



## SERANGOON SECONDARY SCHOOL

11 Upper Serangoon View  
Singapore 534237



16 June 2020

Through Principal

*16/6/2020*

Mdm Tay Siok Hwa  
Principal  
Serangoon Secondary School

Dear Parent/Guardian,

### School Events and Programmes in Semester 2 2020 (for Upper Sec Students)

1. Welcome to Term 3! We are glad to share with you that your child/ward is settling in into the new term after progressively returning to school in a careful and safe manner. In this letter, we would like to update you on:
  - Safe management measures in place to keep our students safe
  - Adjustments to Co-Curricular Activities (CCAs) due to the COVID-19 situation
  - School expectations
  - In-School Home-Based Learning (HBL) Programme
  - Removal of common last topics for content-based subjects from this year's national examinations
  - Arrangements for GCE O-Level Mid-Year Mother Tongue Language (MTL/MTLB) Written Examinations, and early dismissal for other levels
  - GCE O-Level MTL/MTLB Listening Comprehension Examinations
  - Mastery Learning Programme (MLP)
  - Term 3 weighted assessments
  - Sec 3 Bridging Programme
  - NRIC registration (for students who are turning 15 years old)
  - Semester 2 school events
  - School-home partnerships

### Safe Management Measures

2. We are ensuring that safe management measures are in place to keep our students safe:
  - Daily temperature-taking with additional visual and question screening will continue to be carried out for all students and staff. In addition, students and staff who are unwell, or who have household members aged 18 and above on Home Quarantine Order/Stay-Home Notice or have flu-like symptoms such as fever, cough, runny nose, or sore throat, will be required to stay away from school.
  - High-touch surfaces are cleaned and disinfected daily.
  - Students and staff are required to **wear their face masks at all times**, except when they are eating or engaged in strenuous physical activities, or when teachers are conducting lessons at the front of the classroom.
  - Students will practise frequent hand-washing throughout the school day and practise the wipe-down of tables and shared equipment after use.
  - Intermingling across classes and levels will be minimised.
  - Seating arrangements in classrooms, canteen, and other venues safeguard against intermingling between classes.
  - Arrival, dismissal, and recess timings are staggered to reduce congestion. For Term 3 Weeks 3 and 4, staggered dismissal timings for Upper Sec students will follow the timetable except those in **Annex A**. From Term 3 Week 5 onwards, students will be provided with an updated timetable indicating the staggered dismissal timings.

### Co-Curricular Activities (CCAs)

3. Currently, mass physical gatherings continue to be suspended and CCAs will not be conducted in its traditional format. To gradually bring back an essential element of the school experience, each student can look forward to at least three CCA sessions via digital means (eCCA) in Term 3, either on Wednesday or Friday. eCCA sessions may be conducted live or involve offline activities. Students are encouraged to participate in eCCA, and teachers will monitor attendance and safety for online sessions. As some students may be limited by other extenuating circumstances during this COVID-19 period, non-attendance of eCCA will not be penalised. More information on eCCA sessions will be disseminated in a separate letter via CCA teachers.

## **School Expectations**

4. Regular attendance is integral to student learning and engagement in school. Please note that a medical certificate, from a medical practitioner who is registered under the Medical Registration Act on the Singapore Medical Council website, is required if your child/ward is unwell and unable to attend school. A parent's letter may be provided for other types of valid absences, e.g. bereavement. **Permission must be sought from the Principal via Form Teachers for all other absences, including overseas travel, during the school term.**
5. As part of the whole-of-nation effort to harness digital technologies to transform Singapore, parents may now receive a digital MC (DigiMC) from doctors instead. Kindly submit the DigiMC to the school via FormSG (<https://go.gov.sg/sss-emc>). The details to submit a DigiMC may also be found on our school's website.
6. All Sec 4 and 5 students should be seated in their respective classrooms by **7:30 am**. All Sec 3 students should be seated in their respective classrooms by **7:45 am**. We encourage students to come to school five minutes before the staggered school starting time. This will help them frame their mind and prepare themselves to learn for the rest of the day.
7. Students coming in after their expected reporting time will be deemed to be late for school. For students who are consistently late, their conduct grade may be affected and will be reflected in the next result slip.
8. All students are allowed to wear **half school uniform** (PE shirt with pants/skirt) every day. Black socks, black shoes, and proper hairstyles are still mandatory.
9. As a school, we strive to inculcate appropriate and responsible device usage in our students. Hence, as earlier communicated in Term 1 this year, we seek your continued support in our efforts to disallow handphone usage during recess from Semester 2 onwards. Students can continue to use their handphones before 7:30 am and after dismissal. If lessons require the use of ICT devices, students can use their handphones when permitted by their subject teachers. Parents/guardians can contact the General Office at 6385 1589 if you need to contact your child/ward urgently.

