



Greendale Secondary School

NURTURING TALENTS DEVELOPING CHARACTER INSPIRING LIVES

4 January 2021

Dear Parents / Guardians of 2021 Secondary 1 Students,

A Warm Welcome to Greendale Secondary!

Our experiences and lifestyles have been different since the onset of COVID-19. Programmes for our students have also been conducted in a different manner so that the intent is not lost. We are glad that technology has allowed us meet 'virtually' on 23 Dec 2020 at the e-reporting Webinar, and that you found the information on the 2021 Secondary 1 e-Reporting microsite (<https://go.gov.sg/gdl2021-s1>) useful. We hope the Webinar and microsite have helped you understand the school better. Partnership with parents is important as we endeavour to work together as one Greendale family.

First, I would like to sincerely thank you for your patience and understanding in these very different times. Besides digesting all the new information on your child/ward's new school and experiences, we appreciate your understanding in the purchase of textbooks and uniforms within Safe Management Measures (SMM) guidelines. I hope the process was as positive as it has been for the school, considering the various concerns we had at the very beginning.

This accompanying Welcome Note to your Term 1 Information Sheet will flag out some key details as well as reflect some other pointers which will be useful for this new chapter for you and your family.

Car Decal Application

The school has implemented the "Pick Up and Drop Off" car decal, exclusively for parents/ guardians who drive their child/ ward to the school. The move is to control the access of vehicles into school. Parents/ guardians driving their child/ ward to school, will need to apply for the car decal. The application form is available on the school website (<https://go.gov.sg/cardecapl>).

Communications

The school uses Parents Gateway (PG) as a communication tool for parents. We strongly encourage all parents/guardians to download the PG application so that you can receive timely updates from the school. At the school level, you can look forward to Termly Information Sheets, where we will share key information and updates regarding to new term. The attached Term 1 Information Sheet has email addresses of our Secondary 1 Year Head and all the Class Mentors (i.e. Form Teachers). You will receive information on your child/ward's Subject Teachers by Term 1 Week 2. Do keep in close communication with the school, especially the teachers. The well-being of your child/ward is your priority as well as the teachers'.

Preparing Yourself

As your child/ward start his/her own journey in a secondary school, he/she will require your continued support and encouragement. As your child/ward discovers a new world of secondary school, s/he is going to grow up quickly. S/he needs to experience and discover for himself or herself, so that s/he can transit better to secondary school life. Prepare yourself for the times when you may need to see him/her 'fall', and be sure to encourage and empower him/or her when s/he comes back to you during those times. You may refer Parenting Tips prepared by MOE (e.g. <https://www.schoolbag.edu.sg/images/default-source/infographic/transition-to-secondary-school.jpg>, <https://www.moe.gov.sg/microsites/ecg-parent-guide/index.html>).

You can also join our Greendale Parent Support Group (PSG), where parents often share information and strategies with each other. Complete the online form (<http://bit.ly/psgsignupform>) and a PSG representative will contact you as soon as possible.

Your child/ward would need positive role-modelling. Let him/her see you working with positive work habits. This way, s/he will understand importance of completing his homework on time, doing his work with pride and being responsible of using time wisely. We would also encourage a balanced family life. Your child/ward needs to be reminded that life does not consist only of school, and that your relationship with him/her is not dependent on his/her performance or grades.

For more information on the learning experiences and events that your child/ward can look forward to, and how Greendale will help them *serve, lead and excel*, please refer to the attached Term 1 Info Sheet. In addition to making new friends during Secondary 1 Orientation, students will be participating in our signature level camps later in January. For our new students, Camp SHINE will focus on developing self-awareness and working in teams through exciting, fun and safe activities including place-based learning, dragon-boating and rock-climbing. We are confident that these programmes will help your child/ward have a good start to 2021 and their secondary school journey. To build a strong school-home partnership, we also look forward to meeting up with parents in person at the soonest opportunity.

Yours sincerely,



Ms Amy Ng
Principal



Greendale Secondary School

NURTURING TALENTS DEVELOPING CHARACTER INSPIRING LIVES

4 January 2021

Dear Parents / Guardians,

TERM 1 INFORMATION SHEET (01/2021)

A happy new year to all and welcome back! Our hopes and spirits are high as we move into 2021, a year when we would commemorate our 15th Anniversary as one Greendale family! We would like to extend a warm welcome to all Secondary 1 students, parents/guardians and new staff to our school. May you have a joyful and meaningful journey of learning in Greendale Secondary School.

In addition to our focus on providing a holistic learning experience through a variety of school events and activities, we have level-specific programmes aligned to the level outcomes below:

- Secondary 1 – A reflective and respectful learner who is committed to the school
- Secondary 2 – A responsible team player and an effective communicator who serves and cares for others
- Secondary 3 – A resilient and upright leader who is able to make critical decisions
- Secondary 4 & 5 – A confident and values-driven youth who excels and contributes to the society

A unique Greendale experience which our students look forward to annually is our cohort level camps, designed specifically to address these level outcomes. We are committed to continue with our unique Greendale learning experiences such as the level camps, with adjustments adhering to Safe Management Measures (SMM). For instance, 2021 cohort level camps will be non-residential and most activities will be class-based in external venues with exclusive use by Greendale students when relevant. The fight against COVID-19 is far from over. The school, parents and students must work together, stay vigilant, behave sensibly and embrace the new normal so that learning in a safe environment can continue for our students.

