



St. Margaret's School (Secondary)

111 Farrer Road, Singapore 259240
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Tel: 6466-4525 Fax: 6466-6709
E-mail: stmargaretss@moe.edu.sg

29 December 2023

Dear Parents/Guardians,

A new year heralds and I wish you and your family a blessed year ahead!

Fresh avenues of learning and partnerships beckon to enrich our learning.

This new year will see our school offering Full Subject-Based Banding to all Secondary One students, to acknowledge and develop their full potential in various subjects and to give students of diverse abilities the opportunity to be in the same Form Classes. This year, to develop a sense of identity related to values the school strives to promote, each class will be renamed.

We like to share that during the November/December holidays, our school Choir performed 'live' in the President's Star Charity and our Indian Dance group wowed the President and visitors to the Istana with their Deepavali performance. We are grateful that our girls have such opportunities to share and showcase their talents.

On the school leadership front, we are immensely grateful to our outgoing Vice-Principal, Ms Susan Toh, for her many years of loving and dedicated service to SMS(S). Ms Toh had been posted to another school in 2024 and we wish and pray that she continues to be a blessing to the school that she will be joining. At the same time, we welcome Ms Chin Yih Min, formerly Deputy Director at the Ministry of Education, to our school as Vice-Principal.

We thank God for His protection and love as we start the new year. In particular, we pray for each child to see her talent, develop that sense of self-worth, and see the beauty that she possesses (#BeWell). We also hope that she can connect with the community and be a positive influence (#BeConnected). Together, as a school, we continue to strive to be a light to those around us (#BEALight).

We intend to connect with you at the beginning of each month through this Principal's letter. We hope that the information here will help you navigate and partner us to guide your daughter/ward through the various 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.

Health Matters

(a) Practising Good Personal Hygiene

Please continue to work with your daughter/ward in adherence to the spirit and intent of practising good personal hygiene, and to wash her hands frequently with soap and water.

If your daughter/ward is unwell, please ensure that she stays at home and seeks medical attention if necessary. If she is recovering from respiratory-related illnesses, please encourage her to exercise social responsibility (e.g., by wearing a mask, minimising social interactions with big groups).

We appreciate your support and will continue to work with you closely. Let us all do our part to exercise personal and social responsibility and stay safe.

(b) Temperature Taking Exercise

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

Traffic Matters

For parents/guardians who drive their daughters/wards to school, 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 or Gate G (refer to Annex B). 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.

Parents/Guardians who wish to visit the school can park their vehicles at the nearby HDB carpark. Annex B shows the detailed map and the opening hours of the school gates.

Communication with the School

Most information on the school can be found in the school website. Specific links are given here for ease of reference.

(a) Principal's Letter

The Principal's letter containing information on the school updates and activities will be available on the first working day of each month.

The letter is sent via Parents Gateway and our school website at <https://go.gov.sg/smsletters>.

(b) School Calendar

Please note that the school calendar is available on our website under the 'Events' tab 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. Do spend some time to discuss and guide daughter/ward to understand the components of the handbook. Please sign and return the acknowledgement slip on page 91 of the handbook to the Form Teachers by **Friday, 12 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 2023 Examinations

Our heartiest congratulations to our 2023 N-Level cohort of students who received their 2023 GCE N-Level examinations results on Monday, 18 December 2023. We are exceedingly proud of the girls and celebrate with them and their family on what they have achieved.

88.9% of our Sec 4N(A) students are eligible for progression to Secondary Five.

44.4% of our students are eligible for the Polytechnic Foundation Programme (PFP), the foundation study at the Polytechnic before the three-year diploma course. 82.5% 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.

100% of our Sec 4N(T) students are eligible for progression to the Institute of Technical Education (ITE). All Sec 4N(T) students, who offered subjects at the 'More Demanding Level' (that is, at GCE N(A) level), passed.

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. 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
Secondary 1	10%	15%	15%	60%
Secondary 2	10%	15%	15%	60%
Secondary 3	10%	15%	15%	60%
Secondary 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 2 – 5 January

Level-wide programmes will be conducted for students from Tuesday, 2 January to Friday, 5 January. Refer to Annex C for details.

