

2 January 2019

Dear Parents/Guardians,

**WELCOME BACK & GREETINGS FOR 2019!**

1. Congratulations to the new Secondary 1s for securing a place in Crest Secondary, and for the Secondary 2- 4 Crestans who have been enjoying coming to school, welcome back to another exciting year of learning!
2. This year marks an exciting new phase for the Secondary 1 cohort as they embarked on the revamped ITE Skills Subject Certificate (ISSC) journey. We are glad that many P6 parents know their child well and have chosen Crest as their choice school – where their child will get to enjoy learning via our hands-on, skills-based curriculum in an authentic learning environment that best suit their child’s learning style.
3. We are pleased to share that our 3<sup>rd</sup> batch of Crestans have done well in the GCE ‘N’ Level Examination and ITE Skills Certificate (ISC) courses. 94.1% were awarded the GCE N(T) Level Certificate with 84 students have also secured their *Nitec* courses via the ITE Early Admissions Exercise (EAE).
4. As we begin 2019, I wish to share with you key events and notifications for Term 1.

**CHANGES TO SCHOOL HOURS IN 2019 FOR THURSDAYS**

5. With effect from Jan 2019, the reporting and dismissal times for all students have been changed as shown in the Table below.

DAY	REPORTING TIME	DISMISSAL TIME
MONDAY; TUESDAY; WEDNESDAY	7.55 AM	3.00 PM
THURSDAY		2.45 PM
FRIDAY		12.30 PM

**START RIGHT PROGRAMME (ORIENTATION) FOR YEAR 2019 FOR ALL LEVELS (2-4 JAN)**

6. 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 (WED)	3 JAN (THU)	4 JAN (FRI)
Sec 1	Sec 1 Start Right Programme (Orientation) Report at : 7.55 AM Dismiss at : 12.30 PM		Sec 1 Orientation Report at : 4.45 PM Dismiss at : 8.30 PM
Sec 2	Start Right Programme (Orientation) Report at : 7.55 AM Dismissal: 12.45 PM	Report at : 7.55 AM Dismissal: 12.45 PM	Report at : 7.55 AM Dismissal : 12.30 PM
Sec 3		Learning Journey to Singapore Zoo Report at : 7.55 AM Dismissal : 3.00 PM	
Sec 4		Report at : 7.55 AM Dismissal: 12.45 PM	

*Normal curriculum will resume for all levels from 7 Jan (Mon)*

### **TEMPERATURE-TAKING EXERCISE (7 JAN, MON)**

7. The start-of-school-year **temperature-taking exercise** will be held on **7 Jan (Mon)**. 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. Sec 2 to 4 students are to bring their Oral Digital Thermometers (ODT) from 3 to 4 Jan for serviceability check by the Form Teachers while all Sec One students will be issued a new ODTs by 4 Jan.

### **CCA EXPOSURE PROGRAMME FOR SEC 1 AND NEW TRANSFER-IN STUDENTS (9, 16 & 23 JAN)**

8. All students are required to participate in one Co-Curricular Activity (CCA) as part of their holistic development. Crest offers a total of 17 CCAs – 5 Sports, 5 Aesthetics, 2 Uniformed Groups and 5 Clubs. To provide our Sec 1 and newly transfer-in students with a better understanding of the CCAs, a **CCA Exposure Programme** will be conducted over 3 Wednesdays on **9, 16 and 23 Jan**, during which they will learn about the different CCAs through hands-on activities. Sec 1 and newly transfer-in students will have to submit their CCA Option Form by **25 Jan (Fri) latest**. They will know their CCAs CCA assigned by the following week.

### **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 14 Jan (Mon). Should your contact details or child's citizenship change later in the year, please remember to update the school accordingly.

### **ONLINE CONSENT FOR STUDENTS TO RECEIVE DENTAL SERVICE**

10. 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 Feb 2019. Parents who are unable to submit their consent online by 15 Feb will be issued hardcopy consent forms through their child.

