



St. Margaret's Secondary School

111 Farrer Road, Singapore 259240

Website: www.stmargaretssec.moe.edu.sg

Tel: 6466-4525 Fax: 6466-6709

E-mail: stmargaretss@moe.edu.sg

4 January 2021

Dear Parents/Guardians,

A Blessed 2021 to you. I would like to extend a warm welcome especially to all Secondary One students and new members of staff who have joined the St. Margaret's family.

2020 has been a year like no other. We struggled much with challenges and demands brought about by the COVID-19 situation. It is not easy to adjust to the new routines and many of these new demands may require mindset shifts on everyone in the community. Yet, there have also been many things worth celebrating. For one, this global pandemic has spurred us on to be more agile, more creative and more inventive than before, and there have been valuable lessons learned along the way.

I would like to express my sincere gratitude to parents/guardians for partnering with us as we faced challenges as a community and transformed them into opportunities to help your daughters/wards become confident and creative learners in the new normal.

I will be writing to you monthly about school activities and events via this principal's letter. These letters will be available on the first working day of each month on our school website (<http://www.stmargaretssec.moe.edu.sg>) and sent to you via Parents Gateway. From February, the letters will also be sent directly to your e-mail address registered with the school. Included in this newsletter are some forthcoming events and administrative matters that you may wish to take note of. You may refer to our school website for a full update of the calendar of events for 2021 at <https://stmargaretssec.moe.edu.sg/events/school-calendar>.

The email addresses of the Year Heads and Form Teachers are listed in Annex A. If you need to enquire about matters pertaining to your daughter's/ward's progress in our school, you may choose to email the teachers at stmargaretss.edu.sg@moe.edu.sg (the school's generic email account).

I hope that 2021 will be an enriching and fulfilling year of learning and growth for all of us.

GCE N-Level Examination Results 2020

Heartiest congratulations to our 2020 N-Level cohort! Our Secondary Four N-level students did us proud once again in the 2020 GCE N-Level examinations. 89% of our Sec 4N(A) students are eligible for progression to Secondary Five. 51% of our students are eligible for the Polytechnic Foundation Programme (PFP), the foundation study at the Polytechnic before the three-year diploma course. 86% 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 also achieved outstanding results with 97.4% of them eligible for progression to the Institute of Technical Education (ITE).

Details of the pathways are available at <https://beta.moe.gov.sg/uploads/Post-secondary-brochure-2020.pdf>.

Communication with the School

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

(a) School Calendar

The school calendar is available on our website under the 'Events' section, accessible at <https://stmargaretssec.moe.edu.sg/events/school-calendar>. It is regularly updated with the latest schedule of school events and programmes.

(b) 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 help your daughter/ward understand the information in the handbook. It would help if you could spend some time to discuss the contents of the handbook with your daughter/ward, sign and return the acknowledgement slip on page 192 of the handbook to the Form Teachers by Monday, 11 January.

(c) 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 **fully** 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>.

Safety and Security Matters

(i) Safe Management Measures (SMM)

To ensure that schools remain a safe place for teaching and learning, SMM will continue to be an important part of school practices. Please help your daughter/ward understand and adhere to the spirit and intent of the following measures:

(a) Visual Screening, Safe Distancing and Observance of High Standards of Hygiene

We will continue with daily visual screening, adherence to safe distancing measures in the classrooms and common areas and the maintenance of high standards of hygiene (wipe down routines).

(b) Temperature-taking Exercises Conducted Twice a Day

Temperature-taking exercises will take place twice daily and students are reminded to bring their personal oral digital thermometer (ODT) to school **every day**.

(c) Students/Household Members with Flu-like Symptoms

Students who are not well are to stay at home and seek medical attention/advice. Students with household members who are not well with flu-like symptoms should also not report to school but inform the Form Teachers at the soonest possible time.

(d) TraceTogether Tokens

Currently, it is not mandatory for students to have their TraceTogether tokens when school reopens. Parents/Guardians will be informed in due course when students will need to use their tokens in school.

(e) Use of Reusable Containers by Canteen Food Vendors

In our continuing push towards minimal use of single-use plastics, students are encouraged and reminded to bring their personal food containers for food takeaways. **Reusable** containers can be purchased from the stall vendors at \$2 per container.

