

15 October 2018

Dear Parent/Guardian,

END OF TERM 4

1. This is the last school notification for the year. As we approach the end of Term 4, we wish to highlight some key school events and activities that may involve your child/ward (see **Annex A**).

YEAR-END SCHOOL EXAMS & MARKING DAY (25 OCT)

2. Our Sec 4 students have completed the national exams on 9 Oct and have graduated. The Sec 3 students have also completed the year-end school exams on 11 Oct and will start their 4-week Industry Experiential Programme (IEP) from 22 Oct. Sec 1-2 students will complete the year-end school exams by 24 Oct. Please note that **25 Oct (Thu) is Marking Day** (no school for students). Sec 1-2 students will return to school on 26 Oct (Fri) to review their exam papers.

LAST SCHOOL DAY & PARENT-TEACHER MEETING (PTM)

3. The last school day and PTM dates for Sec 1-3 are as follows :

Level	Date	Remarks
Sec 1 and 2	31 Oct (Wed)	<ul style="list-style-type: none"> • Last School Day for Sec 1-2 • Sec 1-2 students will be dismissed at 12.45 PM.
	9 Nov (Fri)	<ul style="list-style-type: none"> • PTM and Collection of Report Book (From 8 AM to 12 PM)
Sec 3*	19 Oct (Fri)	<ul style="list-style-type: none"> • Last School Day for Sec 3 • Sec 3 students will be dismissed at 12.30 PM.
	19 Nov (Mon)	<ul style="list-style-type: none"> • PTM and Collection of Report Book and ISC Statement of Results (From 8 AM to 12 PM)
Sec 4	17 – 19 Dec (Mon – Wed) <i>(Exact date and time to be announced by MOE)</i>	<ul style="list-style-type: none"> • Collection of GCE 'N' Level Results, ISC Statement of Results & ISC Certificate

*Sec 3 students will be involved in the Industry Experiential Programme (IEP) from 22 Oct to 18 Nov.

CDAC – CREST CUSTOMISED TUITION PROGRAMME FOR SEC 2 & 3 STUDENTS

4. The Chinese Development Assistance Council or CDAC is collaborating with Crest Secondary to offer a customised Math tuition programme for Sec 2 and 3 students of all races, in 2019 Semester 1. Parents who are interested to register their child for the programme may do so during the year-end PTM. Further details will be provided in the registration form.

ALLOCATION OF ISC COURSES FOR SEC 2 STUDENTS

5. Sec 2 students will receive the results of their **ITE Skills Certificate (ISC) course allocation** on PTM Day on 9 Nov (Fri). The information will also be posted on the school notice-board on the same day. Students who wish to appeal for a change to another ISC course must provide a good reason. The appeal form must be submitted to the Admin Office by 16 Nov (Fri) and the appeal outcome will be made known by 21 Nov (Wed).

CREST IMMERSION PROGRAMME FOR PRIMARY 6 FOUNDATION STUDENTS

6. As part of the school's outreach efforts, the annual **Crest Immersion Programme** for P6 Foundation students will be held from 1-2 Nov (Thu-Fri). During these two days, selected Sec 1-2 students will interact with P6 students as they guide them to various learning stations in the programme. FTs will notify parents/guardians of their child/ward's involvement in the event.

OPEN HOUSE 2018

7. Crest's annual **Open House** will be held from 22-24 Nov (Thu-Sat), during which we will host P6 students posted to the N(T) course and their parents. Some Sec 1-2 students will be involved in the event, including preparatory work from 20 to 21 Nov. CCA Teachers & FTs will notify parents/guardians of their child/ward's involvement.

CCA TRAINING SCHEDULE

8. Some CCAs will be conducting training sessions for students during the school vacation in Nov and Dec. The **CCA training schedule** will be posted on the school website (www.crestsec.edu.sg) and Facebook page (www.facebook.com/crestsec) by 1 Nov (Thu).

TRAVEL DECLARATION

9. If you are travelling overseas with your child/ward during the school vacation, please declare your **travel plans** to the school. Your child/ward should submit the Travel Declaration Form to the Administration Office by 31 Oct (Wed).

SCHOOL UNIFORMS AND TEXTBOOKS

10. The dates for the **sale/collection of school uniforms and textbooks** are shown in the Table below:

FAS / Non-FAS Students	Date	Time	Venue	Remarks
2019 Sec 2-4 FAS Students*	3-6 Dec (Mon-Thu)	9.00 AM to 3.00 PM	School Bookshop	For collection of school uniforms and textbooks by FAS Students*
2019 Sec 2-4 Non-FAS Students	10-13 Dec (Mon-Thu)	9.00 AM to 3.00 PM		For purchase of school uniforms and textbooks by Non-FAS Students

* *FAS applicants will be notified of the FAS application outcome by 2 Nov (Fri). Approved FAS students will be given collection slips by the Admin Office starting from 3 Dec 2018, for the collection of school uniforms and textbooks from the school bookshop. [Note: Sec 3 & 4 boys will wear long pants.]*

11. To ensure that students have the correct textbook editions, parents are strongly encouraged to purchase them from the school bookshop. The booklist will be available on the school website from 9 Nov (Fri).