Our students are our focus. It is our students who have driven us in our efforts and achievements for the last 15 years. We will celebrate 15 years of excellence with a series of activities and programmes in 2021, for example, 15 challenges as part of our Start-Right Programme for all students and a special surprise for all staff and students when they return to school on 4 Jan 2021. Do ask your child/ward about the surprise gifts!

Our 15th Anniversary celebratory year also marks the start of the implementation of our Common Picture of Success for 2024 with the refined strategic goal statement: *Our Home, Our Pride; Greendale – where every Learner, Thinker and Leader Matters and can Make a Difference*. We look forward to new experiences and interactions with all stakeholders – staff, students and parents, as a family and ecology. For a start, I appeal for all to join me to better demonstrate ‘empathy’, part of our school’s R3ISE values, by being sensitive to other people’s feelings and situations – ‘Seek First to Understand, Then to be Understood’.

Parents and guardians, do continue to provide the best guidance and care for your child/ward. Take the time to understand your child/ward and what goes on in his or her school life. Reinforce their good behaviours and set clear boundaries and expectations. The teachers and the staff in Greendale look forward to forging an even closer partnership with you as we work together to shape our students’ character and help them succeed in life. We must also remind our child/ward that they must take responsibility for their learning and growth too.

In this term letter to parents, we have included the email addresses of the Year Heads and Class Mentors. If you have any queries regarding your child/ward's progress at any point in time, please do not hesitate to contact them. We hope that 2021 will be a year where your child/ward has ample opportunities to learn, *serve, lead and excel*.

As we start the new term, here are some important information you may wish to take note of.

General Matters

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|---------------------------|--------------------------------------|
| 1. Staff Movement | 2. School Vision, Mission and Values |
| 3. School Term & Calendar | 4. Student Handbook |
| 5. 2021 School Timetable | |

Strategic Thrust 1 Learning

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| 6. 2020 GCE N-Level Results | 7. 2021 Academic Assessment Structure |
| 8. 2021 Class Test 1 | 9. Homework Policy |
| 10. 2021 Applied Learning Programme (ALP) | 11. Lower Secondary Modular Programme |
| 12. Secondary 4/5 Students offering Coursework Subjects | 13. Secondary 5 Bridging Programme |
| 14. Secondary 1 to 4 Remediation Structure & Schedule | 15. Co-curricular Activities (CCA) Sessions |
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Strategic Thrust 2 Well-Being

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| 17. School Sports Shoes | 18. Grooming Checks |
| 19. Regular Attendance and Punctuality in School | 20. 15 th Anniversary Celebrations |
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Strategic Thrust 3 Sustainability and Development

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|--|---|
| 23. Communication with 2021 Year Heads and Class Mentors | 24. Key Events and Activities in Term 1 |
| 25. General Office Opening Hours | |

Yours sincerely,



Ms Amy Ng
Principal

General Matters

1. Staff Movement

We welcome the following new staff to the Greendale family.

1. Mrs Anne Chan, Vice-Principal
2. Mr Leroy Choo, Physical Education and Mathematics Teacher
3. Ms Paige Koh, English Language Teacher

2. School Vision, Mission and Values

Our Greendale Secondary School Vision, Mission and Values are as follow and guide the school in our planning, decision-making and implementation.

VISION

Learner, Thinker, Leader

VALUES

R³	Respect, Responsibility, Resilience
I	Integrity
S	Self-Discipline
E	Empathy

MISSION

Nurturing Talents,
Developing Characters,
Inspiring Lives

STRATEGIC GOAL

Our Home, Our Pride; Greendale – where every Learner, Thinker and Leader Matters and Can Make a Difference.

3. School Term & Calendar

Semester 1	Term 1: Monday 4 January 2021 to Friday, 12 March 2021
	Term 2: Monday, 22 March 2021 to Friday, 28 May 2021
Semester 2	Term 3: Monday, 30 June 2021 to Friday, 3 September 2021
	Term 4: Monday, 13 September 2021 to Friday, 19 November 2021

A gentle reminder that attendance during term time is important, hence we seek the cooperation of all parents/guardians to refrain from taking your child/ward out of school during term time. The 2021 School Calendar is available in the Student Handbook. The calendar reflects all planned assessments, level programmes as well as school terms and holidays.

Please note that Thursday, 11 February 2021, being the eve of Chinese New Year, will be a half-day for students and school will be dismissed at 10.30am. Students will only return to school on Tuesday, 16 February 2021. Here's wishing all our students, parents/guardians and staff a blessed and prosperous Chinese New Year in advance!

