



# SPRINGFIELD SECONDARY SCHOOL

30 Tampines Avenue 8 Singapore 529593 • Tel: 63183053 • Fax: 63183050

24 June 2024

## TERM 3 LETTER TO PARENTS

Dear Parents/Guardians of Springfielders,

We hope that you and your child/ward had quality time to bond during the June holidays and we warmly welcome your child/ward back to school!

Term 2 ended on a high note with various academic and non-academic enrichment activities, such as CCA, cohort programmes, learning journeys and workshops, Values-in Action programmes and student bonding activities that extended learning and character development beyond the classroom.

Our students also actively participated in the National School Games (NSG), Singapore Youth Festival (SYF), and Uniformed Groups Competitions and we are pleased to share their achievements in Annex A1.

Below, we have shared what your child/ward can look forward to in Term 3, and we seek your continued home-school partnership in ensuring that that the school remains a safe and conducive space for our students to learn and grow.

### **1. Student Development Experiences through Sports, Character & Citizenship Education & Leadership**

#### ***1.1. Citizenship Commemorative Events for Term 3***

We look forward to a season for student development experiences in Term 3.

- We would be commemorating Racial Harmony Day on 22 July (Mon). The activities are designed to help students appreciate the importance of maintaining racial and religious harmony in Singapore's multicultural and multi-ethnic society. Students will be allowed to dress in their ethnic wear for this occasion, and guidelines on attire would be shared with students. Regular school hours and timetable apply on this day.
- In conjunction with the school's National Day Celebrations, there would be activities in the lead up to National Day that aim to deepen an appreciation of Singapore's journey to nationhood and instil pride and a sense of belonging. On 8 August (Thu), students will report to school by 7.30am as per usual and will be dismissed by 10.30am from school. More information will be shared closer to the date.

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## ***1.2 Secondary 1 Outdoor Adventure Camp***

- The Secondary 1 Outdoor Adventure Camp will be conducted from 15 July 2024 (Monday) to 18 July 2024 (Thursday) at Labrador Outdoor Adventure Learning Centre. This camp is organized to strengthen the holistic development of students, by developing ruggedness and resilience, and building cohesion amongst our students.
- The school has designed the programme to ensure that it is of high quality, supports the school curriculum and is suitable for our students. The school has engaged TOUCH Community Services to help with the conduct of the camp's activities. Activities include high & low elements, kayaking, hiking & navigation as well as outdoor cooking. Do refer to the information that was sent via Parent Gateway on 20 May for more details.

## **2. Home-Based Learning (HBL) & Academic Support Programmes**

### ***2.1 Home-based Learning days (HBL)***

- For Term 3, HBL days for Secondary 1 to 3 students would be on the following dates:
  - 19 Jul, Friday
  - 23 Jul, Tuesday (\*only for Sec 2 & 3 students)
  - 24 Jul, Wednesday (\*only for Sec 2 & 3 students)
  - 25 Jul, Thursday
- \*Sec 1 students would be having the Code for Fun Programme on 23 & 24 July in school.
- Secondary 4 and 5 students are to be in school for face-to-face lessons on HBL days. The face-to-face lesson interaction would enable closer supervision and support for students in their graduating year, to better prepare them for the national examinations.

### **2.2 Academic Support Programmes**

#### ***2.2.1 Remedial, Consultation & Skills-Based Clinics for targeted groups***

- Remedial and consultation for selected students would be conducted on Tuesday and Thursday afternoons, starting from Term 3 Week 1 to Week 10. Students would be notified by their teachers if they are required to attend this programme.

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- Secondary 4 & 5 students may also utilize Tuesday and Thursday afternoons to seek their teachers for consultation to clarify doubts and participate in skills-based clinics.
- The Springfielders Taking Action Towards Success (STARS) programme, for selected students would be conducted in Term 3 on Fridays 3.15-4.30pm. Participating students would be paired with a student mentor from a Junior College who would mentor on study skills, life skills and share their experiences with them. The schedule for the programme would be shared with parents.