2. CCA Matters

(a) CCA Fair

The CCA Fair will be conducted for all students on Wednesday, 10 January. Secondary One Students will learn about the CCA policies and the different CCAs offered. Secondary Two to Five students will put up CCA showcase segments for the Secondary One students.

All students will report to school by 7.30am. Secondary One students will be dismissed at 4.30pm.

Annex D lists the dismissal times for the Secondary Two to Five students.

(b) CCA Training Schedule

The CCA training schedule for 2024 is shown in Annex E. 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.

(c) Secondary 1 CCA Registration Experience

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 F.

3. School Reporting Time and White Space on Wednesdays

Starting Wednesdays from 17 January (T1W34), school begins 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. 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

4. Home-based Learning (HBL) Days 2024

Fortnightly HBL Days have become a regular feature of secondary school life, providing students with opportunities to become self-directed, passionate and lifelong learners. The HBL schedule is shown in the table below:

Level(s)	Semester 1	Semester 2
Secondary 1, 2 and 3	<u>Terms 1 & 2:</u> Fortnightly HBL Days on Wednesday on even weeks of the school calendar, starting from Wednesdays, 24 January (T1W4)	<u>Term 3:</u> 3 consecutive HBL Days are designated on 23-25 July (Tuesday-Thursday) , in line with the GCE N- and O-Level English Language and Mother Tongue Oral Examinations
Secondary 4 and 5	<u>Term 1:</u> Fortnightly HBL Days starting from Wednesdays, 24 January (T1W4) <u>Term 2:</u> No HBL Days	<u>Term 4:</u> Friday, 20 September is a designated HBL Day

A detailed HBL Day schedule, together with the assigned subjects for Semester 1 can be found in Annex G. Subjects for HBL Day in Semester 2 will follow the regular timetable.

5. Key Events/Dates in School Calendar

(a) Parent Engagement Sessions/Parent-Teacher Meeting

The Parent Engagement Sessions/Parent-Teacher Meeting allow the school to connect and share pertinent matters about the cohort with parents/guardians. The dates of these sessions are listed in Annex H.

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 session. We hope that you will be able to make time for these sessions.

(b) School Terms, Headstart Programme and Study Camp

(i) School Terms

The duration of the school terms is shown below. We seek your understanding to 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, 2 January – Friday, 8 March	Term 3: Monday, 24 June – Friday, 30 August
Term 2: Monday, 18 March – Friday, 24 May	Term 4: Monday, 9 September – Friday, 25 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 2025 syllabus.

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

(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, 1 June to Sunday, 16 June
- Saturday, 23 November to Sunday, 15 December

Annex J 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 Tuesday, 18 June to Friday, 21 June for lessons as part of their Study Week. A detailed schedule will be issued to your daughters/wards in due course.

Others

6. 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.

7. 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>,

8. 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 K.

9. Rental of Lockers

Students may rent a locker at an annual rate of \$45 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 \$30 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/smlocker> or scan the QR Code below. Payment is to be made directly to the vendor.



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>.

Yours in partnership,

Ms Linda Lim
Principal

Annex A

List of Year Heads and Form Teachers for 2024 and their Email Addresses

The list of Year Heads and first Form Teachers for 2024 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 could also 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	Mdm Suryati Mail	suryati_mail@moe.edu.sg
Sec 2	Ms Carol Soh	soh_yee_ling_carol@moe.edu.sg
Sec 3	Ms Lum Ying Lee	lum_ying_lee@moe.edu.sg
Sec 4/5	Mrs Sharon Tan	goh_shi_hui_sharon@moe.edu.sg

