

30 December 2022

Dear Parents/Guardians

INFORMATION AND PROGRAMMES FOR TERM 1 2023

Welcome to the new academic year and to all our new Changkateers (students and staff), welcome to Changkat! Having led this amazing school for two years now, I am still learning new things about Changkat every single day. Few things give me more joy than talking to students and staff, hearing their questions, understanding their challenges and celebrating their successes (and we have much to celebrate). In the past year, I had the opportunity to connect with many stakeholders too. Through these conversations, I am deeply inspired and they allow me to see the world with fresh eyes.

We are living in challenging times. The world is rapidly changing. Education has to prepare our students differently – for our students to develop the resilience to adapt to changes, embrace diversity of views, participate in respectful discourse and collaborate effectively across differences.

In 2023, our school theme will be '*Growing Resilience, Enriching Character*'. The theme encapsulates our vision for staff and students to bounce forward and persevere when faced with challenges and be adaptable to changes. We hope that staff and students can grow in their resilience so that they can recover from challenges and changes and respond with commitment and optimism. Through deepening our culture of care and support, we hope to enrich the character of students through strengthening our student development curriculum and opportunities (such as Character and Citizenship Education, Learning for Life Programme, Co-Curricular Activities, Student-Initiated Learning and Talent Development Programme).

The theme logo, designed by our Art teacher Mr Soo Sheng Lih, consists of a soft round-edge square which evokes the sense of stability and depicts strength and solid foundation, where the character of resilience is moulded and developed. A star in the middle of Growing Resilience and Enriching Character suggests that success comes from these two (hand in hand). Integrated with a contrasting soft leaves-pattern, the leaves portray a youthful, graceful and vitalizing new energy that spring up out of the seed of the school logo, reaching out to the world with grace and harmony. Growing out from the nurturing warm environment, Changkateers reach out to the world carrying the positive values and character of Changkat.





Our school values, iCAR²E (integrity, Care, grAtitude, Respect, Resilience, Excellence), are the foundation that guides us to achieve our belief and shape our culture. Our school believes that every child can achieve success through effort and resilience, and that as one Changkat family, we can scale greater heights together.

In alignment to this theme, we will hence continue to prioritise our effort in three key areas this year, namely in Positive Education, Character and Citizenship Education (CCE) and Blended Learning. Positive Education is the main approach to guide our school's teaching and learning direction. In doing so, we would focus on enhancing Relationships and Meaning this year. Under CCE, we would focus on the discussion of contemporary issues, growth mindset, cyberwellness education and student leadership. In Blended Learning, we would further deepen our e-pedagogy practices, develop student-initiated learning, teach effective study skills and reinforce thinking routines. We will also be revamping our Learning for Life Programme curriculum to focus on developing Leaders in Sustainability – to nurture leaders who can understand sustainability issues and challenges so that they are better equipped for the future to tackle a complex global environmental crisis.

Last year, we celebrated our 56th Anniversary and the school theme was 'Caring Community, Empowering Lives'. We hoped to build on our strength as a caring community as people are Changkat's strengths. There were indeed many moments and achievements that we can be thankful for as Changkateers. Our hard work in focusing on holistic development of students has resulted in positive outcomes in various fields, such as Quality of Students' Experiences, national examinations performances, National School Games, Co-Curricular activities and Talent Development Programmes. Our staff were also recognised both internally and externally for their outstanding contributions. Looking back, 2022 captured our desire to empower Changkateers to learn with joy and passion, so that they can thrive and flourish.

I would like to warmly welcome our Secondary One Changkateers, parents / guardians and new staff members joining our big Changkat family. With the support of parents / guardians, staff, School Advisory Committee, alumni and friends, we believe that your transition to Changkat will be a positive experience. You will find Changkat to be a place where you belong. You will have opportunities to grow your unique strengths and interests driven by your passion to learn, serve and succeed. A community where **Together**, **We Flourish**. Our school motto 'Through School to Nation' reminds us that Changkat Changi plays an important role to cultivate active citizenry for a united society.

