



Greenridge Secondary School

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Dear Parents/Guardians

INFORMATION AND PROGRAMMES FOR TERM 1

Happy New Year!

We would like to extend a warm welcome back to all our students and we welcome our Secondary 1 students to the GSS family. We look forward to our continued partnership with parents/guardians in settling our Secondary 1 students comfortably to secondary school life and in having all our students enjoy their learning in school.

The school's termly letter serves to inform you, parents and guardians of Greenridgeans, about key school matters, programmes and events. You can also access the school website at <http://www.greenridgesec.moe.edu.sg> for information on the school.

As the English Proverb goes, "A good beginning makes a good end" – a new year signals a new beginning and a good start to the year is crucial for all. For all our students, we would like to remind them that having clear goals, and adopting a positive attitude and mindset are crucial to starting the new school year on the right track. In line with our school's vision, *Dynamic Thinkers. Inspiring Leaders. Contributing Citizens. One Learning Community*, we would like every Greenridgean and staff to strive towards building a culture of excellence in GSS. This means a continuous journey of learning and improving so that we do better by giving our best always, in line with our school Motto, *From Each His Best*.

In this letter, we have highlighted key information and programmes for Term 1, categorised under the following areas, for your attention and support:

- Ensuring Safety and Security of Students (refer to Annex A)
- Developing Self-Discipline and Responsibility (refer to Annex B)
- Students' Health and Development (Annex C)
- Enhancing Quality School Experience through Quality Programmes (refer to Annex D)
- Important Examination Matters (refer to Annex E)
- Partnership and Collaboration (refer to Annex F)

We trust that you will find the annexes useful as we work together to support your child/ward in his/her learning in our school. We would like to invite you to join our Parent Support Group, *Parents Connect*, and participate actively in the family education and parenting workshops that will be organised for you. Your participation in the school activities and programmes will be a very strong indication of support and encouragement for your child/ward.

The key school events for Term 1 are in the tables below:

Table 1: All Levels

Dates	Events
03 - 05 Jan	Esprit D'Excellence 2018 – Start of school level programme
05-15 Feb	Mother Tongue Fortnight
15 Feb	Lunar New Year Celebration and Total Defence Day Commemoration
26 Feb -2 Mar	Common Test 1

Table 2: Secondary 1

Dates	Events
02 - 17 Jan	Sec 1 Orientation Programme
19 Jan	Parents' Briefing (Sec 1)

Table 3: Secondary 2

Dates	Events
02 Feb	Parents' Briefing and Awards Presentation (Sec 2)

Table 4: Secondary 3

Dates	Events
9 Feb	Parents' Briefing and Awards Presentation (Sec 3)

Table 5: Secondary 4 & 5

Dates	Events
26 Jan	Parents' Briefing and Awards Presentation (Sec 4 & 5)
2 & 5 Mar	Mother Tongue Language Oral Examination (Sec 4E & 5NA)
06 Mar	English Language Oral Examination (Sec 4NA & 4NT)
07 Mar	English Language Oral Examination (Sec 4E & 5NA)
12 Mar	Mother Tongue Language Preliminary Examination (Sec 4E & 5NA)
End Feb	GCE 'N' and 'O' Level Examination Registration

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.

Thank you.

Yours faithfully,
Jessie Koh (Mdm)
Principal

Ensuring Safety and Security of Students

A. Temperature-Taking Exercise

To inculcate personal and social responsibility, students must always have their personal Oral Digital Thermometer (ODT) with them in school. The school will also conduct a temperature-taking exercise on the fourth day of school at the start of each semester.

B. Road Safety

- 1 Motorists queuing outside the school before the school gate to drop off their child/ward are reminded not to overtake other vehicles for safety reasons. Please also **remind your child/ward to use the zebra-crossing and designated footpaths when they are walking from the gate to the school building within the school premises.**
- 2 On rainy days, please be reminded to **follow the correct traffic flow within the school compound and reduce your vehicle speed to 15 km/h.** You must drop off your child/ward only at the designated drop-off point at the foyer. **Kindly watch out for parking vehicles within the school compound and stop if necessary.** We seek your kind understanding and cooperation on this matter.
- 3 Should you need to drive into the school compound, please be reminded to slow down (i.e. keep to the **stipulated speed limit of 15 km/h** within the school compound) and follow the correct traffic flow within the school compound. You must drop off your child/ward only at the designated drop-off point at the foyer. **Kindly watch out for parking vehicles within the school compound and stop if necessary.** Again, we seek your kind understanding and cooperation on this matter.
- 4 We would also like to remind you to take note of the contents of the letter 'Additional Demerit Points to be awarded against Errant Drivers in School Zone' that has been issued by the Traffic Police Department, Singapore Police Force in 2015.