4. Student Handbook

The Student Handbook contains useful information for both students and parents/guardians on the school. As such, it is compulsory for students to purchase the Student Handbook. The section on Academic Programmes includes information on Assessment, Promotion Criteria and Post-Secondary Educational Pathways which would help students set clear academic goals to support their aspirations for their post-secondary education. The Student Handbook also contains a section on Target Setting for students to pen down their goals and manage their time better through the monthly planners.

The section on Student Management and Discipline provides information on school expectations and rules with regard to daily attendance, punctuality, attire and grooming as well as students' conduct and behaviour within and outside school. A list of discipline offences and consequences as well as information on conduct assessment is provided. Parents/Guardians are requested to familiarise themselves with the school's expectations and rules as well as conduct assessment so that they can guide their child/ward to meet these expectations and observe the rules. Please note that your child/ward's conduct grade at the end of the year will determine whether he/she is eligible for all Edusave awards. Only students with 'Good', 'Very Good' and 'Excellent' conduct grade will be eligible.

To provide a safe and secure learning environment, we seek your cooperation to go through the sections on Student Safety and Security as well as the Special Room Safety Regulations with your child/ward. For road safety practices, you can also refer to the LTA website (<https://www.lta.gov.sg/content/ltaweb/en/walk-cycle-ride.html>) and the Singapore Road Safety website (<http://srsc.org.sg/>).

5. 2021 School Timetable

With effect from 2021, we will be adopting a new structure for the school time-table. The timetable will run on a 10-day cycle with Days 1 to 5 for odd weeks and Days 6-10 for even weeks. With this new timetable, it will give the school more flexibility to arrange subject lessons as well as to address the needs and constraints due to FSBB and other subjects. Class Mentors (CMs) will go through the new timetables with the students so as to ensure that they are able to read the new timetables and are ready for school in the new year.

6. 2020 GCE N-Level Results

The 2020 Normal (Academic) and Normal (Technical) cohorts attained outstanding results at the GCE N-Level examinations. 96.1% of our Sec 4 Normal (Academic) students qualified for the 5NA course in 2021 which is above the national average of 77.7%. 29.9% of the students met the Polytechnic Foundation Programme eligibility criteria. Our Normal (Technical) students have also performed well with 100% of them qualifying for ITE as with past years.

We are proud of our top Sec 4 Normal (Academic) students who achieved at least 4 Distinctions with Excellent Grade in CCA:

- Ang Lye Jun Clement, 4F
- Dalusung Aiden Deiondre, 4F
- Naila Binte Azlan, 4F
- Neha Ayyappan, 4F
- Ng Koji, 4F
- Samantha Ming, 4F
- Yap Rou Xian Irish Dee, 4F
- Jerell Ng Kai En, 4G
- Nadhrah Ramizah Binte Norman, 4G
- Nur Afiqah Binte Zuraimi, 4G

And our top Sec 4 Normal (Technical) students who achieved at least 3 Distinctions with Excellent Grade in CCA:

- How Kai Keat
- Lye Rong Jie Kristophe
- Syed Rizq Hanif Bin Syed Ahmadrizal Alhabshi
- Zurlyana Binte Mohd Johari
- Qistina Aqilah Binte Abdul Rahim

The outstanding academic performance of our Normal (Academic) and Normal (Technical) students is a result of the hard work and effort put in by both staff and students. The school congratulates the students for their achievements, and thanks all teachers and staff for their efforts and dedication.

The 2020 GCE O-Level Results will tentatively be released between 11 and 13 January 2021 (both dates inclusive). We wish the students of Class 2020 all the best in their future endeavours.

7. 2021 Academic Assessment Structure

The following is the general assessment structure for Secondary 1 to 5 students in 2021.

Please take note that your child/ward’s final assessment grades are determined not only by formal tests and examinations, but also class tests and other forms of assessment such as assignments, projects and practical tests.

	TERM 1	TERM 2	TERM 3	TERM 4
Secondary 1 & 3	Class Test 10%	Class Test 15%	Class Test 15%	Graded Assignment 10% End-of-Year Examination 50%
Secondary 2	Class Test 10%	Graded Assignment 10% Mid-Year Examination 20%	Class Test 10%	Graded Assignment 10% End-of-Year Examination 40%
Secondary 4/5	Class Test 10%	Mid-Year Examination 20%	Preliminary Examination 70%	-

	TERM 1	TERM 2	TERM 3	TERM 4
Secondary 1 & 2 D&T/FCE [1 Semester]	Graded Assignment 15%	Graded Assignment 15% Coursework 70%	Graded Assignment 15%	Graded Assignment 15% Coursework 70%

8. 2021 Class Test 1 (For All Students)

Class Tests for selected subjects will be conducted for all students from **18 February to 25 February 2021**. These Class Tests are designed as milestone checks on your child’s/ward’s learning progress so that further support can be given to enhance their learning. We seek your help to supervise your child/ward closely during this period.

The Class Tests will be conducted during lesson time. The school will ensure that each student has no more than 2 Class Tests per day during the stipulated period. More details on the Class Tests schedule and the topics will be provided nearer the date.

