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CHANGKAT CHANGI SECONDARY SCHOOL

23 March 2020

Dear Parents/Guardians

INFORMATION AND PROGRAMMES FOR TERM 2 2020

Term 1 was a unique experience for all of us. We started the year with our Changkateers participating enthusiastically in various level-wide programmes, including residential camps, learning journeys to Post-Secondary Education Institutions, Student Leadership and Design Thinking workshops. Through these programmes, your child/ward stepped out of his/her comfort zone and experienced the joy of learning within a community. Friendships amongst students strengthened and teachers got an invaluable opportunity to get to know your child/ward better.

On 23 January, Singapore reported its first confirmed case of Covid-19. Shortly on 7 February, Singapore moved its disease outbreak response to code orange. Schools had to respond swiftly to ensure that schools remain a safe place for all students and staff. As a school, we demonstrated cohesion and psychological resilience by remaining calm and executing our duties with utmost responsibility to ensure the safety and well-being of all our Changkateers. I am proud that our Changkat Family has stood united and resolute through these trying times. School attendance has remained stable during this period and we do not take for granted the trust and confidence you have placed in the school.

As students return in Term 2, we will continue to be vigilant and timely in responding to the rapidly evolving situation. In addition to the national Stay Home Notice (SHN) regime, we will be instituting a 14-day Leave of Absence (LOA) for students and staff who have returned from overseas, regardless of country or mode of entry, on or after Saturday 14 March. This additional measure is put in place to further mitigate the chances of imported cases entering our school compounds. These students will be adequately supported through Home-Based Learning (HBL) and information on HBL provisions will be provided to affected parents. Additional social distancing measures will also be implemented for a period of two weeks in the first instance. This includes having fixed seating for students in the classrooms and canteen. Students will be required to wipe down their tables both in the classroom and in canteen daily. All CCAs and After School Programmes will also be suspended. We seek your partnership in educating your child/ward to continue practicing good personal hygiene and social responsibility.

At the same time, crisis is where we find precious opportunities to learn and grow. We seized teachable moments to educate our students (and ourselves) to live out the school's R3ICH values in this time of uncertainty and even disappointment as activities such as National School Games, which students had been training for, were suspended. During this period, where morning assemblies were held in the classrooms rather than the School Hall, we experimented with technology and were successful in streaming the Principal's address and even the Student Council Presidential Election Rally 'live' to all classrooms. Our School Management Team also put their creative talents together to produce a video to remind students on the right actions to take during this period. You can view the video at our Facebook page (<https://www.facebook.com/changkateers/>). One should never allow a crisis limit opportunities to learn and grow, and we certainly did not!

In the midst of this, our Changkateers would have completed their first milestone assessment for 2020. We will continue to work with your child/ward to give targeted feedback and support for his/her areas for improvement, as we encourage a growth mindset and work together towards continual

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improvement. We have also put in place several structures such as target-setting and book/file checks to monitor their progress. Please do take a look at your child's/ward's subject files and contact us if you need further clarification. The role you play in guiding your child's/ward's development is important in helping him/her to learn and excel, and this is especially important for parents/guardians of students from the graduating classes. Through our conversations with parents during the respective Secondary 2 and 4 Parent-Teacher Conferences, we established a stronger partnership and we hope to continue this important collaboration to develop and support our children.

Term 2 promises to be an equally exciting and fruitful term as the pursuit of excellence and the holistic development of our children remains our priority. We look forward to your active engagement, and the key information under the following areas are for your attention:

1. Ensuring Safety and Security of Students

1.1 Daily Temperature-taking and Wipe-down Routines

As part of enhanced precautionary measures, daily visual screening and temperature taking will continue. As such, students should always have their Oral Digital Thermometer (ODT) with them in school. Students with fever (trigger temperature remains as 38.0 deg C) and/or display flu-like symptoms will be sent home. Students should seek medical attention and not to come to school if they are unwell. Students will also continue to wipe down the tables in the canteen after their recess and we will soon extend this routine to the classroom.

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

We are pleased to inform you that LTA will soon commence work to build a sheltered walkway from Simei MRT to our school's front gate and that of Changkat Primary School. The project will commence in April 2020 and will be fully operational by May 2020. Do encourage your child/ward to take note of potential safety hazards in their journey to school while construction is taking place.

