



SEMBAWANG SECONDARY SCHOOL

<http://www.sembawangsec.moe.edu.sg>

30 Sembawang Crescent Singapore 757704

Tel: 67566760 Fax: 67585380

Email: Sembawang_ss@moe.edu.sg

22 Dec 2021

Dear Parents/Guardians

Sec 1 Registration Matters

Dear Parents of Secondary 1 students

- 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.

Below are some brief pointers to note so that the Sec 1 registration experience is a pleasant experience for all students and parents:

1. Our school website is provided above for easy access. The Sec 1 registration information and links to necessary documents are all on the school website. In addition, essential information will be emailed to your child's email account as well.
2. All students posted to our school must complete registration. This allows the school to account for students who have not reported.
3. You will be able to view your child's class by noon on 22 Dec 2021. We will also email your child on the class and House allocation. The email contains the class and House allocation as well as Subject-Based banding (SBB) offer for students who are eligible based on their PSLE results. The House allocation information is needed in order to purchase the right PE attire as the T-shirts are distinguishable by House colour.
4. Sales of Books and Stationery will be conducted according to your child's class. The schedule is available on the school website.
5. Sales of Uniform and PE attire will be conducted through online order (information and link are provided in the Information Booklet on the school website). Through the online order, you can opt for Home Delivery (delivery fee charged by vendor) or Self-Collection from School. If you are unsure of your child's attire size, your child may purchase Uniform/PE attire when school commences as the vendor will be in school for the month of January 2022. Students who are unable to purchase the school uniform and/or PE attire may report in primary school attire while waiting for the new attire.
6. Students are allowed to put on sports shoes. This is to prevent injuries during PE and Sports activities. Information on types of sports shoes allowed is in the information booklet.
7. Students who are offered SBB subjects must submit their Acceptance form by 28 Dec 2021. The link to the SBB Acceptance Form will be emailed to your child if he/she is eligible.

8. Students are to report to school by 7.30 am daily, from 4 Jan 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. There is a main gate for vehicular access. Students must use the side gates or back gates for school entry and exit. Our security officers are on duty every morning to ensure the safety of students.

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.

9. The school time-table will be put up on the school website on 31 Dec 2021. Do note that our school follows the Odd and Even week time-tabling format. Therefore, weeks 1,3,5,7, and 9 of each Term are Odd weeks and weeks 2, 4, 6, and 8 of each Term are Even weeks. (4 Jan week is Odd Week, 10 Jan week is Even week, and so on)
10. The Sec 1 Orientation programme will be conducted from 4-6 Jan 2022. On 4,5,6 January 2022, Sec 1 students will be dismissed at 1.10 pm. From 7 January 2022 onwards, students will be dismissed according to the time-table. On the 1st 2 days of school, school staff will be stationed at the back gate during Sec 1 dismissal to assist students who need to proceed to the bus stops near Sun Plaza or to the MRT station.
11. All students must bring their personal Oral Digital Thermometer (ODT) daily. The school will issue an ODT to our Sec 1 students on 4 Jan.
12. All students must bring their Trace Together token daily. When the token is not available due to malfunction or loss, students can use TT app to check in to school.
13. All students must put on face mask in line with Safe Management Measures. Social Distancing measures must be adhered to at all times.
14. All students are encouraged to carry along a personal pocket hand sanitiser.
15. Students who have not yet applied for Financial Assistance Scheme may download the form from the Sec 1 registration page link and submit 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, uniform, and PE attire only after the application is successful.
16. All levels in the school have a separate recess. Lunch break is provided for longer days. This will be reflected in the time-table. Students may bring along dry snacks (e.g. biscuits, fruits) to be consumed in class if required. Our staff will brief students on appropriate snacks and snack break matters.
17. The canteen has a hot drink and dim sum (Halal) stall, a cold drinks and fruits stall, Chinese and Muslim food stalls, and drink vending machines. All staff 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). FAS students may top-up ez-link cards in the school General Office. We will arrange for this on Day 1.
18. Sec 1 students will be allowed to indicate 4 choices for CCA. A CCA Orientation programme will be conducted, and students will be allowed a trial period before indicating CCA choices. The CCA briefing and allocation will take place between Weeks 2-4 of January 2022.

We will engage with parents in January 2022 on other matters pertaining to your child including customised programmes, CCA selection, SBB, Assessment format for the year, and Form Class matters.

I would also like to encourage parents to serve on the Parent Support Group (PSG). If you are keen to serve in the PSG, do drop us an email at Sembawang_ss@moe.edu.sg attention Principal.

Once again, we welcome you and your child to the SMBSS family and we look forward to a strong partnership to help your child achieve his/her full potential in the journey towards becoming a Leader and Change-Maker.

For any queries/clarification, kindly contact the General Office for assistance.

Wishing you and your family the best of health

Mr Jaswant Singh
Principal