



ST. MARGARET'S SCHOOL (SECONDARY)

PARENT'S HANDBOOK FOR SECONDARY ONE (2026)

Page No.	CONTENTS	
1	School Vision, Mission, Motto & Values	
2	Principal’s Welcome Letter	
3	School Key Personnel	
5	Secondary One Form Teachers	
6	Purchase of Textbooks & School Uniform	
7	Administrative Matters	
12	School Hours & Getting to School	
14	Subjects offered at Secondary One	
19	Co-Curricular Activities (CCA) & CCA Fair	
24	Secondary One Orientation Programme	
26	Home-based Learning (HBL) Days	
27	Personal Learning Devices (PLD)	
28	Communication Platforms	
Tasks to complete (if applicable)		Deadline for Submission
10	Financial Assistance Scheme (FAS) Application [via online form – School Website]	8 January 2026
16	Letter of offer for Higher Mother Tongue Language (HMTL) [via PG]	29 December 2025
17	Letter of offer for subject(s) at More Demanding Level [via PG]	29 December 2025
29	Registration for Secondary 1 Parent Engagement Session [via PG]	2 January 2026
29	Home-School Partnership online form [via online form]	23 January 2026

School Mission, Vision & Values



School Motto

OUR MOTTO

Charity • Patience • Devotion

The school is named after Queen Margaret of Scotland who was known for many good qualities, among them, love (charity), patience and devotion.

Principal's Welcome Letter

Dear Secondary 1 Parent/Guardian,

Welcome to the St. Margaret's School (Secondary). We are delighted to have your daughter/ward join us for this exciting new chapter in her educational journey. The transition to secondary school marks a significant milestone, filled with opportunities for growth, discovery, and personal development. This transition can be both exhilarating and challenging for students and parents alike, and we look forward to partnering with you to provide the support for your daughter/ward to flourish in our school.

This handbook serves as a comprehensive guide to education at St. Margaret's School (Secondary). It contains essential information to help you, and your daughter/ward navigate the transition to secondary school life. We recommend that you familiarise yourself with its contents, as the information provided will be instrumental in supporting your child's academic progress and overall experience at St. Margaret's.

All necessary information is provided via this handbook, Sec 1 Microsite (<https://sites.google.com/moe.edu.sg/smssecondary1site>) and Parents Gateway.

You are encouraged to purchase your daughter's/ward's textbooks and school uniform online or at designated dates and time stated in this handbook.

First Day of School -- Friday, 2 January 2026

Students are to refer to the noticeboards in the School Canteen or outside the General Office for her allocated class. She will then gather in the parade ground according to her class. Students are to be in school by 7.20 am to allow sufficient time to check their allocated class. Student Councillors and other peer leaders will help to assist your daughter/ward on this.

We look forward to meeting your daughter/ward on 2 January 2026.

Meanwhile, if you have any queries, do not hesitate to reach out to us.

Yours sincerely,

Ms Linda Lim
Principal

School Key Personnel

Below is a list of personnel in the school and the specific areas under their purview.

School Leaders

Principal	Ms Linda Lim
Vice-Principal (Academic)	Ms Chin Yih Min
Vice-Principal (Academic)	Mr Glynn Tan
Vice-Principal (Academic)	Ms Jazlyn Chua
Vice-Principal (Administrative)	Ms Chrystine Woon

Overall Matters pertaining to the learning and well-being of your child

Year Heads

Lower Sec (Sec 1)	Mdm Suryati Binti Mail
Upper Sec (Sec 4 & 5)	Mrs Sharon Tan

Assistant Year Heads

Lower Sec (Sec 2)	Ms Carol Soh
Lower Sec (Sec 2)	Mrs Serena Ajay
Upper Sec (Sec 3) (Internal)	Ms Nicolette Ng
Upper Sec (Sec 3)	Ms Lum Ying Lee

Subject Related Matters

Heads of Department

Aesthetics, Craft & Technology	Mrs Tham Chuan Chuan
English Language, Literature & Drama	Mrs Elizabeth Yang
Humanities	Mrs Filzah Tay
Mathematics	Mrs Tan Sok Mun
Mother Tongue Languages	Ms Liang Huiyu
Science	Mr Jason Chew

Subject Heads / Level Heads

Aesthetics	Ms Karen Tan
Additional Mathematics	Ms Bernadette Lim
Chinese Language	Mdm Huang Haiying
Lower Sec English, Literature & Drama	Mdm Nazlin Hamzah
Lower Sec Science	Ms Ong Lin Jin
Physical Education	Mr Tan Hee Ming

Senior Teachers

Biology	Ms Katherine Li
Chinese Language	Mdm Liu Xin
English Literature	Ms Anna Shen
Geography	Ms Grace Wee
Mathematics	Ms Ho Wai Yu
Nutrition & Food Science	Mrs Lee-Ang Siew Chin

Student & Staff Development**Heads of Department**

Character and Citizenship Education	Mrs Foo Kar Hiang
Educational Technology	Mrs Teo Sook Lee
School Staff Developer	Ms Sharon Ong
Student Development	Mr Lim Bing Hui

Subject / Level Heads

CCA (Internal)	Mrs Madeline Seow
CCE	Mdm Lim Xin Priscilla
CCE- Education & Career Guidance & Partnership	Mrs Jean Tan
Data Management (Internal)	Mrs Ng Li Mei
Student Leadership	Ms Cao Yu
Student Management	Ms Ang Wen Ting

Senior Teachers

Character and Citizenship Education	Ms Joey Poh
-------------------------------------	-------------

Counsellors

Education & Career Guidance Counsellor	Ms Brenda Lee Ai Ping
School Counsellor	Ms Mok Sin Lai
School Counsellor	Ms Thandar Soe
Senior Special Education Needs Officer	Mrs Christine Ho Hwee Pheng
Special Education Needs Officer	Ms Tang Feng Yi
Student Welfare Officer	Ms Grace Tay Kah Hui

Finance & Administrative Matters**Executive & Administration Team**

Administration Manager 1	Ms Lian Chuen Ann
Administration Manager 2	Ms Doreen Owyong

Operations & Logistics Matters

Operations Manager	Mr Kok Hock Chung
--------------------	-------------------

Information & Communications Technology Matters

ICT Manager	Ms Thor Ya Lin
-------------	----------------

Secondary One Form Teachers

Below is the list of Secondary One Form Teachers and their email addresses. As SMS(S) is implementing Full Subject Based Banding, students will be in mixed form classes.