## **In-School Home-Based Learning (HBL) Programme**

10. The school has organised a customised in-school HBL programme for a selected group of Sec 3 students to support their academic progress and social-emotional growth. The programme consists of academic supervision, discussions, and hands-on activities, and will continue as long as students rotate weekly between HBL and returning to school for lessons. Parents/guardians of shortlisted students have been notified.

Level	In-School HBL	Arrival	Dismissal
Sec 3	T3 Weeks 1 and 3	8:30 am	1:20 pm on Mondays to Thursdays 12:30 pm on Fridays

## **National Assessment: GCE O-Level and N-Level Examinations 2020**

11. In view of the extended circuit breaker period and the impact on curriculum time, common last topics for content-based subjects will be removed from this year's national examinations. The common last topics is a set of topics identified by the Ministry of Education (MOE) that would be taught last by all schools towards the end of the academic year. This removal will further allay students' concerns and anxiety about catching up with the curriculum. Teachers will communicate examinable topics directly to their graduating students.

## **GCE O-Level Mid-Year Mother Tongue Language (MTL/MTLB) Written Examinations**

12. For the upcoming GCE O-Level Mid-Year MTL written examinations on **18 June 2020** and the MTLB written examinations on **19 June 2020**, we will put in place the following safe management measures:
  - All candidates will continue to wear face masks to the examination.
  - When candidates are seated in the examination room, they would be allowed to replace the face mask with face shields, depending on what is comfortable for them.
  - However when they leave the examination room, such as for visits to the washroom, or at the end of the examination, candidates who choose to wear face shields must put on their face masks immediately.
  - Candidates will be seated at least 1.5 metres apart from one another in this exam setting where face shields are allowed.

13. There will be a **one-time distribution** of surgical masks to all candidates taking the upcoming O-Level MTL written examinations. Candidates who would like to wear face shields when seated in the examination room are required to bring their own face shields.
14. Please note the following arrangements for your child/ward:
- Sec 4 and 5 students who are not taking the GCE O-Level Mid-Year MTL written examinations **on 18 June 2020** will be dismissed at 12:40 pm. This is to ensure a conducive environment for candidates taking the national examinations and to allow time for preparation of the venues.
  - For Sec 4 and 5 students taking the above-mentioned examinations in the afternoon of **18 or 19 June 2020**, they will not need to attend school in the morning of the same day.
15. To reduce the risk of possible transmission, candidates on Home Quarantine Order, Stay-Home Notice, and Leave of Absence will **not be** allowed to sit for these examinations. In addition, those who are on medical leave or unwell with flu-like symptoms (such as fever or coughing) will not be allowed to sit for the examinations. They will take the year-end examinations instead.

#### **GCE O-Level MTL/MTLB Listening Comprehension Examinations**

16. The 2020 GCE O-Level MTL/MTLB Listening Comprehension examinations will be conducted on **27 July 2020 from 2:30 pm**.
17. Sec 4 and 5 students taking the above-mentioned examination will be dismissed from lessons at **12:40 pm** to take their lunch break. More details on the reporting time and examination venues as well as the dismissal timings for Upper Sec students not taking the above-mentioned examinations will be provided at a later date.

