



# SPRINGFIELD SECONDARY SCHOOL

30 Tampines Avenue 8 Singapore 529593 • Tel: 63183053 • Fax: 63183050

## TERM 4 LETTER TO PARENTS

10 September 2024

Dear Parents/Guardians of Springfielders,

Welcome back to Term 4!

We hope you had an enjoyable September holiday break with your family and loved ones. We would like to express our heartfelt appreciation to you for supporting our school programmes that develop our students and safeguard their well-being.

In this last academic term, we continue to enrich your child's/ward's learning and well-being with the initiatives and programmes shared below. We seek your continued home-school partnership in ensuring that the school remains a safe and conducive space for our students to learn and grow.

### 1 Academic Matters

#### 1.1 Early Dismissal due to GCE N-Level Listening Comprehension Examination

In view of the GCE N-Level Listening Comprehension (LC) examinations held on the 12 Sep (Thu) afternoon, the following arrangements for early dismissal will be made to provide a conducive environment for the examination.

Date	Dismissal			
	Sec 1	Sec 2	Sec 3	Sec 4E5N
12 Sep (Thu)	After End of Year Exam			12.20 pm

#### 1.2 Term 4 Curriculum for Sec 4 and 5 students

##### 1.2.1 Customised Timetable for Secondary 4 & 5 Students from 23 to 27 September

The GCE N-Level Examination is conducted from 9 to 19 Sep 2024, and 30 Sep to 8 Oct 2024. Sec 4NA & NT students need not report to school on 20 Sep. From 23 to 27 Sep (Mon to Fri), the school would be running a customised timetable for our **Sec 4 & 5NA students** to help their preparation for their subsequent papers, by providing a combination of timetabled in-class teacher instruction, skills clinics and timed practice papers. Students can make arrangements for consultations with their subject teachers after the structured curriculum time ends. Sec 4NA & NT students need not attend school after their GCE N-Level Examination ends on the 8 Oct 2024.

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The customised timetable will be according to the following schedule, and details of the timetable will be shared with the students. A copy of the timetable can be retrieved from <https://sites.google.com/view/ictspringfield/students/timetable/term-4>

23 to 26 Sep (Mon to Thu):	7.30 am – 12.50 pm
27 Sep (Fri):	7.30am – 12.20pm

## 1.2.2 Study Break for Secondary 4 Express (Exp) and 5 Normal Academic (NA) Students from 30 Sep 2024

The GCE O-Level Examination will commence from 2 Oct 2024 (Science practical examinations). To provide the Sec 4 Exp and 5 NA students time and space to consolidate their learning, they will be provided a study break from 30 Sep onwards. During the study break, they are strongly encouraged to arrange consultations with their subject teachers and may also choose study in the school (e.g. library or study areas around the school).

## 1.3 End-of-Year Examinations for Secondary 1 to 3 students

The End-Of-Year Examinations for Secondary 1 to 3 students will be conducted from **12 Sept (Thurs) – 13 Sept (Fri)** and from **23 Sep (Mon) – 3 Oct (Thurs) 2024**.

A copy of the examination schedule has been shared with you via Parents Gateway and can also be found at the attached link: <https://sites.google.com/view/ictspringfield/students/assessment/end-of-year-examination>

During the examination period, Sec 1 to 3 students who have a paper that starts before 8.30 am are to report to the flag raising venue by 7.30 am as usual. Students who are taking a later paper must report to the examination venue at least 20 minutes before the start of the paper, as stipulated in the examination timetable. The examination will start punctually, and latecomers will not be given extra time.

Candidates will be dismissed from school after they complete the last paper on each examination day. Candidates who have no scheduled examination papers on a particular day within the examination period need not report to school.

Candidates found with any unauthorized materials or equipment (books, notes, files, handphones or any other electronic devices) will be deemed to have breached the examination rules and regulations. Borrowing of stationery is not allowed during the examination. Candidates who commit the offences stated in the examination rules and regulations (found in the examination schedule) will be subjected to disciplinary actions, which includes possibly being given zero mark for the paper.

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## Safe Management Measures for the Conduct of End-of-Year Examinations

Candidates who are unwell / become unwell during the paper would be taken out of the examination venue and parent/ guardian would be asked to fetch them from school. They should visit a doctor and get a Medical Certificate. Candidates who are tested positive for COVID-19 and absent from the examination would be required to produce a medical certificate to cover their absence.

