



CHANGKAT CHANGI SECONDARY SCHOOL STUDENT HANDBOOK 2022





PERSONAL PARTICULARS

Name: _____ (_____)

Class: _____

Home Address: _____

Home Tel. No: _____ Handphone No: _____

NRIC No : _____ Foreign Student Pass No: _____

Blood Group: _____ Allergy: _____

Medical Condition (if any) : _____

Name of Parent / Guardian : _____

Office Tel. No: _____ Handphone No: _____

Form Teacher: _____

In case of EMERGENCY, please inform

Name: _____ Relationship: _____

Address: _____

Telephone: _____ (H) _____ (O) _____ (HP)

Siblings in the school:

1. Name: _____ Class: _____

2. Name: _____ Class: _____

3. Name: _____ Class: _____



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THE NATIONAL SYMBOLS

THE NATIONAL FLAG



The Singapore Flag has two equal horizontal sections- red above white. In the upper left section is a crescent moon with five stars in a circle, all in white.

The colour red represents universal brotherhood and equality of man while the colour white signifies purity and virtue.

The crescent represents a young country on the rise in its ideals of establishing democracy, peace, progress, justice and equality as indicated by the five stars.

OUR NATIONAL ANTHEM

MAJULAH SINGAPURA

Mari kita rakyat Singapura
Sama-sama menuju bahagia
Cita-cita kita yang mulia
Berjaya Singapura

Marilah kita bersatu
Dengan semangat yang baru
Semua kita berseru
Majulah Singapura!
Majulah Singapura!

ONWARD SINGAPORE

Come, fellow Singaporeans
Let us progress towards happiness together
May our noble aspiration bring
Singapore success

Come, let us unite
In a new spirit
Let our voices soar as one
Onward Singapore
Onward Singapore

OUR PLEDGE

We, the citizens of Singapore, pledge ourselves as one united people, regardless of race, language or religion, to build a democratic society based on justice and equality so as to achieve happiness, prosperity and progress for our nation.



NATIONAL SHARED VALUES

- Nation before community and society above self
- Family as the basic unit of society
- Community support and respect for the individual
- Consensus, not conflict
- Racial and religious harmony

CITIZENSHIP DISPOSITIONS

1. **A Sense of Belonging.**

To develop a deeper understanding of who we are, and a shared understanding of the values that are important to us as a nation.

2. **A Sense of Reality.**

To be aware of the contemporary realities - including Singapore's constraints and vulnerabilities - which affect us as a nation amidst the backdrop of a less predictable world.

3. **A Sense of Hope.**

Having confidence and optimism in Singapore's future and the resilience to face the challenges ahead.

4. **The Will to Act.**

Ultimately, these citizenship dispositions cultivate the will to act: To be active citizens who have a collective resolve and a sense of shared mission towards building a Singapore for all.

FAMILY VALUES

- Love, Care and Concern
- Mutual Respect
- Filial Responsibility
- Commitment
- Community Support



MOTTO

Through School to Nation

VISION

Learn with Passion
Serve with Humility
Succeed with Integrity

MISSION

Engaging Minds
Enriching Character
Empowering Lives

THE CHANGKATEER GRADUATE

Confident Person
Collaborative Contributor
Self-directed Learner
Service Leader



THE CHANGKATEER GRADUATE

CONFIDENT PERSON

- ☐ thinks critically
- ☐ has a strong sense of right and wrong
- ☐ communicates effectively

COLLABORATIVE CONTRIBUTOR

- ☐ is innovative
- ☐ takes initiative
- ☐ works effectively in teams

SELF-DIRECTED LEARNER

- ☐ is reflective
- ☐ seeks joy in learning
- ☐ is motivated to excel

SERVICE LEADER

- ☐ has a sense of belonging to school and nation
- ☐ leads in bettering the lives of others
- ☐ is informed about Singapore in relation to the world



SCHOOL VALUES (iCAR²E)

Integrity
Care
GrAatitude
Respect
Resilience
Excellence

SCHOOL STRATEGIC THRUSTS

STRATEGIC THRUST 1

Holistic Development of Students for the 21st Century

STRATEGIC THRUST 2

Development of Competent and Engaged Staff for the 21st Century

STRATEGIC THRUST 3

Partnerships and Resource Management



SCHOOL VALUES (iCAR²E)

Our school values seek to draw upon the School's key strengths, leverage on the potential of our students & staff and spur CCSS to be ready for the future.

Values	Description
I ntegrity	We uphold ethical principles and have the moral courage to stand up for what is right.
C are	We value each other, put ourselves in the shoes of others and seek to bring out the best in everyone.
GrA ttitude	We are thankful for what we have and show appreciation to others for who they are and what they have done.
R espect	We respect self and others, through words and actions.
R esilience	We bounce forward when faced with challenges.
E xcellence	We strive to become the best version of ourselves.



OUR SCHOOL LOGO



The school logo depicts a soaring bird which signifies our students' unlimited potential. The logo carries the colours, green signifying youth and vitality and white signifying integrity.

Left Wings:

- ☐ Parents
- ☐ Alumni and SAC
- ☐ Community

Right Wings:

- ☐ School leaders
- ☐ Teachers
- ☐ EAS and Support Staff

OUR SCHOOL SONG

Let us rejoice in one great voice
In unity one and all
Our hearts are strong with spirit full
To dedicate and persevere

Chorus:

Changkat Changi, Changkat Changi
Our school and this our song
Changkat Changi, Changkat Changi
National school where we belong

Our aspirations to fulfil
With pride our labour to endure
Determination be our will
Our ambitions to fulfil

THE STUDENT'S PLEDGE

We, the pupils of Changkat Changi
Secondary School solemnly pledge our
loyalty to school

And promise to obey all the rules of our
school.

We will do our best in our studies,

And always set a good example in our
conduct.

We will endeavour to be courteous,
kind and helpful to others.



VALUES-DRIVEN, STUDENT-CENTRIC EDUCATION

Changkat Flourish Programme in
Changkat Changi Secondary School
(#Together We Flourish)

The objectives of Changkat Flourish Programme in Changkat Changi Secondary School (#Together We Flourish)

- To provide the holistic development of students through promoting their well-being and supporting their learning;
- To be the signature programme to promote Positive Education in Changkat Changi Secondary School.

The focus of this programme:

- Help students to think about and develop purpose and meaning for life- positive meaning
- Give students the opportunities to think about the meaning of their learning.
- Help students to learn deeply through thinking about their thinking – metacognition.
- Ensure students feel safe through supportive relationships.
- Teach students the capabilities to manage their own emotions and encourage pro-social behaviours.
- Inculcate in students the value of gratitude to enhance positive emotions and develop resilience.
- Develop students to have a growth mindset

To support these goals, the Thrive and Flourish Curriculum is one of the key curriculum that focuses on developing students in good character, resilience and social-emotional well-being, active citizenship, and future readiness. The CCE Curriculum Frame (Figure 1) informs the CCE committee in the school in the design and outcomes of the Thrive and Flourish Curriculum.

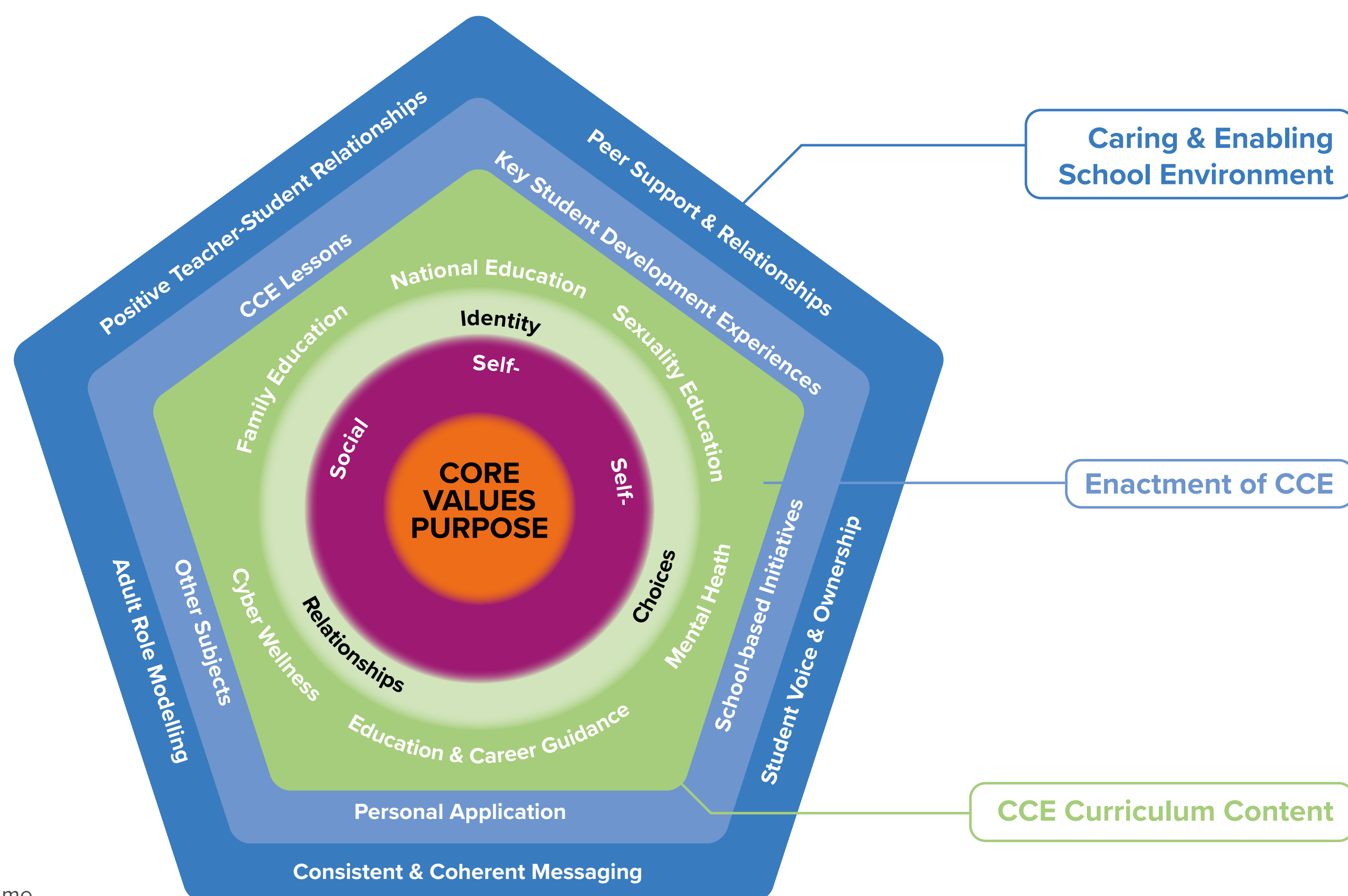


Figure 1:
The CCE
Curriculum Frame

The Thrive and Flourish curriculum will be woven across content areas in ways that are age-appropriate and meaningful for our students. The Changkat Flourish Programme is enacted intentionally through learning platforms such as Thrive and Flourish lessons, key Student Development Experiences, school-based activities, various teaching subjects and opportunities for personal application. Most importantly, a caring and enabling school environment will undergird the Changkat Flourish Programme with positive teacher-student relationships, peer support and relationships as well as student voice and ownership.