C. Contact Updating for Students Who Commute Across the Causeway to School / Changed Their Residential Address &/or Contact Information

Students who commute (daily, weekly & monthly) across the Causeway to school or have changed their residential address and/or contact information are required to update their contact information with their respective Form Teachers. The School requires the following details in the event of a need to contact parents/guardians:

- i. Name of next-of-kin &/or guardian, whichever is applicable;
- ii. Local address and contact numbers of the next-of-kin &/or guardian; and
- iii. Foreign address and contact number(s) (if you are not residing in Singapore)

D. Students' Attire within School Premises

All students are reminded that they are to wear their school uniform or school t-shirt (i.e. PRIDE T-shirt and/or House T-shirt only) and their school skirt/pants when they are on school premises. This is applicable throughout the entire year, which includes weekends and school holidays. Students will not be allowed entry into the school otherwise as our Security Officers will only recognise them in their school attire. This is for strict compliance as we do not condone any compromise on school security.

Developing Self-Discipline and Responsibility

A. Punctuality to School

- 1 Please ensure that your child/ward plans his/her journey well, and must be in the school by 0715h. This will inculcate the habit of punctuality and ensure that there is no loss of curriculum time due to late-coming. We do expect your child to take personal responsibility in ensuring that s/he is punctual for school. At the end of the second period at 0830h, latecomers without valid reasons would be considered absent from school. The follow-up action for such cases will be similar to those absent from school without valid reasons. However, students with valid reasons are to seek approval from the staff in the General Office before they are allowed to join the class.
- 2 Please take note that student attendance will be registered by your child/ward's respective Form Teachers through an online platform. All parents/guardians will receive automated SMS message to update you of your child's absence from school.
- 3 Should you need any assistance, please approach the School and we can collaboratively work out plans for your child/ward.

B. Absenteeism

The School places great emphasis on student learning and hence regular attendance is important to ensure the child's learning and progress are not affected. Parents/guardians must monitor your child's/ward's attendance closely together with the school, and ensure your child does not stay away from school without valid reason. Absenteeism must be substantiated with valid **medical certificates**. If your child/ward is frequently ill, we would advise that you send your child/ward for a medical check-up so as to address the medical condition (if any) as soon as possible. Students who are absent without valid reasons will face disciplinary consequences. Should you need any assistance, please approach the School and we can collaboratively work out plans for your child/ward.

C. Target Setting and Monitoring

The School will support your child's/ward's learning through target-setting and monitoring via the Student Handbook on a regular basis. The targets will be given to the students by the end of January. These are used to ensure that the students' ability is reasonably stretched and monitored. We seek your support in monitoring your child/ward's progress and encouraging him/her towards giving his/her best. With the help and supervision of parents/guardians at home, we are confident that your child/ward will be one step closer to achieving his/her targets.

D. Responsible Homework Completion

The School has in place our homework policies articulated for each subject calibrated across all subjects to ensure that our students are not given excessive homework but sufficient homework which they must responsibly complete accordingly. We seek your kind support and understanding to ensure that your child/ward completes his/her homework responsibly, and with good effort, for submission. Failure to complete homework will result in disciplinary consequences and your child/ward will be expected to stay after school to complete his/her homework. Should your child/ward have any learning difficulties, please seek professional help and if necessary, obtain an assessment of your child/ward so that we can work with the specialist to support your child/ward in his/her learning.

Students' Health and Development

A. Healthy Meals in School Programme (HMSP)

The school environment plays an important role in nurturing and sustaining good eating habits. Most students consume at least one snack or one meal in their school canteen on most days of the week over a period of several years.

In view of this, Greenridge Secondary School has embarked on the Healthy Meals in Schools Programme (HMSP) since 2016 to enhance the availability of healthier food and beverage choices in school through an integrated programme involving teachers, canteen vendors and students. The Health Promotion Board (HPB), in collaboration with the Ministry of Education (MOE), actively encourages schools to participate in this programme.

Canteen vendors are expected to follow food service guidelines which aim to encourage canteen vendors to cut down fat, sugar and salt and serve whole-grains, fruit and vegetables in meals; and serve healthy set meals. These healthy set meals incorporate food from the four main food groups – brown rice and wholemeal bread, meat and others, vegetables and fruit – thereby helping students receive the right nutrients necessary for their growing needs.

With effect from January 2017, the Health Promotion Board (HPB) has refined the HMSP guidelines to facilitate the implementation in schools. Please note that all food and drinks in schools will need to comply with the HMSP guidelines. The guidelines are applicable to all the food and beverages sold by the school canteen and to the entire school population which includes parents and staff. Therefore, we seek your kind assistance and cooperation to work with the school to ensure that your child/ward develops healthy eating habits.

