



WEST SPRING SECONDARY SCHOOL

"THIRST FOR KNOWLEDGE"

61 Senja Road, Singapore 677737 Tel: 6892 0369(O) Fax: 6892 9468

Website address: <https://westspringsec.moe.edu.sg>

29 December 2023

Dear Parents/Guardians of Sec 1 students

WELCOME TO THE WEST SPRING FAMILY

A warm welcome to all Sec 1 students and parents to our West Spring family! Your child/ward can look forward to a fruitful and enriching learning experience ahead!

This letter provides you with some basic information about the school and administrative details when school re-opens. The contents of this letter can be found on the school website at <https://www.westspringsec.moe.edu.sg>. Should you require additional information about the school, please refer to the school's website or contact the school at 68920369.

OUR VISION, MISSION, MOTTO & CORE VALUES

West Spring Secondary School's Vision is "*Leaders of Character, Learners for Life*". Our mission is "Shaping Character, Engaging Learners, Touching Lives". The School Motto is "*Thirst for Knowledge*". Here at West Spring, we strive to inculcate in students the values of **RICH - Resilience, Integrity, Care and Harmony**.

ADMINISTRATIVE MATTERS FOR THE FIRST 2 WEEKS OF SCHOOL

(I) Reporting time and venue on first day of school

Your child/ward is to report on **Tuesday 2 Jan 2024** by **7.20 am** at the Indoor Sports Hall in **PE Attire**. For students who are unable to purchase the school PE Attire in time, they can report in their Primary School PE Attire.

Sec 1 students will start off with Orientation activities for the first week of school and part of the program also includes CCA orientation. The reporting and dismissal times are detailed as follows:

| Date & Day | 2 Jan 2024, Tuesday | 3 Jan 2024, Wednesday | 4 Jan 2024, Thursday | 5 Jan 2024, Friday |
|-----------------|------------------------|--------------------------|-------------------------|-----------------------|
| Reporting Time | 7.20 am | | | |
| Dismissal Time | 2.15 pm | 2.15 pm | 4.30 pm | 1.30 pm |
| Reporting Venue | Indoor Sports Hall | School Hall | | |

The students' time-table (applicable from 8 Jan 2024 onwards as Orientation is held from 2 to 5 Jan 2024) is posted on the school website.



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(II) Discipline Matters (Grooming and Attire)

The school strongly believes that all our ladies and gentlemen observe proper grooming and be attired appropriately when they attend school.

You will have received the Parents Gateway Message on grooming and attire on 28 Dec 2023. Please feel free to contact HOD Student Management, Mr. Philip Kumaran, at 68920369 should you require more information. You can also email him at sinkaram_philip_kumaran@moe.edu.sg.

(III) Principal and Key Personnel Address for Sec 1 parents

The Principal and Key Personnel's address for Sec 1 parents will be held in West Spring Secondary School on Thu 4 Jan. The program for the day is as follows:

| Time | Program | Venue |
|--------------|---|---|
| 1000 to 1200 | Parents Workshop about Transition: "From Tweens to Teens" (Note: Child is undergoing another separate program in their form classrooms) | School Hall |
| 1200 to 1300 | Lunch with your Child (Parents may join your child for a meal at the school canteen and/or the nearby market) | School Canteen |
| 1300 to 1400 | Principal and Key Personnel Briefing for Parents Only (Note: Child is undergoing another separate program in their form classrooms) | School Hall |
| 1415 to 1630 | CCA Orientation Classes will be grouped for a tour to the various CCA Booths | School Hall Indoor Sports Hall School Foyer |

Your attendance for the session will be very much appreciated. The principal, together with key personnel, will provide important information, such as the student development and academic programmes, student management system, Sec 1 key learning programmes, assessment structures, and CCA LEAPs 2.0. Parents will also be able to raise any concern to school leaders and form teachers.

The school will be following up with a Parent's Gateway message to confirm your attendance in due course please.



