



PASIR RIS CREST SECONDARY SCHOOL

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6 January 2023

PRCS2023/003

Dear Parents/ Guardians

School updates 2023/01 (Sec 1)

We hope you have had a restful holiday with your child/ward and we wish to welcome all Crestians to the new school year.

PRCS has always emphasised on our school culture of Care, Excellence and Positive Self-Belief. We believe that only with the desired culture, students can find their place, learn and lead themselves towards the school's vision and mission. Hence, every year, we have a school theme to galvanise our efforts and guide our focus in this process of culture building.

The school theme for 2022 was 'Our PRCS', highlighting the singular and collective identity to be owned by all staff and students. For 2023, our school theme is '**OUR CREST**'. The determiner 'OUR' is retained to continue the emphasis on collective ownership, in line with the school vision. The school values represented by CREST are brought to the foreground, because we believe that values guide behaviours, and behaviours shape culture. Together, school theme 2023 'OUR CREST' symbolises the collective ownership of the desired school culture driven by a common set of values.

But what are our CREST values, and how do we want our students to demonstrate them?

- Care: To Care is to demonstrate kindness, respect and empathy for others.
- Resilience: To be Resilient is to persevere through adversities with a positive mindset, and recover with mental and emotional strength.
- Excellence: To pursue Excellence is to put in one's best effort in all endeavours and to seek constant betterment of oneself.
- Self-belief: To have Self-belief is to have confidence in one's ability while having the humility to learn continuously
- Trustworthiness: To be Trustworthy necessitates one to be a person of integrity and honesty, and thus, having the quality to be reliable and dependable when working and interacting with others

These school values will also form a critical foundation in our continuous focus towards our five desired student learning outcomes (DSLOs). The five DSLOs are Active and Engaged Learners, Innovative Problem-Solvers, Effective Communicators, Self-disciplined and Responsible Leaders, and Active and Concerned Citizens with Global Awareness.

The extent to which Crestians will embody the DSLOs however depends ultimately on the extent to which they believe in their potential, work alongside their teachers, and participate in the school programmes which the school has planned and delivered for them.

We look forward to your partnership to encourage your child/ward to participate actively in the school programmes throughout the year.

1. Sec 1 Parents-Teachers Meeting (PTM) and Co-Curricular Activities (CCA) Open House

PURSUE AND REALISE CHALLENGES

Our school will be holding a Sec 1 Parents-Teachers Meeting (PTM) and CCA Open House on **14 January (Saturday)** from **8 a.m. to 11 a.m.** Your child/ward will report at **7.45 a.m.** in their respective classroom in PE T-shirt and school skirt/bermuda to tour the CCA booths while the parents will attend the talk in the school hall at 8 a.m.

During the meeting, information on the adjustment to Secondary school life, transitional issues, expectations, and support system for students will be shared. The importance of CCA on your child's holistic development, its grading scheme and CCA trials will also be elaborated.

In addition, there will be an interaction time between the parents and Home Tutors (HT) to find out more about the school programmes and experiences that your child will be going through in 2023.

2. CCA participation

CCA is **compulsory** for all students. Our CCA days are held on every Tuesday, from 3.35 p.m. – 5.35 p.m. and every Thursday, from 2.45 p.m. – 5.45 p.m. Any additional training will be notified by respective teacher-in-charge through the information form. In the interest of safety, students are not allowed to leave school before the end of their school day including CCA days.

Your child/ward will attend a total of 5 CCA trials. He/she will attend a CCA that he/she has chosen for each trial date and they will attend the 5 CCA trials on the following dates:

CCA trial	Date	Time
1st CCA trial	17 Jan (Tuesday)	3.35pm to 5.35pm
2nd CCA trial	19 Jan (Thursday)	2.45pm to 5.45pm
3rd CCA trial	26 Jan (Thursday)	2.45pm to 5.45pm
4th CCA trial	31 Jan (Tuesday)	3.35pm to 5.35pm
5th CCA trial	2 Feb (Thursday)	2.45pm to 5.45pm

Your child should attend the CCA trials in appropriate attire, depending on which CCA trial that he/she is attending. For example, he/she should bring their PE attire if he/she is having trial at sports CCAs. After attending the 5 CCA trials, your child will submit an online submission of their 4 CCA choices by **6 February (Wednesday)**. The link of the online submission will be given to your child/ward after the 5 CCA trials. He/she will be notified of his/her assigned CCA on **15 February (Wednesday)** and start to attend his/her assigned CCA from **16 February (Thursday)** onwards.

We would like to seek your support in encouraging your child to attend their CCA regularly to reap the benefits of CCA, which is a platform for character building, opportunities to discover and develop their strength, leadership, interest and talent and promotes social integration and teamwork. They should also attend their CCA with an open and positive mindset.

3. ICT Skills Enrichment Programme (iSEP) for Secondary 1

iSEP is part of the school's efforts to equip Sec 1 students with ICT and collaboration skills relevant for productive learning. The after-school programme consists of 4 sessions of 2 hours each in Term 1.

The sessions will provide training in Google Workspace and other educational platforms to enhance your child's ICT competencies for Blended Learning (a mix of home-based and in-school activities leveraging on both online and offline experiences). This will enrich the overall schooling experience and allow your child to learn at his/her own pace; fostering self-directedness through the use of technology.

The schedule for the ICT lessons will be provided to your child and sent out via Parents Gateway at a later date.

4. Key information for school operation

The operation hours of the General Office is 8.00 a.m. to 5.00 p.m. from Mondays to Fridays.

