



3 January 2023

Dear Parent/Guardian,

Greetings from New Town Secondary School!

2 2023 marks a new beginning for New Town Secondary School. The merger between New Town Secondary School and Tanglin Secondary School brings exciting opportunities for your child/ward. The school is guided by our new philosophy, “Everyone is Unique, All can Succeed”, and school motto, “To Forge a Better Life”; to bring out the best in our students.

3 To help your child/ward settle into the new school term, there will be an orientation programme in the first week of school. The academic timetable will commence from 9 January, Monday. There will be a temperature taking exercise on 11 January, Wednesday. Please refer to Annex A for details.

2023 School Terms and Hours

4 The school terms are as follows:

Semester 1	Dates	Semester 2	Dates
Term 1	Tue 3 Jan to Fri 10 Mar	Term 3	Mon 26 Jun to 1 Sep
Term 2	Mon 20 Mar to Fri 26 May	Term 4	Mon 11 Sep to 27 Oct

5 The reporting time for school is **7.35am daily**. Students are to report to school neatly attired and groomed in their school polo t-shirt and school pants/shorts/skirt with white shoes. Secondary Three/Four/Five students formerly from Tanglin Secondary School may continue to wear black school shoes for 2023. Students are expected to bring a book for morning silent reading.

6 The school daily reporting and dismissal timings are as follows:

Day	Reporting Time	Dismissal Time	After-School Activities
Monday	7.35am	2.45pm	After-School Academic Coaching
Tuesday		2.45pm	CCA
Wednesday		1.30pm	HBL / Enrichment (even week / odd week)
Thursday		2.45pm	After-School Academic Coaching
Friday		12.30pm	CCA

7 Your child/ward will receive the hardcopy timetable from their Form Teachers (FT) in the first week of school. A copy of the timetable may also be downloaded from the school website at <https://newtownsec.moe.edu.sg/>.

8 The main aim of Home-Based Learning (HBL) day is to help your child/ward develop greater ownership, motivation in learning, and self-management skills. The HBL day will be on selected **even week Wednesdays** starting from Term 1 Week 4, 25 January 2023. In Term 1, HBL will be carried out on 25 January, 8 February and 8 March. Your child/ward will not be required to come to school on these days and is expected to learn independently at home with prior instructions provided by

his/her teachers. For non-HBL Wednesdays, your child/ward will report to school as usual and the dismissal time will be at 1.30pm.

9 There are planned activities beyond dismissal times that your child/ward may be required to attend. Your child/ward will be informed should he/she be required to stay beyond the dismissal times for any after-school activities. Attendance for those after-school activities is compulsory. Any absence should be covered with either a medical certificate (MC) or a parent letter. Students with no after-school activities may proceed home after the dismissal time. Please refer to **Annex A** for Term 1 Calendar of Events.

School Attendance and Absenteeism

10 Students are advised to monitor their health and not to come to school if they are unwell. If your child/ward is unable to attend school, an MC or letter¹ with valid reasons from parents/guardians is required. A valid MC must be produced by a student who has missed any scheduled tests or examinations. For digital MC, you may forward the URL to your child/ward’s Form Teacher via email. To ensure the safety of your child/ward, the SMS notification system will notify parents/guardians by 8.30 am daily when your child/ward is absent from school.

11 To maximise the learning of your child/ward during the school terms, please refrain from taking your child/ward away from school during term time. Students should not take leave during the school term for personal and family overseas travel. Approval from Principal / Vice-Principals need to be sought prior to the booking of any overseas trips for leave request with valid reason. Students who wilfully travel overseas during term time will be marked absent without valid reason and their conduct grade will be capped at Good.

Use of Handphone during Curriculum Hours

12 To ensure that your child/ward stays focused during lessons, the school will require students to place their handphones in their bags and ensure that the handphones are switched off or in silent mode. Students may use their handphones only before curriculum hours, during recess or after curriculum hours. We will work with your child/ward to use their Personal Learning Devices for blended learning in class and seek your support to remind your child/ward to follow the school’s stand on handphone use. For students who repeatedly do not cooperate on this matter, a parent conference with Key Personnel or School Leaders may be arranged to address the issue.

School Based Assessment (SBA)

13 SBA will be carried out termly to provide updates on your child/ward’s learning progress. Please see the tables below for the SBA weightings by levels. The weightings apply to all subjects except coursework-based subjects². The relevant subject teachers will share the weighting with your child/ward separately. Your child/ward will be supported with regular assignments and feedback throughout the year to help him/her meet the required learning outcomes.