As we look ahead to the new academic year, the following items are highlighted in this letter for your information:

1 Ensuring Safety and Security of Students

1.1 Health Precautions and Safe Management Measures (SMM)

In preparation for the new academic year, we would like to emphasize the importance of continued vigilance by all stakeholders. With the holiday and peak travel season, influenza activity has been on the rise across the globe since September 2022. Even as we resume our transition towards living with COVID-19, we need to do so in a careful and controlled manner. We seek everyone's cooperation to:

a) Exercise social responsibility and cooperate with the prevailing SMMs



- b) Follow the appropriate health protocols should we test positive for COVID-19, including resting at home or visiting your primary care physicians if you need any medical attention
- c) Get vaccinated and boosted when eligible

Since 2022, schools have resumed our temperature-taking exercise semesterly and aim to:

- a) maintain schools' preparedness to re-activate the attendance and temperature-taking regime should there be a need to; and
- b) educate students to take personal responsibility for their own health and practise social responsibility.

All Secondary One students will be issued a new oral thermometer. For students in the other levels, please ensure that you have a workable oral thermometer and if your thermometer is not working, please get it replaced. The first temperature-taking exercise is scheduled on 11 January 2023.

Regardless of COVID-19, if your child/ward is not feeling well, is exhibiting flu-like symptoms or fever, please ensure that he/she does not come to school. Visit the doctor, if necessary, to seek medical attention and update the Form Teacher on the health condition of your child/ward on the same day.

Let us work together to ensure the school remains a healthy and safe place for all staff and students to learn, work and play.

1.2 Building of Sheltered Walkway by Land Transport Authority (LTA)

LTA will recommence work and complete the High Covered Linkway at the School main gate. Do encourage your child/ward to take note of potential safety hazards in their journey to school while construction is taking place. The High Covered Linkway will tentatively be completed by January 2023.

Though the School Internal Sheltered Linkway is completed, further clearance is still pending from relevant authorities. During this period, the footpath from the Main Gate to the School Foyer will remain closed for safety reasons. All students, staff and visitors are to enter the school from the side gate that is located nearer to Changkat Primary School. The main gate will still be opened for use by vehicles entering and exiting the school.

1.3 Road Safety

Parents/Guardians are encouraged to remind your child/ward on the importance of road safety inside and outside of the school. If your child/ward is taking public transport, please also remind him/her to use the zebra crossings and designated footpaths when they are walking into and out of school.

Due to the construction taking place at the school's Main Gate, parents/guardians driving into school should slow down and watch out for oncoming vehicles driving out of the school. Vehicles going out of school should also slow down and watch out for vehicles entering the school. When driving out of school, please refrain from turning right at the school main gate from 6.30 am to 8 am.



We seek your understanding to follow the correct traffic flow within the school compound and drop your child/ward only at the designated drop-off point at the foyer. Please also adhere to the speed limit in school especially when negotiating the right turn to the school drop off point at the foyer. Parents/Guardians who are waiting to pick up their child/ward should wait at the vacant parking lots available instead of at the foyer to reduce traffic congestion at the foyer.

2 <u>Teaching and Learning</u>

2.1 School Hours

School will start at 7.50 am and students are encouraged to arrive in school 10 minutes before time. HBL is scheduled on Fridays of even weeks of the term. Students do not need to report to school on HBL days but are to report their attendance to their Form Teacher virtually in the morning.

We will continue to stagger dismissal timings by level to reduce transient congestion during school dismissal. Students are to refer to their timetable for their dismissal timings for each day. In general,

- For Monday Thursday: Students will be dismissed between 2.10 pm 2.45 pm.
- For Friday (odd week): Students will be dismissed between 12.15 pm 12.45 pm.

2.2 School-based Assessment and Examination Matters

a. School-based Assessment and Weightings

In line with MOE's School-based Assessment Policy, Weighted Assessments (WA) will be conducted once a term for Term 1 to Term 3 for Secondary One to Three students. There will only be one End-of-Year Examination (EYE) in Term 4.

For Secondary Four/Five students, Weighted Assessments (WA) will be conducted once each in Term 1 and Term 2. There will be one 'O' Level Mother Tongue Preliminary Examination in Term 2 and a main Preliminary Examination in Term 3.

