



SPRINGFIELD SECONDARY SCHOOL

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

15 September 2025

TERM 4 LETTER TO PARENTS

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.

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 would like to express our heartfelt appreciation to you for supporting our school programmes that develop our students and safeguard their well-being. 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 16 (Tues) & 17 Sep (Wed) in the afternoon, the following arrangements for early dismissal will be made to provide a conducive environment for the examination. Sec 1G will be dismissed after their FCE practical examination in school.

Date	Dismissal			
	Sec 1 except Sec 1G*	Sec 2	Sec 3	Sec 4E5N
16 & 17 Sep	12.20 pm * Sec 1G would be dismissed at 1.30 pm			

1.2 Study Break for Secondary 4 Express (Exp) and 5 Normal Academic (NA) Students

The GCE O-Level Examination will commence from 1 October 2025 (Science practical examinations). To provide the Sec 4 Exp and 5 N(A) students time and space to consolidate their learning, they will be provided with **a study break on 30 September 2025 and from 6 October 2025 onwards**. Students would still need to report to school on October 2 and October 3 2025.

During the study break, students need not report to school for curriculum lessons but are strongly encouraged to arrange consultations with their subject teachers. They may also choose to study in the school (e.g. library, study areas around the school).

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

The End-Of-Year Examinations for Secondary 1 to 3 students will be conducted from **22 Sep (Mon) – 3 Oct (Friday) 2025**.

The examination schedule and subject synopses have been shared via Parents Gateway previously and can also be found at the attached link:

<https://sites.google.com/view/ictspringfield/students/assessment/end-of-year-examination?authuser=0>

During the examination period, Sec 1 to 3 students who have a paper that starts at 8 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 marks for the paper.

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.

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://go.gov.sg/smc-practitionerlist>.

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1.4 Post Examination Schedule for Secondary 1 to 3 students

Marking Day will be on 6 Oct and Sec 1 to 3 students need not report to school. Normal lessons for Sec 1 to 3 students will resume on 7 Oct 2025. There will also be Home-Based Learning on 9 Oct 2025. The table below shows the arrangements for all students for these days:

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

1.5 Promotion Matters

On 17 Oct 2025, teachers will be involved in meetings to discuss promotion matters, and Sec 1 to 3 students will have Home-Based Learning (HBL) day and 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>. 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 23 Oct 2025 (Thu) afternoon to meet with the school leaders and teachers on the progression decision for your child/ ward.

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1.6 Compulsory provisional progression programme for Sec 1, 2, 3 students who do not meet the Promotion Criteria

Students who do not meet the Promotion Criteria but are considered for advancement would need to attend a compulsory 2-week, provisional progression programme to strengthen their foundation in English, Mathematics, and Science. Their attendance, positive attitude displayed, and completion of the work assigned would be key factors of consideration for the advancement of these students to the next level.

The details of the programme are as follows:

Date:	27 Oct to 31 Oct	3 Nov to 7 Nov
Time:	1.30 pm to 4.30 pm	8.00 am to 12.30 pm

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

1.7 Compulsory Post Exam Study Programme for 3 Secondary Express & Normal Academic Students

In order to close learning gaps and prepare our students for the graduating year of study, Secondary 3 Express & Normal Academic students are required to attend a post exam study programme. Attendance for this programme is compulsory.

The details of this programme are as follows:

Date	27 Oct to 31 Oct
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:	27 Oct to 31 Oct
Time:	1 pm to 4 pm

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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 becoming stressed by the amount of schoolwork, or high expectations from self or others.

When the school term resumes, 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.*

2.2 Sec 4 & 5 Graduation Day & