



# ST ANDREW'S SCHOOL

28 December 2022

Dear Parent(s)/Guardian(s)

Greetings from the staff of St Andrew's Secondary School! We are happy to furnish you with the following key information for the start of the academic year:

1. Key Events in Term 1;
2. School-based Assessment;
3. Parent-Teacher Conference for Term 1;
4. Reinforcing Social Skills at Home;
5. Parents Gateway;
6. Use of Students' Images in School-related Communications;
7. Application for 2023 "Drive-Through Only" car label.

## 1. KEY EVENTS IN TERM 1

### 1.1 New Reporting Time for 2023

Parents/Guardians, please note that school will start at 8 a.m. with effect from 3 Jan, Tues. Students will be required to report to school by **7.50 a.m.** in full school uniform (button-up shirt and school shorts or pants), with their school badges pinned. Ties are compulsory on Mondays, as well as on the first day of school.

We hope to promote a better sleep schedule for our boys, which would contribute towards better learning experiences in school.

### 1.2 2023 First Day of School (3 Jan, Tues)

Morning assembly for the first day of school will take place in the school courtyard. Students are required to report in full school attire (with ties) at 7.50 a.m.

### 1.3 Beginning Of Term Service & Secondary 1 Crossover Ceremony (4 Jan, Wed)

Parents/Guardians of Secondary 1 classes are invited to watch the Beginning of Term Service and crossover which will be held on **4 Jan, Wed at 8.00 a.m.** at the school field. All other parents are also welcome.

### 1.4 Secondary 1 Orientation Programme (3 Jan, Tue - 6 Jan, Fri)

The Secondary 1 Orientation Programme will commence after morning assembly on **3 Jan, Tues.**

There will be a 1-day overnight camp from **5 Jan, Thu to 6 Jan, Fri.** The CCA display will take place on 6 Jan, Fri. Sec one students will be allocated a specific time to attend the display. After the CCA display, there will be an official Badge Presentation ceremony in the school hall. We would like to invite all parents to join us in this special ceremony.

Further details will be disseminated through Parents Gateway.

Information on CCA selection will be provided during the CCA briefing by Head of PE & CCA, Mr Yong Tze Woon. Please refer to the dates below for more information.

CCA Display: 6 - 12 Jan

CCA Trials/Clinics: 16 - 27 Jan

CCA Selection: 30 Jan - 10 Feb

CCA Allocation: 13 - 16 Feb

Allocation Results: 17 Feb

CCA Official Start date for Sec 1s: 20 Feb

### 1.5 Programmes for Saints Development

Our students will be involved in an array of activities at the start of the term. Please refer to Parents Gateway for more details.

<b>Level</b>	<b>Activities</b>
<b>Secondary 1</b>	Personal Grooming and Social Etiquette, Orientation Camp and Parents' Day
<b>Secondary 2</b>	Study Skills Programme, River Studies Trail, Leadership Programme, Cyberwellness Programme, Sports Enrichment

<b>Secondary 3</b>	Strengths Profiling Workshop and Coaching, Leadership Programme, Cohort Camp
<b>Secondary 4 and 5</b>	Leadership Programme, Sports Education & Interest Programme

### 1.6 TECH GOODNESS IT'S FRIDAY (TGIF)

In line with Ministry's guidelines, TGIF will be scheduled on odd week Fridays. Please refer to the table below for the specific dates. On TGIF days, students need not report to school. Instead, students will log onto the Student Learning Space (SLS) for specific instructions and tasks for the day. Students will be assigned work for a maximum of 4 subjects a day, to take into consideration factors such as curriculum time for all subjects and the nature of assignments given.

Week 1	6 January
Week 3	20 January
Week 5	3 February
Week 7	17 February
Week 9	3 March

### 1.7 Cohort Learning Journey to National Museum (16 - 19 Jan, Mon - Thu)

All Sec 2s will be rostered for a Learning Journey which enables them to have a common out-of-classroom learning experience. It would take place in the afternoons between 2.30 and 5.00 p.m. More information will be given in due course.

### 1.8 National Digital Literacy Programme (NDLP) Briefing for Secondary 1 Parents (19 Jan, Thu)

There will be a virtual briefing for all Secondary 1 parents on Blended Learning and the purchase of PLD (Personalised Learning Device) on **19 Jan, Thu at 6 p.m.** Further information with the zoom link will be sent via Parents Gateway at a later date.

### 1.9 Chinese New Year (22 Jan, Sun - 23 Jan, Mon)

As Chinese New Year falls on Sunday and Monday, the following Tuesday, **24 Jan 2023**, will be a **public holiday**. Lessons will resume on **25 Jan, Wed**.

### 1.10 Weighted Assessments (WA)

To guide your son/ward in achieving his personal best, Secondary 1 to 5 students will sit for the WA1 from **30 Jan, Mon to 3 Mar, Fri**. A detailed schedule will be furnished in due course.

### 1.11 Competitions and National School Games

In preparation for the competitions and games that will take place, we would like all parents and guardians to partner our students in managing their time and having a fulfilling all-rounded experience in school.

### 1.12 End-of-Term Service (10 Mar, Fri)

The End-of-Term service will be held on **10 Mar, Fri at 11.00 a.m.** and school will end by 11.30 a.m.

