

29 May 2020

Dear Parents/Guardians,

## TERM 3 – KEY EVENTS, PROGRAMMES & NOTIFICATIONS

### REFLECTIONS ON TERM 2

1. 2020 Term 2 was truly unprecedented in Singapore's history, as we saw a Circuit Breaker employed for the first time in order to deal with the COVID-19 pandemic. Throughout the entire period of Home-Based Learning (HBL), we have never stopped trying our level best to meet our students' needs. Our teachers, even those in service for many years, never hesitated to embrace new learning technologies in order to provide the best HBL experience for our students. At the same time, we continued to keep our school open to cater to those students who required extra support, while at the same time stepping up our cleaning schedule in order to keep the school clean for our staff and students.
2. I have been extremely touched and heartened by what I have seen my teachers do, many leaving their own children at home while continuing to come to school to engage our students in HBL. Words cannot express the depth of my appreciation, and I thank them for their dedication and service from the bottom of my heart. At the same time, our students have also stepped up to the challenge of COVID-19, and I am very pleased that our students' engagement rate in their learning during the HBL period remained comparable to normal face-to-face lessons.

### COVID-19 MEASURES IN TERM 3

3. With the end of the Circuit Breaker period on 1 June 2020, we will progressively bring students back to school from 2 June 2020 (Term 3), in a careful and safe manner.
4. For a start, **students from Secondary 4 will attend school daily from Mondays to Fridays. Students from Secondary 1 to 3 will rotate weekly between Home-Based Learning (HBL) and returning to school for lessons.** Please refer to the table below for the weekly rotation schedule.

Week	In School	Home-Based Learning (HBL)
Term 3 Week 1	Sec 1, 2, 4	Sec 3
Term 3 Week 2	Sec 3, 4	Sec 1, 2
Term 3 Week 3	Sec 1, 2, 4	Sec 3
Term 3 Week 4	Sec 3, 4	Sec 1, 2

5. From Term 3 Week 5, we will work towards bringing all students back to school daily, if the situation permits. MOE will monitor the situation closely and we will inform all parents in due course.

6. Schools will ensure that safe management measures are in place to keep our students safe:
- Daily temperature-taking with additional visual and verbal screening will continue to be carried out for all students and staff. In addition, students and staff who are unwell, or who have adult household members on Home Quarantine Order/Stay Home Notice or have flu-like symptoms such as fever and cough, will be required to stay away from school.
  - Schools will clean high-touch surfaces more frequently and disinfect the premises daily.
  - Students and staff are required to wear their masks or face shields.
  - Students will practise frequent hand-washing throughout the school day and practise wipe-down of tables and shared equipment after use.
  - Inter-mingling across classes and levels will be minimised, including during recess and lunch breaks.
  - There will be fixed exam-style seating in classrooms and spaced seating in canteens or alternative venues.
  - Schools will also stagger dismissal timings to reduce congestion:

Level	Dismissal Point	Mon	Tue	Wed	Thu	Fri
Sec 1	Main Gate	3:05 p.m.	2:35 p.m.	12:35 p.m.	2:35 p.m.	12:20 p.m.
Sec 2	Gate E	3:15 p.m.	2:45 pm	12:45 p.m.	2:45 p.m.	12:30 p.m.
Sec 3	Main Gate	3:05 p.m.	2:35 p.m.	12:35 p.m.	2:35 p.m.	12:20 p.m.
Sec 4	Main Gate	3:25 p.m.	2:55 p.m.	12:55 p.m.	2:15 p.m.	12:40 p.m.

7. To ensure that our students remain active and keep healthy, we will resume **Physical Education (PE)** lessons when they return to school, with strict adherence to safe management measures. During PE lessons, students and PE teachers will not be required to wear masks when engaged in strenuous physical activities such as running and workouts. Given that students may not be sufficiently prepared physically, the **National Physical Fitness Award (NAPFA)** this year will be cancelled.
8. All **National School Games** competitions for 2020 will be cancelled, as there is insufficient time to complete the season within the school calendar. In addition, students would not be adequately prepared for the competitions due to lack of training.
9. Our teachers will continue to monitor the progress of your child and be in regular contact with you and your child to provide support during this transition. MOE will continue to closely monitor the COVID-19 situation. We urge you to rely on official sources of information and not to circulate any unconfirmed information. If you have any further queries, please contact the school directly.

