



Through School To Nation

CHANGKAT CHANGI SECONDARY SCHOOL

04 January 2021

Dear Parents/Guardians

INFORMATION AND PROGRAMMES FOR TERM 1 2021

A warm welcome to the new academic year! 2020 had been a difficult year for many of us and we hope for 2021 to provide better times and meaningful opportunities. As the new Principal and on behalf of the school, I would like to wish you a happy and peaceful 2021! To all our Changkateers, a warm welcome back, and to our new students, we welcome you to our Changkat family! We look forward to an exciting year of learning with you.

Prior to my appointment as new Principal of the school, I was the Vice-Principal at Manjusri Secondary School and had recently completed the Leaders in Education Programme at National Institute of Education. I am humbled to have the opportunity to lead this school and I would like to thank Ms Sharma Poonam and Principals before her for their strong leadership in enabling the school to go from strength to strength. My team and I will continue to build on their fine work and keep the Changkat Changi flag flying high!

Our school continues to uphold our mission of developing your child/ward holistically. The recently released 'N'-Level results show that our efforts in prioritising your child's/ward's well-being especially in the COVID-19 year paid off. Many subjects have performed better than last year's percentage passes, including subjects such as English, Science, Humanities, and Chinese language. In particular, both Principles of Accounts and Art have achieved 100% passes. This is an affirmation of the hard work our teachers have put in to support our students in Education and Career Guidance.

Beyond academic performance, the school will continue on a series of initiatives for our students' holistic development. Changkateers can look forward to a richer learning experience through the implementation of Positive Education, Blended Learning and use of a new facility – Dream Lab. We will focus our efforts to strengthen the Changkateer Graduate Outcomes while being anchored on school values, iCAR²E (integrity, Care, GrAttitude, Respect, Resilience, Excellence). Our school believes that every child can achieve success through effort and resilience, and that as a Changkat family, we can all encourage one another to develop and grow.

Established in 1966, Changkat Changi Secondary School has come a long way. As we celebrate our 55th Anniversary in 2021, it also marks 20 years since our relocation to the current premises at 23 Simei Street 3 in 2001. The Simei community has welcomed us warmly in these past 20 years and we look forward to working closely with our community as we scale new heights.

Our school motto 'Through School to Nation' reminds us that Changkat Changi plays an important role to cultivate responsible and committed citizens for a cohesive society. Our work at Changkat Changi is not yet complete but I believe that together, we can achieve our Vision. We will therefore remember 2021 by celebrating our heritage and achievements and, at the same time, welcoming and realising our dreams of past, present and future Changkateers.



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Parents and the greater community are our key partners in this endeavour. We look forward to a meaningful year ahead as we enable new opportunities and scale greater heights together as one Changkat Changi family in 2021!

As we look ahead to the new academic year, the following items are highlighted in this letter for your information:

1 Ensuring Safety and Security of Students

1.1 In preparation for the new academic year, we would like to emphasize the importance of continued vigilance by all to prevent a second wave of COVID-19 infections. The following Safe Management Measures (SMM) will continue to be put in place to minimize the risk of confirmed cases from entering the school and to prevent any potential spread in all aspects of school life:

- daily temperature-taking and visual screening will be carried out for all students and staff. Students are reminded to have their Oral Digital Thermometer with them in school.
- practicing social responsibility (e.g. wiping down of common items after use, importance of mask-wearing, not coming to school if unwell or if household members are unwell with flu-like symptoms).
- all staff and visitors will be required to register their details via SafeEntry when entering the school.
- practising good personal hygiene (e.g observance of regular hand-washing)
- high-touch surfaces will be cleaned more frequently and our premises will be disinfected daily.
- observing safe distancing measures at all times both in school and out of school. Intermingling across classes and levels will be minimised.
- fixed exam-style seating in classrooms and spaced seating in canteens or alternative venues will be implemented.
- recess timings will be staggered by levels to reduce congestion and students are encouraged to pack food from home. Snack breaks will still be provided at 1.15pm on Tuesdays to Thursdays and students are to wash their hands with soap and water before and after consumption of their snack.
- dismissal timings will be staggered to reduce congestion. Students are advised to head straight home once dismissed and not to congregate in groups at public areas.