(ii) Updates on COVID-19 Situation

As the COVID-19 situation remains fluid, parents/guardians are advised to refer to the Ministry of Health website at <http://www.moh.gov.sg> and the Ministry of Education website at <http://www.moe.gov.sg> for the latest updates.

(iii) Traffic Matters

Parents/Guardians who drive their daughters/wards to school may wish to 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.

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. The Secondary 1 and 3 students will not have a Mid-Year Examination 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 | Mid-Year Examination | WA Term 3 | End-of Year Examination / Preliminary Examination |
|--------------|-----------|-----------|----------------------|-----------|---|
| Sec 1 | 10% | 15% | - | 15% | 60% |
| Sec 2 | 10% | - | 25% | 15% | 50% |
| Sec 3 | 10% | 15% | - | 15% | 60% |
| Sec 4 and 5* | 0% | - | 0% | - | 100% |

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

*For the Secondary 4 and 5 students, the Weighted Assessment 1 and Mid-Year Examination will be conducted but will not be weighted in the overall calculations toward the Preliminary Examination.

For the Secondary 1 and 3 students, the End-of-Year Examination comprises 60% of a student's overall grade, with the other forms of assessment taking up the remaining 40%.

With the reduced 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 4 – 7 January

Level-wide programmes will be conducted for students from Monday, 4 January to Thursday, 7 January. The reporting times for the classes is available in Annex C.

2. School Reporting Time from Friday, 8 January onwards and White Space on Wednesdays

| Days | Students should report to school <u>before</u> |
|--|--|
| Mondays, Tuesdays, Thursdays and Fridays | 7.30am |
| Wednesdays | 8.40am |

Note that we will continue with a later reporting time for students on Wednesdays from Wednesday, 13 January to facilitate our White Space which has been effective for both teachers and students. Teachers meet for professional learning and development to help them refine their teaching practices to ensure quality learning while students who report to school earlier can use the time for self-study or group work discussions.

3. School Terms, Headstart Programme and Study Camp

(a) School Terms

The duration of the school terms is shown below. Do 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: Monday, 4 January – Friday, 12 March | Term 3: Monday, 28 June – Friday, 3 September |
| Term 2: Monday, 22 March – Friday, 28 May | Term 4: Monday, 13 September – Friday, 29 October |

(b) Secondary 3 Headstart Programme and Study Camp

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 1, 2 and 3 students to provide them with a headstart on the 2022 syllabus.

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

4. Protected Vacation Time During June and December Holidays and Study Week for Graduating Students

(a) Protected Vacation Time

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

- Saturday, 5 June to Sunday, 20 June
- Saturday, 27 November to Sunday, 19 December

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

(b) 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, 21 June to Friday, 25 June for lessons as part of their Study Week. A detailed schedule will be issued to your daughters/wards in due course.

5. 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 as shown below in a webinar/Zoom format. Details of the programme and registration will be sent to you separately. The duration of each session will be about 60 – 75 minutes. We hope that you will be able to make time for these sessions.

| Classes | Date | Time |
|---------------------|-----------------------|--------|
| S1-1 to S1-7 | Friday, 8 January | 7.00pm |
| | | |
| S2-1 to S2-4 | Thursday, 11 March | 6.30pm |
| S2-5 to S2-6 | Wednesday, 10 March | 6.30pm |
| *S2-7 | Tuesday, 9 March | 6.30pm |
| | | |
| S3-1 to S3-5 | Tuesday, 26 January | 6.30pm |
| S3-6 to S3-8 | Wednesday, 27 January | 6.30pm |
| *S3-9 | Monday, 25 January | 6.30pm |
| | | |
| S4-1 to S4-5 and S5 | Thursday, 28 January | 6.30pm |
| S4-6 to S4-8 | Friday, 29 January | 6.30pm |
| *S4-9 | Monday, 25 January | 6.30pm |

*Note that the PTM dates for S2-7, S3-9 and S3-9 reflected above are the new dates and not reflected in the student handbook which was printed earlier.

6. Change in Dismissal Time on Monday, 11 January

To facilitate the release of the 2020 GCE O-Level Examination results, all classes will be dismissed at 12.50pm (staggered dismissal) on Monday, 11 January.

7. School Photography

Students will be taking their class and passport photographs in January. The photographs will be used for the processing of contact sheets and published in the school magazine. The photographs will be made available to your daughter/ward by the end of February.