If your child/ward is unwell on the day of the test, his/her absence from school must be covered by a medical certificate (MC) from a certified general practitioner (GP). Do note that there will be no re-tests conducted if the student is absent. The rules and regulations pertaining to examinations and class tests can be found in the Student Handbook (pp. 45-46).

9. Homework Policy

The school has in place a homework policy to guide the amount of homework given to students, as well as to remind students of the intervention measures in place to support them in submitting quality homework. We believe that homework supports students’ learning, allows them to demonstrate mastery of concepts taught in class so that teachers can utilise the information to plan their lessons, and lets students take ownership of their own learning. The policy can be found on the school website: <https://greendalesec.moe.edu.sg/greendale-sec-our-curriculum/academic-programme/homework-policy>

10. 2021 Applied Learning Programme (ALP)

Our ALP programme focuses on “Design, Code and Build”. It provides opportunities for students to acquire skills in practical design thinking and application of electronic systems to real-world problems.

The following has been planned for the students as part of the ALP programme:

Secondary 1 (Term 2)	<ul style="list-style-type: none"> • Basic Coding and electronics skills • Arduino microcontroller and microbit coding • Use of 3D printer
Secondary 2 (Term 1)	<ul style="list-style-type: none"> • More advanced Arduino coding to create a wireless mobile user interface • Apply Design Thinking process in competitions • CAD Solidworks and Rapid Prototyping Machines • Drone design and building • Introduction to Artificial Intelligence

11. Lower Secondary Modular Programme – Food & Consumer Education and Design & Technology

To help Lower Secondary students manage academic demands as well as ensure resource optimisation, the school adopts a modular approach for Food & Consumer Education and Design & Technology. Under the modular programme, students will focus on a specific subject for one semester before switching to a second subject in the next semester. The table below reflects the modular schedule for the respective levels.

Subject	Semester 1	Semester 2
Food and Consumer Education	All Secondary 2 Students	All Secondary 1 Students
Design and Technology	All Secondary 1 Students	All Secondary 2 Students

12. Secondary 4 & 5 Students offering Coursework Subjects – Art and Design & Technology

The coursework paper requires your child/ward to produce an accomplished piece of work over the course of the academic year for submission in Term 3. The coursework examination also requires a significant amount of preparation and practice on the part of your child/ward. In order to facilitate your child/ward's coursework preparation, a calendar outlining the various stages of the coursework and their respective deadlines and timelines will be issued to your child/ward by their respective subject teachers.

The school places great importance on students' adherence to the stipulated deadlines and timelines. This is to ensure that students give themselves adequate time to prepare for and meet the rigorous requirements of coursework submission for the national examination. Students are strongly advised to complete their coursework by the deadline given for every stage of the coursework. Early completion before the deadline will also ensure that they can better prepare for other academic subjects.

13. Secondary 5 Bridging Programme

The Secondary 5 Bridging Programme will help our students bridge the gap between the N- and O-Levels. During this programme, teachers will be revising Secondary 3 & 4 topics at O-Level standard so that students are better prepared for the GCE O-Level Examinations at the end of the year.

The Secondary 5 Bridging Programme will start from Term 1 Week 3 to Term 2 Week 2.

Day	Time	Subject
Monday	4.00 to 5.15pm	Mathematics
Tuesday	2.45 to 4.00pm 4.15 to 5.30pm	Science A Math / POA / D&T
Wednesday	2.45 to 4.00pm	Malay Language
Thursday	2.45 to 4.00pm 4.15 to 5.30pm	Humanities English
Friday	1.00 to 2.30pm	Chinese Language

**Note: Bridging programme will be modified on Term 1 Week 4 (due to level camp). Further details will be communicated to students by the respective subject teachers.*

14. Secondary 1 to 4 Remediation Structure & Schedule

Subject teachers will organise afternoon remedial programmes on Tuesdays and Thursdays for selected students starting Week 2 from Tuesday, 12 January 2021 onwards. These remedial sessions aim to help students who have encountered difficulties in meeting the stipulated academic requirements.

For each remedial day, remedial will be conducted either at 2.45-3.45pm or at 4.00-5.00pm. This arrangement will allow the school to optimise learning support for students. In addition, some Secondary 4 students will have remedial on Monday after school or Friday before CCA starts.

In view of our differentiated timetable, there will be some students who have remedial only in the 2nd timeslot on a particular day. They are expected to be at the library, canteen or cafe, to either do their homework/self-study or have a short break between 2.45-4.00pm before their remedial.

For Term 1, teachers have identified students who have not performed well in the 2020 End-of-Year Examinations. Additional support and guidance will be provided to allow these students to cope better with the rigour and demand of the respective subjects. The identified students will be notified by the respective subject teachers.

The remedial schedule is as follows.

