



*Vision: Nurturing Empowered, Future-Ready Hougeans of Character and Purpose*

*Mission: Care. Lead. Inspire. Partner. (CLIP)*

*Values: GratITUDE, Respect, Empathy, Adaptability, Trustworthiness.*

**HS PC 2024 Issue 1**

**January**

Dear Parent/Guardian,

Happy New Year! We hope you had the opportunity to engage with your child/ward in many fruitful and meaningful ways over the school holidays. We would like to extend a very warm welcome to the parents of our Secondary 1 students. Thank you for choosing to be a part of our HS family for the next educational journey of your child.

## **1. Staff Movements**

- 1.1 This year, we say goodbye to our Vice-Principal, Ms. Jesmine Chung as she is posted to Peicai Secondary School as Vice-Principal. Ms Chung was posted to HS as a Vice-Principal in 2013. In these 10 years, Ms. Chung has played an important role in shaping and steering the school together with the other school leaders. Ms Chung has been a caring and inspiring Vice-Principal to both staff and students. We thank Ms Chung for her leadership, and we wish her all the best in her new school.
- 1.2 With Ms Jesmine Chung's departure, we welcome our new Vice-Principal, Mr Lim Soon Wai. Mr Lim is an experienced Vice-Principal and he will work closely with all of us at HS to realise the vision of the school.

We are pleased to welcome the following new staff who are posted to the school. We look forward to working with them to provide the best educational experiences for our students.

<b>Name</b>	<b>Designation</b>
Mr Teo Lip Seng	Senior Teacher / Mathematics
Mdm Siti Nurhizah B Mohamed Hassan	Teacher / Art
Ms Raidah Binte Moktar	Teacher / FCE
Miss Nur Nadzirah Binte Abdul Halim Kadri	Teacher / Malay Language
Mr Mohamed Said Bin Embi	Teacher / D&T
Ms Tan Kai Ting Caroline	Teacher / Music
Mr Roskhaider Bin Mohamed Saat	Teacher / PE
Ms Chia Wai Yee	Teacher / Science
Ms Thanalechmi Parmasivam	Teacher / Science
Ms Heng Li Ting, Jaslyn	Teacher

Mr Leo Sing Ann	NIE Teacher / Chinese Language
Mr Mohamed Hairi Bin Nor Azmi	NIE Teacher / Malay Language
Mr Marcus Aw Yu Kian	NIE Teacher / Science
Ms Ng Celeste	Teaching Intern
Ms Chan Clydi	Teaching Intern
Mr Darryl Chua Rui Heng	Teaching Intern
Ms Too Xuan Rui Shannon	Librarian (w.e.f. 16 Oct 2023)

1.3 We would also like to bid farewell to the following staff and thank them for their contributions to HS. We wish them all the best in their future endeavours.

<b>Name</b>	<b>Designation</b>
Mr Mohamed Fahizel	HOD / A&T
Mdm Seoh Bee Hua	Lead Teacher / Mathematics
Ms Sisca Haryanto	Subject Head / Science (Covering)
Mr Chin Khai Fung	Teacher / Humanities
Mr Mohd Yazid B Md Yatim	Teacher / Malay Language
Ms Wong Lai Lee	Teacher / Science
Ms Chan Ying Ying	Teacher / Music
Mdm Nur Syahira Bte Zulkifli	Teacher / Art
Ms Chan Shu Hui Ariel	Teacher / CPA
Mr Lee Kai Tai	Teacher
Miss Qu Mei	Untrained Teacher / Chinese Language
Mr Hashim bin Abdul Rahman	Operations Support Officer
Mdm Chan Kam Ling	Kitchen Assistant

## 2. School Structures and Programmes

### 2.1 Changes to school start and end time on Wednesday

On 3 January, Wednesday, school will commence at 7:30 am and end at 1.30 pm. From Term 1 Week 2 onwards, Wednesday will be a late start day. Students will start school at 8.30 am and end at 2.30 pm for Wednesdays.