1.2 Building of Sheltered Walkway by Land Transport Authority (LTA)

We are pleased to inform you that LTA has resumed work to build a sheltered walkway from Simei MRT to our school's front gate and that of Changkat Primary School, including the pathway opposite of the school. It is estimated that the walkway will be fully operational by the second quarter of 2021. Do encourage your child/ward to take note of potential safety hazards in their journey to school while construction is taking place.

1.3 Road Safety

Parents/guardians are encouraged to remind your child/ward on the importance of road safety inside and outside of the school. We seek your understanding to follow the



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correct traffic flow within the school compound and drop your child/ward only at the designated drop-off point at the foyer. To reduce congestion during wet weather, parents/ guardians are to proceed toward the furthest end of the drop-off point so that more cars can be accommodated under the shelter. Parents/Guardians are also reminded that right turns at the school gate is prohibited from 6.30 am to 8.00 am. If your child/ward is taking public transport, please also remind him/her to use the zebra crossings and designated footpaths when they are walking from the gate to the school building.

2 Teaching and Learning

2.1 School Hours

Please find below the school hours for 2021. We will continue to stagger dismissal timings by level to reduce transient congestion during school dismissal. Do encourage your child to arrive in school 10 minutes before time.

Levels	Monday		Tuesday – Thursday		Friday	
	Arrival	Dismissal	Arrival	Dismissal	Arrival	Dismissal
Sec 1	8.35 am	1.55 pm	7.40 am	2.20 pm	7.40 am	12.20 pm
Sec 2		2.00 pm		2.25 pm		12.25 pm
Sec 3		3N: 2.05 pm 3E: 4.15 pm		2.30 pm		12.30 pm
Sec 4/5		4/5N: 2.10 pm 4E: 4.15 pm		2.35 pm		12.35 pm

2.2 a) School-based Assessment and Weightings

In line with MOE's School-based Assessment Policy, Weighed Assessments (WA) will be conducted once a term for Term 1 to Term 3 for Secondary One to Three students. There will only be one End-of-Year Examinations (EOY) in Term 4.

For Secondary Four/Five students, there will be two main examinations - Mid Year Examinations (MYE) in Term 2 and Preliminary Examinations starting Term 3.

The weightings of the respective school-based assessments for 2021 are summarised below for your reference:

Levels	School-based Assessments and their Weightings in %			
	Term 1	Term 2	Term 3	Term 4
Sec 1 to Sec 3	15% [WA]	15% [WA]	15% [WA]	55% [EOY]
Sec 4/5	15% [WA]	25% [MYE]	-	100% [Prelim]

***Note:**

- A weighted assessment (WA) refers to an assessment for which scores attained count towards the subject grade. It can be a class test, performance task, portfolio, practical test or alternative assessments such as projects, etc.
- Details of WA will be provided by respective subject teachers.
- Weightage for D&T and F&N will differ due to portfolio requirements.



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b) Weighted Assessments and Examination Dates

Please note the following important dates regarding Weighted Assessments and Examinations for 2021 in the table below:

Item	Dates
Sec 1 to 4/5N Weighted Assessment 1 (spaced out over 4 weeks)	1 February to 26 February
Sec 1 to 3 Weighted Assessment 2 (spaced out over 4 weeks)	19 April to 12 May
Sec 4/5 Mid-Year Exams	29 April (Science Practical) 30 April to 12 May
Sec 1 to 3 Weighted Assessment 3 (spaced out over 4 weeks)	26 July to 20 August
Sec 1 to 3 End-of-Year Exams	28 September 4 October to 13 October
Sec 4N Preliminary Exams	26 July to 28 July 3 August to 5 August
Sec 4E/5N Preliminary Exams	20 August (Science Practical) 23 August to 1 September (Tentative)

