



Through School To Nation

CHANGKAT CHANGI SECONDARY SCHOOL

2 June 2020

Dear Parents/Guardians,

INFORMATION AND PROGRAMMES FOR TERM 3 2020

With the start of the Circuit Breaker on 7 April and schools moving to Full Home-based Learning, we have had to adjust to working and learning from home. When outside, we wore masks and kept a safe distance from others. We also had to keep to our immediate family units and avoided gatherings with extended family and friends. It has been a tremendous effort by us as a society to play our part to keep our country safe. As parents, you have been superheroes to your family in the midst of these changes, juggling home and work responsibilities. When I visited each class virtually towards the end of Term 2, I was delighted to hear students helping out with household chores and learning how to cook and bake. While circumstances have been challenging, I hope that it has been a time for family bonding and an opportunity for our Changkateers to learn new skills, grow in adaptability, responsibility and resilience.

With the end of the Circuit Breaker on 1 June 2020, we enter the phase of safe opening for schools. We have put in place robust Safe Management Measures (SMM) to minimize the risk of confirmed cases from entering schools and to prevent any potential spread in all aspects of school life. In addition to the existing measures that have been implemented in Term 2, we have put in place the following enhanced measures:

- students, staff and visitors who have adult household members exhibiting flu-like symptoms such as fever and cough, will be required to stay away from school.
- all staff and visitors will be required to register their details via SafeEntry when entering the school.
- students, staff and visitors will be required to wear their masks or face shields. We seek your partnership in educating your child/ward in keeping their masks clean and placing them in a labelled reusable bag when it is removed.
- students will practice frequent hand-washing throughout the school day and practice wipe down of tables and shared equipment after use.
- recess timings will be staggered by levels to reduce congestion and students are encouraged to pack food from home. Students will adhere to fixed alternate seating in the canteen. 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 based on the schedule below. The school is working with the relevant transport operators to increase public transport frequency during dismissal timings. Students are advised to head straight home once dismissed. Parents will be updated on the dismissal timings for Week 5 onwards.

	Term 3 Week 1 and 3			Term 3 Week 2 and 4		
Level	Mon	Tue - Thu	Fri	Mon	Tue - Thu	Fri
Sec 1	1.50pm	2.15pm	12.15pm	HBL	HBL	HBL
Sec 2	2.00pm	2.25pm	12.25pm	HBL	HBL	HBL
Sec 3	HBL	HBL	HBL	3N: 2.00pm 3E: 4.15pm	2.25pm	12.25pm
Sec 4/5	4/5N: 2.10pm 4E: 4.15pm	2.35pm	12.35pm	4/5N: 2.10pm 4E: 4.15pm	2.35pm	12.35pm



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As students return to school, we will provide them with time and support to reintegrate to school life, and to re-connect with their peers and teachers, paying special attention to students who may need additional support. Our focus will be on ensuring their social-emotional well-being and re-integrating them into the school community before gradually returning to the normal intensity of teaching and learning. We will also continue to emphasize holistic development, with e-CCAs commencing for some of our CCAs from Week 1 onwards. For our graduating students, our initial focus will be on supporting them in their completion of their O-Level and N-Level D&T, F&N and Art coursework and preparing them for their GCE O-Level mid-year Mother Tongue Language (MTL) examinations. The Academic Afterschool Enrichment Programme (AAEP) and other support programmes will commence from Week 3 onwards.

Our teachers have been working hard to ensure the safety and well-being of your child/ward. Please rest assured that the team of teachers in Changkat will continue to ensure that the learning of our students will not be compromised and take on the additional responsibilities with a sense of mission. Please offer your child/ ward's teacher and our other school personnel your encouragement and support by dropping them a note if possible. It will go a long way to affirm them for the collective effort they have put in to ensure the safety, well-being and learning of your child/ward.

Term 3 promises to be an equally exciting and fruitful term as the pursuit of excellence and the holistic development of our children remains our priority. We look forward to your active engagement, and the key information under the following areas are for your attention:

1. Ensuring Safety and Security of Students

1.1 Safe Management Measures

The school has put in place the following measures to keep our students and staff safe:

- daily temperature-taking with additional visual and question screening will be carried out for all students and staff. Students are reminded to have their Oral Digital Thermometer with them in school.
- students and staff who are unwell, or who have adult household members on Home Quarantine Order / Stay Home Notice or have flu-like symptoms such as fever and cough, will be required to stay away from school.
- high-touch surfaces will be cleaned more frequently and our premises will be disinfected daily.
- students and staff are required to wear their masks or face shields.
- students will practice frequent hand-washing throughout the school day and practice wipe down of tables and shared equipment after use.
- 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.
- dismissal and recess timings will be staggered to reduce congestion.