A valid Medical Certificate from a medical practitioner registered under the medical Registration Act of Singapore Medical Council (SMC) must be produced if your child/ward is absent for the examination. **Please note that letters from parents/guardians will not be accepted. Absentees without valid reasons will be given Absent (AB) (i.e., zero marks) for the paper.** There will be no arrangements for re-examination for students who are absent from the examinations. The link to the Website for medical practitioners registered under the medical Registration Act of Singapore Medical Council is: <https://prs.moh.gov.sg/prs/internet/profSearch/mshowSearchSummaryByName.action?hpe=SMC>

### 1.4 Post Examination Schedule for Secondary 1 to 3 students

Sec 1 to 3 students will have Home-Based Learning (HBL) on 4 Oct, and Marking Day is on 7 Oct 2024. Normal lessons for Sec 1 to 3 students will resume on 8 Oct 2024. The table below shows the arrangements for all students for these days:

4 Oct (Fri)	<ul style="list-style-type: none"><li>• Home-Based Learning for Sec 1 to 3 students, students need not report to school, but are required to attend online lessons.</li><li>• 4NA &amp; NT students to attend school if they have N-Level examination papers to sit for.</li></ul>
7 Oct (Mon)	<ul style="list-style-type: none"><li>• Marking Day for Sec 1 to 3 students, students need not attend school.</li><li>• 4NA &amp; NT students to attend school if they have N-Level examination papers to sit for.</li><li>• 4Exp &amp; 5N students to attend school if they have O-Level Physics Practical Examination.</li></ul>
8 Oct (Tue)	<ul style="list-style-type: none"><li>• Sec 1 to 3 students resume normal lessons.</li><li>• 4NA &amp; NT students to attend school if they have N-Level examination papers to sit for (last day of N-Level examination).</li></ul>
10 Oct (Thurs)	<ul style="list-style-type: none"><li>• Home-Based Learning for Sec 1 to 3 students, students need not report to school, but are required to attend online lessons.</li><li>• 4Exp &amp; 5N students to attend school if they have O-Level Science Practical Examination.</li></ul>

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## 1.5 Remediation programme for Identified Sec 1, 2 & 3 Students

To better prepare our Secondary 1 to 3 students for the End-Of-Year Examination, remedial lessons have been planned in Term 4 for identified students who would be notified by their respective subject teachers. These sessions will focus on addressing learning gaps and helping students to clarify and clear misconceptions that they might have.

### ***The programme details are as follows:***

Date:	16 September and 18 September
Time:	2.30pm – 4.00pm

## 1.6 Promotion Matters

On 18 Oct 2024, teachers will be involved in meetings to discuss promotion matters, and Sec 1 to 3 students are not required to report to school.

The promotion criteria for the different levels and streams can be found at <https://sites.google.com/view/ictspringfield/students/assessment> or in the Student Handbook p38. The progression criteria for Sec 1 students under full subject-based banding and a slide deck to explain the progression criteria can also be found at the link above. The students' performance in the weighted assessments (WAs) and End-of-Year Examination (SA) is final and will be used for promotion decisions. No re-sit papers would be offered.

Parents/ Guardians of students who do not meet the promotion criteria would be invited to the school on 24 Oct 2024 (Thu) afternoon to meet with the school leaders and teachers on the progression decision for your child/ ward.

### **1.6.1 Compulsory Provisional Advancement Programme for Sec 1, 2, 3 students who do not meet the Promotion Criteria**

Students who do not meet the Promotion Criteria and are advanced to the next level will need to attend a compulsory 2-week, Provisional Advancement Programme (PAP) to strengthen their foundation in English, Mathematics, and Science. Their attendance, positive attitude displayed, and completion of assigned work would be key factors of consideration for advancement of these students to the next level.

The programme details are as follows:

Date:	28 Oct to 4 Nov	5 Nov to 8 Nov
Time:	1.00 pm to 4.00 pm	8.00 am to 1.00 pm

Students in this group will need to attend make-up sessions during the holidays if they are not able to attend the above 2-week session.

