



2 January 2025

Dear Parent/Guardian,

Greetings from New Town Secondary School!

1 We hope your child/ward had a rejuvenating and joyful December break. In 2024, the New Town family continued our journey in rising as one and supporting our students in their holistic development. As we embark on 2025, we remain committed to nurturing your child/ward into a confident learner and a caring leader, aligned with our school vision.

2 This New Year holds special significance as it marks the 60th anniversary of our school's founding. The theme for our 60th-anniversary celebrations, "*Honouring Our Past, Forging Our Future*", embodies our dedication to cherishing our rich history and accomplishments while embracing growth and progress for the years to come. To commemorate this milestone, we have planned a series of exciting events and activities throughout the year. We look forward to engaging the entire school community in these celebrations and will share more details as the year progresses.

3 To help your child/ward settle into the new school term, there will be a three-day Orientation Programme for Secondary One students from 2 to 3, and 6 January and a two-day Start Right Programme for Secondary Two to Five students from 2 to 3 January. Please refer to **Annex A** for more details.

2025 School Terms and Hours

4 The school terms for 2025 are as follows:

Term	Dates
Term 1	Thu 2 Jan to Fri 14 Mar
Term 2	Mon 24 Mar to Fri 30 May
Term 3	Mon 30 Jun to Thu 5 Sep
Term 4	Mon 15 Sep to Fri 24 Oct

5 Students should report to school punctually by 7.35 a.m. daily for the Flag-Raising Ceremony (FRC). Students who are not physically present at the designated venue (parade ground, school hall or classrooms) for FRC by 7.35 a.m. will be considered late or absent.

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

Day	Reporting Time	Dismissal Time	After-School Activities
Monday	7.35 a.m. at FRC venue	1.30 p.m. (Lower Sec) 3.00 p.m. (Upper Sec)	After-School Academic Coaching (AAC)
Tuesday		3.00 p.m.	CCA
Wednesday		1.30 p.m.	HBL (weeks 2,6,10)/ Enrichment (odd weeks)
Thursday		3.00 p.m.	After-School Academic Coaching (AAC)
Friday		12.30 p.m.	CCA

7 Students should be neatly attired and groomed. Please see the detailed attire guidelines in the table below.

Day	Attire
Monday	<ul style="list-style-type: none"> • All students are to report in full school uniform (i.e. school polo T-shirt and school pants/ bermudas/shorts/skirt) with white shoes and socks. • Classes with PE lesson on Mondays are to bring along their PE attire and change into their PE attire just before their PE lesson.
Tuesday to Friday	<ul style="list-style-type: none"> • All students are to report in full school uniform (i.e., school polo T-shirt and school pants/bermudas/shorts/skirt) with white shoes and socks, unless they have <ul style="list-style-type: none"> ○ <u>PE lessons</u> - Students are allowed to report to school in their half uniform (i.e., PE T-shirt and school pants/bermudas/shorts/skirt) ○ <u>Scheduled CCA sessions after school on Tuesday and/or Friday</u> - Students are allowed to report to school in the following attire on their scheduled CCA days: <ul style="list-style-type: none"> ▪ Girls – PE T-shirt or approved CCA T-shirt with school skirt ▪ Boys – PE T-shirt or approved CCA T-shirt with school pants/Bermudas/shorts ▪ Students are not allowed to wear their CCA jerseys, CCA shorts or Uniformed Group (UG) uniform to school. Students in UG CCA may change into their full UG uniform as required after the last period of lesson.

8 Students are expected to bring a book or their Personal Learning Device (PLD) for morning silent reading after FRC. Secondary One students are expected to receive their PLDs before the end of Term One. The actual date will be shared with parents through PG in due time.

9 Secondary One students will receive a hardcopy timetable from their Form Teachers (FT) in the first week of school. Secondary Two to Five students may refer to the softcopy timetable via the school website at <https://newtownsec.moe.edu.sg/>.

10 Home-Based Learning (HBL) aims to develop in your child/ward greater ownership and motivation in learning, as well as better self-management skills. HBL days will take place on selected **even week Wednesdays** in Terms 1 to 3. In Term 1, HBL will be carried out on 15 January, 12 February and 12 March. Your child/ward is expected to learn independently at home with prior instructions provided by his/her teachers. There will also be time allocated for Self-Initiated Learning (SIL) as part of the school’s Aspire Programme. More information will be provided in Term 1.

