



# ST ANDREW'S SCHOOL

2 January 2019

Dear Parent(s)/Guardian(s),

Greetings from the staff of St Andrew's Secondary School! We are happy to furnish you with the following key information for the start of the academic year:

1. Key Events in Term 1;
2. Changes to School-based Assessment;
3. Parent-Teacher Conference for Term 1;
4. Reinforcing Social Skills at Home;
5. Use of Students' Images in School-related Communications;
6. Opening of the Indoor Sports Hall and Operation of the New School Canteen;
7. Protection of Students' Data Online;
8. Safety Precautions While Walking Along Jalan Toa Payoh; and
9. Application for 2019 "Drive Through Only" car label.

## 1. KEY EVENTS IN TERM 1

### 1.1 Sec 1 Orientation Programme (2 Jan to 5 Jan, Wed to Sat & 7 Jan, Mon)

The Secondary 1 Orientation Programme will commence with a combined morning assembly with SAJS on 2 Jan, Wed. Workshops and activities for students (e.g. Social Skills, River Studies) will be carried out on 3 Jan, 4 Jan and 7 Jan (Thurs, Fri & Mon). Parents' Day will be held on 5 Jan, Sat, and will feature academic talks and CCA displays.

### 1.2 Temperature Taking Exercise (7 Jan, Mon)

A temperature taking exercise will be held on 7 Jan, Mon. We seek your assistance in reminding your child/ward to have his thermometer on hand during school hours. Students may purchase a new thermometer at the school bookshop in advance, should theirs be faulty.

### 1.3 Kiwi Cup (18 Jan, Fri)

The annual Kiwi Cup will be held on 18 Jan, Fri. All Secondary 1 students will attend the match. Parents who are keen to join may register their interest by 11 Jan, Fri, via [sass@moe.edu.sg](mailto:sass@moe.edu.sg). Kindly state "Attn to: Mr Aaron Kong" in the subject line.

### 1.4 Chinese New Year (5 & 6 Feb, Tues & Wed)

Lessons will end at 10.30a.m on 4 Feb, Mon, the Eve of Chinese New Year. Please note that lessons will resume on 7 Feb, Thurs.

- 1.5 School Cross Country (15 Feb, Fri)  
The School Cross Country will be held at Bedok Reservoir Park on 15 Feb, Fri, from 7.15a.m to 10.30a.m. Parents are invited to participate in the parent-son race. Kindly register your interest via this web link: <https://goo.gl/forms/aWgg2l4FJrRWphEd2> by 8 Feb, Fri.
- 1.6 Common Tests (22 Feb, Fri, 25 Feb, Mon & 1 Mar, Fri)  
Common Tests for the core subjects will be held over three days: 22 Feb, Fri; 25 Feb, Mon; and 1 Mar, Fri. A detailed schedule will be given to your son/ward in due course. Students should report as usual, at 7.25a.m, on those days.
- 1.7 Prefects' Commendation Service (8 Mar, Fri)  
The 79<sup>th</sup> Prefects' Commendation Service will be held at St Andrew's Cathedral on 8 Mar, Fri. All Sec 3 students and selected Lower Sec student representatives will be attending the Commendation service. They are to report at the Cathedral by 1.15p.m. in their school uniform and tie.
- 1.8 End-of-Term Service (15, Mar, Fri)  
The End-of-Term service will be held on Fri, 15 Mar, at 11.30 a.m, and school will end at 12.00p.m.
- 1.9 Term 1 Break (16 Mar, Sat to 24 Mar, Sun)  
School holidays will begin on 16 Mar, Sat. Students will return to school on 25 Mar, Mon, for the commencement of Term 2.

## 2. CHANGES TO SCHOOL-BASED ASSESSMENT

- 2.1 As part of the education system's move to strike a better balance between academic rigour and the joy of learning, the school will be administering a reduced load of weighted assessments in the course of 2019. Formative assessment tools will continue to be used to gauge the learning progress of our boys, and develop their strengths. Your son(s)/ward(s) will be briefed on the changes by their subject teachers.
- 2.2 Please see the table below for an overview of formal assessments and their weighting for 2019. Do note that for some subjects (e.g. Food and Consumer Education) the weighting for graded assessments will differ from the indicated norm. In such instances, your son will be briefed and a letter will be issued to them by their subject teachers for your reference.

Level	Term 1	Term 2	Term 3	Term 4
Sec 1s	Weighted Assessment 1 (WA1) – 10%	WA2* – 15%	WA3 – 15%	End-of-Year Examination (EOY Exam) – 60%
Sec 2s	WA1 – 10%	Mid-Year Examination (MYE) – 30%	WA2 – 10%	EOY Exam – 50%
Sec 3s	WA1 – 10%	MYE – 30%	WA2 – 10%	EOY Exam – 50%
Sec 4s & 5s	WA1	MYE – 100%	Prelim Examination – 100%	

\*A mid-year report that captures the learning progress of Secondary 1 students (e.g. quality of class work, punctuality) will be provided.