GENERAL INFORMATION

ADMINISTRATIVE INFORMATION

Bursary/ Financial Assistance/ Free Textbooks	General Office
Ezlink Card/ Foreign Student Pass	General Office
Co-Curricular Activities (CCA)	Head of Department / PE CCA
Foreign Languages	Head of Department Mother Tongue
Counselling	Full-time and Part-time counsellors

SCHOOL INFORMATION

School address	23 Simei Street 3 Singapore 529894		
General Office	6785 9790		
Fax Number	6786 8481		
School Website	http://changkatchangisec.moe.edu.sg/		
School email address	changkatchgi@moe.edu.sg		
School Bookshop	Chalamay Company Tel :67873138 https://ccss.chalamay.com/		
School & PE Uniform	IN-TREND Uniforms Tel : 67410930 729 Geylang Road Singapore 389640 https://bit.ly/ccssintrend		
School Hours*	Monday	Tuesday - Thursday	Friday
	Reporting time: 7.45am		
	<i>Dismissal time:</i> LS: 2-2.05pm US: 2.40-3pm	<i>Dismissal time:</i> LS: 2.20-2.40pm US: 2.20-2.45pm	<i>Dismissal time:</i> LS: 12.25-12.30pm US: 12.35-12.40pm
	<i>*Selected classes will be dismissed at a later time due to lessons and staggered dismissal</i>		
CCA Days	Tuesday and Thursday		
Home-Based Learning Day	HBL will take place once every two weeks, on Friday in the even weeks.		
School Calendar	https://go.gov.sg/ccsscal		

INFORMATION FOR PARENTS

- Parents visiting the school are to report to the Security Post and comply to Safe Management Measures (SMM) and guidelines. Parents who drive can park in short-term visitors parking lots demarcated in white.
- Parents are to call 6785 9790 if they wish to make an appointment with the Principal, Vice Principal, Form or Subject Teachers.
- Operating hours for the General Office during school holidays are from 7.30am to 5pm.

SCHOOL RULES AND REGULATIONS



TO DISCIPLINE IS TO CARE

The school believes in positive discipline and holistic character development of our students. Students should adhere to the school rules in order to inculcate school values and achieve the following desired outcomes:

- a) Individuals of good character
- b) Contributing citizens
- c) Confident leaders

We hold each Changkateer to the highest expectations, and believe that each of them can be an excellent ambassador of the school. As such, they are held accountable for any action that is not in line with the school values. This translates to the following rules and regulations:

1. FLAG-RAISING CEREMONY

Changkateers must show their respect to the Republic of Singapore by participating in the daily morning flag raising ceremony.

- 1.1 Students must assemble at the parade square for morning assembly. In the event of bad weather, all students are to assemble in the school hall. If the school hall or parade square is occupied, all students will return to their respective classrooms for morning assembly and attendance taking.
- 1.2 It is compulsory for all teachers and students to stand at attention when the state and school flags are raised.
- 1.3 Students who are Singapore citizens must sing the National Anthem and take the pledge. Students will take the pledge with the right fist over the heart. International students must stand at attention and remain quiet.
- 1.4 The school anthem will be sung and student pledge will be recited during morning assembly on Mondays.

2. ATTENDANCE AND PUNCTUALITY

Changkateers are expected to be responsible and observe punctuality. In doing so, Changkateers will demonstrate respect and resilience to attend school and other functions in a timely manner.

- 2.1 All students must attend school regularly and punctually.
- 2.2 Attendance is compulsory for all school days, special functions and enrichment programmes organised by the school.
- 2.3 When a student is absent from school, a medical certificate must be submitted to the Form Teacher immediately when the student returns to school.
- 2.4 If a student falls ill in school, the staff in the General Office will contact his/her parent and make arrangements for him/her to leave school. No student will be allowed to go home without parental consent.
- 2.5 If a student has to leave the school prior to the dismissal time, a letter from the parents or relevant authorities must be given to the Form Teacher, stating the reason for early dismissal.
- 2.6 Students are not allowed to apply leave for leisure or holidays during school terms, including the bridging and conditional advancement programmes.

SCHOOL RULES AND REGULATIONS



3. ATTIRE

Changkateers are expected to be properly attired at all times as a form of respect and care to self and fellow Changkateers.

► **School Attire**

- 3.1 Students are to wear the prescribed school uniform and modification to the uniform is not allowed.
- 3.2 Name tags with the official name must be displayed prominently on the student's uniform, including House T-shirt.
- 3.3 The school uniform is to be worn neatly at all times within and outside the school compound.
- 3.4 The school tie is to be worn during the morning assembly until the students are dismissed from the Parade Square on Mondays.
- 3.5 Students are to wear plain white shoes, socks and shoelaces. (socks worn must be visible above the ankles)
- 3.6 Students are not allowed to wear slippers or sandals to school, unless unable to do so due to medical or other acceptable reasons.
- 3.7 Students returning to school during school holidays/after school hours must be in full school uniform or appropriate official CCA attire.

► **PE Attire And CCA Attire**

- 3.8 The House T-shirt and school shorts (for girls: acceptable track pants in consultation with PE teacher) are to be worn for PE lessons.
- 3.9 Student Name Tag must be sewn on House T-Shirt.
- 3.10 The school uniform must be worn after PE lessons.
- 3.11 The appropriate CCA attire is to be worn on CCA days.

4. APPEARANCE

Changkateers are expected to be properly groomed at all times as a form of respect and care for self and fellow Changkateers.

► **Appearance For All Students**

- 4.1 Hair must be of its natural colour and not tinted, dyed or permed.
- 4.2 Fanciful hairstyles not appropriate for students are strictly not allowed.
- 4.3 Nails must be short and clean.
- 4.4 Coloured contact lenses and tinted spectacles are not allowed.
- 4.5 Jewellery of any kind and wearing of any make-up is not allowed.

► **Appearance For Girls**

- 4.6 Hair longer than shoulder length must be tied up.
- 4.7 Nail polish or henna dye is not allowed. Identified girls may be sent home until nail polish is removed or henna dye disappears.
- 4.8 Alignment for length of skirt must be at knee or acceptable length as stipulated by the school staff.

SCHOOL RULES AND REGULATIONS



► Appearance For Boys

- 4.9 Hair must be kept short and neat. Hair length must not touch the ears and the collar of the school shirt. Fringe, if any, must be above the eyebrows.
- 4.10 Male students must be clean shaven and neat in appearance. No wearing of beards and moustaches.

► Tattoos and Piercings

- 4.11 Permanent or temporary tattoos, visible or covered, are not allowed.
- 4.12 Students must produce documentary proof that they have begun the process of tattoo removal by a certified doctor before they are allowed back to school.
- 4.13 Earstuds, earrings, earsticks, tongue studs, nose studs, lip studs and lip rings are not allowed.
- 4.14 Students caught with these items are liable to be suspended until the holes in their earlobes, lips, nose and body heal.
- 4.15 All forms of body piercings are not allowed.

5. EXPECTED BEHAVIOUR WITHIN AND OUTSIDE SCHOOL

Changkateers will show respect and care to others within and outside the school. They are expected to exhibit the school's iCAR²E values in their actions and undertakings.

- 5.1 Students are expected to be courteous and respectful to teaching and the non-teaching staff at all times.
- 5.2 Students must stand to greet the teacher when the teacher enters the room. When the teacher completes the lesson and leaves the room, students must stand and thank the teacher.
- 5.3 Students must be attentive while lessons are going on.
- 5.4 Students are expected to bring their Personal Learning Devices and the books they need for daily lessons.
- 5.5 All school and class student leaders are to supervise and maintain discipline in the teacher's absence.
- 5.6 All students are responsible for the cleanliness of their classrooms.
- 5.7 Students must ask for the teacher's permission to leave the classroom and they are to display the class pass prominently.
- 5.8 Students are not allowed to loiter along the corridors during change of periods or during curriculum time.
- 5.9 Movement from classroom to classroom or special rooms and along the corridors must be carried out in a quiet and orderly manner.
- 5.10 Students are not allowed to be in the classroom during recess.
- 5.11 Food and drinks must be consumed within the canteen unless during Snack Break.
- 5.12 Students must take care of their personal belongings and valuables as well as handle all school property with care.
- 5.13 Students must not insult any member of the school staff and fellow students through any forms of communication (including social media platforms). Students will be held responsible for any posting on any device or site.
- 5.14 There should be no loitering, playing or gathering in groups at the HDB void decks before school or after school hours.
- 5.15 All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which can be used or intended to be used to cause harm to others.
- 5.16 Students must show pride in and uphold the good name of the school by ensuring that they are at their best behaviour in public, whether in school uniform or not.

SCHOOL RULES AND REGULATIONS



6. SCHOOL HANDPHONE, ELECTRONIC AND PERSONAL LEARNING DEVICE POLICY

Changkateers are expected to demonstrate respect by understanding when and where appropriate use of handphones / personal learning devices on school grounds is allowed.

- 6.1 Students are strongly discouraged from bringing handphones or unauthorised / unapproved forms of electronic devices to school.
- 6.2 Students must take personal responsibility to care for their own belongings and valuables.
- 6.3 All handphones and electronic devices are to be switched off and kept in the school bag on the floor at all times.
- 6.4 Students must surrender their handphones in exchange for a Class Pass when requesting to go to the toilet during lesson time.
- 6.5 Handphones and electronic devices may only be used at designated Phone Zones namely the canteen and the foyer during recess and before / after school.
- 6.6 Personal Learning Devices should be kept in their own bags, classroom lockers or temporary lockers provided near the canteen for security purposes.
- 6.7 Personal Learning Devices should only be used for learning purposes.
- 6.8 Handphones, electronic and personal learning devices will be kept by Teachers / Staff should it be used in contravention of the above guidelines.
- 6.9 Handphones can be used (subject to changes):
 1. before morning assembly / after last lesson; or
 2. during lesson time as instructed by the Subject Teacher / Trainer / facilitator for the purpose of learning; or
 3. during recess at the designated zones.

7. EXAMINATION

Changkateers must demonstrate integrity and resilience when attempting all tests and examinations.

- 7.1 Students must be properly attired and have an acceptable appearance when they present themselves for examinations.
- 7.2 Students must be present punctually for their examinations. No extra time will be given for students who are late.
- 7.3 Students who are absent from their examinations must produce a medical certificate. A parents letter will not be accepted.
- 7.4 There would be no re-sitting of the examination papers for students who have valid medical certificates.
- 7.5 Students are required to bring their own writing and mathematical instruments such as calculators, set-squares, compasses, protractors and rulers, as these will not be supplied.

SCHOOL RULES AND REGULATIONS



7.6 Borrowing or sharing of stationery is not allowed.

7.7 Students are allowed to use MOE approved dictionaries and calculators when permitted.

7.8 A student is considered to have cheated if he/she:

- a. Has attempted to obtain unfair assistance; OR
- b. copied from another candidate or allowed his/her answers to be copied by another candidate; OR
- c. is in possession of books, notes, memoranda or any other reference material not authorized for use in the examination; OR
- d. is in possession of electronic devices, communication devices and computerised aids (eg. computerised wristwatches) capable of storing and displaying visual and verbal information prohibited in the examination/quarantine room; OR
- e. has removed from the room any used or unused writing paper,
- f. has communicated with another student through verbal or non-verbal means

If a student is considered to have cheated, he/she will be graded 'zero' for that paper. He/She may also be graded 'zero' for those papers he/she has sat for prior to the cheating offence and be barred from the rest of the examination.