2.3 Important Dates

Please note the important dates regarding school terms and holidays for 2021 in the tables below:

2021 School Terms

Terms	Day & Dates
Term 1	Monday 4 January to Friday 12 March
Term 2	Monday 22 March to Friday 28 May
Term 3	Monday 28 June to Friday 3 September
Term 4	Monday 13 September to Friday 19 November

2021 School Holidays

March Holidays	Saturday 13 March to Sunday 21 March
June Break	Saturday 29 May to Sunday 27 June
September Holidays	Saturday 4 September to Sunday 12 September
December Break	Saturday 30 October to Thursday 31 December



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Parents/Guardians are kindly requested to **refrain from taking your child/ward away from school during term time** as that will affect his/her learning. Should there be special circumstances, please write to the school to seek permission.

3. Holistic Development of Students

3.1 **Kickstart! Programme (4 to 8 January)**

To signal the importance of strong peer support and class spirit in shaping a positive school experience, we will start the year with the Kickstart! Programme for all levels. Form Teachers will also have the opportunity to forge strong teacher-student relationships with the class from the beginning of the school year. A summary of the activities, and arrival and dismissal timings can be found in Annex A.

3.2 **Sec 1 CCA Orientation and Parent-Teacher Conference (PTC)**

All Sec 1 students will be participating in the Sec 1 CCA Orientation on 22 January from 2.30 to 5.00 pm to know more about the CCAs offered in our school. This will allow them to make informed decisions on their choice of CCAs.

In conjunction with CCA Orientation, a Sec 1 PTC via Zoom will be held on 23 January from 9.00 to 10.30 am. Parents will have the opportunity to hear from our Principal as well as our HOD/ PE & CCA who will share on the school's CCA programme. You will also have an opportunity to interact with your child/ward's Form Teachers to find out more about your child/ward's experiences and progress for the first three weeks in school.

We will inform you the Zoom meeting details nearer the date.

3.3 **Developing Self-Discipline and Responsibility**

a) **Attire and Grooming**

Students are expected to wear the prescribed uniform and no modification to the uniform is allowed. Long pants are not allowed to be tapered or shortened above the ankles. Similarly, the length of school skirts must be just above the knees. All school uniform including PE and House T-shirts must be worn with the student's nametag sewn on the right side in line with the school crest / logo. This is to ensure safety and security when staff are identifying students during flag raising or school events.

Students not adhering to the above guidelines will be asked to rectify their uniforms or have their uniforms confiscated.

b) **Handphone and Electronic Device Policy**

To nurture an environment conducive for teaching and learning, students are strongly discouraged from bringing handphones or other forms of electronic devices to school. Should students decide to bring these devices to school, they must take personal responsibility to care for their own belongings and valuables.



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To encourage focus on learning, all handphones and electronic devices (if brought to school) are to be switched off and kept in the school bag at all times. Handphones and electronic devices may only be used at designated Phone Zones, namely the canteen and the foyer, during recess and before / after school.

The school takes a firm stand towards the use of handphones and electronic devices in the school premises. Kindly remind your child/ward that handphones and electronic devices will be confiscated by teachers should it be used in contravention of the above guidelines.

c) Absenteeism

The school places great emphasis on student learning and hence strongly discourages frequent absenteeism as such behaviour disrupts the child's learning and affects his/her performance. Together, with your support, we can develop and inculcate in your child/ward the right attitude towards school and learning, which he/she will carry with him/her in his/her future work and endeavours.