### **PHOTO-TAKING FOR SEC 1 AND 3 STUDENTS**

11. The school has arranged for photographs of Secondary 1 and 3 students to be taken on 22 Jan (Tue) for School Smart Card and Industry Experiential Programme respectively. Students are required to be attired neatly in school uniform with proper hair-cut for the photo-taking session.

### **HEALTH CHECK-UP FOR STUDENTS (31 JAN – 18 FEB)**

12. School Health Service Team from Health Promotion Board (HPB) will be in Crest from 31 Jan to 18 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.

### **SCHOOL SMART CARDS (SSC) FOR SEC 1 STUDENTS**

13. The school will be distributing the secondary level School Smart Cards (SSCs) to new Secondary One students by April 2019. Meanwhile, students can continue to use their primary level SSC for concessionary travel at the secondary school rate until 30 April 2019.

## MOE FINANCIAL ASSISTANCE SCHEME (MOE-FAS)

14. From January 2019, students under the school-based FAS will receive financial aid via the MOE Financial Assistance Scheme (MOE FAS). The CDC/CCC Bursary will therefore, no longer be available to our school from January 2019.

## SCHOOL & MISCELLANEOUS FEES

15. 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 <sup>nd</sup> Tier Miscellaneous Fee (Monthly)	Total (Monthly)	Date of GIRO Deduction or Cash/Cheque Payment
Singapore Citizen	\$5 <i>(Waived for Malay students and MOE-FAS students)</i>	\$10 <i>(Cash payment is required, waived for MOE-FAS students)</i>	\$10 <i>(Can be paid from Edusave Pupil Account)</i>	<b>\$25</b>	Term 1 31 Jan, Thu
Singapore PR	\$320	\$10	\$10	<b>\$340</b>	Term 2 30 Apr, Tue
International Student (ASEAN)	\$720	\$10	\$10	<b>\$740</b>	Term 3 and Term 4 31 Jul, Wed
International Student (Non-ASEAN)	\$1,250	\$10	\$10	<b>\$1,270</b>	

## CHINESE NEW YEAR (CNY) CELEBRATIONS (4 FEB)

16. CNY falls on 5-6 Feb (Tue-Wed). The school will be celebrating CNY on 4 Feb (Mon). 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 7 Feb (Thu).

## REMEDIATION PROGRAMME FOR SEC 4 STUDENTS

17. A remediation programme will be conducted for selected Sec 4 students who did not pass the English, Math or MTL exam in 2018. The programme aims to strengthen students' foundation in preparation for the GCE 'N' Level Exam in 2019. It will start from Term 1, Week 4 as follows:

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

## TERM ONE ASSESSMENTS

18. 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 during the Sec 1 Parents Dialogue on 13 Mar (Wed). The assessment schedule is appended below for your reference:-

Week (Dates)	Common Test
Week 6 (11 – 15 Feb)	English Language & Mathematics Common Tests
Week 8 (25 Feb – 1 Mar)	Mother Tongue Languages & 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.]

## STAYING CONNECTED – HOME VISITS

19. 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 visits, 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 Jan and May.

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

20. 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 when details are confirmed in January.

Programme	Students	Venue	Date	Remarks
3D2N Level Camp	Sec 1	School	12-14 Mar	<ul style="list-style-type: none"> <li>All programmes will be co-funded by students.</li> <li>Sec 2 Level camps will go in 2 batches. Details TBC</li> <li>The dates for each OLJ may be subjected to availability of flights and there may be slight changes.</li> </ul>
3D2N Level Camp	Sec 2	Venue (Johor)	11-13 Mar 13-15 Mar	
Local/ Overseas Learning Journey (OLJ)	Sec 3	Vietnam (Ho Chi Minh)	11-15 Mar	
		Cambodia (Phnom Penh)	11-15 Mar	
		Indonesia (Batam)	11-14 Mar	
		Malaysia (Malacca)	11-14 Mar	
		Singapore	11-14 Mar	

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

## SCHOOL LEADERS' DIALOGUE WITH SEC 1 PARENTS/GUARDIANS DURING SEC 1 CAMP-FIRE NIGHT (13 MAR, WED)

21. As parents and guardians, 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 13 Mar (Wed)**. We will share more about what you and your child/ward can look forward to in the next four years of the journey in Crest. More details will be given together with the Secondary 1 Teambuilding Camp 2019 Letter.