<u>Class</u>	<u>Form Teacher</u>	<u>Email Address</u>
1 Love	Mdm Choo Wai Yun	choo_wai_yun@moe.edu.sg
	Mrs Aubrey Prakash	
	Mdm Suryati Mail	suryati_mail@moe.edu.sg

<u>Class</u>	<u>Form Teacher</u>	<u>Email Address</u>
1 Joy	Ms Nora Aziz	nora_aziz@moe.edu.sg
	Mrs Gemma Poon	lee_pei_shan_gemma@moe.edu.sg
	Ms Evelyn Surjaatmadja	
	Mr Lim Bing Hui	lim_bing_hui@moe.edu.sg

<u>Class</u>	<u>Form Teacher</u>	<u>Email Address</u>
1 Peace	Ms Elisya Tung Ka Wan	elisya_tung_ka_wan@moe.edu.sg
	Ms Karen Tan Meng Sie	tan_meng_sie_karen@moe.edu.sg

<u>Class</u>	<u>Form Teacher</u>	<u>Email Address</u>
1 Patience	Mr Daniel Ling Siong Kiat	ling_siong_kiat_daniel@moe.edu.sg
	Ms Sharon Ow	ow_siew_hui_sharon@moe.edu.sg

<u>Class</u>	<u>Form Teacher</u>	<u>Email Address</u>
1 Kindness	Mdm Wang Li	wang_li@moe.edu.sg
	Ms Ong Lin Jin	ong_lin_jin@moe.edu.sg

<u>Class</u>	<u>Form Teacher</u>	<u>Email Address</u>
1 Goodness	Mdm Norhayati Maziland	norhayati_maziland@moe.edu.sg
	Ms Ch'ng Puay San, Daena	chng_puay_san_daena@moe.edu.sg
	Ms Liang Huiyu	liang_huiyu@moe.edu.sg

<u>Class</u>	<u>Form Teacher</u>	<u>Email Address</u>
1 Faithfulness	Ms Susan Wong Toi Kuan	wong_toi_kuan@moe.edu.sg
	Ms Grace Wee	wee_ling_zhi_grace@moe.edu.sg

Purchase of Textbooks & School Uniform

To facilitate a smooth experience for our students, the school has allocated dates and time slots for the purchase of textbooks and school uniforms.

Note:

- School uniform consists of pinafore, PE t-shirt, PE short, CCA skirt and school tie.
- School shoes and school socks must be in white.
- Recommended number of uniform sets to purchase:
 - 2 sets of pinafore
 - 2 sets of PE t-shirt*, PE short and CCA skirt
 - 1 school tie

*Students are to purchase their PE t-shirt in their assigned House colour. This information will only be available during the first week of school. Students will be able to purchase the PE t-shirts from 5 January 2026.

1 Dates and time slots to purchase textbooks and school uniform

Date/Time	19, 22-23, 26, 29-30 Dec 2025
Method of Purchase	Walk-in Purchase: Textbooks at School Bookshop School Uniform at School Canteen Time: 9.00 am to 3.00 pm
	Online Purchase: Textbooks: https://cascoedusupply.com.sg/ School Uniform: https://khuniform.com/appointments-smss/ Home Delivery Fees: Textbooks: \$14.20 per address School Uniform: \$6.10 per address Collection/Pickup: Textbooks at School Bookshop School Uniform at School Canteen
Booklist and School Uniform	Sec 1 G1 Booklist & Stationery Sec 1 G2 Booklist & Stationery Sec 1 G3 Booklist & Stationery School Uniform Info Sheet

2 Contact Information of Textbook and Uniform Vendors

Textbooks: Casco Educational Supply Pte Ltd Website: https://cascoedusupply.com.sg/ Tel: 6547 4204 Mon to Fri: 9.00 am to 3.00 pm Email: order@cascoedusupply.com.sg	School Uniform: KH Uniform Pte Ltd Website: www.khuniform.com Tel: 6479 6811 Mon to Fri: 9.00 am – 5.00 pm (lunch break 12noon to 1.00pm) Email: sales@khuniform.com
---	--

Administrative Matters

(Note: All information in this document is correct as of 19 Dec 2025)

1 PERSONAL PARTICULARS

1.1 Updates

It is important to update school of any changes in your daughter's/ward's particulars (such as name, address, contact numbers) so that records are up to date in case of emergencies.

An exercise will be conducted in early January for parents/guardians to update their particulars.

A link will be sent to parents/guardians via Parents Gateway (PG).

2 SCHOOL FEES

Nationality	Y2026 Monthly Fee			
	School Fee (S\$)	Misc. Fee (S\$)	Autonomous Sch. Fee (S\$)	Total Payable (S\$)
Singapore Citizen	5	20	3	28
Singapore PR	680	20	3	703
IS (ASEAN)	1,090	21.80	3.27	1,115.07
IS (Non-ASEAN)	2,190	21.80	3.27	2,215.07

Annual school fees payable is spread over 12 months of the academic year. Students who join the school on or before 5 February will have to pay fees from January. Those who withdraw on or after 5 October will have to pay fees for October, November, and December as well.

The preferred mode of payment is GIRO.

2.1 ALTERNATIVE PAYMENT METHODS

Payment Mode	Details
Interbank GIRO	<p>Account holders from the following banks can sign up for the GIRO scheme with MOE through eGIRO*:</p> <ul style="list-style-type: none"> • Bank of China (BOC) • Citibank • DBS Bank or POSB • Hongkong and Shanghai Banking Corporation Limited (HSBC) • Industrial and Commercial Bank of China (ICBC)^ • MariBank • Maybank • Oversea-Chinese Banking Corporation Limited (OCBC) • Standard Chartered Bank (SCB) • United Overseas Bank (UOB) <p>^ICBC customers must use their 11-digit account number for GIRO setup</p>