B. Mass Physical Education (Mass P.E.)

With effect from Term 1 Week 5, the school will be dedicating the first period (0850 – 0930hrs) of Odd Week Wednesday to Mass P.E. This is to ensure that all students will have a minimum of 2h 30m P.E curriculum per week as well as to promote a healthy lifestyle. With the different activities implemented, the school also aims to develop teamwork and build the school spirit.

C. Snack Time

In our efforts to promote regular eating habits which will be beneficial for our students cognitive, physical and socio-emotional development, we will continue with our snack time during lesson. This year however, with the new time table structure, we will be enacting 2 snack times for our students.

1 st snack time	0800-0810 hrs
2 nd snack time	1300-1310 hrs

The school also hopes that through this programme, Greenridgeans will possess a healthy mind and body while striving through a rigorous curriculum. Do take note that lessons will carry on while students are consuming their snacks. This means that the snacks should only consist of dry, packaged items such as healthy biscuits and bread. We encourage our students to avoid salty and sweet snacks which will compromise their health and focus during lessons.

Enhancing Quality School Experience through Quality Programmes

A. Esprit d' Excellence 2018 – Start-of-School Level Programme

The School will start the new academic year with workshops and camps for all students from 03 Jan (Tues) to 05 Jan (Fri) via Esprit d' Excellence. More details on the respective camps and workshops will be given in a separate notice.

B. Co-Curricular Activity (CCA) Orientation and House Party for All Sec 1 Students

The CCA Orientation and House Party for all Sec 1 students are organized to assist them in making informed choices about their CCA and to welcome them to their respective Houses. It will be held on 17 Jan after school. The students will be briefed by our HOD/PE and CCA, Ms Penny Ang, on further details.

C. Time-Tabling changes

As we prepare to begin the year, I would like to bring to your attention some of the changes we are making to our school time-table structure in 2018. The period structure is in 20-min period slots. This means that our lessons will have varying durations in multiples of 20 min i.e., 40 min, 60 min, 80 min etc. This gives us the greatest flexibility to meet the needs of the different subjects. Due to changes in our time table, there will be different end times for the different levels and classes. The different end times are reflected in the table below. More information on this will be provided at briefing sessions for students and parents.

Students will also have a late start day on Wednesdays. Students will need to report to school before 0830hrs. This later start day will enable students to catch up on a little more sleep, and for families to enjoy breakfast together. The school will be opened at the usual time if students would still like to arrive in school earlier. Teachers will have professional development meetings from 7.30- 8.30 am on Wednesdays.

School Curriculum Ending Time

Lower Secondary Express Classes and Normal (Technical) Classes:

Day	Time
Monday (Odd Week), Tuesday, and Thursday	1350 hr
Monday (Even Week)	1430 hr
Wednesday	1410 hr
Friday	1230 hr

Note: 1/3 SBB (Science) students will end school at 1450 hr on every Wednesday.

Lower Secondary Normal(Technical) SBB (Mother Tongue) Students:

Day	Time
Monday (Odd Week)	1350 hr
Tuesday and Thursday (Odd Week)	1530 hr
Thursday (Even Week)	1550 hr
Wednesday	1410 hr
Friday	1230 hr

Lower Secondary Normal (Academic) Classes:

Day	Time
Monday	1310 hr
Tuesday and Thursday (Odd Week)	1530 hr
Thursday (Even Week)	1550 hr
Wednesday	1330 hr
Friday	1230 hr

3NA and 4NA Classes:

Day	Time
Monday	1430 hr
Tuesday, Wednesday (Odd Week), Thursday	1350 hr
Wednesday (Even Week)	1410 hr
Friday	1230 hr

Upper Secondary Normal (Technical) Classes:

Day	Time
Monday, Tuesday and Thursday	1350 hr
Wednesday	1410 hr
Friday	1230 hr

Upper Secondary Express Classes and 5NA Class:

Day	Time
Monday and Thursday	1430 hr
Tuesday	1350 hr
Wednesday	1410 hr
Friday	1230 hr

D. Mother Tongue Fortnight

The Mother Tongue Department will be conducting activities during Mother Tongue Fortnight from 5 Feb to 15 Feb after/during curriculum time.

E. Lunar New Year Celebrations

As the first day of Lunar New Year falls on 16 Feb, the School will be celebrating Lunar New Year on 15 Feb (Thu). The school will be organizing cultural programmes for students, followed by celebrations to usher in the Lunar New Year. Students will be dismissed at 10.30am on 15 Feb.

F. Mother Tongue Reading Programme

The Mother Tongue Department will continue with the reading programme to inculcate good reading habits in your child/ward and also to develop his/her competency in the language. The reading materials for your child/ward in the Normal (Technical) stream will be specially prepared by the teachers. For your child/ward in the Express and Normal (Academic) streams, we have identified and will assist in the purchase of reading materials for your child/ward. You will be informed in due course on the payment amount required for the MT Reading Programme materials, which can be paid via the Pupil Fund for students who are Singapore citizens. For non-Singaporeans, please note that your child/ward will have to pay for the materials in cash.