## ***2.2.2 September Holiday Academic Support Programme for Secondary 4NA & 4NT Students***

- Secondary 4NA & 4NT students would be expected to attend the September Study Programme (SSP) on 5 & 6 September 2023 (Thursday & Friday). These extra lessons are to provide them with additional support in working towards their national examinations. The subjects allocated for this 2-day intervention programme are the ones being assessed during the first tranche of the N Level Examination, taking place after the September break. We thank you for your support in ensuring that your child/ward is present and ready for the 2-day study programme. The schedule would be shared with parents closer to the date.

## **3. Assessments for Mastery of Learning**

### ***3.1 School- Based Assessments & GCEN & O- Level National Examinations***

- In Term 3, school-based assessments such as weighted assessments for Secondary 1 to 3 students, and preliminary examinations for Secondary 4 & 5 students sitting for the N-Level and O-Level examination would be conducted to evaluate your child/ward's academic achievement and track their progress in learning. These assessments aim to provide insights into your child/ward's learning and help the school identify areas where they may need further support. Please refer to Annex A2 for the schedule.
- Secondary 4 & 5 students would also be sitting for some of the N-Level and O-Level National Examinations conducted by the Singapore Examination Assessment Board (SEAB). Please refer to Annex A3 for the summary of examinations that would be conducted in Term 3.
- Our students are encouraged to take ownership of their learning through focusing on their academic targets and planning their time well. They are urged to leverage platforms such as consultation periods and remedial lessons to clarify their doubts

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with their teachers and work on identified areas for improvement to feed forward their learning.

- We would like to enlist the help of parents to partner the school to support your child's/ward's physical and emotional well-being and encouraging a growth mindset in their learning to focus on gaining mastery of their learning.

## ***3.2 Early Dismissal on 3 July for Sec 1-3 (Non-HMT) students due to GCE O-level MT/MTB LC***

- The GCE O-Level MT/MTB Listening Comprehension Examination would be conducted on 3 Jul (Wed) for Sec 3 students taking higher MT, and Sec 4 and 5 students taking MT/MTB. In order to provide a quiet and conducive examination venue for the students taking the exam, Sec 1 to 3 students not involved in the examination will be dismissed from school at 11.50 am.

## **4. School Discipline & Tone**

### ***4.1 School Expectations on Attire and Grooming***

- From Term 3 onwards, the school will conduct attire and grooming checks on Mondays of Week 1 and Week 6. This is to ensure that students adhere to the school's expectations on attire and grooming, to present themselves well.
- We would like to seek your assistance to ensure that your child/ward is attired and groomed according to the expectations stated in the school rules.

### ***4.2 Routines for Personal Learning Device (PLD)***

- It has been observed that some students have not been diligent in safeguarding their valuables and PLDs. These devices tend to be left unattended (e.g., on table in classroom, at netball court) or stored in unlocked lockers. From Term 3, we will be introducing the ALOHA safekeeping routine, which stands for:  
**A**lways, **L**ock (your valuables and PLD in the lockers) when you are **O**ut of your classroom; and bring them **H**ome After **S**chool.
- The school has lockers for all students to store their valuables, and it is compulsory for all students to lease a locker (see more information in 5.2).
- The students will be given the first week to get used to the routine. Subsequently, students found not adhering to the routine could have their items confiscated.

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## 4.3 Revised Criteria for Conduct Grade

- The school has reviewed and updated the criteria for the awarding of conduct grades. As the conduct grade reflects student demonstration of good character, the conduct grade takes into account various aspects of student behaviours, such as demonstration of school values, attendance and latecoming for school and CCA, as well as offences committed. The details of the revised criteria for the conduct grade can be found in the appended link:

<https://www.springfieldsec.moe.edu.sg/students/schoolrules/>

## 5 General School and Administrative Matters

### 5.1 Vehicular Access and Parking Arrangements

- All visitors to the school should park in the visitor lots drawn in white, subject to availability. Only staff members and service providers who work at our school premises and are season parking holders are allowed to park in the season parking lots drawn in red.
- Please take note of the arrangements for vehicular access into our school premises:
  - Only vehicles with the Springfield Parent car decal are allowed into the school premises to **drop off and pick up** your child/ward. If you require a car decal, please approach your child's/ward's Form Teacher for details on how to request for a car decal that is valid for 2024.
  - Our school's main gate will close at 0730 hr daily from Mondays to Fridays during term time to ensure safety and security for students. The re-opening time is reflected in the table below.

| Day               | Re-opening Time |
|-------------------|-----------------|
| Monday & Thursday | 1320 to 1800    |
| Friday            | 1220 to 1430    |

- Parents/ Guardians may drive into the school to pick their child/ward up only during the timings that the school gate is open. Please note that parents/ guardians are not allowed to park and wait as there is limited parking/ waiting space in the school.
- Parents'/ Guardian's vehicles are not allowed entry into the school premises at other times, unless there are official reasons to visit the school e.g., to meet

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child's/ward's teachers during school hours or to pick up child/ward who is unwell. In these situations, parents/ guardians may park their cars at the visitors' lots, subject to availability.

## 5.2 *Lease of Lockers*

- As highlighted in the Term 1 letter, it is compulsory for all students to lease a locker to safekeep their valuables, such as their PLDs and personal belongings.
- In Semester 1, students had reported missing valuables and Chromebooks that were left unattended. Hence, we would like to seek your partnership to ensure that your child/ ward uses their locker to store their valuables and PLD. **Students will have to bring and use their own padlocks** so that they can take ownership in ensuring their lockers are properly locked.
- It was updated in Term 1 that the cost of leasing a locker for the year is \$15.00 (\$16.35 inclusive of 9% GST). After a review, the school will be subsidizing part of the cost; students will only pay \$10.00 (\$10.90 inclusive of 9% GST) for the use of the locker this year. The cost will be waived for students on MOE Financial Assistance Scheme (FAS) and School Based FAS.
- We will be issuing your child/ward with a school bill by end July 2024 and upon receiving it, please kindly arrange to make the payment via the options mentioned in the bill.
- A copy of the Terms and Conditions of Locker Usage is attached in Annex A4 for your reference. If you have any questions or require further information, please do not hesitate to contact the General Office.

## 6 School Events and Key Dates for Semester 2

- Please refer to Annex A5 for the key school events and dates for your child/ward in Semester 2.

We look forward to your continued partnership to support the learning and holistic development of our students.

Yours sincerely,

Ms Eleanor Chia  
Principal

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**Annex A1**
**Student Achievements in the National School Games (NSG), Singapore Youth Festival (SYF) and Uniformed Groups Competitions**
**Semester 1 CCA Achievement**

