



SEMBAWANG SECONDARY SCHOOL

<http://www.sembawangsec.moe.edu.sg>
30 Sembawang Crescent Singapore 757704
Tel: 67566760 Fax: 67585380
Email: Sembawang_ss@moe.edu.sg

21 Dec 2022

Dear Parents of incoming Secondary 1 students

Secondary 1 Registration Matters

My staff and I extend a warm welcome to our new Secondary 1 students and to all parents as our partners in education. We recognise this important milestone in your child's life and congratulate your child on his/her achievement.

This letter contains some brief pointers to note so that the registration experience is a pleasant one for all students and parents:

1. Our school website is provided above for easy access. Information and links to necessary documents for Secondary 1 registration are on the school website. In addition, essential information will be sent to you through Parents Gateway.
2. All students posted to our school must complete the registration.
3. You will be able to view your child's class by noon on 22 Dec 2022. The Class and House allocation will be sent to you via Parents Gateway. The House allocation information is needed in order to purchase the PE attire as the T-shirts are distinguishable by House colours.
4. Sales of Books and School Uniform will be conducted according to your child's class. The schedule is available on the school website.
5. Students eligible for Subject-Based Banding (SBB) based on their PSLE results will be sent the Offer Letter through Parents Gateway. Students who are offered SBB subjects must submit the Acceptance Form by 28 Dec 2022.
6. Students are allowed to put on sports shoes. This is to prevent injuries during PE and Sports activities. Information on the types of sports shoes allowed can be found in the section *Important Information for Parents and Students* on the Secondary 1 registration page.
7. Students are to report to school before 7.30 am daily, from 3 Jan 2023 onwards. The morning assembly commences at 7.30 am sharp. There are 2 side gates at the front of the school and 1 gate at the back of the school. Students must use the side gates or back gates for school entry and exit. There is a main gate for vehicular access. Vehicles ferrying students will be directed to the drop off point at the front porch. Security officers will guide vehicles to the drop-off point.
8. The school time-table will be put up on the school website by 30 Dec 2022. Our school follows the Odd and Even week time-tabling format – weeks 1, 3, 5, 7 and 9 of each Term are Odd weeks, and weeks 2, 4, 6, 8 and 10 of each Term are Even weeks. (Week beginning 3 Jan is Odd week, while week beginning 9 Jan week is Even week, and so on.)

9. Secondary 1 Orientation Programme will be conducted from 3-5 Jan. On 3 Jan and 5 Jan, Secondary 1 students will be dismissed at 1.10 pm. On 4 Jan, there will be a CCA Sports Trial from 1.40 pm to 4.00 pm. From 6 Jan onwards, students will be dismissed according to the time-table.
10. The school will issue an ODT to our Secondary 1 students. All students are expected to bring their Oral Digital Thermometers (ODT) daily.
11. Students who have applied for the Financial Assistance Scheme (FAS) with their primary schools should bring their approval letters and ez-link cards to our General Office on the scheduled date for sale of books and school uniform. Students who have not yet applied for FAS may download the form from the Secondary 1 registration page and submit the application for consideration. For assistance, do contact the General Office. Students who intend to apply for FAS and have not yet done so should purchase books, school uniform and PE attire only after the application outcome is released.
12. Each level in the school has a separate recess. Lunch break is provided for longer school days. This will be reflected in the time-table.
13. All canteen stalls and vending machines operate in line with HPB healthy eating guidelines. Payment for canteen food is via cash or ez-link card (for FAS students).
14. Secondary 1 students will indicate 4 choices for CCA. A CCA Orientation programme will be conducted and students will undergo a trial period before indicating CCA choices. CCA briefing and allocation will take place between Weeks 2-4 of Jan.
15. We will be holding an engagement session with parents on 14 Jan (Sat) from 8.30 am to 10.30 am, on matters pertaining to your child's educational experiences with us including customised programmes, CCA selection, SBB and assessment for the year. You will also have the opportunity to meet your child's Form Teachers. We look forward to meeting you that day.

Once again, we welcome you and your child to the SMBSS family and we look forward to your partnership as we work together to nurture your child in his/her journey towards becoming a Leader and Change-Maker.

Wishing you and your family a wonderful holiday season and a joyful 2023.

Yours sincerely



Mdm Jessie Koh
Principal