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(IV) Form Teacher Contact Details

Our Sec 1 Form Teachers' email addresses are shown below.

| CLASS | NAME OF FORM TEACHER | EMAIL |
|-------|--------------------------|-------------------------------------|
| 1A | Mr Chua Leng Huat | chua_leng_huat@moe.edu.sg |
| | Mdm Revathi Rengasamy | revathi_rengasamy@moe.edu.sg |
| 1B | Mdm Liu Dongmei | liu_dongmei@moe.edu.sg |
| | Ms Priscilla Yu | yu_mei_yi_priscilla@moe.edu.sg |
| 1C | Ms Koh Hui Li | koh_hui_li@moe.edu.sg |
| | Ms Candy Neo | neo_han_wei_candy@moe.edu.sg |
| 1D | Mr Tan Wei Cun | tan_weicun@moe.edu.sg |
| | Mdm Fauzana Binte Ismail | fauzana_ismail@moe.edu.sg |
| 1E | Mr Emmanuel Devapragasam | emmanuel_devapragasam@moe.edu.sg |
| | Loh Yan Luan | loh_yan_luan@moe.edu.sg |
| 1F | Mdm Nur Alinah Bte Ali | nur_alinah_ali@moe.edu.sg |
| | Ms Joey Goh | joey_goh_qinyuan@moe.edu.sg |
| 1G | Mr Mohamad Azlan Ismail | mohamed_nor_azlan_ismail@moe.edu.sg |
| | Mrs Shelia Wang | xie_shuxian_shelia@moe.edu.sg |
| 1H | Ms Harliany Bte Hairon | harliany_hairon@moe.edu.sg |
| | Mr Goh Se U | se_u_goh@moe.edu.sg |

Parents may email our Form Teachers if you have any queries. We seek your patience as Form Teachers may take 1-3 days to respond. For urgent matters, parents may also contact the School's General Office at 6892 0369.

(V) Personal Learning Device

Personalised Digital Learning Programme (PDLP)

At MOE's Committee of Supply Debate in March 2020, MOE launched the National Digital Literacy Programme ("NDLP") for our schools and Institutes of Higher Learning to help students strengthen their digital literacy. One of the components of the NDLP is the introduction of the Personalised Digital Learning Programme ("PDLP") for all secondary school students, whereby every secondary school student will own a school-prescribed Personal Learning Device ("PLD").

The school has arranged for you to purchase an Acer Chromebook Convertible R756TN from Acer Computer Pte Ltd for your child's/ward's use in school. It includes a 3-year warranty and 3-year insurance. The price of this device bundle (inclusive of 9% GST) is S\$570.

[Specifications: Intel N200 Processor, 11.6" Screen Size, 8GB RAM, 64GB eMMC storage, up to 10 hours battery life, Ports: 2 x USB A and 2 x USB C, 1 x MicroSD, 1.35 kg, optical mouse, power adaptor, stylus, carrying case.]



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Parents/Guardians would have to consent to the purchase (and use of Edusave funds for Singaporeans) through the online form <https://go.gov.sg/pdlpadmin> by 7 Jan 2024. This form is for you to submit the following:

- a. Intent to Purchase.
- b. Use of Edusave (for Singapore Citizens only).
Students under FAS will receive further subsidies to purchase the PLD.
- c. Collection of PLD (estimated in March 2024).
By default, all students will be collecting their Personal Learning Devices (PLDs) in school.

It is compulsory your child/ward uses the school's choice of Chromebook and to bring it every day to school, fully charged, for lessons.

(VI) Parent Support Group (PSG)

As a parent, you are the main navigator of your child's growth. We hope to develop a close partnership with you and your child/ward so your child can maximise his or her potential from the learning experiences in school and support at home.

You are also encouraged to join our PSG so that you can get involved with school's activities as well as to get to know other parents and your child's friends in school. You can sign up for activities which suit your schedule. Note that you do not necessarily have to devote long hours to be fully engaged in your child's education.

You may sign up to join the PSG through navigating the school website, clicking on the "Partners in Excellence" tab, selecting "Parents Support Group" and scrolling down for registration details.

