

23 March 2020

Dear Parents/Guardians,

HIGHLIGHTS FROM TERM 1

1. Term 1 was a hectic and busy period for everyone at Crest. Shortly after Chinese New Year, the whole of Singapore had to react to the impact brought about by COVID-19. The situation was serious and the school had to comply with all the advisories by MOE so as to ensure the safety of all our students. Routines in school had to be changed, e.g. no more morning assembly in the hall. Many events, such as home visits, sports competitions, learning journeys, and even the various level camps and Secondary 1 parents dialogue session, had to be curtailed, postponed to a later date or even cancelled.
2. Despite the challenges and changes brought about by COVID-19, school remained open and lessons continued with minimal disruptions. We look back at how everyone had worked together to deal with all the challenges faced, and we would like to especially thank our cleaners and the estate team for keeping the school clean. Everyone in the school now helps to wipe down the canteen tables after our meals. The Admin Team, together with the Student Development Team as well as all Form Teachers, start each morning with temperature-taking, checking on the well-being of each student and providing the latest updates and advisories to all students.

COVID-19 MEASURES IN TERM 2

3. As outlined in MOE's press release, we will be taking a number of additional measures at the start of Term 2, in order to safeguard the students and staff from COVID-19. As CCAs will be temporarily suspended, we will be adjusting our Wednesday timetable to start classroom lessons earlier. As such, school will be dismissed at 12:45 p.m. on Wednesday (except for those taking Lower Secondary SBB Mother Tongue Languages or Upper Sec NT Science). These measures will be reviewed at the end of Term 2 Week 2.
4. The school will also continue to adjust our planned activities to ensure that meaningful learning can continue to take place in Term 2. In this letter, we share the key activities that will still be carried out.

STAFF MATTERS

STAFF NEWS

5. Firstly, we are happy to share that three new staff have joined the Crest Team in Term 1. The table below shows the details.

| No | Name of Staff | Designation |
|----|--------------------------------|---------------------------------------|
| 1 | Ms Lynn Tan Mei Yun | Teacher (Physical Education) |
| 2 | Ms Kalimah Bte H. Zainuri | Executive (English Language) |
| 3 | Ms Norashikin Binti Kamalludin | Technical Support Assistant (Science) |

STUDENT MATTERS

UPCOMING PROGRAMMES AND ACTIVITIES IN TERM 2

6. We attach the **Term 2 Schedule of Key Programmes and Activities (Annex A)** for your reference. Some of the key programmes and activities are highlighted in the rest of this letter.

TERM 2 ASSESSMENTS

7. In line with MOE guidelines, there will be no mid-year examination for all Secondary 1 to 3 students. However, in its place, there will be common tests and modular tests for the academic subjects and vocational taster modules, which will be held from 27 April to 15 May (Term 2 Week 6 to Week 8). Details will be provided by the subject teachers.
8. In preparation for the GCE N-Level examinations, Secondary 4 students will sit for their mid-year examination and preliminary oral examination in Term 2. The details are shared in the **Secondary 4 Term 2 Assessment Schedule (Annex B)**.

SCHOOL ATTIRE

9. Please note that students are only allowed to bring to school plain dark-coloured jackets or pullovers, which must not have any form of designs or prints deemed inappropriate by the school. Students are only allowed to wear them during lessons in air-conditioned special rooms, and are not allowed to wear them around school. If students are not feeling well, they are to report to the sick bay at the Admin Office.

PHYSICAL EDUCATION (PE) & CO-CURRICULAR ACTIVITIES (CCA)

10. All Secondary 2 and 4 students will take the **National Physical Fitness Award (NAPFA) Test** in Term 2. The test comprises six stations, including a 2.4 km run. Students will be provided with ample opportunities to build up their fitness gradually. The test will be conducted from 6 April to 17 April (Term 2 Week 3 to Week 4) during PE lessons.
11. The **8th Cross Country Run**, originally scheduled in April, has been postponed to 24 July (Friday). More details will be made available at the end of Term 2.

ROVING OPTICAL SHOP FOR MOE FAS STUDENTS

12. The school is on board the Health Promotion Board's enhanced Spectacles Voucher Fund Scheme. Under this scheme, students on MOE FAS who are diagnosed with myopia at our annual health screening, will receive **free-of-charge** vision care via the roving optical shop. They will also be given a \$50.00 voucher to buy their spectacle frames from the roving optical shop.
13. The roving optical shop came to the school on 12 March (Thursday) to conduct refraction tests for the identified students. The roving optical shop will return to the school on 26 March (Thursday) to deliver the students' new spectacles.

HPV VACCINATION FOR SECONDARY 3 & 4 FEMALE STUDENTS (2ND DOSE)

14. The medical provider will come to the school on 2 April (Thursday) to carry out the second dose of the vaccination against cervical cancer for the Secondary 3 and 4 female students.

MOE SEXUALITY EDUCATION (SEd) PROGRAMME

15. The school will be conducting the SEd programme for Secondary 1 and 2 students during CCE lessons in Term 2. Secondary 4 students have already completed their SEd programme in Term 1, while the Secondary 3 SEd programme will be conducted in Term 3. More information on the MOE Sexuality Education programme can be found at www.crestsec.edu.sg/programmes/sexuality-education.

PREFECTS INVESTITURE CEREMONY

16. The school will have our Prefects Investiture Ceremony on 24 April (Friday). On this day, some of our Secondary 2 and 3 students will be officially appointed as Prefects of the school, with several of them taking on Executive Committee (EXCO) positions. During the Investiture, we will also be presenting Certificates of Appreciation to our Secondary 4 Prefects to thank them for their service to the school and wish them the very best as they hand over their duties as Prefects, and focus on preparing for their GCE N-Level and ISC examinations.

ADMINISTRATIVE MATTERS

SCHOOL & MISCELLANEOUS FEES

17. GIRO deduction for the above fees will start in Term 2 for Secondary 1 students whose parents/guardians have opted to pay the fees via GIRO. The Form Teacher will inform your child/ward of the outcome of the application. If you have not yet opted for GIRO deduction, we encourage you to do so. For parents/guardians who have not opted for GIRO deduction, or whose applications are unsuccessful, the Form Teachers will collect the fees from your child/ward via cash/cheque. You may also make the payment via PayNow or approach the Administration Office to make the payment via SGQR. The fee payment due date for Term 2 is on 4 May (Monday).

CRESTPAL

18. The Parents' Dialogue for parents of Secondary 1 students has been rescheduled and a new date will be announced at a later date. Meanwhile, all parents are invited (optional) to join a WhatsApp chat group managed by our CrestPAL EXCO. This chat group will allow you to receive direct updates on school-related matters, seek quick clarification on any school-related queries you may have, and also render assistance and support to your fellow parents.
19. If you are interested, please access this website: <https://bit.ly/2TjUR7P> or scan this QR code to register your interest. Please note that it may take up to two weeks for the CrestPAL EXCO to add you into the chat group.



PARENT-TEACHER MEETING

20. Parents/Guardians are requested to take note that there will be a Parent-Teacher Meeting on 29 May (Friday), where the Form Teachers will meet and discuss with you the progress of your child/ward. Do book a convenient time slot to meet up with your child/ward's Form Teachers when the invitation is sent out to you at a later date.

FINAL NOTE

21. We wish to take this opportunity to thank all parents and guardians for your understanding and cooperation during this difficult period of time. We want to assure you that the safety of your child/ward is our paramount concern, and we have taken every possible measure to ensure this. We have also educated all students on the importance of proper hygiene, including washing their hands with soap regularly, and wiping down the table after eating so as to keep it clean for the next person using the space. We hope that these good hygiene practices will become a daily habit for all our students.

22. These are challenging times, but we are confident that as long as we practise good personal hygiene, keep ourselves updated through official sources, and take care of one another, we will be able to get through this together as One Crest Family, One SG United!

Yours sincerely,

Mr Seet Tiat Hee
Principal

TERM 2 SCHEDULE OF KEY PROGRAMMES AND ACTIVITIES

| Date | Programme/Activity | Remarks |
|------------------------|---|---|
| 26 Mar (Thu) | Roving Optical Shop for FAS students (Collection of new spectacles) | Venue: AVT Time: 10:00 a.m. – 12:30 p.m. |
| 2 Apr (Thu) | HPV Vaccination for Sec 3 and 4 girls (2nd dose) | Venue: School Time: 8:30 a.m. – 12:30 p.m. |
| 6 – 17 Apr | National Physical Fitness Award (NAPFA) Test for Sec 2 and 4 | Venue: School Time: During PE lessons |
| 24 Apr (Fri) | Prefects Investiture Ceremony | Venue: School |
| 29 Apr (Wed) | CCA Handover Ceremony | Venue: School |
| 4 May (Mon) | Payment of School & Miscellaneous Fees | GIRO/Cash/Cheque/PayNow |
| 5 May & 11 – 14 May | Term 2 Assessments for Sec 4 | See details in Annex B |
| 12 May (Tue) | ISC Theory Tests (Facility Services) for Class 3-1 and 3-2 | Venue: School |
| 14 May (Thu) | Vocational Taster Modules Theory Tests for Sec 1 and 2 | Venue: School |
| 28 May (Thu) | Last Day of Semester 1 | Students will be dismissed at 2:45 p.m. as usual |
| 29 May (Fri) | Parent-Teacher Meeting for All Students <i>(The Mid-Year Performance Reports will be presented to parents/guardians at the PTM. Parents/guardians are requested to make arrangements to attend the PTM.)</i> | Venue: Classrooms Time: 7:30 a.m. – 12:30 p.m. |

SECONDARY 4 TERM 2 ASSESSMENT SCHEDULE

| Date | Duration | Time | Assessment | Venue |
|---|-----------------|----------------------------|--|-----------------|
| 23 Mar (Mon) - 4 May (Mon) | - | - | ITE Skills Certificate (ISC) Practical Assessments | Workshops |
| 6 Apr (Mon) - 7 Apr (Tue) | - | - | NA/NT English Language Mid-Year Oral Examination | Classrooms |
| 13 Apr (Mon) - 24 Apr (Fri) | - | - | NT Mother Tongue Languages Mid-Year Oral Examination | Classrooms |
| 27 Apr (Mon) - 4 May (Mon) | 30m | - | NT Mother Tongue Languages Mid-Year Examination Paper 3 | Classrooms |
| 5 May (Tue) | 1h 15m | 0825 - 0940 | NT English Language Mid-Year Examination Paper 1 | Classrooms |
| | 1h 20m | 1040 - 1200 | NT English Language Mid-Year Examination Paper 2 | |
| | 45m | 1300 - 1345 | NA English Language Mid-Year Examination Paper 3 | Classroom E4-01 |
| 11 May (Mon) | 1h 30m | 0825 - 0955 | NT Mathematics Mid-Year Examination Paper 1 | Classrooms |
| | 1h 30m | 1100 - 1230 | NT Mathematics Mid-Year Examination Paper 2 | |
| | 45m | 1400 - 1445 | NT English Language Mid-Year Examination Paper 3 | |
| 12 May (Tue) | 50m | 0825 - 0915 | NT Mother Tongue Languages Mid-Year Examination Paper 1 | Classrooms |
| | 1h | 1030 - 1130 | NT Science Mid-Year Examination Paper 1 | Classroom E4-01 |
| | 1h 15m | 1200 - 1315 | NT Science Mid-Year Examination Paper 2 | |
| | - | 1015 - 1245 1500 - 1730 | <u>NA/NT English Language & NT Mother Tongue Languages Preliminary Oral Examinations</u> | School Hall |
| 13 May (Wed) | 1h 50m | 0825 - 1015 | NA English Language Mid-Year Examination Paper 1 | Classroom E4-01 |
| | 1h 50m | 1100 - 1250 | NA English Language Mid-Year Examination Paper 2 | |
| | - | 0825 - 1055 1500 - 1730 | <u>NA/NT English Language & NT Mother Tongue Languages Preliminary Oral Examinations</u> | School Hall |
| 14 May (Thu) | 2h | 0825 -1025 | NA Mathematics Mid-Year Examination Paper 1 | Classroom E4-01 |
| | 2h | 1110 -1310 | NA Mathematics Mid-Year Examination Paper 2 | |
| | - | 0825 - 1055 1500 - 1730 | <u>NA/NT English Language & NT Mother Tongue Languages Preliminary Oral Examinations</u> | School Hall |
| Remarks | | | | |
| Students are to report 30 minutes before the start of their first paper and 15 minutes before the start of their subsequent papers (if applicable). Reporting venues will be confirmed at a later date. | | | | |