Session	Level	Tuesday	Thursday
Session 1	Secondary 1	Science (1E) Math (1NA)	English (1E) Science (1NA)
Session 2		English (1NA)	Math (1E)
Session 1	Secondary 2	English (2E) Science (2NA)	Science (2E) Humanities(2NA)
Session 2		Humanities (2E)	English (2NA)
Session 1	Secondary 3	Math(3E) English (3NA)	Humanities (3E) Math (3NA)
Session 2		English (3E) Science (3NA)	Science (3E) Humanities (3NA)

Session 1: Tuesday & Thursday 2.45 – 3.45pm

Session 2: Tuesday & Thursday 4.00 – 5.00pm

Session	Level	Monday	Tuesday	Thursday	Friday
Session 1	Secondary 4	Malay (4E&NA)	Science (4E) Humanities (4NA)	English (4E) Math (4NA)	Chinese (4E&4NA)
Session 2		D&T/ Art / POA (4E&NA) A Math (4NA)	Humanities (4E) Science (4NA)	Math/ A Math (4E) English (4NA)	D&T/ Art / POA (4E&NA) A Math (4NA)

Session 1: Monday 4.00 – 5.00pm, Tuesday & Thursday 2.45 – 3.45pm, Friday 1.00 – 2.00pm

Session 2: Monday 4.00 – 6.00pm, Tuesday & Thursday 4.00 – 5.00pm, Friday 1.00 – 2.30pm

In addition to the remedial programme, all students are encouraged to be proactive and approach their teachers for academic consultations after school as and when necessary to clarify doubts and address learning concerns.

15. Co-curricular Activities (CCA) Sessions

Co-Curricular Activity (CCA) forms an integral part of the school's co-curriculum and it is compulsory for every secondary school student. CCA provides students with opportunities to learn outside the classroom context, and is a platform for inculcating the school values (R³ISE) and encourages students to develop skills and competencies that would enable them to lead a meaningful and purposeful school life. Students are developed through a student-centric co-curricular experience, and CCA plays an important role in the holistic development of your child/ward.

As part of the Start Right Programme for CCA, all students will be informed on the importance of regular attendance and active participation in CCA. The weekly schedule for all the CCAs in the school is below and is also uploaded on the school's website for your reference. The school seeks your assistance in monitoring your child/ward's attendance in his/her CCA throughout the year.

Please note that once the CCA is allocated to your child/ward, there should not be any change. CCA transfers are only allowed at the beginning of each year, and students are expected to attain at least 75% attendance for the year, including some holiday trainings for some CCAs, before they are allowed to change to another CCA. Any discontinuity in the allocated CCA can lead to the loss of all accumulated CCA points. Students are encouraged to stay in the same CCA throughout his/her secondary years to attain the maximum possible CCA points at the end of Secondary 4 or 5 and these CCA points can be converted to a grade which is used for admission to JCs/CIs/ Polytechnics and ITE. Please also take note that all graduating students will stand down from their CCAs from 13 March 2021 onwards unless they are representing the school in zonal/national competitions or in the Singapore Youth Festival (SYF) Arts Presentation. Information on the CCA grading system can be found in the Student Handbook (pp.54).

All non-sport CCAs will be held on Wednesday from 2.45pm and Friday from 2.30pm (except Art Club & Library); Sports CCAs may have practices and trainings on Monday in the lead-up to competitions. In view of COVID-19 safety measures and a new format for SYF Arts Presentation, some Performing Arts groups will be required to come back on Saturdays for video filming; further details will be provided when relevant and available.

The weekly CCA Schedule as follows:

CCA (Clubs & Societies)	Day	Time
Art Club	Teacher IC: Mdm Hamidah Bte Shaari	
	Wednesdays	2.45pm to 5.15pm
Greendale Broadcasting Club (GBC)	Teacher IC: Mr Pee Kai Hing	
	Wednesdays	2.45 to 5.45pm
	Fridays	2.30 to 5.30pm
Library	Teacher IC: Mr Quek Suan Shiau	
	Wednesdays	2.45 to 5.45pm
Outdoor Adventure Club (ODAC)	Teacher IC: Ms Carol Look	
	Wednesdays	2.45 to 5.45pm
	Fridays	2.30 to 5.30pm
Robotics	Teacher IC: Miss Elizabeth Ong	
	Wednesdays	2.45 to 5.15pm
	Fridays	2.30 to 5.00pm
CCA (Performing Arts Group)	Day	Time
Angklung Ensemble	Teacher IC: Miss Karishma	
	Wednesdays	2.45 to 5.45pm
	Fridays	2.30 to 5.30pm
Chorale (Girls)	Teacher IC: Ms Lim Xi	
	Wednesdays	2.45 to 5.45pm
	Fridays	1.30 to 4.30pm
Greendale Orchestra	Teacher IC: Ms Cheung Ka Yan	
	Wednesdays	2.45 to 5.45pm
	Fridays	2.30 to 5.30pm
Dance Ensemble	Teacher IC: Ms C Minnoli	
	Wednesdays	2.45 to 5.45pm
	Fridays	2.00 to 5.00pm
Theatricks! (Drama)	Teacher IC: Ms Rinita	
	Wednesdays	2.45 to 5.30pm
	Fridays	3.00 to 5.30pm
CCA (Sports Group)	Day	Time
Canoeing	Teacher IC: Mr Sean Tan	
	Mondays & Wednesdays	2.45 to 6.00pm
	Fridays	2.30 to 6.00pm
Fencing	Teacher IC: Mr Augustine Seah	
	Mondays & Wednesdays	2.45 – 5.45pm
	Fridays	2.30 – 5.30pm
Floorball	Teacher IC: Mdm Hastuty Yani	
	Mondays & Wednesdays	2.45 to 5.45pm
	Fridays	2.30 – 5.30pm