School Start & End time (Term 1 Week 2 onwards)

Days	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Start time</b>	7.30 am	7.30 am	8.30 am	7.30 am	7.30 am
<b>End time</b>	2.40 pm	2.40 pm	2.30 pm	2.40 pm	12.30 pm

### 2.2 (a) Principal-Meets-Parents (PMP) Sessions and CCA Open House for Secondary 1

The Secondary 1 PMP Session and CCA Open House for Secondary 1s will be held on Saturday, 13 January 2024. Due to space constraint, we would only be inviting 1 parent of each Secondary 1 student to attend PMP and the CCA Open House with their child. Parents are encouraged to attend these sessions to know more about the school's programme and CCA programme and to guide their child in deciding his/her CCA choices.

### (b) Principal-Meets-Parents (PMP) Sessions for Secondary 2, 3, 4 and 5

PMP sessions for Secondary 2, 3, 4 and 5s will be held on Saturday, 27 January 2024.

Levels	Format	Date
Secondary 1	Face-to-face, in school	Saturday, 13 January 2024
Secondary 2	Zoom	Saturday, 27 January 2024
Secondary 3	Zoom	
Secondary 4,5	Face-to-face, in school	

Information on the above sessions will be sent via Parents Gateway. Parents will be able to indicate their attendance by submitting their reply by the deadline. All parents are strongly encouraged to attend the session.

### 2.3 (a) Blended Learning

Blended Learning (BL) is part of MOE's efforts to further develop our students' ability to be self-directed, passionate, and lifelong learners. As part of BL, in HS, Home-Based Learning (HBL) days will be scheduled once a fortnight starting from Term 1 Week 5 for Secondary 4 and 5, and Term 1 Week 7 for Secondary 1, 2 and 3 students to complement teaching and learning in school.

Term 1 and 2 HBL days and dates are as follow:

<b>Term 1 HBL Dates</b>	29 January, Monday (Secondary 4 and 5 only)
	14 February, Wednesday
	29 February, Thursday
<b>Term 2 HBL Dates</b>	20 March, Wednesday
	4 April, Thursday
	15 April, Monday
	16 May, Thursday

- On HBL Days, Secondary 1 to 5 students will follow the school's timetable for the day, including the Recess period which will serve as a break for the students.
- To engage students in different modes of learning, teachers will leverage on digital platforms e.g., SLS, Google Classroom. You may refer to this link: <https://www.hougangsec.moe.edu.sg/quick-links/HBL-SIL/hbl-sil/> for the schedule and subject-specific instructions.

(b) Student-Initiated Learning (SIL) on HBL days

As part of Blended Learning, there will also be an emphasis on student-initiated learning. Dedicated time will be provided to allow students to exercise agency and explore their interests.

HBL Days will be less structured than a typical school day to allow for self-directed learning. It will comprise time for both curriculum coverage and student-initiated learning as shown below.

**Structure of a HBL Day**

	<b>Curriculum Coverage</b>	<b>Student-Initiated Learning (SIL)</b>
<b>Duration</b>	5 hours	1 hour
<b>Location</b>	Curriculum is designed for completion at home.	At home
<b>Format</b>	Asynchronous	Areas can include one of the following: <ul style="list-style-type: none"> <li>• Physical/ Healthy Living</li> <li>• Aesthetics</li> <li>• Self-Development</li> <li>• Life skills etc.</li> </ul>
<b>Requirement</b>	To complete all work given.	To ensure following through of their SIL plan in a safe learning environment.

**SIL by Levels**

<b>Level</b>	<b>Duration</b>
Secondary 1, 2 and 3	Term 1 Week 6 to Term 3 Week 10
Secondary 4 and 5	Term 1 Week 6 to Term 2 Week 9

All Secondary 1 to 5 students will start to plan their SIL with advice from their Character Coaches from Term 1 Week 2 onwards. A notification via Parents Gateway will be sent in Term 1 Week 5 for your consent of your child's/ward's SIL plan so that they can start to work on realising their SIL plan.

We seek your understanding that all expenses incurred from your child's/ward's choice of SIL activities will not be reimbursed by the school. Please ensure that they ask for your permission if they wish to sign up for any courses or workshops.

2.4 Start of CCA

CCA sessions will be held on every Tuesday and Friday, starting from 9 January 2024 for Secondary 2 to 5 students. Secondary 1 students will be briefed about the CCA selection and allocation during formation week, with more information to be shared via School Website in due course.