We seek your support to monitor your child's/ward's attendance closely, and ensure he/she does not stay away from school. Absenteeism should be substantiated with **medical certificates only**. Students who are absent without valid reasons will face disciplinary consequences.

d) Target Setting and Monitoring

The school will support your child's/ward's learning through target setting and monitoring via the Student Handbook and Individualised Target Cards. We hope that you and your child/ward can thus focus and monitor his/her performance responsibly throughout the year. With the help and supervision of parents/guardians at home, we are confident your child/ward will be one step closer to achieving his/her targets.

4 Update of Staff Movement and Appointments

4.1 Thank You and Well Wishes

We bid farewell to the following staff and thank them for their dedicated service:

Name	Role
Ms Sharma Poonam Kumari	Principal
Ms Valerie Chan Ann Chin	HOD (Humanities)
Mr Cheung Ho Wai	Year Head
Mdm Chan Wai Yee	Teacher (Science)
Mr Helmi B Idris	Teacher (Mathematics)
Miss Chia Xin Yi Priscilla	Teacher (Food and Consumer Education)
Ms Abraham Rachel	Teacher (Science)



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Name	Role
Ms Tan Wee Kee	Teacher (Mother Tongue)
Mr Henry Low	Teacher (Mathematics)
Ms Joan Tan	Executive Officer

4.2 Welcome

We warmly welcome the following new staff to the school:

Name	Role
Mr Yap Boon Chien	Master Teacher (Physics)
Ms Lai Han Wei	HOD (Humanities)
Mr Lim Pia Leong	Year Head
Mr Jason Zhuo	SH (PE & CCA)
Miss Sim Lin Ping Salome	Teacher (Mathematics)
Miss Lim Shan Yan	Teacher (Science)
Mr Prhabakaran S/O Ramanathan	Teacher (Science)
Miss Daphne Khoo Rui Yun	Teacher (Science)
Mdm Katherine Yeung See Mun	Teacher (Social Studies/ English Language)
Mdm Linda Yap	Teacher (Food and Consumer Education/ English Language)
Mdm Nur Shaheeda Binte Abdul Hamid	Teacher (History)
Ms Audra Amir Liow	Teacher (English Language)

4.3 New Appointments

We offer our congratulations to the following staff on their new appointments:

Name	Role
Mr Samson Hu Song En	SH (Character and Citizenship Education)
Ms Nuriahtu Farhati Mohamed Ali	ST (Geography)



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5. Partnerships and Collaboration

5.1 Deepening our Partnership with Parents/ Guardians

As the saying goes, 'It takes a village to raise a child'. The partnership between school and parents/guardians are important to the learning and development of the child. We hope to continue to work closely with parents/guardians to forge a deep partnership so as to achieve the vision of helping our students to **Learn with Passion, Serve with Humility and Succeed with Integrity**. The following are key events in our calendar, and we look forward to your active partnership:

S/N	Name of Event	Date
1	Sec 1 Parent-Teacher Conference	23 January 2021
2	Sec 2 and 4/5 Parent-Teacher Conference	12 March 2021
3	54 th Annual Speech and Prize Giving Day	9 April 2021
4	Student Leaders' Investiture	22 April 2021
5	Sec 1-5 Meet-the-Parents' Session	28 May 2021
6	House Olympics	2 July 2021
7	Sec 1 and 3 Parent-Teacher Conference	23 July 2021
8	Changkat Challenge and Cross Country	6 August 2021
9	Evening Study Programme for graduating students	Term 3 onwards, 2021
10	Sec 1-3 Meet-the-Parents' Session	29 October, 2021
11	National Education commemorative events	Terms 1 – 3, 2021

Parents/guardians are warmly encouraged to join the Changkat Changi Parents Support Group (CCSS PSG) and continue to play an active part in our school activities.

All in all, we aim to provide a quality school experience for your child/ward and look forward to your support and partnership to develop your child/ward holistically.

This term letter can be downloaded from the school's website.

Thank you.

Yours sincerely,

Mr Ho Ming Da
Principal,
Changkat Changi Secondary School



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Kickstart!

