



St. Margaret's Secondary School

111 Farrer Road, Singapore 259240

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30 December 2021

Dear Parents/Guardians,

We hope that you and family have had a blessed and restful year-end holidays and are looking forward to 2022. We welcome our students to a new year of 'learning, growing and glowing'. This letter serves to outline the key areas to note as we get ready to come back to school. Do spend some time reading through the contents and share them with your daughter/ward.

2022 is a special year for the St. Margaret's family – we celebrate the 180th year of our founding! To our new students and staff, we are happy to welcome you to a school that has been home to many generations of learners. The theme of the St. Margaret's 180th Anniversary celebrations is "Let Our Light Shine". This theme draws inspiration from the verse in Matthew 5:16, which reads: "In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven". There are a number of activities lined up for this year and we hope to connect with you through some of them as well.

While we are excited for the new year, we need to ensure that our school remains a safe place for teaching and learning. The Safe Management Measures (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 practising good personal hygiene, adhering to SMM, and exercising social responsibility. She is reminded to have her TraceTogether token with her at all times. Do refer to token.gowhere.gov.sg for the token collection or replacement venues.

Parents/guardians are key partners with us in the education of our students. We trust that we will work together to nurture your daughters/wards to become caring, confident and creative learners. We would like to highlight that you may reach me or any of the staff members via email at stmargaretss@moe.edu.sg. The email addresses of the Year Heads and Form Teachers are listed in Annex A. If you need to communicate with the staff about matters pertaining to your daughter's/ward's progress, we would appreciate it if parents/guardians and students contact them during office hours on weekdays between 7.30am and 5.30pm.

Let us work together so that our entire community of learners can 'be well', 'be connected' and 'be a light'! May 2022 be an enriching and fulfilling year of learning and growth for all of us.

Matters on School Opening

1. Reporting and Dismissal Times from 4 – 7 January

Level-wide programmes will be conducted for students from Tuesday, 4 January to Friday, 7 January. The reporting and dismissal times, attire and dates for students to bring their Personal Learning Devices (PLDs), where applicable, is available in Annex C.

2. Updating of Travel Declaration for Year-End Holidays 2021

In view of recent development of the Omicron COVID-19 variant, parents/guardians of students who had travelled overseas are to submit an updated travel declaration if there had been changes to their previously declared travel plans. The deadline for the submission is Monday, 3 January. Parents/guardians will receive an alert on Parents Gateway on this matter by Friday, 31 December.

3. Safe Management Measures (SMM)

(i) 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).

(ii) Temperature-taking Exercises Conducted Daily

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

(iii) MOH Health Protocols

Students who are not well or have a positive ART result are to stay at home, seek medical attention/advice and should not report to school. They should follow MOH's [Protocols 1 and 2](#) respectively.

Students and staff placed on Health Risk Warning (HRW) should follow MOH's [Protocol 3](#) and ensure they have a valid negative ART result before going to school.

Students should also serve out the entire duration of their medical certificate before returning to school.

Students or their household members who are on Health Risk Warning (HRW), Isolation Order (IO), Quarantine or Stay Home Notice (SHN) should inform the Form Teachers at the soonest possible time to seek guidance on their return to school.

(iv) TraceTogether (TT) Tokens

As contact tracing is TT-based, students are required to have their TT tokens when school reopens and have it with them **at all times**. Please ensure that their TT tokens have a working battery. Do refer to token.gowhere.gov.sg for the token collection or replacement venues.

(v) Group Sizes

The sub-group size for all activities will be kept to the prevailing national social group size which, at point of writing, is 5 students.

(vi) 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.

(vii) Updates on COVID-19 Situation

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 on the COVID-19 Situation.

4. 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.

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 on our school website accessible at <https://go.gov.sg/smsletters> and sent to you via Parents Gateway.

Copies of our past Principal's letters can also be found on the same webpage.

(b) School Calendar

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

(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 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. Please sign and return the acknowledgement slip on page 192 of the handbook to the Form Teachers by Monday, 10 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 **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>.

Results of GCE-N Level 2021 Examinations

Heartiest congratulations to our 2021 N-Level cohort! Our Secondary Four N-level students did us proud in the 2021 GCE N-Level examinations. 95% of our Sec 4N(A) students are eligible for progression to Secondary Five. 59% of our students are eligible for the Polytechnic Foundation Programme (PFP), the foundation study at the Polytechnic before the three-year diploma course. 88% 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 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.

The Secondary 1 and 3 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	Mid-Year Examinations	WA Term 3	End-of-Year Examinations / Preliminary Examinations
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 WA1 and Mid-Year Examinations will be conducted but will not be weighted in the overall calculations toward the Preliminary Examinations.

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

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. School Reporting Time and White Space on Wednesdays

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

Note that we will continue with a later reporting time for students on Wednesdays starting 12 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.

2. Home-based Learning (HBL) Days 2022

Following the pilot of fortnightly HBL Days with Secondary 1 students in Semester 2 in 2021, we will be integrating fortnightly HBL Days as a regular feature in our school. These fortnightly HBL Days provide students with opportunities to become self-directed, passionate and lifelong learners.

In 2022, fortnightly HBL Days will take place on Wednesdays on **even** weeks in the school calendar. Secondary 2 students will start their fortnightly HBL Days from Term 1 Week 2, followed by Secondary 1 and 3 students from Term 2 onwards. On Wednesdays on odd weeks, students are to report to school by 8.40am.

The fortnightly HBL Day schedule, together with the subjects 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>. We encourage all students to continue using information and communication technology to support their ability to become self-directed learners and be prepared to pivot to full home-based learning (FHBL) should a need arise.

3. Key Events/Dates in School Calendar

(a) 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 an online webinar format.

Details of the programme and registration will be sent to you separately via PG and it is necessary to sign up prior to the meeting. The duration of each session will be about 1 to 1.5 hours and the dates can be found in Annex E. We hope that you will be able to make time for these sessions.

(b) 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, 14 January from 2.30pm to 6.00pm.

(c) School Terms, Headstart Programme and Study Camp

(i) 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: Tuesday, 4 January – Friday, 11 March	Term 3: Monday, 27 June – Friday, 2 September
Term 2: Monday, 21 March – Friday, 27 May	Term 4: Monday, 12 September – Friday, 28 October

(ii) 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 2023 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, 4 June to Sunday, 19 June
- Saturday, 26 November to Sunday, 18 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, 20 June to Friday, 24 June for lessons as part of their Study Week. A detailed schedule will be issued to your daughters/wards in due course.

4. Co-curricular Activities (CCA) Training Schedule

The CCA training schedule for 2022 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.

Others

1. 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.

2. 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 <http://go.gov.sg/smssfinancialmatters>.

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 <http://go.gov.sg/smssfinancialmatters>.

3. 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 I.

4. 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.

5. 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.

Yours in partnership,

Ms Linda Lim
Principal

Annex A

List of Year Heads and Form Teachers for 2022 and their Email Addresses

The list of Year Heads and first Form Teachers for 2022 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.