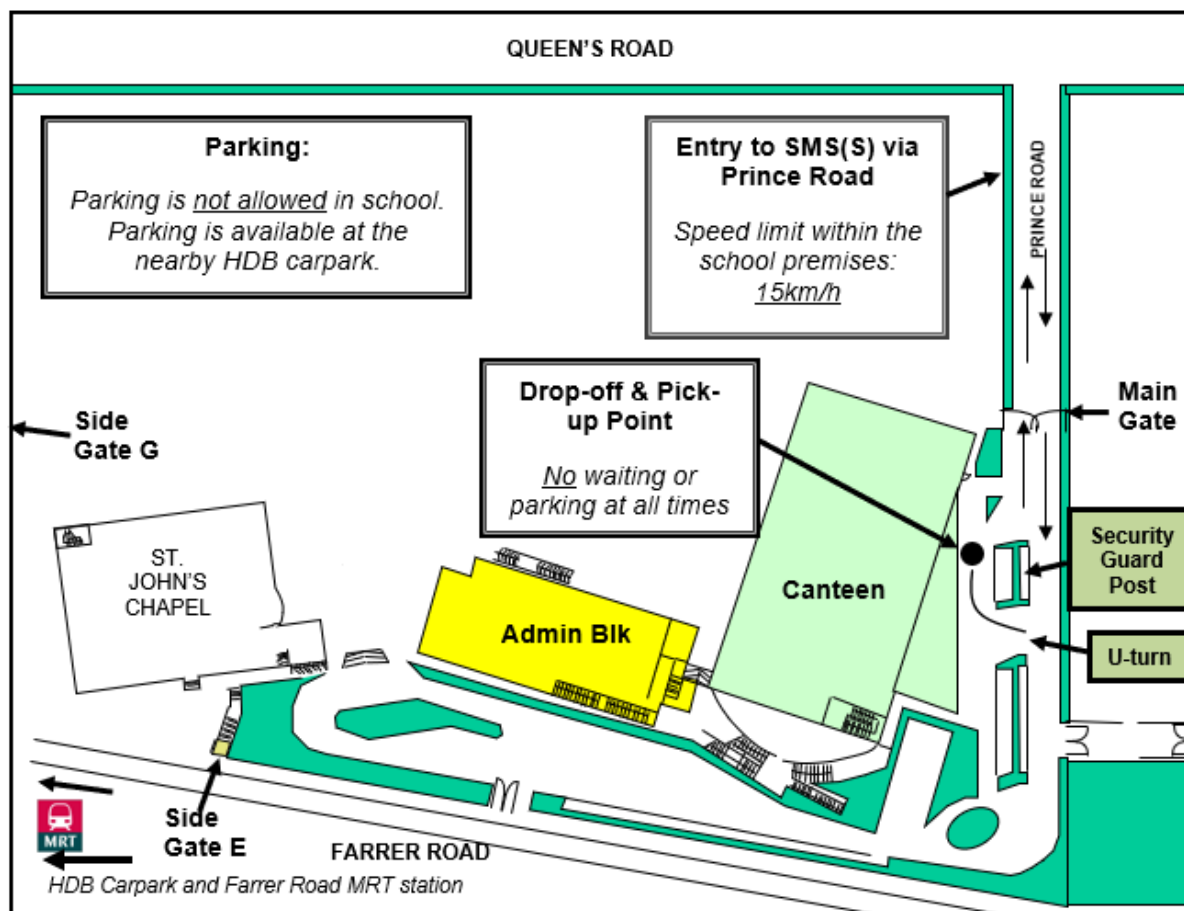
Form Teachers

Class	Form Teacher 1	Email Address
1 Love	Mrs Cindy Tan Hui Cheng	tan_hui_cheng_cindy@moe.edu.sg
1 Joy	Mrs Ramlah Fairoz	ramlah_ahmad@moe.edu.sg
1 Peace	Ms Nur Irnawaty Binte Isnain	nur_irnawaty_isnain@moe.edu.sg
1 Patience	Mdm Choo Wai Yun	choo_wai_yun@moe.edu.sg
1 Kindness	Mdm Siti Noryani Bte Sa'aban	siti_noryani_saaban@moe.edu.sg
1 Goodness	Ms Grace Wee Ling Zhi	wee_ling_zhi_grace@moe.edu.sg
1 Faithfulness	Mdm Huang Hai Ying	huang_haiying@moe.edu.sg
2 Love	Mr Koh Wei-Chong Nicholas	koh_wei-chong_nicholas@moe.edu.sg
2 Joy	Mrs Serena Ajay	serena_jebamani_caldwell@moe.edu.sg
2 Peace	Mr Leong Fangshao	leong_fang_shao@moe.edu.sg
2 Patience	Ms Koh Pooi Sze	koh_pooi_sze@moe.edu.sg
2 Kindness	Ms Tan Yu Zhen	tan_yu_zhen@moe.edu.sg
2 Goodness	Mr Teh Wee Siong	teh_wee_siong@moe.edu.sg
2 Faithfulness	Mr Sim Choong Hua Adrian	sim_choong_hua_adrian@moe.edu.sg
3 Temperance	Mrs Vimi Rethinam	vimi_rajaram@moe.edu.sg
3 Gentleness	Mr Desmond John Lee Yue Kay	yue_kay_lee_desmond@moe.edu.sg
3 Faithfulness	Mr Alvin Loh Yong Jie	loh_yongjie@moe.edu.sg
3 Goodness	Ms Ng Li Mei	ng_li_mei@moe.edu.sg

Class	Form Teacher 1	Email Address
3 Kindness	Mdm Nazlin Bte Hamzah	nazlin_hamzah@moe.edu.sg
3 Patience	Ms Norhayati Bte Maziland	norhayati_maziland@moe.edu.sg
3 Peace	Ms Nora Bte Aziz	nora_aziz@moe.edu.sg
3 Joy	Mrs Wendy Lai Gek Teng	ng_gek_teng@moe.edu.sg
3 Love	Mrs Priscilla Choi Lin Huei	long_lin_huei_priscilla@moe.edu.sg
4 Temperance	Ms Juliana Kok Jing Yao	kok_jing_yao_juliana@moe.edu.sg
4 Gentleness	Ms Tan Yan Tong	tan_yan_tong@moe.edu.sg
4 Faithfulness	Ms Florence Chang	chang_h_m_florence@moe.edu.sg
4 Goodness	Ms Anitha Sekar	anitha_sekar@moe.edu.sg
