



10 Yishun Street 81 Singapore 768454 Tel: 67598547 Fax: 67588770

5 January 2018

Dear Parents/Guardians of Secondary 2 to 5 Students

Term 1 Letter

Happy New Year to all! The new school term has started and we are glad to inform you that our students have settled in for the new school year. It is heartening seeing them happy in school, and participating and engaging in learning both in and out of the classrooms.

As a parent/guardian, you are the key navigator of your child's/ward's growth. We look forward to close partnership with you to better support your child/ward in his/her learning and journey towards excellence.

Student Organiser and Key Information

The Student Organiser is an invaluable tool for our students and we have encouraged them to make use of the various features to plan and manage their time and schoolwork well.

In addition to the School Calendar which provides information on key school events, the contact information of staff is also provided via a QR Code in the student organiser. Alternatively, you may visit our school website at <http://www.orchidparksec.moe.edu.sg> for staff contact details. Should you need to contact teachers, please email or contact them at Tel: 6759 8547. However, we seek your understanding that our teachers may not be able to attend to your email or call immediately due to meetings, lessons or CCA commitments. Please note that the school's operating hours are from 7.30 am to 6.30 pm, Monday to Friday.

Apart from Class Mentors who will be maintaining close contact with you regarding your child's/ward's learning and progress, the Year Heads and Assistant Year Heads who oversee students' holistic learning experiences will also be working closely with you. You will get to meet them at our Parent-Teacher Meeting on 13 January. Our Year Heads and Assistant Year Heads are:

- Sec 1 – Ms Michelle Kwok (Assistant Year Head/Lower Secondary)
- Sec 2 – Mrs Gloria Zahri (Year Head/Lower Secondary)
- Sec 3 – Mrs Fu Wei Hui (Assistant Year Head/Upper Secondary)
- Sec 4/5 – Mr Chia Cheng Siong (Year Head/Upper Secondary)

School Calendar

We are pleased to share that our school's Calendar of Events for 2018 is accessible online via our school website. Our School Calendar is available for download to your smartphones. Please refer to instructions on the school website regarding this.



Parent Portal & Family Matters@School (FM@S)

The parent portal on the school website is one of our ways of connecting with our parents. Letters to parents are uploaded onto the portal. The parent portal also provides useful information on school, Parent Support Group (PSG) events and FamilyMatters@School activities.

We also offer Positive Parenting Programme (Triple P) and Family Life Education (FLE) Programme, in collaboration with Ministry of Social and Family Development. These programmes provide parents with tools and strategies to improve children's behaviours and parenting outcomes. Please contact our FM@S coordinator Mdm Kamisah Bte Saat at 93363959 or opss425@gmail.com for more details.

We encourage you to join the school's PSG so that you can get involved with the school's activities and get to know other parents and your child's friends in school. You can sign up for activities that suit your schedule. Some of the PSG activities are also good platforms for you to bond with your child, and to engage in his/her education journey. Please feel free to approach the school for PSG sign-up. More information on how you can be involved in your child's education can be found at <http://parents-in-education.moe.gov.sg/>.

Assessments and Monitoring of Learning

Assessment is an integral part of learning. The intent of assessment is both formative and summative. Assessments in the form of tests, examinations as well as other modes are planned with the intent of helping your child/ward chart his/her learning. They allow teachers to plan and provide targeted assistance to strengthen students' learning and address the learning gaps. The marks from all the different assessments are considered for year-end promotion to the next level. Hence, we seek your cooperation in ensuring that your child/ward takes every assessment seriously and is well-prepared for each of them.

Continual Assessment (CA) comprises common/class tests and some other modes of assessment. The weightings for the CAs and examinations are as follows:

Sec 1 to 3

Course	Semester 1 First Combined		Semester 2 Second Combined	
	CA 1	Mid-Yr Exam	CA 2	End-of-Yr Exam
Express/Normal Academic	15%	25%	15%	45%
Normal Technical	20%	20%	25%	35%

Sec 4/5

Course	Semester 1		Semester 2	
	CA 1	Mid-Yr Exam	CA 2	Prelim Exam
Express/Normal Academic/ Normal Technical	-	100%	-	100%



We encourage students to use their student organisers to take note of homework given. Homework, in the form of worksheets, reading assignments, project work and research assignments, may be given to students to reinforce learning and stretch students' potential. We seek your help to monitor that your child/ward completes the assigned work diligently. Some of the assignments may also constitute a part of the termly continual assessments. Please note that a valid medical certificate is required for absence from test or examination due to medical reasons.