Football (Boys)	Teacher IC: Mr Harold Ho	
	Mondays, Wednesdays & Fridays	2.45 – 6.00pm
Softball	Teacher IC: Mrs Engracia Tan	
	Mondays, Wednesdays & Fridays	2.45 to 6.00pm
CCA (Uniform Group)	Day	Time
National Cadet Corps (Boys)	Teacher IC: Mr Toh Yong Hock	
	Wednesdays Fridays	3.00 to 5.00pm (S3 & S4) 2.30 to 5.45pm
National Police Cadet Corps	Teacher IC: Mr Su Yan Xing	
	Fridays	2.30 to 5.45pm
Singapore Red Cross Society	Teacher IC: Mr Zhuo Jianxiang	
	Fridays	2.30 to 5.45pm

Parents/Guardians are reminded to make alternative arrangements for external enrichment lessons (if any).

16. 2021 Learning for Life Programme (LLP)

Outdoor Adventure is an integrated approach to learning and development in which abstract character attributes and specific skillsets are nurtured through concrete experiences by ‘Learning by Doing’.

- **Outdoor Education**, both at school and on residential courses, enable students to enjoy challenging and unfamiliar experiences that test and develop their physical, social and personal skills.
- **Adventure Education**, in offering students new and exciting challenges, helps them learn about assessing and managing risk. In the process and conduct of the activities, students’ personal qualities and leadership skills are strengthened.

For example, the following has been planned for our students as part of the school’s LLP.

Programme	Term/Week	Level
Level Cohort Camps	Term 1 Week 4	All Levels
Swim Safer Programme (TBC)	Term 3 Week 1 to Term 4 Week 3	Secondary 1
Safe Riding Programme	Term 4 Week 5	Secondary 1

As part of the school’s LLP, there are other programmes/activities such as Rock Climbing Level 1 Certification, Kayaking Level 1 Certification and Cycling Experience for Secondary 2 and 3 students. These activities are optional and involve programme fees (except cycling). Details of the above programmes, including the programme fees, will be released to students in due course.

Strategic Thrust 2 Well-Being

17. School Sports Shoes

As mentioned in our letter (dated 22 October 2020), for student well-being and to better support the range of physical and sporting activities at school, students will be allowed to wear sports shoes in place of the current black school shoes with yellow shoe laces. Students must adhere to the following guidelines:

- Only sports shoes suitable for running and physical activities are allowed;
- High-cut, neon-coloured and/or shoes with motifs are not allowed; and
- Sports shoes must be fastened by shoe laces for support and safety. Slip-ons are not allowed.

Do note that Secondary 2-5 students are welcome to continue wearing their current school shoes until such a time when a replacement is required due to wear and tear.

Students will also be allowed to wear **plain white** socks that are above the ankle.

18. Grooming Checks

The school conducts regular grooming checks to ensure that our students are appropriately attired and ready for learning. Class Mentors will issue reminders for grooming and students will be given sufficient time to rectify any issues. Term 1's grooming check will be conducted on **Monday, 4 January 2021**.

Students who are unable to adhere to school grooming rules may be **sent home**, or may **have their grooming rectified on-the-spot**. Please note that for students who still have inappropriate hair length or styles, the school will be inviting a barber to school to provide them with an affordable and neat haircut, at the student's expense. Students may refer to their Student Handbook for the school rules related to grooming (pp.17-20).

19. Regular Attendance and Punctuality in School

All students are expected to attend school punctually everyday unless it is a designated public or school holiday. Students must also attend all school events conducted for their holistic development. In the event your child/ward is absent from school, he/she is expected to submit a medical certificate to the Class Mentor the day when he/she returns to school.

If your child/ward is absent due to other valid reasons, do submit a parent's letter with relevant supporting documents to explain his/her absence. The school will accept a **maximum of three letters from parents per semester**, as regular and punctual attendance in school is critical to enable students to keep pace with lessons. Irregular attendance may lead to issues with keeping pace with learning and this will impact student performance and motivation as well. Students will be deemed to have played truant if they are unable to explain their absences satisfactorily and discipline measures will be meted out.

When students are absent, an automated SMS text will be sent by 9.00am (except for Monday, which will be 10.00am) to the main parent/guardian as reflected in official school records, from Term 1 Week 2. We hope this information will enable you to take timely action, if necessary. This also helps us to ensure that the safety and well-being of your child/ward is not compromised. If you do not receive SMS alerts or there are changes to your contact details, please inform the school or the Class Mentors immediately.

20. 15th Anniversary Celebrations

Greendale Secondary will celebrate its 15th Anniversary in 2021. It will be an exciting year for us as we look forward to a Greendale Carnival for students and residents of Punggol and Homecoming for our alumni. More details will be shared in time to come, subject to the prevailing national posture.

