



*Vision: Passionate Learners, Principled Leaders, Grateful Citizens.*  
*Mission: Care. Lead. Inspire. Partner. (CLIP)*  
*Values: GratITUDE, Respect, Ingenuity, Trustworthiness, Grit.*

**HS PC 2022 Issue 4**

**September 2022**

Dear Parent/Guardian,

Welcome back to the new school term! We hope your child/ward was able to rest and recharge during June 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
Mr Sky Khoo Zhihao	Teacher
Mdm Goh Chew Yong Allison	Corporate Support Officer
Mdm Razlinna Binte Razali	Operations Support Officer
Mr James Lim	Lab Assistant

- 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 Ha Yeong Fook	Teacher / Mathematics
Mr Arnold Tan	Teacher
Mdm Muthammal d/o Vediappan	Operations Support Officer

## 2. School Structures and Programmes

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

There is no HBL 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 National Examinations, the study break for Secondary 4NA and 4NT students will commence on **26 September, Monday** before their N-Level Examinations in October.

For Secondary 4E5N students, their study break will commence on **7 October, Friday**.

- 2.3 Marking Day for Secondary 1 to 3  
Marking Day for Secondary 1 to 3 will be on **10 and 11 October**. Secondary 1 to 3 students need not report to school on these two days.
- 2.4 Post Examination Activities  
Post Examination Activities for Sec 1 to 3 students will be between **19 and 27 October**. More information will be sent to you via Parents Gateway nearing the dates.
- 2.5 2023 Subject Combination Exercise for Secondary 2  
2023 Subject combination Exercise for Secondary 2 students will take place between **October 28 and 31**. More information will be sent to you via Parents Gateway nearing the date.
- 2.6 Parents – Teachers Meet  
The end of year Parents-Teachers Meet will take place on **28 October, Friday**. More information will be sent to you via Parents Gateway nearing the date.

### **3. Pupil Management Matters**

- 3.1 Punctuality  
The school constantly seeks to inculcate sound values in our students and being punctual for school is one such value. Students who are late for school for two or more occasions are required to serve detention after school on the same day, during which, they will engage in self-study or reading. All students required to serve detention must do so on the actual offence date 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.
- 3.2 School Dismissal  
All students will be dismissed at 2.40pm on Mondays, Tuesdays and Thursdays. On Wednesdays, students will be dismissed at 1.30pm and on Fridays at 12.30pm. School dismissal time will be adjusted during the Post Examination Activities. Information on Post Examination Activities, including dismissal timing, will be sent out via PG closer to the date.
- 3.3 MOE Safe Management Measures (SMM)  
In line with the easing of community SMMs, SMMs for schools are guided by the broad parameters presented below:
- (A) Mask Wearing  
With effect from **29 August, Monday**, mask-wearing has been made optional except on public transport and in health care facilities e.g. clinics and hospitals. Mask wearing will be optional in the school premises. Please continue to remind your child to pack a mask in his/her schoolbag in the event that he/she is required to put it on outside of school.
- (B) Being Socially Responsible  
While MOH has stopped issuing health risk notices (HRN) to close contacts of Covid-19 positive cases. Parents are to alert the Character Coaches if their child in HS has tested positive for Covid-19.
- (C) Wipe-Down Routine  
Students will continue their personal hygiene habits and wipe-down routine of tables and shared equipment after use.

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

#### 3.4 Mobile Phone and Electronic Devices

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

- Before 7.30 am
- 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 emphasize that our students are to switch off their mobile phones and any other electronic devices during curriculum time. The mobile phones are to be kept in the bags. Mobile phones/electronic devices 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/electronic device will be confiscated and kept under lock and key in the General Office. **Confiscated handphones/electronic devices will be returned only after 5 school days.**

#### 3.5 iPad

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". iPads may be confiscated, as per the school's mobile device policy, when they are used inappropriately during curriculum time.

#### 3.6 Maintaining good behaviour at all times especially when in school uniform

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

The school's grooming and attire policy is one that is aimed at educating Hougeans to look smart and presentable at all times. Having proper attire and grooming is an outward expression of the students being ready to learn. It is also important to the school as it signifies the pride that students have for themselves and the school. To up keep the above intent, grooming and attire check 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 rectified and parents will be informed.

#### 3.8 CCA T-shirt

Secondary 1 to 3 students will be allowed 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 2.40pm. Students who do not wish to wear their CCA T-shirts are expected to be in school attire according to their respective class timetables.

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

### 3.9 Snack Break

There will be a 10-minute snack break on Monday, Tuesday and Thursday between 9.00-9.10am 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. **Communication with Teachers**

- 4.1 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 7.30am and 6pm. They are not expected to respond to parents'/ students' queries during weekends or after 6pm on weekdays except for emergencies. We seek your understanding and support on this.

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

## 5. **Using Students' Images/Recordings for Publications**

### 5.1 Notice to Parents/Guardians

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

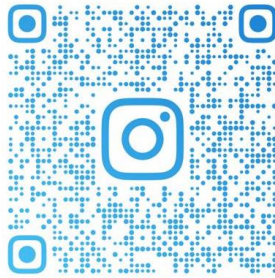
## **Contact of Key Personnel**

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

<b>Items</b>	<b>Key Personnel (Designation)</b>	<b>Email</b>
2.1	Mr Gwee Chen Meng Javen (HOD/ICT)	63726655 (Ext:655)
2.2	Miss Serina Tan (AYH)	63726668 (Ext : 216)
2.3	Mdm Chitradevi (HOD/EL & Lit) [National Exams]	63726663 (Ext: 663)
	Mr Mohamed Fahizel s/o M Egueyamarec (HOD/A&T) [School Exams]	6372666 (Ext: 666)
2.4	Mdm Annizell Chan (LH/ EL)	63726668 (Ext:232)
2.5	Mr Chow Poh Boon (HOD/Math)	63726661 (Ext: 661)

2.6	Mdm Lim Choon Ling (YH)	63726653 (Ext: 653)
3 (except 3.3)	Mr Elangovan V Muthoo (HOD/Pupil Management)	63726652 (Ext. 652)
3.3, 4, 5	Ms Jesmine Chung (VP)	63851990

**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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