



CHANGKAT CHANGI SECONDARY SCHOOL

→ STUDENT HANDBOOK 2024



CCS  
Through School To Nation



# PERSONAL PARTICULARS

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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 Teachers: \_\_\_\_\_

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: \_\_\_\_\_



# CONTENTS

The National Symbols

School Uniform

Financial Assistance

National Shared Values/  
National Education Messages  
/Family Values

PE Attire

Helplines

School Motto,  
Vision and Mission

Promotion Criteria

3 Ways to Care for  
Your Well-Being

The Changkateer  
Graduate

Subject- Based Banding

Thinking Routines

School Values/  
School Strategic Thrusts

Admission to JC/MI,  
Polytechnic and ITE

Level Aspirations

Our School Logo/  
Our School Song/  
The Student's Pledge

MOE Education Pathways

School Terms and  
Holidays 2024

Values - Driven,  
Student-Centric Education

Blended Learning

Thank You

General Information

Co-Curricular Activities

School Rules and  
Regulations

School Awards

Student Management  
System

MOE Awards



# 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 pervading and everlasting purity and virtue.

The crescent moon represents a young nation on the ascendant, and the five stars stand for the nation's ideals of democracy, peace, progress, justice and equality.

## 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
  - Develop a deeper awareness of who we are as Singaporeans and as a nation.
  - Trust and believe that there is a place for everyone.
  - Share a willingness to hear diverse voices and to foster an attitude of openness to accept others different from us.
2. A Sense of Reality
  - Be aware of and understand Singapore's constraints, vulnerabilities and contemporary realities.
  - Have an authentic understanding of our past and present.
  - Construct a realistic perspective of the future.
3. A Sense of Hope
  - Having confidence and optimism in Singapore's future and the resilience to face the challenges ahead.
  - Show continued confidence and optimism in Singapore's future.
  - Develop resilience to face challenges ahead.
  - Be empowered to seek opportunities in challenges ahead.
4. The Will to Act
  - Embody the collective resolve and sense of shared mission.
  - Show willingness to work towards building a Singapore for all.
  - Play a role in the future of Singapore.

# FAMILY VALUES

- Love, Care and Concern
  - Mutual Respect
  - Filial Responsibility
  - Commitment
  - Communication
- 



# 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 (iCAR<sup>2</sup>E)

Integrity  
Care  
GrAtitude  
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 (iCAR<sup>2</sup>E)

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
Integrity	We uphold ethical principles and have the moral courage to stand up for what is right.
Care	We value each other, put ourselves in the shoes of others and seek to bring out the best in everyone.
GrAtitude	We are thankful for what we have and show appreciation to others for who they are and what they have done.
Respect	We respect self and others, through words and actions.
Resilience	We bounce forward when faced with challenges.
Excellence	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 our 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.

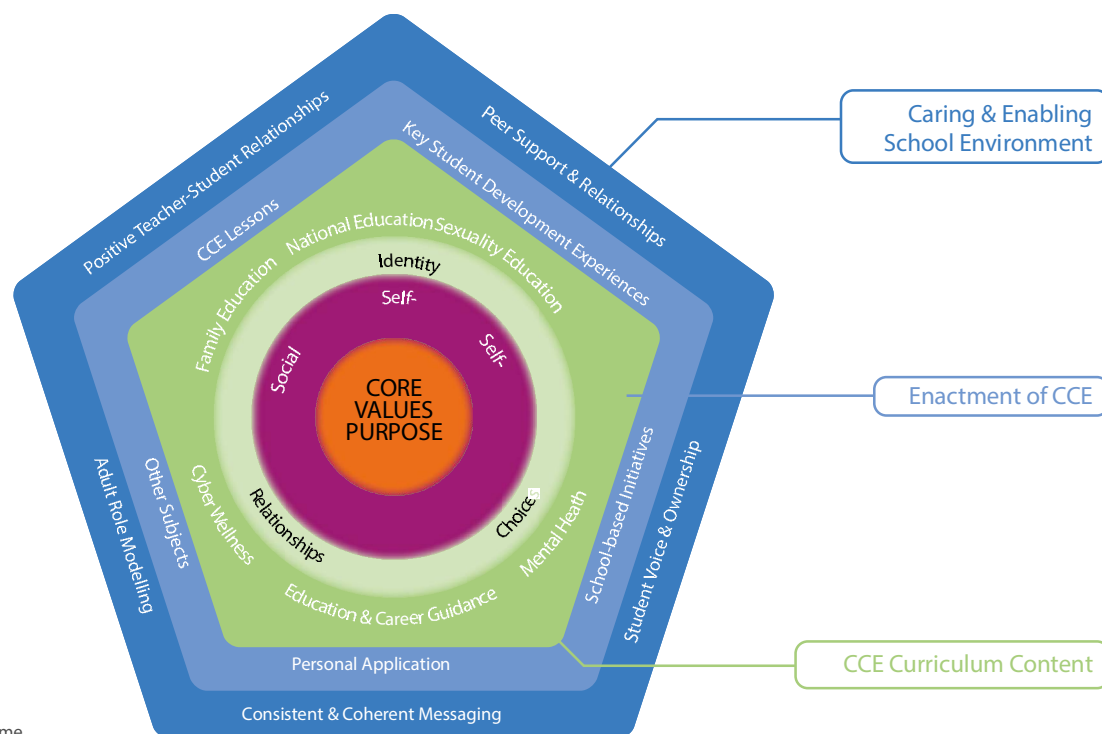


Figure 1:  
The CCE  
Curriculum Frame

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](mailto:changkatchgi@moe.edu.sg)

