



2 January 2024

Dear Parent/Guardian,

Greetings from New Town Secondary School!

2 We hope your child/ward has had a restful and enjoyable December break. In 2023, the New Town family has risen as one to forge a new school identity. This year, we will continue to nurture your child/ward to become a confident learner and caring leader, in the line with the new school vision.

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 4 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.

2024 School Terms and Hours

4 The school terms for 2024 are as follows:

Semester 1	Dates	Semester 2	Dates
Term 1	Tue 2 Jan to Fri 8 Mar	Term 3	Mon 24 Jun to Thurs 29 Aug
Term 2	Mon 18 Mar to Fri 24 May	Term 4	Mon 9 Sep to Fri 25 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 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/shorts/skirt) with white shoes¹ 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.

¹ Only Secondary Four/Five students who were formerly from Tanglin Secondary School may continue to wear their full black school shoes.

Day	Attire
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/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/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 shorts/pants ▪ 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.

7 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
Tuesday		3.00 p.m.	CCA
Wednesday		1.30 p.m.	Home-Based Learning (even weeks)/ Enrichment (odd weeks)
Thursday		3.00 p.m.	After-School Academic Coaching
Friday		12.30 p.m.	CCA

8 Students are expected to bring a book or their Personal Learning Device (PLD) for morning silent reading after FRC.

9 Secondary One students will receive a hardcopy timetable from their Form Teachers (FT) in the first week of school. Students in the other levels may refer to the softcopy timetable on their PLD 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 24 January, 7 February and 6 March. Your child/ward is expected to learn independently at home with prior instructions provided by his/her teachers.

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 letter² 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.

² 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.

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 do our part to 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. 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

15 To ensure that your child/ward stays focused during lessons, the school will require students to keep 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. Your child/ward will be guided to use their PLD for learning in class and we seek your support to remind your child/ward to follow the school’s stand on handphone use. For students who repeatedly misuse their handphones and PLD despite reminders, a parent conference with Key Personnel or School Leaders may be arranged to address the issue.

School-Based Assessment (SBA)

16 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 subjects³. 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%		

17 A valid MC must be produced by a student who has missed any scheduled weighted assessment or examinations. For digital MC, please share the URL with your child/ward’s Form Teacher via email.

Co-Curricular Activities (CCA)

18 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.

19 Secondary One students will be able to find out more about the CCAs offered through the CCA Open House on 6 January 2024, Saturday (refer to para. 23 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 24 January 2024, Wednesday. All Secondary One students must

³ These subjects include Design and Technology, Food and Consumer Education, Nutrition and Food Science, Art, and Computer Applications.

start attending their allocated CCA from 30 January 2024, 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)

20 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.

21 In Semester 1, the ATTEx will be conducted on 10 January 2024, Wednesday. 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 keep it in their lockers by 5 January, Friday.

School-Home Partnership

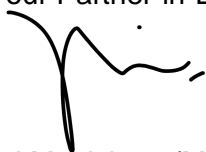
22 A strong school-home partnership is essential to nurture the joy of learning and develop our students holistically. Parent Engagement Sessions will be conducted for all levels to provide opportunities for parents and teachers to meet up and strengthen this partnership. Please refer to **Annex A** for the dates of the Parent Engagement Session for the respective levels.

23 The Parent Engagement Session for parents/guardians of Secondary One students will be held in conjunction with the CCA Open House on 6 January 2024, Saturday, from 8.30 a.m. to 11.30 a.m. You will meet your child/ward's FT and find out more about the school's policies, programmes and assessment matters. You will also learn more about the CCAs offered to better guide your child/ward in choosing his/her CCA. If you have not indicated your attendance, please complete the Reply Form via this link (<https://go.gov.sg/ntss-sec1pes-ccaopenhouse-2024>) by 2 January 2023, Tuesday.

24 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.

25 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 (Tue) to 4 Jan (Thu)	Secondary One Orientation Programme	Sec 1 students <u>Dismissal time</u> 2 Jan: 12.30 p.m. 3 Jan: 4.45 p.m. 4 Jan: 12.30 p.m.
2 Jan (Tue) to 3 Jan (Wed)	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.
5 Jan (Fri)	Sports and Games Engagement Programme (SGEP)	Online sign-up by interested Sec 1 students 2.20 p.m. – 5.40 p.m.
6 Jan (Sat)	Sec 1 Parent Engagement Session & CCA Open House	Sec 1 students and parents 8.30 a.m. – 11.30 a.m.
10 Jan (Wed)	Attendance and Temperature Taking Exercise (ATTEx) Sec 1 Phototaking	All students (after FRC in the morning) Sec 1 students 1.00 p.m. – 3.00 p.m.
27 Jan (Sat)	<u>8.00 a.m.</u> Sec 2 Parent Engagement Session <u>9.30 a.m.</u> Sec 3 Parent Engagement Session <u>11.00 a.m.</u> Sec 4&5 Parent Engagement Session	Sec 2 students and parents Sec 3 students and parents Sec 4&5 students and parents
5 Feb (Mon) – 8 Mar (Fri)	Weighted Assessments (WA)	All students
9 Feb (Fri)	Chinese New Year celebrations	All students will be dismissed by 11.00 a.m.
12 – 13 Feb (Mon & Tue)	Chinese New Year school holidays	
15 Feb (Tue)	Total Defence Day	
19 Feb (Mon) – 23 Feb (Wed)	Cohort Experience Week	More details on the cohort programmes will be shared via Parents Gateway in due course.
9 Mar (Sat) – 17 Mar (Sun)	March School Holidays	CCA and Holiday Academic Support Programme for selected students from 11 to 12 March. More details will be provided by Teacher I/Cs.