#### **Mastery Learning Programme (MLP)**

18. To provide additional support for learning, MLP lessons may be conducted for students after school, either physically in school or online, on the following days. Teachers will inform classes of the details of each MLP lesson at least one day in advance. We seek your cooperation that your child/ward attends MLP lessons so that he/she can be well-supported in his/her academics. Please refer to the schedule below:

Sec 3 MLP Schedule	
Day	Subject Area
Odd Mondays	Mathematics / ICT
Odd Thursdays	English / Sciences
Even Mondays	Humanities / Mother Tongue Languages
Even Thursdays	Craft & Technology / Mathematics / History

  

Sec 4 and 5 MLP Schedule	
Day	Subject Area
Odd Mondays	English
Odd Wednesdays	Mother Tongue Languages
Odd Thursdays	Mathematics
Odd Fridays	ICT
Even Mondays	Sciences
Even Wednesday	Mathematics
Even Thursdays	Humanities
Even Fridays	Craft & Technology / Mathematics / History

19. Students are strongly encouraged to seek consultations with teachers in other subject areas, whenever they are in doubt. This will help to address learning gaps earlier in a timely manner.

### Term 3 Weighted Assessments

20. Due to the Circuit Breaker period, weighted assessments for Term 2 were cancelled. Hence, the school has reviewed and re-distributed the assessment weightings. The revised assessment plan is as follows:

Level	Plan	Term 1	Term 2	Term 3	Term 4
Sec 3	Original Plan	WA (15%)	WA (15%)	WA (15%)	EYE (55%)
	Revised Plan	WA (15%)	-	WA (20%)	EYE (65%)
Sec 4 & 5	Original Plan	WA (15%)	MYE (25%)	-	EYE (60%)
	Revised Plan	WA (15%)	-	-	EYE (85%)

Legend: Weighted Assessment (WA), Mid-Year Exam (MYE), End-of-Year Exam (EYE)

21. There will be weighted assessments for Sec 3 in Term 3. These assessments serve as important milestone checks on students' academic performance and progress. As shared in Term 1, they can take different forms for different subjects: class tests, coursework, or assignments. Subject teachers will inform their classes on the mode of assessment and the content to be tested. For class tests, the Term 3 schedule for Sec 3 are:

Sec 3E Class Test Schedule for Term 3								
Week	1-7	8	9	10	11	12	13	14
Subject(s)		Mid Term Break	EL	MATH	HUMANITIES	SCIENCE		
				POA				

Sec 3NA Class Test Schedule for Term 3								
Week	1-7	8	9	10	11	12	13	14
Subject(s)		Mid Term Break	EL	MATH	HUMANITIES	CT	SCIENCE	
				POA				

Sec 3NT Class Test Schedule for Term 3								
Week	1-7	8	9	10	11	12	13	14
Subject(s)		Mid Term Break	EL	MATH	SCIENCE			

EL – English, MATH – Mathematics / Additional Mathematics, MT – Mother Tongue, HUMANITIES – Social Studies and Elective History / Elective Geography / Pure History, CT – Art / Design & Technology / Food & Nutrition, SCI – Pure Science / Combined Science, POA – Principles of Accounts, CPA – Computer Applications

22. For Sec 4 and 5, students will be given timed practices in preparation for the National Examinations. Class tests will not be conducted.
23. In the event of absence from class tests due to valid reasons, e.g. on Leave of Absence, a "VR" will be given for the class test. Students can attempt the class test at a later date for the purposes of practice, and feedback will be given to support their learning.
24. Beyond the weighted assessments, teachers also formatively assess the learning outcomes, strengths, and areas for growth of each student by employing questioning techniques during lessons, and assigning worksheets, class work, and homework.

### Sec 3 Bridging Programme

25. The Sec 3 Bridging Programme, which comprises timetabled lessons, is very important in preparing your child/ward for his/her studies in Sec 4. We hope to seek your support in taking note of the dates when making travel plans to allow your child/ward attend the programme in full:

- Sec 3NA/NT: 26 October 2020 to 30 October 2020
- Sec 3E: 26 October 2020 to 6 November 2020

Further details will be provided nearer the date.