Secondary 1 – Positive Transition

ANNEX A

Date (Day)	Reporting Time	Dismissal Time	Description	Attire	Remarks
4 Jan 2021 (Monday)	0835 h	1340 h	<p>A Positive Start</p> <p>Secondary 1 Changkateers will get to know the school and their classmates!</p> <ul style="list-style-type: none"> • Class time with Form Teachers • Briefings for Sec 1 students • Interaction with Student Councillors 	<p>Full school uniform</p> <p><i>Student can report in Primary School uniform if the school's uniform has not been purchased.</i></p>	<p>Please bring along the following items:</p> <ul style="list-style-type: none"> ▪ School tie ▪ Writing materials ▪ Money for recess ▪ Water bottle ▪ Simple snacks such as biscuits for snack break
5 Jan 2021 (Tuesday)	0740 h	1615 h	<p>Play Bond Learn</p> <p>Secondary 1 Changkateers will go through a 3-day non-residential camp in school to familiarise themselves with the school environment and their new class.</p>	<p>Students will report to school in half-uniform (PE T-shirt & school shorts/skirt).</p> <p>They will change into their PE attire (PE T-shirt and PE shorts) for their activities.</p>	<p>Recess, lunch and afternoon snacks will be provided for these 3 days.</p> <p>Please bring along the following items:</p> <ul style="list-style-type: none"> ▪ Digital thermometer ▪ PE shorts ▪ Writing materials ▪ Money ▪ Water bottle
6 Jan 2021 (Wednesday)					
7 Jan 2021 (Thursday)					
8 Jan 2021 (Friday)	0740 h	1215 h	<p>Yes, we can!</p> <p>An activity-based workshop that will allow Secondary 1 Changkateers to be equipped with basic skills and knowledge for a positive transition into secondary education.</p>	<p>Half-uniform (PE T-shirt & school shorts/skirt)</p>	<p>Please bring along the following items:</p> <ul style="list-style-type: none"> ▪ Digital thermometer ▪ Writing materials ▪ Money for recess ▪ Water bottle



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Kickstart!

Secondary 2 – Growing your Passion

Date (Day)	Reporting Time	Dismissal Time	Description	Attire	Remarks
4 Jan 2021 (Monday)	0835 h	1350 h	<p>A Positive Start</p> <p>Sec 2 Changkateers will have opportunities to build deeper bonds with classmates and Form Teachers!</p> <ul style="list-style-type: none"> • Class time with Form Teachers • Circle Time with classmates. • Class Decoration 	Half uniform (PE T-Shirt and school shorts /skirt)	<p>Please bring along the following items:</p> <ul style="list-style-type: none"> ▪ Digital thermometer ▪ Writing materials ▪ Money for recess ▪ Water bottle ▪ Simple snacks such as biscuits for snack break.
5 Jan 2021 (Tuesday)	0740 h	1400 h	<p>We can do it!</p> <p>An activity-based workshop that will allow Secondary 2 Changkateers to discover and leverage on personal strengths, learn motivation techniques and adopt a growth mindset as they grow their passion this coming year.</p>		
6 Jan 2021 (Wednesday)	0740 h	1400 h	<p>Let's Lead!</p> <p>Sec 2 Changkateers will learn and apply the five core practices from The Leadership Challenge by Jim Kouzes and Barry Posner to develop self- and peer-leadership.</p>		
7 Jan 2021 (Thursday)					
8 Jan 2021 (Friday)	0740 h	1225 h			



Kickstart!