4 Kindness	Mr Josh Sam	sam_chee_fai@moe.edu.sg
4 Patience	Ms Nicolette Ng	nicolette_ng@moe.edu.sg
4 Peace	Mdm Nursahidah Bte Mohd Ali	nursahidah_mohd_ali@moe.edu.sg
4 Joy	Mdm Yeo Shu Ling	yeo_shu_ling@moe.edu.sg
4 Love	Mr Daniel Ling Siong Kiat	ling_siong_kiat_daniel@moe.edu.sg
5 Devotion	Mrs Calyn Wee Kah Lim	yim_kah_lim_calyn@moe.edu.sg

Annex B

Map of the School and Opening Hours of School Gates



Main Gate (Prince Road)

Opening Hours (for drop-off)
Monday, Tuesday, Thursday and Friday:
 6.30am – 7.30am
Wednesday:
 6.30am – 8.40am

Opening Hours (for pick-up)
Monday, Tuesday, Wednesday and Thursday:
 1.15pm – 6.30pm
Friday: 2.15pm – 6.30pm

All visitors are to enter via the main gate at Prince Road. Parents/Guardians may pick up their daughters/wards at the HDB public carpark next to the school after the gates are closed.

Opening Hours on **Saturday:** 7.00am – 6.00pm

For Students Only - Side Gates E & G Turnstiles (Farrer Road & HDB Carpark)

Opening Hours
Monday, Tuesday, Wednesday, Thursday and Friday:
 1.00pm – 7.00pm

These turnstiles will be open for students to exit the school.

Annex C

Reporting and Dismissal Times, Attire and Use of Personal Learning Devices (PLDs) from 2 – 5 January 2024

Secondary 1 Orientation Programme

	Reporting, Dismissal Times / *Attire			
	Tuesday, 2 January	Wednesday, 3 January	Thursday, 4 January	Friday, 5 January
Reporting Time	By 7.15am	By 7.30am		
Dismissal Time	1.15pm	1.50pm		5.00pm
	Report to school in the SMS(S) uniform and bring along primary school PE attire and CCA skirt	Report to school in PE attire and CCA skirt		

*For 3 – 5 January, as the students would not have their House T-shirts, they may wear their primary school PE T-shirts with the SMS(S) shorts.