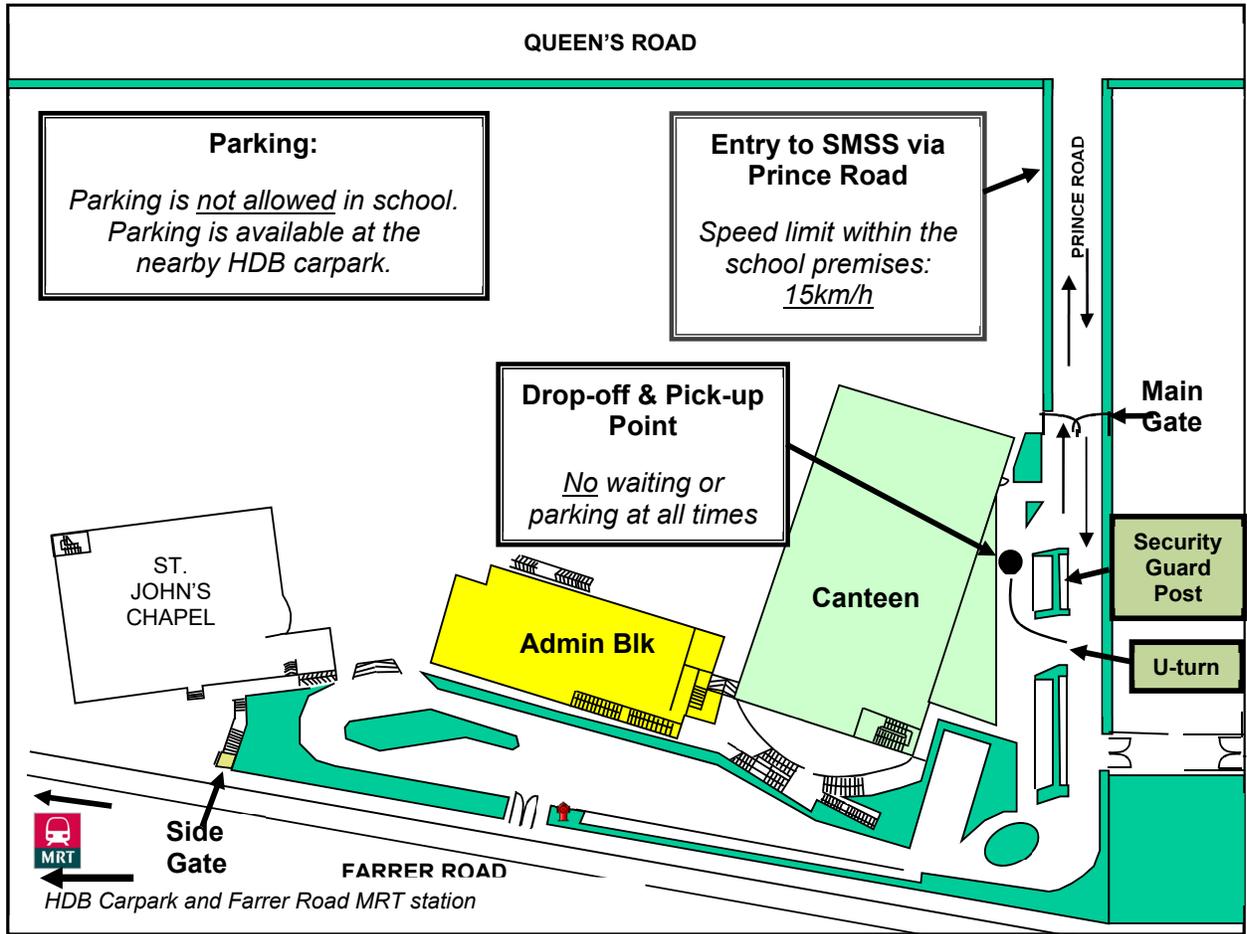
Year Heads

Level	Name of Year Head	Email Address
Sec 1	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

Class	Form Teacher 1	Email Address
1-1	Ms Katherine Li Peishan	katherine_li_peishan@moe.edu.sg
1-2	Mr Nicholas Koh Wei-Chong	koh_wei-chong_nicholas@moe.edu.sg
1-3	Ms Cindy Tan Hui Cheng	tan_hui_cheng_cindy@moe.edu.sg
1-4	Ms Ng Shau Ching Cecilia	ng_shau_ching@moe.edu.sg
1-5	Mrs Calyn Wee Kah Lim	yim_kah_lim_calyn@moe.edu.sg
1-6	Mr Teh Wee Siong	teh_wei_siong@moe.edu.sg
1-7	Mdm Nur Aqilah Binte Ibrahim	nur_aqilah_ibrahim@moe.edu.sg
2-1	Ms Koh Pooi Sze	koh_pooi_sze@moe.edu.sg
2-2	Mr Koh Kah Lam	koh_kah_lam@moe.edu.sg
2-3	Mr Adrian Sim	sim_choong_hua_adrian@moe.edu.sg
2-4	Mr Leong Fang Shao	leong_fang_shao@moe.edu.sg
2-5	Ms Nur Irnawaty Binte Isnain	nur_irnawaty_isnain@moe.edu.sg
2-6	Ms Nicolette Ng	nicolette_ng@moe.edu.sg
2-7	Mdm Ang Wen Ting	ang_wen_ting@moe.edu.sg
3-1	Mrs Wendy Lai Gek Teng	ng_gek_teng@moe.edu.sg
3-2	Mr Alvin Loh Yong Jie	loh_yongjie@moe.edu.sg
3-3	Ms Grace Wee Ling Zhi	wee_ling_zhi_grace@moe.edu.sg
3-4	Mdm Huang Haiying	huang_haiying@moe.edu.sg
3-5	Mr Desmond John Lee Yue Kay	yue_kay_lee_desmond@moe.edu.sg
3-6	Mdm Josephine Khaw Kee Wan	khaw_kee_wan@moe.edu.sg
3-7	Mdm Siti Noryani Saaban	siti_noryani_saaban@moe.edu.sg
3-8	Mrs Vimi Rethinam	vimi_rajaram@moe.edu.sg
3-9	Ms Cao Yu	cao_yu@moe.edu.sg