CHANGKAT CHANGI SECONDARY SCHOOL

STUDENT MANAGEMENT SYSTEM



Offences	Follow Up Actions	Action By
LEVEL 1 - OFFENCE		
<input type="checkbox"/> Late coming despite counselling/warning <input type="checkbox"/> Improper attire and grooming (eg improper hair length/ style, no nametags) <input type="checkbox"/> Not bringing PE / CCA attire <input type="checkbox"/> Staying in class during recess <input type="checkbox"/> Eating outside permissible areas (i.e. canteen / classroom during break time) <input type="checkbox"/> Lack of respect for schoolmates	<input type="checkbox"/> Counselling <input type="checkbox"/> Warning <input type="checkbox"/> Engaging parents <input type="checkbox"/> Responsibility in Action (RIA)	<ul style="list-style-type: none"> • Subject / Form / CCA Teachers • With support of Discipline Committee.
LEVEL 2 - MISCONDUCT		
<input type="checkbox"/> Not doing assignments / homework/ bringing study materials. <input type="checkbox"/> Skipping classes / school programs / VIA / RIA <input type="checkbox"/> Using/writing/drawing vulgar language / signs <input type="checkbox"/> Spitting/littering <input type="checkbox"/> Causing nuisance (in school or public) <input type="checkbox"/> Bringing shame to the school (either in person, or on social media) <input type="checkbox"/> Repeating Level 1 offences (<3 times)	<input type="checkbox"/> Engaging Parents <input type="checkbox"/> Counselling (by different parties as appropriate) <input type="checkbox"/> Responsibility in Action (RIA) <input type="checkbox"/> Public Apology <input type="checkbox"/> Safe keeping of mobile devices by staff / items <input type="checkbox"/> Compensation (in monetary terms OR replacement of similar value) <input type="checkbox"/> Graded 'zero' for cheating offences <input type="checkbox"/> Home Visit <input type="checkbox"/> Time-out from class <input type="checkbox"/> Caning <input type="checkbox"/> Suspension (internal / external) <input type="checkbox"/> Expulsion <input type="checkbox"/> Investigation / action by external agencies (e.g. Police, MSF) <input type="checkbox"/> Recorded into School Cockpit <input type="checkbox"/> "Fair" or "Poor" Conduct Grade <input type="checkbox"/> Others	Student Management Committee with (where relevant): 1. Subject / Form / CCA Teachers 2. Year Heads 3. IP Heads 4. School Counsellors 5. AED (LBS) 6. SWO In consultation with School Leaders.
LEVEL 3 - OTHER SERIOUS OFFENCES		
<input type="checkbox"/> Bullying – physical/verbal/cyber/social <input type="checkbox"/> Cheating in assessments/tests/exams <input type="checkbox"/> Insulting/disrespectful to peers/staff/ teachers and school (flag raising or official functions) <input type="checkbox"/> Using cameras for unlawful recording/uploading <input type="checkbox"/> Using mobile communication devices/ Personal Learning devices outside of permissible time and zones. <input type="checkbox"/> Substance/Inhalant/Drug/Alcohol abuse <input type="checkbox"/> Smoking/Vaping and/or possession of tobacco related products/lighters/matches/e-cigarette <input type="checkbox"/> Possession or distribution of pornographic/ illegal materials (including digital format) <input type="checkbox"/> Stealing (including taking items left unattended or without permission) <input type="checkbox"/> Tampering with fire alarm/extinguisher <input type="checkbox"/> Assault/Fighting/Scuffling/Gangsterism <input type="checkbox"/> Gambling/Extortion/Vandalism/Theft/Arson <input type="checkbox"/> Sexual/immoral conduct (including online) <input type="checkbox"/> Running away from school/home/residential <input type="checkbox"/> Truancy (Absent from School / CCA / Official functions w/o Valid Reason) <input type="checkbox"/> Possession and/or using of weapons [including use of ordinary objects as weapons] <input type="checkbox"/> Repeating Level 1 or 2 offences (>2 times)		

Note

- For specific cases, the Police may be called in.
- For caning and / or suspension, School Leaders will be consulted, and Parents or Guardians will be informed as soon as possible.
- The Student Management Committee and School Leaders reserve the right to make additions and amendments to the school rules and consequences as contexts require.

WHAT IS RESPONSIBILITY IN ACTION (RIA)?

Objective: A restorative approach to student management, to inculcate in students the school's iCAR²E values through meaningful activities which serve the needs of the school and others.

Guiding Principles: A key element of RIA is the opportunity for students who have committed offences to be counselled and guided by various adults in school. At the beginning and end of each RIA session, students will reflect on their offences, the impact their offence had on others, and how they can improve in future. The key principle is to teach students how to take responsibility for their behaviour.

RIA can be a recommended consequence for Level 2 and Level 3 offences, but will most commonly be applied for latecomers.

How is RIA applied for Latecoming?

LATECOMING COUNT	FOLLOW UP ACTIONS	RIA DURATION
1 time late	Form Teacher (FT) will counsel students, and keep parents/guardians informed.	N.A.
2 - 3 times late	Year Heads will join FT to counsel student and follow up with parents/guardians.	RIA for 1 hour.
4 times late	HOD / Student Management will join FT to counsel student and follow up with parents/guardians.	RIA for 2 hours.
5 times late	Vice Principal will join FT to counsel student and follow up with parents/guardians. A warning of the possibility of suspension from the next time of latecoming will be issued to student and parents/guardians.	RIA for 3 hours OR up to 6pm.
6 times late and more	Suspension (Internal / External). A "Fair" conduct grade is given for that semester. Conference with parents / guardians with School Leaders, FT and HOD / Student Management.	RIA for 3 hours or up to 6pm AND/OR Consequences to be discussed and decided by the school.

How is RIA applied for Truancy (Absent without Valid Reason)?

TRUANCY COUNT	FOLLOW UP ACTIONS	RIA DURATION
1 time	Form Teacher (FT) will counsel students, and keep parents/guardians informed.	RIA for 1 hour.
2 times	Year Heads, FT will meet parents / guardians to counsel student and follow up actions.	RIA for 2 hours.
3 times	School Leader and FT to meet parents / guardians. A "Fair" conduct grade is given for that semester. A registered letter may be given with a warning of the possibility of suspension from the next time of truancy will be issued to student and parents/guardians.	RIA for 3 hours OR up to 6pm.
4 times or more	Suspension (Internal / External). Conference with parents / guardians with School Leaders, FT, Year Heads and HOD / Student Management.	RIA for 3 hours or up to 6pm AND/OR Consequences to be discussed and decided by the school.

SCHOOL UNIFORM



Fringe must not touch the eyebrows

Only one pair of plain ear studs is to be worn

Shoulder-length and long hair falling below the shoulders must be neatly tied up

Name tag on the right

School emblem on the left

Skirt must touch the knee

Plain white shoes and visible white socks

Hair is short and neat
Fringe must not touch the eyebrows

Hair length at the back above the collar

Name tag on the right

School emblem above the left pocket

Plain white shoes and white socks

PE ATTIRE



Name tag
on the right



Name tag
on the right

House
T-Shirt



School PE
shorts





PROMOTION CRITERIA

Course Level	Minimum Attainment Level
1E & 2E	Pass in EL and a pass percentage in the average of all subjects
1N(A), 2N(A) & 3N(A)	Grade 5 or better in EL + 2 other subjects OR Grade 5 or better in 4 subjects
3E	Grade C6 or better in EL and 2 other subjects
4N(A) to 5N(A)	Grade 5 or better for all subjects used in the computation of ELMAB3 AND Equal to or less than 19 points for EL + Math+ best 3 subjects

GRADING SYSTEM

Sec 1 – 4 Express & 5 Normal (Academic)		Sec 1 – 4 Normal (Academic)	
Grades	Marks	Grades	Marks
A1	75 & Above	1	75 & Above
A2	70 – 74	2	70 – 74
B3	65 – 69	3	65 – 69
B4	60 – 64	4	60 – 64
C5	55 – 59	5	50 – 59
C6	50 – 54	Ungraded	< 49
D7	45 – 49		
E8	40 -44		
F9	< 39		

SUBJECT-BASED BANDING

Each student is different and possesses different strengths. Subject-Based Banding (SBB) helps each student find fulfilment in learning and be motivated to excel in what he/she is good at. Starting SBB at lower secondary levels will better cater to the strength of each student in different subjects and give them a stronger foundation in subjects that they are good at. SBB provides a broad and inclusive approach, creating a more diverse and flexible education system, with opportunities for all.

- ❑ Sec 1 students posted to the N(A) and N(T) courses may be offered EL/Math/Science/MTL at a higher level, based on their PSLE subject grades.
- ❑ Students have a choice to opt out of the offer.
- ❑ PSLE Eligibility criteria for offering higher level subjects is as follows:

PSLE subjects offered under SBB (sec)	PSLE subject level	PSLE AL Score for the specific subject	Option to take the Secondary 1 subject at
<ul style="list-style-type: none">• English Language• Mathematics• Science• Mother Tongue Language	Standard	AL 5 or better	Express/ N(A) level
		AL 6	N(A) level
	Foundation	AL A	N(A) level

- ❑ Each student should take no more than 3 subjects at higher level so as to ensure that students can cope with the overall academic demands.
- ❑ Sec 1 SBB students will continue with their higher level subjects in Sec 2 unless otherwise advised by school leaders.
- ❑ Sec 1 students who perform well at Sec 1 mid-year and end-of-year examination may be offered EL/Math/Science/MTL at a higher level.

MOE EDUCATION PATHWAYS

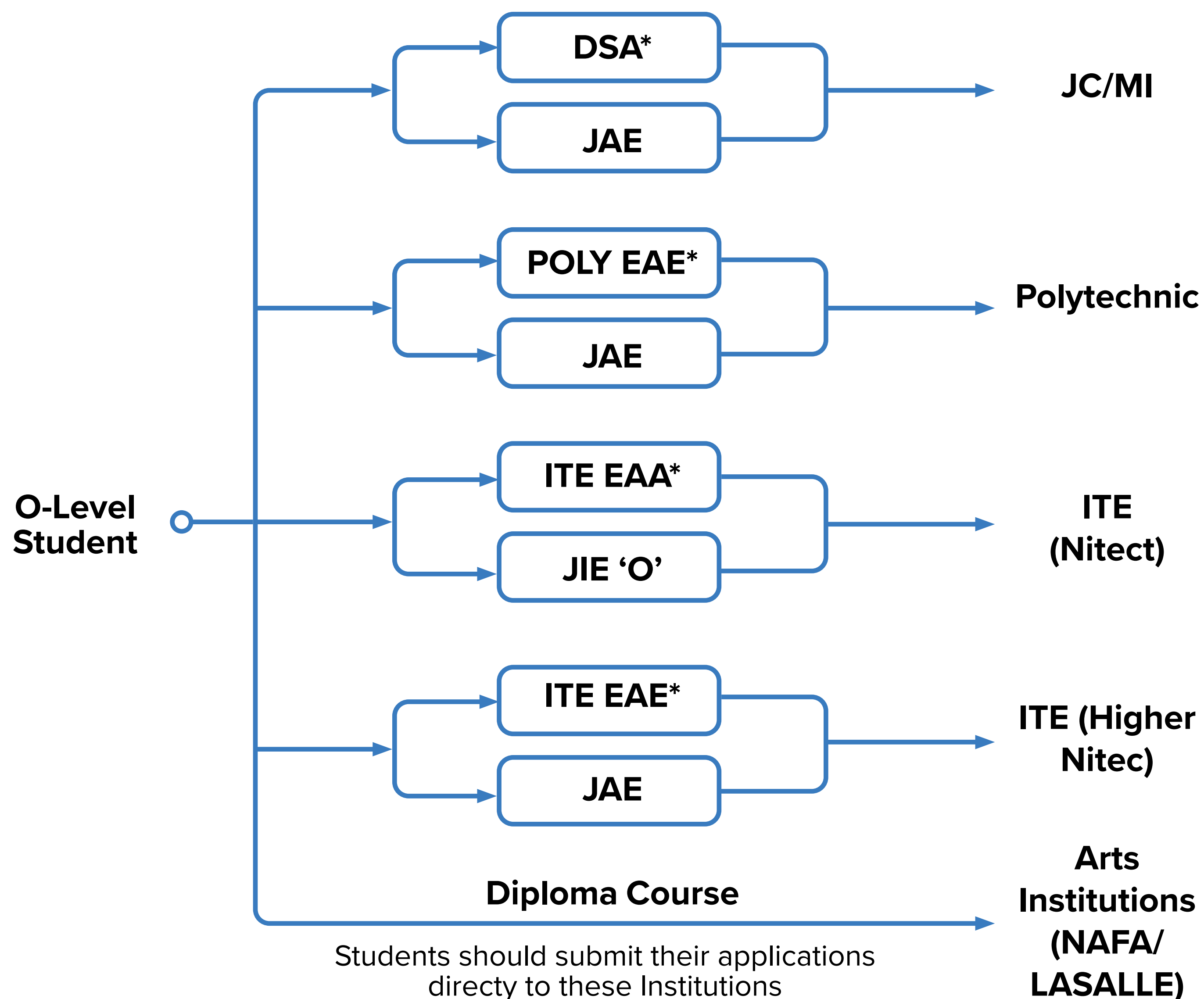
There are a variety of Post-Secondary Education Institutions (PSEIs) available for secondary school graduates. Where would you want to go after graduating from Changkat Changi Secondary School?