	<p>Other bank account holders will need to complete a hardcopy GIRO application form and submit the original signed form to the school.</p> <p>There is no need to submit a new application if students are already on GIRO.</p> <p>Deductions will be made on the 26th day of each month (February – December). If the 26th day of the month is a weekend or public holiday, the deduction will happen on the next working day.</p> <p>The fees for January and February are combined into one bill for deduction in February, hence there will not be any deduction in January. Please ensure that there are sufficient funds in the bank account for deduction.</p> <p>* Parents/Guardians pay apply for eGIRO at MOE website (https://www.moe.gov.sg/financial-matters/fees/egiro)</p>
AXS Web, Kiosk or Mobile App	<p>AXS Web</p> <ul style="list-style-type: none"> • Visit http://e-station.axs.com.sg • Select 'eServices' icon • Select 'Education or Government', followed by 'Ministry of Education' • Select 'MOE-Student Bill' • Follow the on-screen instructions <p>AXS Kiosks</p> <ul style="list-style-type: none"> • Locate your nearest AXS kiosk at https://www.axs.com.sg/axs-station-locations. • At the kiosk, Select 'Education' • Select 'Ministry of Education' • Select 'Student Bill' • Follow the on-screen instructions <p>AXS Mobile App</p> <ul style="list-style-type: none"> • Download AXS mobile app from AppStore or Google Play • Create an account using your mobile number • Log in using your mobile number and PIN number. • Select 'eServices' icon • Select 'Education or Government', followed by 'Ministry of Education' • Select 'MOE-Student Bill' • Follow the on-screen instructions
SGQR Code	<p>Scan the QR code on the bill and pay using any of the listed mobile applications</p> <ul style="list-style-type: none"> - Launch your preferred payment app from those shown in the bill - Scan the SGQR - Check that you are paying to 'Ministry of Education' - Follow the on-screen instructions <p>Please note: The SGQ code is unique to each bill. Always use the SGQR code on the latest bill so that your payment will be updated promptly.</p>

Cash / Cheque / Cashier's Order	<ul style="list-style-type: none"> - Please make payment at the School General Office (11.00am – 2.30pm). - Bring along the MOE bill and the exact amount for quick processing. - Cheque or Cashier's Order should be made payable to 'Ministry of Education'. - Students are to make sure that they obtain a receipt for payment of fees by cash/cheque/cashier's order.
------------------------------------	---

Singapore Citizen students can choose to pay the monthly miscellaneous fees and the school autonomous fees from their Edusave account.

Parents/guardians who wish to use the Edusave account of their daughters to pay for the fees can apply via an Edusave Standing Order form accessible at <https://go.gov.sg/storderfm>.

For further enquiries, please contact the school via **email: admin_stmargaretss@moe.edu.sg**.

3 OTHER FEES & PAYMENT MATTERS

3.1 Sec 1 Orientation T-shirt and Name Tags

All students will be required to purchase an Orientation T-shirt and school name tags.

a) Orientation T-Shirt

Cost per shirt: \$5.60

For Singapore citizens, the cost of the Orientation T-shirt will be deducted from the student's Edusave fund.

b) School Name Tag

Cost per student: \$5.50

Before the school's name tags are issued to the students, they will be given a temporary name tag (to be returned upon issuance of the school's name tag in February 2026).

A School Bill will be issued later for payment of the above 2 items (estimated billing period: February/March).

3.2 Enrichment Programmes

As part of the holistic development of students, the school has arranged for Enrichment Programmes for all students. These may include Personal Effectiveness and Reading Programmes. Details on the amount payable for Enrichment Programmes will be shared at a later date.

3.3 CCA – Personal Equipment and Gear

Students who are interested in joining *the following CCAs* are to note that loan sets for training and practice may be available for students. Students *may wish* to purchase their own personal equipment and gear. While not totally necessary, some students may wish to purchase the following on their own.

- String Ensemble (E.g. violin instrument)
- Bowling (E.g. bowling balls and shoes)
- Fencing (E.g. weapon and fencing suit)
- Floorball (E.g. floorball stick)

Students interested in joining any of these CCAs should check with the teacher-in-charge on the matter.

4 REGISTRATION FOR PAYNOW

With the increasing digitalisation of government services, MOE would like to encourage all parents to register their children's bank account with **PayNow** using the children's BC/NRIC number. The activation of PayNow will facilitate the prompt **disbursement** of monies (e.g. Edusave award) for the child and avoid delays through the filling in and processing of forms or from physical visits to banks for the deposit of cheques.

5 FINANCIAL ASSISTANCE SCHEME (FAS) FROM MINISTRY OF EDUCATION

5.1 Financial Assistance Scheme

Singapore citizen students may apply for financial assistance from the Ministry of Education.

Criteria for eligibility:

- Family's gross household income: not exceeding \$4,000/- per month.
- Family's per capita income (PCI): not exceeding \$1,000/- per month.

Successful applicants will receive:

- Full waiver of school fees of \$5.00 and miscellaneous fees of \$20.00 per month (*Autonomous School fees of \$3.00 per month are to be paid using the FAS students' Edusave Funds*)
- Free Textbooks and School Attire
- Public Transport Subsidy of \$21/mth in the form of E-Vouchers which are to be redeemed from Transitlink each month. Sec 1 FAS students should redeem for both January and February E-vouchers (\$42/-) in February. Thereafter, redemption is on a monthly basis (between 28th of current month to 10th of the following month).
- Subsidy for Meals in School Canteen (\$4.10 per meal x 10 meals per week – during term time only). Students on FAS need to activate their Student Smart Card at the school's General Office (one-time activation), before they can use it for payment at the terminal at any canteen stall on a weekly basis to receive their subsidies. Secondary 1 students are required to activate their new Secondary School Student Smart Card at the school's General Office when they receive it in March 2026 to continue receiving subsidies.

5.2 FAS New Applications

Students who wish to submit a new application for FAS:

- Please click [here](#) or go to the school website:

<https://www.stmargaretssec.moe.edu.sg/financial-assistance-scheme/>

- For FAS to take effect from January 2026, the **deadline for submission is 8 January 2026.**

5.4 Renewal of FAS for Y2026

Students who were on the FAS in 2025 and wish to renew their FAS in 2026 will need to submit a new application.

6 OTHER MATTERS

6.1 Student Smart Card

Sec 1 students are to continue using the Primary School Student Smart Card for concessionary travel on public transport. Students who need to purchase the Bus Concession Pass will have to buy the Secondary Level Bus Concession Pass. The new Secondary School Student Smart Card will be delivered to the school tentatively in March 2026.

6.2 School Bus Transport

As St. Margaret's School (Secondary) is well connected by buses and MRT (Circle Line: *Farrer Rd Station*; Downtown Line 2: *Botanic Gardens Station*), there will be **no** school bus transport service provided by the school.

The school does **not** have any authorised bus companies to provide bus services for our students.

School Hours & Getting to School

1 SCHOOL HOURS

1.1 Reporting Time

Monday, Tuesday, Thursday and Friday	7.30 am	Students are expected to be at the assembly area <u>before</u> the stated time for the Flag Raising Ceremony.
Wednesday*	8.40 am	

*On Wednesday mornings, teachers meet for professional learning and development. Students report later on Wednesdays or use the time for self-study or group discussions.