Class	Form Teacher 1	Email Address
4-1	Mr Chan Kwong Yew	chan_kwong_yew@moe.edu.sg
4-2	Mdm Yeo Shu Ling	yeo_shu_ling@moe.edu.sg
4-3	Mrs Teo Sook Lee	wong_sook_lee@moe.edu.sg
4-4	Ms Florence Chang Hwee Miang	chang_h_m_florence@moe.edu.sg
4-5	Ms Bernadette Zoey Lim Yanjun	bernadette_zoey_lim_yanjun@moe.edu.sg
4-6	Ms Keira Htay	keira_htay@moe.edu.sg
4-7	Mdm Norhayati Bte Maziland	norhayati_maziland@moe.edu.sg
4-8	Ms Chan Jiat Luang Jacquelyn	chan_jiat_luang@moe.edu.sg
4-9	Mrs Serena Ajay	serena_jebamani_caldwell@moe.edu.sg
5-1	Ms Woon Wei Ling Joyce	joyce_oon_wei_ling@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 – 7.00pm Friday: 2.15pm – 7.00pm</p>
<p>Opening Hours on Saturday: 7.00am – 6.00pm</p>	

For Students Only - Side Gate (Farrer Road)	<u>Remarks</u>
<p><u>Opening Hours (Morning)</u> Monday, Tuesday, Thursday and Friday: 6.30am – 7.30am Wednesday: 6.30am – 8.40am</p> <p><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.</p> <p>The side gate is closed to all from 7.30am (and 8.40am on Wednesdays) onwards. It is reopened in the afternoons to facilitate student dismissal.</p>

Annex C

Reporting and Dismissal Times, Attire and Use of PLDs from 4 – 7 January 2022

Secondary 1 Orientation Programme

	Reporting, Dismissal Times / Attire			
	Tuesday, 4 January	Wednesday, 5 January	Thursday, 6 January	Friday, 7 January
Reporting Time	By 7.15am	By 7.30am		
Dismissal Time	3.25pm			12.30pm
	Report to school in the SMSS uniform and bring along PE attire and CCA skirt	Report to school in PE attire and CCA skirt		

For 4 – 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 Team Building and Leadership Programme

	Reporting, Dismissal Times / Attire / PLDs			
	Tuesday, 4 January	Wednesday, 5 January	Thursday, 6 January	Friday, 7 January
Reporting Time	By 7.30am			
Dismissal Time	2.30pm			12.30pm
	*Report to school in PE attire and CCA skirt			*Report to school in SMSS uniform Bring Personal Learning Devices (PLDs)

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

Secondary 3 Outdoor Resilience Programme

	Reporting, Dismissal Times / Attire / PLDs			
	Tuesday, 4 January	Wednesday, 5 January	Thursday, 6 January	Friday, 7 January
Reporting Time	By 7.30am			
Dismissal Time	3.00pm			1.30pm
	*Report to school in PE attire and CCA skirt			*Report to school in SMSS uniform Bring Personal Learning Devices (PLDs)

* 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, 4 January	Wednesday, 5 January	Thursday, 6 January	Friday, 7 January
Reporting Time	By 7.30am			
Dismissal Time	1.30pm			1.00pm
	Report to school in SMSS uniform Sec 4 students are to bring along their Personal Learning Devices (PLDs)			

Annex D

Fortnightly HBL Day Schedule

HBL will be the Wednesdays on even weeks

Semester 1

	Term 1	Term 2	
Sec 1	School as per normal, no HBL Days	English Language, PE, Science, Art	Enrichment Day* (Home-based)
Sec 2	English Language, Math, Science, and History (E/NA) or Social Studies (NT) No HBL on 11 May in lieu of Mid-year Examinations		
Sec 3E / NA	School as per normal, no HBL Days	Mother Tongue, Combined Humanities, Add. Math / Principles of Accounts / Biology / P.Humanities / (3/1-3/4) or Biology (3/5) or Art / Nutrition & Food Sci / Drama / Add Math (3/6- 3/8)	
Sec 3NT		Mother Tongue, Social Studies, Computer Applications, and Art / EBS	

*To be advised

Semester 2

	Term 3	Term 4	
Sec 1	Math, Music, Mother Tongue and Literature (E/NA) or Social Studies (NT)	Enrichment Day* (Home-based)	
Sec 2	PE, Food and Nutrition Sci, Mother Tongue and Geography (E/NA) / Computer Applications (NT)		
Sec 3E / NA	English Language, E Math, P. Chem (3/3-3/5) / C. Chem (3/1, 3/6-3/8) and PE (3E) or POA (3NA)		
Sec 3NT	English Language, Math, Science, and PE		

* To be advised.