Sec 1 to 3		Sec 4/5	
SBA	Weighting	SBA	Weighting
Weighted Assessment 1	15%	Preliminary Examinations	100%
Weighted Assessment 2	15%		
Weighted Assessment 3	15%	<i>A non-weighted assessment will be conducted in both Term 1 and Term 2 to monitor students’ learning progress.</i>	
End-Year-Examinations	55%		
Total	100%		

¹ The school accepts two parent letters per semester. For submission of additional letters, parents/guardians will need to attend a conference with Key Personnel or School Leaders, and the student’s conduct grade may be affected.

² These subjects include Design and Technology, Food and Consumer Education, Nutrition and Food Science, Art, and Computer Applications.

**Co-Curricular Activities (CCA)**

14 Every student will participate in a CCA in secondary school. CCAs will take place on the afternoons of Tuesdays and/or Fridays. Parents/guardians may refer to the school website for the CCA schedule.

15 Secondary One students will be able to find out more about the CCAs offered through the CCA Open House on 14 January 2023, Saturday (refer to para. 16 for more information). There will be a briefing on the CCA online selection during the CCA Open House. The CCA allocated to your child/ward will be made known on 31 January 2023, Tuesday. All Secondary One students must start attending their allocated CCA on 7 February 2023 (Tuesday) or 10 February 2023 (Friday), depending on their assigned CCA. Please advise your child/ward to check their respective CCA schedules of their CCA days and dismissal times.

School-Home Partnership

16 A strong school-home partnership is essential to nurture the joy of learning and develop our students holistically. Parent Engagement Sessions will be conducted for all levels to allow parents and FTs to meet up and establish this partnership. Please refer to Annex A for the Parent Engagement Session dates for different levels of study.

17 For the Secondary One parents/guardians, the Parent Engagement Session will be held with CCA Open House on 14 January 2023, Saturday, from 8.30 am to 11.30 am. You will get to meet with your child/ward's teachers and be informed about the school's policies, assessment & examination matters. You will also get to learn more about the CCAs offered, to support your discussions with your child/ward about his/her CCA choice. If you have yet to indicate your attendance, please complete the Reply Form via this link – <https://go.gov.sg/2023sec1pengmt> by 6 January 2023, Friday.

18 In line with the Ministry of Education's Five-Day Work Week, parents/guardians are encouraged to respect teachers' personal time and space. Teachers can be contacted during weekdays between 7:30am and 6.00pm. They are not expected to respond to parents'/ students' queries during weekends or after 6.00pm on weekdays except for emergencies. All teachers' email addresses will be made available on the school's website for parents'/guardians' convenience. You can also contact the General Office at 6775 4140 for further assistance.

19 We look forward to welcoming your child/ward back to school and partnering you to develop him/her holistically. If you have any further queries, please contact the school at 6775 4140 or via email: ntss@moe.edu.sg.

Your Partner-in-Education,

Ari Manickam (Mr.)
Principal

Term 1 Calendar of Events

Dates	Events	Remarks
3 Jan (Tue) to 6 Jan (Fri)	Orientation Week	<u>Dismissal time</u> 3 to 5 Jan: 12.30pm for all 6 Jan: 12.00pm for Sec 2 to Sec 5 students; 5.00 pm for Sec 1 students
11 Jan (Wed)	Temperature Taking Exercise	Thermometers will be provided for Sec 1 students Sec 2 to 5 students are to bring their own thermometers. Those who do not have a working thermometer can purchase one from the school bookshop before 11 Jan.
14 Jan (Sat)	Sec 1 Parent Engagement Session & CCA Open House	Sec 1 students and parents
23 – 24 Jan (Mon & Tue)	Chinese New Year Holiday	
30 Jan (Mon) – 3 Mar (Fri)	Weighted Assessments (WA)	
11 Feb (Sat)	Sec 2 Parent Engagement Session Sec 4&5 Parent Engagement Session	Sec 2 students and parents Sec 4&5 students and parents
15 Feb (Tue)	Total Defence Day	
20 Feb (Mon) – 22 Feb (Wed)	Cohort Camp	Stay-in camp for Sec 1 and Sec 3 students Day camp for Sec 2 and Sec 4&5 students No CCA training on 24 Feb (Fri)
3 Mar (Fri)	Sec 3 Parent Engagement Session	Evening session for Sec 3 students and parents
13 – 14 Mar (Mon & Tue)	Sec 4&5 English and Mother Tongue Language School Oral Examinations	All Sec 4&5 students.
11 Mar (Sat) – 19 Mar (Sun)	Term 1 School break	