School Bookshop

D Y Education Service Trading Tel : 91061391

[dyccss3013@gmail.com](mailto:dyccss3013@gmail.com)

School & PE Uniform

IN-TREND Uniforms Tel : 67410930 No 1, Kaki

Bukit Road 1 #01-30/31 Enterprise One

Singapore 4159

[www.intrenduniforms.com](http://www.intrenduniforms.com)

School Hours

Monday - Thursday

Friday

Reporting time: 7.40am (Morning Assembly starts at 7.50am)

Dismissal time:

2.10pm - 2.45pm

Dismissal time:

12.15pm - 12.45pm

Please refer to the Class Timetables on the school website for the actual dismissal timings for each class.

CCA Days

Tuesday and Thursday

Home-Based Learning Day

HBL will take place once every two weeks,  
on Friday in the even weeks.

## 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 the 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 (or when instructed) until the students are dismissed from the Parade Square or on Mondays.
- 3.5 Students are to wear plain white shoes or white sports shoes deemed acceptable by the school, 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/for Parent Teacher Conferences must be in full school uniform and/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 the House T-Shirt.
- 3.10 The prescribed school uniform must be worn immediately after PE lessons.
- 3.11 The appropriate CCA attire is to be worn during CCA.

## 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 (as decided by the school) 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. Girls who come to school with long damp hair must tie it up before entering the school premises.
- 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. No eyeliner, eyebrow and face makeup allowed. These items can be confiscated and students will be asked to remove makeup immediately.
- 4.8 Alignment for length of skirt must be at knee or acceptable length as stipulated by the school staff. Girls can wear only 1 pair of ear studs. Extra earrings/ear studs can be confiscated.

# SCHOOL RULES AND REGULATIONS

## Appearance For Boys

- 4.9 Hair must be kept short and neat. A boy's hairstyle/length is considered unacceptable if it can be tied up using a hairband. Hair length must not touch the ears and the collar of the school shirt. Fringe, if any, must be above the eyebrows without the use of hairbands or hair creams/gels. The school reserves the right to declare a student's attire and/or hairstyle to be inappropriate. As such, disciplinary actions can be taken.
- 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 iCAR<sup>2</sup>E 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 or in the silent mode. Handphones must be placed in the individual lockers outside classrooms or on the teacher's table during lesson time.
- 6.4 Personal Learning Devices should be kept in their own bags, classroom lockers or temporary lockers provided near the canteen for security purposes.
- 6.5 Personal Learning Devices should only be used for learning purposes.
- 6.6 Handphones and electronic devices may only be used at designated phone zones, namely the canteen and the foyer, during recess and before/after school.
- 6.7 Handphones, electronic and personal learning devices will be kept by Teachers / Staff should it be used in contravention of the above guidelines.
- 6.8 Handphones and personal communication devices (e.g. smart watches) must be kept in students' personal lockers at all times during lessons.