Secondary 2 Leadership Camp

	Reporting, Dismissal Times / Attire / PLDs			
	Tuesday, 2 January	Wednesday, 3 January	Thursday, 4 January	Friday, 5 January
Reporting Time	By 7.30am		N.A.	N.A.
Dismissal Time	1.00pm	N.A.	N.A.	11.30am
	Report to school in SMS(S) 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 Camp

	Reporting, Dismissal Times / Attire / PLDs			
	Tuesday, 2 January	Wednesday, 3 January	Thursday, 4 January	Friday, 5 January
Reporting Time	By 7.30am		N.A.	N.A.
Dismissal Time	1.30pm	N.A.	N.A.	12.00pm
	Report to school in SMS(S) 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, 2 January	Wednesday, 3 January	Thursday, 4 January	Friday, 5 January
Reporting Time	By 7.30am	By 7.30am	By 7.30am	
Dismissal Time	1.30pm	12.00pm	12.00pm	12.00pm
	Report to school in SMS(S) uniform *Bring Personal Learning Devices (PLDs)	Report to school in PE attire and CCA skirt *Bring Personal Learning Devices (PLDs)	Report to school in SMS(S) uniform *Bring Personal Learning Devices (PLDs)	Report to school in SMS(S) uniform *Bring Personal Learning Devices (PLDs)

Annex D

CCA Fair - Dismissal Times for the Secondary Two to Five Students

Level / CCA	Dismissal Time
Clubs & Societies	2.30pm
Performing Arts Groups	4.30pm
Sports	2.30pm
Uniformed Groups	4.30pm

Annex E

2024 CCA Training Schedule (Semester 1)

a. Sports

Sports	Training Schedule
Badminton	Monday, Wednesday* & Friday (2.45pm – 5.45pm)
Basketball	Monday, Thursday & Friday* (3.00pm – 6.00pm)
Bowling	Monday & Thursday (3.30pm – 6.00pm) [Venue: CSC@Tessensohn]
Fencing	Monday & Thursday (3.00pm – 5.30pm)
Floorball	Monday & Thursday (3.00pm – 6.00pm)
Netball	Monday* (4.00pm – 6.00pm) Tuesday** (3.00pm – 6.00pm) Friday (3.00pm – 6.00pm)
Tennis	Monday (3.30pm – 5.30pm) for Group A^ Thursday (3.30pm – 5.30pm) for Group B^ Friday (3.30pm – 6.00pm) 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.*

*** Netball training is held on Tuesdays from Jan - Apr 2024.*

b. Uniformed Groups

Uniformed Groups	Schedule
Girls' Brigade	Friday (3.00pm – 6.00pm)
Girl Guides	Friday (3.00pm – 5.30pm)
NPCC	Thursday (3.00pm – 6.00pm)
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	Monday & 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 & Thursday (3.00pm – 6.00pm)
Indian Dance	Monday & Friday (3.00pm – 5.45pm)
Malay Dance	Monday & Friday (3.00pm – 6.00pm)
Modern Dance	Monday & Friday (3.00pm – 6.00pm)
String Ensemble	Monday (3.00pm – 5.30pm) Friday (3.00pm – 6.00pm)
Concert Band	Monday & Friday (3.00pm – 6.00pm)

d. Clubs

Clubs	Schedule
Agape Club	Thursday (3.00pm – 5.00pm)
Debate Club	Thursday & Friday (3.00pm – 5.45pm)
smARTs Media Club	Monday* (3.00pm – 5.00pm)

*Secondary 3 SmartsMedia Club students might attend training until 5.30pm instead of 5pm in Term 2 2024.