The weightings of the respective school-based assessments for 2023 are summarised below for your reference:

	School-based Assessments and their Weightings in %					
Levels	Term 1 Term 2 Term 3 Term					
Sec 1 to Sec 3	15% [WA]	15% [WA]	15% [WA]	55% [EYE]		
Sec 4/5	50% [WA]	50% [WA]	100% [Prelim]			

*Note:

- A weighted assessment (WA) refers to an assessment for which scores attained count towards the subject grade. It can be a class test, performance task, portfolio, practical test or alternative assessments such as projects, etc.
- Details of WA will be provided by respective subject teachers.
- Weightage for D&T and F&N will differ due to portfolio requirements.



b. Weighted Assessments and Examination Dates

Please note the following important dates regarding Weighted Assessments and Examinations for 2023 in the table below:

Item	Dates	
Sec 1 to 4/5N Weighted Assessment 1 (spaced out over 4 weeks)	6 February to 3 March	
Sec 1 to 4/5N Weighted Assessment 2 (spaced out over 4 weeks)	25 April to 19 May	
Sec 4/5 'O' Level Mother Tongue Preliminary Exams	2 May to 3 May (afternoon)	
Sec 1 to 3 Weighted Assessment 3 (spaced out over 4 weeks)	31 July to 25 August	
Sec 1 to 3 End-of-Year Exams	25 September to 5 October	
Sec 4N Preliminary Exams	21 July, 24 July, 28 July to 2 August	
Sec 4E/5N Preliminary Exams	21 August to 30 August	

2.3 School Terms and Holidays 2023

Please note the important dates regarding school terms and holidays in 2023 in the following tables:

2023 School Terms

Terms	Day & Dates
Term 1	Tuesday 3 January to Friday 10 March
Term 2	Monday 20 March to Friday 26 May
Term 3	Monday 26 June to Friday 1 September
Term 4	Monday 11 September to Friday 17 November

2023 School Holidays

March Holidays	Saturday 11 March to Sunday 19 March
June Break	Saturday 27 May to Sunday 25 June
September Holidays	Saturday 2 September to Sunday 10 September
December Break	Saturday 28 October to Sunday 31 December



Parents/Guardians are kindly requested to **refrain from taking your child/ward away from school during term time** as that will affect his/her learning. Should there be special circumstances, please write to the school to seek permission.

3. <u>Holistic Development of Students</u>

3.1 Kickstart! Programme

To signal the importance of strong peer support and class spirit in shaping a positive school experience, we will start the year with the Kickstart! Programme for all levels. Form Teachers will also have the opportunity to forge strong teacher-student relationships with the class from the beginning of the school year. A summary of the activities, arrival and dismissal timings can be found in Annex A.

Kindly note that students are to report to their respective form classroom on the first day of school for morning assembly.

3.2 Sec 1 CCA Orientation and Parents' Briefing

All Sec 1 students will be participating in the Sec 1 CCA Orientation on 6 January from 2.30 pm to 6.00 pm to know more about the CCAs offered in our school. This will allow them to make informed decisions on their choice of CCAs.

In conjunction with the CCA Orientation, a Sec 1 Parents' Briefing will be held on 6 January from 3.15 pm to 6 pm. Parents will have the opportunity to hear from our Principal as well as our Key Personnel and Parent Support Group (PSG) representatives. They will share on the school's CCA programme, National Digital Learning Device programme and parenting tips. You will also have an opportunity to interact with your child/ward's Form Teachers.

We will inform you the details of the Parents' Briefing via a separate Parent Gateway message.

4. <u>Developing Self-Discipline and Responsibility</u>

4.1 Reporting Times and Punctuality for School

Your child/ward is to be present and seated at the assembly venue by 7.50 am from Monday to Friday. We appreciate your partnership to inculcate the positive habit of punctuality in your child/ward to ensure there is no loss of curriculum time for learning due to late-coming. During Home Based Learning days, students are expected to be punctual when reporting their attendance to their Form Teachers. Students who are frequently late without valid reasons despite repeated school and home intervention are liable to be given a "Fair" Conduct Grade in their Report Slips.

4.2 Absenteeism

The school places great emphasis on student learning and hence strongly discourages frequent absenteeism as such behaviour disrupts your child/ward's learning and affects his/her performance. Together, with your support, we can develop and inculcate in your child/ward the right attitude towards school and learning, which he/she will carry with him/her in his/her future work and endeavours.