OUTSTANDING SCHOOL, MISCELLANEOUS AND PROGRAMME FEES

12. Students who have not settled his/her outstanding fees are reminded to do so either by cash or cheque (made payable to 'Crest Secondary School') by Wed, 31 Oct 2018. Families who are facing financial difficulties or who may wish to appeal for instalment plan to settle the arrears, especially if they are significant, can approach the Administration Office for assistance.

SCHOOL OPENING HOURS DURING YEAR-END SCHOOL VACATION

13. The school's opening hours in December are as follows:
- Administration Office: 8.00 AM to 5.30 PM, Mondays to Fridays
 - Student Recreation Hub & Sports Facilities: 9.00 AM to 4.00 PM, Mondays to Fridays
- (Note: Students have to be in school uniform/CCA attire, with proper school shoes. Students not in proper school attire will not be allowed into the school premises.)*

YEAR-END PROTECTED SCHOOL VACATION FOR TEACHING STAFF

14. Our teaching staff will have their **protected school vacation** from 26 Nov to 26 Dec. During this period, please contact the Admin Office if you have any queries.

CHANGE IN SCHOOL STARTING AND DISMISSAL TIME ON THURSDAYS IN 2019

15. The school has revised the school starting/dismissal time for Thursdays in 2019 as follows:

Revised School Starting and Dismissal Time in 2019				
Day	Current School Starting Time	<u>2019</u> School Starting Time	Current School Dismissal Time	<u>2019</u> School Dismissal Time
Monday	7.55 AM	No change	3.00 PM	No change
Tuesday	7.55 AM	No change	3.00 PM	No change
Wednesday	7.55 AM	No change	3.00 PM	No change
Thursday	9.15 AM	7.55 AM	3.15 PM	2.45 PM
Friday	7.55 AM	No change	12.30 PM	No change

16. **All students will report to school on 2 Jan 2019 (Wed) by 7.55 AM.** They have to be in appropriate school attire and hairstyle (e.g. no dyed/tinted hair, boys must have proper haircut), failing which they may not be allowed to join their class.

ONE-WAY MORNING SHUTTLE BUS SERVICE

17. The school will continue with the free one-way morning shuttle bus service in 2019 for students who reside in Yew Tee, Choa Chu Kang and Jurong West/Pioneer areas. In addition, the school has removed the service from Bukit Gombak due to low ridership and will introduce the third free one-way morning shuttle bus service for students residing in Queenstown/Buona Vista/Clementi areas. The shuttle bus services will run from 2 Jan 2019, Wed (first school day of T1) to 8 Mar 2019, Fri (last school day of T1). Details of the One-way shuttle services are as follow:

Route A – Chua Chu Kang Drive to Crest Secondary School

Bus Pick-Up Time	Bus Pick-Up Location (Yew Tee – Choa Chu Kang – Crest Sec)
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Route B – Pioneer Road North to Crest Secondary School

Bus Pick-Up Time	Bus Pick-Up Location (Pioneer Road North – Jurong West Ave 4 – Jurong West Street 75 – Jurong West Ave 5 – Crest Sec)
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ROUTE C – From Commonwealth MRT Station to Crest Secondary School

Time #	Description of Pick-up points
7.00 AM	<u>Start Point / Pick-up point:</u> Commonwealth Avenue, Bus Stop at Commonwealth MRT Station, Bus Stop No: B11161
7.05 AM	<u>Pick-up point No 2:</u> Commonwealth Avenue, Bus Stop Opposite Block 43, Bus Stop No: B11181
7.10 AM	<u>Pick-up point No 3:</u> Commonwealth Avenue West, Buona Vista MRT Station Bus Stop, Bus Stop No: B11191
7.20 AM	<u>Pick-up point No 4:</u> Commonwealth Avenue West, Before Clementi Station Pick-Up Point in front of Block 450
7.35 AM	Crest Secondary School

STAFF MOVEMENT

18. Finally, I would like to inform you that the following teachers will complete their secondment at Crest by end-2018. They will return to MOE/ITE to continue their teaching career :
- Mdm Aishah Binte Lidon (Senior Teacher / Hospitality Services)
 - Ms Azean Bte Abdullah (Senior Teacher / English Language)
 - Mr Chan Tze Wee (Subject Head / Facilities & Mechanical Services)
 - Mr Ong Kwang Wei (Teacher / Science)
 - Ms Ow Hui Keng (Subject Head / Service)
 - Mdm Sumiate Bte Hassan (Teacher / English Language)
 - Mr Tan Jock Lienm (Teacher / Mathematics)
 - Mdm Usha D/O Krishnasamy (Senior Teacher / Learning Needs [Special Education])

CONCLUSION

19. On behalf of the school, I wish to thank them for their unwavering dedication and strong commitment to the school and our students for the past four to six years, and wish them the best in their future endeavors.
20. Wishing all students an enjoyable year-end school vacation!