1.2 Dismissal Time

Dismissal time differs from day to day. The timetable and CCA schedule will be issued to your daughter/ward at a later date. You will also be informed of the details of enrichment programmes separately.

2 SCHOOL SAFETY AND SECURITY MATTERS

Parents/Guardians who drive their daughter/ward to school may wish to note that entry to the school is via Prince Road. There is no access to the school via Farrer Road.

Roads leading to the school are also the same roads to access Nanyang Primary School. Traffic **congestion** is expected in the mornings of school days and students are advised to reach school early.

Parents/Guardians can only drop off or pick up their daughter/ward at the porch next to the school canteen. There is no waiting or parking at the porch at all times. Parents/Guardians are not allowed to park their vehicles in school. Advise your daughter/ward to text/call you in the school canteen when she is ready to be picked up.

We strongly encourage parent/guardian to arrange for **pick up** at the HDB car park (Exit Gate G near Blk 4 Queen's Road). The gate will be opened for egress at 1pm.

Parents with appointments with school personnel may park their vehicles at the nearby HDB car park and register at the Security Guardhouse.

The school gates opening hours are as follows:

Main Gate (Prince Road)

<u>Opening Hours (for drop-off)</u> Monday, Tuesday, Thursday and Friday 6.30am to 7.30am Wednesday 6.30am to 8.40am	<u>Opening Hours (for pick-up)</u> Monday, Tuesday, Wednesday and Thursday 1.15pm to 6.30pm Friday 2.15pm to 6.30pm
Opening Hours on Saturday : 7.00am to 6.00pm	

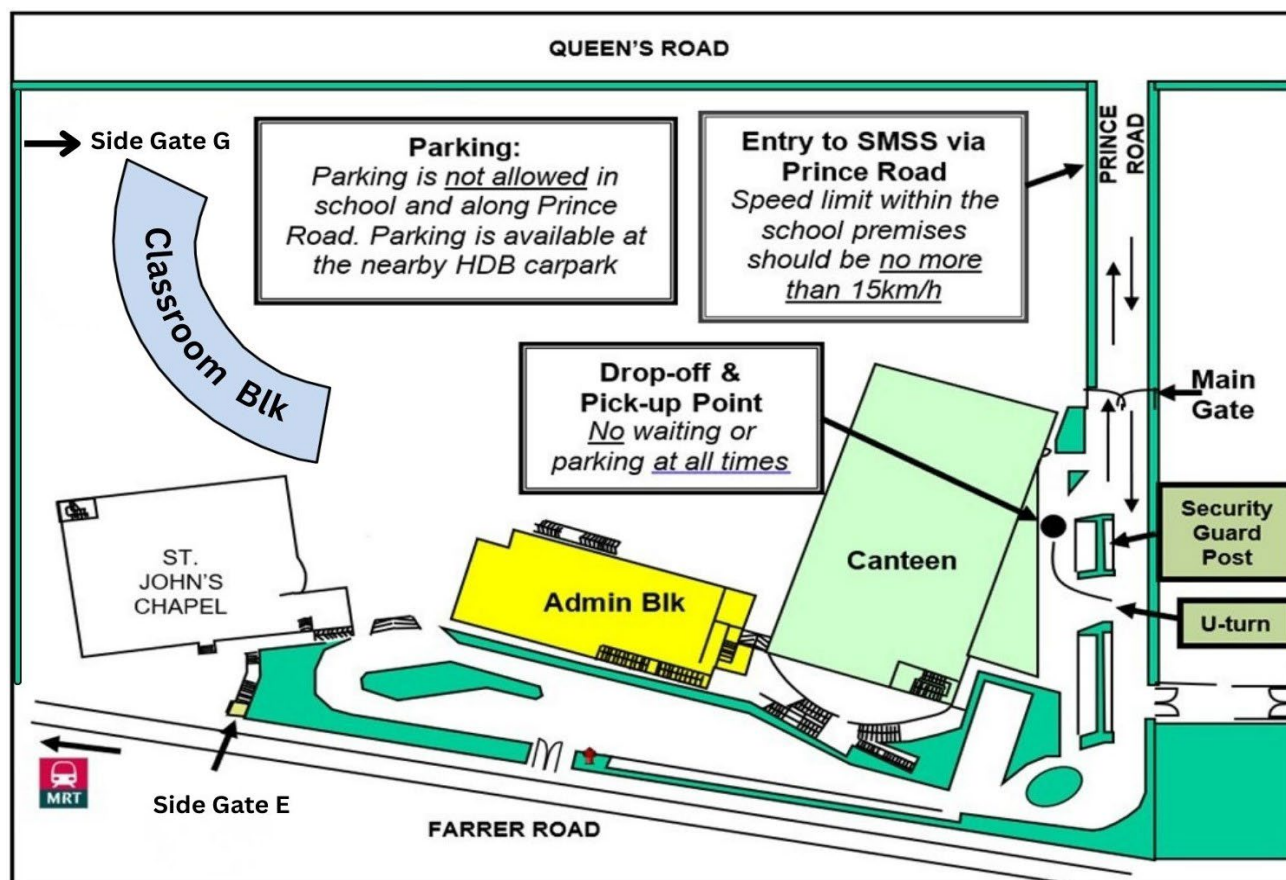
Side Gate E (Farrer Road)

<u>Opening Hours</u> Monday, Tuesday, Thursday and Friday 6.30am to 7.30am Wednesday 6.30am to 8.40am	<u>Remarks</u> All visitors are to enter via the main gate at Prince Road. Side Gate E is closed to all from 7.30am (and 8.40am on Wednesdays) onwards.
---	---

Turnstiles at Side Gates E (near St John's Chapel) & G (near Blk 4 Queen's Road)

<u>Opening Hours (Exit Only)</u> Monday to Friday 1.00pm to 6.45pm

TRAFFIC FLOW MAP



Subjects offered at Secondary One

1 GENERAL SUBJECTS

Subjects	Subject Levels			
<i>All these subjects are conducted during school curriculum time.</i>	Common Curriculum	G3	G2	G1
ENGLISH		✓	✓	✓
HIGHER CHINESE		✓		
MOTHER TONGUE LANGUAGES		✓	✓	✓
MATHEMATICS		✓	✓	✓
SCIENCE		✓	✓	✓
LITERATURE		✓	✓	
GEOGRAPHY		✓	✓	
HISTORY		✓	✓	
HUMANITIES				✓
FOOD AND CONSUMER EDUCATION	✓			
DESIGN AND TECHNOLOGY	✓			
ART	✓			
MUSIC	✓			
CHARACTER AND CITIZENSHIP EDUCATION	✓			
PHYSICAL EDUCATION	✓			
SALT AND LIGHT PROGRAMME	✓			

2 MOTHER TONGUE LANGUAGES

MOE bilingual policy is applicable for all students to offer English Language and a Mother Tongue Language (MTL).

