



# ST ANDREW'S SCHOOL

27 December 2023

Dear Parents/Guardians

Greetings from all of us at St Andrew's Secondary School, and a very happy new year to all! We welcome our Saints back to school and extend a special warm welcome to our secondary one boys and their parents/guardians.

We are happy to furnish you with the following key information for the start of the year:

1. Key Events in Term 1
2. 2024 School Terms and Holidays
3. School-based Assessment
4. Parent-Teacher Conference for Term 1
5. Reinforcing Social Skills at Home
6. Parents Gateway
7. Use of Students' Images in School-related Communications
8. Dropping-off of Students in School

## 1. KEY EVENTS IN TERM 1

### 1.1 2024 First Day of School (2 Jan, Tue)

School starts at 8 a.m. Students are 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.

The full school uniform with tie is compulsory on Mondays, on the first day of school (on 2 Jan) and for the Beginning of Term Service (on 3 Jan) unless otherwise informed.

Students will assemble in the school courtyard for morning assembly on Monday, Tuesday, and Wednesday; they will report to their classrooms for morning assembly on Thursday and Friday.

### 1.2 Beginning of Term Service & Secondary 1 Crossover Ceremony (3 Jan, Wed)

It is our tradition to begin the new academic year by committing the school, both staff and students, to the Lord's care. Parents/Guardians of secondary one students are cordially invited to watch the Beginning of Term Service and Secondary 1 Crossover to be held on **3 Jan, Wed at 8.00 a.m.** at the school field. All other parents are also welcome.

### 1.3 Secondary 1 Orientation Programme (2 Jan, Tue - 5 Jan, Fri)

The Secondary 1 Orientation Programme will commence after morning assembly on 2 Jan, Tue. There will be a 1-day overnight camp in school from **4 Jan, Thu to 5 Jan, Fri**.

A CCA display and briefing will take place on **5 Jan, Fri**, Parents Day. After the CCA display, there will be an official Badge Pinning ceremony in the school hall. We invite all parents/guardians of secondary one students to join us in this special ceremony.

Information on CCA selection will be provided during the CCA briefing on 5 Jan, Fri. Below is the summary schedule.

CCA Display and Briefing: 5 Jan  
CCA Exploration: 9 Jan - 8 Feb  
CCA Selection: 5 - 12 Feb  
CCA Allocation: 13 - 19 Feb  
Release of Allocation Results: 19 Feb  
CCA Official Start-date for Sec 1: 20 Feb

Further details will be disseminated to parents/guardians of secondary one students through the Parents Gateway.

### 1.4 Programmes for Saints Development

Our students will be involved in an array of activities at the start of the term. Details of the level activities will be disseminated through Parents Gateway.

Level	Activities
Secondary 1	Personal Grooming and Social Etiquette, Orientation Camp, CCA Display and Parents Day
Secondary 2	Careers Exploration Day, Study Skills using iPad, Mental Wellness Workshops, Cohort Learning Journey
Secondary 3	Strengths Profiling Workshop and Coaching, Cohort Camp
Secondary 4 and 5	Sports Education & Interest Programme

### 1.5 Tech Goodness It's Friday (TGIF)

Home-based learning will be conducted on TGIF. In line with the Ministry's guidelines, TGIF will be scheduled on odd week Fridays in our school. Please refer to the table below for the specific dates for Term 1. On TGIF days, students need not report to school. Instead, students will log on to the Student Learning Space (SLS) for specific instructions and tasks for the day. Students will be assigned work for a maximum of four subjects a day, to take into consideration factors such as curriculum time for all subjects and the nature of assignments given.

Week 1: 5 January  
Week 3: 19 January  
Week 5: 2 February  
Week 7: 16 February  
Week 9: 1 March

**1.6 National Digital Literacy Programme Briefing for Secondary 1 Parents (25 Jan, Thu)**

There will be a virtual briefing for all secondary one parents on Blended Learning and the purchase of Personal Learning Device on **25 Jan, Thu at 6 p.m.** Further information with the Zoom link will be sent via Parents Gateway on a later date.

**1.7 Weighted Assessment 1 (29 Jan, Mon – 1 Mar, Fri)**

To guide our boys in achieving their personal best, Secondary 1 to 5 students will sit for the Weighted Assessment 1 (WA1) from **29 Jan, Mon to 1 Mar, Fri**. A detailed schedule will be furnished in due course.