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

We are pleased to inform you that LTA will soon commence 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. The project will commence in June 2020 and will be fully operational by Mar 2021. Do encourage your child/ward to take note of potential safety hazards in their journey to school while construction is taking place.



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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 correct traffic flow within the school compound and drop your child/ward only at the designated drop-off point at the foyer. 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. Developing Self Discipline and Responsibility

2.1 Punctuality to School

Please encourage your child/ward to plan his/her journey well, and be in the school by 8.25 a.m. on Mondays and 7.30 a.m. on Tuesdays to Fridays. This will inculcate the habit of punctuality and ensure that there is no loss of curriculum time due to late-coming.

2.2 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. Parents/guardians should monitor your child's/ward's attendance closely, and ensure he/she does not stay away from school. Absenteeism must be substantiated with medical certificates only. Students who are absent without valid reasons will face disciplinary consequences. Should you need any assistance, please approach the school and we can work out a plan for your child/ward.

2.3 Attire and Grooming

Students will still be allowed to wear the school's House T-shirt for school on Monday to Thursday and their official CCA t-shirt on Friday in consideration of the hot weather. However all students are reminded that all school tops must have nametags sewn on as stated in our Student Handbook. Failure to do so may result in the need for disciplinary action.

Students are reminded that attire and grooming must be aligned to school requirements as stated in our Student Handbook. With the hairdresser/barbers taking limited number of people at a time, students need to plan ahead to ensure that their hair length and color meet school requirements. Time will be given to rectify attire and grooming, if necessary.

2.4 Wearing of Masks or Face shields

Students are reminded that they are required to wear a mask or face shield when in school and outside their home. Masks worn must not contain offensive language or images. Unacceptable, lost or damaged facemasks must be replaced by buying from the bookshop. Students must also ensure that they have reusable plastic bags to keep their masks clean during recess and PE lessons.

2.5 Dismissal After School

There will be staggered dismissal by levels to prevent congestion. All students must leave the school premises and proceed straight home. Students must not loiter in school or the foyer or the surrounding vicinity of the school such as the shopping malls, coffeeshops, fastfood



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centres, MRT stations or bus stops. Students waiting for transport at the foyer must adhere to queue markers and practice safe distancing.

3. Enhancing Quality School Experience

3.1 Youth Day

This year, Youth Day falls on 5 July (Sunday). The following day, 6 July, will therefore be a school holiday. Your child/ward need not report to school. As part of Youth Day celebrations, the school will be organizing a talent competition, Changkat's Got Talent during morning assembly in the same week.

3.2 Racial Harmony Day

The school will commemorate Racial Harmony Day on 17 July to celebrate the ethnic diversity in Singapore as well as to emphasize the unity the nation needs to establish through our diversity. Lessons will proceed as usual, and there will be activities throughout the week to help our students appreciate Singapore's racial and religious diversity.

3.3 National Day Celebrations

To commemorate this day, our school will be hosting a series of activities to bring our staff, students together in our very own Changkat Challenge through class based activities. More details will follow nearer the date. Students will be dismissed by 11am on 7 August, and need not report to school on 10 August (public holiday).

The school is reviewing the conduct of Term 3 programmes, including the school's Speech Day, per MOE guidelines as the Covid-19 situation develops and will keep parents updated.

4. Important Examination Matters

4.1 School Examinations

All students are reminded to start their revision early to prepare for their examinations.

School Based Assessment	Dates
Weighted Assessment 2	29 Jun to 3 July (Lower Sec) 25 Jun to 2 July (Upper Sec)
Sec 4N Preliminary Exams	13 Aug to 21 Aug
Sec 4E and 5N Preliminary Exams	27 Aug to 2 Sep*, 14 Sep to 17 Sep
End-of-Year Exams (Sec 1 to 3)	25 Sep, 29 Sep to 8 Oct

* Tentative; pending confirmation of O-Level Oral Examination Dates

4.2 GCE O-Level and N-Level Examinations

Please ensure that your child/ward comes prepared and is punctual for all papers.

