



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

HS PC 2023 Term 4

September 2023

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
Ms Melissa Chua Sock Huang	Teacher / Social Studies
Ms Paramanayagi Jeevandoss	Librarian
Ms Kengadhelagam Kathiresu	Operations Executive

- 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 Chan Yin Kong	Teacher / Physical Education
Miss Jodi Tan	Untrained School Counsellor
Mr Mohd Ariff Bin Ali	Operations Executive

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 CCA Stand-down in Term 4

To allow Secondary 1 to 3 students to fully focus and prepare for their upcoming examinations, weekly CCA sessions for the Secondary 1 to 3 will stand down in Term 4 Week 1 and resume only after the End-of-Year Examination.

2.3 Secondary 4 and 5 Study Break

In preparation for the national examinations, Study Break for Secondary 4NA and 4NT students will commence on **Monday, 25 September**.

For Secondary 4E5N students, their study break will commence on **Monday, 9 October**.

2.4 Marking Days for Secondary 1 to 3

Marking Days for Secondary 1 to 3 will be on **Monday and Tuesday, 9 and 10 October**. Secondary 1 to 3 students need **not** report to school on these two days.

2.5 Inspire Week

Inspire Week for Secondary 1 to 3 students will be between **19 and 26 October**. More information will be sent to you via Parents Gateway nearing the dates.

2.6 2024 Subject Combination Exercise for Secondary 2

2024 Subject combination Exercise for Secondary 2 students will take place **from 27 to 30 October**. More information will be sent to you via Parents Gateway nearing the date.

2.7 Parents – Teachers Meet (PTM)

The end of year Parents-Teachers Meet will take place on **Friday, 27 October**. More information will be sent to you via Parents Gateway nearing the date.

2.8 2024 Secondary 3 Camp

The Secondary 3 Camp next year will be held from **3 to 5 January 2024** during the GRIT 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 October 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 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 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.

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 Inspire Week. Information on Inspire Week including dismissal timing, will be sent 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

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.

(B) Being Socially Responsible

Parents are to alert the Character Coaches if their child in HS has tested positive for Covid-19.

Students may return to school, regardless of ART result, if they have only residual/mild systems or test AG+ but have no symptoms. However, students should exercise social responsibility by putting on a mask and minimizing close physical contact with others in a large-group setting.

(C) Wipe-Down

Students are advised to maintain their personal hygiene habits and are encouraged to clean tables and shared equipment after use.

All the above SMMs 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 Usage of Mobile Phone and Electronic Devices

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 (Personal Learning Device)

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 and returned at the end of the lesson should student be found using it inappropriately during curriculum time.

3.6 Maintaining good behaviour at all times

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 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 inappropriate, a grace period of two 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 Revised Uniform Guidelines

To provide greater degree of comfort and flexibility to students, the school has revised uniform guidelines which will take effect from Term 1 Week 2. Please refer to the e-GRIT Journal and school website for more details.

(<https://www.hougangsec.moe.edu.sg/files/Students/GRIT%20Handbook%202023.pdf>)

Secondary 1 to 5 students will be allowed to wear their approved CCA T-shirts on Tuesdays with school pants/culottes 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.

The following exceptions apply during school and national examinations:

- 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 9.00-9.10 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, and energy bars, as well as fruits such as apples and bananas. 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.

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.

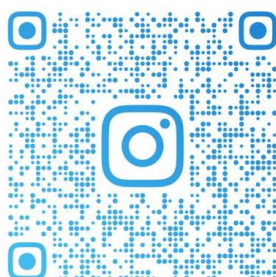
Contact of Key Personnel

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, 2.8	Mr Lee Lis King (HOD/PE & CCA)	6372 6653 (Ext: 658)
2.3	Mr Elangovan V Muthoo (YH)	63726652 (Ext. 652)
2.4	Mr Mohamed Fahizel s/o M Egueyamarec (HOD/A&T) [School Exams]	6372666 (Ext: 666)
2.5	Ms Li Huilin (SH/Humanities)	63726668 (Ext: 213)
2.6	Mdm Martini Rahmat	63726668 (Ext: 235)
2.7	Mdm Lim Choon Ling (YH)	63726653 (Ext: 653)
3 (except 3.3)	Mr Low Yi En (HOD/Pupil Management)	63726652 (Ext. 652)
3.3, 4	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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