competent cyclist (if your child/ward cycles to school). A helmet should be worn while cycling. All bicycles must have at least one functioning handbrake to be ridden on public paths and roads.

14. Disclaimer

Photograph(s) or video image(s) of you and your child/ward may be captured during school activities and events such as classroom lessons, CCA, school camps, school concerts. The school may use and publish such photographs and/or video recordings in school publications, website, social media channels, and other communication channels.

We look forward to working in partnership with all parents/guardians as we nurture our students to be Future-Ready Canberrans.

Yours faithfully

Mr Leong Kok Kee
Principal