



2 January 2018

Dear Parents/Guardians,

GREETINGS FOR 2018!

1. I am delighted to be appointed as the 2nd Principal of Crest Secondary, a specialised school for NT students, with effect from 15 Dec 2017. I started my teaching vocation, teaching the 1st batch of NT students in the mid-90s. Today I am still in touch with some of them and very heartened to see them becoming responsible young parents in their mid-30s and are gainfully employed with respectable professions.
2. This is the same hope and dream that I would like to share and give to my students in Crest as I humbly receive the leadership baton from the founding Principal, Mr Frederick Yeo, who has worked diligently with the mission-oriented staff and laid a very good foundation since the inception of Crest 6 years ago. I would like to thank Mr Yeo for his contributions and I promised to continue his 'heart-work' and work alongside our caring, committed and competent teachers and school leaders to bring Crest to new heights. I look forward to working with parents/guardians to bring out the best in your child/ward and help them discover their non-academic talents to experience success in areas beyond the academics.
3. We are pleased to share that our 2nd batch of Crestans have done well in the GCE 'N' Level Examination and ITE Skills Certificate (ISC) courses. 96.4% were awarded the GCE N(T) Level Certificate with **35 students** have also secured their *Nitec* courses via the Early Admissions Exercise (EAE).
4. As we begin 2018, we would like to share with you key events and notifications for Term 1.

SCHOOL LEADERS' DIALOGUE WITH SEC 1 PARENTS/GUARDIANS (19 JANUARY, FRI)

5. As our key stakeholder, your involvement in your child/ward's education is critical. The school will be holding a **School Leaders' Dialogue with Sec 1 Parents/Guardians on 19 Jan (Fri)**, during which we will share the school's curriculum and assessment policy, and activities of our parent support group *Crest Parents' Active Link (PAL)*. Details of the dialogue are as follows:

Target Audience	Date	Time	Venue	Remarks
Sec 1 Parents/Guardians	19 Jan (Fri)	6.00 PM	AV Theatre	• Dinner will be served in the school canteen from 5.30 PM

6. To facilitate catering of dinner, please complete the Reply Slip in **Annex A**.

START RIGHT PROGRAMME FOR YEAR 2018 FOR ALL LEVELS (2-4 JAN)

7. To facilitate our students in starting well in school, a series of activities are planned for all levels on 2-4 Jan. The dismissal time for each level is shown in the table below:



COHORT	2 JAN (TUE)	3 JAN (WED)	4 JAN (THURS)
Sec 1	Sec 1 Orientation Dismissal: 12.45 PM		
Sec 2	School-based activities Dismissal: 12.45 PM	Normal curriculum Dismissal: 3 PM	
Sec 3		Normal curriculum Dismissal: 3.00 PM	Learning Journey to Singapore Zoo Dismissal: 3.00 PM
Sec 4		Normal curriculum Dismissal: 3.00 PM	Normal curriculum Dismissal: 3.15 PM

Normal curriculum will resume for all levels from 5 Jan (Fri), except for Sec 3 students who will be having their Dragon Boating Team Bonding Program during curriculum time.

TEMPERATURE-TAKING EXERCISE (5 JAN)

8. The start-of-school-year **temperature-taking exercise** will be held on **5 Jan (Fri)**. The exercise aims to maintain the school's preparedness to re-activate the temperature-taking regime should the need arise, and to educate students on taking responsibility for their own health. All students are to bring their oral digital thermometers on 5 Jan (the school will issue new ODTs to all Sec 1 students).

UPDATE OF CONTACT DETAILS EXERCISE

9. The school will be distributing the contact details form to Sec 2 to 4 students. Parents/guardians are requested to update any changes in red ink on the form and return to the Form Teacher by **15 January**. Should your contact details or child's citizenship change later in the year, please update the school accordingly.

HEALTH CHECK-UP FOR STUDENTS (29 JAN – 9 FEB)

10. School Health Service Team from Health Promotion Board (HPB) will be in Crest from **29 Jan to 9 Feb** to conduct health check-up for our students. Parents/guardians will be informed if your child/ward requires follow-up referral after the medical check-up. Non-Singaporean students are requested to bring their Health Booklet and immunisation certificates (if any) along to the health checkup.

CCA EXPOSURE PROGRAMME FOR SEC 1 AND NEW TRANSFER-IN STUDENTS (10, 17 & 24 JAN)

11. All students have to participate in one Co-Curricular Activity (CCA) as part of their holistic development. We offer a total of 17 CCAs – 5 Sports, 5 Aesthetics, 2 Uniformed Groups and 5 Clubs. To provide our Sec 1 and newly transferred-in students a better understanding of the CCAs, a **CCA Exposure Programme** will be conducted over three Wednesdays on **10, 17 and 24 Jan**, during which they will learn about the different CCAs through hands-on activities. Sec 1 and newly transferred-in students have to submit the CCA Option Form on **25 Jan (Thu)**.

