



St. Margaret's School (Secondary)

111 Farrer Road, Singapore 259240
Website: www.stmargaretssec.moe.edu.sg

Tel: 6466-4525 Fax: 6466-6709
E-mail: stmargaretss@moe.edu.sg

30 December 2022

Dear Parents/Guardians,

A blessed 2023 to you and your family! My staff and I welcome our students to a new year of learning. 2023 brings new beginnings, new hopes and new opportunities. I pray and trust that we will all learn and grow to be better versions of ourselves in the new year.

2023 will be remembered as the year when, together with our primary school, we cement our common heritage with a name change. From 2023, we shall be known as St. Margaret's School (Primary) and St. Margaret's School (Secondary). I believe that God has much in store for us as we move forth together to continue the legacy that has been left by the founder of our school, Mrs. Maria Dyer, to nurture our girls to become caring, confident and creative young ladies who will serve God and the community.

We believe that strong home-school partnership is essential for the holistic development of our students. As we partner each other in the education of your daughter/ward, we have a common goal to help them grow and glow. I would like to share with you the key areas to note as we return to school. The information (herein and on every month of the year) will help you navigate the start of the year well and we invite you to read through and discuss the contents with your daughter/ward as you look ahead to exciting school experiences.

To reach me or any of the staff members, you could do so via email at stmargaretss@moe.edu.sg. The email addresses of the Year Heads and Form Teachers are listed in Annex A.

COVID-19 Precautionary Safe Management Measures (SMM)

(a) Practising Good Personal Hygiene and Exercising Social Responsibility

Mask wearing is optional. Students who are unwell should stay at home and seek medical attention. Continue to encourage your daughters/wards to practise good personal hygiene and exercise social responsibility.

If a student has a household member who is confirmed to be a COVID-19 case, she should take the necessary precautions under Protocol 3 (i.e. test herself to be negative in a self-administered Antigen Rapid Test (ART) during the 5-day self-monitoring period before leaving her home). She can attend school if self-tested negative on the ART daily and is well during her self-monitoring.

Refer to <https://www.covid.gov.sg> for the latest MOH 1-2-3 Protocols.

(b) Temperature Taking Exercises

There will be temperature-taking exercises on **Tuesday, 10 January and Wednesday, 11 January**. Students should have a working Oral Digital Thermometer (ODT) with them.

Traffic Matters

Parents/Guardians who drive their daughters/wards to school, to please note that entry to the school is via Prince Road. The roads leading to the school are also the same roads to access Nanyang Primary School. Traffic congestion is expected on the mornings of school days and you are therefore advised to reach school early.

Parents/Guardians can only drop off or pick up their daughters/wards at the drop-off point next to the school canteen. There should be **no waiting or parking** in the school at all times. You are advised to wait at the **HDB carpark** until your daughters/wards are at the porch for pick-up.

Please keep the speed limit within the school premises to no more than 15km/h to ensure the safety of our students. Parents/Guardians who wish to visit the school can park their vehicles at the nearby HDB carpark. Please refer to Annex B for the detailed map and the opening hours of the school gates.

Communication with the School

The following outlines the various sources of information and relevant updates of the events in the school:

(a) Principal's Letter

A monthly Principal's letter containing information on the school activities and events will be available on the first working day of each month. These are made available via Parents Gateway and our school website <https://go.gov.sg/smsletters>.

(b) School Calendar

The school calendar is available on our website under the 'Events' section, accessible at <https://go.gov.sg/smcalendar>.

(c) Student Handbook

Students will also be given a copy of the student handbook. It contains pertinent information about school such as the school calendar, policies and rules. It would help if you could spend some time to discuss the contents of the handbook with your daughter/ward.

Please sign and return the acknowledgement slip on page 85 of the handbook to the Form Teachers by Monday, 9 January.

(d) Parents Gateway

Parents Gateway 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 trips. The school uses Parents Gateway **for all** engagements with parents. Hard copies of consent forms will only be provided for a student if both parents are not eligible for SingPass.

Please download the free Parents Gateway mobile app on your mobile phone (available on iOS and Android platforms only) and perform a one-time onboarding process if you have not done so. A Parents Gateway onboarding video is available at <https://go.gov.sg/onboardpg>.