| CCA name   | Name of competition  | Achievements  |
|--|--|---|
| <b>Taekwondo</b>   | National Schools Games Taekwondo Championship                                  | <b>B Division</b><br>Boys 3 <sup>rd</sup> place<br>Girls 2 <sup>nd</sup> place  |
| <b>Outdoor Pursuits Club</b>   | National Schools Bouldering Championships                                      | <b>B Division</b><br>Girls Champion<br><br><b>C Division</b><br>Boys 3 <sup>rd</sup> place  |
| <b>Track and Field</b>   | Track & Field National Schools Games (NSF) Championship                        | <b>B Division 400m Finals Top 8</b><br>Cai Zeyang 4G<br><br><b>A Division 100m and 200m Semi-finalists</b><br>Ma Minghao 4G<br>Tang Haitao 4G   |
| <b>National Cadet Corps (Land)</b>   | Unit Recognition Award 2023  | <b>Unit Recognition 2023</b><br>Unit Distinction Award  |
| <b>National Police Cadet Corps (Sea)</b>   | Unit Overall Proficiency Award 2023  | <b>Unit Overall Proficiency Award (UOPA) 2023</b><br>Unit Distinction Award<br><br><b>Individual Award</b><br>Best Unit Cadet Award<br>1. Sahira Binte Haroon 4C<br>2. Ng Zen Kai, Keith 4G<br>Singapore Police Force NPCC Badge<br>1. Sahira Binte Haroon 4C<br>2. Wang Lian Jie, Javier 4F<br>3. Elvera Ayumi Natasha Binte Abdullah 4C |
| <b>Dance CCA</b>   | Singapore Schools Youth Festival (SY)<br><br>Open Stage Dance Competition 2024 | <br><br>Achievement Level 3 Stars   |
| <b>Student Leadership Competition</b>  |  | <b>Achievement</b>  |
| W.A.K.E. stands for (Wake(up), Anticipate, Kickstart, Elevate 2024 organised by TOUCH community services.<br><br>Developing Community Changemakers through Social Innovation |  | Overall 1 <sup>st</sup> place<br><br>Megan Lim Zhi Ning 3E<br>Vellina Sathiaseelan 3E<br>Wong Ziyi 3F<br>Seraphynna Tan 3F<br>Muhammad Hazril Oh 3F<br>Hashini Vinoth Kumar 3F<br>Lau Yi Xuan 3F  |

## School Based Assessments

| School-Based Assessments                              | Level                           | Period/Date                          |
|---|---------------------------------|--------------------------------------|
| Weighted Assessment 3                                 | Secondary 1                     | 29 July to 16 Aug                    |
|   | Secondary 2 to 3                | 15 July to 16 Aug                    |
| N-Level Preliminary Examination                       | Secondary 4N(A) and 4N(T)       | 18 July to 19 July, 29 July to 6 Aug |
| O-Level Science Practical Preliminary Examination     | Secondary 4EXP, 4N(A) and 5N(A) | 29 July, 1 Aug, 7 Aug                |
| O-Level Preliminary Examination                       | Secondary 4EXP, 4N(A) and 5N(A) | 19 Aug to 28 Aug, 9 Sep to 10 Sep    |
| End-of-Year Examination (in Term 4, for early notice) | Secondary 1 – 3                 | 12 Sep to 13 Sep, 20 Sep to 3 Oct    |

Schedule and synopsis will be sent out separately in Term 3.

## GCE O/N-Level National Examination

In Term 3, the following national examinations will be conducted by the Singapore Examination Assessment Board (SEAB) and the school.

| Nafional Examination  | Level  | Period/Date        |
|---|--|--------------------|
| O-Level Mother Tongue Language (MTL) and MTLB Listening Comprehension | Secondary 4EXP, 4N(A) and 5N(A) & Secondary 3 HMT students | 3 July             |
| O-Level MTL Oral Examination  |  | 4 July to 12 July  |
| O-Level HMTL Oral Examination   | Secondary 4EXP   | 22 July to 25 July |
| O-Level English Oral Examination                                      | Secondary 4EXP, 4N(A) and 5N(A) students                   | 22 July to 26 July |
| O-Level MTLB Oral Examination   |  | 23 July to 25 July |
|   |  |                    |
| N-Level English Oral Examination                                      | Secondary 4N(A) and 4N(T) students                         | 22 July to 25 July |
| N-Level Basic MTL and MTL Oral Examination                            | Secondary 4N(A) and 4N(T) students                         | 23 July to 25 July |

## GCE O/N-Level Coursework Submission Deadlines

| Subject   | Level                              | Date         |
|---|------------------------------------|--------------|
| N-Level Food Studies and Nutrition & Food Science (NFS) | Secondary 4N(A) and 4N(T) students | 8 July       |
| N-Level Design & Technology (D&T)                       | Secondary 4N(A) and 4N(T) students | 12 July      |
| O-Level Design & Technology (D&T)                       | Secondary 4EXP and 5N(A) students  | 26 July      |
| O-Level Nutrition & Food Science (NFS)                  | Secondary 4EXP and 5N(A) students  | 29 July      |
| N-Level Art   | Secondary 4N(A) students           | 1 August     |
| O-Level Art   | Secondary 4EXP and 5N(A) students  | 16 September |

You may refer to SEAB website for the updated O and N-Level examination timetable.

