



Briefing by Assistant Year Head/ Lower Sec



2025 Secondary 1 Form Teachers

Year Head/ Lower Sec: Mr Eddie Chong		Assistant Year Head/ Lower Sec: Ms Alisya Yeo	
Head of Department/ Student Development & Student Management: Mr Alex Goh		Subject Head/ Student Management: Mr Fabian Lim	
S1 Student Management Rep: Mr Yonatan Ng			
Class	Form Teachers	Class	Form Teachers
1A	Mrs Maureen Tan & Mr Nicholas Tan	1E	Ms Metha Pang & Mr Loh Chean Meng
1B	Ms Ng Zhao Ying & Mr Edwin Chue	1F	Ms Alsree & Ms Ita
1C	Ms Lisa Zhang & Mr Bryan Tan	1G	Ms Lim Hui Leng & Mdm Xiong Xiaodong
1D	Ms Shastriya & Mr Ng Choon Hwee		



School Hours (Odd & Even Week Timetable)

Activity	Day	Time	Remarks
Recess time	All days	9.35am to 10.10am	
Lunch time	Monday to Thursday	12.20pm to 12.50pm	
CCA days	Every Monday & Wednesday	2.30pm to 5.30pm	
Home-based Learning (HBL)	12 HBL Days scheduled throughout the year	Whole day	Refer to termly letter for more information



Drive-in Policy

- As the safety of the students is our priority, private vehicles are not allowed into the school premises **after 7.30am**.
- During dismissal, vehicles are allowed into the school premises for **pick-up only**.
- Please observe all safety regulations and speed limit (not exceeding 15km/h) when you drive in and out of the school.



Communication Procedures (Parents to School)

- Teachers' Email
- Work phone during office hours
- School Email: springfields@moe.edu.sg

Form Teachers will be sending out a welcome note to parents via PG which will include their contact details.



Unwell/ Emergencies

- If your child is not feeling well, he/she should inform the teacher in the classroom.
- Your child will be taken to the General Office.
- If necessary, parents will be informed to come to school to bring your child home or to see a doctor.
- If there is an urgent need for medical treatment, the school will accompany the student to the nearest clinic or call for an ambulance and we will contact you.
- In accordance with advice from HPB and MOE, we will **not** administer any oral medication to your child.



Group Personal Accident Insurance Policy

All students are insured under Group Personal Accident (GPA) Insurance paid by MOE. The GPA covers death, permanent and total / partial disability and medical expenses due to an accident while participating in school activities.



Health Screening

- Date: 3rd March to 7th March
- Venue: School
- More information will be disseminated via Parent Gateway



Level Camp

- Date: 8th July to 11th July (Tuesday to Friday)
- Time: 4D3N Overnight Camp
- Venue: MOE Jalan Bahtera Adventure Centre



Thank you and we look forward to a
great year ahead!