## 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.
- 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

# SCHOOL RULES AND REGULATIONS



- 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		
<ul style="list-style-type: none"> <li>☒ Late coming</li> <li>☒ Improper attire and grooming (eg improper hair length/style, no nametags, improper half uniform)</li> <li>☒ Not bringing PE / CCA attire</li> <li>☒ Staying in class during recess and/or without permission</li> <li>☒ Eating outside permissible areas (i.e. canteen /classroom during break time)</li> <li>☒ Lack of respect for schoolmates eg, verbal/written/online remarks</li> <li>☒ Not doing assignments / homework or bringing study materials or PLD.</li> <li>☒ Skipping or Late for classes (5 mins late with NVR)</li> <li>☒ Using mobile communication devices/ Personal Learning Devices outside of permissible time and zones &amp;/or watching non-academic non-school related materials.</li> <li>☒ Bringing / using of perfumes, deodorants, make up kits, beauty / hair accessories.</li> <li>☒ Using school facilities without permission (e.g. Lift, ISH, special classrooms, venues etc)</li> </ul>	<ul style="list-style-type: none"> <li>☒ Counselling</li> <li>☒ Warning</li> <li>☒ Engaging parents</li> <li>☒ Customised action by FT, Subject Teacher and/or CCA</li> </ul>	<ul style="list-style-type: none"> <li>• Subject / Form / CCA Teachers</li> </ul>
LEVEL 2 - MISCONDUCT		
<ul style="list-style-type: none"> <li>☒ Repeating level 1 offences (&gt;3 times)</li> <li>☒ Late coming despite counselling/warning</li> <li>☒ Skipping school programmes/activities</li> <li>☒ Causing nuisance (in class, school or public) eg shouting, screaming, rough play</li> <li>☒ Bringing shame to the school (either in person or on social media)</li> <li>☒ Inappropriate physical or online conduct/relationship</li> <li>☒ Using/writing/drawing vulgar language/signs</li> <li>☒ Spitting/littering</li> </ul>	<ul style="list-style-type: none"> <li>☒ Engaging Parents</li> <li>☒ Counselling (by different parties as appropriate)</li> <li>☒ Monitoring Book/Form</li> <li>☒ Responsibility in Action (RIA)</li> <li>☒ Public Apology</li> <li>☒ Safe keeping of mobile devices by staff / items</li> <li>☒ Compensation (in monetary terms OR replacement of similar value)</li> <li>☒ Graded 'zero' for cheating offences</li> <li>☒ Home Visit</li> <li>☒ Time-out from class</li> <li>☒ Caning</li> <li>☒ Suspension (internal /external)</li> <li>☒ Expulsion</li> <li>☒ Investigation / action by external agencies (e.g. Police, MSF)</li> <li>☒ Recorded into School Cockpit</li> <li>☒ "Fair" or "Poor" Conduct Grade</li> <li>☒ Others</li> </ul>	<p>Student Management Team with (where relevant):</p> <ol style="list-style-type: none"> <li>1. Subject / Form / CCA Teachers</li> <li>2. Year Heads</li> <li>3. IP Heads</li> <li>4. School Counsellors</li> <li>5. AED (LBS) SWO</li> </ol> <p>In consultation with School Leaders.</p>
LEVEL 3 - OTHER SERIOUS OFFENCES		
<ul style="list-style-type: none"> <li>☒ Repeating level 2 offences (&gt;3 times)</li> <li>☒ Bullying – physical/verbal/cyber/social/emotional</li> <li>☒ Attempted and /or cheating in assessments/tests/exams</li> <li>☒ Insulting/disrespectful to members of the public/peers/staff/ teachers and school (flag raising or official functions)</li> <li>☒ Using cameras/handphones/PLDs for unlawful recording/uploading</li> <li>☒ Bringing / Using of perfumes, deodorants, make-up kits</li> <li>☒ Substance/Inhalant/Drug/Alcohol abuse</li> <li>☒ Smoking/Vaping and/or possession of tobacco related products/ lighters/matches/e-cigarette</li> <li>☒ Possession or distribution of pornographic/ illegal materials (including digital format)</li> <li>☒ Stealing (including taking items left unattended or without permission)</li> <li>☒ Tampering with fire alarm/extinguisher/school property</li> <li>☒ Assault/Fighting/Scuffling/Gangsterism</li> <li>☒ Gambling/Extortion/Vandalism/Theft/Arson</li> <li>☒ Sexual/immoral conduct (including online)</li> <li>☒ Running away from school/home/residential</li> <li>☒ Truancy (Absent from School / CCA / Official functions w/o Valid Reason)</li> <li>☒ Possession and/or using of weapons [including use of ordinary objects as weapons]</li> <li>☒ Wearing of tattoo</li> </ul>		

# WHAT IS RESPONSIBILITY IN ACTION (RIA)?

**Objective:** A restorative approach to student management, to inculcate in students the school's iCAR<sup>2</sup>E 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 recalcitrant latecomers and truants.

## 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/Discipline Level Coordinators 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

Name tag on the right

Skirt must touch the knee



Only one pair of plain ear studs is to be worn

School emblem on the left

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



Plain white shoes and visible white socks

Hair is short and neat  
Fringe must not touch the eyebrows

Name tag on the right



School emblem above the left pocket

Hair length at the back above the collar



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/G3, 1N(A)/G2 & 1N(T)/G1	At the end of Secondary 1, students will progress to Secondary 2 and take subjects at the same subject levels, unless they are offered subjects at a more/less demanding level
2E	Pass in EL and a pass percentage in the average of all subjects
2N(A) & 3N(A)	Grade 5 or better in EL + 2 other subjects OR Grade 5 or better in 4 subjects
2N(T) & 3N(T)	Grade D or better in 2 subjects, one of which must be EL or Math
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) / G3		Sec 1 – 4 Normal (Academic) / G2		Sec 1 – 4 Normal (Technical) / G1	
Grades	Marks	Grades	Marks	Grades	Marks
A1	75 & above	1	75 & above	A	75 & above
A2	70 – 74	2	70 – 74	B	70 – 74
B3	65 – 69	3	65 – 69	C	60 – 69
B4	60 – 64	4	60 – 64	D	50 – 59
C5	55 – 59	5	50 – 59	Ungraded	9 & below
C6	50 – 54	Ungraded	49 & below		
D7	45 – 49				
E8	40 – 44				
F9	39 & below				



# 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 G1 and G2 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"><li>English Language</li><li>Mathematics</li><li>Science</li><li>Mother Tongue Language</li></ul>	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.

From 2024, the school will also provide Secondary 2 students in the Normal (Academic)/G2 and Normal (Technical)/G1 courses the opportunity to take Humanities subjects at a more demanding level, if they meet subject-specific criteria.