21. Polytechnic Open Houses for Secondary 4/5 Students

As part of the school's Education and Career Guidance efforts, Secondary 4N(A), 4Exp & 5N(A) students attend Polytechnic Open Houses at the polytechnics each year. However, due to COVID-19, the polytechnics are holding e-open houses from 7-9 January 2021. We strongly encourage students and their parents to explore the respective websites, sign up for webinars offered and have conversations on future educational pathways.

Polytechnic	Website
Nanyang Polytechnic	https://openhouse.nyp.edu.sg/
Singapore Polytechnic	https://openhouse.sp.edu.sg/
Republic Polytechnic	https://www.rp.edu.sg/discover/
Temasek Polytechnic	https://www.tp.edu.sg/joinoursquad/virtual-open-house.html
Ngee Ann Polytechnic	https://join.np.edu.sg/#welcome

22. Human Papillomavirus (HPV) Immunisation Programme for Girls

The HPV immunisation programme is a new initiative by the Singapore government to provide vaccination for girls against Human Papillomavirus, which is the main cause of cervical cancer. In Singapore, cervical cancer is the 10th

most common cancer and 8th most common cause of cancer death among Singaporean women. However, cervical cancer is one of the most preventable cancers. Recent studies have shown that girls immunised with the HPV vaccination early, at the age of 9 to 26, provides even greater protection against cervical cancer.

The school has arranged for HPV vaccination exercise for the girls. The schedule for the vaccination are as follows:

24 or 25 March 2021	HPV vaccination exercise for Lower Secondary Girls
26 March 2021	HPV vaccination exercise for Upper Secondary Girls

There are a total of 2 doses of vaccination. The second dose will be taken the following year for the Secondary 1 Girls. The vaccination will be taken during curriculum hours. Parents who have concerns may contact the school for clarification.

Strategic Thrust 3 Sustainability & Development

23. Communication with 2021 Year Heads and Class Mentors

Here is the list of Year Heads and Class Mentors 2021 and their email addresses. If you need to enquire about matters pertaining to your child/ward's progress in our school, please email them.

We know that some teachers may have shared their mobile contact with parents/guardians and students. However, we will appreciate it if parents/guardians and students contact teachers during weekdays between 7.30am to 6.00pm. If teachers are uncontactable, we seek your kind understanding that they may only be able to respond the next working day as they may be occupied with lessons, CCA, consultations or other duties.

If the queries or requests made during working hours are urgent, parents/guardians should contact the school's General Office (Tel: 6315 8616) for assistance.

Level	Year Head
Secondary 1	Mr Su Yan Xing (Email: su_yan_xing@moe.edu.sg)
Secondary 2	Miss Lim Kerry (Email: lim_kerry@moe.edu.sg)
Secondary 3	Ms Adeline Liew [Acting YH for T1] (Email: liew_xue_ting_adeline@moe.edu.sg) Ms Gloria Wong (Email: wong_li_ting_gloria@moe.edu.sg)
Secondary 4 & 5	Miss Tng Wee Li (Email: tng_wee_li@moe.edu.sg)

Secondary 1 Class Mentors

1A	Ms Paige Koh koh_pin_lang@moe.edu.sg	Mdm Goh Sim Choo goh_sim_choo@moe.edu.sg	
1B	Ms Elizabeth Ong elizabeth_ong_lay_geok@moe.edu.sg	Ms Gillian Chang chang_yan_rong_gillian@moe.edu.sg	
1C	Mrs Kanesh gajaeshini_sri_kathan@moe.edu.sg	Mr Kenny Cheong Weitang cheong_weitang_kenny@moe.edu.sg	
1D	Mr Lingesh lingesh_nadason@moe.edu.sg	Mdm Ye Xiaofen ye_xiaofen@moe.edu.sg	
1E	Chang Yu Zhen chang_yu_zhen@moe.edu.sg	Mr Ng Chye Wah ng_chye_wah@moe.edu.sg	
1F	Ms Nur Hidayah nur_hidayah_osman@moe.edu.sg	Mr Too Jhon Horng too_jhon_horng@moe.edu.sg	Mr Ghazali ghazali_b_abdul_wahab@moe.edu.sg

