



31 December 2025

Dear Parent/Guardian,

Greetings from New Town Secondary School!

1 We hope your child/ward had a rejuvenating and joyful December break. In 2025, the New Town family marked a new chapter as we built upon the strong foundations laid in our 60th anniversary year. In 2026, we remain committed to nurturing a caring, vibrant, and forward-looking school community where every child is known, valued, and supported to grow. We will continue to deepen our efforts to develop students who are confident, compassionate, and ready to contribute meaningfully to the world. Throughout the year, we look forward to partnering closely with you to create enriching learning experiences and shared memories for our students.

2 To help your child/ward settle into the new school term, there will be a three-day Orientation Programme for Secondary One students on 2, 5 and 6 January and a two-day Start Right Programme for Secondary Two to Five students on 2 and 5 January. Please refer to **Annex A** for more details.

2026 School Terms and Hours

3 The school terms for 2026 are as follows:

Term	Dates
Term 1	Fri 2 Jan to Fri 13 Mar
Term 2	Mon 23 Mar to Fri 29 May
Term 3	Mon 29 Jun to Thu 4 Sep
Term 4	Mon 14 Sep to Fri 23 Oct

4 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.

5 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) for selected graduating students
Tuesday		3.00 p.m.	CCA
Wednesday		1.30 p.m.	HBL (28 Jan & 25 Feb)
Thursday		3.00 p.m.	After-School Academic Coaching (AAC) for selected graduating students
Friday		12.30 p.m.	CCA

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/ 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. • All students are to be in their school pants/bermudas/shorts/skirt when leaving the school at the end of the day
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. • All students are to be in their school pants/bermudas/shorts/skirt when leaving the school at the end of the day. On CCA days, students may leave the school in their approved CCA bottoms

7 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.

8 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://www.newtownsec.moe.edu.sg/others/announcements/class-timetable/>.

9 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 **Wednesdays** in Terms 1 to 3. In Term 1, HBL will be carried out on 28 January and 25 February. Your child/ward is expected to learn independently at home with prior instructions provided by his/her teachers.

10 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.

11 With effect from 2026, the Student Absence feature on Parents Gateway (PG) will be made available to parents/guardians. With this feature, parents/guardians will be able to submit reasons for your child’s/ward’s absence, and attach medical certificates and documents – all on the PG app. Please find the user guide and FAQ in **Annexes B and C**.

12 The Ministry of Education (MOE) would like to request an update of your information and your child’s/ward’s information via the Student Details Form (SDF) for the purpose of providing educational services to your child/ward in MOE schools. Please submit the information through the SDF portal which can be accessed from 2 January 2026 onwards either via this URL: <https://pg.moe.edu.sg/forms/sdf> or through PG (**Annex D**) by 16 January 2026. Parents/Legal Guardians may login to the SDF portal using your Singpass account to submit your information and information of your child/ward. Authorised Caregivers can only submit your own information.

13 The school calendar is also available on PG for parents' reference. You may use it to plan your child's schedule and avoid potential clashes of dates. **Annex D** provides detailed instructions on how to access both the SDF and school calendar on PG.

School Attendance and Well-being

14 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 when your child/ward is absent from school.

15 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 large groups). Let us all exercise personal and social responsibility and stay safe.

16 To maximise the learning of your child/ward, 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.

17 Students who travel overseas during term time will be marked "Absent without valid reason". 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' and will affect the end-of-year overall results.

18 We would like to inform you of an upcoming change to the default DMA sleep hours on your child's/ward's Personal Learning Device (PLD). As part of MOE's ongoing efforts to support students' sleep health and in alignment with Grow Well SG, the default DMA sleep hours for upper secondary students will be adjusted from 11pm to 10.30pm. DMA sleep hours for lower secondary students will remain at 10.00 pm. This change affects students on After-school DMA Parent Option A or Default option. We strongly encourage parents who have opted for less restrictions on their child's PLD after-school hours to consider bringing the sleep hour earlier to align with the shift in default sleep hours of 10:30pm.

Tightened guidelines for use of smart devices for 2026

19 Smart devices such as handphones and smart watches are allowed only before FRC and after all school programmes, and only at the canteen and foyer areas. With effect from 2026, handphones and smart watches must be switched off and safe-kept in the students' lockers before FRC until the end of all school programmes e.g. Sec 1 Orientation, CCAs and others. Students must have their own locker lock and key. Handphones and smart watches will be confiscated overnight if students are found using them anywhere during school time. Parents / guardians will be informed of the confiscation via phone call / Parents Gateway and students will be allowed to retrieve their smart devices from the General Office the next school day after the end of their school programmes. For learning purposes in the classrooms, only personal learning devices are allowed.

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.

School-Based Assessment (SBA)

20 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%		

21 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. Students who miss a WA without submitting a valid MC will receive an Absent Status (equivalent to zero marks), which will be reflected in the result slip as 'AB'.

22 We encourage all students to work closely with their teachers to establish effective LEARN routines and ensure timely assignment submission. The school values quality assignments, as consistent work strengthens understanding and supports meaningful learning throughout the term. Late or incomplete assignment submission is closely linked to weaker learning, gaps in understanding, and reduced readiness for progression to higher levels. To support students who struggle with timely assignment completion, we have structured intervention measures such as Assignment Completion Time (ACT) sessions, which guide them in developing positive learning habits and achieving academic success.

Co-Curricular Activities (CCA)

23 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.

24 Secondary One students will be able to find out more about the CCAs offered through the CCA Open House on 10 January 2026, Saturday (refer to Annex A for more information). There will be a briefing on the CCA selection during the CCA Open House. Please refer to the Secondary 1 Parent's Letter that was sent via PG on 19th December 2025 for more information.