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## 1.7 Compulsory Post Exam Study Programme for Secondary 3 Express & Normal Academic Students and Sec 3 Normal Technical students taking Out-Of-Stream (OOS) subjects

In order to close learning gaps and prepare our students for the graduating year of study, Secondary 3 Express & Normal Academic students and Sec 3 Normal Technical students taking Out-Of-Stream (OOS) subjects are required to attend a post exam study programme. Attendance for this programme is compulsory.

The details for this programme are as follows:

Date	28 October to 5 November
Time	8.00 am to 12.30 pm

## 1.8 Academic Bridging Support for Sec 2 students who laterally transfer streams or Sec 1 students who take on More Demanding Level subjects.

There would be bridging support provided for identified Sec 2 students who are laterally transferred to another stream, or Sec 1 students who take on subjects at the More Demanding Level.

Date:	28 Oct to 1 Nov
Time:	1.00 pm to 4.00pm

## 2 Student Development Matters

### 2.1 Term 4 Check-in

Some students may face adjustment issues transiting back to school. It is normal for some students to feel anxious as they may be concerned about the uncertain future, catching up with their studies, and become stressed by the amount of schoolwork, or high expectations from self or others.

When school re-opens, Form Teachers will check in with their class using the Back-to-School lesson package and a survey to encourage their students to reflect on their experiences during the September holidays, and transition back to school. The key learning outcomes are for students to:

- *Understand the impact of new norms on self and others.*
- *Consider the need for personal responsibility and resilience and*
- *Support and rally their peers and the larger community to emerge stronger together.*

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## **2.2 Sec 4 & 5 Graduation Day**

Graduation Day for the Sec 4 & 5 students will be held on 27 Sep 2024 (Fri), 2.30pm in school. It is a platform to encourage the graduating cohort to strive for their best at the National Examinations and to recognize outstanding Springfielders who have achieved positive outcomes. The ceremony will be followed by a tea reception. We would like to invite all parents/ guardians to join us in this momentous event to celebrate the progress and efforts of your child/ ward. Details have been shared with you via Parents' Gateway and we would like to request your RSVP by 20 September. The Springfield Parents Network (SPN) will also be seeking your participation to encourage and motivate your child/ ward.

## **2.3 Stand-Down and Resumption of CCA**

To enable our students to focus on their preparation for the upcoming End-of-Year Examinations, all CCA activities will stand down from the beginning of Term 4. **CCA activities for Sec 1 to 3 students will resume on 14 Oct 2024.**

## **2.4 Post Examination Programme for Sec 1 to 3 students**

Sec 1 to 3 students will resume their usual reporting time at 7.30 am from 8 Oct (Tue) onwards. From 8 Oct to 24 Oct 2024, besides dedicating curriculum time to the examination script checking and corrections, students will be involved in a myriad of activities such as learning journeys, enrichment programmes such as Craft and Tech Fiesta, STEM-related activities (STEMania, STEMazing Challenge etc.), Mother-Tongue Fortnight activities, Sports Team Challenges etc. Some of these activities are conducted outside of school grounds, or in the afternoons, and information will be shared with parents.

## **2.5 Global Education Programme – Vietnam Trip (10 to 13 Nov 2024) for students in Sec 3C, 3D and 3F**

As part of the school's efforts in developing Springfielders to be globally competent citizens who have a balanced and comprehensive understanding of the world and the linkages to Singapore, our students have the opportunity to travel overseas, to an ASEAN country with the following objectives:

1. To equip students with a balanced and comprehensive understanding of ASEAN and its linkages to Singapore.
2. To provide students with the opportunity to contribute meaningfully to our ASEAN counterparts through service-learning activities.
3. To gain a greater appreciation of their educational opportunities in Singapore.

In May, the students in Sec 3A, 3B and 3E visited Cambodia and gained rich learning. Students in 3C, 3D and 3F will be taking part in this programme in Nov and we hope they gain new insights and learning from the trip Vietnam. We thank parents for your support for this programme.

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## 3. School Events and Key Dates in Term 4

The last day of school for Sec 1 to 3 students would be 24 Oct 2024, and there would be a Meet-the-Parents (MTP) session on 25 Oct 2024. More information on the MTP session and booking of slots to meet with teachers would be sent out closer to the date.

The school would be holding its **Open House on 22 Nov 2024 (Fri) afternoon**. Some students would be involved in helping out in the preparation and conduct of the Open House and will be asked to return to school on certain days in Oct and Nov 2024, and on the day of Open House itself. More information will be shared directly with parents/guardians of these students.