### **NRIC Registration (for students who are turning 15 years old)**

26. Singapore Citizens and Singapore Permanent Residents who are turning 15 years old will be required to register for NRIC. Due to the COVID-19 situation, the NRIC Registration originally scheduled on 17 April 2020 (Friday) is now postponed to 2 November 2020 (Monday) in Term 4. We will issue a reminder letter two weeks before the registration.
27. Meanwhile, you may ask your child/ward to prepare **one recent passport-size colour photograph** (35mm by 45mm) taken against a white background in a matt or semi-matt finish. Please note that his/her eyebrows should not be covered by his/her hair.

### **Semester 2 School Events**

28. Please refer to **Annex B** for the key school events in Semester 2. More details on each event will be provided to students at a later date.

### **School-Home Partnerships**

29. In line with MOE's launch of Parents Gateway (PG) to strengthen school-home partnerships to support our children in their educational journey, official school communication will be disseminated via the PG mobile app and the school website, and no longer in hard copy. For parents/guardians who are not on board yet, please download the PG mobile app and perform a one-time registration process. The steps are as follows:
- a) Download and install the Parents Gateway Mobile App from Apple or Play Store
  - b) Perform a one-time registration process
  - c) Enable 'Allow Notifications' to receive push notifications
30. Our teachers will continue to monitor the progress of your child and be in regular contact with you and your child to provide support. MOE will also continue to closely monitor the COVID-19 situation, and we urge you to rely on official sources of information and not to circulate any unconfirmed information. If you have any further queries, please contact **6385 1589** during **weekdays** between **7:30 am and 5:00 pm**. Alternatively, you may reach our staff by sending an email to **serangoon\_ss@moe.edu.sg**.
31. You may also wish to visit our school website ([www.serangoonsec.moe.edu.sg](http://www.serangoonsec.moe.edu.sg)) for updates and key information about our school programmes.
32. We thank you for your continued support of the school and our programmes. If you require any clarifications, please do not hesitate to contact the following personnel at 6385 1589:
- Ms Grace Lee, Year Head (Upper Sec)
  - Mr Sng Tze Kun, Assistant Year Head (Sec 3)
  - Mr Kwek Cher Wei Dennis, Assistant Year Head (Sec 4/5) (Covering)
33. A copy of this letter is uploaded on the school's website and on PG. We look forward to your partnership and a fruitful semester ahead. Thank you and stay safe!

Yours sincerely,



Ms Grace Lee  
Year Head (Upper Sec)

**Staggered Dismissal Timings for Upper Sec students in Term 3 Weeks 3 and 4  
For Classes Whose Timings Differ from Timetable**

**T3W3**

Day	Class	Subject	Current Dismissal Timing	New Dismissal Timing
Thu 18 Jun			Refer to Para 14	

**T3W4**

Day	Class	Subject	Current Dismissal Timing	New Dismissal Timing
Mon 22 Jun	3I2	POA	1320	1310
	3I3	AMATH/DT	1320	1310
	3I4	PE	1320	1310
Tue 23 Jun	4N2 – 4N3	AADP	1320	1310
	4N4	FN	1320	1310
	4N5	EL	1320	1310
	4N6	AMATH	1320	1310
	5E1	EMATH	1320	1310