Admissions Exercises For Ordinary (O) Level Students

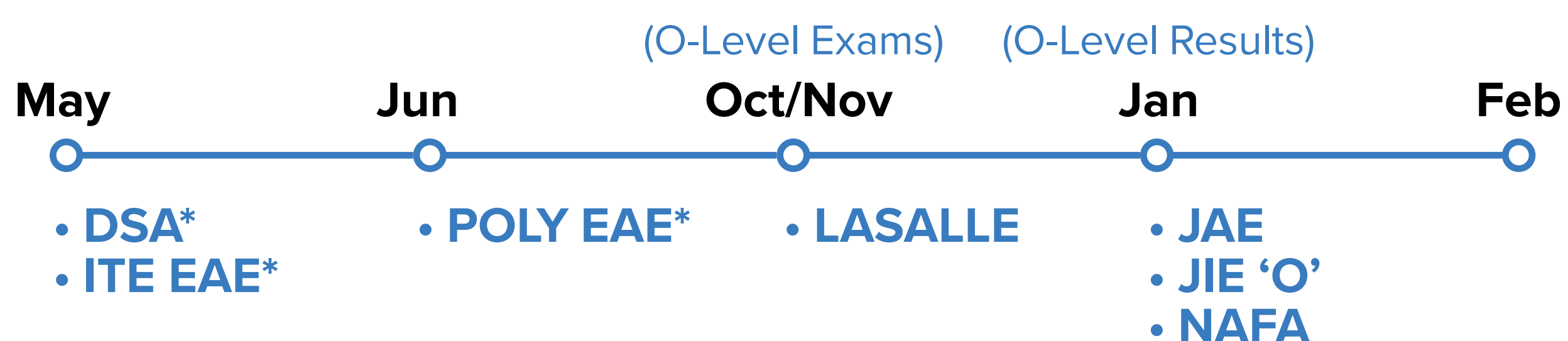
Where am I now?

What can I apply for?

Where do I want to go?



When can I apply?

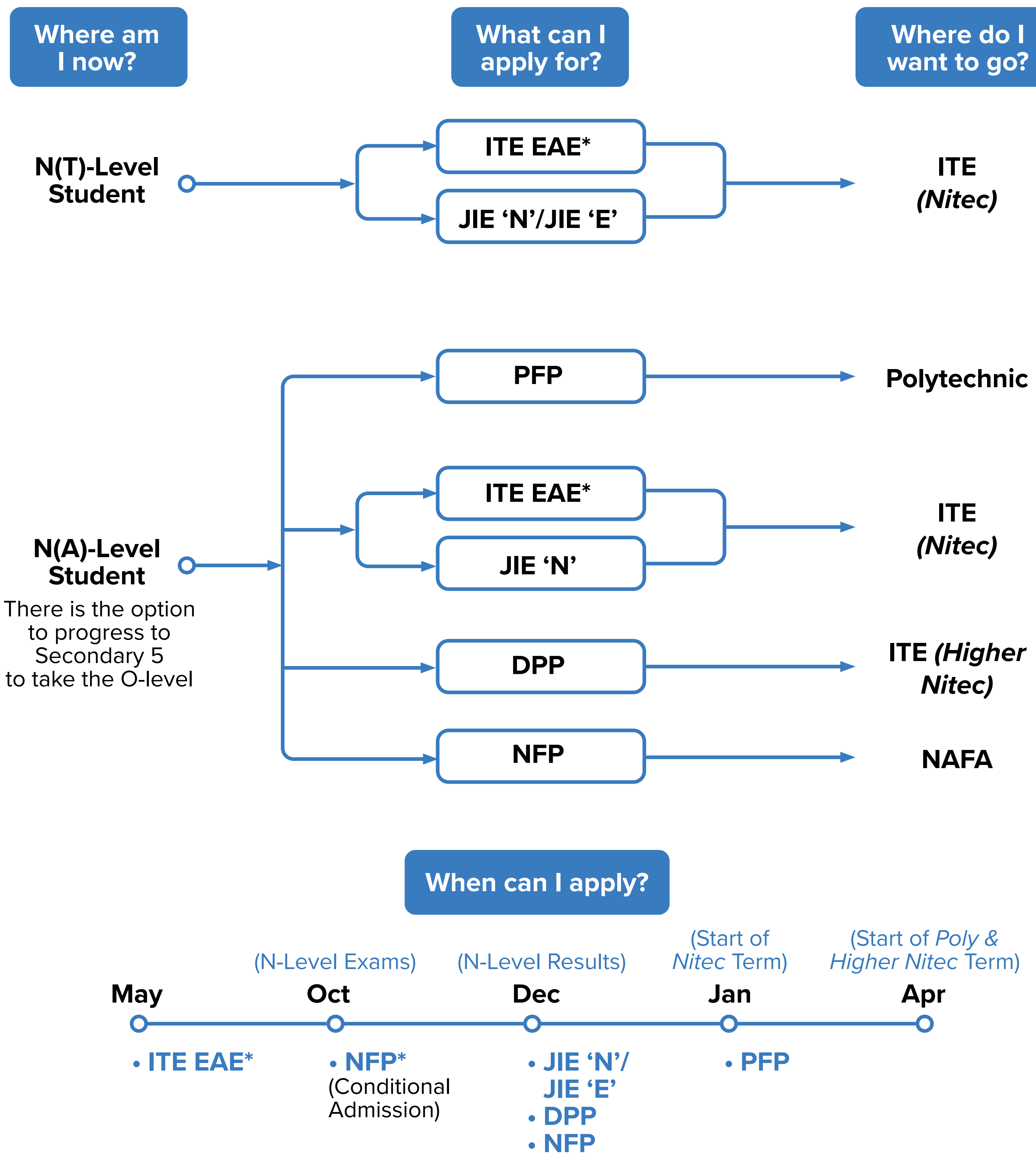


***Note:** Students can apply through these admissions exercises before their examinations.

The flowchart is adapted from MOE resource "A Guide to Post-Secondary Admission Exercises".

MOE EDUCATION PATHWAYS

Admissions Exercises For Normal Technical (N(T))/ Normal Technical (N(A)) Students



***Note:** Students can apply through these admissions exercises before their examinations.

The flowchart is adapted from MOE resource "A Guide to Post-Secondary Admission Exercises".

ADMISSION TO JUNIOR COLLEGE & MILLENNIA INSTITUTE



To be eligible for admission to a *Junior College (JC)* or *Millennia Institute (MI)*, 4E/5N students must meet these 2 criteria:

1. Your L1R5 (for entry to JC) or L1R4 (for entry to MI) must not exceed 20.
2. Meet the grade requirements for specific subjects.

[A] For Entry to JC - Subjects in L1R5 (L1R5 = First Language + 5 Relevant Subjects)

L1R5	Subjects		
L1	English or Higher Mother Tongue Language (MTL)		
R1	Any 1 of these subjects	<input type="checkbox"/> Humanities <input type="checkbox"/> Higher Art <input type="checkbox"/> Higher Music	<input type="checkbox"/> Malay (Special Programme) <input type="checkbox"/> Chinese (Special Programme) <input type="checkbox"/> Bahasa Indonesia
R2	Mathematics or Science		
R3	Any 1 of these subjects:	<input type="checkbox"/> Humanities <input type="checkbox"/> Higher Art <input type="checkbox"/> Higher Music <input type="checkbox"/> Mathematics	<input type="checkbox"/> Science <input type="checkbox"/> Malay (Special Programme) <input type="checkbox"/> Chinese (Special Programme) <input type="checkbox"/> Bahasa Indonesia
R4, R5	Any 2 GCE O-Level subjects except Religious Knowledge		

[B] For Entry to MI - Subjects in L1R4 (L1R4 = First Language + 4 Relevant Subjects)

L1R4	Subjects		
L1	English or Higher Mother Tongue Language (MTL)		
R1, R2	Any 2 of these subjects:	<input type="checkbox"/> Humanities <input type="checkbox"/> Higher Art <input type="checkbox"/> Higher Music <input type="checkbox"/> Mathematics	<input type="checkbox"/> Science <input type="checkbox"/> Malay (Special Programme) <input type="checkbox"/> Chinese (Special Programme) <input type="checkbox"/> Bahasa Indonesia
R3, R4	Any 2 GCE O-Level subjects except Religious Knowledge		

[C] What cannot be used in the same aggregate computation

- Grades for both Higher MTL (such as Higher Chinese, Higher Malay and Higher Tamil) and MTL (such as Chinese, Malay and Tamil). For example, if Higher MTL is used as the first language, MTL cannot be used as a relevant subject.
- “Merit” and “Pass” grades for the Mother Tongue ‘B’ Syllabus (Chinese ‘B’, Malay ‘B’ and Tamil ‘B’).

[D] Grade requirements for specific subjects

Subject	Grade
English Language	1-6
Elementary or Additional Mathematics	1-7
Any 1 Mother Tongue Language (MTL) MTL: Chinese, Malay, Tamil MTL-in-lieu: Bengali, Gujarati, Hindi, Punjabi, Urdu, French, German, Japanese, Arabic, Burmese, Thai	<input type="checkbox"/> 1-7 for MTL <input type="checkbox"/> 1-8 for Higher MTL* <input type="checkbox"/> Merit or Pass for ‘B’ Syllabus* *There is no Higher level or ‘B’ Syllabus for MTL-in-lieu.

ADMISSION TO POLYTECHNIC

To be eligible for admission to a *polytechnic*, 4E/5N students must meet these 2 criteria:

1. Your ELR2B2 net aggregate score must not exceed 26 for all courses except for Diploma in Nursing (ELR2B2 must not exceed 28).
2. Meet the minimum entry requirements of the course that you are applying for.

[A] For Entry to Polytechnic - Subjects in ELR2B2 (ELR2B2 = English Language + 2 Relevant Subjects + 2 Best Subjects)

		ELR2B2: For Polytechnic Courses			
Aggregate Type		ELR2B2-A	ELR2B2-B	ELR2B2-C	ELR2B2-D
Course Cluster		Humanities, Media	Business	Engineering, Science, Facility Management, IT	Architecture, Design
EL		English			
R2	1st Group of Relevant Subjects	<input type="checkbox"/> Art <input type="checkbox"/> Combined Humanities <input type="checkbox"/> Geography <input type="checkbox"/> History <input type="checkbox"/> Literature in English	<input type="checkbox"/> Elementary Mathematics <input type="checkbox"/> Additional Mathematics		
	2nd Group of Relevant Subjects	<input type="checkbox"/> Additional Mathematics <input type="checkbox"/> Art <input type="checkbox"/> Chinese <input type="checkbox"/> Combined Humanities <input type="checkbox"/> Design & Technology <input type="checkbox"/> Elementary Mathematics <input type="checkbox"/> Food & Nutrition <input type="checkbox"/> Geography <input type="checkbox"/> Higher Chinese <input type="checkbox"/> Higher Malay <input type="checkbox"/> Higher Tamil <input type="checkbox"/> History <input type="checkbox"/> Literature in English <input type="checkbox"/> Malay <input type="checkbox"/> Principles of Accounts <input type="checkbox"/> Tamil	<input type="checkbox"/> Art <input type="checkbox"/> Combined Humanities <input type="checkbox"/> Geography <input type="checkbox"/> History <input type="checkbox"/> Literature in English <input type="checkbox"/> Principles of Accounts	<input type="checkbox"/> Biology <input type="checkbox"/> Chemistry <input type="checkbox"/> Design & Technology <input type="checkbox"/> Food & Nutrition <input type="checkbox"/> Science (Chem, Bio) <input type="checkbox"/> Science (Phy, Bio) <input type="checkbox"/> Science (Phy, Chem)	<input type="checkbox"/> Art <input type="checkbox"/> Biology <input type="checkbox"/> Chemistry <input type="checkbox"/> Design & Technology <input type="checkbox"/> Food & Nutrition <input type="checkbox"/> Physics <input type="checkbox"/> Science (Chem, Bio) <input type="checkbox"/> Science (Phy, Bio) <input type="checkbox"/> Science (Phy, Chem)
B2		Best 2 other subjects (excluding CCA)			

[B] What cannot be used in the same aggregate computation

- Grades for both Higher MTL (such as Higher Chinese, Higher Malay and Higher Tamil) and MTL (such as Chinese, Malay and Tamil).
- “Merit” and “Pass” grades for the Mother Tongue ‘B’ Syllabus (Chinese ‘B’, Malay ‘B’ and Tamil ‘B’).

To be eligible for admission to a *polytechnic* via *Polytechnic Foundation Programme (PFP)*, 4N students must meet these 2 criteria:

1. You will need a gross ELMAB3 score of 12 points or less, excluding CCA bonus points, for the N-Level examinations.
2. Meet the specific requirements based on your preferred course.

(ELMAB3 = English Language + Mathematics + 3 Best Subjects)

ADMISSION TO HIGHER NITEC COURSES AT ITE



To be eligible for admission to a *Higher Nitec* course at the *Institute of Technical Education (ITE)*, 4E/5N students must meet these 2 criteria:

1. You must have sat for at least 5 O-Level subjects over a maximum of 2 years.
2. Meet the minimum entry requirements of the course that you are applying for.

To be eligible for the *ITE Direct-Entry-Scheme to Polytechnic Programme (DPP)*, 4N students must meet these 2 criteria:

1. You will need a gross ELMAB3 aggregate score of 19 points or less, excluding bonus points, for the N-Level examinations.
2. Meet the specific requirements based on your preferred course.

The Direct-Entry-Scheme to Polytechnic Programme (DPP) allows 4N students to take a 2-year Higher Nitec course as an alternative to Secondary 5. Successful applicants have to attend a 10-week preparatory course before the Higher Nitec training.

	ELB4, ELR1 B3 & ELR2B2 : For ITE Higher Nitec Courses					
Aggregate Type	ELB4-A	ELR1B3-B		ELR2B2-C		
EL	English					
B4	Best 4 other subjects	R1	<div><input type="checkbox"/> Elementary Mathematics</div> <div><input type="checkbox"/> Additional Mathematics</div> <div><input type="checkbox"/> Principles of Accounts</div>	R2	1st Group of Relevant Subjects	<div><input type="checkbox"/> Elementary Mathematics</div> <div><input type="checkbox"/> Additional Mathematics</div>
		B3	Best 3 other subjects		2nd Group of Relevant Subjects	<div><input type="checkbox"/> Biology</div> <div><input type="checkbox"/> Biotechnology</div> <div><input type="checkbox"/> Chemistry</div> <div><input type="checkbox"/> Combined Science</div> <div><input type="checkbox"/> Computing/Computer Studies</div> <div><input type="checkbox"/> Design & Technology</div> <div><input type="checkbox"/> Electronics/Fundamental of Electronics</div> <div><input type="checkbox"/> Human & Social Biology</div> <div><input type="checkbox"/> Integrated Science</div> <div><input type="checkbox"/> Physics/Engineering</div> <div><input type="checkbox"/> Science Science (Chem, Bio)</div> <div><input type="checkbox"/> Science (Phy, Bio)</div> <div><input type="checkbox"/> Science (Phy, Chem)/Physical</div> <div><input type="checkbox"/> Science</div> <div><input type="checkbox"/> Science (Phy, Chem, Bio)</div>
				B2	Best 2 other subjects	

For more information on Education and Career Guidance (ECG) matters, you may wish to:

1. Make an appointment with Ms Pauline Low, ECG Counsellor, [\(click here\)](#)
2. Visit the following websites:
 - [CCSS ECG \(click here\)](#)
 - [Joint Admissions Exercise \(for 4E/5N students\) \(click here\)](#)

BLENDED LEARNING IN CCSS



In this digital era, it is important for our Changkateers to be equipped with the necessary knowledge, skills and dispositions to thrive in an interconnected, diverse and rapidly-changing world.

Home-Based learning will be a regular feature in our learning and it will have to be supported by the use of Personal Learning Devices (PLDs) and the appropriate Digital Literacy skills.

All Changkateers will own Personal Learning Devices (PLDs) that will be used in tandem with the national e-learning platform – the Singapore Student Learning Space (SLS) - as well as other educational technology to personalise and enhance your learning.

Personal Learning Device (PLD)

For more information on the PLDs, do refer to the school website [here](#).

Digital Literacy Skills and Cyber Wellness

Changkateers will need to be equipped with the skills to handle changes and deal with challenges in the digital future.

Upon receiving the PLD, Changkateers will have to familiarise themselves with the following:

1. [Student Self-Help Page](#) on using PLDs.
2. [Student Kit for Cyber Wellness and Learning with a Personal Learning Device](#)
3. [Acceptable Use Policy \(AUP\)](#), to guide you on healthy usage of your PLD.

These will enable Changkateers to acquire digital skills and apply these skills appropriately as you navigate an increasingly digitalised world.



CO-CURRICULAR ACTIVITIES



Co-Curricular Activities (CCAs) play a key role in the holistic development of our students. Well-organised and implemented, they can fuel in the individual a lifelong love for a particular activity, be it a sport or a musical pursuit. All CCAs emphasise social interaction but each CCA has its specific objectives. For instance, Physical Sports develop robustness, fair play and team spirit in students. Visual and Performing Arts instill in students a sense of graciousness and an appreciation for the rich culture and heritage of a multi-racial society. Uniformed Groups activities aim to make good citizens of students by inculcating in them self-reliance, resilience, discipline and a spirit of service to others. Clubs and Societies allow students to explore and extend their interests in wide ranging and specialised areas such as photography and multimedia skills.

Besides the inculcation of values, CCAs also help students to acquire life skills and develop an appreciation for aesthetics, all of which are necessary for the holistic development of an individual. Our school offers a wide range of activities which are consistent with our school's vision and mission, taking into consideration available manpower and physical resources.

RANGE OF CCAS

The range of CCAs offered in our school is listed in 4 groups:

PHYSICAL SPORTS	UNIFORMED GROUPS	VISUAL & PERFORMING ARTS	CLUBS & SOCIETIES
<ul style="list-style-type: none"><input type="checkbox"/> Track & Field<input type="checkbox"/> Badminton<input type="checkbox"/> Netball<input type="checkbox"/> Sepak Takraw	<ul style="list-style-type: none"><input type="checkbox"/> The Boys' Brigade<input type="checkbox"/> Girl Guides<input type="checkbox"/> National Cadet Corp (Air) Boys<input type="checkbox"/> National Cadet Corp (Air) Girls	<ul style="list-style-type: none"><input type="checkbox"/> Malay Dance<input type="checkbox"/> Modern Dance<input type="checkbox"/> Military Band<input type="checkbox"/> Chinese String Ensemble	<ul style="list-style-type: none"><input type="checkbox"/> Multimedia Club<input type="checkbox"/> Youth Flying Club

CCA POLICY

1. CCA participation in school is compulsory for all students. All students are expected to take part in at least one CCA from the 4 groups, namely, Physical Sports, Uniformed Groups, Visual and Performing Arts, and Clubs and Societies.
2. Students must have a main CCA from one of the 4 groups. The attendance rate for participation will be based on the attendance of the main CCA.
3. Each CCA has a student development plan that provides students with a wide range of activities and programmes across the 4 or 5 years in school. Within each CCA, provision is made for all students to learn the CCA specific skills and develop their talents.
4. Students are encouraged to participate in only one CCA. Second CCAs will only be allowed if the following criteria are met:
 - a. Training sessions of both CCAs do not coincide.
 - b. Attendance in main CCA must be at least 75%.
 - c. Students are not allowed to quit from their main CCA.
5. When persistent absenteeism and misbehaviour occurs, the student will be subjected to disciplinary action.
6. All students must be in their proper PE/CCA attire when participating in their CCA.

CCA TRUANCY POLICY

Absence from CCA must be supported by a doctor's medical certificate. A maximum of 3 parents' letter per semester can be accepted; subsequent letters will not be taken into consideration and CCA attendance will be deemed as No Valid Reason.

No Valid Reason Count	Follow Up Actions	RIA Duration
1 time absent	CCA Teacher will counsel students, and keep parents/guardians informed.	RIA for 1 hour.
2 times absent	CCA OIC will join CCA teacher to counsel student and follow up with parents/guardians.	RIA for 1 hour.
3 times absent	HOD / CCA will join CCA teacher to counsel student and follow up with parents/guardians. 1 st Letter of Warning to be issued.	RIA for 2 hours.
4 times absent	HOD / Discipline will join HOD / CCA to counsel student and follow up with parents/guardians. 2 nd Letter of Warning to be issued.	RIA for 2 hours.
5 times absent	Vice Principal will join HOD / CCA to counsel student and follow up with parents/guardians. 3 rd Letter of Warning to be issued. A warning of the possibility of "Fair" conduct grade from the next time of absence from CCA will be issued to student and parents/guardians.	RIA for 3 hours.
6 times absent and more	Conference with parents / guardians with School Leaders and HOD / CCA. "Fair" conduct grade will be given for the semester.	RIA for 3 hours.

LEAPS 2.0*

LEAPS 2.0 is a framework to recognise secondary school students' holistic development. Students will be recognised with levels of attainment in four domains: Leadership, Achievement, Participation and Service.



LEAPS 2.0 DOMAINS

LEADERSHIP

This domain recognises students' leadership development. Recognition is accorded to students' ability to take charge of personal development, work in a team and assume responsibilities in service of others. In addition to formal leadership appointments, participation in student leadership modules/workshops, the National Youth Achievement Award (NYAA) and leadership positions in the school, CCA or student-initiated/student-led projects will also be recognised.

ACHIEVEMENT

This domain recognises students' representation and accomplishment in co-curricular involvements beyond the classroom. Opportunities for representation and accomplishment present valuable learning experiences for students to learn discipline, resilience and develop their character. Students may represent the school or organisations endorsed by the school. Recognising external opportunities better caters to students' diverse interests and talents. It also recognises the community's role in developing the child.

Representation refers to being selected and endorsed by the school or an organisation endorsed by the school (e.g. the community club or national association) to contribute, perform or compete. It need not be tied to his/her CCA in school.

Accomplishment refers to attaining accolades and awards at competitions, festivals, performances, exhibitions, conferences and symposiums where the student represents the school or other organisations endorsed by the school.

PARTICIPATION

This domain recognises students' participation² in one school-based Co-Curricular Activity (CCA). Recognition is based on the number of years of participation and exemplary conduct and active contribution³ to the CCA. Sustained engagement in the same CCA allows for progressive development of character, skills, knowledge and friendships, and will be accorded higher recognition.

* LEAPS stands for Leadership, Enrichment, Achievement, Participation and Service. LEAPS 2.0 builds on the LEAPS system to better reflect MOE's current emphasis on Student-Centric, Values-Driven education.

² School-based CCA refers to CCA that are organized within the school or have been endorsed by the school.

³ Schools have processes in place to determine exemplary conduct and active contribution with respect to their school's context.

LEAPS 2.0 DOMAINS



SERVICE

This domain recognises students' development as socially responsible citizens who contribute meaningfully to the community. Every secondary school student will contribute at least 6 hours per school year to the community. They can choose to embark on a values-In-Action project (VIA). Students will be recognised for the time they put into planning, service and reflection, when participating in a VIA project.

RECOGNITION OF STUDENTS' LEVEL OF ATTAINMENT

At the end of the graduating year, students' co-curricular attainment will be recognised according to Excellent/Good/Fair. The level of attainment will be converted to a bonus point(s) which can be used for admission to Junior Colleges/ Polytechnics/ Institutes of Education (JC/Poly/ITE).

Co-Curricular Attainment	Details
Excellent (2 bonus points)	Student who attains a minimum Level 3 in all four domains with at least a Level 4 in one domain.
Good (1 bonus point)	Student who attains a minimum Level 1 in all four domains with any one of the following: i. At least Level 2 in three domains; ii. At least Level 2 in one domain and at least Level 3 in another domain; or iii. At least Level 4 in one domain.
Fair	Student's attainment in co-curricular will not translate into any bonus points.

SCHOOL AWARDS

FOR CURRENT STUDENTS

ACADEMIC AWARDS

For Secondary 1 - 5
Best Overall Results of each level and stream
Best in Subject

CCA AWARDS

Outstanding Service Award
Service Award
EAGLES Award

GOOD PROGRESS AWARD (EXTENDED)

Extended Good Progress Award for the next 10% who show the most significant academic improvement.

BEST OVERALL STUDENT AWARD

Graduated student who excelled in both academic studies and CCA in the previous year. Awardee is exemplary in conduct, has shown leadership qualities and is strong in character.

MODEL CHANGKATEER AWARD

Students who demonstrate the school values and are exemplary in their conduct.

MOST IMPROVED STUDENT AWARD

Students who have shown outstanding improvement in their school examinations.

NEO CHOON TIONG SCHOLARSHIP

Students who have performed well academically, have consistently good CCA records and display the school's iCAR²E values.

SOAR ALP SCHOLARSHIP

Students who have performed well academically, have consistently good CCA records, displays strong interest and passion in Aerospace/Aviation, as well as display the school's iCAR²E values.

ISHK TOLARAM FOUNDATION SCHOLARSHIP FUND

Supporting students to complete secondary schooling, and further tertiary qualifications so that they can go on to pursue their aspirations as well as gainful and meaningful employment.

FOR RECENTLY GRADUATED STUDENTS PURSUING POST-SECONDARY EDUCATION

LION'S CLUB OF SINGAPORE JI YANG EDUCATION AWARD

Students who have performed well in the National Examination and are continuing their education in post-secondary institutions. These students would have been receiving financial assistance from the school.

IVY HO ART BURSARY

Students who are talented in Art and are currently pursuing Art-related courses in institutions of higher learning.

CHUA SOO CHIEW SCHOLARSHIP

Graduated students who have achieved outstanding academic results and are pursuing a full time course at Ngee Ann Poly or Accountancy course at any Polytechnic in Singapore.

INTERNSHIP AT CHUA SOO CHIEW & ASSOCIATES PAC

Former students who are interested in pursuing a post-secondary education but are unable to do so due to financial constraints.

MOE AWARDS

EDUSAVE AWARDS FOR SECONDARY SCHOOLS

The Edusave Award is given by the government annually to Singaporean students to enhance educational opportunities and motivate students to excel in schools in academic and non-academic domains. To emphasise the importance that MOE places on nurturing students with good values and character, starting from 2012, a new category of Edusave Character Award to recognise students who demonstrate exemplary values and personal qualities through their behaviour and actions will be given out.

TYPE OF AWARD	FOR WHOM?	HOW MUCH?	HOW IS IT GIVEN?
Edusave Character Award	<input type="checkbox"/> Students who demonstrate exemplary values and personal qualities through their behaviour and actions. This is given to up to 2% of Singaporean students.	\$500	<input type="checkbox"/> Eligible students will be selected by post in late November.
Edusave Scholarship Award	<input type="checkbox"/> Students within top 10% of each level and course academically and who have good conduct.	\$500	<input type="checkbox"/> Students who are eligible for the award.
Edusave Awards for Achievement, Good Leadership & Service (EAGLES)	<input type="checkbox"/> Students who demonstrate leadership qualities, offer good service to community and schools, and excel in non-academic activities. <input type="checkbox"/> Students must also pass the school exams and have good conduct. The maximum number of awards has been doubled from 5% to up to 10% of eligible Singaporean students from 2012.	\$350	<input type="checkbox"/> Eligible students will be selected by post in late November.
Edusave Merit Bursary	<input type="checkbox"/> Students within top 25% of each level and course academically, have good conduct and gross household income below \$6,900 per month (or per capita income of below \$1,725).	\$350	<input type="checkbox"/> Students who are nominated for the bursary will receive an application form by post in late November. <input type="checkbox"/> If your household income is below \$6,900 (or per capita income of below \$1,725), you can complete the application form and submit the form to the community centre/club nearest to your house, by early December. <input type="checkbox"/> post in December/ January.
Edusave Good Progress Award	<input type="checkbox"/> Students within top 10% based on academic improvement and have good conduct.	\$200	<input type="checkbox"/> Students who are eligible for the award will be notified.

FINANCIAL ASSISTANCE



The following financial assistance are available.

1. MINISTRY OF EDUCATION FINANCIAL ASSISTANCE SCHEME (MOE FAS)

Eligibility Criteria:

Student is a Singapore Citizen, and meets one of the following conditions:

- ☐ The family's gross household income (GHI) is below \$2750; or
- ☐ The family's per capita income (PCI*) is below \$690

Financial assistance will be rendered in the following ways:

- ☐ Full wavier of school fees
- ☐ Full wavier of standard miscellaneous fees
- ☐ Free textbooks and writing materials in the approved school book list
- ☐ 2 sets of uniform, 2 sets of PE attire, a pair of shoes and 2 pairs of socks and 1 pc of School Tie
- ☐ MOEFAS Food allowance of \$116 per month.(Only for usage at the school canteen)
- ☐ Transport allowance of \$180 per year for student taking public transport, a monthly Public Transport subsidy \$15.00 will be given in the form of an E-Voucher. Your child has to redeem the e-voucher each month at the Transit Add Value Machines (AVMs) available at the MRT Station/Bus Interchanges from 28th of the month to the 10th of the following month. (Students who do not redeem the subsidy for 3 consecutive months will have the subsidy removed)

2. SCHOOL-BASED STUDENT WELFARE FINANCIAL ASSISTANCE SCHEME

Eligibility Criteria:

Student is a Singapore Citizen, and who does not qualify for the financial assistance scheme offered by MOE and meets the following conditions:

- ☐ The family's gross household income (GHI) is between \$2751 and \$4000 per month; or
- ☐ The family's per capita income (PCI*) between \$691 and \$1000 per month
- ☐ Student has good attendance and conduct

Financial assistance will be rendered in the following ways:

- ☐ Free textbooks and writing materials in the approved school book list
- ☐ 2 sets of uniform, 2 sets of PE attire, a pair of shoes and 2 pairs of socks and 1 pc of School Tie

HELPLINES



ISSUE: CHILDREN AND YOUTH

Name of Organisation	Details	Operating Hours	Contact Number
eCounselling Centre (eC2) (Fei Yue Project 180)	An online facility offering free counselling to youths. For more information visit: https://ec2.sg or https://www.egen.sg	Mon to Fri 2.00 pm – 5.30 pm	Fei Yue Community Services 67871125
Help123 Cyber Wellness Community Support	A one-stop platform to address cyber wellness concerns faced by youths, parents or educators. Users can get relevant information on cyber issues and interact with trained counsellors through web chat or phone. For more information visit: https://www.help123.sg	Mon to Fri 10.00 am – 6.00 pm (except public holidays) Chat Online at www.help123.sg Mon to Fri 2.00 pm – 10.00 pm (except public holidays)	1800 6123123
TOUCHline (TOUCH Youth)	A helpline for youth-related issues. It is manned by TOUCH Youth's team of counsellors who provide cyber wellness / youth-related information or advice to both parents and youths. For more information visit: https://www.touch.org.sg	Mon to Fri 9.00 am – 6.00 pm Except Public Holidays, eve of New Year, Chinese New Year & Christmas	1800 3772252 cyberwellness@ touch.org.sg

ISSUE: SUICIDE PREVENTION

Name of Organisation	Details	Operating Hours	Contact Number
Samaritans of Singapore (SOS)	For people in crisis, thinking of suicide or affected by suicide. For more information visit: https://www.sos.org.sg	24 hours	1800 2214444

ISSUE: FINANCIAL AND/OR SOCIAL RESOURCES

Name of Organisation	Details	Operating Hours	Contact Number
ComCare	For information on ComCare Assistance available. For more information visit: https://www.msf.gov.sg/Comcare	Daily 7.00 am – 12.00 midnight	1800 2220000

HELPLINES

ISSUE: THOSE REQUIRING COUNSELLING SERVICES

Name of Organisation	Details	Operating Hours	Contact Number
REACH Counselling Centre	For individual, couples & families, with a particular focus on marital and family work. For more information visit: https://www.reach.org.sg	Mon to Fri 9.00 am – 5.00 pm Sat 9.00 am – 1.00 pm	68010730
Shan You Counselling Centre (Yuan Yuan Helpline)	For Mandarin-speaking community with family, marital & personal issues including bereavement, critical illness and other crisis. For more information visit: https://www.shanyou.org.sg	Mon to Fri 9.00 am – 6.00 pm	67419293
WINGS Counselling Centre	For individuals of all ages with socio-emotional, personal or family-related problems. For more information visit: https://www.wingscounselling.org.sg	Mon to Fri 8.30 am – 5.30 pm Sat 9.00 am – 1.00 pm	63835745
Care Corner Counselling Centre	For the Mandarin-speaking community with family, marital or personal problems. For more information visit: https://www.carecorner.org.sg	Daily 10.00 am – 10.00 pm Closed on public holidays	1800 3535800 (Mandarin)
Counselling and Care Centre	For those who are facing emotional, psychological, relationship and marital problems. For more information visit: https://counsel.org.sg	Mon to Fri 8.30 am – 6.00 pm	65366366
Eagles Mediation and Counselling Centre (aka EMCC)	For individuals, couples and families experiencing emotional and/or relational problems. With special focus for helping those who seek to rebuild their lives. For more information visit: https://emcc.org.sg	Mon, Tue, Fri 9.00 am – 6.00 pm Wed to Thu 9.00 am – 9.00 pm Sat 9.00 am – 1.00 pm	67888220

ISSUE: DISABILITY

Name of Organisation	Details	Operating Hours	Contact Number
SG Enable	Information and referral services for persons with disabilities (child and adult) For more information visit: https://www.sgenable.sg	Mon to Thurs 8.30 am – 6.00 pm Fri 8.30 am – 5.30 pm	1800 8585885

HELPLINES

ISSUE: FAMILY VIOLENCE

Name of Organisation	Details	Operating Hours	Contact Number
Care Corner Project StART	For families facing violence in need of counselling and support services. For more information visit: https://www.carecorner.org.sg https://www.pave.org.sg https://www.trans.org.sg	Mon to Fri 10.00 am – 5.00 pm	64761482
PAVE		Mon to Fri 9.00 am – 6.00 pm	65550390
TRANS SAFE Centre		Mon to Fri 9.00 am – 5.00 pm	64499088

ISSUE: GAMBLING

Name of Organisation	Details	Operating Hours	Contact Number
National Problem Gambling Helpline (manned by National Addictions Management Service (NAMS))	For those with a gambling problem or know someone who does. For more information visit: https://www.nams.sg	8 am – 11 pm	1800 6668668

ISSUE: IMH EMERGENCY

Name of Organisation	Details	Operating Hours	Contact Number
IMH Emergency Hotline	A helpline for urgent intervention for those who experience acute difficulties in their mental health For more information visit: https://www.imh.com.sg	24 hours	63892003 63892004

ISSUE: MSF CPS

Name of Organisation	Details	Operating Hours	Contact Number
Child Protective Services (MSF)	For further information or for reporting of child abuse. For more information visit: https://www.msf.gov.sg	Mon to Fri 7.00 am – 12 midnight Please call the police at 999 immediately if the child's life is in danger or after office hours.	1800 7770000

3 WAYS TO CARE FOR YOUR WELL-BEING



1. PRACTISE GRATITUDE

What is Gratitude?

Gratitude is the quality of being thankful; readiness to show appreciation for and to return kindness.

Why is Nurturing Gratitude Important?

Studies have shown that gratitude leads to positive well-being as it increases helping behaviours, life-satisfaction and positive emotions like joy and thankfulness. It builds resilience as it helps one reframe difficult situation.

Benefits of Gratitude: <https://www.schoolbag.edu.sg/story/why-gratitude>

Three Stages of Gratitude:

1. Recognise what we are grateful for
2. Acknowledge the blessings we received
3. Express what we are grateful for

Refer to <https://www.positivepsych.edu.sg/gratitude-a-building-block-for-the-culture-of-appreciation/>

How to Practise Gratitude through Journal Writing:

- ☐ Try to write regularly. Set aside a few minutes every day to write.
- ☐ Make it easy. Keep a pen and paper handy at all times.
- ☐ Write or draw whatever feels right. Your journal doesn't need to follow any certain structure.
- ☐ Use your journal as you see fit. You don't have to share your journal with anyone.

Journal Writing Prompts:

- ☐ What is something that made you smile today?
- ☐ What are some abilities you have that you are grateful for?
- ☐ What was something that was hard to do but you did it anyway?
- ☐ What was one thing a friend or family members did for you recently that you are thankful for?

2. BUILD STRONG RELATIONSHIPS

We are all connected one way or another. We want to strengthen the positive relationships with our friends, so that we can form a strong web. The stronger the web of positive relationships in the school, the better the supportive networks. We also have a stronger caring school community as we look out for one another. A caring community is one where no one gets left behind.

Building friendships with peers

It is through relationships that we get to know our friends better. As a friend, we can be there when our friends may have a 'bad day'. Conversely, our friends will also be there for us when we feel down or upset. We can be the safety net for our friends, to hold and support them when challenges come along our way.

Relate with your peers by:

- ☐ Spending time with them
- ☐ Engaging in discussions during class and out of class
- ☐ Chatting with friends
- ☐ Sharing hobbies with friends
- ☐ Going out with friends

Be a peer supporter by:

- ☐ Being a friend to others
- ☐ Recognising any signs of distress
- ☐ Cheering my friend when he/she is down
- ☐ Spending time listening to my friend
- ☐ Knowing where to get help when necessary

3 WAYS TO CARE FOR YOUR WELL-BEING



3. LEAD A HEALTHY LIFESTYLE

Having a healthy lifestyle is more than keeping yourself free from illness or diseases. The World Health Organization (WHO) defines “health” as complete physical, mental and social well-being, rather than simply the absence of disease or illness.



FOR PHYSICAL HEALTH AND WELL-BEING

INCLUDE THESE IN A DAY!

- ☐ Physical activities;
- ☐ Limit sedentary behaviour;
- ☐ Have adequate sleep; and
- ☐ Good eating habits.

MODERATE-TO-VIGOROUS INTENSITY PHYSICAL ACTIVITY (MVPA)

AT LEAST GO MINUTES OF THIS!

- ☐ Moderate PA means HR 70-80% of max HR e.g. light jogging, basketball, badminton etc.
- ☐ Vigorous PA points to person only able to say a few words in a talk test, >80% max HR. e.g. sprinting



ENGAGE IN MUSCLE AND BONE STRENGTHENING EXERCISE

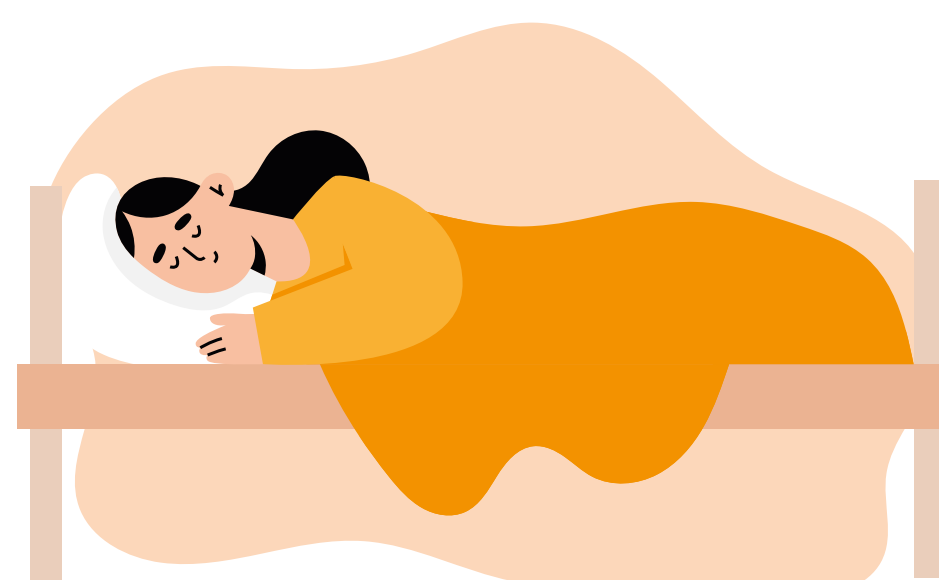
AT LEAST 3 TIMES A WEEK!

- ☐ Consider bodyweight training, or resistance training;
- ☐ Pilates, yoga or simple stretches work too!

SLEEP AT LEAST THESE NUMBER OF HOURS PER DAY!

REGULAR SLEEP OF AT LEAST 9 HOURS FOR 7-13 YEAR OLD

- ☐ Sleep increases mental and physical health



For more ways to stay healthy, scan the QR CODE; or Click on the link here: <https://go.gov.sg/ccssphysicalwellbeing>



SCHOOL TERMS AND HOLIDAYS 2022



JANUARY						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY						
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28						

MARCH						
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28	29	30	31			

APRIL						
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JUNE						
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JULY						
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AUGUST						
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NOVEMBER						
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SCHOOL TERMS

Semester 1

- Term I:
Tuesday 4 Jan to
Friday 11 March
- Term II:
Monday 21 March
to Friday 27 May

Semester 2

- Term III:
Monday 27 June
to Friday 2 September
- Term IV:
Monday 12 September
to *Friday 18 November

SCHOOL HOLIDAYS

Semester 1

- After Term I
Saturday 12 March to
Sunday 20 March
- After Term II
Saturday 28 May to
Sunday 26 June

Semester 2

- After Term III
Saturday 3 September to
Sunday 11 September
- At End of School Year
Saturday 19 November to
Saturday 31 December

SCHEDULED SCHOOL HOLIDAYS

Youth Day

- ★ Sunday 3 July
(The following Monday, 4 Jul 2022
will be a scheduled school holiday)

Day after National Day

- ★ Wednesday 10 August

Teachers' Day

- ★ Friday 2 September

SCHEDULED PUBLIC HOLIDAYS

Term I

- ★ New Year's Day
*Saturday 1 January
- ★ Chinese New Year
Tuesday 1 February
Wednesday 2 February

Term II

- ★ Good Friday
Friday 15 April
- ★ Labour Day
**Sunday 1 May
- ★ Hari Raya Puasa
Monday 2 May
- ★ Vesak Day
***Sunday 15 May

Term III

- ★ Hari Raya Haji
****Saturday 9 July
- ★ National Day
Tuesday 9 August

Term IV

- ★ Deepavali
Monday 24 October
- ★ Christmas Day
*****Sunday 25 December

*The last day of the final
school term for schools which
will be used as venues for
the GCE O Level written
examinations will be Friday,
28 October 2022.

**Monday, 3 Jan, will be a school holiday.
**Tuesday, 3 May, will be a public holiday.
***Monday, 16 May, will be a public holiday.
****Monday, 11 July, will be a school holiday.
*****Monday, 26 Dec, will be a public holiday.

INTEGRITY



TERM 1

IMPORTANT DATES

DATE	DAY	ACTIVITY	REMARKS

TERMLY TARGET SETTING & REFLECTIONS

<div><input type="checkbox"/> What do I plan to achieve by the end of this term?</div> <div><input type="checkbox"/> How do I plan to do it?</div> <div><input type="checkbox"/> Who can help me?</div>	<div><input type="checkbox"/> Have I managed to complete what I planned to achieve?</div> <div><div><div>• If 'Yes', how did I do it and who helped me?</div><div>• If 'No', what can I improve on so that I can achieve the target next term?</div></div></div>

JANUARY

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TERM 1 WEEK 1



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TERM 1 WEEK 4



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FEBRUARY

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FEBRUARY

TERM 1 WEEK 6



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FEBRUARY

TERM 1 WEEK 7



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MARCH

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MARCH

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MARCH

TERM 1 VACATIONS

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NOTES

CARE



TERM 2

IMPORTANT DATES

DATE	DAY	ACTIVITY	REMARKS

TERMLY TARGET SETTING & REFLECTIONS

<div><input type="checkbox"/> What do I plan to achieve by the end of this term?</div> <div><input type="checkbox"/> How do I plan to do it?</div> <div><input type="checkbox"/> Who can help me?</div>	<div><input type="checkbox"/> Have I managed to complete what I planned to achieve?</div> <div><div><div>• If 'Yes', how did I do it and who helped me?</div><div>• If 'No', what can I improve on so that I can achieve the target next term?</div></div></div>

MARCH

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MARCH

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NOTES

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NOTES

APRIL

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NOTES

APRIL

TERM 2 WEEK 4



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APRIL

TERM 2 WEEK 4



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<div>WED</div> <div>11</div> <div><div><div></div></div><div>_____°C</div></div>
<div>NOTES</div>



MAY

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NOTES

MAY

TERM 2 WEEK 9

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<div>WED</div> <div>18</div> <div><div><div></div></div><div>_____°C</div></div>	
<div>NOTES</div>	



MAY

TERM 2 WEEK 9



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NOTES

MAY

TERM 2 WEEK 10



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<div>FRI</div> <div>27</div> <div> _____ °C</div>	
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<div>NOTES</div>	