8. Co-Curricular Activities (CCA) Training Schedule

The CCA training schedule for 2021 is shown in Annex F. 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.

For Secondary 1 Students

9. CCA Fair

All students would need to choose one CCA and the CCA Fair is held yearly for all Secondary 1 students. This event allows them to get to know more about the various CCAs offered before they decide on which CCA to enroll themselves in.

The CCA Fair this year will be held on Friday, 15 January from 2.30pm to 6.00pm.

10. 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.

11. School Fees and School Bill

(a) School Fees

Annual school fees payable are 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. Details of the payment modes of school fees can be found in Annex G. Singapore Citizen students can choose to pay the second-tier miscellaneous fees and the school autonomous fees from their Edusave account. Please approach the school's General Office for the Edusave Standing Order form.

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 in Annex G.

12. 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 H.

13. Insurance Coverage for Students

All students are covered by MOE Master Contract for Group Personal Accident (GPA) Insurance under NTUC Income Co-operative Limited. Under this contract, students who participate in school activities will be covered.

All claims submitted to the insurance provider must be endorsed by the school. Should you find the coverage inadequate to meet your child's/ward's needs, you may consider purchasing your own insurance policy.

14. 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 obtain an application form from the General Office and payment is to be made directly to the vendor.

We look forward to partnering with you to nurture our young ladies into well-rounded individuals. Please do not hesitate to contact us if you need any clarification. We can be reached via email at stmargaretss@moe.edu.sg or you can call us at 6466 4525.

Yours faithfully,

Ms Linda Lim
Principal

Annex A

List of Year Heads and Form Teachers for 2021 and their Email Addresses

The list of Year Heads and first Form Teachers for 2021 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.