Secondary 3 – Becoming a Service Leader

Date (Day)	Reporting Time	Dismissal Time	Description	Attire	Remarks
4 Jan 2021 (Monday)	0835 h	1400 h	<p>A Positive Start</p> <p>Secondary 3 Changkateers will get to know their new classmates and Form Teachers!</p> <ul style="list-style-type: none"> • Class time with Form Teachers • Briefings for Sec 3 students • VIA Sharing 	<p>Half Uniform (PE T-Shirt and school pants / skirt)</p>	<p>Please bring along the following items:</p> <ul style="list-style-type: none"> ▪ Digital thermometer ▪ Writing materials ▪ Money for recess ▪ Water bottle ▪ Simple snacks such as biscuits for snack break.
5 Jan 2021 (Tuesday)	0740 h	1800 h	<p>Camp Courage</p> <p>Secondary 3 Changkateers will go through a 3-day non-residential camp in school to familiarise themselves with their new classmates and Form Teachers as well as develop their leadership skills through outdoor learning.</p>	<p>Students will report to school in half-uniform (PE T-shirt & school pants/skirt).</p> <p>They will change into their PE attire (PE T-shirt and PE shorts) for their activities</p>	<p>Breakfast, lunch and afternoon snacks will be provided for these 3 days.</p> <p>Please refer to the Packing List for Camp Courage to bring along the necessary items.</p>
6 Jan 2021 (Wednesday)					
7 Jan 2021 (Thursday)					
8 Jan 2021 (Friday)	0740 h	1230 h	<p>Let's Study Right!</p> <p>A study skills workshop that will allow Secondary 3 Changkateers to be equipped with important studying techniques and skills to manage the new demands of the upper secondary curriculum.</p>	<p>Half-uniform (PE T-shirt & school long pants/skirt)</p>	<p>Please bring along the following items:</p> <ul style="list-style-type: none"> ▪ Digital thermometer ▪ Writing materials ▪ Money for recess ▪ Water bottle



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Kickstart!

Secondary 4/5 – To Flourish and Soar

Date (Day)	Reporting Time	Dismissal Time	Description	Attire	Remarks
4 Jan 2021 (Monday)	0835 h	1410 h	<p>A Positive Start</p> <p>Sec 4/5 Changkateers will have opportunities to build deeper bonds with classmates and Form Teachers!</p> <ul style="list-style-type: none"> • Class time with Form Teachers • Briefings for Sec 4/5 students • Interaction with Year Head 	<p>Half Uniform (PE T-Shirt and school pants / skirt)</p>	<p>Please bring along the following items:</p> <ul style="list-style-type: none"> ▪ Digital thermometer ▪ PE shorts ▪ Writing materials ▪ Money for recess ▪ Water bottle
5 Jan 2021 (Tuesday)	0740 h	1435 h	<p>We can do it!</p> <p>An activity-based workshop that will allow Secondary 4/5 Changkateers to learn motivation techniques and adopt a growth mindset which will enable them to flourish and soar in their graduating year.</p>		
6 Jan 2021 (Wednesday)			<p>Let's study right!</p> <p>A study skills workshop where Secondary 4/5 Changkateers will be equipped with important studying techniques and skills that will prepare them well for the upcoming National Examinations.</p>		

Date (Day)	Reporting Time	Dismissal Time	Description	Attire	Remarks
7 Jan 2021 (Thursday)	0740 h	1435 h	<p><i>To the Future!</i></p> <p>The school's Alumni will be sharing with our Secondary 4/5 Changkateers their personal journey to success to inspire and motivate them toward their own success. Changkateers will also have the opportunity to learn more about the various courses offered during the Polytechnic e-Open House.</p>	<p>Half Uniform (PE T-Shirt and school pants / skirt)</p>	<p>Please bring along the following items:</p> <ul style="list-style-type: none"> ▪ Digital thermometer ▪ PE shorts ▪ Writing materials ▪ Money for recess ▪ Water bottle
8 Jan 2021 (Friday)	0740 h	1235 h	<p>Game ON!</p> <p>The week will end with fun and games for the Secondary 4/5 Changkateers!</p>	<p>Students will report to school in half-uniform (PE T-shirt & school shorts/skirt).</p> <p>They will change into their PE attire (PE T-shirt and PE shorts) for some of their activities</p>	