## STAFF MATTERS

10. As we begin the new term, I am pleased to introduce the following new staff in the school:

Name of New Staff	Designation
Mr Teo Zhiliang Lucas	Head of Department (Organisational Learning & Development)
Mr Ooi Heng	Teacher (Science)
Mr Yap Zheng Jie Joseph	Allied Educator (School Counsellor)
Mr Muhammad Zaki Bin Hosain	Allied Educator (Facility & Mechanical Services)
Ms Natasha Qhalisha Binte Japri	Executive (Culinary & Restaurant Operations)

11. We would also like to thank Ms Suvian Tan, Head of Department (Math & Science), for her contributions to the school. With effect from 8 June 2020, she will be joining the Ministry of Social & Family Development as the Assistant Director (Capability Development) with the Family Support Division, to fulfil her larger mission of serving the community.

## SCHOOL LEADERS' DIALOGUE WITH SECONDARY 2 AND SECONDARY 3 PARENTS/GUARDIANS

12. We will not be holding the above dialogue sessions the traditional way this year. We are likely to have an electronic meeting via Zoom or Google Meet due to safe distancing measures. You will receive the registration or sign-in details for the dialogue session from your child/ward near the date of the event. Details of these Dialogues are as follows:

Event	Date	Timing	Key Topic for Dialogue
SLs' Dialogue with Sec 2 Parents	14 Aug 2020 (Friday)	6:00 p.m. to 7:30 p.m.	Selection of ITE Skills Subjects (ISS) for Sec 2s in Oct/Nov 2020
SLs' Dialogue with Sec 3 Parents	21 Aug 2020 (Friday)	6:00 p.m. to 7:30 p.m.	ISC Industry Experiential Programme (IEP) for Sec 3s in Oct/Nov 2020

## SCHOOL PROGRAMMES

### 13. Parents-Teachers Meeting (PTM)

The PTM for Semester 1 will be held on 3 July 2020 (Friday). Parents will be able to meet and discuss your child/ward's development with the Form Teachers over video conference platforms. Do book a convenient time slot when the invitation is sent to you at a later date.

### 14. Secondary 1 SwimSafer 2.0 Swimming Programme

Due to the evolving situation with COVID-19, and to safeguard the health and safety of your child/ward, the Sec 1 SwimSafer 2.0 Swimming Programme will be cancelled this year.

### 15. Arts Calendar for Term 3

Visual Arts CCA students will be showcasing their creativity through **SYFgoesOnline!** Our student artists are participating in **Co-Canvas** where they will have the opportunity to collaborate with artist practitioners and other students to co-create artworks online. They will also learn to incorporate the use of technology in their art-making and present their creative process in engaging ways. Three SYF artworks have also been submitted for the online Art Exhibition and the students are looking forward to the results which will be released in July.

## SCHOOL CELEBRATIONS

16. We will be celebrating the following special occasions in Term 3. Other key programmes and activities can be found in **Annex A**.

Event	Remarks
Hari Raya Celebrations (12 June, Friday)	<ul style="list-style-type: none"> <li>• Done during CCE lesson (11:45 a.m. to 12:30 p.m.)</li> <li>• Staff and students are encouraged to don Hari Raya costumes for the celebrations</li> </ul>
Youth Day (5 July, Sunday)	<ul style="list-style-type: none"> <li>• Youth Day falls on 5 July (Sunday). The following day, 6 July (Monday), is a school holiday.</li> </ul>
Racial Harmony Day Commemoration (17 July, Tuesday)	<ul style="list-style-type: none"> <li>• Staff and students are encouraged to don their ethnic costumes for the commemoration.</li> <li>• Racial Harmony Day falls on 21 July (Tuesday) which will be during the Term 3 mid-term break.</li> </ul>
Hari Raya Haji (31 July, Friday)	<ul style="list-style-type: none"> <li>• 31 July (Friday) is a public holiday.</li> </ul>
National Day Celebrations (7 August, Friday)	<ul style="list-style-type: none"> <li>• Students will report to school at 7:55 a.m. and will be dismissed at 10:30 a.m.</li> <li>• Staff and students are encouraged to wear red tops.</li> <li>• 10 August (Monday) will be a public holiday.</li> </ul>
Teachers' Day Celebrations (3 September, Thursday)	<ul style="list-style-type: none"> <li>• The school will celebrate Teachers' Day on 3 September (Thursday). Students will report to school at 7:55 a.m. and will be dismissed at about 10:30 a.m.</li> <li>• 4 September (Friday) is a school holiday.</li> </ul>