CHINESE NEW YEAR (CNY) CELEBRATIONS (15 FEB)

12. CNY falls on 16-17 Feb (Fri-Sat). The school will be celebrating CNY on 15 Feb (Thu). Students will report to school at 7.55 AM. and will be dismissed at 10.30 AM. All students are encouraged to be in their ethnic attire to create the festive mood of celebration. Students will return to school on 20 Feb (Tue).

TERM ONE ASSESSMENT

13. Various Common Tests will be conducted in Term 1. These are important assessment checkpoints of our students' learning. Besides pen-and-paper tests, students will also be assessed via various modes e.g. practical assessment, presentation and projects. We will share more information on the school's assessment policy with Sec 1 parents/guardians on 19 Jan (Fri). The assessment schedule is appended for your reference:-

Week (Dates)	Common Test
Week 6 (5 – 9 Feb)	English Common Test Math Common Test
Week 8 (20 – 23 Feb)	Mother Tongue Language Common Test Science Common Test

[Note: Assessment for Sec 1-2 Vocational Taster Modules will only be carried out in Term 2, while practical assessment for Sec 3-4 ISC courses will be conducted on an on-going basis.]

REMEDIATION PROGRAM FOR SEC 4 STUDENTS

14. A remediation programme will be conducted for Sec 4 students who did not pass the English, Math or MTL exam in 2017. The programme, which aims to strengthen students' academic foundation in preparation for the GCE 'N' Level Exam, is scheduled to start from Week 5 as follows:

Subject	Math	English Language	Mother Tongue Languages
Day/Time	Wed (3.15 - 4.30 PM)	Thur (3.15 - 4.30 PM)	Fri (12.45 - 2.00 PM)

LEVEL CAMPS AND OVERSEAS LEARNING JOURNEYS (WEEK 10 OF TERM 1)

15. Sec 1-3 students will be participating in **Level Camps and Local/Overseas Learning Journeys (LJs)** in Week 10 of Term 1. The level camps and LJs aim to foster closer bonding of students as a class, strengthen attitudes and skills such as teamwork, resilience and empathy through team-based/service learning activities, and deepen their inter-cultural sensitivities. More information will be given in mid-January.

Programme	Students	Venue	Date	Remarks
Level Camp	Sec 1	School	6-8 Mar	• All programmes will be co-funded by students.
Level Camp	Sec 2	Venue (TBC)	6-8 Mar	
Local/Overseas Learning Journey (OLJ)	Sec 3	Vietnam (Ho Chi Minh) Cambodia (Phnom Penh) Myanmar (Yangon) Indonesia (Batam) Malaysia (Malacca) Singapore	5-9 Mar 5-9 Mar 5-9 Mar 5-8 Mar 5-8 Mar 6-8 Mar	• The dates for each OLJ may be subjected to availability of flights and there may be slight changes.

Annex B summarises the key school programmes and activities for Term 1.

SCHOOL SMART CARDS (SSC) FOR SEC 1 STUDENTS

16. The school will be distributing the secondary level School Smart Cards (SSCs) to new Secondary One students by **April 2018**. In the meantime, students can continue to use their primary level SSC for concessionary travel at the secondary school rate until 30 April.

PHOTO-TAKING FOR SEC 1 AND 3 STUDENTS

17. The school has arranged for photographs of Secondary 1 and 3 students to be taken on **19 January (Friday)** for School Smart Card and IEP respectively. Students are required to be attired neatly in school uniform with proper hair-cut for the photo-taking session.

ONLINE CONSENT FOR STUDENTS TO RECEIVE DENTAL SERVICE

18. The Health Promotion Board provides free dental checks for students in school at specified times. However parents must give their consent before their children can receive such services. To give consent, parents can log on to <https://childconsent.hpb.gov.sg> with their SingPass and child's BC number by **15 March**. Parents who are unable to submit their consent online by 15 March will be issued hardcopy consent forms through their child.