Annex F

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)	Monday, 8 January to Tuesday, 9 January	<p>Students are required to access and complete online CCA learning package* to learn independently about the 23 CCAs offered in SMS(S).</p> <p>A briefing will also be conducted by CCA Head on Monday, 8 January to help students understand this process.</p> <p><i>*Details of online learning package will be provided during briefing by CCA Head.</i></p>
CCA Fair	Wednesday, 10 January 7.30am to 4.30pm	<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>
CCA Trials	<p>Sign-Up Window Monday, 8 January 9.00am to Wednesday, 10 January, 11.59pm</p> <p>CCA Trials Period Friday, 12 January to Monday, 22 January</p>	<p>Students are highly encouraged to plan and sign up for CCA Trials, using an online form, from Monday, 8 January 9am to Wednesday, 10 January 11.59pm.</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	Tuesday, 23 January to Thursday, 25 January	<p>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.</p>
CCA Registration Phase	Friday, 26 January to Monday, 29 January	<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 Thursday, 1 February.</p>
Secondary 1 CCA Commencement	Monday, 5 February	<p>CCA sessions will commence for Secondary 1 students from Monday, 5 February.</p>

Annex G

Detailed HBL Day Schedule 2024

Semester 1					
Term 1			Term 2		
Week	Date	For Sec 1 to 4 & 5	Week	Date	For Sec 1 to 3 only
2	10 Jan	No HBL Day (CCA Day)	2	27 Mar	HBL Day
4	24 Jan	HBL Day	4	10 Apr	No HBL Day (<i>Hari Raya Puasa</i>)
6	7 Feb	HBL Day	6	24 Apr	HBL Day
8	21 Feb	HBL Day	8	8 May	HBL Day
10	6 Mar	HBL Day	10	22 May	No HBL Day (<i>Vesak Day</i>)
Semester 2					
All Levels					
Week	Date	Term 3	Week	Date	Term 4
2		-	2	20 Sept	HBL Day
3	23-25 Jul	HBL Days (Tue - Thu)			

Semester 1 HBL Day Subjects

Secondary 1 and 2
English Language Mathematics Mother Tongue Science

Secondary 3								
Temperance	Gentleness	Faithfulness	Goodness	Kindness	Patient	Peace	Joy	Love
P. Humanities / Art				Physics	Nutrition & Food Science / Art / A. Math			Elements of Business Skills / Art
Humanities (Social Studies and History / Geography / Literature)								Computer Applications
English Language								
Mother Tongue								

Secondary 5	Secondary 4								
Devotion	Temperance	Gentleness	Faithfulness	Goodness	Kindness	Patient	Peace	Joy	Love
Combined Science		Chemistry				Combined Science			Science
English Language		Biology / Physics		Biology		English Language			
E. Mathematics									Mathematics
Physical Education									

Note: The subjects assigned for Secondary 4 and 5 apply only for Term 1, as they will not be having HBL Days in Term 2

Annex H

Dates of Parent Engagement Sessions / Parent-Teacher Meeting

Parent Engagement Session (held in school)	Levels	Date	Time
	Secondary 1	Friday, 12 January	6.00pm – 7.30pm
	Secondary 2	Tuesday, 5 March	
	Secondary 3	Thursday, 22 February	
	Secondary 4 and 5	Friday, 2 February	
Parent-Teacher Meeting (held via Zoom)	All Levels	Friday, 24 May	8.00am – 4.00pm

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

Annex I

Schedule of the Headstart Programme and Study Camp (Term 4)

Classes	Headstart Programme	Study Camp
Secondary 1 and 2	–	Monday, 28 October – Friday, 8 November
Secondary 3	*Monday, 21 October – Friday, 1 November	Monday, 4 November – Friday, 8 November

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

Annex J

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

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.

Graduating students offering the following subject	Dates	Rationale
Art	3 and 4 June (exact timing will be provided by subject teacher)	To prepare for the coursework component in the National Examinations

Annex K

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:

- Apply using the MOE FAS e-application form (eFAS) via FormSG.
- Download the application form directly from the school website;
- Obtain the application form from the General Office reception counter;

(ii) To submit:

- Complete the MOE FAS e-application form via FormSG; or
- Drop the hardcopy form and supporting documents into the assigned pigeon-hole at the school's General Office

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

(iv) For FAS to take effect from January 2024, the deadline for submission is Monday, 8 January 2024.

(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 2024 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 2023 and wish to renew their FAS for 2024 will need to submit a new application.