## EXAMINATION MATTERS

17. The following are important information related to **Secondary 4 Preliminary & GCE N-Level Examinations** (details of the exam schedule are shown in **Annexes B & C**):

- Sec 4 Preliminary EL/MTL Oral Exam (15 – 18 June)
- Sec 4 GCE N-Level English Language Oral Exam (13 – 17 July)
- Sec 4 GCE N-Level MTL Oral Exam (3 – 5 August)
- Sec 4 Preliminary Written Exam & Listening Comprehension (6, 13 – 18 August)
- Sec 4 Preliminary ISC End-of-Module Exam (Written) (17 August)
- Sec 4 GCE N-Level Written Examination & Listening Comprehension (Term 4)  
(As the GCE N-Level Written Exam will take place in Term 4, more information will be provided in the Term 4 letter.)

### **Important Note: GCE N-Level EL Oral Exam (13 to 17 July), MTL Oral Exam (3 to 5 August)**

- All Secondary 1-4 students will be dismissed at 12:45 p.m. on the EL/MTL Oral Exam dates.
- Secondary 4 students scheduled for Oral Exam on the assigned date must remain in school and report to the exam venue 45 minutes before the Oral Exam start-time.
- All afternoon activities will be cancelled on Oral Exam days, except for Lower Secondary supplementary lessons, SBB lessons and Upper Secondary Science lessons.

### **Note to Sec 4 Parents/Guardians & Students**

- EL remedial lessons for selected Secondary 4 students will be conducted on 11 September (Friday).
- The GCE N-Level Written Examination starts on 15 September (Tuesday) (see GCE N-Level Exam schedule in **Annex C**).

18. Details of the **Secondary 3 Preliminary ISC End-of-Module Exam (Written) schedule** are shown in the table below:

Date	Time	ISC Module (Sec 3 Only)	Mode of Assessment	Venue
20 Aug (Thu)	2:30 p.m. to 3:30 p.m.	Electrical System Maintenance	Written	Classrooms
		Food Preparation		
		Mechanical Fabrication		
		Basic Retail Operations		

19. Various **Academic Subject Assessments & ISC Theory Class Tests** will also be conducted in T3:

Date	Academic Assessments/ISC & Taster Theory Tests	Levels
8 – 19 June (Weeks 2-3)	Science Weighted Assessments	Sec 1-3
19 June (Week 3)	Taster Module Theory Tests	Sec 1-2
23 June (Week 4)	ISC Theory Test (Facility Services) ISC Theory Class Test 1 (Hospitality Services and Retail Services)	Sec 3
7 – 10 Jul (Week 6)	ISC Theory Class Test 2 (Hospitality Services)	Sec 4
3 – 14 Aug (Weeks 9-10)	Math Weighted Assessments	Sec 1-3
11 Aug (Week 10)	ISC Theory Class Test 1 (Mechanical Servicing)	Sec 3 - 4
3 – 14 Aug (Weeks 9-10)	Mother Tongue Languages Weighted Assessments	Sec 1-3
3 – 21 Aug (Weeks 9-11)	English Language Weighted Assessments	Sec 1-3
11 – 21 Aug (Weeks 10-11)	Science Weighted Assessments	Sec 1-3
24 – 28 Aug (Week 12)	ISC Theory Class Test 2 (Hospitality Services and Retail Services)	Sec 3 Only
	ISC Theory Class Test 2 (Retail Services)	Sec 4 Only

