



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>

20 March 2026

Dear Parents/Guardians of Secondary 3 students

BACK TO SCHOOL IN TERM 2

A warm welcome back to all Secondary 3 students and parents!

This letter provides you with the key changes and overview of the school/level activities for your child for Term 2. The content of this letter can also be found on our school website at <https://www.westspringsec.moe.edu.sg>.

As 23 March (Monday) is a school holiday (off-in-lieu for Hari Raya Puasa), we will welcome our students back on 24 March (Tuesday) in the school hall for morning assembly. Grooming and attire checks will be conducted on the first day of school. We seek your support in ensuring your child comply with the school's grooming and attire guidelines.

In view of the warm weather, students may attend school in either full school uniform or half uniform. Half uniform consists of the school PE T-shirt with school pants or skirts. Important: students who wish to wear jackets must be in full school uniform. Jackets cannot be worn over PE T-shirts. Parents are kindly reminded to ensure your child remain appropriately dressed in accordance with the school's grooming and attire guidelines sent earlier via PG.

1. Morning Assembly Routines

From Term 2 onwards, we will be adjusting classroom access timings to better support student punctuality and supervision before morning assembly.

A. New Classroom Schedule

Classrooms will be locked daily from 5.00 p.m. onwards and unlocked according to the following schedule:

- **Monday, Wednesday and Friday:** 7.40 a.m. to 7.50 a.m.
- **Tuesday and Thursday:** 6.55 a.m. to 7.10 a.m.

Students who arrive early are welcome to use the canteen area for revision or socialising before proceeding to the assembly venue. For those who prefer a quieter environment, study spaces outside the staffroom are also available. Please note that like classrooms, these study areas are designated as no-food zones.

B. Updated Mobile Device Procedures

These timing changes will also affect mobile device storage:

- **Lower Secondary students:** Devices will be locked in Learning Group (LG) lockers during the first LG lesson. If the first lesson is not LG, devices must remain switched off and kept in their bags until the first LG lesson.
- **Upper Secondary students:** Devices will be locked in class lockers during the first lesson of the day.

These adjustments aim to encourage punctual reporting to assembly, reduce unsupervised classroom time, and strengthen our school routines. We appreciate your support in helping students adapt to these new procedures. Should you have any questions, please contact the school office.



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2. Term 2 Timetable Information

A. Class Timetables

Your child's Term 2 class timetable has been emailed directly to their school email address. Please ensure your child checks their school email for the new timetable.

B. Blended Learning Changes

Please note that our Blended Learning subject arrangements for Term 2 are different from Term 1. In view of the holidays that fall on Friday in Term 2, the Blended Learning Days in Term 2 will be on **17 Apr, 15 May and 29 May**.

C. School Dismissal Times

All students must **remain on school** premises until the designated dismissal times listed below, even if their individual classes end earlier:

- Monday to Wednesday: 1:05 p.m.
- Thursday: 2:50 p.m.
- Friday: 12:30 p.m.

We appreciate your support in ensuring your child adheres to these dismissal times.

3. Academic Matters

Importance of Punctuality and Active Engagement in Lessons

Punctuality and active engagement are fundamental values that help students develop discipline, responsibility, and achieve their full academic potential. When students arrive on time and participate meaningfully in lessons, they can fully engage with key concepts, as well as develop good habits and competencies that will serve them throughout their lives. Late arrivals and disengagement can disrupt the learning environment, and students will find it difficult to follow the lessons.

To support all students in developing these essential skills, we have established progressive support systems that begin with teacher guidance and may include reflections, conversations, or in cases of persistent issues, detention, or suspension. We seek your partnership through establishing good routines at home and encouraging your child's active participation in learning.

4. Key School and Level Activities

The key school and level activities in Term 2 are shown in the table below. Details of specific activities will be sent in a separate PG message nearer the activity date.

Date (Day)	School/Level Activity
23 Mar (Mon)	School Holiday: Hari Raya Puasa
24 Mar (Tue)	Sec 3 NRIC Registration
27 Mar (Fri)	Sports Carnival



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3 Apr (Fri)	Public Holiday: Good Friday
6 to 10 Apr (Mon to Fri)	MOE-OBS Challenge
28 Apr (Tue)	Sec 3I: Experience ITE Programme
1 May (Fri)	Public Holiday: Good Friday
20 May (Wed)	Sec 3 Interclass Games
25 May (Mon)	Sec 3 Class Cohesion Day
26 May (Tue)	Sec 3 Learning Journey (Heritage Trails)
27 May (Wed)	Public Holiday: Hari Raya Haji
28 May (Thu)	Sec 3 Community Youth Leadership
29 May (Fri)	Sec 1 to 3: Meet the Parents Session

Should you need any clarification, please contact us at email: westspringss@moe.edu.sg or phone: 6892 0369.

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

Thank you.

Yours faithfully
Mrs Belinda Chan
Principal