



WEST SPRING SECONDARY SCHOOL

“THIRST FOR KNOWLEDGE”

61 Senja Road, Singapore 677737 Tel: 6892 0369 Fax: 6892 9468
Website address: <https://www.westspringsec.moe.edu.sg>

29 December 2023

Dear Parents/Guardians of Sec 4 & 5 students

WELCOME BACK TO SCHOOL

A warm welcome back to all Sec 4 and 5 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 2 Jan 2024** by **7.20 am** at school Hall in **School Uniform**. Please note that students are required to report to school in full school uniform daily unless otherwise specified.

Sec 4 & 5 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	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	2.15 pm	1 pm (from Ngee Ann Poly)

The students’ timetable (applicable from 8 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 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) Form Teacher Contact Details

Our Sec 4 & 5 Form Teachers' email addresses are shown below.

CLASS	NAME OF FORM TEACHER	EMAIL
4A	Ms Seoh Siok Yin	seoh_siok_yin@moe.edu.sg
	Mr Soh Hong Wei	hong_wei_soh@moe.edu.sg
4B	Mr Chang Liang Kwang David	chang_liang_kwang_david@moe.edu.sg
	Mrs Juliet Tan	juliet_chan@moe.edu.sg
4C	Mdm Nur Liyana Binte Osman	nur_liyana_osman@moe.edu.sg
	Ms Joyce Chia	chia_keh_ling@moe.edu.sg
4D	Ms Shobana D/O Nadaraja	shobana_nadaraja@moe.edu.sg
	Ms Veronica Aw	aw_qin_yi@moe.edu.sg
4E	Mr Timothy Teh Kar Keong	teh_kar_keong_timothy@moe.edu.sg
	Mr Fadzly Samsuri	mohamad_fadzly_samsuri@moe.edu.sg
4F	Mdm Selena Bte Samat	selena_samat@moe.edu.sg
	Mr Kelvin Poon	kelvin_poon_weng_hong@moe.edu.sg
4G	Mr Tan Tuck Heng	israel_tan_tuck_heng@moe.edu.sg
	Mdm Khairunnisa Faiqah Bte Z. Abidin	khairunnisa_zainal@moe.edu.sg
5A	Ms Victoria Chong	chong_soon_fei@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.

(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 (8 JAN 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 (for Sec 4 & 5, Semester 1 only). 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 Semester 1, Sec 4 & 5 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. Students are expected to complete all work assigned on Blended Learning days. 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

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 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