G. Conversational CL And ML (CCM) Workshop for All Sec 1 Express & Sec 2 Express Students

The Mother Tongue Department will be organising the Conversational CL and ML (CCM) Workshop for all Sec 1 & selected 2 Express students. The workshop aims to equip students with skills in understanding and using simple Chinese or Malay Language for conversation. The duration of the CCM Workshop is 8 sessions and will be conducted after school. The duration of each session is 1.5 hours. More details on the workshop will be given closer to the date.

H. Mathematics Ace-Learning e-Enrichment Programme for Sec 1 And 2 Students

The School is providing an online Mathematics enrichment programme through the Ace-Learning e-portal. This e-portal contains video lessons, interactive applets and unlimited online practices for e-assessment required for the enrichment programme. This e-portal can be accessed through web browsers or via mobile apps installed in the school's iPads. Students can also download the mobile apps available on the Apple platform – "Math Exam

Revision Kit” and “Math Mastery” – to access the Ace-learning content on their personal iPhone or iPad. The School believes that the e-portal will support your child/ward’s learning in Mathematics. After school subsidy, the subscription fee is \$10 per student per year.

I. Learning for Life Programme through Arts Education: Sec 2 Arts Exposure

The People’s Association (PA) will be organising an exclusive one-night only ‘Chingay National Education Show’ on Saturday, **10 February 2018, from 1900h to 2030h**, specially for students from the primary, secondary and post-secondary schools to bring the Chingay Parade’s multi-sensory and multi-cultural experience to young audiences in Singapore. This show provides an opportunity for students to be immersed in cultural performances put up by various ethnic groups in Singapore and to appreciate Singapore’s cultural diversity and the importance of racial harmony. The annual parade also showcases the different values vital to Singapore including the celebration of the “We are One” Spirit of Singapore. Through the programme, the school aims to inculcate in the students the important values and cultural practices that exemplify the Singapore Spirit.

All Secondary 2 students are required to attend this event as part of their LLP Arts exposure. More details will be provided in a separate letter.

J. Humanities Investigations

In term 1, the following group of students will be going on field trips after school as part of the school's Humanities curriculum:

Sec 1 Express and NA students: Field trip to the National Museum of Singapore in Term 1 Week 10 (History)
Sec 1 Express and NA students: Field Trip to the National Institute of Education in Term 1 Week 10 (Geog)
Sec 3 Pure Geography students: Field Trip to East Coast Park in Term 1 Week 10

More details will be shared nearer the date.

Important Examination Matters

A. Registration for GCE 'N' and 'O' Level Examination

For students sitting for the 2018 GCE 'N' and 'O' Level Examination, please note that registration will commence in February 2018. More details will be given nearer the date.

B. Internal Oral Examination (Mother Tongue Languages)

The Mother Tongue Language Department will be conducting the internal Mother Tongue Language Oral Examination for all graduating classes in Term 1. The schedule is as follows:

Class	Date	Time
Sec 4E & 5NA	2 and 5 Mar	1430 h – 1800 h

C. Internal Oral Examination (English Language)

The English Language Department will be conducting the internal English Language Oral Examination for all graduating classes in Term 1. The schedule is as follows:

Class	Date	Time
Sec 4NA & 4NT	06 Mar Tues	1430 h – 1800 h
Sec 4E & 5NA	07 Mar Wed	1430 h – 1800 h

D. Mother Tongue Language 'O' level Preliminary Examination For Sec 4 Express and 5 Normal (Academic)

All Sec 4E and 5NA students will sit for the Mother Tongue Language 'O' level Preliminary Examination on 12 March.

Partnership and Collaboration

A. Parents' Briefings

The School will be holding Parents' Briefings to share the school's direction with you. You will also meet your child's/ward's Form Teachers. Kindly take this opportunity to keep the School informed about any support your child/ward might need via the Form Teachers. The briefings are scheduled as follow:

Dates	Events
19 Jan 1830 h	Sec 1 Parents Briefing
2 Feb 1830 h	Sec 2 Parents Briefing & Awards Presentation
9 Feb 1830 h	Sec 3 Parents Briefing & Awards Presentation
26 Jan 1830 h	Sec 4 & 5 Parents Briefing & Awards Presentation

B. Student Handbook

The Student Handbook is an essential resource for you and your child/ward as it contains important school information, such as the school's expectations, Code of Conduct and academic progression requirements. Please read through the contents in the Student Handbook with your child/ward. We hope that details provided in the handbook, will help you support your child's/ward's holistic development journey in Greenridge Secondary School.