## FINAL NOTE

22. We have attached the **Staff Information Sheet (Annex B)** 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 2019 a fulfilling year for your child/ward's education at Crest!

Warmest regards,

**Mr Seet Tiat Hee**  
Principal

## KEY PROGRAMMES AND ACTIVITIES IN TERM 1 (2019)

Date	Programme / Activity	Remarks
7 Jan (Mon)	Temperature-Taking Exercise	All students are to bring their oral digital thermometers.
9, 16 & 23 Jan (Wednesdays)	CCA Exposure Programme for Sec 1 Students	Sec 1 students will submit CCA Option Form by 25 Jan.
22 Jan (Tue)	Photo-Taking for Students (Sec 1 and Sec 3)	Individual Student Photos
31 Jan - 18 Feb	Health Check-up	All students
31 Jan (Thu)	GIRO Deduction / Collection of Cash / Cheque Payment for School and Miscellaneous Fees (Term 1)	
4 Feb (Mon)	Chinese New Year Eve Celebration in School	Reporting time : 7.55 AM Dismissal time : 10.30 AM
5 & 6 Feb (Tue & Wed)	Chinese New Year Holidays	Students to report back to school on 7 Feb (Thu)
12 - 14 Mar (Tue - Thu)	Sec 1 Level Camp (School Premises)	The Camp is compulsory for all students. Parents are welcome to attend the Campfire.
13 Mar (Wed)	Sec 1 Parents' Dialogue & Camp Fire Night	School Hall /Field
11 - 13 Mar (Mon - Wed)	Sec 2 Level Camp 1 (Venue : Johor) Four Sec 2 classes (classes TBC)	The Camp is compulsory for all students. Kindly ensure that students have a valid passport for travelling during that period (with at least 6 months to expiry). Student with certified medical conditions may be excused but will attend a local day camp instead.
13 - 15 Mar (Wed - Fri)	Sec 2 Level Camp 2 (Venue : Johor) Five Sec 2 classes (classes TBC)	
11 - 14 Mar (Mon - Thu)	Sec 3 Overseas Learning Journeys Batam / Malacca	Students applying for OLJ to Vietnam and Cambodia will be selected by an interview panel. The costs for all OLJ trips will be co-funded by the students.
11 - 15 Mar (Mon - Fri)	Sec 3 Overseas Learning Journeys Vietnam / Cambodia	
15 Mar (Fri)	<b>No School for Sec 1 - 3 Students (Except Sec 2 Level Camp 2 participants)</b> <ul style="list-style-type: none"> <li>Day-off for students and staff after local / overseas school camps and learning journeys. Sec 4 students will have regular lessons in school.</li> </ul>	
16 - 24 Mar	<b>Term 1 School Vacation</b> <ul style="list-style-type: none"> <li>Some CCAs may organize training sessions for students on 21 - 22 Mar (Thu - Fri)</li> <li>Protected staff vacation for teachers : 16 - 20 Mar (Sat - Wed)</li> <li>Students will return to school on <b>25 Mar (Mon) (Start of Term 2)</b></li> </ul>	