We seek your support to monitor your child's/ward's attendance closely, and ensure he/she does not stay away from school. Absenteeism should be substantiated with **medical certificates**. Students who are absent without valid reasons will face disciplinary consequences. Students who are frequently truant despite repeated school and home intervention are liable to be given a "Fair" Conduct Grade in their Report Slips.

4.3 Attire and Grooming

Students are expected to wear the prescribed uniform and no modification to the uniform is allowed. Long pants are not allowed to be tapered or shortened above the ankles. Similarly, the length of school skirts must be just above the knees. All school uniform including PE and House T-shirts must be worn with the student's nametag sewn on the right side in line with the school crest/logo.

For all students, hair must be of its natural colour. For girls, hair longer than shoulder length must be tied up. For boys, hair must be kept short and neat. Hair length must not touch the ears and the collar of the school shirt. All male students must be clean shaven and neat in appearance i.e. no wearing of beards and moustaches.

Students not adhering to the above guidelines will be asked to rectify their uniforms or to purchase a new set of uniform. We would appreciate that parents ensure that your child/ward is properly attired and well-groomed when they return to school on the first day in 2023.

4.4 Handphone Policy 2023 and Personal Learning Device Policy

To encourage focus on learning, all handphones are to be kept and locked in students' respective personal lockers from 7.50am. Students can take their handphones out of the lockers during recess and are to keep their handphones in the lockers after recess. Students are reminded that handphones cannot be seen or used between lessons and when moving from one venue to another. The school bookshop will be selling locks for the lockers should your child need to buy one.

Kindly remind your children that Personal Learning Devices and handphones can be confiscated by teachers/staff should it be used in contravention of the above guidelines. Handphones or Personal Learning devices may be returned to the respective student and/or returned to parents/guardians at the end of the day.

All students must take personal responsibility to care for their own belongings. Similarly, students are reminded to exercise responsibility when using smart gadgets such as smart watches which can transmit information. Such devices cannot be worn or used during assessments/tests/exams which can be used by students to receive unfair support.

4.5 National Digital Literacy Programme

The NDLP has enabled all students to own Personal Learning Devices (PLDs) and they should continue to exercise responsibility and good screen time habits in the use of PLDs. In 2023, students will continue to be equipped with different digital literacy skills to further support personalized learning as well as self-directed and collaborative learning.



Parents/guardians are strongly encouraged to continually build good learning habits using the PLDs with their child/ward. Some helpful resources can be found on the school's page: <u>https://changkatchangisec.moe.edu.sg/experience-at-changkat/national-digital-literacy-programme-ndlp</u>

4.6 Target Setting and Monitoring

The school will support your child's/ward's learning through target setting and monitoring. We hope that you and your child/ward can thus focus and monitor his/her performance responsibly throughout the year. With the help and supervision of parents/guardians at home, we are confident your child/ward will be one step closer to achieving his/her targets.

5 Update of Staff Movement and Appointments

5.1 Thank You and Well Wishes

We bid farewell to the following staff and thank them for their dedicated service:

Name	Role
Mr Muhammad Firdaus Bin Zainal	Subject Head (Geography)
Mdm Tan Sai Kee	Teacher (Chinese Language)
Ms Tang Zhuo Min Rachel	Teacher (Music / English Language)
Mr Cheong Ye Meng, Clarence	AED T&L (English Language)
Ms Nur Azrin Bte Abdullah	FAJT (English Language)
Mr Matthew Chan Weng Lock	FAJT (English Language)
Ms Gloria Tan Ma Sok Hua	FAJT (Geography)
Mr Rosli Bin Ahmad	Student Welfare Officer

5.2 Welcome

We warmly welcome the following new staff to the school:

Name	Role
Ms Nur Syazana Binte Shahul Hameed	Subject Head (Humanities)
Ms Khoo Kai Leng Esther	Teacher (Chinese Language)
Mr Muhammad Yusuf Bin Abu Bakar	Teacher (Physical Education)
Ms Goh Bee Kah, Beatrice	FAJT (English Language)
Mr Rahmat Bin Saion	FAJT (Malay Language)
Ms Joy Ang Siew Chin	FAJT (Principles of Accounts)
Ms Nora Bte Ab Rahman	FAJT (Principles of Accounts)



