



# SEMBAWANG SECONDARY SCHOOL

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19 Dec 2023

Dear Parents of Incoming Secondary 1 students

## Sec 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 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 sent to you through Parents Gateway.
2. All students posted to our school must complete registration by 22 Dec 2023.
3. You will be able to view your child's class and House by noon on 21 Dec 2023. The Class and House allocation will be sent to you via Parents Gateway. The House allocation information is needed in order to purchase the right PE attire as the T-shirts are distinguishable by House colours.
4. Sales of Books and Uniform will be conducted according to your child's class. More information and the schedule for purchase are available on the school website.
5. Students who are eligible to offer subject(s) at a more demanding level (MDL) based on their PSLE results will be sent the Offer Letter(s) through Parents Gateway. Students who are offered subjects at a MDL must submit their Acceptance Form by 29 Dec 2023.
6. Students are allowed to put on sports shoes for school! 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 Students and Parents* on the Sec 1 registration page.
7. Students are to report to school before 7.30 am daily, from 2 Jan 2024 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.

8. In Week 1 (2 – 5 Jan 2024), the school will welcome your child through an Orientation Programme. Students will participate in class activities led by their Form Teachers and attend talks by school personnel. The school timetable will be shared with your child during this week and will take effect from Week 2 (8 Jan 2024) onwards.

Dismissal time is at 1.00pm on 2-4 Jan 2024 and 12.40pm on 5 Jan 2024. On the first 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.

10. The school will issue an Oral Digital Thermometer (ODT) to our Sec 1 students. All students are expected to bring their ODT to school daily.
11. Students who have successfully applied for the MOE Financial Assistance Scheme (FAS) with their primary schools should bring their approval letters and ez-link card to our General Office on the scheduled date for sale of books and uniform. Students who have not yet applied for MOE FAS and wish to do so may download the form from the Sec 1 registration page link and submit their application for consideration. For assistance, please contact the General Office at 67566760. Students who intend to apply for MOE FAS and have not yet done so should purchase books, uniform, and PE attire only after the application outcome is known.
12. All levels in the school have separate recesses. Lunch break is provided for longer days. This will be reflected in the timetable.
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. Sec 1 students will be allowed to indicate 4 choices for CCA. A CCA Orientation Programme will be conducted on 10 Jan (3.00 – 6.00 pm) and 12 Jan 2024 (2.30 – 6.00 pm) for students to experience the different CCAs and undergo Sports Selection Trials before indicating their CCA choices. The CCA briefing and allocation will take place between Weeks 2 to 4 of Jan 2024.
15. We will be conducting a Parents Engagement Session on 19 Jan (Fri) from 4.30 – 6.30 pm. You will also have the opportunity to meet your child's Form Teachers during the session. We look forward to meeting you that day.

Once again, we welcome you and your child to Sembawang Secondary School. 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.

I wish you and your family a joyful holiday season and wonderful 2024 ahead.

Yours sincerely



Mdm Jessie Koh  
Principal