# MOE EDUCATION PATHWAYS

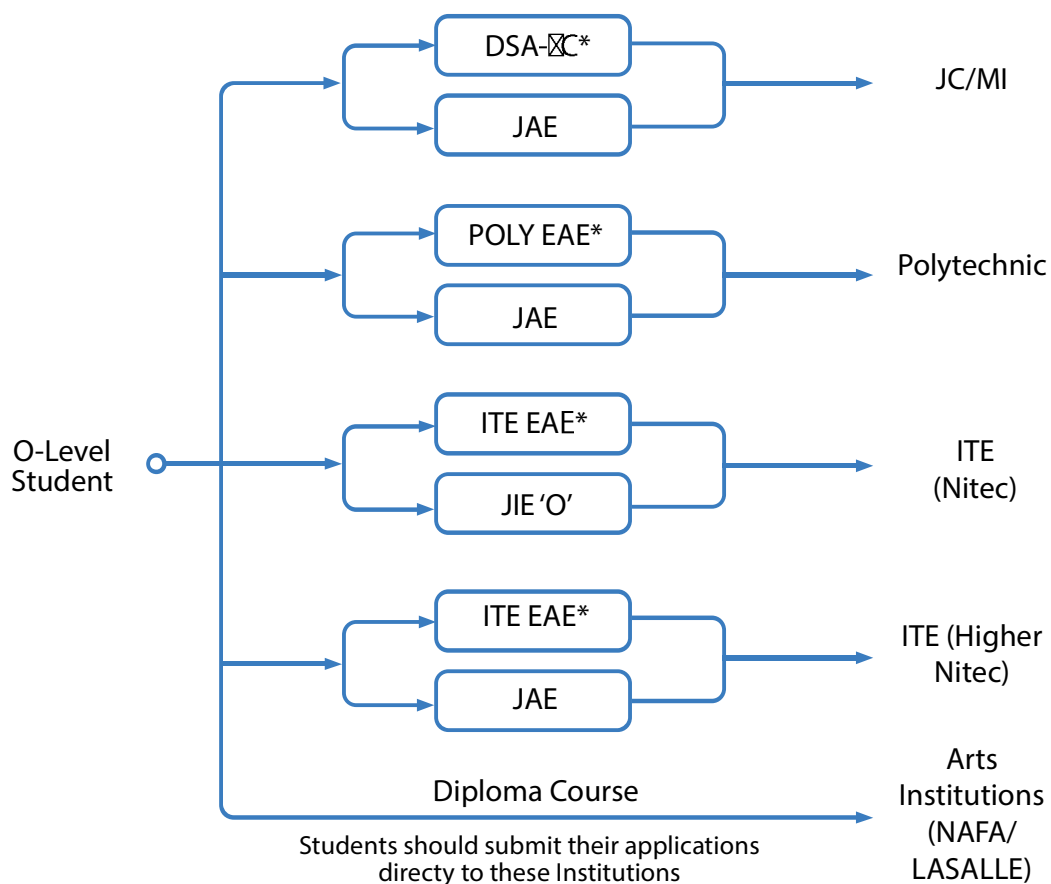
There are a variety of Post-Secondary Education Institutions (PSEIs) available for secondary school graduates. Where would you want to go after graduating from Changkat Changi Secondary School?

## Admissions Exercises For Ordinary (O) Level Students

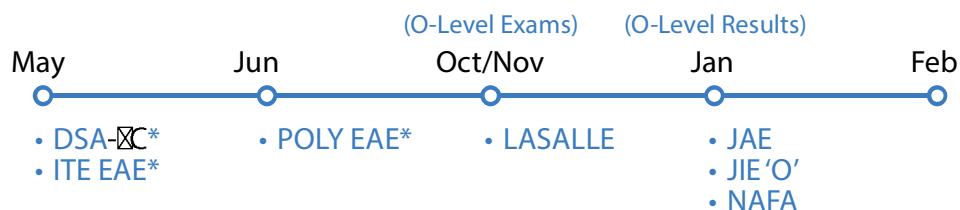
Where am I now?

What can I apply for?

Where do I want to go?



When can I apply?