11 Your child/ward may be required to attend planned after-school activities on certain days. Attendance for these after-school activities is compulsory. Any absence must be supported by either a medical certificate (MC) or a letter stating the reason for absence by parents/guardians. Details on the After-school Academic Coaching will be provided in Term 1 Week 2.

School Attendance and Well-being

12 We seek parents' support to keep our school a safe environment for all students. If your child/ward is unwell, please ensure he/she stays at home and seeks medical attention if necessary. If your child/ward is unable to attend school, an MC or letter¹ with valid reasons from parents/guardians is required. To ensure the safety of your child/ward, the SMS notification system will notify parents/guardians by 8.30 a.m. daily if your child/ward is absent from school.

13 If your child is recovering from respiratory-related illnesses, please encourage him/her to exercise social responsibility. (e.g. by wearing a mask, minimising social interactions with big groups) We appreciate your support and will continue to work with you closely. Let us all exercise personal and social responsibility and stay safe.

14 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 needs to be sought from the School Leaders prior to the booking of any overseas trips for leave request with valid reasons.

15 Students who travel overseas during term time will be marked "Absent without valid reason" and their conduct grade will be capped at "Good". Furthermore, should there be a Weighted Assessment (WA) conducted during this absence, it will be documented as an Absent Status (equivalent to zero marks), which will be reflected in the result slip as 'AB'. We seek your partnership in ensuring your child has the best possible experience in school.

Revised Handphone Policy for 2025

16 Handphone usage is allowed only before FRC and after school dismissal, and only at the canteen and foyer areas. Handphones must be switched off and safe-kept in the students' lockers before FRC until school dismissal. Students must have their own locker lock and key. Handphones will be confiscated overnight if students were found using them anywhere during curriculum time. Parents / guardians will be informed of the confiscation via phone call / Parents Gateway and students will be allowed to retrieve their phones from the General Office the next school day after dismissal. For learning purposes in the classrooms, only personal learning devices are allowed. Students will be given sufficient time till **31 Jan 2025** to adjust to the revised handphone policy.

School-Based Assessment (SBA)

17 SBA will be carried out termly to monitor your child/ward's learning progress. Please see the table below for the SBA weightings by levels. The weightings apply to all subjects except coursework subjects². The relevant subject teachers will share the weightings 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-of-Year Examinations	55%		
Total	100%		

18 A valid MC must be produced by a student who has missed any scheduled weighted assessment, make-up WA or examinations. For digital MC, please share the URL with your child/ward's Form Teacher via email. A make-up Weighted Assessment (WA) will be conducted after school on the first school day of the following week for students who missed the original WA. Marks for make-up WA will be counted for students who provide a valid MC for the original WA.

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, Nutrition and Food Science, Art, and Computer Applications.

Co-Curricular Activities (CCA)

19 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.

20 Secondary One students will be able to find out more about the CCAs offered through the CCA Open House on 11 January 2025, Saturday (refer to Annex A 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 2025, Friday. All Secondary One students **must** start attending their allocated CCA from 4 February 2025, Tuesday, onwards. Please advise your child/ward to check their respective CCA schedules of their CCA days and dismissal times.

Attendance and Temperature Taking Exercise (ATTEx)

21 The ATTEx is conducted twice yearly (once per semester) and aims to maintain school's preparedness to re-activate the daily temperature checks should the need arise; and instill in students a sense of personal responsibility for their health and social responsibility.

22 In Semester 1, the ATTEx will be conducted on 10 January 2025, Friday. All Secondary One students will be issued with a new digital thermometer in the first week of school. Secondary Two to Five students should bring a working digital thermometer to school and have it ready on the actual day of exercise.

School-Home Partnership

23 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 provide opportunities for parents and teachers to meet up and strengthen this partnership.