2.1 Mother Tongue-in-lieu: NTIL (Non-Tamil Indian Language)

- a. Students granted approval in primary school to offer a NTIL are **not** required to reapply in secondary school. They are required to continue offering the approved NTIL at secondary level.
- b. SMS(S) has an “In-school Parallel Programme” for Hindi language. Students offering Hindi Language may learn the language in our school.
- c. Students offering the other NTILs are required to attend lessons with the approved NTIL community groups and sit for examinations set by the Board for the Teaching and Testing of South Asian Languages.

2.2 Mother Tongue-in-lieu: Asian/Foreign Languages (AsL/FL)

Students granted approval in primary school to offer AsL (Arabic, Burmese and Thai) or FL (French, German and Japanese) are **not** required to reapply in secondary school.

NOTE:

- a. As Instruction is not provided by MOE, students are required to learn the language privately.
- b. Students need to provide documents (e.g. marked assignment, result slip, payment receipt) at Mid-Year and Year-End to the school to show that they are learning AsL/FL regularly.
- c. Students are required to take the AsL/FL subjects at G3 level and sit for the Singapore-Cambridge Secondary Education Certificate (SEC) examination.
- d. Students are required to fulfil the MTL requirement by attaining the minimum AsL/FL grade for admission into a junior college or centralised institute. There is no Higher AsL/FL or syllabus ‘B’ for AsL/FL.

2.3 Mother Tongue Language Exemption

2.3.1 A student who has taken a MTL subject during PSLE is **not eligible** to apply for Mother Tongue Language Exemption. If your daughter/ward was granted exemption in primary school, she would have already received an official letter of exemption and is **not** required to reapply for exemption in secondary school.

2.3.2 A student will only be considered for exemption if she meets any of the following criteria:

- a. Student who only joined the Singapore education system midstream after prolonged absence from our school system (e.g. an international student who joined a Singapore school only at Primary 5).
- b. Student with no or weak prior learning of any of our official MTLs or languages that can be offered as MTL-in-lieu.
- c. Students diagnosed with Special Educational Needs (SEN) and with difficulties coping with overall learning.

2.4 Higher Mother Tongue Language (HMTL)

Students who are eligible to offer HMTL will receive a *notification & offer* letter via Parents Gateway (PG) by **Monday, 22 December 2025**. Students need to indicate their choice via PG by **Monday, 29 December 2025**.

Students who do not qualify for HMTL after PSLE may be offered HMTL at the end of Secondary 1 based on their performance (merit).

Students who offer HMTL will have to take the G3 Singapore-Cambridge SEC MTL examination at the end of Secondary 3 before they are allowed to take the G3 Singapore-Cambridge SEC HMTL examination at the end of Secondary 4.

In SMS(S), only Higher Chinese lessons are conducted in our school; 6 periods are held within curriculum time and the remaining 2 periods ***outside*** curriculum time.

Students who wish to offer Higher Malay will need to attend lessons at designated centres outside curriculum time. They may choose to attend Higher Malay lessons at one of the following centres:

- MOELC Bishan
- Anderson Secondary School
- Bukit Panjang Government High School
- Raffles Institution
- Tanjong Katong Secondary School

Students who wish to offer Higher Tamil will need to attend lessons at designated centres outside curriculum time. They may choose to attend Higher Tamil lessons at one of the following centres:

- Umar Pulavar Tamil Language Centre (UPTLC)
- Jurong West Secondary School
- Marsiling Secondary School
- Pasir Ris Crest Secondary School

2.5 Third Language / Malay Special Programme (MSP) / Chinese Special Programme (CSP)

Students who have applied for this programme will receive the outcome of their application status from MOE through the school via Parents Gateway (PG) by **Monday, 22 December 2025**. Successful applicants will have to register at the Zonal Centre or MOE Language Centre by the date and time specified on the letter of offer.

For clarifications on Mother Tongue Language matters, please approach Ms Liang Huiyu, HOD Mother Tongue Languages (email: liang_huiyu@moe.edu.sg).

3 FULL SUBJECT-BASED BANDING (FSBB)

3.1 At the **start of Secondary One**, eligible students can offer English Language, Mother Tongue Languages, Mathematics and Science at a **more demanding level (MDL)** based on their PSLE Achievement Level (AL) for each of these subjects.

Students who meet the minimum entry requirement for MDL will receive a **notification to offer** via Parents Gateway (PG) by **Monday, 22 December 2025**. School will need to receive the response by **Monday, 29 December 2025**.

Eligibility criteria to offer English Language, Mother Tongue Languages, Mathematics and/or Science at a more demanding level			
Indicative Level of Most Subjects at Start of S1	PSLE Standard grade	PSLE Foundation grade	Option to offer subject at
G2	AL 5 or better	-	G3
G1	AL 5 or better	-	G2 / G3
	AL 6	AL A	G2

3.2 After the Secondary 1 mid-year and year-end assessments

3.2.1 Students may be offered English Language, Mother Tongue Languages, Mathematics and Science at MDL if they meet school-based qualifying criteria after the Secondary 1 mid-year and year-end assessments.

3.2.2 For Humanities subjects, eligible students who meet school-based criteria after Secondary 1 year-end assessments may be offered to take them at MDL when they progress to Secondary 2.

School-based Criteria after Secondary 1 Mid-Year and Year-End assessments			
Subject	Subject Level	School-based Results	Option to offer subject at
English Language, Mother Tongue Languages, Mathematics and Science	G2	75% or better in specific subject	G3 starting from next semester
	G1		G2 starting from next semester
Geography, History and Literature in English	G2		G3 starting from Sec 2
Humanities	G1	75% or better in G1 English Language (or 50% or better overall in G2 English Language); and A Pass with Distinction grade for both performance tasks in G1 Humanities.	G2 starting from Sec 2

4 Assembly Periods

The Assembly Period is a platform for the school to instil sound values and attitudes in our girls. There will also be programmes to raise their awareness of the Arts. Speakers and invited guests from school and St John's Chapel will also share on values from a biblical perspective at some of the Assembly sessions. Parents who wish to find out more about the Assembly programme may contact the Head of Character and Citizenship Education, Mrs Foo Kar Hiang, at lee_kar_hiang@moe.edu.sg.