SCHOOL & MISCELLANEOUS FEES

19. We strongly encourage parents/guardians to pay school fees via GIRO. GIRO deductions will take effect in Term 1 for Sec 2-4 students, while Sec 1 students will pay fees via cash/cheque payment until the GIRO application is approved by the bank. The schedule of fees payment via GIRO deduction or cash/cheque collection is as follows:

Nationality of Student	School Fee (Monthly)	Standard Miscellaneous Fee (Monthly)	2 nd Tier Miscellaneous Fee (Monthly)	Total (Monthly)	Date of GIRO Deduction <u>or</u> Cash/Cheque Payment
Singapore Citizen	\$5 <i>(Waived for Malay students and SB-FAS¹ students)</i>	\$10 <i>(Cash payment is required, waived for SB-FAS students)</i>	\$10 <i>(Can be paid from Edusave Pupil Account)</i>	\$25	<u>Term 1</u> 31 Jan, Wed <u>Term 2</u> 30 Apr, Mon
Singapore PR	\$260	\$10	\$10	\$280	<u>Term 3 and Term 4</u> 31 Jul, Tue
International Student (ASEAN)	\$660	\$10	\$10	\$680	
International Student (Non-ASEAN)	\$1100	\$10	\$10	\$1120	

¹ SB-FAS – School-Based Financial Assistance Scheme



SCHOOL-BASED FINANCIAL ASSISTANCE SCHEME (SB-FAS)

20. SB-FAS students will receive meal and transport allowances from the school during school term from **2 Jan to 31 Jul 2018**. After 31 July, the school will stop these allowances to successful SB-FAS applicants of the CDC CCC-ITE Bursary, which will be awarded in July. Parents/guardians should use the CDC CCC-ITE Bursary, which comprises a substantial cash quantum, to provide their child/ward with the allowances from August onwards.
21. We would like to inform parents/guardians that 2018 will be the last year that the CDC CCC-ITE Bursary is available to SB-FAS students at Crest. More information on the application for the CDC CCC-ITE Bursary will be provided in April.

STAYING CONNECTED – HOME VISITS

22. Similar to previous years, Sec 1 FTs will be visiting the homes of some Sec 1 students to connect with parents/guardians and strengthen school-family relationships. Through the home visit, we hope to learn about your aspirations for your child/ward and your concerns. We look forward to your support for the home visit, to be conducted between January and May.

FINAL NOTE

23. We have attached the **Staff Information Sheet (Annex C)** for your reference. Should you have any feedback or suggestions, please contact us at email: info@crestsec.edu.sg or Tel: 68992779, or the appropriate staff so that we can attend to your queries promptly. We also encourage you to stay connected with the school via our Facebook and website. Let's work together to make 2018 a fulfilling year for your child/ward's education at Crest!

Warmest regards,

Mr Seet Tiat Hee
Principal



REPLY SLIP
(For Sec 1 Parents/Guardians)

School Leaders' Dialogue with Sec 1 Parents/Guardians 2018

(Please tick one box)

I/We **will be attending** the *School Leaders' Dialogue with Sec 1 Parents/Guardians* on 19 Jan 2018 (Fri).

* Number of people (including Parent/Guardian) who will be attending: _____

* Please cater dinner for me/my family: Yes No

* Halal dinner will be served. If you need Vegetarian meal, pls tick here:

I/We **will not be attending** the *School Leaders' Dialogue Session with Parents/Guardians* on 19 Jan 2018 (Fri).

Name of Parent/Guardian(s) : _____

Mobile/Contact No. : _____

Email Address : _____

Name of Child/Ward : _____

Class : _____

Please detach the Reply Slip and have your child/ward submit it to the Form Teacher by 12 Jan 2018 (Friday).



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Annex B

KEY PROGRAMMES AND ACTIVITIES IN TERM 1 (2018)

Date	Programme / Activity*	Remarks
5 Jan (Fri)	Temperature-Taking Exercise	All students are to bring their oral digital thermometers.
19 Jan (Fri)	Sec 1 Parents' Dialogue	AV Theatre
19 Jan (Fri)	Photo-Taking for Students (Sec 1 and Sec 3)	Individual Student Photos
10, 17 & 24 Jan (Wed)	CCA Exposure Programme for Sec 1 Students	Sec 1 students will submit CCA Option Form on 25 Jan.
29 Jan - 9 Feb	Health Screening cum Medical Check-up	All students
31 Jan (Wed)	GIRO Deduction / Collection of Cash / Cheque Payment for School and Miscellaneous Fees (Term 1)	
15 Feb (Thurs)	Chinese New Year Celebration in School cum Total Defence Day Commemoration	Reporting time : 7.55 AM Dismissal time : 10.30 AM
16 Feb (Fri) to 19 Feb (Mon)	Chinese New Year Holidays	Students to report back to school on 20 Feb (Tues)
6 - 8 Mar (Tue - Thur)	Sec 1 - 2 Level Camps	Sec 1 : School premises Campfire will be on 7 Mar (Wed) Sec 2 : Venue (TBC)
5 - 8 Mar (Mon – Thur)	Sec 3 Overseas Learning Journey Batam / Malacca	The costs for these trips will be co-funded by the students
5 - 9 Mar (Mon - Fri)	Sec 3 Overseas Learning Journey Vietnam / Cambodia / Myanmar	
9 Mar (Fri)	No School for Sec 1 - 3 Students Day-off for students and staff after local / overseas school camps and learning journeys. Sec 4 students will have regular lessons in school.	
10 - 18 Mar (Sat - Sun)	Term 1 School Vacation <ul style="list-style-type: none"> • Some CCAs may organize training sessions for students on 15 - 16 Mar (Thur - Fri) • Protected staff vacation for teachers: 10 - 14 Mar (Sat - Wed) • Students will return to school on 19 Mar (Mon) (Start of Term 2) 	