2026 Global Classroom Programme for Secondary 2 students

25 Our school successfully launched the Global Classroom programme in 2025, offering four overseas trips for about 100 Secondary 2 students. This signature programme strengthens students' global awareness and cross-cultural understanding through overseas learning experiences and exchanges with foreign students, with a strong focus on ASEAN countries.

26 In 2026, we will broaden our offerings to include more destinations and provide opportunities for more students to participate. Registration will open in early 2026 for all Secondary 2 students, and a briefing session will be held to share programme details. All eligible students are encouraged to take part in this meaningful experience.

School-Home Partnership

27 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.

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

28 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	10 Jan (Sat) 8.30 a.m. to 11.30 a.m.	School
Sec 2 PES	23 Jan (Fri) 6.00 p.m. to 7.30 p.m.	Online
Sec 3 PES	10 Jan (Sat) 10.30 a.m. to 12.00 p.m.	School
Sec 4/5 PES	16 Jan (Fri) 6.00 p.m. to 7.30 p.m.	Online

29 The respective PES letters have been sent to all parents on 26 Dec 2025. Please register your attendance for the respective PES, if you have not already done so.

30 In 2025, New Town Secondary School collaborated with several social service providers to organise a series of parenting workshops aimed at supporting parents in navigating the challenges of raising their children in an ever-changing world. Parents who attended the sessions found them beneficial, as they learnt practical skills and strategies to strengthen their connection with their children and develop them more effectively. We will continue planning the workshops for 2026 to strengthen our home-school partnership and provide practical handles for parents. Details of these workshops can be found in **Annex E**.

Road Safety

31 As we begin the new school year, we would like to remind all parents and guardians about the importance of road safety around our school premises. In partnership with the Singapore Police Force (SPF), Land Transport Authority (LTA), and Singapore Road Safety Council (SRSC), we seek your cooperation in ensuring the safety of our students. Please refer to **Annex F** for detailed guidelines on safe driving practices within the school zone and student safety reminders, including reminding your child to practise safe road-crossing habits. By working together and modelling responsible behaviour, we can ensure a safer environment for all our students.

Communication with School Staff

32 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.

33 As we begin Term 1, we emphasise the importance of treating all school staff and teachers with mutual respect and courtesy. Our educators and staff are committed to partnering with you professionally in your child's educational journey. MOE values its staff and will take firm action to protect staff against unreasonable behaviour, harassment or abuse. By demonstrating respect in all interactions, we model positive behaviour for our children and strengthen our school community.

34 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 (Fri), 5 Jan (Mon), 6 Jan (Tue)	Secondary One Orientation Programme	Sec 1 students <u>Dismissal time</u> 2 Jan: 12.30 p.m. 5 Jan: 1.30 p.m. 6 Jan: 2.00 p.m.
2 Jan (Fri), 5 Jan (Mon)	Start Right Programme	Sec 2 to Sec 5 students <u>Dismissal time</u> 2 Jan: 12.30 p.m. 5 Jan: 12.30 p.m.
5 Jan (Mon)	Sec 3 Photo-Taking	Sec 3 students 8.00 a.m. – 10.30 a.m. School polo-tee and school pants/skirt
7 Jan (Wed) 9 Jan (Fri)	Uniform Group Engagement Programme (UGEP) Sports Group Engagement Programme (SGEP)	All Sec 1 students 2.00 p.m. – 5.15 p.m. Sec 1 students who signed up 2.00 p.m. – 5.45 p.m.
10 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.
12 Jan (Mon)	Sec 1 Photo-Taking Commencement of Modules @ SP	Sec 1 students 1.30 p.m. – 4.00 p.m. School polo-tee and school shorts/skirt Selected Sec 3-Respect students 2.00 p.m. – 4.00 p.m. at Singapore Polytechnic
16 Jan (Fri)	Online Sec 4/5 Parent Engagement Session	Sec 4/5 students and parents 6.00 p.m. – 7.30 p.m.
23 Jan (Fri)	Online Sec 2 Parent Engagement Session	Sec 2 students and parents 6.00 p.m. – 7.30 p.m.
26 Jan (Mon)	Commencement of After-School Academic Coaching (AAC)	Sec 4/5 students



NEW TOWN SECONDARY SCHOOL

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26 Jan (Mon) – 6 Mar (Fri)	Term 1 Weighted Assessments (WA) <i>Note: No WA from 16 Feb – 19 Feb</i>	All students
28 Jan (Wed) & 25 Feb (Wed)	HBL	All students
29 Jan (Thur)	Lunchtime Online Talk by Lakeside Family Service Centre: Transition to Secondary 1	Parents of Secondary 1 students 12.00 p.m. – 1.30 p.m. Online mode Refer to Annex B
6 Feb (Fri)	NTSS Cross Country Run	All students 7.30 a.m. – 12.30 p.m.
16 Feb (Mon)	8.00 a.m. – 9.00 a.m. Class-based CNY activity 9.00 a.m. – 10.30 a.m. Hall concert celebration	Dismissal at 10.30 a.m.
17 – 18 Feb (Tue & Wed)	Chinese New Year school holidays	
14 Mar (Sat) – 22 Mar (Sun)	March School Holidays	CCA and Holiday Academic Support Programme for selected students from 16 to 17 March. More details will be provided by Teacher I/Cs.
16 Mar (Mon)	Sec 4E & 5N O Level MTL Holiday Academic Support Programme	All Sec 4E and 5N students. More details will be provided by MTL teachers.
17 Mar (Tue)	Sec 4E, 4N, 5N NFS Practical Exam	Sec 4 and 5 NFS Students 8.00 a.m. – 12.00 p.m. 1.00 p.m. – 5.00 p.m.