5 ART ELECTIVE PROGRAMME (AEP) AND ENHANCED MUSIC PROGRAMME (EMP)

5.1 Art Elective Programme (AEP)

The secondary-level AEP is a 4-year curriculum programme which aims to develop students with interest, potential and passion to pursue an in-depth study of art and design. Students who are selected and admitted into the secondary-level AEP are expected to commit to the programme for 4 years. They will need to attend all lessons and enrichment activities offered at the National Junior College (AEP Centre for students from non-AEP schools). They will attend these lessons in lieu of Lower Secondary Art lessons at their own schools. Selection and withdrawal from the AEP are strictly subject to the approval of the MOE Arts Education Branch.

AEP students may take AEP in place of lower secondary Design & Technology (D&T) and Food & Consumer Education (FCE) lessons to manage their curriculum time and learning load. Hence, they will not be eligible to offer Nutrition and Food Science (NFS) at the upper secondary level. Note that SMS(S) currently does not offer D&T at the upper secondary level.

More information can be found on the website: <https://moe.gov.sg/aep>

The AEP Centre Selection Exercise Information Package will be sent via Parents Gateway (PG) by **Monday, 22 December 2025**. Should you need further clarification you may email Ms Karen Tan @ tan_meng_sie_karen@schools.gov.sg.

5.2 Enhanced Music Programme (EMP)

The EMP is offered at St. Margaret's School (Secondary) and application is open to Secondary 2 students who have interest, musical potential and talent.

At Secondary 1, students who are interested in the EMP should put in effort in developing their musical abilities which need not be through private music lessons or certification by external music examination boards. For many students, this can be through active participation in the lower secondary music curriculum and Music co-curricular activities (CCA), where they learn to:

- Make connections to music concepts when listening to music
- Perform by singing or playing an instrument fluently
- Create or arrange songs/music

The Enhanced Music Programme (EMP) is a 2-year programme at the upper secondary level that leads to the Singapore-Cambridge SEC G3 Music or G3 Higher Music examination. More information can be found on the website: <https://www.moe.gov.sg/education-in-sg/our-programmes/emp-sec>

Co-Curricular Activities (CCA) & CCA Fair

1 CO-CURRICULAR ACTIVITIES (CCA)

CCA is an integral part of our education system and serves as a platform for students' character development. It is compulsory for all students in our school to take up **ONE** CCA.

All Sec 1 students will go through the CCA Registration Experience in Term 1 to have a better understanding of the CCAs available in school. We believe that with an increased awareness of the requirements and developmental opportunities offered by each CCA, students can select and commit themselves to a suitable CCA of interest, which would enrich their secondary school experience.

At the end of the graduating year, the student's co-curricular attainment will be recognised and translated to bonus point(s) which may be used for admission to institutes of higher learning.

1.1 2026 CCA Weekly Training Schedule (Semester 1)

Sports	Training Schedule
Badminton	Monday (3.00pm – 6.00pm) (C Div) Thursday (3.00pm – 6.00pm) (B Div) Friday (3.00pm – 6.00pm) (All)
Basketball	Monday (3.00pm – 6.00pm) (Upper Sec) Thursday (3.00pm – 6.00pm) (Lower Sec) Friday (3.00pm – 6.00pm) (All)
Bowling	Monday (3.30pm – 6.00pm) [Venue: CSC@Tessensohn] Thursday (3.30pm – 6.00pm) [Venue: CSC@Tessensohn]
Fencing	Monday (3.00pm – 6.00pm) Thursday (3.00pm – 6.00pm)
Floorball	Monday (3.00pm – 6.00pm) Thursday (3.00pm – 6.00pm)
Netball	Monday (3.00pm – 6.00pm) (All) Thursday (3.00pm – 6.00pm) (Selected students) Friday (3.00pm – 6.00pm) (All)
Tennis	Monday (3.30pm – 5.30pm) for Group B^ Thursday (3.30pm – 5.30pm) for Group A^ Friday (3.30pm – 6.00pm) for Group C^ ^Students in Tennis CCA are grouped into 3 groups – Group A, B & C.

Uniformed Groups	Schedule
Girls' Brigade	Friday (3.00pm – 6.00pm)
Girl Guides	Friday (3.00pm – 5.45pm)
NPCC	Friday (3.00pm – 6.00pm)
Red Cross Youth	Friday (3.00pm – 5.45pm)

Uniformed groups may have sessions on Saturdays for other events. Students will receive additional information from their UG CCA teachers closer to the date(s) of the event(s).

Visual and Performing Arts Groups	Schedule
Chinese Dance	Monday (3.00pm – 5.45pm) Thursday (3.00pm – 5.45pm)
Choir	Monday (3.00pm – 5.45pm) Friday (3.00pm – 5.45pm)
Creative Art Club	Monday (3.00pm – 5.30pm) Friday (3.00pm – 5.30pm)
English Drama	Monday (3.00pm – 6.00pm) Thursday (3.00pm – 6.00pm)
Indian Dance	Monday (3.00pm – 5.45pm) Friday (3.00pm – 5.45pm)
Malay Dance	Monday (3.00pm – 6.00pm) Friday (3.00pm – 6.00pm)
Modern Dance	Monday (3.00pm – 6.00pm) Friday (3.00pm – 6.00pm)
String Ensemble	Monday (3.00pm – 5.30pm) Friday (3.00pm – 6.00pm)
Concert Band	Monday (3.00pm – 6.00pm) Friday (3.00pm – 6.00pm)

Clubs	Schedule
Agape Club	Thursday (3.00pm – 5.00pm)
smARTs Media Club	Monday (3.00pm – 5.00pm)* *Students in the smARTs Media Club will be scheduled to manage the school's audio-visual infrastructure during their morning duties and provide technical services for other school events.