2020 GCE N-Level Oral Examination	Date
English Language	13 Jul -17 Jul



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CL / ML / TL	3 Aug – 6 Aug
2020 GCE N-Level Listening Comprehension Examination	Date
CL / ML / TL	21 Sep
English Language Syllabus A	18 Sep
2020 GCE O-Level Oral Examination	Date
CL / ML / TL	8 Jul – 17 Jul
English Language	17 Aug – 26 Aug
CLB / MLB / TLB	7 Jul, 28 Sep
2020 GCE O-Level Listening Comprehension Examination	Date
CL / ML / TL/ CLB / MLB / TLB	27 Jul
English Language	22 Oct
2020 GCE N-Level Written Examination	Date
Various Subjects	14 Sep – 23 Sep, 5 Oct – 16 Oct
2020 GCE O-Level Written Examination	Date
Science Practical	1 Oct – 8 Oct
Various Subjects	14 – 15 Oct, 19 Oct – 12 Nov

4.3 Submission of Course Work for D&T, F&N and Art

Please ensure that your child/ward completes his/her course work for the GCE N or O Level Examinations by the following deadlines:

Subject	Deadline
Art (N-Level)	4 Aug, 5pm
Art (O-Level)	22 Sep, 5pm
D&T (N-Level)	30 Jul, 5pm
D&T (O-Level)	13 Aug, 5pm
D&T (5N)	1 Sep, 5pm
F&N (N-Level)	27 Jul, 5pm
F&N (O-Level)	18 Aug, 5pm

4.4 Support for Graduating Cohort

The following support for our graduating students will be provided to ensure that they are fully prepared for their upcoming national examinations:

Academic Support	Date
Coursework (Art, Design and Technology, Food and Nutrition) Completion	4 June, 15 June – 17 July (S4N) 4 June, 15 June – 6 Aug (S4E/5N)
Mother Tongue Intensive for students taking GCE O Level Examination	8 – 12 June
Academic Afterschool Enrichment Programme (AAEP)	15 June – 6 Aug (S4N) 15 June – 21 Aug (S4E/5N)
Evening Study Programme	13 July – 6 Aug (S4N) 13 July – 21 Aug (S4E/5N)



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5. Partnerships and Collaboration

5.1 Parents Gateway App

We are pleased to inform you that our school is now on board the Parents Gateway. Parents Gateway is a mobile app specially designed for parents. Developed by MOE and GovTech, the app allows parents to engage with the school, receive information and perform a range of administrative functions such as giving consent for school trips.

We would like to invite you to download the Parents Gateway mobile app on your mobile phone (available on iOS and Android platforms only) and perform a simple one-time on boarding process. Please refer to Annex A for a step-by-step guide.

From the beginning of Term 2 (25 March 2019), parents who are on board Parents Gateway will receive information via the mobile app. The school will continue to issue hardcopy letters to parents who are unable to come on board Parents Gateway until the end of the year.

5.2 Close Partnerships and Collaboration

As the saying goes, 'It takes a village to raise a child'. The partnership between the school and parents is important to the learning and development of our Changkateers. We hope to continue to work closely with parents/guardians to achieve the vision of helping our students to Learn with Passion, Serve with Humility and Succeed with Integrity. Parents/guardians are warmly encouraged to join the Changkat Changi Parents Support Group (CCSS PSG). PSG activities are currently suspended but parents will be informed once activities resume.

The school is reviewing plans for Parent-Teacher Conferences (PTC) in Term 3 and will keep parents updated. In the meanwhile, please contact your child/ ward's Form Teachers or Subject Teachers should you wish to learn more about your child/ ward's progress and how we can partner together to support your child/ward.

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,

Ms Sharma Poonam Kumari
Principal,
Changkat Changi Secondary School



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Annex A - Instructional Guide

Step 1 – SingPass Registration and 2FA Setup

SingPass 2-Step Verification (2FA) is required for on-boarding. If you have not registered for a SingPass or have not set up the 2FA, please visit the SingPass website (<https://www.singpass.gov.sg>), or scan the QR codes below to do so. Should you require further assistance, please contact SingPass Helpdesk at 6643-0555.

SingPass Registration	2FA Activation
	

Step 2 – Download Parents Gateway Mobile App

- Open the Apple App Store or Google Play Store app on your mobile phone.
- Search for the 'Parents Gateway' mobile app, or scan the QR code below.



For Android	For iOS
	

- Download and install the app onto your phone.
- Enable '**Allow Notifications**' to receive push notifications.

Note: Supported OS Versions - Android 5.0 or later & iOS 9.1 or later



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Step 3 – One-Time On-boarding

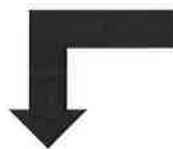
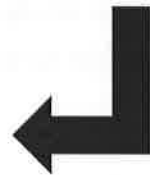
1. Tap on “Log in with SingPass”



2. Log in with your SingPass (2FA)



3. Tap on “Retrieve” to retrieve your child(ren)’s information



4. Tap on “Done” to complete on-boarding

5. You should see your child(ren)’s school announcements and activities (if any)



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