Parents/guardians who wish to make cash payment personally at the General Office are advised to do so on weekdays from 8.00 a.m. to 5.00 p.m. The General Office is closed on Saturdays, Sundays and Public Holidays.

5. Collection of payment for Handbook

The Student Handbook serves to:

1. Inform parents about the school's rules and regulations;
2. Inform students and parents on the school's calendar of events for the year; and
3. Facilitate communication between subject teachers and parents.

With continued emphasis on cyber-wellness, mental well-being and screen time management, we seek your partnership in ensuring that your child/ward adhere to the regulations on digital device usage. The use of personal digital device is only permitted in designated areas and outside of curriculum and co-curriculum time, unless otherwise permitted by teacher for teaching and learning purpose. In any learning venue, the personal digital device is to be kept out of sight, preferably in the school bag. Any unauthorised usage could lead to confiscation of the digital device.

The Crestian Handbook will be sold at \$4.20 a copy from the bookshop. It is compulsory for students to purchase the handbook as it contains information which are useful to students and parents. Please note that your child has to bring **\$4.20** by **14 January 2023** to make payment for the Student Handbook.

6. Student Attire

Students are required to report to school in the following attire. Students who are having PE on Monday are to change to PE attire during the PE lesson and change back to full uniform during recess.

Day	Attire	After Lunch
Mon	Uniform	N.A.
Tues	Uniform / PE T-shirt	CCA Attire
Wed	Uniform / PE T-shirt	N.A.
Thurs	Uniform / PE T-shirt	CCA Attire
Fri	Uniform / PE T-shirt / PSL/ CSL/ OBS (only for students who had gone to OBS with the school) T-shirt	N.A.

7. Temperature taking

In preparation for school's readiness to activate Attendance and Temperature Taking for all students and staff, the Attendance & Temperature Taking Exercise for Term 1, 2023 will be conducted on **11 January, Wednesday**.

Only at Secondary 1, students will be given a new thermometer by the school free of charge on 11 January, Wednesday. In the event students lose their thermometers, they will be required to purchase one from the bookshop.

8. Road Safety Advisory

The safety of all Crestians is paramount. We have been sharing with and reminding our Crestians to ensure the safety of themselves and others, both in and out of school. We seek your assistance to advise your child/ward not to use digital devices such as mobile phones while crossing the road as this may reduce their awareness of any potential danger.

If your child/ward is cycling, please remind them to ride safely and responsibly.

To ensure a smooth flow of traffic;

- If you are sending your child to school with your private vehicle, please ensure that your child leave the vehicle safely and quickly.
- If you are picking your child up from school, please inform your child to wait for you at the pick-up point.

9. Letter of Absence

Students who are absent from school, CCA, or enrichment courses must produce a medical certificate on the following school day after the day of absence, failing which students will be deemed to have played truant and face consequences. The school, however, will allow up to a maximum of three letters of excuse per

semester signed by the parent/guardian if the child has seen a doctor and has not fully recovered from his/her illness. Students seeking approval for absence from school due to other non-medical reasons (e.g. bereavement in the family and visiting sick relatives overseas) will be handled on a case-by-case basis by the school.

10. Communication with Teachers

Teachers would share their contact information (email address and/or contact number) with students for ease of communications and clarifications. As teachers nurture self-management and responsibility in students and to promote respectful communications and well-being, teacher-student communication such as text messages would be kept within school days and not go beyond 5:45 p.m., unless there is urgent and unforeseen situation.

In working with parents for the holistic development and well-being of Crestians, teachers' workload in partnering parents will be managed in balance with our core professional duties, particularly in teaching and learning. Hence, parents should only communicate and engage with teachers within school hours (7.30 a.m. – 5.45 p.m.) during school days. Teachers are also not expected to respond to parents' and students' queries after school hours, during the weekends and school holidays.

For urgent queries and messages, parents can also contact the school's General Office at 65811655 or email the school at prcss@moe.edu.sg as teachers could be in class and are uncontactable during school hours.

11. Enrolment in Annual School-based Health and Dental Services

The Health Promotion Board (HPB)'s Youth Preventive Health and Dental Services will be conducting the annual health screening, immunisation and dental services for your child. These services ensure the protection of your child's health and early detection of health issues. Your consent is needed to ensure your child receives these important health and dental services provided. Please refer to **Annex A** for more information to access the Child Consent Portal.

12. Timetable Matters

The timetable for Secondary 1 classes will be given out in hard copy on 6 January 2023. Home tutors will be going through the timetable with the students during Home Room period to help them understand it and to provide time for them to seek any clarifications. Please refer to **Annex B** for more information on the school's timetable so you may guide your child as well.

We look forward to partnering you to help our Crestians pursue their dreams and realise their aspirations.

Please contact the following personnel should you need any clarifications on the related matters:

- Relating to CCA matters – Mr Goh Chin Seng (HOD PE/CCA). Tel: 65811655 (ext 115) email address: goh_chin_seng@schools.gov.sg
- Relating to student attire, temperature taking exercise, road safety and letter of absence – Mr Shafie (SH Student Management). Tel: 65811655 (ext 122), email address: shafie_b_ahmad_zin@schools.gov.sg
- Relating to all other matters – Ms Fatimah Mohamed Ali (Assistant Year Head/Sec 1). Tel: 65811655 (ext 124) email address: fatimah_mohamed_ali@schools.gov.sg

Yours faithfully



Mrs Koh Caiyu
Principal