2 CCA REGISTRATION EXPERIENCE

These are the key dates of the S1 CCA Registration Experience:

S1 CCA Registration Experience 2026		
T1W0	Friday, 2 January to Wednesday, 7 January	<p><u>Learn about CCAs in SMS(S)</u></p> <p>Students are required to access and complete online CCA learning package* to learn independently about the 22 CCAs offered in SMS(S).</p> <p>A briefing will also be conducted in T1W1 to help students understand this process.</p> <p><i>*Details of the online CCA learning package will be available on the SMS(S) S1 microsite.</i></p>
T1W1	Friday, 9 January (7:30am to 1.30pm)	<p><u>CCA Fair</u></p> <p>Students will attend the CCA Fair to learn and find out more about the different CCAs offered by the school. There will also be CCA showcase segments for students to watch and experience. Students will also be briefed on the school's CCA policies.</p>
T1W2 - T1W3	Monday, 12 January to Friday, 23 January	<p><u>CCA Trials</u></p> <p>a. <u>Sign up for Trial</u> Students are highly encouraged to plan and sign up for CCA Trials, using an online form (available on S1 microsite and school website) from Wednesday, 7 January 12.00pm to Friday, 9 January 11.59pm. Students who sign up for the trial will be given opportunity to try out for the CCA.</p> <p>b. <u>During the Trial</u> Students can expect to complete several tasks during the trials from Monday, 12 January to Friday, 23 January that would test both their aptitude and specific skills to assess their talent and potential.</p> <p>c. <u>Results of Trial</u> The CCA Trial results will be available on the S1 microsite and on our school website from Monday, 28 January to Friday, 30 January.</p>
T1W5	Monday, 2 February to Friday, 6 February	<p><u>CCA Registration</u></p> <p>The following students must participate in the CCA registration as they have not been allocated a CCA through DSA or CCA Trials acceptance phase.</p> <p>a. Students are required to submit up to six CCA choices that include at least one Club, Visual or Performing Art, Sport or Uniformed Group CCA using an online form.</p> <p>b. Instructions for the CCA registration will be available on the Sec 1 microsite online CCA learning package. The web link to the online form will also be available on our school website nearer to the date.</p> <p>c. Students will receive their CCA Allocation Results by Friday, 13 February 3:00pm.</p>
T1W8	Monday, 23 February	S1 CCA Commencement

S1 CCA Trial Dates (2026)

	Monday	Thursday	Friday
	12-Jan	15-Jan	16-Jan
T1W2	<ul style="list-style-type: none"> • Badminton (3:00-6:00PM @ Hall) • Chinese Dance (3:00-6:00PM @ PAS) • Creative Art Club (3:00-4:30PM @ Art Studios) • Floorball (3:00-5:00PM @ ISH 3rd Level) • Indian Dance (3:00-5:00PM @ ISH Level 2) • Malay Dance (3:00-5:00PM @ ISH Level 1) • Modern Dance (3:00-6:00PM @ Dance Studio) • Netball (3.00- 5.00PM) @ Netball Court • smARTS Media Club (3:30-5:00PM @ ICT 3) 	<ul style="list-style-type: none"> • Agape Club (3:30-4:45PM @ St. John's Chapel) • Bowling (3.30-6.00PM @ CSC Tessensohn, meet school canteen at 3.15pm) • Chinese Dance (3:00-6:00PM @ Dance Studio) • Basketball (3:00-6:00PM @ Basketball Court) • English Drama (3:00-5:00PM @ PAS) • Fencing (3:30-5:00PM @ Space) • Floorball (3:00-5:00PM @ ISH 3rd Level) • Tennis (3:45-4:30PM @ Tennis Court) 	<ul style="list-style-type: none"> • Basketball (3:00-6:00PM @ Basketball Court) • Choir (3:00-5:45PM @ Theatrette) • Concert Band (3:30-5:30PM @ Music Room) • Creative Art Club (3:00-4:30PM @ Art Studios) • Girl Guides Session 1 (3:30-4:30PM @ ISH Level 1), Session 2 (4:30-5:30PM @ ISH Level 1) • Girls' Brigade Session 1 (3:30-4:30PM @ Parade Ground & St. John's Chapel), Session 2 (4:30-5:30PM @ Parade Ground & St. John's Chapel) • Indian Dance (3:00-5:00PM @ Space) • Malay Dance (3:00-5:00PM @ Dance Studio) • Modern Dance (3:00-6:00PM @ ISH Level 2) • Netball (3.00- 5.00PM) @ Netball Court • NPCC (3:30-5:00PM @ Level 1 Classrooms) • Red Cross Youth Session 1 (3:30-4:30PM @ Outside Art Atrium), Session 2 (4:30-5:30PM @ Outside Art Atrium) • String Ensemble (3:30-5:30PM @ ICT Lab 4 & MPR 3) • Tennis (3:45-4:30PM @ Tennis Court)

	19-Jan	22-Jan	23-Jan
T1W3	<ul style="list-style-type: none"> • Bowling (3.30-6.00PM @ CSC Tessensohn, meet school canteen at 3.15pm) • Concert Band (3:30-5:30PM @ Music Room) • English Drama (3:00-5:00PM @ The Room) • Fencing (3:30-5:00PM @ Space) • smARTS Media Club (3:30-5:00PM @ ICT 3) 	<ul style="list-style-type: none"> • Agape Club (3:30-4:45PM @ St. John's Chapel) 	<ul style="list-style-type: none"> • Badminton (3:00-6:00PM @ ISH L3) • Choir (3:00-5:45PM @ Theatrette) • Girl Guides Session 1 (3:30-4:30PM @ ISH Level 1), Session 2 (4:30-5:30PM @ ISH Level 1) • Girls' Brigade Session 1 (3:30-4:30PM @ Parade Ground & St. John's Chapel), Session 2 (4:30-5:30PM @ Parade Ground & St. John's Chapel) • Red Cross Youth Session 1 (3:30-4:30PM @ Outside Art Atrium), Session 2 (4:30-5:30PM @ Outside Art Atrium) • NPCC (3:30-5:00PM @ Level 1 Classrooms) • String Ensemble (3:30-5:30PM @ ICT Lab 4 & MPR 3)

Secondary One Orientation Programme

1 SECONDARY ONE ORIENTATION (Friday, 2 January to Friday, 9 January 2026)

Friday, 2 January 2026		
Time	Event	Venue
1.	Arrival and check class allocation at the notice boards in the canteen.	
2.	Morning Assembly & Orientation Briefing	School Hall (Level 2)
3.	Administrative Matters with Form Teachers	Form Classrooms
4.	Dismissal @ 12.05pm	Form Classrooms

Monday, 5 January 2026		
S/N	Event	Venue
1.	Flag raising	Hall
2.	Orientation Programme	Various Venues
3.	Dismissal @ 1.55pm	Form Classrooms

Tuesday, 6 January 2026		
Time	Event	Venue
1.	Flag raising	Hall
2.	Orientation Programme	Various venues in school
3.	Dismissal @ 1.15pm	Form Classrooms

Wednesday, 7 January 2026		
Time	Event	Venue
1.	Flag raising	Hall
2.	Orientation Programme	Various venues in school
3.	Grand Finale	Hall
4.	Reflection & Debrief	Form Classrooms
5.	Dismissal @ 5.30pm	Canteen

The **Parents' Engagement Session (PES) will be held on Wednesday, 7 January.*

For more information about the PES, please refer to page 29 of this handbook.