Please refer to [Annex A](#) for the major school events and key dates for your child/ward in Term 4.

## 4. General School and Administrative Matters

### 4.1 Vehicular Access and Parking Arrangements

All visitors to the school should park in the visitor lots drawn in white, subject to availability. Only staff members and service providers who work at our school premises and are season parking holders are allowed to park in the season parking lots drawn in red.

Please take note of the arrangements for vehicular access into our school premises:

- a. Only vehicles with the Springfield Parent car decal are allowed into the school premises to **drop off and pick up** your child/ward. If you require a car decal, please approach your child's/ward's Form Teacher for details on how to request for a car decal that is valid for 2024.
- b. Our school's main gate will close at 0730 hr daily from Mondays to Fridays during term time to ensure safety and security for students. The re-opening time is reflected in the table below.

Day	Re-opening Time
Monday to Thursday	1320 to 1800
Friday	1220 to 1430

- c. Parents/ Guardians may drive into the school to pick their child/ward up only during the timings that the school gate is open. Please note that parents/ guardians are not allowed to park and wait as there is limited parking/ waiting space in the school.
- d. Parents'/ Guardian's vehicles are not allowed entry into the school premises at other times, unless there are official reasons to visit the school e.g., to meet child's/ward's teachers during school hours or to pick up child/ward who is unwell. In these situations, parents/ guardians may park their cars at the visitors' lots, subject to availability.

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We look forward to your continued partnership to support the learning and holistic development of our students.

Yours sincerely,

Ms Eleanor Chia  
Principal

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Annex A

2023 Term 4			
Date	School Event/Activity/ National Examinations	Level Involved	Remarks
12 Sep 2024 (Thu)	GCE N-Level Listening Comprehension (LC)	Sec 4 N(A) & 4N(T)	Sec 1, 2, 3 students will be dismissed after their End-of-Year Examinations. Sec 4Exp & 5N students will be dismissed at 12.20pm
16 & 18 Sep 2024	Remediation Programme for identified students	Sec 1, 2 & 3	2.30 pm – 4.30pm
27 Sep 2024 (Fri)	Graduation Day	Sec 4 & 5	2.30pm to 6.00pm, parents invited
4 Oct 2024 (Fri)	Home-Based Learning (HBL)	Sec 1, 2 & 3	Sec 1, 2, 3 students need not report to school.
7 Oct 2024 (Mon)	Marking Day	Sec 1, 2 & 3	Sec 1, 2, 3 students do not need to attend school.
10 Oct 2024 (Thurs)	Home-Based Learning (HBL)	Sec 1, 2 & 3	Sec 1, 2, 3 students need not report to school.
14 Oct 2024 (Mon)	Resumption of CCA	Sec 1, 2 & 3	
7 Oct to 8 Nov 2024	GCE O-Level Practical & Written Examinations	Sec 4 Exp & 5N Sec 4 N(A) students offering O-level subjects Sec 3 HCL students offering O-level CL	Refer to GCE O-Level Timetable on SEAB website
18 Oct 2024 (Fri)	Results Processing Day	Sec 1, 2, 3	Sec 1, 2, 3 students need not report to school.  Sec 4E & 5N students to report for their GCE O-level exams
24 Oct 2024 (Thu)	Last Day of School	Sec 1, 2, 3	
25 Oct 2024 (Fri)	Meet the Parents (MTP)	Sec 1, 2, 3 students and their parents	8am – 5pm Information would be shared closer to the date
28 Oct to 5 Nov 2024	Post Exam Study Programme	Secondary 3 Exp & 3NA Students	8am to 12.30pm (Timetable would be shared)
28 Oct to 1 Nov 2024	Academic Bridging Support	Sec 1 students who take on More Demanding Level subjects Sec 2 students who laterally transfer streams	1pm to 4pm

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28 Oct to 8 Nov 2024	Provisional Advancement Programme (PAP)	Identified Sec 1, 2, 3 students who do not meet promotion criteria	28 Oct to 5 Nov: 1.00 to 4.00 pm  6 Nov to 8 Nov: 8am to 1.00 pm (Timetable would be shared)
22 Nov 2024	Open House	Selected students	Students and parents to be informed

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