## ADMINISTRATIVE MATTERS

20. Please note the following school administrative matters:

Event	Remarks
Second dose of HPV Vaccination for Sec 3 and Sec 4 female students (29 June, Monday)	<ul style="list-style-type: none"><li>The vaccination will be conducted in school during curriculum timing. The previous appointment in April was cancelled due to the COVID-19 situation then.</li></ul>
School and Miscellaneous Fees Payment (3 August, Monday)	<ul style="list-style-type: none"><li><b>All students</b> have to pay for both Term 3 and 4 fees by 3 August (Monday) via GIRO deduction or cash/cheque/NETS/PayNow.</li></ul>
NRIC Registration for 15-year-old students (24 August, Monday)	<ul style="list-style-type: none"><li>NRIC registration will be conducted in school during curriculum timing.</li></ul>

## PARENTS GATEWAY

21. Parents Gateway (PG) is a mobile app specially designed for parents. Developed by MOE and GovTech, the app allows parents to engage closely with schools, receive information and perform a range of administrative functions including giving consent for school activities. Important information from MOE is also disseminated to parents through this platform, such as the recent updates on the COVID-19 situation. Many of our parents had already come on-board when their child was in primary school.
22. Moving forward, our school will be using PG as the platform to disseminate information and collect information from parents. With more parents on-board PG, and to be environmentally friendly, the school will not be issuing any hardcopy letters from 1 July onwards. During the transition period from now till end-June, the school will continue to issue hardcopy letters to parents or notify parents to refer to the school website for any new notification. In order not to miss out on any information from 1 July, it is important for parents who have yet to come on-board, to sign up for PG as soon as possible.
23. Please see **Annex D** on the instructional guide to come on-board PG. If you have any queries or have problems, please contact the General Office at 6899 2779.
24. We look forward to your continued support of your child/ward's education at Crest Secondary School in Term 3. If you have any queries on the above information, you may contact the school's Admin Office at Tel: 6899-2779 or Email: info@crestsec.edu.sg.
25. Last but not least, the school wishes all Muslim colleagues, students and families a Selamat Hari Raya Aidilfitri!

Yours sincerely,

**Mr Seet Tiat Hee**  
Principal

**TERM 3 SCHEDULE OF KEY PROGRAMMES AND ACTIVITIES**

<b>Date</b>	<b>Event/Programme</b>	<b>Remarks</b>
8 – 19 Jun (Mon – Fri)	Science Weighted Assessments	Sec 1 – 3 Only
12 Jun (Fri)	Hari Raya Celebrations	All Students
15 – 18 Jun (Mon – Thu)	Sec 4 EL/MTL Preliminary Oral Examinations	Sec 4 Only
19 Jun (Fri)	Taster Module Theory Tests	Sec 1 and Sec 2
23 Jun (Tue)	ISC Theory Test (Facility Services) ISC Theory Class Test 1 (Hospitality Services and Retail Services)	Sec 3 Only
29 Jun (Mon)	HPV Vaccination for Sec 3 and 4 female students (2 <sup>nd</sup> dose)	Sec 3 and 4 Female Students Only
3 Jul (Fri)	Parents-Teacher Meeting	All students
5 Jul (Sun)	Youth Day	All Students
6 Jul (Mon)	Youth Day School Holiday (Observed)	School Holiday
7 – 10 Jul (Tue – Fri)	ISC Theory Class Test 2 (Hospitality Services)	Sec 4 Only
13 – 17 Jul (Mon – Fri)	Sec 4 N(T) and N(A) GCE N-Level EL Oral Exam <i>(All students will be dismissed at 12:45 p.m.)</i>	Sec 4 Only
17 Jul (Fri)	Racial Harmony Day Commemoration	All students
19 Jul - 25 Jul (Sun - Sat)	Term 3 Mid-Term Break	All students
31 Jul (Fri)	Hari Raya Haji (Public Holiday)	All Students
3 – 5 Aug (Mon – Wed)	Sec 4 N(T) MTL GCE N-Level Oral Exam <i>(All students will be dismissed at 12:45 p.m.)</i>	Sec 4 Only
3 Aug (Mon)	School and Miscellaneous Fees payment via Cash/Cheque/NETS/PayNow or GIRO	All Students
3 – 14 Aug (Mon - Fri)	Mathematics Weighted Assessments	Sec 1 – 3 Only