Note: Parents/Guardians will receive notifications from Heads of Department in charge of specific programmes and activities in Term 1.

Annex C

For circulation to parents / guardians and students

2018 Staff Information Sheet²

SCHOOL MANAGEMENT & KEY PERSONNEL

S/n	Name	Designation
School Leaders		
1.	Mr Seet Tiat Hee	Principal
2.	Mr Michael Lau	Vice-Principal (Administration)
3.	Mr Sam Ho	Vice-Principal (Vocational Education)
4.	Mr Subash Lazar	Vice-Principal (Academic)
Managers / Heads		
5.	Ms Yit Hui Sian Emily	Finance Manager
6.	Mr Edward Neo Kim Chwee	Operations Manager
7.	Ms Tan Sok Hui, Rachel	Head (Administration)
8.	Ms Marina Wong	Head (Human Resource)
Heads of Department		
9.	Mr Matthias Chua Khim Meng	Head of Department (Aesthetics & Publicity)
10.	Mdm Daphne Koh Li Ping	Head of Department (English Language & Staff Development)
11.	Mr Chang Chow Khin	Head of Department (Facility & Mechanical Services)
12.	Mr Mohd Hirman Bin Mohamed Tohir	Head of Department (Retail Services)
13.	Mr Lucas Teo Zhiliang	Head of Department (Character & Citizenship Education)
14.	Mr Tan Kim Seng Kelvin	Head of Department (Student Management)
15.	Ms Suvian Tan Li Sze	Head of Department (Math & Science)
16.	Mr Suhaimi Bin Sahmat	Head of Department (Mother Tongue Languages)
17.	Mr Lee Ching Yong	Head of Department (Hospitality Services)
18.	Mdm Sri Rahayu Bte Zainal	Head of Department (Info-Communications Technology)
19.	Mr Mohamed Fahmee Bin Buang	Head of Department (Physical Education & CCA)
Level Heads		
20.	Mr Faizal Bin Bohari	Level Head (Student Management) (Sec 1)
21.	Ms Siti Mariam Bte Manshor	Level Head (Student Management) (Sec 2)
22.	Mr Low Chuin Li	Level Head (Student Management) (Sec 3)
23.	Mr Mohammed Rohan Bin Ismail	Level Head (Student Management) (Sec 4)
Subject Heads		
24.	Ms Lim Mei-Fern Ruth	Subject Head (English Language [1])
25.	Ms Chee Pey Ling Juliana	Subject Head (English Language [2])
26.	Mr Chan Tze Wee	Subject Head (Facility & Mechanical Services)
27.	Ms Ong Sok Eng Eileen	Subject Head (Partnership)
28.	Ms Ow Hui Keng	Subject Head (Service)

² Correct as of 31 Dec 2017

29.	Ms Lok Lai Hoong Lisa	Subject Head (Visual Arts)
30.	Mr Lin Zhiliang	Subject Head (Character & Citizenship Education)
Senior Teachers		
31.	Mdm Goh Lay Ping Justina	Senior Teacher (Character & Citizenship Education)
32.	Ms Azean Bte Abdullah	Senior Teacher (English Language)
33.	Ms Usha D/O Krishnasamy	Senior Teacher / Learning Needs (Special Education)
34.	Mr Derek Loh Pok Kee	Senior Teacher (Facility & Mechanical Services)
35.	Mdm Aishah Bte Lidon	Senior Teacher (Hospitality Services)
Counselling Team		
36.	Ms Celest Ling	School Counsellor (Sec 1)
37.	Mr Bay Siow Lon	Teacher Counsellor (Sec 2)
38.	Mr Parvin Singh Sachdev	School Counsellor (Sec 3)
39.	Mr Oh Chee Siong	Social Worker (Sec 4)