### **3. Examination Matters**

#### **3.1 2023 GCE 'N' Level Results**

We would like to congratulate the 2023 4N(A) and 4N(T) cohorts. They have done us proud by achieving commendable results at the GCE 'N' Level Examinations. The 4N(A) cohort have attained 100% passes for majority of subjects this year. We are also proud of our 4N(T) students for achieving overall value-added results. These results are testament to the efforts to realise the true potential of each child in HS.

### **4. Parent Support Group (Updates)**

#### **4.1 Volunteering as a PSG Member**

Parents of Hougang Secondary School are welcomed to volunteer as PSG members. You may find out more on the website <https://hsspsg.blogspot.com/> or email the PSG EXCO at [hss.psg@gmail.com](mailto:hss.psg@gmail.com).

### **5. Administrative Matters**

#### **5.1 Update of Parents' Contact Information**

The school needs to have parents' latest contact information to maintain close communication and for use during emergency.

Hence, students will be given the contact information that the school currently has. Parents are requested to verify if the information is correct and submit it (with information edited, if necessary) to your child's Character Coaches by Friday, 26 January 2024.

#### **5.2 School Smart Cards (For Secondary 1 Students)**

Please note that all students entering Secondary 1 in January 2024 will be issued new Secondary level School Smart Cards (SSC). The cards will be issued to the students in due course.

While waiting for their Secondary level SSCs to be ready, students can continue to use their Primary level SSCs for concessionary travel till end April 2024. Students can still purchase the Bus Concession Pass (BCP) using their Primary level SSCs but they would need to purchase the BCP for Secondary School students.

### **6. Pupil Management Matters**

#### **6.1 Punctuality**

The school constantly seeks to inculcate sound values in our students and being punctual for school is one such value. Students who are late for school for two or more occasions are required to serve detention after school on the same day, during which, they will engage in self-study or reading. All students required to serve detention must do so on the actual date of offence regardless of involvement in competitions, tuition classes, remedial sessions and CCAs. Recalcitrant offenders who do not respond positively to the school's intervention measures may face other disciplinary actions such as in-school/home suspension or caning.

## 6.2 School Dismissal

All students will be dismissed at 2.40 pm on Mondays, Tuesdays, and Thursdays. On Wednesdays, students will be dismissed at 2.30 pm and on Fridays at 12.30 pm. School dismissal time for the Secondary 1 students will be adjusted during the first week of school due to Secondary 1 Orientation Activities. Parents can refer to the Information on Secondary 1 Orientation Activities, including dismissal timing sent out via PG previously.

## 6.3 MOE Safe Management Measures (SMM)

In line with the easing of community SMMs, SMMs for schools are guided by the broad parameters presented below:

### (a) Mask Wearing

Mask-wearing will be optional in the school premises. Please continue to remind your child to pack a mask in his/her schoolbag in the event that he/she is required to put it on.

### (b) Being Socially Responsible

Parents are to alert the Character Coaches if their child in HS has tested positive for Covid-19.

Students may return to school, regardless of ART result, if they have only residual/mild systems or test AG+ but have no symptoms. However, students should exercise social responsibility by putting on a mask and minimizing close physical contact with others in a large group setting.

### (c) Wipe-Down

Students are advised to maintain their personal hygiene habits and are encouraged to clean tables and shared equipment after use.

All the above SMMs will continue until otherwise advised, pending the national posture in response to the COVID-19 situation. For updates on the COVID-19 situation, you can visit [moh.gov.sg](http://moh.gov.sg) or sign up at [go.gov.sg/WhatsApp](http://go.gov.sg/WhatsApp) to receive the latest information via WhatsApp.

## 6.4 Usage of Mobile Phone

For effective teaching and learning to take place, we need to set boundaries for our students. Mobile phones may be used only during these timings:

- Before 7.30 am (Monday, Tuesday, Thursday & Friday) and 8.30 am (Wednesday)
- During recess time (restricted to the canteen and the foyer area only)
- After the last period of the formal curriculum time

We would like to emphasise that our students are to switch off their mobile phones during curriculum time. The mobile phones are to be kept in the bags or personal lockers. Mobile phones should also be kept out of sight and switched off/kept on silent mode during the change-over of lessons and while students are walking along the corridor.

If the mobile device policy is violated, the mobile phone will be confiscated immediately and kept under lock and key in the General Office. For the first and second offence (for the year), the phone will be confiscated up till 5 pm on that day. For the third offence and above (for the year), confiscated handphones will be returned only after 5 school days.