3 – 14 Aug (Mon - Fri)	Mother Tongue Languages Weighted Assessments	Sec 1 – 3 Only
3 – 21 Aug (Mon – Fri)	English Language Weighted Assessments	Sec 1 – 3 Only
6, 13 – 18 Aug (Thu & Thu – Tue)	Sec 4 Prelim Exam (Academic) and ISC End of Module Preliminary Exam (Normal lessons for Sec 1-3 students)	Sec 4 Only
7 Aug (Fri)	National Day School celebrations (Dismissal: 10:30 a.m.)	All Students
9 Aug (Sun)	National Day (Public Holiday)	All Students
10 Aug (Mon)	National Day Public Holiday (Observed)	All Students
11 Aug (Tue)	ISC Theory Class Test 1 (Mechanical Servicing)	Sec 3 – 4
11 – 21 Aug (Tue – Fri)	Science Weighted Assessments	Sec 1 – 3 Only
14 Aug (Fri)	SLs Dialogue with Sec 2 Parents	Sec 2 Parents/ Guardians
20 Aug (Thu)	ISC End of Module Prelim Exam For Sec 3 Students	Sec 3 Only
21 Aug (Fri)	SLs Dialogue with Sec 3 Parents	Sec 3 Parents/ Guardians
24 Aug (Mon)	NRIC Registration for 15-year-old students	15-year-old Students
24 – 26 Aug (Mon - Wed)	Sec 3 EL N(A) & N(T) End-of-Year Oral Examination	Sec 3 Only
24 – 28 Aug (Mon - Fri)	ISC Theory Class Test 2 (Hospitality Services and Retail Services)	Sec 3 Only
24 – 28 Aug (Mon - Fri)	ISC Theory Class Test 2 (Retail Services)	Sec 4 Only
3 Sep (Thu)	Teachers' Day Celebrations (Dismissal: 10:30 a.m.)	All Students
4 Sep (Fri)	Teachers' Day (School Holiday)	All Students
5 – 13 Sep (Sat - Sun)	End-Term 3 School Vacation* (Protected vacation for teaching staff: 5 Sep to 13 Sep)	All Students
11 Sep (Fri)	Sec 4 EL Remedial Lessons	Selected Sec 4 Students Only

**\*T4 starts on 14 Sep (Mon)**



**ANNEX B**

**SECONDARY 4**  
**2020 PRELIMINARY EXAMINATION SCHEDULE**

*(Distributed only to Sec 4 students)*

Date	Duration	Time	Subject Name	Mode of Assessment	Venue
15–18 Jun (Mon–Thu)	-	14:30 – 17:00	English Language Syllabus T P4 English Language Syllabus A P4	Oral	School Hall
15–18 Jun (Mon–Thu)	-	14:30 – 17:00	Basic Tamil P2 (15 Jun) Basic Chinese P2 (15 – 18 Jun) Basic Malay P2 (15 – 18 Jun)		School Hall
6 Aug (Thu)	1h 15m	08:15 – 09:30	English Language Syllabus T P1	Written	Classrooms
	1h 20m	10:30 – 11:50	English Language Syllabus T P2	Written	Classrooms
	1h 15m	13:00 – 14:15	Science Syllabus T P2	Written	Classroom E4-01
13 Aug (Thu)	1h 30m	08:15 – 09:45	Mathematics Syllabus T P1	Written	Classrooms
	1h 30m	10:45 – 12:15	Mathematics Syllabus T P2	Written	Classrooms
	1h	13:30 – 14:30	Science Syllabus T P1	Written	Classroom E4-01
14 Aug (Fri)	45m	08:15 – 09:00	English Language Syllabus T P3	LC	Classrooms
	50m	10:00 – 10:50	Basic Chinese P1 Basic Malay P1 Basic Tamil P1	Written	Classrooms
	45m	11:30 – 12:15	Basic Chinese P3 Basic Malay P3 Basic Tamil P3	LC	Classrooms
17 Aug (Mon)	1h	08:15 – 09:15	ISC Preliminary Papers: • Air-Conditioning System Maintenance (4-1) • Machinery Servicing (4-2 to 4-3) • Merchandise Display (4-6 to 4-7)	Written	Classrooms
	1h 50m	10:10 – 12:00	English Language Syllabus A P1	Written	Classroom E4-01
	1h 50m	12:50 – 14:40	English Language Syllabus A P2	Written	Classroom E4-01
18 Aug (Tue)	2h	08:15 – 10:15	Mathematics Syllabus A P1	Written	Classroom E4-01
	2h	11:00 – 13:00	Mathematics Syllabus A P2	Written	Classroom E4-01
	45m	13:30 – 14:15	English Language Syllabus A P3	LC	Classroom E4-01

