



PASIR RIS CREST SECONDARY SCHOOL

11 Pasir Ris Street 41 Singapore 518934 Tel: 6581 1655 Fax: 6581 3226

30 December 2022

PRCS2023/001

Dear Parents/ Guardians

School updates 2023/01 (Sec 4 and Sec 5)

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.

PURSUE AND REALISE CHALLENGES

1. 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.

2. Start-It-Right Programme (3 and 4 Jan)

The Start-It-Right programme is designed for Sec 2 to 5 students on 3 Jan and 4 Jan. The objectives of the programme are to build and strengthen student-student relationship and to build a positive class community.

The reporting time is at 7.30 a.m. and the dismissal timing is 1.00 p.m. The reporting attire for both days is Friday's attire.

3. CCA Matters

Please see following table below for CCA training days and timings.

CCA Day	Timing
Tuesday	3.35 p.m. - 5.35 p.m.
Thursday	2.45 p.m. - 5.45 p.m.

As CCA will commence only on 10 January 2023, all students will be dismissed from school on **Thursday, 5 January 2023, at 2.40 p.m.**

With the resumption of all CCAs from term 1 week 2, we aim to provide a holistic education to our students through their CCA by enriching students' learning experience, inculcating them with sound values, honing their leadership competency and developing their areas of interest/talent. The timing follows our two structured CCA days - 3.35 p.m. to 5.35 p.m. on Tuesday and 2.45 p.m. to 5.45 p.m. on Thursday.

4. 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.

5. 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**.

Please ensure your child/ward brings a working thermometer to school. Students who are without a working thermometer will be required to purchase one from the bookshop.

6. 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 **6 January 2023** to make payment for the Student Handbook.

7. 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.

8. 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.

9. 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.

PURSUE AND REALISE CHALLENGES

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.

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 temperature taking exercise, road safety and letter of absence – Mr Shafie (SH Student Management). Tel: 65811655 (ext 112), email address: shafie_b_ahmad_zin@schools.gov.sg
- Relating to all other matters – Mrs Mimi Ang (Year Head/ Sec 4 and 5). Tel: 65811655 (ext 113) email address: lam_kwai_lin_mimi@schools.gov.sg

Yours faithfully

A handwritten signature in black ink, appearing to be 'Mrs Koh Caiyu', written in a cursive style.

Mrs Koh Caiyu
Principal