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



## 2019 Staff Information Sheet

## SCHOOL MANAGEMENT &amp; KEY PERSONNEL

S/N	Name	Designation
<b>School Leaders</b>		
1.	Mr Seet Tiat Hee	Principal
2.	Mr Lau Chong Lam, Michael	Vice-Principal (Administration)
3.	Mr Ho Kum Fai, Sam	Vice-Principal (Vocational Education)
4.	Mr Chan Teck Hong, David	Vice-Principal (Academic)
<b>Managers / Heads</b>		
5.	Ms Yit Hui Sian, Emily	Finance Manager
6.	Mr Neo Kim Chwee, Edward	Operations Manager
7.	Ms Lee Siu Yuen	Head (Admin)
8.	Ms Wong May Li, Marina	Head (Human Resource)
9.	Mr Bay Siow Lon	Head (Learning Needs)
10.	Mr Mohammed Rohan Bin Ismail	Head (Student Leadership) Int.
<b>Heads of Department</b>		
11.	Mr Chua Khim Meng, Matthias	Head of Department (Aesthetics & Publicity)
12.	Mdm Koh Li Ping, Daphne	Head of Department (English Language & Staff Development)
13.	Mr Chang Chow Khin	Head of Department (Facility & Mechanical Services)
14.	Mr Mohd Hirman Bin Mohamed Tohir	Head of Department (Retail Services)
15.	Mr Teo Zhiliang, Lucas	Head of Department (Character & Citizenship Education)
16.	Mr Tan Kim Seng, Kelvin	Head of Department (Student Management)
17.	Ms Tan Li Sze, Suvian	Head of Department (Mathematics & Science)
18.	Mr Suhaimi Bin Sahmat	Head of Department (Mother Tongue Languages)
19.	Mr Lee Ching Yong	Head of Department (Hospitality Services)
20.	Mdm Sri Rahayu Bte Zainal	Head of Department (Info-Communication Technology)
21.	Mr Mohamed Fahmee Bin Buang	Head of Department (Physical Education & CCA)
<b>Year Heads / Assistant Year Heads</b>		
22.	Ms Siti Mariam Bte Manshor	Year Head (Lower Sec)
23.	Mr Low Chuin Li	Year Head (Upper Sec)
24.	Mr Tay Zhi Yang, Benjamin	Assistant Year Head (Lower Sec) Int.
25.	Mr Faizal Bin Bohari	Assistant Year Head (Upper Sec)
<b>Subject Heads</b>		
26.	Ms Lim Mei-Fern, Ruth	Subject Head (English Language [1])
27.	Ms Chee Pey Ling, Juliana	Subject Head (English Language [2])
28.	Ms Ong Sok Eng, Eileen	Subject Head (Partnership)
29.	Ms Lok Lai Hoong, Lisa	Subject Head (Visual Arts)
30.	Ms Wong Ying Ching, Bibiana	Subject Head (Service)
31.	Mr Lin Zhiliang	Subject Head (Character & Citizenship Education)
32.	Mr Lim Kian Chuan, Edwin	Subject Head (Data Management)
33.	Mr Lam Kum Cheong, Andy	Subject Head (Info-Communications Technology)
34.	Mr Go Yong Siang Christopher	Subject Head (Professional Development)
35.	Ms Liu Yunman	Subject Head (Math)
<b>Senior Teachers</b>		
36.	Mr Loh Pok Kee, Derek	Senior Teacher (Facility & Mechanical Services)
37.	Mr Chang Choo Liang	Senior Teacher (Facility & Mechanical Services)
38.	Ms Hedzlyn Hazwany Binte Mohd Mahrom	Senior Teacher (Learning Needs) Int.
<b>Counselling Team</b>		
39.	Mr Oh Chee Siong	Social Worker & Counselling Coordinator
40.	Ms Sitti Fatimah Zahrah Binte Muhamad	School Counsellor – Sec 1
41.	Ms Mythili Devi D/O Thirunavukarasu	School Counsellor – Sec 2
42.	Ms Ling Ching Ching, Celest	School Counsellor – Sec 3
43.	Mr Parvin Singh Sachdev	School Counsellor – Sec 4

Accurate as at 31 Dec 2018

## **SEC 1-4 FORM TEACHERS AND CO-FORM TEACHERS**

### **Sec 1**

<b>Class</b>	<b>Form Teacher</b>	<b>Co-Form Teacher</b>
1-01	Ms Muszalifa Binte Aman	Mr Ong Eng Sai, Vincent
1-02	Ms Tan Bee Kiaw, Evelyn	Ms Siti Nurharnani Binte Nahar
1-03	Ms Foo Mei Yeng	Ms Vemalathevey Manikiam
1-04	Mr Lee Yue Heng	Mr Roslee Bin Baba
1-05	Ms Chan Lat Ling, Amy	Ms Siti Nooratika Bte Jumaat
1-06	Mr Lim Weiming	Ms Chee Pey Ling, Juliana
1-07	Mr Lin Yuxuan, Den	Ms Tan Farah Imran
1-08	Ms Lim Xin Tian	Mr Loh Pok Kee, Derek & Ms Lee Zi Qing, Abigail
1-09	Mr Lim Swee Huat	Ms Ng Geok Ling, Betina
1-10	Mr Mohamed Faisal Bin Ikhwan	Mr Choo Tuck Loong, Daniel