SEC 1-4 FORM TEACHERS AND CO-FORM TEACHERS

Sec 1

Class	Form Teacher	Co-Form Teacher
1-1	Ms Nini Irianti Lau	Ms Robin Soh
1-2	Mr Daniel Yeo Wai Kong	Ms Law Zhen Xi Cherish
1-3	Ms Wee Pey Woon, Sandra	Mr Ling Chee Kwong Paul
1-4	Mr Edwin Lim Kian Chuan	Mr Go Yong Siang Christopher
1-5	Mr Ng Wee Kee	Ms Liu Yunman
1-6	Mr Lim Chin Han	Mr Lau Kia Hian
1-7	Mr Benjamin Tay	Ms Amy Chan / Mr Vincent Ong
1-8	Mr Poh Wei Yi, Ian	Ms Betina Ng Geok Ling
1-9	Ms Lee Woan Huey Hannah	Mr Ong Cheng Soon

Sec 2

Class	Form Teacher	Co-Form Teacher
2-1	Ms Ada Yap	Mr Wong Chong Lee
2-2	Mrs Sinha Shilpa	Mdm Aishah Bte Lidon
2-3	Ms Loh Seow Wei Florence	Mr Muhammad Fadli Bin Jasmin
2-4	Ms Lim Xin Tian	Ms Usha D/O Krishnasamy
2-5	Mr Ong Kwang Wei	Mr Lim Weiming
2-6	Ms Muszalifa Binte Aman	Mr Muhd Zaki Bin Hosain
2-7	Ms Foo Mei Yeng	Mr Mohammed Hafiez Bin Ali
2-8	Ms Hedzlyn Hazwany Binte Mohamed Mahrom	Ms Lee Zi Qing Abigail

Sec 3

Class	Form Teacher	Co-Form Teacher
3-1	Ms Pamela Chia Hui Ling	Mr Haja Mohideen S/O Packir Rowther
3-2	Ms Poh Foong Yi Angeline	Mr Chua Chin Choon Desmond
3-3	Ms Suriani Binte Sulaiman	Mr Tan Eng Choon
3-4	Ms Mehraj Nisha D/O Mansor Khan	Mr Ho Heng Cheong
3-5	Ms Ho Su Ching, Eunice	Mr Dave Yuen Wei Dong
3-6	Mr Choo Tuck Loong Daniel	Ms Koh Hwee Ping
3-7	Mr Lee Joshua	Ms Chan Mei Lian
3-8	Ms Tan Sock Mui	Mr Siah Peih Wee
3-9	Mdm Malar Velee d/o Perumal	Mr Chew Ming Zhe Zack

Sec 4

Class	Form Teacher	Co-Form Teacher
4-1	Ms Mutmainnah Binte Saidi	Mr Roslee Bin Baba
4-2	Mr Abdol Malek B Abdol Rahim	Mr Den Lin Yuxuan
4-3	Mdm Sumiate Bte Hassan	Ms Low Chui Ling
4-4	Mr Muhammed Sabri Bin Mahmod	Mr Chang Choo Liang
4-5	Mr Andy Lam Kum Cheong	Mr Lim Swee Huat
4-6	Ms Rene Wu Cairu	Mr Loh Pok Kee Derek
4-7	Ms Ho Wei Lynn Karen	Ms Azean Bte Abdullah
4-8	Mr Mohamed Faisal Bin Ikhwan	Ms Siti Nooratika Bte Jumaat
4-9	Ms Fathima Bee Binte Abdul Halim	Mr Tan Jock Lienm
4-10	Mdm Tan Beng Choo	Ms Farah Tan

NEW TEACHING STAFF

No	Name of New Staff	Designation	Previous Organisation
1.	Mr Chang Choo Liang	Teacher (Facility & Mechanical Services)	Teacher, Shuqun Secondary School / ITE
2.	Mr Lee Joshua	Teacher (Math)	Teacher, Yusof Ishak Secondary School
3.	Mr Lin Yuxuan, Den	Teacher (Math)	Teacher, Swiss Cottage Secondary School
4.	Ms Betina Ng Geok Ling	Teacher (Math)	Teacher, Kranji Secondary School
5.	Ms Tan Chia Chia (Joining in June 2018)	Teacher (Chinese Language)	Teacher, Fairfield Methodist School (Secondary)

For feedback/suggestions, please visit the school website for contact details of staff at <http://www.crestsec.edu.sg> or Email info@crestsec.edu.sg / Tel: **6899 2779** / Fax: **6899 2668**.