#### 6.5 iPads

iPads may be used during curriculum time for teaching and learning purposes. During classroom lessons where iPads are not required for learning, they should be put away and not accessed. Students should follow teacher's instructions on "screens up" and "screens down". If iPads are used inappropriately during curriculum time, disciplinary actions will be meted out accordingly.

#### 6.6 Maintaining good behaviour at all times

The school places great emphasis on inculcating good habits in our students, such as the prudent use of time. As such, we would like to emphasise that students are not to loiter and misbehave in the neighbourhood after school. We urge you to strongly advise your child/ward to behave appropriately at all times especially while he/she is in school uniform.

#### 6.7 Attire and Grooming

The school's grooming and attire policy is aimed at educating Hougeans to look smart and presentable at all times. Having proper attire and grooming is an outward expression of students' readiness to learn. It is also important as it signifies the pride that students have for themselves and the school. To achieve the above intent, grooming and attire checks are carried out periodically throughout the year.

If the students' grooming and attire is not appropriate, a grace period of 2 days will be given for rectification with a follow-up check. Students who fail the follow-up check will be sent home to have the grooming issue/s rectified and parents will be informed.

#### 6.8 Revised Uniform Guidelines

To provide greater degree of comfort and flexibility to students, the school has revised uniform guidelines which will take effect from Term 1 Week 2. Please refer to the e-GRIT Journal and school website for more details.

#### 6.9 CCA T-shirt

Secondary 1 to 5 students are encouraged to wear their approved CCA T-shirts on Tuesdays with school pants/skorts if they have no PE lessons. Students who have PE on that day will continue to report to school in their PE attire and then change into their CCA T-shirts during snack break, recess or after 2.40 pm. Students who do not wish to wear their CCA T-shirts are expected to be in school attire according to their respective class timetables.

Students are to wear full School uniform/School Polo-Ts on days with internal and national examinations.

#### 6.10 Snack Break

There will be a 10-minute snack break on Monday, Tuesday and Thursday between 9.00 - 9.10 am to enhance students' well-being. Students may bring light and healthy snacks from home to consume in class during the break. Some examples of such snacks are sandwiches, muffins, fruits such as apples and bananas and energy bars. As a whole-school effort, the students will take ownership in ensuring good hygiene practices to keep their classrooms clean and conducive for learning.

### **7. Communication with Teachers**

- 7.1 In line with the Ministry of Education's Five-Day Work Week, parents are encouraged to respect teachers' personal time and space. Teachers can be contacted during weekdays between 7.30 am and 6 pm. They are not expected to respond to parents'/ students' queries during weekends or after 6 pm on weekdays except for emergencies. We seek your understanding and support on this.

All teachers' email addresses are available on the school's website for parents' convenience. Parents can also contact the General Office (tel. 63851990) for further assistance.

## 8. Using Students' Images/Recordings for Publications

### 8.1 Notice to Parents/Guardians

HS will be using students' images and/or recordings for school publications. Should parents/guardians have any concerns, kindly inform the school through your child's/ward's Character Coaches (CCs).

### Contact of Key Personnel

Should you have queries on the matters listed in this newsletter, please contact the following Key Personnel in-charge:

2.2	Mr Daniel Tan (AYH / Sec1) [PMP] Mr Lee Lis King (HOD / PE & CCA) [CCA Open House]	6372 6668 (Ext: 210) 6372 6658 (Ext: 658)
2.3(a), 8	Mr Javen Gwee (HOD / ICT)	6372 6655 (Ext: 655)
2.3(b)	Mdm Lim Choon Ling (YH)	6372 6653 (Ext: 653)
2.4	Mr Lee Lis King (HOD / PE & CCA) [CCA Open House]	6372 6658 (Ext: 658)
3	Mdm Chitradevi (HOD / EL & Lit) [National Exams]	6372 6663 (Ext: 663)
4	Ms Li Huilin (SH / Humanities)	6372 6668 (Ext: 213)
5	Mdm Jolin Chang (Administration Manager)	6372 6646 (Ext. 646)
6	Mr Loh Yi En (HOD / Pupil Management)	6372 6652 (Ext. 652)
7	Mr Khairul Adli Bin Rahmat (SSD)	6372 6665 (Ext: 665)

**Do scan the QR code below to access our Instagram page and follow us to get regular updates on school activities!**



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