## Serangoon Secondary School – School Events, Programmes, and Holidays 2020

Term 3						
Date (tentative)	Event	Sec 1	Sec 2	Sec 3	Sec 4/5	Parents/ Guardians
15 – 17 Jun	Sec 4NA/NT EL Oral Prelim Examinations				✓	
18 Jun	GCE O-Level Mid-Year MTL Written Examinations				✓	
19 Jun	GCE O-Level Mid-Year MTLB Written Examinations				✓	
23 Jun	Sec 4 MTL Oral Exam Prelim Examinations				✓	
29 – 30 Jun	Sec 4E5N EL Oral Prelim Examinations				✓*	
6 Jul	Youth Day (School Holiday)	✓	✓	✓	✓	
7 – 16 Jul	GCE O-Level MTL/MTLB Oral Examinations			✓*	✓	
8 Jul	HPV Vaccination			✓*	✓*	
13 – 17 Jul	GCE N-Level English Oral Examinations				✓	
18 – 26 Jul	Mid-Term Break	✓	✓	✓	✓	
20 – 21 Jul	Mid-Term Break Lessons	✓*	✓*	✓*	✓	
27 Jul	GCE O-Level MTL/MTLB Listening Comprehension Examinations			✓*	✓	
31 Jul	Hari Raya Haji (Public Holiday)	✓	✓	✓	✓	
3 Aug	GCE N-Level MTL Oral Examinations				✓*	
7 Aug	School National Day Celebrations	✓	✓	✓	✓	
10 Aug	National Day (Public Holiday observed)	✓	✓	✓	✓	
12 Aug	Sec 4E5N Science Practical Prelim Examinations				✓*	
12 – 24 Aug	Sec 4NA/NT Prelim Written Examinations				✓	
17 – 26 Aug	GCE O-Level English Oral Examinations				✓	
24 – 25 Aug	HPV Vaccination			✓*	✓*	
24 Aug – 2 Sep	Sec 4E5N Prelim Written Examinations				✓	
3 Sep	Teachers' Day Celebrations	✓	✓	✓	✓	
4 Sep	Teachers' Day (School Holiday)	✓	✓	✓	✓	
5 – 13 Sep	School Holidays	✓	✓	✓	✓	
7 – 8 Sep	September Break Lessons	✓*	✓*	✓*	✓	

\*For selected students

Term 4						
Date (tentative)	Event	Sec 1	Sec 2	Sec 3	Sec 4/5	Parents/ Guardians
14 – 23 Sep	GCE N-Level Written Examinations				✓*	
14 Sep	Sec 4E5N Prelim Written Examinations				✓*	
16 Sep	GCE N-Level EL (NT) Listening Comprehension Examinations				✓*	
18 Sep	GCE N-Level EL (NA) Listening Comprehension Examinations				✓*	
21 Sep	GCE N-Level MTL Listening Comprehension Examinations				✓*	
23 Sep	GCE N-Level MTLB Listening Comprehension Examinations				✓*	
24 Sep	Sec 1 to 3 EL End-Of-Year Examinations	✓	✓	✓		
29 Sep	Last day of school for Sec 4 students and Sec 4E5N Supervised Study Programme begins				✓	
29 Sep – 9 Oct	Sec 1 to 3 End-of-Year Examinations	✓	✓	✓		
1 – 13 Oct	GCE O-Level Science Practical Examinations				✓*	
5 Oct – 16 Oct	GCE N-Level Written Examinations				✓*	
12 Oct	Marking Day (no school for Sec 1 to 3 students)	✓	✓	✓		
13 – 15 Oct	Feedback on Sec 1 to 3 End-of-Year Examinations	✓	✓	✓		
16 Oct	Regular Lessons	✓	✓	✓		
19 Oct	Promotion Exercise (no school for Sec 1 to 3 students)	✓	✓	✓		
19 Oct – 12 Nov	GCE O-Level Written Examinations				✓*	
20 – 22 Oct	Post-Examination Activities	✓	✓	✓		
23 Oct	Collection of Results Slips; Parent Engagement Session	✓	✓	✓		✓
26 – 30 Oct	Sec 3NA/NT Bridging Programme			✓*		
26 Oct – 6 Nov	Sec 3E Bridging Programme			✓*		
2 Nov	NRIC Registration (for Singapore Citizen and Singapore Permanent Resident students born in 2005)		✓*	✓		
16 Nov	Deepavali (School Holiday)	✓	✓	✓	✓	
21 Nov	Open House	✓*	✓*	✓*	✓*	

\*For selected students