### **Sec 2**

<b>Class</b>	<b>Form Teacher</b>	<b>Co-Form Teacher</b>
2-01	Ms Tan Chia Chia	Ms Rischka Syafiq Putri Jonawi
2-02	Mr Yeo Wai Kong, Daniel	Ms Law Zhen Xi, Cherish
2-03	Ms Wee Pey Woon, Sandra	Mr Ling Chee Kwong, Paul
2-04	Mr Mohammed Hafiez Bin Ali	Mr Go Yong Siang, Christopher
2-05	Mr Ng Wee Kee	Mr Lau Kia Hian* (Roving)
2-06	Ms Sinha Shilpa	Mr Lau Kia Hian* (Roving)
2-07	Mr Chua Choon Hiong, Gordon	Ms Hedzlyn Hazwany Binte Mohamed Mahrom
2-08	Mr Poh Wei Yi, Ian	Mr Ong Cheng Soon* (Roving)
2-09	Ms Lee Woan Huey, Hannah	Mr Ong Cheng Soon* (Roving)

### **Sec 3**

<b>Class</b>	<b>Form Teacher</b>	<b>Co-Form Teacher</b>
3-01	Mr Abdol Malek B Abdol Rahim	Ms Soh Loh Ping, Robin
3-02	Ms Mutmainnah Binte Saidi	Mr Muhammed Sabri Bin Mahmud
3-03	Ms Low Chui Ling	Mr Muhd Zaki Bin Hosain
3-04	Ms Tan Beng Choo	Mr Ong Chin Koon
3-05	Ms Ho Wei Lynn, Karen	Ms Ada Yap
3-06	Mrs Alamelu Ramanathan	Ms Lim Mei-Fern, Ruth & Ms Rene Wu Cairu
3-07	Ms Fathima Bee Binte Abdul Halim	Mr Wong Chong Lee

### **Sec 4**

<b>Class</b>	<b>Form Teacher</b>	<b>Co-Form Teacher</b>
4-01	Ms Chia Hui Ling, Pamela	Mr Haja Mohideen S/O Packir Rowther
4-02	Mdm Goh Lay Ping, Justina	Mr Chua Chin Choon, Desmond
4-03	Ms Suriani Binte Sulaiman	Mr Tan Eng Choon
4-04	Ms Mehraj Nisha D/O Mansor Khan	Mr Chang Choo Liang
4-05	Ms Ho Su Ching, Eunice	Mr Yuen Wei Dong, Dave* (Roving)
4-06	Ms Koh Hwee Ping	Mr Yuen Wei Dong, Dave* (Roving)
4-07	Mr Lee Joshua	Ms Chan Mei Lian
4-08	Ms Tan Sock Mui	Mr Siah Peih Wee
4-09	Mdm Malar Veleo D/O Perumal	Mr Chew Ming Zhe, Zack

### **NEW TEACHING STAFF**

<b>No</b>	<b>Name of New Staff</b>	<b>Designation</b>	<b>Previous Organisation</b>
1.	Ms Tan Bee Kiaw Evelyn	Teacher (Math)	West Spring Secondary School
2.	Ms Rischka Syafiq Putri Jonawi	Teacher (Art)	Hong Kah Secondary School
3.	Ms Siti Nurharnani Binte Nahar	Teacher (English Language)	Hua Yi Secondary School
4.	Ms Vemalathevey Manikiam	Teacher (Tamil Language)	Greenridge Secondary School
5.	Ms Sitti Fatimah Zahrah Binte Muhamad	School Counsellor	Malay Youth Literary Association