Results of GCE-N Level 2022 Examinations

Heartiest congratulations to our 2022 N-Level cohort! Our Secondary Four N-level students did us proud in the 2022 GCE N-Level examinations.

88.4% of our Sec 4N(A) students are eligible for progression to Secondary Five. 34.8% of our students are eligible for the Polytechnic Foundation Programme (PFP), the foundation study at the Polytechnic before the three-year diploma course. 75.4% of our N(A) students are also eligible for the Direct Entry to Polytechnic Programme (DPP), which allows students to enroll in a Polytechnic course mapped against the two-year Higher Nitec course.

Our Sec 4N(T) students achieved outstanding results with 100% of them eligible for progression to the Institute of Technical Education (ITE).

Details of the pathways are available <https://go.gov.sg/pspathways>.

Assessment Matters

To support our students' learning, the breakdown of the Weighted Assessments (WA) of written class tests, online assignments, projects and practical tests will be conducted in Terms 1, 2 and 3.

From 2023, all Secondary 1 to 5 students will not have the Mid-Year Examinations and in its place will be the WA2. The weightings of the assessments and examinations for the various levels are shown below:

Level	WA Term 1	WA Term 2	WA Term 3	End-of-Year Examinations / Preliminary Examinations
Sec 1	10%	15%	15%	60%
Sec 2	10%	15%	15%	60%
Sec 3	10%	15%	15%	60%
Sec 4 and 5*	-	-	-	100%

"-" means there will be no assessment for the level.

*While WA will be conducted, they will not be weighted in the overall calculations toward the Preliminary Examinations.

With the balanced assessment load, students will have more time and space to deepen their learning, better enjoy the process of learning, and develop dispositions for lifelong learning. We encourage all our students to revise their work regularly throughout the year to develop their knowledge and skills in the respective subjects and not put in last-minute effort just before the examinations.

For All Students

1. Reporting and Dismissal Times from 3 – 6 January

Level-wide programmes will be conducted for students from Tuesday, 3 January to Friday, 6 January. Refer to Annex C for details.

2. School Reporting Time and White Space on Wednesdays

Starting T2W2 (11 January Wednesdays), we will continue with a later reporting time for students to facilitate Staff White Space, a dedicated time set aside for our teachers to meet for professional learning and development to help them refine their teaching practices to ensure quality learning.

Students may choose to report to school earlier and use the time for self-study or group work discussions.

Days	School will start at:
Mondays, Tuesdays, Thursdays and Fridays	7.30am
Wednesdays	8.40am

3. Home-based Learning (HBL) Days 2023

Fortnightly HBL Days have become a regular feature of secondary school life, providing students with opportunities to become self-directed, passionate and lifelong learners. In St. Margaret's, this will be on Wednesdays on **even** weeks in the school calendar.

In 2023, Secondary 1, 2 and 3 students will have fortnightly HBL Days throughout the year until September 20, while Secondary 4 and 5 students will have fortnightly HBL Days in Term 1 only.

On Wednesdays on odd weeks, all students are to report to school by 8.40am.

The fortnightly HBL Day schedule, together with the subjects which students will be assigned for each term can be found in Annex D.

For more information about HBL Days and how you can support your child's learning, please visit our HBL Days parent resource site at <https://go.gov.sg/smhbl>.

4. Key Events/Dates in School Calendar

(a) Lunar New Year Celebrations

The school will be celebrating the Lunar New Year on Friday, 20 January.

Students will report to school as usual by 7.30am for the flag-raising ceremony and will be dismissed at 12.30pm. Details of the event will be provided to students nearer to the date.

(b) Parent-Teacher Meetings (PTM)

The Parent-Teacher Meetings (PTMs) allow the school to connect and share pertinent matters with regard to the cohort with parents/guardians. The sessions will be held in school on the dates listed in Annex E.

Details of the programme and registration will be sent to you separately via Parents Gateway and it is necessary to sign up prior to the meeting. We hope that you will be able to make time for these sessions.

(c) School Terms, Headstart Programme and Study Camp

(i) School Terms

The duration of the school terms is shown below. Please refrain from taking your daughter/ward away from school during term time. Ample notice will be given on holiday programmes to aid you in your planning.

Semester 1	Semester 2
Term 1: Tuesday, 3 January – Friday, 10 March	Term 3: Monday, 26 June – Friday, 1 September
Term 2: Monday, 20 March – Friday, 26 May	Term 4: Monday, 11 September – Friday, 27 October

(ii) Study Camp and Secondary 3 Headstart Programme

Please note that for Secondary 1, 2 and 3 students who do not perform satisfactorily in the End-of-Year Examination, a study camp will be conducted to help them close the learning gaps that they have and improve academically. Students identified for the study camp will be notified of the details after the release of the End-of-Year Examination results.

The Headstart Programme will be conducted for all Secondary 3 students to provide them with a headstart on the 2024 syllabus.

The schedule of the Headstart Programme and Study Camp is shown in Annex F.

(iii) Protected Vacation Time During June and December Holidays and Study Week for Graduating Students

- Protected Vacation Time

The following dates in the June and December holidays are MOE-scheduled protected vacation time for students and staff:

- Saturday, 3 June to Sunday, 18 June
- Saturday, 25 November to Sunday, 17 December

Annex G lists the groups of students who will be required to attend some school programmes that fall within the above-mentioned protected vacation time.

- Study Week for Graduating Students

To prepare for the national examinations, Secondary 4 and 5 students will be required to report to school from Monday, 19 June to Friday, 23 June for lessons as part of their Study Week. A detailed schedule will be issued to your daughters/wards in due course.

5. Co-curricular Activities (CCA) Training Schedule

The CCA training schedule for 2023 is shown in Annex H. The schedule may be updated pending changes in the national posture regarding the COVID-19 situation. There may also be additional days of training during the competition season depending on the needs of the CCAs. More details will be provided by the CCA teachers nearer the season.

Secondary 1 CCA Registration Experience (For Secondary 1 Students Only)

6. The Secondary 1 CCA Registration Experience is held yearly for Secondary 1 students. All students would need to choose one CCA. Choosing a CCA is an important decision that would have an impact on our students' school experience during their secondary school years. The CCA Registration Experience allows students to be exposed to the CCAs offered in school while finding a suitable match.

Please refer to the dates for the different phases in Annex I.

Others

7. Assembly Programme

The Assembly Programme is a platform for the school to instill sound values and attitudes in our students and also to raise their awareness of the Arts. Speakers and facilitators will share on values from biblical perspectives during some sessions. Should you wish to find out more about the Assembly Programme, you may contact the Head of Character and Citizenship Education, Mrs Foo Kar Hiang, at lee_kar_hiang@moe.edu.sg.

8. School Fees and School Bill

(a) School Fees

Annual school fees payable is spread over 12 months of the academic year. Students who are admitted 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. Details of the payment modes of school fees can be found on our website at <https://go.gov.sg/smssfinance>.

Singapore Citizen students can choose to pay the second-tier 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>. International students are to note that their school fees must be paid on time to avoid having their student passes revoked.

(b) School Bill

The school will be issuing a statement in the form of a School Bill for all enrichment programmes and other school miscellaneous charges. This statement is separate from the current payment of school fees issued by MOE, otherwise known as the MOE Bill. The payment modes are the same as those illustrated for School Fees on our website at <https://go.gov.sg/smssfinance>,

9. Financial Assistance Scheme (FAS)

Students may apply for financial assistance from the Ministry of Education. The details of the eligibility criteria, application and renewal process can be found in Annex J.

10. Insurance Coverage for Students

Each student is covered with a Group Personal Accident (GPA) Insurance which provides coverage when she is:

- (a) in school;
- (b) participating in the school's activities, or any activity related to the school, including home-based learning and blended learning, Co-curricular Activities (CCAs) and sports, regardless of the time at which such activities are conducted and whether the activity is conducted in the school, in Singapore, or elsewhere;
- (c) commuting from (or to) her place of residence, including a hostel, to (or from) either the school's premises or the place where an activity covered by the GPA Insurance will be conducted, including any reasonable deviations. For the avoidance of doubt, the student's place of residence may include a place that is not in Singapore.

All claims should be submitted as soon as possible subjected to a cap of 365 days from the date of accident. Submission of claims can be done online via Income's GPA portal at <https://studentgpa.incomegroupins.com.sg>.

11. Rental of Lockers

Students may rent a locker at an annual rate of \$35 which includes the rental fee from January to October and an assigned number combination padlock. Existing users of the lockers may continue to rent the lockers at a fee of \$25 if they have the original padlock. For security reasons, students are not allowed to share the use of their lockers. Interested students may fill in the application form at <https://go.gov.sg/smslocker> and payment is to be made directly to the vendor.

Yours in partnership,

Ms Linda Lim
Principal

Annex A

List of Year Heads and Form Teachers for 2023 and their Email Addresses

The list of Year Heads and first Form Teachers for 2023 and their email addresses can be found on the following pages. If you need to enquire about matters pertaining to your daughter's/ward's progress in our school, you may choose to email them.

We appreciate it if parents/guardians and students contact teachers during office hours on weekdays between 7.30am and 5.30pm. If teachers are uncontactable, we seek your understanding that they may only be able to respond the next working day as they are occupied with lessons, CCAs, consultations or other activities.

Parents/Guardians should contact the school's General Office for assistance or email to stmargaretss@moe.edu.sg. Your query will be directed to the respective Year Heads or Form Teachers.

Year Heads

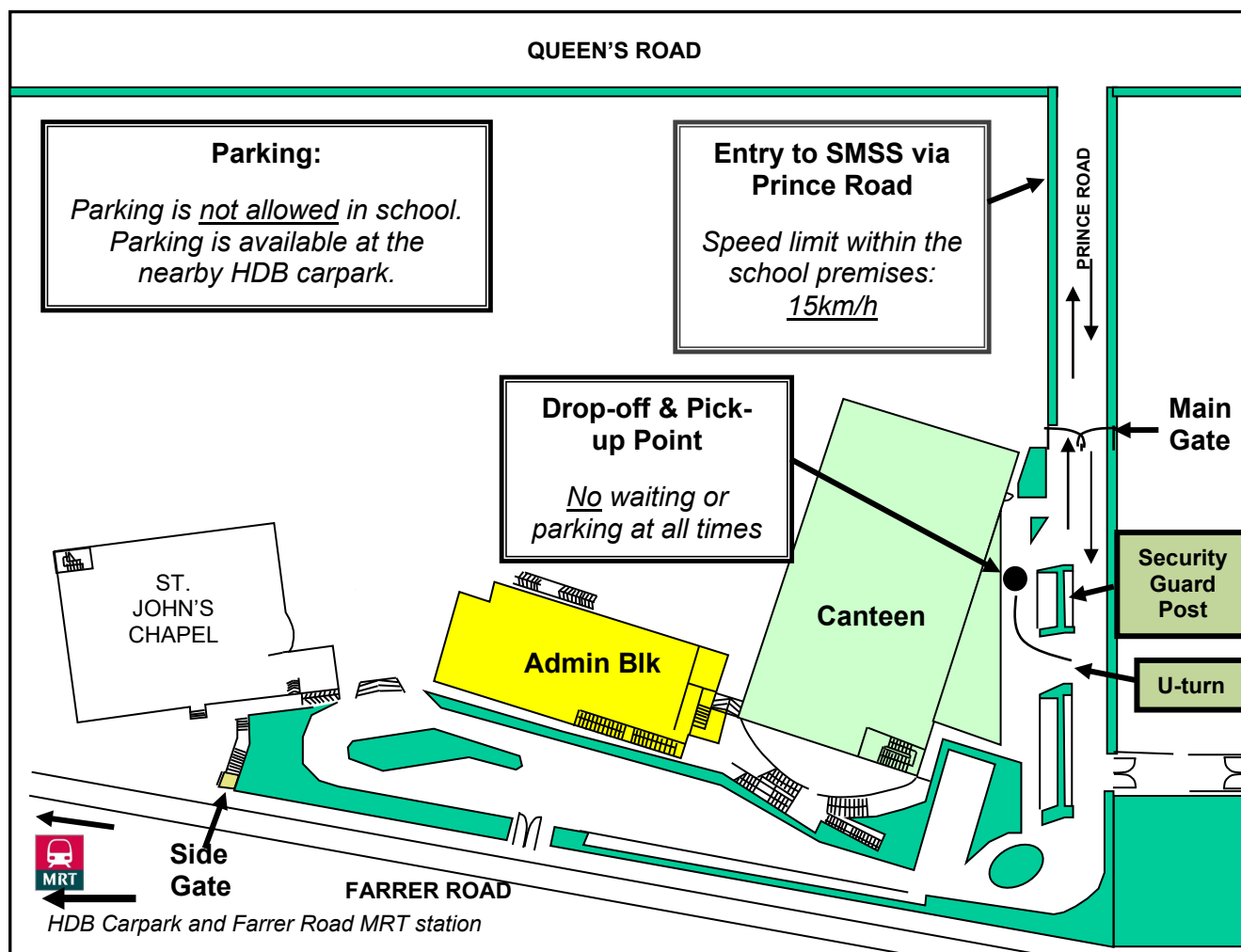
Level	Name of Year Head	Email Address
Sec 1	Ms Carol Soh	soh_yee_ling_carol@moe.edu.sg
Sec 2	Mdm Suryati Mail	suryati_mail@moe.edu.sg
Sec 3	Mrs Sharon Tan	goh_shi_hui_sharon@moe.edu.sg
Sec 4/5	Ms Lum Ying Lee	lum_ying_lee@moe.edu.sg

Form Teachers

Class	Form Teacher 1	Email Address
1-1	Mr Nicholas Koh Wei-Chong	koh_wei-chong_nicholas@moe.edu.sg
1-2	Mrs Serena Ajay	serena_jebamani_caldwell@moe.edu.sg
1-3	Mr Leong Fang Shao	leong_fang_shao@moe.edu.sg
1-4	Ms Koh Pooi Sze	koh_pooi_sze@moe.edu.sg
1-5	Ms Nur Irnawaty Binte Isnani	nur_irnawaty_isnan@moe.edu.sg
1-6	Mr Teh Wee Siong	teh_wee_siong@moe.edu.sg
1-7	Mr Adrian Sim	sim_choong_hua_adrian@moe.edu.sg
2-1	Ms Katherine Li	katherine_li_peishan@moe.edu.sg
2-2	Mrs Ramlah Fairoz	ramlah_ahmad@moe.edu.sg
2-3	Ms Cindy Tan	tan_hui_cheng_cindy@moe.edu.sg
2-4	Mdm Nazlin Binte Hamzah	nazlin_hamzah@moe.edu.sg
2-5	Mrs Calyn Wee	yim_kah_lim_calyn@moe.edu.sg
2-6	Mrs Gemma Poon	lee_pei_shan_gemma@moe.edu.sg
2-7	Mdm Nur Aqilah Binte Ibrahim	nur_aqilah_ibrahim@moe.edu.sg
3-1	Mr Chan Kwong Yew	chan_kwong_yew@moe.edu.sg
3-2	Ms Tan Yan Tong	tan_yan_tong@moe.edu.sg
3-3	Ms Florence Chang	chang_h_m_florence@moe.edu.sg
3-4	Ms Anitha Sekar	anitha_sekar@moe.edu.sg
3-5	Mrs Teo Sook Lee	wong_sook_lee@moe.edu.sg
3-6	Ms Nicolette Ng	nicolette_ng@moe.edu.sg
3-7	Mr Benjamin Yeong	yeong_why_e_leong@moe.edu.sg
3-8	Mdm Yeo Shu Ling	yeo_shu_ling@moe.edu.sg

Class	Form Teacher 1	Email Address
3-9	Ms Ang Wen Ting	ang_wen_ting@moe.edu.sg
4-1	Mrs Wendy Lai	ng_gek_teng@moe.edu.sg
4-2	Mr Alvin Loh	loh_yongjie@moe.edu.sg
4-3	Ms Grace Wee	wee_ling_zhi_grace@moe.edu.sg
4-4	Mdm Huang Hai Ying	huang_haiying@moe.edu.sg
4-5	Mr Desmond Lee	yue_kay_lee_desmond@moe.edu.sg
4-6	Mdm Josephine Khaw	khaw_kee_wan@moe.edu.sg
4-7	Mdm Siti Noryani Bte Sa'aban	siti_noryani_saaban@moe.edu.sg
4-8	Mrs Vimi Rethinam	vimi_rajaram@moe.edu.sg
4-9	Ms Cao Yu	cao_yu@moe.edu.sg
5-1	Ms Norhayati Binte Maziland	norhayati_maziland@moe.edu.sg

Annex B



Opening Hours of School Gates

<p>Main Gate (Prince Road) <u>Opening Hours (for drop-off)</u> Monday, Tuesday, Thursday and Friday: 6.30am – 7.30am Wednesday: 6.30am – 8.40am</p>	<p><u>Opening Hours (for pick-up)</u> Monday, Tuesday, Wednesday and Thursday: 1.15pm – 6.30pm Friday: 2.15pm – 6:30pm Parents/Guardians may pick up their daughters/wards at the HDB public carpark next to the school after the gates are closed.</p>
<p>Opening Hours on Saturday: 7.00am – 6.00pm</p>	
<p>For Students Only - Side Gate (Farrer Road) <u>Opening Hours (Morning)</u> Monday, Tuesday, Thursday and Friday: 6.30am – 7.30am Wednesday: 6.30am – 8.40am <u>Opening Hours (Afternoon)</u> Monday – Friday: 1.30pm – 3.00pm 3.15pm – 4.45pm 5.45pm – 6.15pm</p>	<p>All visitors are to enter via the main gate at Prince Road. The side gate is closed to all from 7.30am (and 8.40am on Wednesdays) onwards for reasons of student safety. It is reopened in the afternoons to facilitate student dismissal.</p>

Annex C

Reporting and Dismissal Times, Attire and Use of PLDs from 3 – 6 January 2023

Secondary 1 Orientation Programme

	Reporting, Dismissal Times / *Attire			
	Tuesday, 3 January	Wednesday, 4 January	Thursday, 5 January	Friday, 6 January
Reporting Time	By 7.15am	By 7.30am		
Dismissal Time	12.30pm	1.30pm		5.00pm
	Report to school in the SMSS uniform and bring along primary school PE attire and CCA skirt	Report to school in PE attire and CCA skirt		

*For 3 – 6 January, as the students would not have their House T-shirts, they may wear their primary school PE T-shirts with the SMSS shorts.

Secondary 2 Outdoor Leadership Programme

	Reporting, Dismissal Times / Attire / PLDs			
	Tuesday, 3 January	Wednesday, 4 January	Thursday, 5 January	Friday, 6 January
Reporting Time	By 7.30am			
Dismissal Time	12.00pm	1.00pm	1.00pm	4.00pm
	Report to school in SMSS uniform *Bring Personal Learning Devices (PLDs)	*Report to school in PE attire and CCA skirt		

* Additional items to be brought along according to packing list given earlier

Secondary 3 Outdoor Resilience Programme

	Reporting, Dismissal Times / Attire / PLDs			
	Tuesday, 3 January	Wednesday, 4 January	Thursday, 5 January	Friday, 6 January
Reporting Time	By 7.30am			
Dismissal Time	12.30pm	1.30pm	5.00pm	8.00pm
	Report to school in SMSS uniform *Bring Personal Learning Devices (PLDs)	*Report to school in PE attire and CCA skirt		

* Additional items to be brought along according to packing list given earlier

Secondary 4 and 5 Life Skills Programme

	Reporting, Dismissal Times / Attire / PLDs			
	Tuesday, 3 January	*Wednesday, 4 January	Thursday, 5 January	Friday, 6 January
Reporting Time	By 7.30am	NA (HBL Day)	By 7.30am	
Dismissal Time	12.00pm	NA (HBL Day)	12.00pm	12.00pm
	Report to school in SMSS uniform *Bring Personal Learning Devices (PLDs)	NA	Report to school in PE attire and CCA skirt *Bring Personal Learning Devices (PLDs)	Report to school in SMSS uniform *Bring Personal Learning Devices (PLDs)

* Sec 4/5 students will have HBL on Wednesday, 4 January and need not report to school.

Annex D

Fortnightly HBL Day Schedule 2023

HBL will be the Wednesdays on even weeks

Level	Term 1	Term 2	Terms 3 & 4 (till 20 Sept)
Sec 1	English Science Art Mathematics	English Science Mother Tongue Music	History Mother Tongue Mathematics Physical Education
Sec 2	English Language Food and Consumer Science Science Music	Physical Education Mathematics Art Literature (S2-1 – S2-6) Computer Applications (S2-7)	Geography Mother Tongue Mathematics English Language
Sec 3	Social Studies E. Mathematics English Language C. Bio / C. Physics (S3-1, S3-6 – S3-8) P. Bio / P. Physics (S3-2 – S3-3) P. Bio (S3-4 – S3-5) Science (S3-9)	Mother Tongue English Language A. Mathematics/Principles of Accounts (S3-1 – S3-5) E. Mathematics (S3-6 – S3-8) Mathematics (S3-9) Elective Humanities (S3-1 – S3-8) Computer Applications (S3-9)	Mother Tongue Physical Education C. Chemistry (S3-1, S3-6 – S3-8) P. Chemistry (S3-2 – S3-5) Science (S3-9) Nutrition & Food Science / Art / P. Humanities (S3-1) P. Humanities / Music (S3-2 – S3-3) P. Physics (S3-4 – S3-5) Nutrition & Food Science / Art / A. Math (S3-6 – S3-8) Elements of Business Skills / Art (S3-9)
Sec 4/5	English Language Physical Education Principles of Accounts / A. Mathematics / P. Humanities (S4-1 – S4-2) P. Humanities (S4-3 – S4-4) P. Bio (S4-5) Nutrition & Food Science / Art / Drama / A. Mathematics (S4-6 – S4-8) Mathematics (S4-9) E. Mathematics (S5-1) C. Chemistry (S4-1, S4-6 – S4-8, S5-1) P. Chemistry (S4-2 – S4-5) Science (S4-9)		

Annex E

Dates of Parent-Teacher Meetings (PTM)

Levels	Date	Time
Secondary 1	Thursday, 12 January	6.00pm – 7.30pm
Secondary 2	Thursday, 2 March	
Secondary 3	Thursday, 16 February	
Secondary 4/5	Thursday, 9 February	

Registration: Information will be sent via PG to all parents nearer the date of event.

Annex F

Schedule of the Headstart Programme and Study Camp

Classes	Headstart Programme	Study Camp
Secondary 1 and 2	-	Monday, 30 October – Tuesday, 7 November
Secondary 3	*Monday, 23 October – Wednesday, 1 November	Thursday, 2 November – Tuesday, 7 November

*The mode of the Headstart Programme will be confirmed in Term 4.

Annex G

Students required to attend the respective school programmes that fall within the protected vacation time

A detailed schedule for each programme will be provided by the respective teacher in-charge closer to the dates. Your daughter/ward is expected to attend the school programmes during these periods.

Subject(s)	Dates	Rationale
Graduating students offering the following subjects: <ul style="list-style-type: none">• Art• Nutrition & Food Science	(Week 2 of the June Holidays) Monday, 5 June – Wednesday, 7 June	To prepare for the coursework component in the National Examinations

Annex H

2023 CCA Training Schedule

a. Sports

Sports	Training Schedule
Badminton	Monday, Wednesday* & Friday (2.45pm – 5.45pm)
Basketball	Monday, Thursday & Friday* (2.30pm – 5.30pm)
Bowling	Tuesday & Thursday (3.30pm – 6.00pm)
Fencing	Tuesday & Thursday (3.30pm – 5.30pm)
Floorball	Monday* , Tuesday & Thursday (2.30pm – 5.30pm)
Netball	Monday* , Tuesday & Friday (2.30pm – 5.30pm)
Tennis	Monday (3.30pm – 5.30pm) for Group A^ Thursday (3.30pm – 5.30pm) for Group B^ Friday (2.30pm – 5.30pm) for Group C^ ^Tennis CCA is grouped into 3 small groups – Group A, B & C

*This is an additional day of training scheduled due to competition and **will only be** conducted during the competition season.

b. Uniformed Groups

Uniformed Groups	Schedule
Girls' Brigade	Tuesday (3.00pm – 5.55pm)
Girl Guides	Friday (3.00pm – 5.45pm)
NPCC	Thursday (3.00pm – 5.45pm)
Red Cross Youth	Friday (3.00pm – 5.45pm)

Uniformed groups could have sessions on Saturdays for HQ events. You will receive additional information from their CCA teachers closer to the dates of the events.

c. Visual and Performing Arts Groups

Visual and Performing Arts Groups	Schedule
Chinese Dance	Tuesday & Thursday (2.45pm – 5.30pm)
Choir	Tuesday (3.00pm – 5.30pm) Friday (2.45pm – 5.45pm)
Creative Art Club	Monday (3.30pm – 5.00pm) Friday (3.00pm – 5.30pm)
English Drama	Tuesday & Thursday (2.30pm – 5.30pm)
Indian Dance	Tuesday & Friday (2.45pm – 5.45pm)
Malay Dance	Monday & Friday (2.45pm – 5.45pm)
Modern Dance	Monday & Friday (2.45pm – 5.45pm)
String Ensemble	Tuesday (3.00pm – 5.30pm) Friday (2.45pm – 5.45pm)
Concert Band	Tuesday & Friday (2.45pm – 5.45pm)

d. Clubs

Clubs	Schedule
Agape Club	Thursday (3.30pm – 5.30pm)
Debate Club	Tuesday & Thursday (3.00pm – 5.45pm)
smARTs Media Club	Tuesday (3.30pm – 5.30pm)

Annex I

Secondary 1 CCA Registration Experience (For Secondary 1 Students Only)

Secondary 1 CCA Registration Experience Phase	Dates	Details
Learn About CCAs Offered in SMSS (Self-directed)	Tuesday, 3 January to Friday, 6 January	<p>Students are required to access the Student Learning Space (SLS) to learn independently about the 23 CCAs offered in SMSS.</p> <p>A briefing will also be conducted by CCA Head on Tuesday, 3 January 2023 to help students understand this process.</p>
CCA Trials	<p>Sign-Up Window Saturday, 7 January 9.00am to Tuesday, 10 January, 12.00pm</p> <p>CCA Trials Period Wednesday, 11 January to Friday, 27 January</p>	<p>Students are highly encouraged to plan and sign up for CCA Trials, using an online form, from Saturday, 7 January 9am to Tuesday, 10 January 12pm.</p> <p>Students can expect to complete several tasks that would test both their aptitude and specific skills to assess their talent and potential.</p> <p>The CCA Trial sign-up instructions will be available on SLS. The web link to the online form will also be available on our school website nearer to the date.</p>
CCA Trials Acceptance Phase	Monday, 30 January to Friday, 3 February	Students will be informed if they have been offered a CCA based on their trial performance. Students who have been offered more than one CCA <u>must accept no more than one CCA</u> during this stage.
CCA Registration Phase	Monday, 6 February to Wednesday, 15 February	<p>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>Students who have not been allocated a CCA previously, through DSA or the CCA Trials Acceptance Phase, must participate in this phase.</p> <p>The CCA registration instructions will be available on SLS. The web link to the online form will also be available on our school website nearer to the date.</p> <p>Students will receive their CCA Allocation Results by Wednesday, 15 February.</p>
Secondary 1 CCA Commencement	Tuesday, 21 February	CCA sessions will commence for Secondary 1 students from Tuesday, 21 February.

Annex J

Details of eligibility criteria, application and renewal process on the MOE Financial Assistance Scheme (FAS)

(a) FAS Eligibility Criteria

- Student must be a Singapore citizen
- Family's gross household income: not exceeding \$3000/- per month
- Family's per capita income (PCI): not exceeding \$750/- per month

(b) Information on how to submit a new application for FAS is as follows:

(i) Obtain the Application Form:

- From the School General Office; or
- Download it from the school website
<https://stmargaretssec.moe.edu.sg/admissions/financial-matters/financial-assistance-scheme>; or
- Request for the application form via email at admin_stmargaretss@moe.edu.sg or
- Apply using MOE FAS e-application form (eFAS) via FormSG
(<https://go.gov.sg/efas>)

(ii) To submit:

- Hand the completed form and all supporting documents directly to the General Office; or
- Scan the form and all supporting documents and email it to admin_stmargaretss@moe.edu.sg

(iii) Please ensure that the forms are duly completed and all required supporting documents are attached.

(iv) For FAS to take effect from January 2023, the deadline for submission is Monday, 9 January 2022.

(v) New applications may still be submitted during the course of the year. However, the FAS will only take effect in the following month after it has been approved. There will be no financial assistance given for the months that have already passed.

(c) FAS Approved by Other Schools

Students whose FAS applications have been approved by other schools for 2023 are to submit

a copy of the FAS approval letter to St. Margaret's School (Secondary) via email:

admin_stmargaretss@moe.edu.sg. The school will follow-up with a reply on the procedure for

collection of textbooks and school attire.

(d) Renewal of FAS

Students who were on FAS in 2022 and wish to renew their FAS for 2023 will need to submit a new application.