Yours sincerely,



MR SEET TIAT HEE
PRINCIPAL

SCHEDULE OF KEY SCHOOL EVENTS AND ACTIVITIES (OCT-DEC 2018)

DATE	EVENT / ACTIVITY
19 Oct (Fri)	Last School Day for Sec 3 students (7.55 AM to 12.30 PM)
22 Oct – 18 Nov	Industry Experiential Programme (IEP) for Sec 3 Students
22 Oct (Mon)	<ul style="list-style-type: none"> • Sec 1 and 2 students will be dismissed after their exam at 12.15 PM
23 Oct (Tue)	<ul style="list-style-type: none"> • Sec 1 students taking NT Subjects only will be dismissed after their exam at 11.00 AM • Sec 1 (NA) students taking Malay & Tamil MTL will be dismissed after their exam at 2.30 PM • Sec 2 students will be dismissed after their exam at 11.20 AM
24 Oct (Wed)	<ul style="list-style-type: none"> • Sec 1 students taking NT Subjects only will be dismissed after their exam at 10.45 AM • Sec 1 students taking NA English will be dismissed after their exam at 12.15 PM • Sec 2 students taking NA English exam to report at 8.15 AM • All other Sec 2 students taking Taster Modules and NT English exam to report at 10.00 AM • All Sec 2 students will be dismissed after their NT English exam at 1.00 PM
25 Oct (Thu)	Marking Day (No school for Sec 1 – 2 students)
26 Oct (Fri)	Normal curriculum for Sec 1 – 2 students
29 Oct – 2 Nov (Mon – Fri)	<u>Crest-Meridian School Twinning Programme</u> Overseas LJ to Cebu City, Philippines (For selected Sec 2 students)
29 – 30 Oct	Sec 1 – 2 Students will be dismissed at 12.45 PM
31 Oct (Wed)	Last School Day for Sec 1 – 2 students (7.55 AM to 12.45 PM)
1 – 2 Nov (Thu – Fri)	Crest Immersion Programme for P6 Students Selected Students will be involved in hosting our P6 student visitors (8.00 AM to 1.00 PM)
9 Nov (Fri)	Sec 1 & Sec 2 Parent-Teacher Meeting (8.00 AM to 12.00 PM) (Sec 2 students will receive the 2019 Sec 3 ISC Posting results.)
19 – 21 Nov (Mon – Wed)	Selected Sec 1 – 2 students' Preparation for Open House 2018 (8.00 AM to 12.30 PM)
19 Nov (Mon)	Sec 3 students Parent-Teacher Meeting (8 AM to 12 PM) (Sec 3 students will receive Report Book & ISC Statement of Results)
22 – 25 Nov (Thu – Sun)	<ul style="list-style-type: none"> • 22 Nov (Thu): Release of PSLE Results – Open House @ Crest (1 to 4 PM) • 23 Nov (Fri): Open House @ Crest (9 AM to 3 PM) • 24 Nov (Sat): Open House @ Crest (9 AM to 3 PM) • 25 Nov (Sun): School Admin Office will be open to attend to queries (9 AM to 12 PM)
3 – 6 Dec (Mon – Thu)	Collection of School Uniforms and Textbooks by <u>FAS</u> Students (9 AM to 3 PM)
10 – 13 Dec (Mon – Thu)	Purchase of School Uniforms and Textbooks by <u>Non-FAS</u> Students (9 AM to 3 PM)
17 – 19 Dec (Mon – Wed)	Collection of GCE 'N' Level Results and ISC Statement of Results & Certificates (Sec 4 students Only) (MOE will confirm the exact date of release of GCE 'N' Level results – please refer to mainstream media, school website and Facebook for the announcement.)
20 Dec (Thu)	Sec 1 Registration (For 2019 Sec 1 students)
2 Jan 2019 (Wednesday)	Start of New School Year 2019 (School Reporting Time : By 7.55 AM)

Note : Besides the above events/activities, some CCAs will also be conducting training during the year-end school vacation. Details of the CCA training schedule will be posted on the school website (www.crestsec.edu.sg) and FB (www.facebook.com/crestsec) by 31 Oct (Wed).