### 1.13 Term 1 Break (11 Mar, Sat to 19 Mar, Sun)

School holidays will begin on **11 Mar, Sat**. Students will return to school on **20 Mar, Mon**, for the commencement of Term 2.

## 2. SCHOOL-BASED ASSESSMENT

2.1 As part of the education system's move to strike a better balance between academic rigour and the joy of learning, mid-year examinations would be removed for all levels.

2.2 Formative assessment tools will continue to be used to gauge the learning progress of our boys and develop their strengths. Your sons/ward will be briefed on the changes by their subject teachers.

2.3 Please see the table below for an overview of formal assessments and their weighting for 2023. Do note that for some subjects (e.g. Food and Consumer Education) the weighting for graded assessments will differ from the indicated norm. In such instances, your son will be briefed. A whole year assessment plan will be issued to all students and parents in due course and a letter will be issued to them by their subject teachers for your reference.

Level	Term 1	Term 2	Term 3	Term 4
Sec 1s	Weighted Assessment 1 (WA1) – 10%	WA2* – 15%	WA3 – 15%	End-of-Year Examination (EOY Exam) – 60%
Sec 2s	WA1 – 10%	WA2: 15%	WA3 – 15%	EOY Exam – 60%
Sec 3s	WA1 – 10%	WA2* – 15%	WA3 – 15%	EOY Exam – 60%
Sec 4s & 5s	WA1-15%	WA2: 15%	Prelim Examination – 70%	

### 3. PARENT-TEACHER CONFERENCE FOR TERM 1

- 3.1 A Parent-Teacher Conference (PTC) for Secondary 1 to 5 students will be held on **24 Mar, Fri, between 8.00 a.m. and 12.00 p.m.** More information will be provided closer to the date.
- 3.2 As part of managing our teachers' workload, we seek your kind understanding to contact them via email for non-urgent matters. Should you need to contact them urgently, please call our school's office at **62851944**.

### 4. REINFORCING SOCIAL SKILLS AT HOME

- 4.1 As part of our on-going effort to nurture positive behaviours, build grit and foster stronger bonds of friendship amongst students, you may wish to reinforce these social skills that will give your son/ward a strong start to the school year: Completing Homework Well, and Participating in Activities. Your support will go a long way in ensuring our boys apply the skills taught in and beyond school.
- 4.2 Key steps for 'Completing Homework Well' are as follows:
- 1) Find out the homework for today.
  - 2) Ensure you take the required materials home.
  - 3) Begin your homework without delay.
  - 4) Focus. Do it well. Finish it! *Remember to put down, switch off or walk away from distractions.*
  - 5) Keep completed homework in your school bag.
- 4.3 Key steps for 'Participating in Activities' are as follows:
- 1) Politely ask to join a group (e.g. say "May I join you?").
  - 2) Ask what role you can play (e.g. say "How can I help?").
  - 3) Do your part well. Cooperate with others. *If unsure, ask for help or feedback.*
  - 4) Praise others' contributions. Thank them for what they have done.

### 5. PARENTS GATEWAY

- 5.1 Parents Gateway is a one-stop portal that enables parents to engage closely with schools and on-the-go. Users will access school announcements and can perform a range of administrative functions, including travel declarations and giving consent for school trips.
- 5.2 If you have not already done so, and as hardcopy letters will no longer be provided, we invite you to download the free Parents Gateway mobile app on your mobile phone, via:
- a) <https://play.google.com/store/apps/details?id=com.moe.pgp&hl=en> (For Android users); or
  - b) <https://itunes.apple.com/sg/app/parents-gateway/id1267198708?mt=8> (For Apple users).

- 5.3 Do note that users will require their SingPass account details for login. Should you encounter any technical issues with logging on to the Parents Gateway portal, please contact our Administrative Executive, Mr Naqib Putra at 62851944 or email us at [sass@moe.edu.sg](mailto:sass@moe.edu.sg).

## 6. USE OF STUDENTS' IMAGES IN SCHOOL-RELATED COMMUNICATIONS

- 6.1 Through participation in school activities or external competitions, students may be photographed from time to time. The school shall be granted full rights to such images and accompanying use of names, and other visual content or material for display on school-related communications (e.g. website, school magazine, publicity materials).
- 6.2 Parent(s) of students who wish to opt out of participating in school-related communications may do so in writing by **25 Jan, Wed**, via [sass@moe.edu.sg](mailto:sass@moe.edu.sg). To best attend to your request, please state "Attn to: Mdm Sujatha Paramathayalan" in the subject line.

## 7. "DRIVE-THROUGH ONLY" CAR LABEL

- 7.1 Parents are to apply for a "Drive-Through Only" (DTO) car label for 2023. This will grant parents access to the drop-off area of the car park in the morning. The label will also grant access to Ascension Kindergarten's carpark. We seek your understanding that **no parking** is permitted on school premises. Cars without the official label will not be allowed to enter our campus. For traffic safety reasons, please refrain from having your child/ward alight along the main road.
- 7.2 Kindly complete an online form through the following link by **9 Jan, Mon**, should you need a DTO car label: <https://go.gov.sg/2023sasscarlabel>
- 7.3 Only one car label will be issued per family. The school will be issuing a new DTO label in 2023 and thus parents with existing car decals will have to apply to renew their labels.

Thank you.

Yours sincerely

Mr Lee Han Hwa  
Principal