(VII) School Lockers

Every student is provided with a locker in his/her Form Classroom free of charge. The student is expected to use a numeric lock for the locker. If the student does not have one, he/she can purchase from the school bookshop. Students are expected to lock up their PLDs in their lockers should they not require the PLDs during school hours. Students should bring home their PLDs every day and not leave them in the lockers. The locker is the property of the school. Students are expected to take care of them and not damage or permanently personalize them.

(VIII) Road Safety

Students are reminded to observe road safety. They include the use of footways, to abide traffic rules at road crossings and to pay attention to the surroundings. For safety, parents who drive their child to school should drop off their child at the School Designated drop off point.

REPORTING TO SCHOOL FROM WEEK 2 (8 JAN ONWARDS)



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- Students will assemble in the School Hall on Mondays, Wednesdays and Fridays and in the form classrooms on Tuesdays and Thursdays.
- As we embrace Blended Learning, students will learn from home every Friday on even weeks. The schedule is detailed in the students' timetable.
- In the event your child/ward is unwell with flu-like symptoms, he/she should remain at home and seek medical attention. Your child/ward may return once he/she has recovered.

BLENDED LEARNING SCHEDULE

In 2024, students will be embarking on blended learning on selected even week Fridays. On the listed dates below, students will be studying from home and will not attend school physically. There will be a blended learning timetable disseminated that lists the academic periods and time allocated for students to follow.

BLENDED LEARNING DAYS

| S/N | Month/ Term | Dates |
|-----|-------------|-------------|
| 1 | Jan/ 1 | 12 & 26 Jan |
| 2 | Feb/ 1 | 9 & 23 Feb |
| 3 | Mar/ 1 | 8-Mar |
| 5 | Apr/ 2 | 12 & 26 Apr |
| 6 | May/ 2 | 10 & 24 May |
| 7 | Jul/ 3 | 5 & 19 July |
| 8 | Aug/ 3 | 2 & 16 Aug |
| 10 | Sep/ 4 | 20-Sep |

SCHOOL-BASED ASSESSMENT MATTERS

Please refer to Annex A for information on the school's assessment policy, structure and other details.

COMMUNICATION WITH PARENTS

The school also uses Parent Gateway to alert parents on the issue of progress reports, non-school reporting days and urgent matters such as school closure. Please update your contact details such as handphone numbers and email addresses with the school via the form teachers whenever necessary.

We encourage parents to visit our school website www.westspringsec.moe.edu.sg regularly. Information and data, such as school calendar, class and examination time-tables will be displayed.

FINANCIAL ASSISTANCE SCHEME (FAS) / OPPORTUNITY FUNDS



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MOE provides financial assistance to needy Singapore Citizen students in schools. If you require any financial assistance, please approach our General Office to obtain the forms. We encourage all applications to be submitted together with supporting documents by 5 Jan 2024. Students who have insufficient funds in their Edusave Funds to pay for enrichment activities may apply for the Opportunity Fund, provided they meet the eligibility criteria.

HEALTH RELATED MATTERS

We seek parents' support to keep schools a safe environment for students.

We seek your cooperation and assistance to remind your child/ward to bring his/her thermometer to school every day, seek medical help immediately should your child/ward be unwell, and not report to school. If your child/ward has travelled to other countries, please inform the school.

If your child is unwell, please ensure that he/she stays at home and seeks medical attention if necessary. If your child is recovering from respiratory-related illnesses, please encourage him/her to exercise social responsibility (e.g., by wearing a mask, minimising social interactions with big groups).

Please note that students who report sick during curriculum time will be sent home only if accompanied by parent/guardian. This procedure is important for the safety of the child/ward. We seek your understanding to adhere to this procedure strictly.

We appreciate your support and will continue to work with you closely. Let us all do our part to exercise personal and social responsibility and stay safe.

We have attached in Annex B, a list of items to look at as we begin this new journey with you. Should you need any further clarification, please do not hesitate to contact us.

We look forward to your support and partnership in the holistic development of our charges.

Wishing you a Happy New Year ahead.

Thank you.

Yours faithfully
Mrs Belinda Chan
Principal