24 The Parent Engagement Session (PES) of all students will be held on various dates as shown:

Level	Date and Time	Venue / Mode
Sec 1 PES	11 Jan (Sat) 8.30 a.m. to 11.30 a.m.	School
Sec 2 PES	24 Jan (Fri) 6.30 p.m. to 8.00 p.m.	Online
Sec 3 PES	11 Jan (Sat) 10.30 a.m. to 12.00 p.m.	School
Sec 4/5 PES	17 Jan (Fri) 6.30 p.m. to 8.00 p.m.	Online

25 The respective PES letters have been sent to all parents at an earlier date. Please be reminded to register your attendance for the PES, if you have not already done so.

26 In line with the Ministry of Education's five-day work week, parents/guardians are encouraged to respect teachers' personal time by contacting them only between 7.30 a.m. and 6.00 p.m. on weekdays. Teachers are not expected to respond to queries on weekends or after 6.00 p.m. on weekdays, except for emergencies. The email addresses of all teachers will be published on the school's website. You may also contact the General Office at 6775 4140 for further assistance.

27 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 at ntss@moe.edu.sg.

Your Partner-in-Education,



Ari Manickam (Mr.)
Principal



Calendar of Events in Term 1

Dates	Events	Remarks
2 Jan (Thu), 3 Jan (Fri), 6 Jan (Mon)	Secondary One Orientation Programme	Sec 1 students <u>Dismissal time</u> 2 Jan: 1.30 p.m. 3 Jan: 12.30 p.m. 6 Jan: 2.00 p.m.
2 Jan (Thu) to 3 Jan (Fri)	Start Right Programme	Sec 2 to Sec 5 students <u>Dismissal time</u> 2 Jan: 12.30 p.m. 3 Jan: 12.30 p.m.
3 Jan (Fri)	Sec 3 Photo-Taking	Sec 3 students School polo-tee and school pants/bermudas/skirt
8 Jan (Wed)	Uniform Group Engagement Programme (UGEP)	Sec 1 students 2.00 p.m. – 5.30 p.m.
10 Jan (Fri)	Attendance and Temperature Taking Exercise Sports and Games Engagement Programme (SGEP)	All students Sec 1 students 2.00 p.m. – 5.45 p.m.
11 Jan (Sat)	Sec 1 Parent Engagement Session & CCA Open House Sec 3 Parent Engagement Session	Sec 1 students and parents 8.30 a.m. – 11.30 a.m. Sec 3 students and parents 10.30 a.m. – 12.00 p.m.
13 Jan (Mon)	Sec 1 Photo-Taking	Sec 1 students School polo-tee and school bermudas/shorts/skirt
15 Jan (Wed) 12 Feb (Wed) 12 Mar (Wed)	HBL	All students
16 Jan (Thu)	MOE DMA installation	Sec 2 to 5 students
17 Jan (Fri)	<u>6.30 p.m. – 8.00 p.m.</u> Online Sec 4/5 Parent Engagement Session <u>8.00 p.m. – 9.30 p.m.</u> New Beginnings New Horizons – Smooth Transition and Thriving in Secondary 1	Sec 4/5 students and parents Sec 1 students and parents
20 Jan (Mon)	Commencement of After-School Academic Coaching (AAC)	Sec 4/5 students and selected Sec 3 students
24 Jan (Fri)	<u>6.30 p.m. – 8.00 p.m.</u> Online Sec 2 Parent Engagement Session	Sec 2 students and parents

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28 Jan (Tue)	8.00 a.m. – 9.00 a.m. Class-based CNY activity 9.00 a.m. – 10.15 a.m.: Hall concert celebration	Dismissal at 10.30 a.m.
29 – 30 Jan (Wed & Thu)	Chinese New Year school holidays	
3 Feb (Mon) – 14 Mar (Fri)	Term 1 Weighted Assessments (WA) <i>Note: No WA from 24 Feb – 7 Mar.</i>	All students
17 Feb (Mon) – 21 Feb (Fri)	Commemoration of Total Defence Day	All students
24 Feb (Mon) – 28 Feb (Fri)	Cohort Experience Week	More details on the cohort programmes will be shared via Parents Gateway
15 Mar (Sat) – 23 Mar (Sun)	March School Holidays	CCA and Holiday Academic Support Programme for selected students from 17 to 18 March. More details will be provided by Teacher I/Cs.