1.3 Road Safety

Parents/guardians are encouraged to constantly remind your child/ward on the importance of road safety inside and outside of the school. We seek your understanding to follow the correct traffic flow within the school compound and drop your child/ward only at the designated drop-off point at the foyer. If your child/ward is taking public transport, please also remind him/her to use the zebra crossings and designated footpaths when they are walking from the gate to the school building.

2. Developing Self Discipline and Responsibility

2.1 Punctuality to School

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

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2.2 Absenteeism

The school places great emphasis on student learning and hence strongly discourages frequent absenteeism as such behaviour disrupts the child's learning and affects his/her performance. Parents/guardians should monitor your child's/ward's attendance closely, and ensure he/she does not stay away from school. Absenteeism must be substantiated with medical certificates only. Students who are absent without valid reasons will face disciplinary consequences. Should you need any assistance, please approach the school and we can work out a plan for your child/ward.

2.3 Attire and Grooming

In response to students' requests to wear the school's House T-shirt for school due to the hot weather, the school has given permission for students to do so from Monday to Thursday. However all students are reminded that school tops and House T-shirts must have nametags sewn on as stated in our student handbook. Failure to do so may result in the need for disciplinary action.

2.4 CCA Stand Down for 4E/5N/4NA

All Sec 4E/5N/4NA students will stand down from their CCAs from 13 April. This is to provide the right signaling and conducive environment to allow our graduating students to prepare for the upcoming national examinations.

3 Enhancing Quality School Experience

3.1 Computer Ownership for Students under MOE Financial Assistance Scheme (FAS)

All Secondary students who are under the MOE FAS are strongly encouraged to purchase a computer, complete with Internet connection. Students under MOE FAS may purchase the computer at a subsidized price using the NEU PC Plus scheme. Application forms are available at the General Office. For assistance and advice, please approach Administrative Manager Ms Ng Koh Yee or visit the school website for more details.

4 Important Examination Matters and Term 2 Events

4.1 Schedule of Examination Dates for 2020

Test & Exam	Dates
Weighted Assessment 2 (Sec 1 to 3)	20 April to 15 May
Mid-Year Exams (Sec 4 and 5)	30 April (English Language) 4 May to 15 May (Remaining subjects)
GCE O Level Written Mother Tongue Exam	1 June
GCE O Level Written Mother Tongue B Exam	2 June
Weighted Assessment 3	27 July to 21 August
Sec 4NA Preliminary Exams	13 August to 21 August
Sec 4E and 5NA Preliminary Exams	27 August to 2 September 14 September to 16 September
End-of-Year Exams (Sec 1 to 3)	25 September 29 September to 8 October

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Test & Exam	Dates
GCE N Level Exams	14 September to 23 September (tentative) 5 October to 16 October (tentative)
GCE O Level Exams	19 October to 12 November (tentative)

Kindly note that Weighted Assessments will be conducted in place of Mid-year Examinations for Secondary One to Three students. The schedule for Weighted Assessments for the respective subjects and levels will be given out separately.

4.2 Progress and Completion of Coursework for GCE 'N' and 'O' Level

The coursework component for the GCE 'N' and 'O' Level Examination subjects is key to the overall performance for that particular subject. The completion of the coursework relies heavily on the students' self-discipline, perseverance in ensuring consistent effort and monitoring of their own progress. We seek your continued involvement in ensuring that your child/ward completes his/her coursework according to the deadlines. We also seek your understanding and cooperation if we need your child/ward to stay back after school for his/her coursework. The deadlines for the coursework subjects are as follows:

Subject	Stream	Date
Art	4NA(6125)	04 Aug, 5pm
	4EXP(6123)	22 Sep, 5pm
D&T	4NA(7055)	16 Jul, 5pm
	4EXP(7059)	30 Jul, 5pm
	5NA(7051)	01 Sep, 5pm
F&N	4NA(6072)	13 Jul, 5pm
	5NA(6087)	03 Aug, 5pm

4.3 The school is reviewing the conduct of Term 2 programmes, including the school's Speech Day, per MOE guidelines as the Covid-19 situation develops and will keep parents updated. Notwithstanding, the following support for our graduating students will be held as follows:

Level/Stream	Programmes	Dates	Remarks
Express and 5NA	MT intensive lessons	22, 26 - 28 May	Curriculum Time
Selected 4E, 4N, 5N students	June study & Portfolio preparation classes	1 to 5 June	0800 to 1230

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Partnerships and Collaboration

5.1 Parents Gateway App

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

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

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

5.2 Close Partnerships and Collaboration

As the saying goes, 'It takes a village to raise a child'. The partnership between the school and parents is important to the learning and development of our Changkateers. We hope to continue to work closely with parents/guardians to achieve the vision of helping our students to Learn with Passion, Serve with Humility and Succeed with Integrity. Please contact your child/ ward's Form Teachers or Subject Teachers should you wish to learn more about your child/ ward's progress and how we can partner together to support your child/ward. Parents/guardians are warmly encouraged to join the Changkat Changi Parents Support Group (CCSS PSG). PSG activities are currently suspended but parents will be informed once activities resume.

All in all, we aim to provide a quality school experience for your child/ward and look forward to your support and partnership to develop your child/ward holistically.

This term letter can be downloaded from the school's website.

Thank you.

Yours sincerely,

Ms Sharma Poonam Kumari
Principal,
Changkat Changi Secondary School

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Annex A - Instructional Guide

Step 1 – SingPass Registration and 2FA Setup

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

SingPass Registration	2FA Activation
	

Step 2 – Download Parents Gateway Mobile App

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



For Android	For iOS
	

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

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

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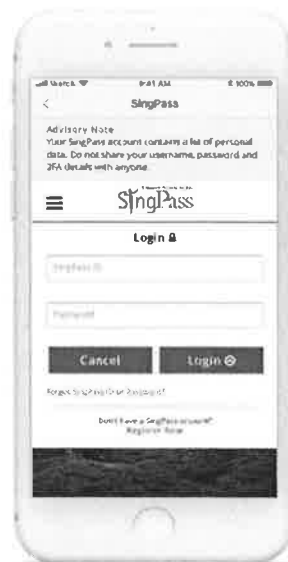
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Step 3 – One-Time On-boarding

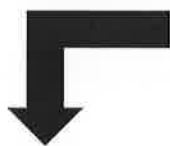
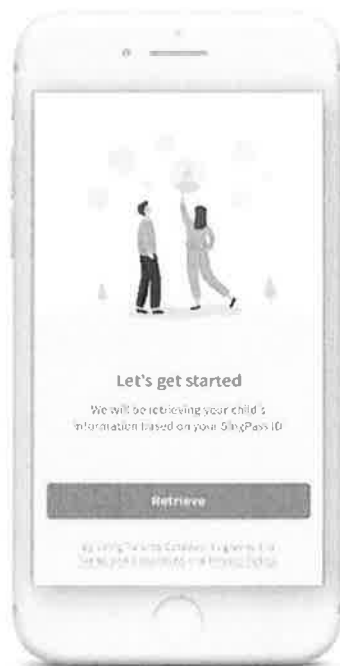
1. Tap on “Log in with SingPass”



2. Log in with your SingPass (2FA)



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



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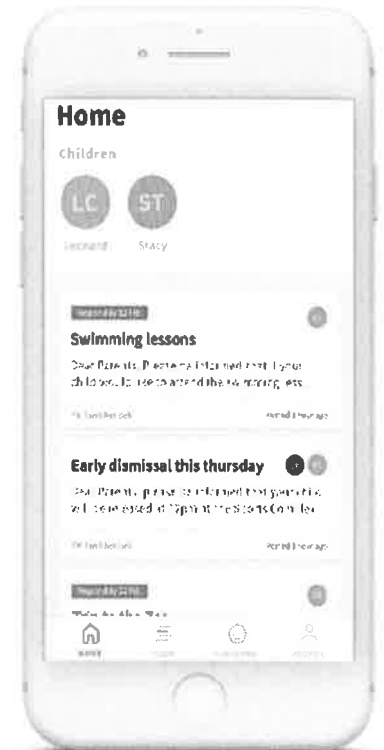
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4. Tap on "Done" to complete on-boarding



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



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23 Simei Street 3 Singapore 529894 Tel : 6785 9790 Fax : 6786 8481 Email : changkatchgi@moe.edu.sg