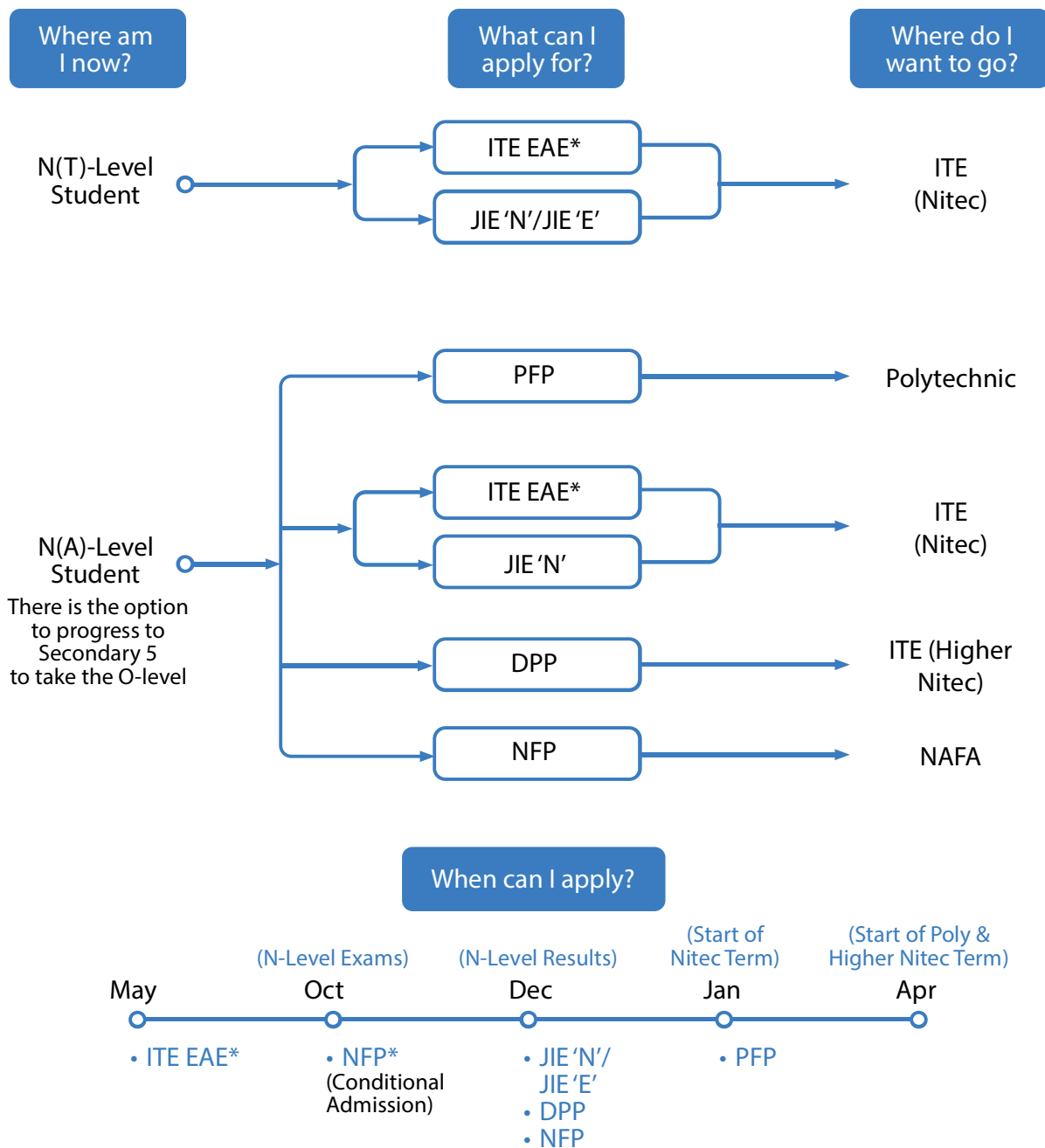


\*Note: Students can apply through these admissions exercises before their examinations.

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 Academic (N(A)) Students



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

# 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 checked="" type="checkbox"/> Humanities <input checked="" type="checkbox"/> Higher Art <input checked="" type="checkbox"/> Higher Music	<input checked="" type="checkbox"/> Malay (Special Programme) <input checked="" type="checkbox"/> Chinese (Special Programme) <input checked="" type="checkbox"/> Bahasa Indonesia
R2	Mathematics or Science		
R3	Any 1 of these subjects:	<input checked="" type="checkbox"/> Humanities <input checked="" type="checkbox"/> Higher Art <input checked="" type="checkbox"/> Higher Music <input checked="" type="checkbox"/> Mathematics	<input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Malay (Special Programme) <input checked="" type="checkbox"/> Chinese (Special Programme) <input checked="" 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 checked="" type="checkbox"/> Humanities <input checked="" type="checkbox"/> Higher Art <input checked="" type="checkbox"/> Higher Music <input checked="" type="checkbox"/> Mathematics	<input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Malay (Special Programme) <input checked="" type="checkbox"/> Chinese (Special Programme) <input checked="" type="checkbox"/> Bahasa Indonesia
R3, R4	Any 2 GCE O-Level subjects except Religious Knowledge		

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

- 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 checked="" type="checkbox"/> 1-7 for MTL <input checked="" type="checkbox"/> 1-8 for Higher MTL* <input checked="" 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	<input type="checkbox"/> Elementary Mathematics <input type="checkbox"/> Additional Mathematics <input type="checkbox"/> Principles of Accounts	1st Group of Relevant Subjects	<input type="checkbox"/> Elementary Mathematics <input type="checkbox"/> Additional Mathematics
		B3	Best 3 other subjects		R2
				B2	

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](#).

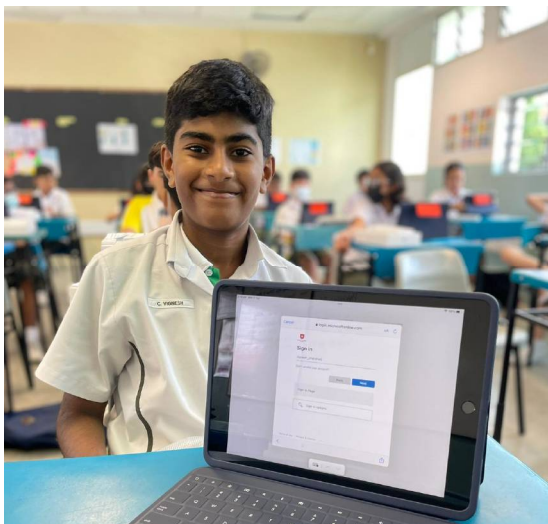
## Digital Literacy Skills and Cyber Wellness