Thursday, 8 January 2026		
Time	Event	Venue
1.	Flag raising	Hall
2.	Year Head Time	PAS
3.	CCA Day Briefing	PAS
4.	Time with Form Teachers	Form Classrooms
5.	Academic Briefings	PAS
6.	Dismissal @ 1.15pm	Form Classrooms

Friday, 9 January 2025		
S/N	Event	Venue
1.	Flag raising	Hall
2.	CCA Day	Various venues in school
3.	Dismissal @ 1.30pm	Form Classrooms

2 PREPARATION FOR SEC 1 ORIENTATION

Reporting time	7.20 am (on 2 January), 7.30am (from 5 January)
Venue	School Hall / Classroom
Attire	SMS(S) uniform and to bring along PE attire (primary school PE T-shirt or plain black T-shirt & SMS(S) shorts) with SMS(S) CCA skirt.

2.1 Attire

Students are to report in the SMS(S) uniform and bring along their primary school PE T-shirt and SMS(S) CCA skirt. If the primary school PE T-shirt is not available, they may wear any plain black T-shirt with the SMS(S) CCA skirt and shorts.

2.2 To bring

Students are to have the following with them (not exhaustive):

- water bottle
- writing materials
- thermometer for temperature taking
- money for recess and lunch (estimated cost: Per Meal S\$3.00 & Drinks S\$1.00)

2.3 Mobile Phone

Students may bring along their mobile phone should they have one.

They are **only** to turn on/ use their mobile phones **after** school hours **and** only in the school canteen. Note that students are **not allowed to turn on** their mobile phones in class. Failure to comply with this will have the phone confiscated by the school.

School rules on the use of mobile phones and other matters on online behaviour will be shared in detail with your daughter/ward during orientation.

Home-based Learning (HBL) Days

HBL Days have become an integral part of secondary school life since its introduction in 2021.

Students stay at home to engage in self-directed learning according to the timetable of the day, and one student-initiated learning (SIL) where students are given a choice in researching topics of interest or picking up new skills beyond the school curriculum.

Information on the learning tasks for each HBL Day can be found on their respective subject's Google Classrooms. By planning and monitoring their learning for the day, students are given the opportunity to develop self-directedness in learning.

To enable your child to complete her learning for the day, please help ensure that she has access to a computer with wireless internet connection and a conducive space to work. If your child does not have access to these facilities, please inform your child's form teacher by Friday, 16 January, so that the school can provide the necessary support.

2026 HBL DATES

Term	Week	Dates	Day
1	4	28 Jan 2026	Wednesday
	8	24 Feb 2026	Tuesday
2	5	21 Apr 2026	Tuesday
	7	6 May 2026	Wednesday
3	3	14 July 2026 15 July 2026 16 July 2026	Tuesday Wednesday Thursday
4	1	18 Sep 2026	Friday

Personal Learning Devices (PLD)
--

In 2020, MOE launched the National Digital Literacy Programme (NDLP) to help students strengthen their digital literacy. One of the components of the NDLP is the introduction of the Personalised Digital Learning Programme (PDLP) whereby every secondary school student will own a school prescribed Personal Learning Device (PLD).

All Sec 1 students are required to purchase a school prescribed PLD to support their learning throughout their secondary school education. Singapore citizens may utilise their **Edusave** to purchase their PLD.

Information on the procurement of the PLDs will be shared with parents via an announcement on Parents Gateway by Term 1 Week 2. School will also provide more information on the role of parents and students on good practices on the use of PLD for productivity and learning.

The students are expected to receive their PLDs by Term 2 Week 1.

Communication Platforms

Parents/Guardians can get in touch with the school via the following avenues.

1 MONTHLY PRINCIPAL'S LETTER

Parents/Guardians will receive a monthly Principal's letter with important information about the school for the month. This will be via Parents Gateway (PG).

Parents could also retrieve the Principal's letter from the school's website <http://www.stmargaretssec.moe.edu.sg> at the beginning of each month.

2 PARENTS GATEWAY (PG)

Parents Gateway (PG) is a mobile app specially designed for parents. The school uses this app to allow parents to engage the schools, receive information, and perform a range of administrative functions including giving consent for selected school activities. The school uses Parents Gateway (PG) **fully** for all engagements with parents. Hard copies of consent forms and other means of communication **will only** be provided for a student if none of the parents are eligible for SingPass.

All Singapore Citizens/Permanent Residents/Employment Pass holders and some eligible Work Permit holders can register for SingPass. Instructions on how to do so can be found on <https://tinyurl.com/PGonboarding>.

3 STUDENT HANDBOOK

Every student will be given a copy of the Student Handbook by the first week of school. It contains important information for daily use. It is also a means of communication between the school and parents/guardians.

4 SCHOOL CONTACT INFORMATION

Parents/Guardians can contact the school via the following:

- a. Phone: 64664525
- b. Email: stmargaretss@moe.edu.sg
- c. Website: <http://www.stmargaretssec.moe.edu.sg>

5 PARENT ENGAGEMENT SESSION (Wednesday, 7 January 2026)

On Wednesday, 7 January, parents are invited to the Parent Engagement Session.

Event	Sec 1 Parent Engagement Session (Wednesday, 7 January 2026)		
	Part 1	Tea Break	Part 2
Time	2.00 pm to 3.30 pm	3.30 pm – 4.00 pm	4.00 pm to 5.30 pm
Venue	SMS(S) School Hall	Canteen	SMS(S) School Hall
Programme Highlights	Sec 1 Orientation Grand Finale [School Hall]	Light refreshments will be provided	<ul style="list-style-type: none"> - Principal's Welcome and Address - Talk on 'Successful Transition to Secondary 1' [School Hall] - Meeting with Form Teacher(s) and Key Personnel
RSVP	Pls refer and respond to Parents Gateway (PG) by Friday, 2 January 2026 .		

6 HOME-SCHOOL PARTNERSHIP (HSP)

Parents/guardians are valuable members of the school community. We need your help and expertise to enrich the education of our girls. Some of the examples include accompanying your daughter/ward on learning journeys and offering work attachment opportunities to our students.

The Home-School Partnership information and online form will be sent via Parents Gateway (PG). Parents who are interested to sign up can do so via this link - <https://go.gov.sg/hsp2026>. Please complete the form before **Friday, 23 January 2026** to indicate your area of interest.