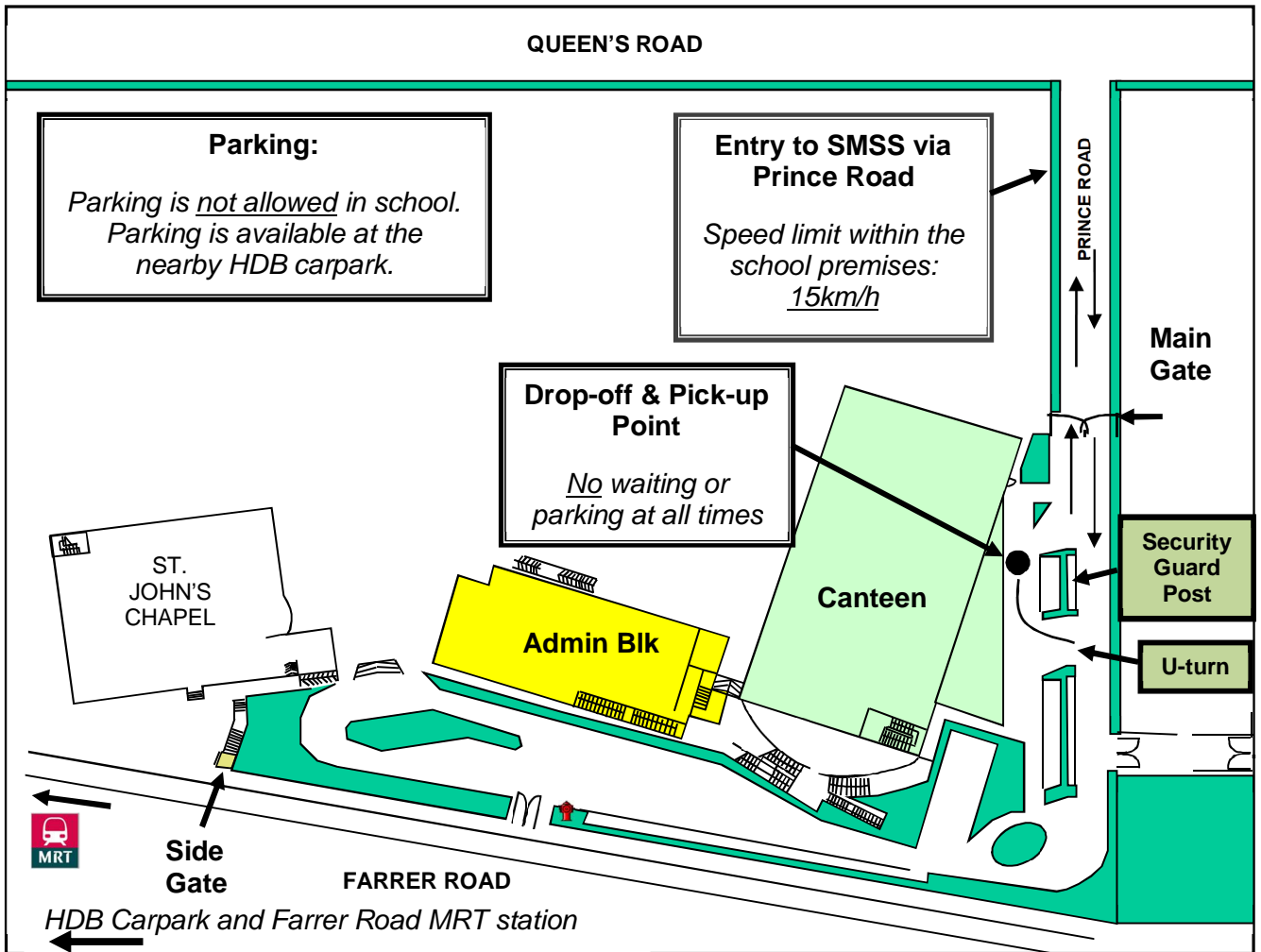
Year Heads

| 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 |

| Class | Form Teacher 1 | Email Address |
|-------|-------------------------------|---------------------------------------|
| 1-1 | Ms Koh Pooi Sze | koh_pooi_sze@moe.edu.sg |
| 1-2 | Mr Koh Kah Lam | koh_kah_lam@moe.edu.sg |
| 1-3 | Mr Adrian Sim | sim_choong_hua_adrian@moe.edu.sg |
| 1-4 | Mr Leong Fang Shao | leong_fang_shao@moe.edu.sg |
| 1-5 | Ms Nur Irnawaty Binte Isnani | nur_irnawaty_isnan@moe.edu.sg |
| 1-6 | Ms Nicolette Ng | nicolette_ng@moe.edu.sg |
| 1-7 | Mdm Ang Wen Ting | ang_wen_ting@moe.edu.sg |
| 2-1 | Mr Teh Wee Siong | teh_wee_siong@moe.edu.sg |
| 2-2 | Ms Ng Shau Ching Cecilia | ng_shau_ching@moe.edu.sg |
| 2-3 | Mdm Elyana Insyirah | elyana_insyirah_esman@moe.edu.sg |
| 2-4 | Mr Alvin Loh Yong Jie | loh_yongjie@moe.edu.sg |
| 2-5 | Mrs Calyn Wee Kah Lim | yim_kah_lim_calyn@moe.edu.sg |
| 2-6 | Mdm Siti Noryani Saaban | siti_noryani_saaban@moe.edu.sg |
| 2-7 | Ms Cao Yu | cao_yu@moe.edu.sg |
| 3-1 | Mr Chan Kwong Yew | chan_kwong_yew@moe.edu.sg |
| 3-2 | Mdm Yeo Shu Ling | yeo_shu_ling@moe.edu.sg |
| 3-3 | Mr Wong Hong Jin Eugene | wong_hong_jin_eugene@moe.edu.sg |
| 3-4 | Ms Florence Chang Hwee Miang | chang_h_m_florence@moe.edu.sg |
| 3-5 | Ms Bernadette Zoey Lim Yanjun | bernadette_zoey_lim_yanjun@moe.edu.sg |
| 3-6 | Ms Keira Htay | keira_htay@moe.edu.sg |
| 3-7 | Mdm Norhayati Bte Maziland | norhayati_maziland@moe.edu.sg |
| 3-8 | Ms Chan Jiat Luang Jacquelyn | chan_jiat_luang@moe.edu.sg |
| 3-9 | Mrs Serena Ajay | serena_jebamani_caldwell@moe.edu.sg |
| 4-1 | Ms Woon Wei Ling Joyce | joyce_oon_wei_ling@moe.edu.sg |
| 4-2 | Mr Desmond John Lee Yue Kay | yue_kay_lee_desmond@moe.edu.sg |
| 4-3 | Mdm Josephine Khaw Kee Wan | khaw_kee_wan@moe.edu.sg |
| 4-4 | Mrs Teo Sook Lee | wong_sook_lee@moe.edu.sg |