6. Partnerships and Collaboration

6.1 Deepening our partnership with parents/guardians

At Changkat Changi, we value our parents/guardians as our key partners in helping our students to develop holistically. We strongly believe that a deep partnership forged between the school and our parents will enable us to realize our vision of helping our students to *Learn with Passion, Serve with Humility and Succeed with Integrity*. We would like to encourage our parents to continue to be supportive partners and seek your active involvement in the following activities:

S/N	Name of Event	Date					
1	Sec 1 Parent-Teacher Conference	Term 1, 2023					
2	Sec 1 CCA Orientation						
3	Sec 2, 4 and 5 Parents' Briefing						
4	Cross-Country Run						
5	Sec 3 Parents' Briefing	Term 2, 2023					
7	57 th Annual Speech and Prize Giving Day						
8	Mid-Year Meet-the-Parents' Session						
9	House Olympics						
10	Graduation Ceremony for Sec 4/5 Students	Term 4, 2023					
11	End-Of-Year Meet-the-Parents' Session						
12	National Education Commemorative Events	Terms 1 – 4, 2023					

Parents/Guardians are encouraged to join the Changkat Changi Parents Support Group (CCSS PSG) and continue to play an active role in our school activities.

This term letter can be downloaded from the school's website and Parents Gateway.

I am grateful for the support you have rendered to the school. Our work at Changkat Changi is not yet complete but I believe that together, we can build Changkat to be a nurturing school that matches the ambitions and hopes of our students and staff. On behalf of the school, I would like to wish you a healthy and successful 2023!

Thank you.

Yours sincerely,

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Mr Ho Ming Da Principal, Changkat Changi Secondary School





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Date (Day)	Reporting	Dismissal	Description	Attire	Remarks
	Time	Time			
Week 1	I	I		-	-
3 January 2023 (Tuesday)	0750 h	1410 h	 S1 Orientation Day - A Positive Start Secondary 1 Changkateers will get to know the school and their classmates. Class time with Form Teachers Briefings for Sec 1 students Interaction with Student Councillors 	•	
4 - 6 January 2023 (Wednesday - Friday)	Lessons as	per timetabl	e	Full school uniform Students will bring along their PE T-shirt and shorts if they have PE lessons. Students can still wear their Primary School attire if they are unable to get the uniform or PE attire in time.	 S1 CCA Orientation and Parents' Briefing will be on Friday Afternoon (6/1). Do look out for further information to be given out soon.

Week 2					
9 - 10 January 2023 (Monday - Tuesday)	Lessons as per timetable			Full school uniform Students will bring along their PE T-shirts and shorts if they have PE lessons.	
11 January – 13 January 2023	0750 h (Wednesday)	1245h (Friday)	v	in half-uniform (PE T-shirt & school shorts/skirt). They will change into their PE attire (PE T-shirt and PE shorts) for the activities.	Meals (including breakfast, lunch, dinner, and snack time) will be provided during the camp. Activities include team bonding games, pioneering, orientating, outdoor cooking, campfire etc.



Kickstart

Secondary 2

Date (Day)	Reporting Time	Dismissal Time	Description	Attire	Remarks
Week 1					
3 Jan 2023 (Tuesday)	0750 h	1250 h	 Secondary 2 Changkateers will get to kickstart their new school year with Circle time with Form Teachers Briefings for Sec 2 students 		 Please bring along the following items: Writing materials Learning Device Money for recess Water bottle Simple snacks such as biscuits for snack break
4 - 6 January 2023 (Wednesday - Friday)	Lessons a	s per timetable		Full School Uniform (With name tag)	Please bring the relevant materials and resources for timetabled lessons. Students will bring along their PE T-shirt and shorts if they have PE lessons.

Week 2					
9 - 10 January 2023 (Monday - Tuesday)	Lessons a	s per timetable		Full School Uniform (With name tag)	Please bring the relevant materials and resources for timetabled lessons. Students will bring along their PE T-shirt and shorts if they have PE lessons.
11 Jan 2023 (Wednesday)	0750 h	1330 h (Class Committee students from 2A, 2C, 2D, 2E and 2G are dismissed at 2:30pm)	Secondary 2 Changkateers will learn how to navigate the cyberworld safely, pick up financial literacy skills and knowledge.	he to school in half- ial uniform (PE T- shirt & school shorts/skirt). They will change into their PE attire (PE	Please bring along the following items: Writing materials Learning Device
12 Jan 2023 (Thursday)	0750 h	1330 h (Class Committee students from 2B and 2F are dismissed at 2:30pm)	 There will be opportunities for students to build a sense of camaraderie and cohesion 		 Money for recess Water bottle Simple snacks such as biscuits for snack
13 Jan 2023 (Friday)	0750 h	1245 h	among their classmates and teachers through class activities.	shorts) for the activities.	break