1G	Mr Pee Kai Hing pee_kai_hing@moe.edu.sg	Ms Della della_fardina_idris@moe.edu.sg	
1H	Ms Reena Kaur reena_jit_kaur@moe.edu.sg	Mr Leroy Choo leroy_choo_sim_hor@moe.edu.sg	
Secondary 2 Class Mentors			
2A	Mr Chan Soon Weng chan_soon_weng@moe.edu.sg	Ms Chua Ming Xiu chua_ming_xiu@moe.edu.sg	
2B	Mr Muhammad Azli muhammad_azli_azfar_onn@moe.edu.sg	Ms Lim Xi lim_xi@moe.edu.sg	
2C	Ms Carol Look shern_ting_carol_look@moe.edu.sg	Ms Claudia Toh yuhui_claudia_toh@moe.edu.sg	Mr Fathur fathurrahman_abdul_wahed@moe.edu.sg
2D	Mdm Koh Gek Kiang koh_gek_kiang@moe.edu.sg	Ms Sarah Lee sarah_lee_su-yi@moe.edu.sg	
2E	Mr Harold Ho ho_eng_cheong_harold@moe.edu.sg	Mdm Suriani suriani_buang@moe.edu.sg	
2F	Ms Jolyn Teow jolyn_teow_hui_ting@moe.edu.sg	Mr Abdul Halim abdul_halim_mohamed_anwar@moe.edu.sg	
2G	Mr Victor Ong ong_teck_meng_victor@moe.edu.sg	Ms Ong Ting Jia ong_ting_jia@moe.edu.sg	
2H	Mr Bobby Chia chia_chien_chait@moe.edu.sg	Ms Bernice Lek shu_chin_lek@moe.edu.sg	
Secondary 3 Class Mentors			
3A	Ms Tay Hui Kheng tay_hui_kheng@moe.edu.sg	Ms Rinita Nadavan rinita_nadavan@moe.edu.sg	
3B	Mr Ong Choon Kiat Ong_choon_kiat@moe.edu.sg	Mdm Hastuty Yani hastuty_yani_azmi@moe.edu.sg	
3C	Ms Adeline Loo loo_nga_lay_adeline@moe.edu.sg	Mr Arman Ahmad arman_ahmad@moe.edu.sg	
3D	Ms Karishma karishma_lal_verhomalchuga@moe.edu.sg	Mrs Patricia Lee koh_li_yin_patricia@moe.edu.sg	
3E	Ms C Minnoli c_minnoli@moe.edu.sg	Mr Jay Lim lim_jit_chay@moe.edu.sg	
3F	Ms Nida Khan nida_khan@moe.edu.sg	Mr Victor Wong wong_kok_heng@moe.edu.sg	
3G	Ms Cheung Ka Yan cheung_ka_yan@moe.edu.sg	Mr Kelvin Chan chan_tak_khin_kelvin@moe.edu.sg	
3H	Mr Sean Tan sean_tan_meng_loong@moe.edu.sg	Mrs Rachel Lee chng_rui_qing_rachel@moe.edu.sg	Mdm Rabiatul Adawiyati rabiatul_adawiyati_salihodd@moe.edu.sg
Secondary 4 & 5 Class Mentors			
4A	Ms Una Hsu xin_ying_una_hsu@moe.edu.sg	Mr Emmanuel Lourdesamy emmanuel_lourdesamy@moe.edu.sg	
4B	Ms Fang Suxian fang_suxian@moe.edu.sg	Mrs Sarah Soh toh_foong_choo@moe.edu.sg	

4C	Mr William Teng teng_ming_kiat_william@moe.edu.sg	Mrs Lokman siti_aisah_ibrahim@moe.edu.sg	
4D	Mdm Hamidah hamidah_shaari@moe.edu.sg	Mr Zhuo Jianxiang zhuo_jianxiang@moe.edu.sg	
4E	Mrs Engracia Tan engracia_lim@moe.edu.sg	Mr Robin Tham tham_wei_liang_robin@moe.edu.sg	
4F	Mr Augustine Seah seah_wee_kiat_augustine@moe.edu.sg	Mr Nicholas Lim nicholas_lim_zhiying@moe.edu.sg	
4G	Ms Janice Ng ng_wun_ching_janice@moe.edu.sg	Ms Beh Yu Lin beh_yu_lin@moe.edu.sg	
4H	Mr Quek Suan Shiau quek_suan_shiau@moe.edu.sg	Ms Tan Khia Yee tan_khia_yee@moe.edu.sg	Mr Devan devandran_rama@moe.edu.sg
5A	Mr Ng Jin Rong ng_jin_rong@moe.edu.sg	Ms Nur Huda nur_huda_abdul_rahim@moe.edu.sg	

24. Key Events and Activities in Term 1

Month	Date	Event / Activity
January	4 to 8 Jan	Secondary 1 Orientation Secondary 2 to 5 Start Right Programme
	8 Jan	Secondary 1 Investiture cum CCA Showcase
	7 – 9 Jan	Secondary 4/5 Polytechnic Virtual Open Houses
	15 Jan	Secondary 4/5 Meet-the-Parents Session (Webinar)
	25 to 29 Jan	Level Camps
February	8 Feb	Total Defence Day Commemoration
	11 Feb	Chinese New Year Celebration
	15 Feb	Chinese New Year Holiday
	18 to 25 Feb	Class Test 1
	26 Feb	Jogathon
March	15 to 21 Mar	Term Break

For further clarifications, please contact the school administration at 6315 8616.

25. General Office Opening Hours

For parents/guardians who may need to contact the school, the opening hours of the General Office are:

- Monday to Thursday: 7.00 am to 6.30 pm
- Friday: 7.00 am to 6.00 pm
- Saturday, Sunday and Public Holidays: Closed

During the school holidays, the school will be open from 7.00 am to 5.00 pm from Monday to Friday.