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"><li>☑ Track &amp; Field</li><li>☑ Badminton</li><li>☑ Netball</li><li>☑ Sepak Takraw</li></ul>	<ul style="list-style-type: none"><li>☑ The Boys' Brigade</li><li>☑ Girl Guides</li><li>☑ National Cadet Corp (Air) Boys</li><li>☑ National Cadet Corp (Air) Girls</li></ul>	<ul style="list-style-type: none"><li>☑ Malay Dance</li><li>☑ Modern Dance</li><li>☑ Concert Band</li><li>☑ Chinese String Ensemble</li></ul>	<ul style="list-style-type: none"><li>☑ Multimedia Club</li><li>☑ Singapore Youth Flying Club</li></ul>

# 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

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 <sup>st</sup> 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 <sup>nd</sup> 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 <sup>rd</sup> 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' participation<sup>2</sup> in one school-based Co-Curricular Activity (CCA). Recognition is based on the number of years of participation and exemplary conduct and active contribution<sup>3</sup> 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.

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\* 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.

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

<sup>3</sup> 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

### 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 iCAR<sup>2</sup>E values.

### SOAR ALP SCHOLARSHIP

Students who have performed well academically, have consistently good CCA records, display strong interest and passion in Aerospace/Aviation, as well as display the school's iCAR<sup>2</sup>E values.

### QAISARA SCHOLARSHIP

Student leaders who have demonstrated leadership competencies, performed well academically, have consistently good CCA records and display the school's iCAR<sup>2</sup>E values.

### ISHK TOLARAM FOUNDATION SCHOLARSHIP FUND

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 checked="" type="checkbox"/> Students who demonstrate exemplary character and outstanding personal qualities through their behaviour and actions. This is given to up to 2% of Singaporean students.	\$500	<input checked="" type="checkbox"/> Eligible students will be informed by post in late November.
Edusave Scholarship Award	<input checked="" type="checkbox"/> Students within top 10% of each level and course academically and who have good conduct.	\$500	<input checked="" type="checkbox"/> Eligible students will be informed by post in late November.
Edusave Awards for Achievement, Good Leadership & Service (EAGLES)	<input checked="" type="checkbox"/> Students who demonstrate leadership qualities, service to community and schools, excellence in non-academic activities, and good conduct. <input checked="" type="checkbox"/> Students must also pass the school exams and have good conduct. This award is given up to 10% of eligible Singaporean students.	\$350	<input checked="" type="checkbox"/> Eligible students will be informed by post in late November.
Edusave Merit Bursary	<input checked="" type="checkbox"/> Students within top 25% of each level and course academically, have good conduct and a monthly household income below \$6900 (or per capita income below \$1725).	\$350	<input checked="" type="checkbox"/> Students who are nominated for the bursary will receive an application form by post in late November. <input checked="" 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 checked="" type="checkbox"/> post in December/ January.
Edusave Good Progress Award	<input checked="" type="checkbox"/> Students within top 10% based on academic improvement and have good conduct.	\$200	<input checked="" type="checkbox"/> Students who are eligible for the award will be notified.

# FINANCIAL ASSISTANCE



## 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 \$3000; or
- ☒ The family's per capita income (PCI) is below \$750.

Financial assistance will be rendered in the following ways:

- ☒ Full waiver of school fees
- ☒ Full waiver of standard miscellaneous fees
- ☒ Free textbooks and writing materials in the approved school booklist
- ☒ 2 sets of uniform, 2 sets of PE attire, a pair of shoes and 2 pairs of socks and 1 piece of School Tie
- ☒ MOEFAS food allowance of \$140 per month. (Only for usage at the school canteen)
- Transport allowance of \$204 per year for student taking public transport, a monthly Public Transport subsidy \$17.00 will be given in the form of an E-Voucher. Your child must 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 \$3001 and \$4400 per month or
- ☒ The family's per capita income (PCI) between \$751 and \$1100 per month
- ☒ Student has good attendance and conduct

Financial assistance will be rendered in the following ways:

- ☒ Full waiver of school fees
- ☒ Full waiver of standard miscellaneous fees
- ☒ Free textbooks and writing materials in the approved school booklist
- ☒ 2 sets of uniform, 2 sets of PE attire, a pair of shoes and 2 pairs of socks and 1 piece of School Tie
- ☒ Non-MOEFAS food allowance of \$70 per month. (Only for usage at the school canteen.)