| Class | Form Teacher 1 | Email Address |
|--------------|-----------------------------|------------------------------------|
| 4-5 | Mrs Vimi Rethinam | vimi_rajaram@moe.edu.sg |
| 4-6 | Mrs Wendy Lai Gek Teng | ng_gek_teng@moe.edu.sg |
| 4-7 | Ms Katherine Li Peishan | katherine_li_peishan@moe.edu.sg |
| 4-8 | Mdm Priscilla Lim Xin | lim_xin_priscilla@moe.edu.sg |
| 4-9 | Mrs Priscilla Choi Lin Huei | long_lin_huei_priscilla@moe.edu.sg |
| 5-1 | Mrs Ramlah Fairuz | ramlah_ahmad@moe.edu.sg |

Annex B



Opening Hours of School Gates

Main Gate (Prince Road)

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

For Students Only - Side Gate (Farrer Road)

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

Annex C

Reporting and Dismissal Times from 4 – 7 January 2021

| Level | Programme | Dismissal Times | | | |
|--------------|------------------------------|----------------------|-----------------------|-------------------------|------------------------|
| | | Monday, 4 January | Tuesday, 5 January | Wednesday, 6 January | Thursday, 7 January |
| Sec 1 | Orientation Programme | 3.15pm | 3.15pm | 3.15pm | 1.25pm |
| Sec 2 | Leadership Programme | 3.00pm | 3.00pm | 3.00pm | |
| Sec 3 | Outdoor Resilience Programme | 3.30pm | 3.30pm | 3.30pm | |
| Sec 4 | Life Skills Programme | 2.30pm | 2.30pm | 2.30pm | |
| Sec 5 | Life Skills Programme | 1.25pm | 1.25pm | 1.25pm | |

Annex D

Schedule of the Headstart Programme and Study Camp

| Classes | Headstart Programme | Study Camp |
|-----------------------------|--|---|
| S1-1 to S1-7 & S2-1 to S2-7 | Friday, 22 October – Friday 29 October | Monday, 1 November – Friday, 12 November |
| S3-1 to S3-5 | Friday, 22 October – Friday, 5 November | Monday, 8 November – Friday, 12 November |
| S3-6 to S3-8 | Friday, 22 October – Friday, 29 October | Monday, 1 November – Friday, 12 November |
| S3-9 | Friday, 22 October – Friday, 29 October | |

Annex E

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) & CCA | Dates | Rationale |
|---|---|--|
| Graduating students offering the following subjects: <ul style="list-style-type: none">• Art• Food & Nutrition | (Week 2 of the June Holidays) Monday, 7 June – Wednesday, 9 June | To prepare for the coursework component in the National Examinations |
| Netball | Students will attend training sessions from Monday, 13 December – Friday, 31 December | To prepare for their respective National School Games competitions. |
| Basketball | Students will attend training sessions from Monday, 13 December – Friday, 31 December | To prepare for their respective National School Games competitions |
| Floorball | Students will attend training sessions from <ul style="list-style-type: none">• Monday, 7 June – Friday, 18 June• Friday, 26 November – Tuesday, 21 December | To prepare for their respective National School Games competitions |

Annex F

CCA Training Schedule

a. Sports

| Sports | Training Schedule |
|------------|--|
| Badminton | Semester 1 Monday (3.00pm – 6.00pm) for 'C' Division Wednesday (3.00pm – 6.00pm) for ALL Friday (3.00pm – 6.00pm) for 'B' Division Semester 2 Wednesday (3.00pm – 6.00pm) for ALL Friday (3.00pm – 6.00pm) for ALL |
| Basketball | Monday (3.00pm – 5.30pm) for School Team Thursday (2.30pm – 5.30pm) for 'C' Div Friday (3.00pm – 5.30pm) for 'B' Div |
| Bowling | Tuesday (3.30pm – 5.00pm) |
| Fencing | Tuesday & Thursday (3.30pm – 5.30pm) |
| Floorball | Monday* , Tuesday & Thursday (3.00pm – 6.00pm) |
| Netball | Monday* , Wednesday & Friday (3.30pm – 5.30pm) |
| Tennis | Monday (3.30pm – 5.30pm) for 'C' Division Wednesday (3.30pm – 5.30pm) for 'B' Division Friday (3.00pm – 6.00pm) for both 'B' and/or 'C' Divisions |