Use of Mobile Phones

The school recognises that our students need to and appreciate being able to bring their mobile phones to school. While we allow students to do that, we have communicated some restrictions on their use (please refer to the OPSS student organiser) in school so that the mobile phones do not pose as distractions to both teachers and students.

Responsibility and self-discipline are 2 fundamental values we strive to inculcate in our students. Hence, we hope that parents who allow their child/ward to bring their mobile phones would also work with us to ensure that they understand and abide by the stated rules.

Parents Gateway (PG)

You are strongly encouraged to participate in Parents Gateway (Alpha) Programme. Parents Gateway is a new digital platform designed and developed by MOE and GovTech that aims to bring greater convenience to parents to perform simple administrative transactions and to stay updated on schools' programmes and activities. This enables parents to better support their child in their education journey through closer interactions and communications with schools. This is part of MOE's commitment to strengthen school-home partnership. Please refer to **Appendix 1** for more information.

Financial Assistance

The MOE Financial Assistance Scheme (MOE-FAS) seeks to help needy Singaporean students pay for essential school expenses and to ensure that no Singaporean child will be denied an education due to financial reasons. We invite eligible students to apply for the assistance.

The eligibility criteria for MOE-FAS are as follows:

- The student must be a Singapore Citizen.
- The family's Gross Household Income (GHI) does not exceed \$2,500 per month; or
The family's Per Capita Income (PCI) does not exceed \$625. PCI is computed based on GHI divided by the number of household members who include the student, his/her unmarried siblings, parents and grandparents living at the same address. Other dependents in the family may be included on a case-by-case basis.

For more information, please refer to the following MOE webpage:

<http://www.moe.gov.sg/initiatives/financial-assistance/>



School Insurance

All students will be covered for Student Accident Insurance from 2018 through NTUC Income. The premium is fully paid for by MOE. A copy of the benefits and coverage has been attached for your reference.

Safety and Security of Students

The safety and security of our students is of utmost concern to us and there are measures in place to work towards providing a safe and conducive environment for your child/ ward. We would like to seek your cooperation to work with the school in ensuring the road safety of students coming to and leaving school. In addition, should your child/ ward be cycling to school, he/she is strongly encouraged to register with the school and park his/ her caliper brakes-installed bicycle at the school's bicycle bay.

Please refer to ***Annex A*** for more information. We thank all parents and guardians who have been the role models for our children.

Indoor Sports Hall (ISH)

Building works on the Indoor Sports Hall (ISH), to be sited next to the school field and fronting Yishun Street 81, will commence in February/March 2018. Completion of the ISH is expected to be at year end 2019. The ISH is an MOE initiative to broaden the Co-Curricular Activities (CCA) experience to encourage sporting excellence by having more students to take up competitive sports CCA and also to encourage greater mass participation by students not involved in competitive sports to take up sports and rugged activities. This supports the education goals of having students acquire and maintain health-enhancing fitness through regular participation in physical activities, so as to enjoy and value the benefits of living a physically active and healthy life.

The school will be working with the contractors to minimize noise disruption, and ensure the safety of our students. We seek your understanding and support in reminding your child/ ward to exercise caution particularly in using Gates 7 and 8, and the areas near the school field.

Photographs and Videos of Students

The school will be capturing our students' learning through photographs and video recordings throughout the year, which may be featured on our school website and/or in our internal school publications such as the Year Book. Please inform your child/ ward's Class Mentor(s) if you do not wish to give consent to having your child/ ward feature in our school website and/or any of our internal school publications.



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We appreciate if you could endorse on the attached **Acknowledgement Slip** and have your child/ward submit it to his/her class mentor(s) by **15 January 2018**.

We have an exciting term ahead and I look forward to working with you and seeing you at some of our events. May I wish you and your child/ward a fruitful and fulfilling year ahead!

Thank you.

Yours faithfully

Mr Shawal bin Hussin
Principal



Acknowledgement Slip
(Please submit to your class mentor(s) by 15 January 2018)

Re: 2018 Term 1 Letter

I acknowledge the letter by the school dated 5th January 2018 and have noted its contents.

I understand the school's policy on the use of mobile phones and have noted the school rules and regulations on mobile phone usage, as stated in OPSS Student Organiser 2018.

Name of Student : _____

Class (2018) : _____

Name of Parent/ Guardian : _____

Signature : _____

Date : _____