# 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: <a href="https://ec2.sg">https://ec2.sg</a>	Mon to Fri 2.00 pm – 5.30 pm	Fei Yue Community Services  <a href="https://fycs.org/contact/">https://fycs.org/contact/</a>
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: <a href="https://www.help123.sg">https://www.help123.sg</a>	Mon to Fri 10.00 am – 6.00 pm (except public holidays)  Chat Online at <a href="http://www.help123.sg">www.help123.sg</a>  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: <a href="https://www.touch.org.sg">https://www.touch.org.sg</a>	Mon to Fri 9.00 am – 6.00 pm  Except Public Holidays, eve of New Year, Chinese New Year & Christmas	63770122  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: <a href="https://www.sos.org.sg">https://www.sos.org.sg</a>	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: <a href="https://www.msf.gov.sg/Comcare">https://www.msf.gov.sg/Comcare</a>	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: <a href="https://www.reach.org.sg">https://www.reach.org.sg</a>	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: <a href="https://www.shanyou.org.sg">https://www.shanyou.org.sg</a>	Mon to Fri 9.00 am – 6.00 pm	67419293
Care Corner Counselling Centre	For the Mandarin-speaking community with family, marital or personal problems.  For more information visit: <a href="https://www.carecorner.org.sg">https://www.carecorner.org.sg</a>	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: <a href="https://counsel.org.sg">https://counsel.org.sg</a>	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: <a href="https://emcc.org.sg">https://emcc.org.sg</a>	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: <a href="https://www.sgenable.sg">https://www.sgenable.sg</a>	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.	Mon to Fri 10.00 am – 5.00 pm	64761482
PAVE	For more information visit: <a href="https://www.carecorner.org.sg">https://www.carecorner.org.sg</a>	Mon to Fri 9.00 am – 6.00 pm	65550390
TRANS SAFE Centre	<a href="https://www.pave.org.sg">https://www.pave.org.sg</a> <a href="https://www.trans.org.sg">https://www.trans.org.sg</a>	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: <a href="https://www.nams.sg">https://www.nams.sg</a>	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: <a href="https://www.imh.com.sg">https://www.imh.com.sg</a>	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: <a href="https://www.msf.gov.sg">https://www.msf.gov.sg</a>	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 60 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>



# THINKING ROUTINES

Thinking Routines are structures to guide your thought processes and encourage active processing. It helps you to make your ideas visible and accessible and thus allows you to gain a deeper understanding of the learning content. They are simple to use, yet powerful in impact.



## SUBJECT REFLECTION

A graphic for 'SUBJECT REFLECTION' featuring a tree trunk on the left and an open book at the bottom left. The main area consists of three stacked colored boxes: yellow, orange, and light yellow. Each box contains a cartoon brain character and a text prompt.

- What I already know** (Yellow box): Includes a brain character with a lightbulb above its head.
- What I still want to know** (Orange box): Includes a brain character with question marks above its head.
- What I have learned** (Light yellow box): Includes a brain character with a checkmark above its head.

## TARGET MONITORING & REFLECTION

A graphic for 'TARGET MONITORING & REFLECTION' showing three vertical grey boxes connected by blue arrows. Each box has a title, a question, a sub-question, and an icon.

- see** What do you see?  
(Analyse your results)  
Icon: Two eyes.
- think** What do you think about it?  
(How do you feel seeing this result? What leads to this?)  
Icon: A brain.
- wonder** What do you wonder about?  
(What are the steps you will take to maintain or improve your learning?)  
Icon: A thinking face emoji.

A small icon of a bar chart with a line graph showing an upward trend, located at the bottom left of the graphic.



# LEVEL ASPIRATIONS

Level aspirations are what we hope our Changkateers can achieve by the end of every academic level, to develop them to be Confident Persons, Collaborative Contributors, Self-Directed Learners and Service Leaders.

## Secondary 1 Level Aspirations

**Confident Person** I HAVE at least a close friend.  
I AM willing to improve.  
I CAN seek help.

**Collaborative Contributor** I HAVE people around me whom I look up to.  
I AM respectful.  
I CAN empathise with others.

**Self-Directed Learner** I HAVE routines in school and at home.  
I AM certain I can learn.  
I CAN manage my time well.

**Service Leader** I HAVE good role models.  
I AM willing to try new experiences.  
I CAN understand the need for changes.

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## Secondary 2 Level Aspirations

**Confident Person** I HAVE people who help me to be a better person.  
I AM a happy and positive person.  
I CAN explore options and be responsible.

**Collaborative Contributor** I HAVE trusting relationships.  
I AM a good listener.  
I CAN help and guide others.

**Self-Directed Learner** I HAVE opportunities to improve.  
I AM determined to excel in my studies.  
I CAN look out for signs of stress.

