



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

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

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

HS PC 2024 Term 4

September 2024

Dear Parent/Guardian,

Welcome back to the new school term! We hope your child/ward was able to rest and recharge during the September break. Here are some programmes and activities to look forward to in Term 4.

1. Staff Movements

- 1.1 We are pleased to welcome the following new staff who have joined the school. We look forward to working with them and tapping on their expertise to provide the best for our students.

Name	Designation
Miss Leo Jia Wen	Untrained Teacher / Accounting and Elements of Business Skills
Mr Benjamin Ong Qi Xiang	Untrained Teacher / Chemistry and Physics
Ms Abigail Chua Xin Huei	Untrained Teacher / Mathematics and Computer Applications
Ms C Minnoli	Teacher / English Language

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

Name	Designation
Mr Farizan Bin Md Amin	Teacher / Malay Language
Mr Sanker Ramaiah	Operations Manager
Mr Loh Kim Mee Marcus	ICT Manager (w.e.f. 20 Sep 2024)

2. School Structures and Programmes

2.1 No Home-Based Learning (HBL) Days in Term 4

There will be no HBL days in Term 4. All Secondary 1,2, 3 and 4/5 students will attend school on all school days.

2.2 Secondary 4 and 5 Study Break

In preparation for the national examinations, Study Break for Secondary 4N(A) and 4N(T) students will commence on **Monday, 23 September**.

For Secondary 4E5N students, their study break will commence on **Monday, 30 September**.

2.3 Marking Days for Secondary 1 to 3

Marking Days for Secondary 1 to 3 will be on **Monday, 7 October and Tuesday, 8 October**. Secondary 1 to 3 students need **not** report to school on these two days.

2.4 Inspire@HS

Inspire@HS for Secondary 1 to 3 students will be on the **Friday, 18 October** and, from **Monday, 21 October to Thursday, 24 October**. More information will be sent to you via Parents Gateway nearing the dates.

2.5 2025 Subject Combination Exercise for Secondary 2

2025 Subject combination Exercise for Secondary 2 students will take place from **Friday, 25 October to Tuesday, 29 October**. More information will be sent to you via Parents Gateway nearing the date.

2.6 Parents – Teachers Meet (PTM)

The end of year Parents-Teachers Meet will take place on **Friday, 25 October**. More information will be sent to you via Parents Gateway nearing the date.

2.7 2025 Secondary 3 Camp

The Secondary 3 Camp next year will be held from **Monday, 6 January to Wednesday, 8 January 2025** during the GREAT Formation Week. The camp aims to deepen class spirit and camaraderie with their classmates and Character Coaches. The school will conduct a briefing to the Secondary 2 students in September to prepare them for the camp. More information will be sent to you via Parents Gateway nearing the briefing date.

3. **Pupil Management Matters**

3.1 Advisory on Vaping (Reminder)

E-vaporisers are illegal in Singapore. Under the Tobacco (Control of Advertisements and Sale) Act, the possession, use or purchase of e-vaporisers carries a maximum fine of \$2,000. It is also an offence to import, distribute, sell, or offer for sale e-vaporisers and their components. Any person convicted of such offences is liable to a fine of up to \$10,000, or imprisonment of up to six months or both for the first offence, and a fine of up to \$20,000, or imprisonment of up to 12 months or both for the second or subsequent offence. All prohibited tobacco items will be seized and confiscated.

MOE takes a firm stand against vaping. Vaping is categorised as a serious offence. When students are caught using or in possession of e-vaporisers, the prohibited product will be confiscated, and their parents will be informed. Schools will report the offender to HSA and also manage vaping-related offences through existing disciplinary frameworks. These include taking school-based disciplinary actions, such as suspension or caning (for boys). Students caught vaping will also be placed on cessation support programmes where counsellors will guide them through their cessation journey to effect long-term behavioural change.

Parents have an important part to play in your children's education. There are resources and relevant information that parents can access on Parent Hub. Parents are

encouraged to have a serious conversation with your children about vaping to prevent it from becoming a life-long habit. More information about the harms of vaping is available on Parent Hub at <https://go.gov.sg/parent-hub-vaping>.

3.2 Punctuality (Reminder)

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

3.3 School Dismissal (Reminder)

All students will be dismissed at 2.40 pm on Mondays, Tuesdays, and Thursdays. On Wednesdays, students will be dismissed at 2.30 pm and on Fridays at 12.30 pm. School dismissal time will be adjusted during Inspire@HS. Information on Inspire@HS including dismissal timing, will be sent via PG closer to the date.

3.4 Usage of Mobile Phone (Reminder)

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

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

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

If the mobile device policy is violated, the mobile phone will be confiscated immediately and kept under lock and key in the General Office. For the first and second offence (for the year), the phone will be confiscated up till 5.00 pm on that day. For the third offence and above (for the year), confiscated handphones will be returned only after 5 school days.

3.5 iPads (Reminder)

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

3.6 Maintaining good behaviour at all times (Reminder)

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

3.7 Attire and Grooming (Reminder)

The school's grooming and attire policy is aimed at educating Hougeans to look smart and presentable at all times. Having proper attire and grooming is an outward expression of students' readiness to learn. It is also important as it signifies the pride

that students have for themselves and the school. To achieve the above intent, grooming and attire checks are carried out periodically throughout the year.

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

3.8 CCA T-shirt (Reminder)

Secondary 1 to 3 students are encouraged to wear their approved CCA T-shirts on Tuesdays with school pants/skorts if they have no PE lessons. Students who have PE on that day will continue to report to school in their PE attire and then change into their CCA T-shirts during snack break, recess or after 2.40 pm.

3.9 Snack Break (Reminder)

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

4. **Parent Support Group**

4.1 Volunteering as a PSG Member

We continue to encourage parents of Hougang Secondary School to volunteer as PSG members. You may find out more on the website <https://hsspsg.blogspot.com/> or email the PSG EXCO at hss.psg@gmail.com.

5. **Communication with Teachers**

- 5.1 In line with the Ministry of Education's Five-Day Work Week, parents are encouraged to respect teachers' personal time and space. Teachers can be contacted during weekdays between 7.30 am and 6.00 pm. They are not expected to respond to parents'/ students' queries during weekends or after 6.00 pm on weekdays except for emergencies.

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

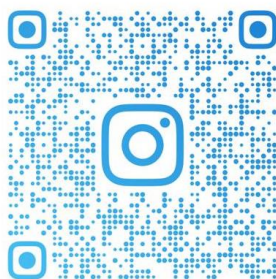
Contact of Key Personnel

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

Items	Key Personnel (Designation)	Email
2.1	Mr Gwee Chen Meng Javen (HOD/ICT)	63726655 (Ext:655)
2.2	Mdm Lim Choon Ling (YH)	63726653 (Ext: 653)

2.3	Mdm S Chitradevi (HOD/EL & Lit) Ms Carmen Cheng (HOD/MT)	63726663 (Ext: 663) 63726664 (Ext: 664)
2.4	Miss Jazreel Toh	63726668 (Ext: 210)
2.5	Miss Serina Tan (AYH)	63726668 (Ext: 216)
2.6	Mr Elangovan V Muthoo (YH)	63726652 (Ext. 652)
2.7	Mr Muhamad Hashim Bin Abdul Majid (ST)	63726668 (Ext: 216)
3	Mr Low Yi En (HOD/Pupil Management)	63726652 (Ext. 652)
4	Mdm Li Huilin (SH/Humanities)	63726668 (Ext: 213)
5	Mdm Jolin Chang (Administration Manager)	6372 6646 (Ext. 646)

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



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