Kickstart

Secondary 3

Date (Day)	Reporting Time	Dismissal Time	Description	Attire	Remarks
Week 1	-				
3 Jan 2023 (Tuesday)	0750 h	1250 h	 Secondary 3 Changkateers will get to know their new classmates and Form Teachers! Class time with Form Teachers Circle time with classmates Briefings Check-in Survey 	Full School Uniform (With name tag)	Students will be given a packing list for Secondary 3 Outdoor Adventure Camp from 11-13 January 2023 in Term 1 Week 1. More details about the camp will be shared nearing the date!
4 - 6 January 2023 (Wednesday - Friday)	Lessons as p	er timetable		Full School Uniform (With name tag)	Pleasebringtherelevantmaterialsandresourcesfortimetabledlessons.StudentswillbringalongtheirPET-shirtsandshortsiftheyhavePElessons.
Week 2					_
9 - 10 January 2023 (Monday - Tuesday)	Lessons as p	er timetable		Full School Uniform (With name tag)	Please bring the relevant materials and resources for timetabled lessons.

					Students will bring along their PE T-shirt and shorts if they have PE lessons.
11 Jan 2023- 13 Jan 2023	0750 h (Wednesday)	1245h (Friday)	 S3 Cohort Camp Secondary 3 Changkateers will Build their confidence and resilience Have opportunities to forge camaraderie with others through common challenging experiences Build positive relationships among their peers and with their Form/co-Form Teachers Have a foundation for active and healthy living through appropriate land and water activities and develop life skills through authentic outdoor experiences. 	shorts/skirt). They will change into their PE attire (PE T-shirt and PE shorts)	Refer to packing list given in Week 1 Meals (including breakfast, lunch, dinner, and snack time) will be provided during the camp. Activities include team bonding games, pioneering, orientating, outdoor cooking, campfire etc





Date (Day) Reporting Dismissal Description Attire Remarks Time Time Please bring along Full School Uniform Week 1 (With name tag) the following items: 3 Jan 2023 0750 h 1250 h Secondary 4 Changkateers will have opportunities to Writing materials (Tuesday) build deeper bonds with classmates and Form Learning Device Teachers! Money for recess Class time with Form Teachers Water bottle Circle time with classmates ٠ Simple snacks Briefings ٠ such as biscuits for snack break Full School Uniform Please 4 - 6 January bring the Lessons as per timetable 2023 materials (With name tag) relevant (Wednesday and resources for - Friday) timetabled lessons. Students will bring along their PE T-shirt and shorts if they have PE lessons.

Week 2					
9 - 10 January 2023 (Monday - Tuesday)	Lessons as per timetable			Full School Uniform (With name tag)	Please bring the relevant materials and resources for timetabled lessons. Students will bring along their PE T-shirt and shorts if they have PE lessons.
11 Jan 2023 (Wednesday)	0750 h	1410 h	 Secondary 4 Changkateers will discover more about their strengths and interests and how they can leverage them to pick the right career and educational pathways be equipped with study skills and strategies to cope with the demands of a graduating year cultivate positive mental health and resilience 	Students will report to school in half-uniform (PE T-shirt & school shorts/skirt). They will change into their PE attire (PE T-shirt and PE shorts) for the activities.	 Please bring along the following items: Writing materials Learning Device Money for recess Water bottle Simple snacks such as biscuits
12 Jan 2023 (Thursday)	0750 h	1410 h	 Secondary 4 Changkateers will gain insights and knowledge about resilience and coping with stress form (Re)silience mindsets and believe in their ability to overcome challenge and setbacks adopt positive habits and practical tools for regulating emotions and facing setbacks strongly 		for snack break
13 Jan 2023 (Friday)	0750	1245h	 Secondary 4 Changkateers will strengthen their bonds with their peers and teachers through games 		