**Service Leader** I HAVE friends who sharpen my thinking.  
I AM a team player.  
I CAN model the way.

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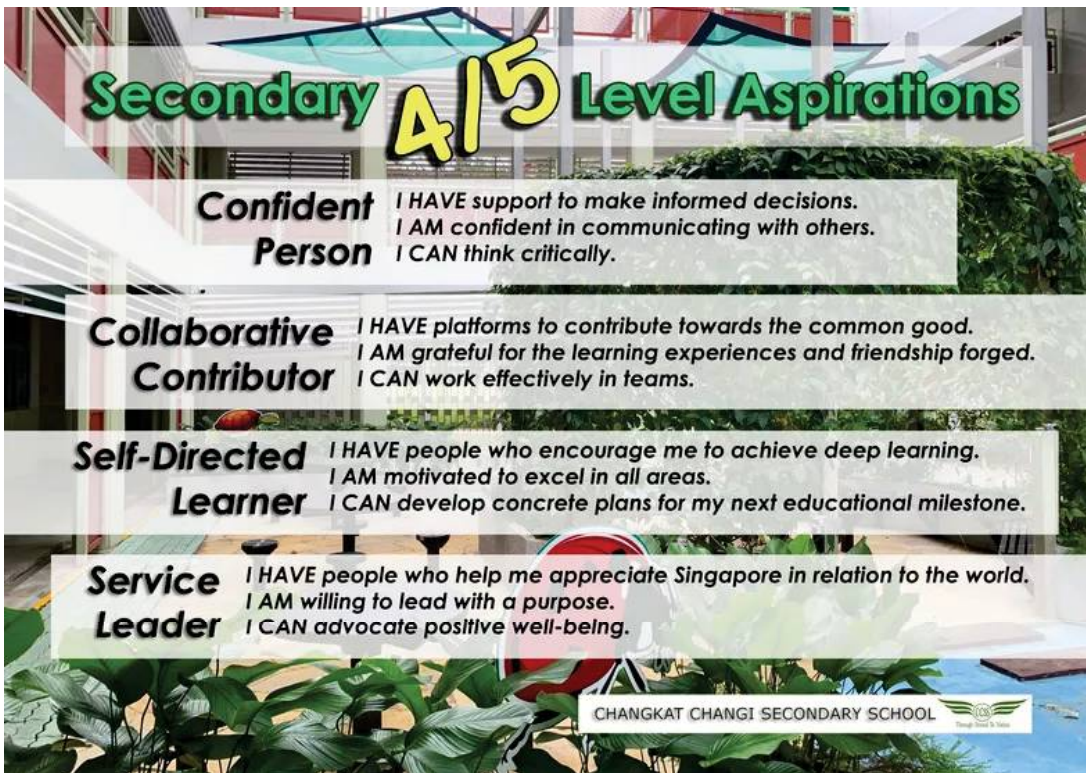
# LEVEL ASPIRATIONS



## Secondary 3 Level Aspirations


<b>Confident Person</b>	<i>I HAVE people who inspire me. I AM willing to be responsible for my actions. I CAN manage my own well-being.</i>
<b>Collaborative Contributor</b>	<i>I HAVE people who show me how to be a good team player. I AM thankful to be supported by my family and friends. I CAN respect differing views and opinions.</i>
<b>Self-Directed Learner</b>	<i>I HAVE people who strengthen my resilience. I AM confident of how I learn effectively. I CAN find ways to solve problems that I face.</i>
<b>Service Leader</b>	<i>I HAVE a community to serve. I AM a good role model. I CAN lead with integrity and courage.</i>

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## Secondary 4/5 Level Aspirations

<b>Confident Person</b>	<i>I HAVE support to make informed decisions. I AM confident in communicating with others. I CAN think critically.</i>
<b>Collaborative Contributor</b>	<i>I HAVE platforms to contribute towards the common good. I AM grateful for the learning experiences and friendship forged. I CAN work effectively in teams.</i>
<b>Self-Directed Learner</b>	<i>I HAVE people who encourage me to achieve deep learning. I AM motivated to excel in all areas. I CAN develop concrete plans for my next educational milestone.</i>
<b>Service Leader</b>	<i>I HAVE people who help me appreciate Singapore in relation to the world. I AM willing to lead with a purpose. I CAN advocate positive well-being.</i>

CHANGKAT CHANGI SECONDARY SCHOOL 



# SCHOOL TERMS AND HOLIDAYS 2024



## JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

## MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## APRIL

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## JULY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## OCTOBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### SCHOOL TERMS

#### Semester 1

- Term I: Tuesday 2 Jan to Friday 8 March
- Term II: Monday 18 March to Friday 24 May

#### Semester 2

- Term III: Monday 24 June to Friday 30 August
- Term IV: Monday 9 September to \*Friday 15 November

\*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, 25 October 2024.

### SCHOOL HOLIDAYS

#### Semester 1

- After Term I: Saturday 9 March to Sunday 17 March
- After Term II: Saturday 25 May to Sunday 23 June

#### Semester 2

- After Term III: Saturday 31 August to Sunday 8 September
- At End of School Year: Saturday 16 November to Tuesday 31 December

### SCHEDULED SCHOOL HOLIDAYS

#### Youth Day

- Sunday 30 Jun (The following Monday, 1 Jul 2024 will be a scheduled school holiday)

#### Teachers' Day

- Friday 30 August

### SCHEDULED PUBLIC HOLIDAYS

#### Term I

- New Year's Day: Monday 1 January
- Chinese New Year: Saturday 10 Feb
- Sunday 11 Feb\*\*

#### Term II

- Good Friday: Friday 29 Mar
- Raya Puasa: Wed 10 Apr
- Labour Day: Wednesday 1 May
- Vesak Day: Wednesday 22 May

#### Term III

- Hari Raya Haji: Monday 17 Jun
- National Day: Friday 9 August

#### Term IV

- Deepavali: Thursday 31 Oct
- Christmas Day: Wednesday 25 December

\*\*Mon, 12 Feb will be a public holiday and Tue, 13 Feb will be a school holiday and a designated day off-in-lieu. Schools will be closed, including the General Office.



Thank you Mr Ho Ming Da,  
Mr Danny Chew & Ms Subashini  
for your guidance & advice.

Thank you Corporate Communications Committee  
for putting together this Student Handbook.

Thank you Chua Zhuo Xuan of 3C for designing  
the front & back cover of this Student Handbook.



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✦ Integrity  
Care  
Gratitude  
Respect  
Resilience  
Excellence ✦