**ANNEX C****SECONDARY 4  
2020 SINGAPORE-CAMBRIDGE GCE N(T) & N(A)-LEVEL EXAMINATION SCHEDULE**

Date	Duration	Time	Subject Name	Mode of Assessment	Venue
13 – 17 Jul (Mon-Fri)	-	14:00 – 17:00	English Language Syllabus A P4	Oral	ICT Labs 1 – 5 / Classrooms
			English Language Syllabus T P4		
3 – 4 Aug (Mon-Tues)	-		Basic Tamil P2		
3 – 5 Aug (Mon-Wed)	-		Basic Chinese P2 Basic Malay P2		
15 Sep (Tue)	1h 50m	08:00 – 09:50	English Language Syllabus A P1	Written	Classrooms
	1h 50m	10:30 – 12:20	English Language Syllabus A P2	Written	Classrooms
	50m	14:30 – 15:20	Basic Chinese P1 Basic Malay P1 Basic Tamil P1	Written	Classrooms
16 Sep (Wed)	45m	14:30 – 15:45	English Language Syllabus T P3	LC	Classrooms
18 Sep (Fri)	1h 15m	08:00 – 09:15	English Language Syllabus T P1	Written	Classrooms
	1h 20m	10:00 – 11:20	English Language Syllabus T P2	Written	Classrooms
	45m	14:30 – 15:45	English Language Syllabus A P3	LC	Classrooms
23 Sep (Wed)	1h	14:30 – 15:30	Basic Chinese P3 Basic Malay P3 Basic Tamil P3	LC	Classrooms
5 Oct (Mon)	1h 30m	14:30 – 16:00	Mathematics Syllabus T P1	Written	Classrooms
6 Oct (Tue)	1h	08:00 – 09:00	Science Syllabus T P1	Written	Classrooms
	1h 15m	09:45 – 11:00	Science Syllabus T P2	Written	Classrooms
	2h	14:30 – 16:30	Mathematics Syllabus A P1	Written	Classrooms
9 Oct (Fri)	2h	08:00 – 10:00	Mathematics Syllabus A P2	Written	Classrooms
12 Oct (Mon)	1h 30m	08:00 – 09:30	Mathematics Syllabus T P2	Written	Classrooms

**2020 ITE SKILLS CERTIFICATE (ISC) EXAMINATION TIMETABLE**

<b>Date</b>	<b>Duration</b>	<b>Time</b>	<b>Subject Name</b>	<b>Mode of Assessment</b>	<b>Venue</b>
12 Oct (Mon)	1h	11:00 – 12:00	Air-Conditioning System Maintenance	Written	Classrooms
			Machinery Servicing		
			Merchandise Display		
13 Oct (Tue)	1h	11:00 – 12:00	Electrical System Maintenance	Written	Classrooms
			Food Preparation		
			Mechanical Fabrication		
			Basic Retail Operations		

**INSTRUCTIONAL GUIDE FOR ON-BOARDING TO PARENTS GATEWAY (PG)**

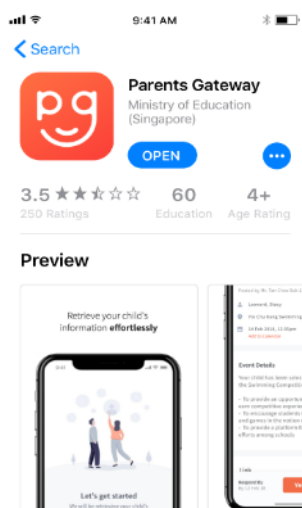
**Step 1 – SingPass Registration and 2FA Setup**

SingPass 2-Step Verification (2FA) is required for on-boarding. If you have not registered for a SingPass or have not set up the 2FA, please visit the SingPass website (<https://www.singpass.gov.sg>), or scan the QR codes below to do so. Should you require further assistance, please contact SingPass Helpdesk at 6643-0555.

SingPass Registration	2FA Activation
	

**Step 2 – Download Parents Gateway Mobile App**

- a. Open the Apple App Store or Google Play Store app on your mobile phone.
- b. Search for the 'Parents Gateway' mobile app, or scan the QR code below.



For Android	For iOS
	

- c. Download and install the app onto your phone.
- d. Enable '**Allow Notifications**' to receive push notifications.

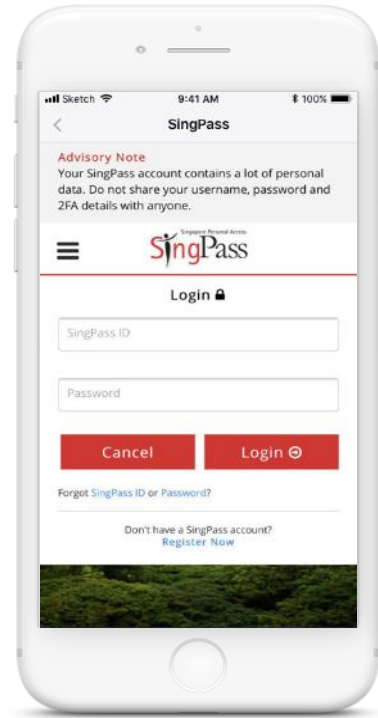
**Note:** Supported OS Versions - **Android 8.0 or later & iOS 9.1 or later**

### **Step 3 – One-Time On-boarding**

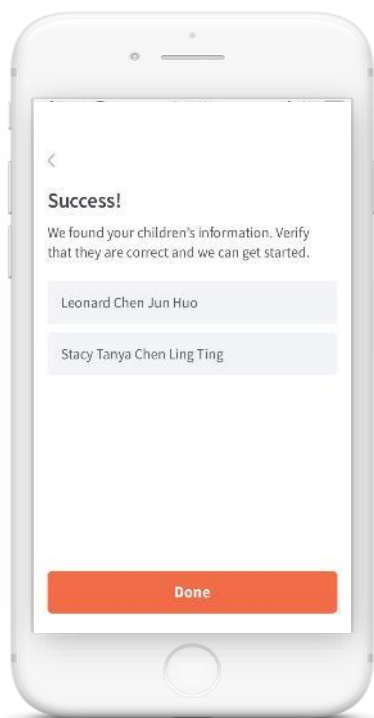
1. Tap on 'Log in with SingPass'



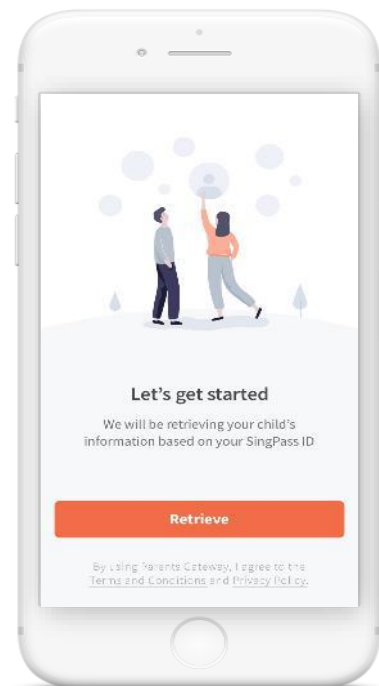
2. Log in with your SingPass (2FA)



4. Tap on 'Done' to complete on-boarding



3. Tap on 'Retrieve' to retrieve your child(ren)'s information



5. You should see your child(ren)'s school announcements and activities (if any)