### 3. PARENT-TEACHER CONFERENCE FOR TERM 1

3.1 A Parent-Teacher Conference (PTC) for selected Sec 1 to 5 students will be held on 15 Mar, Fri, between 1.00p.m and 5.00p.m, at the school hall. Parents who are involved will be able to select a preferred meeting time using the PTC Online Booking Application on the school's Learning Management System: MC Online. Bookings will open from **11 Mar, Mon, 12.00p.m to 13 Mar, Wed, 12.00p.m**. General instructions on access and use of the application can be found on the school's website (see: <http://standrewssec.moe.edu.sg/others/for-saints>, "For Parents"). Should you experience technical difficulties, you may contact the following helplines:

- MC Online Helpdesk: 6777 5198  
(On weekdays, 7.00a.m to 7.00p.m, and Saturdays, 7.00a.m to 2.00p.m)
- School's ICT Executive: 6285 1944  
(On weekdays, 8.00a.m to 5.00p.m)

### 4. REINFORCING SOCIAL SKILLS AT HOME

4.1 As part of our on-going effort to nurture positive behaviours, build grit and foster stronger bonds of friendship amongst students, you may wish to reinforce these social skills that will give your son/ward a strong start to the school year: Completing Homework Well, and Participating in Activities. Your support will go a long way in ensuring our boys apply the skills taught in and beyond school.

4.2 Key steps for 'Completing Homework Well' are as follows:

- 1) Find out the homework for today.
- 2) Ensure you take the required materials home.
- 3) Begin your homework without delay.
- 4) Focus. Do it well. Finish it! *Remember to put down, switch off or walk away from distractions.*
- 5) Keep completed homework in your school bag.

4.3 Key steps for 'Participating in Activities' are as follows:

- 1) Politely ask to join a group (e.g. say "May I join you?").
- 2) Ask what role you can play (e.g. say "How can I help?").
- 3) Do your part well. Cooperate with others. *If unsure, ask for help or feedback.*
- 4) Praise others' contributions. Thank them for what they have done.

### 5. USE OF STUDENTS' IMAGES IN SCHOOL-RELATED COMMUNICATIONS

5.1 Through participation in school activities or external competitions, students may be photographed from time to time. The school shall be granted full rights to such images and accompanying use of names, and other visual content or material for display on school-related communications (e.g. website, school magazine, publicity materials).

5.2 Parent(s) of students who wish to opt out of participating in school-related communications may do so in writing by 28 Jan, Mon, via [sass@moe.edu.sg](mailto:sass@moe.edu.sg). To best attend to your request, please state "Attn to: Ms Valerie Yeo" in the subject line.

## 6. OPENING OF THE INDOOR SPORTS HALL (ISH) AND OPERATION OF THE NEW SCHOOL CANTEEN

- 6.1 We are happy to announce that the ISH, and new school canteen housed within its grounds, will be open for use in the course of Term 1. Our ISH will provide our boys with richer opportunities to participate in various sports and games, and hone their skills in competitive sports. The school will also enjoy greater flexibility in carrying out Physical Education lessons and CCAs no matter the weather conditions.

## 7. PROTECTION OF STUDENTS' DATA ONLINE

- 7.1 To better safeguard students' information from potential cyber-attacks, changes will need to be made to the security settings of AdminBreeze: an online platform the school has been using to manage students' particulars, academic results, CCA info and discipline data, in 2019.

- 7.2 As a result of these changes, we regret to inform that you will not be able to access AdminBreeze to view your child's/ward's academic and school attendance data online. Rest assured that you will still be notified of your child's/ward's academic performance and school attendance via the following ways:

- Daily SMS notification when your child/ward is absent from school, and
- Termly progress reports.

In addition, you can always contact your child's/ward's teacher(s) via email or our General Office at 62851944.

- 7.3 We apologise for any inconvenience caused and seek your understanding in this matter.

## 8. SAFETY PRECAUTIONS WHILE WALKING ALONG JALAN TOA PAYOH

- 8.1 We would like to inform you that a portion of the boundary wall beside the Jalan Toa Payoh bus stop had collapsed and is currently being cordoned off. The relevant authorities are looking into the matter. In the meantime, we advise parents and students to keep a distance from the wall while waiting at the bus stop or walking along the sidewalk.

## 9. "DRIVE THROUGH ONLY" CAR LABEL

- 9.1 Parents are to apply for a "Drive Through Only" car label for 2019. This will grant parents access to the drop-off area of the car park in the morning. The label will also grant access to Ascension Kindergarten's carpark. We seek your understanding that **no parking** is permitted on school premises. Cars without the official label will not be allowed to enter our campus. For traffic safety reasons, please refrain from having your child/ward alight along the main road.

- 9.2 Kindly complete and return the attached form to the General Office **by 11 Jan, Fri**, should you need a "Drive Through Only" car label. Only one car label will be issued per family.

Yours sincerely,  
Mrs Marion Tan  
Principal

To: St Andrew's Secondary School  
School Admin

**2019 Application for "Drive Through Only" Car Label**

Name of Child/Ward: \_\_\_\_\_

Class in 2019: \_\_\_\_\_

Name of Parent/  
Guardian: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Car Plate Number: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

-----  
**[For Official use]**

**Date of Issue:** \_\_\_\_\_

**Serial No:** \_\_\_\_\_

**Issued by:** \_\_\_\_\_