



# 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 Secondary 3 students

## WELCOME BACK TO SCHOOL

A warm welcome back to all Secondary 3 students and parents. 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, 02 January 2024** by **7.20 am** at the School Hall in **full-school uniform**. Please note that students are required to report to school in full-school uniform daily unless otherwise required.

Secondary 3 students will also kickstart the year with various school activities for the first week of school. The reporting and dismissal times are detailed as follows:

Date & Day	02 Jan 2024, Tuesday	03 Jan 2024, Wednesday	04 Jan 2024, Thursday	05 Jan 2024, Friday
Reporting Time	7.20 am (School Hall)			
Dismissal Time	2.15 pm	2.15 pm	2.20 pm	1.05 pm

The students' timetable (applicable from 08 Jan 2024 onwards as Orientation is held from 2 to 5 Jan 2024) is posted on the school website.

### (II) Discipline Matters (Grooming and Attire)

You will have received the Parents Gateway Message on attire on 28 December 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](mailto:sinkaram_philip_kumaran@moe.edu.sg).



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## (III) Form Teacher Contact Details

Our Secondary 3 Form Teachers' email addresses are shown below.

CLASS	NAME OF FORM TEACHER	EMAIL
3A	Mr Prakash S/O Radakrishna	prakash_radakrishna@moe.edu.sg
	Ms Chong Yann Shin	chong_yann_shin@moe.edu.sg
3B	Mdm Siti Norahan Bte Moktar	siti_norahan_moktar@moe.edu.sg
	Mdm Chua Soh Chin Charlotte	chua_soh_chin_charlotte@moe.edu.sg
3C	Mr Muhammad Fahmy Babjee	muhammad_fahmy_babjee@moe.edu.sg
	Ms Kao Hui Ling	kao_hui_ling@moe.edu.sg
3D	Ms Pauline Wan Hui Qing	pauline_wan_hui_qing@moe.edu.sg
	Ms Siti Farhanum Binte Nordin	siti_farhanum_nordin@moe.edu.sg
3E	Mr Kelvin Zhong	zhong_rongdian_kelvin@moe.edu.sg
	Ms Nurhafizahtunnisa Haris	nurhafizahtunnisa_haris@moe.edu.sg
	Mdm Ho Soo Yin	ho_soo_yin@moe.edu.sg
3F	Mdm Ruhaiza Bte Hasan	ruhaiza_hasan@moe.edu.sg
	Ms Lee Si Hui Eunice	lee_si_hui_eunice@moe.edu.sg
3G	Ms Sheralyn Koh Jia Huey	sheralyn_koh_jia_huey@moe.edu.sg
	Ms Koh Wei Xin	koh_wei_xin@moe.edu.sg
3H	Ms Lee Hwee Ling, Annie	lee_hwee_ling_annie@moe.edu.sg
	Ms Sri Wirdaningsih bte Subari	sri_wirdaningsih_subari@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.

## (IV) 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.



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## (V) 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.

## (VI) 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 (08 JANUARY 2024 ONWARDS)

- 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 Blended Learning Days. 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	09 & 23 Feb
3	Mar / 1	08 Mar
5	Apr / 2	12 & 26 Apr
6	May / 2	10 & 24 May
7	Jul / 3	05 & 19 July
8	Aug / 3	02 & 16 Aug
10	Sep / 4	20 Sep



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## 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](http://www.westspringsec.moe.edu.sg) regularly. Information and data, such as school calendar, class and examination timetables will be displayed.

## 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. We also depend on you to emphasise to your child/ward the importance of maintaining a high standard of personal hygiene.

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).

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.

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.

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