**1.8 Chinese New Year (10 Feb, Sat – 11 Feb, Sun)**

As Chinese New Year falls on Saturday and Sunday, the following Monday, **12 Feb** will be a public holiday and Tuesday, **13 Feb** will be a school holiday. The school will be closed, including the General Office. Lessons will resume on **14 Feb, Wed**.

**1.9 Mother Tongue Language Fortnight (26-28 Feb & 4-6 Mar, Mon-Wed)**

To promote the learning and use of Mother Tongue Languages beyond the classroom, a Mother Tongue Language Fortnight will be organised on **26 to 28 Feb, Mon to Wed**, and **4 to 6 Mar, Mon to Wed**.

**1.10 Annual Cross-Country (29 Feb, Thu)**

The Annual Cross-Country will be held on **29 Feb, Thu** at Marina Barrage. It will be conducted from **7.30 a.m. to 11.00 a.m.** Students will make their own way to the venue. More information will be provided nearer to the date.

**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 (8 Mar, Fri)**

End-of-Term service will be held on **8 Mar, Fri at 11.00 a.m.** School will end by 11.30 a.m.

**1.13 Term 1 Break (9 Mar, Sat to 17 Mar, Sun)**

School holidays will begin on **9 Mar, Sat**. Students will return to school on **18 Mar, Mon**, for the commencement of Term 2.

**2. 2024 SCHOOL TERMS AND HOLIDAYS**

2.1 Please refer to the URL for the 2024 school terms and holidays:

<https://www.moe.gov.sg/news/press-releases/20230807-school-terms-and-holidays-for-2024>

### 3. SCHOOL-BASED ASSESSMENT

- 3.1 As part of the education system’s move to strike a better balance between academic rigour and the joy of learning, mid-year examinations have been removed for all levels. Formative assessment tools will continue to be used to gauge the learning progress of our boys and develop their strengths.
- 3.2 Please see the table below for an overview of formal assessments and their weighting for 2024. Do note that for some subjects (e.g., Food and Consumer Education, Design and Technology), the weighting for graded assessments may differ from the indicated norm. In such instances, your son/ward will be briefed by his subject teacher. A whole-year assessment plan will be issued to all students and parents in due course.

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

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

- 4.1 A Parent-Teacher Conference (PTC) for Secondary 1 to 5 students will be held on **22 Mar, Fri, between 8.00 a.m. and 12.00 p.m.** More information will be provided closer to the date.
- 4.2 As part of managing our teachers’ workload, we seek the kind understanding of all parents/guardians to contact the teachers via email for non-urgent matters. Our teachers’ email addresses are available on the school website for ready reference. Should you need to contact them urgently, please call our school’s office at **62851944**.

### 5. REINFORCING SOCIAL SKILLS AT HOME

- 5.1 As part of our ongoing effort to nurture positive behaviour in our students, build grit and foster stronger bonds of friendship amongst the 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.
- 5.2 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.

5.3 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.

## 6. PARENTS GATEWAY

6.1 Parents Gateway is a one-stop portal that enables parents to engage closely with schools and on-the-go. Users can access school announcements and perform a range of administrative functions, including travel declarations and giving consent for school trips.

6.2 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).

6.3 Do note that users will require their Singpass account details for login. Should you encounter any technical issues with logging in to the Parents Gateway portal, please contact our General Office at 62851944 or email us at [sass@moe.edu.sg](mailto:sass@moe.edu.sg).

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

7.1 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).

7.2 Parents of students who wish to **opt out** of participating in school-related communications may do so in writing by **24 Jan, Wed**, via [sass@moe.edu.sg](mailto:sass@moe.edu.sg). To best attend to your request, please state 'Attn to: Ms Megan Ling (HOD/MTL)' in the subject line.

## 8. DROPPING-OFF OF STUDENTS IN SCHOOL

8.1 The school will no longer be issuing 'Drive-Through Only' car labels to parents. Parents dropping off their children in school may do so at the drop-off area of the car park in the morning. We seek your understanding that **no parking** is permitted on the school premises. For traffic safety reasons, please refrain from having your child alight along the main road.

Together with my colleagues, we look forward to partnering you to nurture every Saint to be a Servant Leader who brings life to the nations. Thank you and have a blessed 2024.

Yours sincerely

Mr Lee Han Hwa  
Principal