MAY

TERM 2 VACATIONS

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NOTES



JUNE

TERM 2 VACATIONS



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JUNE

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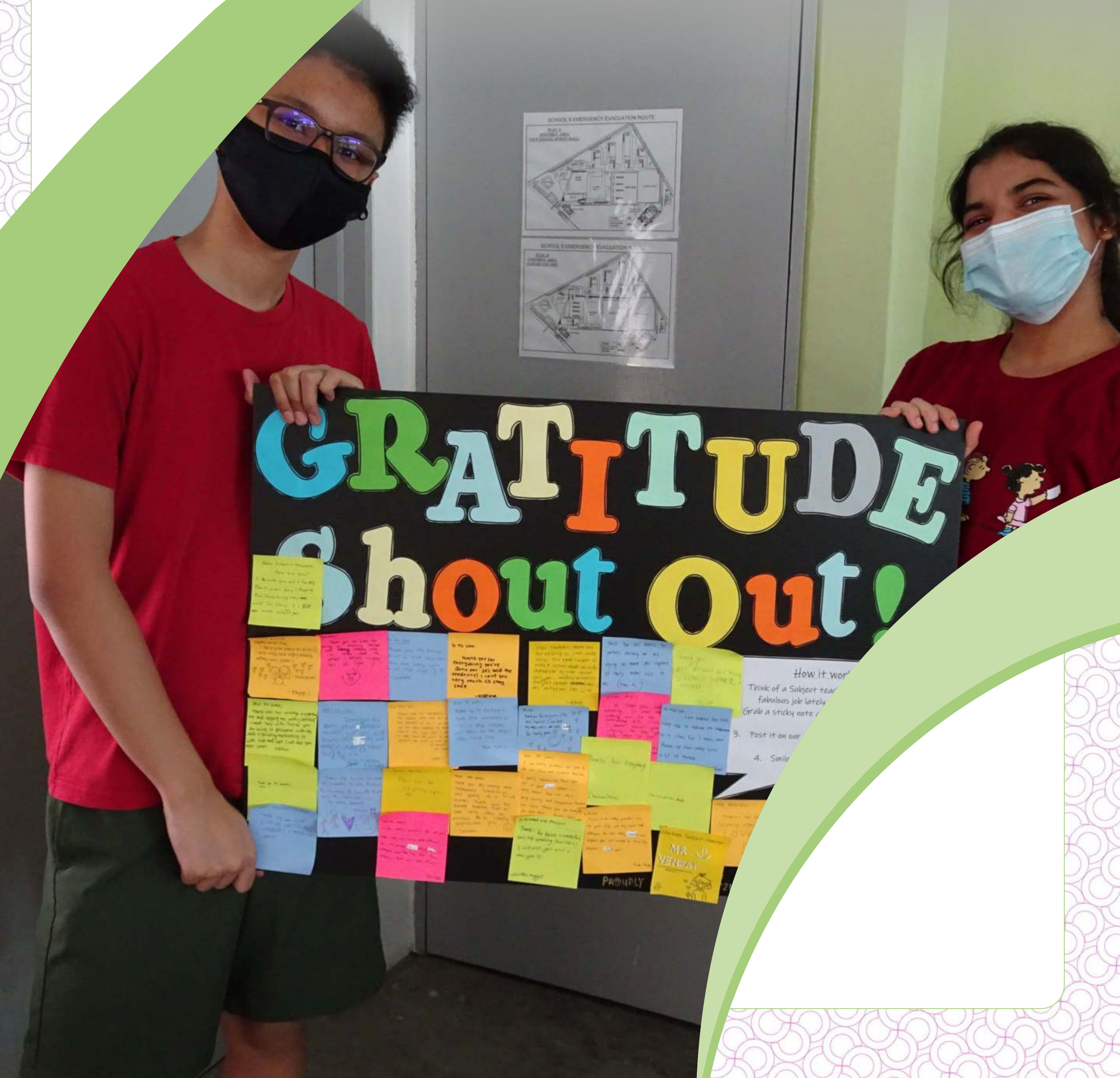
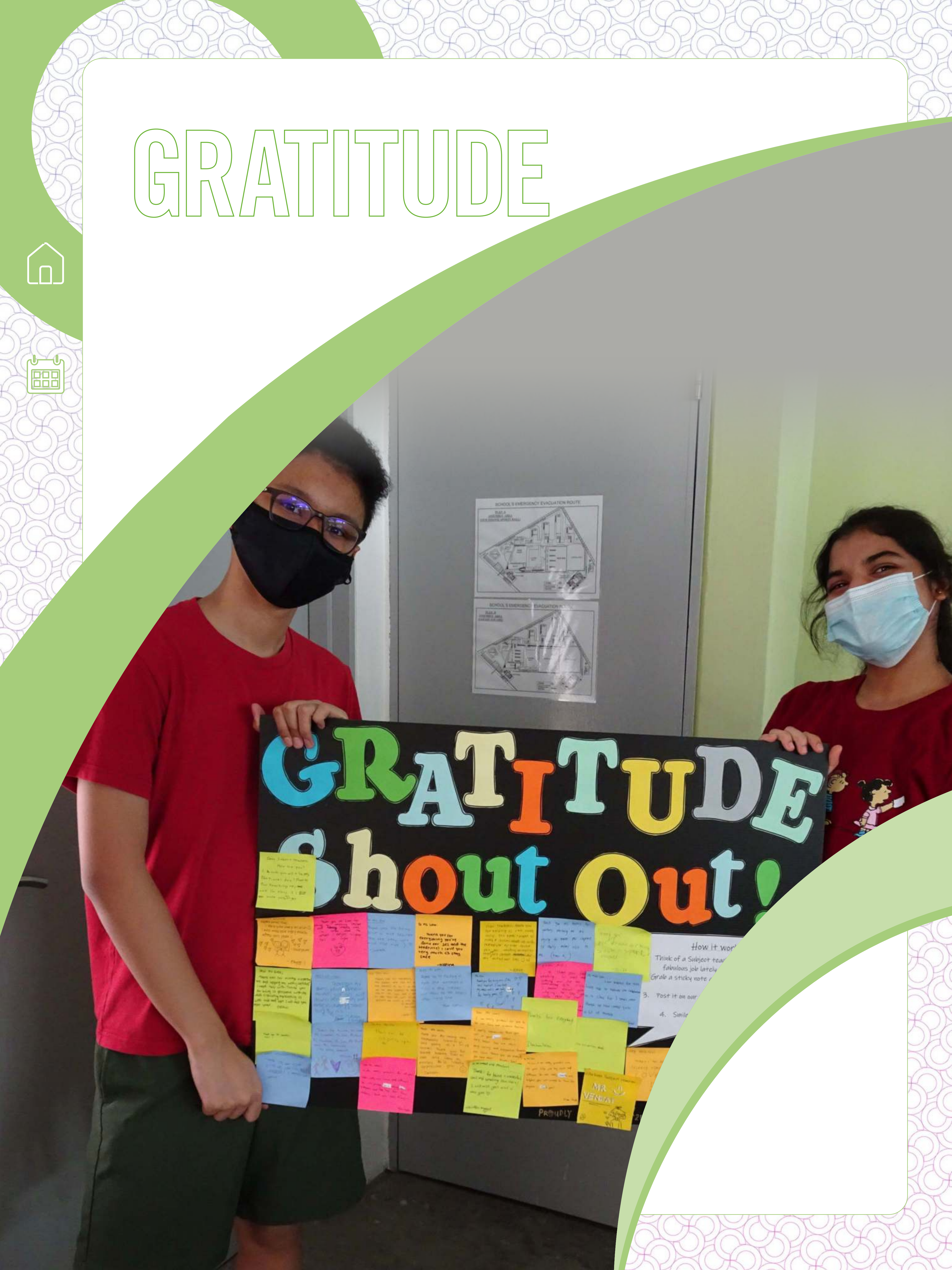
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NOTES

GRATITUDE



TERM 3

IMPORTANT DATES

DATE	DAY	ACTIVITY	REMARKS

TERMLY TARGET SETTING & REFLECTIONS

<div><input type="checkbox"/> What do I plan to achieve by the end of this term?</div> <div><input type="checkbox"/> How do I plan to do it?</div> <div><input type="checkbox"/> Who can help me?</div>	<div><input type="checkbox"/> Have I managed to complete what I planned to achieve?</div> <div><div><div>• If ‘Yes’, how did I do it and who helped me?</div><div>• If ‘No’, what can I improve on so that I can achieve the target next term?</div></div></div>

JUNE

TERM 3 WEEK 1



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JULY

TERM 3 WEEK 1



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NOTES

JULY

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JULY

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NOTES

JULY

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NOTES



JULY

TERM 3 WEEK 3



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NOTES

JULY

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NOTES

JULY

TERM 3 WEEK 4



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NOTES

JULY

TERM 3 WEEK 5



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NOTES

JULY

TERM 3 WEEK 5



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NOTES

AUGUST

TERM 3 WEEK 6



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NOTES

AUGUST

TERM 3 WEEK 6



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NOTES

AUGUST

TERM 3 WEEK 7



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NOTES

AUGUST

TERM 3 WEEK 7



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NOTES

AUGUST

TERM 3 WEEK 8



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NOTES

AUGUST

TERM 3 WEEK 8



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NOTES

AUGUST

TERM 3 WEEK 9



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NOTES

AUGUST

TERM 3 WEEK 9



<div>THU</div> <div>25</div> <div> _____ °C</div>	
<div>FRI</div> <div>26</div> <div> _____ °C</div>	
<div>SAT</div> <div>27</div> <div> _____ °C</div>	<div>SUN</div> <div>28</div> <div> _____ °C</div>

NOTES

AUGUST

TERM 3 WEEK 10

MON

29

 _____ °C

TUE

30

 _____ °C

WED

31

 _____ °C

NOTES



SEPTEMBER

TERM 3 WEEK 10



THU

1

 _____ °C

FRI

2

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SAT

3

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SUN

4

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NOTES

SEPTEMBER

TERM 3 VACATIONS



MON

5

_____ °C

TUE

6

_____ °C

WED

7

_____ °C

NOTES

SEPTEMBER

TERM 3 VACATIONS



<div>THU</div> <div>8</div> <div> _____ °C</div>	
<div>FRI</div> <div>9</div> <div> _____ °C</div>	
<div>SAT</div> <div>10</div> <div> _____ °C</div>	<div>SUN</div> <div>11</div> <div> _____ °C</div>

NOTES

RESPECT



TERM 4

IMPORTANT DATES

DATE	DAY	ACTIVITY	REMARKS

TERMLY TARGET SETTING & REFLECTIONS

<div><input type="checkbox"/> What do I plan to achieve by the end of this term?</div> <div><input type="checkbox"/> How do I plan to do it?</div> <div><input type="checkbox"/> Who can help me?</div>	<div><input type="checkbox"/> Have I managed to complete what I planned to achieve?</div> <div><div><div>• If 'Yes', how did I do it and who helped me?</div><div>• If 'No', what can I improve on so that I can achieve the target next term?</div></div></div>

SEPTEMBER

TERM 4 WEEK 1



MON

12

_____ °C

TUE

13

_____ °C

WED

14

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NOTES

SEPTEMBER

TERM 4 WEEK 1



THU

15

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FRI

16

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SAT

17

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SUN

18

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NOTES

SEPTEMBER

TERM 4 WEEK 2



MON

19

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TUE

20

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WED

21

 _____ °C

NOTES

SEPTEMBER

TERM 4 WEEK 2



THU
22

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FRI
23

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SAT
24

 _____ °C

SUN
25

 _____ °C

NOTES

SEPTEMBER

TERM 4 WEEK 3



MON

26

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TUE

27

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WED

28

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NOTES

SEPTEMBER

TERM 4 WEEK 3



THU

29

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FRI

30

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SAT

1

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SUN

2

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NOTES

OCTOBER

TERM 4 WEEK 4



MON

3

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TUE

4

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WED

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_____ °C

NOTES

OCTOBER

TERM 4 WEEK 4



THU

6

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FRI

7

 _____ °C

SAT

8

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SUN

9

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NOTES

OCTOBER

TERM 4 WEEK 5



MON

10

 _____ °C

TUE

11

 _____ °C

WED

12

 _____ °C

NOTES

OCTOBER

TERM 4 WEEK 5



THU

13

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FRI

14

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SAT

15

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SUN

16

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NOTES

OCTOBER

TERM 4 WEEK 6



MON

17

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TUE

18

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WED

19

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NOTES

OCTOBER

TERM 4 WEEK 6



THU

20

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FRI

21

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SAT

22

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SUN

23

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NOTES

OCTOBER

TERM 4 WEEK 7



MON

24

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TUE

25

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WED

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NOTES

OCTOBER

TERM 4 WEEK 7



THU

27

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FRI

28

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SAT

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SUN

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NOTES

NOVEMBER

TERM 4 WEEK 8

MON

31

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TUE

1

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WED

2

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NOTES



NOVEMBER

TERM 4 WEEK 8



THU

3

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FRI

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SAT

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SUN

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NOTES

NOVEMBER

TERM 4 WEEK 9



MON

7

_____ °C

TUE

8

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WED

9

_____ °C

NOTES

NOVEMBER

TERM 4 WEEK 9



THU

10

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FRI

11

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SAT

12

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SUN

13

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NOTES

NOVEMBER

TERM 4 WEEK 10



MON

14

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TUE

15

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WED

16

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NOTES

NOVEMBER

TERM 4 WEEK 10



THU

17

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FRI

18

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19

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NOTES

RESILIENCE



NOVEMBER

TERM 4 VACATIONS



MON

21

_____ °C

TUE

22

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23

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NOTES

NOVEMBER

TERM 4 VACATIONS



THU

24

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FRI

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SAT

26

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SUN

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NOTES

NOVEMBER

TERM 4 VACATIONS

MON

28

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TUE

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NOTES



DECEMBER

TERM 4 VACATIONS



THU

1

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FRI

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NOTES

DECEMBER

TERM 4 VACATIONS



MON

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WED





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NOTES

DECEMBER

TERM 4 VACATIONS

<div>THU</div> <div>8</div> <div> _____ °C</div>	
<div>FRI</div> <div>9</div> <div> _____ °C</div>	
<div>SAT</div> <div>10</div> <div> _____ °C</div>	<div>SUN</div> <div>11</div> <div> _____ °C</div>

NOTES

DECEMBER

TERM 4 VACATIONS

MON

12

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TUE

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NOTES

DECEMBER

TERM 4 VACATIONS


THU
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NOTES

DECEMBER

TERM 4 VACATIONS

MON

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NOTES

DECEMBER

TERM 4 VACATIONS



THU

22

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FRI

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SAT

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NOTES

DECEMBER

TERM 4 VACATIONS

MON

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NOTES



DECEMBER

TERM 4 VACATIONS


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NOTES

EXCELLENCE



NOTES



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2022 A YEAR OF THANKS

**THANK YOU MR HO MING DA,
MS LOH SEIN LING AND MR DANNY CHEW
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**THANK YOU CORPORATE COMMUNICATIONS
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STUDENT HANDBOOK.**