The HBL Day schedule for Semester 2 ends in T4W6.

Annex E

Dates of Parent-Teacher Meetings (PTM)

Classes	Date	Tentative Start Time
S1-1 to S1-7	Thursday, 13 January	6.00pm
S2-1 to S2-4	Thursday, 3 March	6.00pm
S2-5 to S2-6	Wednesday, 2 March	6.00pm
S2-7	Tuesday, 1 March	6.00pm
S3-1 to S3-5	Wednesday, 9 Feb	6.00pm
S3-6 to S3-8	Thursday, 10 Feb	6.00pm
S3-9	Friday, 11 Feb	6.00pm
S4-1 to S4-5 and S5-1	Wednesday, 26 January	6.00pm
S4-6 to S4-8	Thursday, 27 January	6.00pm
S4-9	Friday, 28 January	6.00pm

Mode: Online Webinar

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
S1-1 to S1-7 & S2-1 to S2-7	Tuesday, 25 October – Friday, 28 October	Monday, 31 October – Friday, 11 November
S3-1 to S3-5	Tuesday, 25 October – Friday, 4 November	Monday, 7 November – Friday, 11 November
S3-6 to S3-8	Tuesday, 25 October – Friday, 4 November	Monday, 7 November – Friday, 11 November
S3-9	Tuesday, 25 October – Friday, 28 October	Monday, 31 October – Friday, 4 November

*Dates correct as of printing and reflected in the school calendar (<https://go.gov.sg/smcalendar>)

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, 6 June – Wednesday, 8 June	To prepare for the coursework component in the National Examinations

Annex H

CCA Training Schedule

a. Sports

Sports	Training Schedule
Badminton	Monday & Friday (3.00pm – 6.00pm) for ALL
Basketball	Monday & Thursday (2.30pm – 5.30pm) for ALL
Bowling	Tuesday (3.30pm – 5.00pm) for ALL
Fencing	Tuesday & Thursday (3.00pm – 5.30pm) for ALL
Floorball	Monday* , Tuesday & Thursday (2.30pm – 5.30pm) for ALL
Netball	Monday* , Tuesday & Friday (3.00pm – 5.30pm) for ALL
Tennis	Monday (3.30pm – 5.30pm) for Group A^ Thursday (3.30pm – 5.30pm) for Group B^ Friday (3.00pm – 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 – 6.00pm)
Girl Guides	Friday (3.00pm – 6.00pm)
NPCC	Thursday (3.15pm – 6.00pm)
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	Tuesday (2.45pm – 5.45pm) Thursday (2.45pm – 5.45pm)
Choir	Tuesday* (3.00pm – 5.30pm)Or Tuesday* (eCCA) (4.30pm to 6.30pm) Friday (2.30pm – 5.30pm)
Creative Art Club	Friday (2.30pm – 5.30pm)
Drama Club	Monday (2.30pm – 5.30pm) Thursday (2.30pm – 5.30pm)
Indian Dance	Tuesday (2.45pm – 5.45pm) Friday (2.30pm – 5.30pm)
Malay Dance	Monday (2.45pm – 5.45pm) Friday (2.30pm – 5.30pm)
Modern Dance	Monday (2.30pm – 5.30pm) Friday (2.30pm – 5.30pm)
String Ensemble	Tuesday (3.00pm – 5.30pm) Friday (2.30pm – 5.30pm)
Concert Band	Tuesday (2.45pm – 5.45pm) Friday (2.30pm – 5.30pm)

* To be advised by Teacher-in-charge

d. Clubs

Clubs	Schedule
Agape Club	Thursday (2.30pm – 5.30pm)
Debate Club	Tuesday (3.00pm – 5.45pm) Thursday (3.00pm – 5.45pm)
SmARTs Media Club	Tuesday (3.30pm – 5.30pm)

Annex I

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 2022, the deadline for submission is Friday, 7 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 Y2022 are to submit a copy of the FAS approval letter to St. Margaret's Secondary School 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 2021 and wish to renew their FAS for 2022 will need to submit a new application.