*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 – 6.00pm) |
| Girl Guides | Friday (3.00pm – 6.00pm) |
| NPCC | Thursday (3.15pm – 6.15pm) |
| Red Cross Youth | Friday (2.45pm – 6.00pm) |

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 (3.30pm – 5.15pm) Tuesday (2.45pm – 5.45pm) Thursday (2.45pm – 5.45pm) |
| Choir (eCCA) | Tuesday (4.30pm – 6.30pm) * Thursday (4.30pm – 6.30pm) Friday (4.30pm – 6.30pm) |
| Creative Art Club | Wednesday (3.30pm – 6.00pm) |
| Drama Club | Tuesday (2.30pm – 5.30pm) Friday (3.00pm – 6.00pm) |
| Indian Dance | Tuesday (2.30pm – 5.30pm) * Wednesday (3.30pm – 5.15pm) Friday (3.00pm – 6.00pm) |
| Malay Dance | Wednesday (2.45pm – 5.45pm) * Thursday (3.30pm – 5.15pm) Friday (3.00pm – 5.45pm) |
| Modern Dance | * Monday (3.30pm – 5.15pm) Wednesday (2.30pm – 6.00pm) Friday (3.00pm – 6.00pm) |
| String Ensemble | * Monday (3.00pm – 4.30pm) Wednesday (3.00pm – 5.30pm) Friday (3.00pm – 6.00pm) |
| Concert Band | Tuesday (2.30pm – 5.30pm) * Thursday (4.00pm – 5.00pm) Friday (3.00pm – 6.00pm) |

*This is an additional day of training scheduled due to the Singapore Youth Festival (SYF) and **will only be** conducted one month before the respective SYF Arts Presentation dates.

d. Clubs

| Clubs | Schedule |
|-------------------|--------------------------------------|
| Agape Club | Thursday (3.30pm – 5.30pm) |
| Debate Club | Tuesday & Thursday (3.30pm – 5.30pm) |
| Library Club | Wednesday (3.30pm – 5.00pm) |
| Smarts Media Club | Tuesday (3.30pm – 5.30pm) |

Annex G

Details on the Payment Modes of School Fees and School Bill

| Payment Mode | Details |
|---|---|
| Interbank GIRO | <p>For DBS/POSB and OCBC account holders, you can join the GIRO scheme through your respective online banking portals.</p> <ul style="list-style-type: none"> - Select 'MOE' as the billing organization. - Use your child's student ID as the direct debit authorization reference number. - Do not set any deduction limit. <p>For other bank account holders and those who wish to apply for GIRO via hardcopy application form, please obtain the application form from the school General Office. 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 of each month (January – December). Please ensure that there are sufficient funds in the bank account for deduction.</p> |
| eNETS, Debit/Credit Card, Masterpass, PayLah! | <ul style="list-style-type: none"> - Website: www.axs.com.sg - Select 'Start now' under AXS e-Station - Select 'eServices' on the left panel - Choose 'MOE' - Proceed to pay by eNETS, credit or debit card, Masterpass or PayLah! <p>OR</p> <ul style="list-style-type: none"> - AXS m-Station (mobile app) - Select 'eServices' - Choose 'MOE' - Proceed to pay by eNETS, credit or debit card, Masterpass or PayLah! |
| NETS | <ul style="list-style-type: none"> - AXS Stations - Select 'Education' - Choose 'Ministry of Education (MOE)' - Proceed to pay by NETS |
| 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' or 'St. Margaret's Secondary School'. - Students are to make sure that they obtain a receipt for payment of fees by cash/cheque. |

For enquiries on the payment of School Fees (MOE Bill) and School Bill, please contact Ms Jane Loh (Management Support Officer) at tel. 6466 4525.

Annex H

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 \$2750/- per month
- Family's per capita income (PCI): not exceeding \$690/- 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; or
- Request for the application form via email at admin_stmargaretss@moe.edu.sg

(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 2021, the deadline for submission is Friday, 8 January.

(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) Renewal of FAS

Students who are currently on FAS in 2020 and wish to renew their FAS for 2021 will need to submit a new application.