O-Level: <https://www.seab.gov.sg/home/examinations/gce-o-level>

N-Level: [https://www.seab.gov.sg/home/examinations/gce-n\(a\)-level](https://www.seab.gov.sg/home/examinations/gce-n(a)-level)

Thank you for your continuous cooperation and support in supervising your child/ward in his/her preparation for the national examination.



### Terms & Conditions of Locker Usage

- Students are not allowed to store materials of offensive, dangerous and/or explosive nature which may contravene any local law statutes or regulations.
- Students are not to vandalise, damage or abuse the lockers. Damages that can be traced back to the student offender's activities will be charged accordingly.
- Students are to comply with the school's rules and regulations with regards to locker usage. Any student caught flouting them repeatedly may be suspended (without refund) for a period of 3 to 14 days or longer as deemed appropriate by the school's management.
- The school management reserves the right to inspect the lockers without prior notice to ensure that there is no malpractice in the use of the lockers by any student.

### **Important Notice**

- Students must remove all items/belongings from their locker and keep their locker unlocked by the last day of every school term for the lockers to be sanitised and be ready for use before the next school term begins.
- At the end of the year, all lockers need to be emptied with the student's lockset removed. This will enable the vendor to do the annual maintenance and sanitising of the individual lockers.
- The vendor shall reserve the right to break the lockset and discard any items found in the locker during the annual maintenance and sanitisation of the lockers.

### **Calendar of Events (Term 3)**

| 2024 Term 3 |  |  |
|-------------|--|--|
| Date        | School Event/Activity School/National Examinations       | Level Involved   |
| 24 Jun      | Start of Term 3 Week 1 & Return to School                | All levels   |
| 1 Jul       | Scheduled School Holiday,                                | All levels   |
| 2 Jul       | Mock Temperature Taking Exercise                         | Students are to bring along their thermometer in Week 1 for FTs to check if it's in working conduction and also on July 2 and 3 for the temperature taking exercise. |
| 3 Jul       | Temperature Taking Exercise                              |  |
| 3 Jul       | O-Level MT/MTB LC exams                                  | Sec 3 HMT, Sec 4 & 5 students. The rest of the students not taking the LC exams will be dismissed at 11.50am.  |
| 15 – 18 Jul | Secondary 1 Outdoor Adventure Camp                       | Sec 1 students   |
| 19 Jul      | Home Based Learning (HBL)                                | Only for Sec 1, 2, 3<br>Sec 4 & 5 students will report to school for lessons   |
| 22 Jul      | Commemoration of Racial Harmony Day (regular school day) | All levels   |
| 23, 24 Jul  | Home Based Learning (HBL)                                | Only for Sec 2, 3<br>Sec 1 students will report to school for Code for Fun<br>Sec 4 & 5 students will report to school for lessons                                   |
| 25 Jul      | Home Based Learning (HBL)                                | Only for Sec 1, 2, 3<br>Sec 4 & 5 students will report to school for lessons   |

|                      |                                       |   |
|----------------------|---------------------------------------|---|
| <b>8 Aug</b>         | <b>Commemoration of National Day</b>  | <b>All levels. Dismissal at 10.30am</b> |
| <b>9 Aug</b>         | <b>National Day (Public Holiday)</b>  | <b>All Levels</b>                       |
| <b>29 Aug</b>        | <b>Teachers' Day Celebrations</b>     | <b>All levels</b>                       |
| <b>30 Aug</b>        | <b>Teachers' Day (School Holiday)</b> | <b>All levels</b>                       |
| <b>31 Aug– 8 Sep</b> | <b>September Term Break</b>           | <b>All levels</b>                       |
| <b>5 &amp; 6 Sep</b> | <b>September Study Programme</b>      | <b>Sec 4NA &amp; 4NT</b>                |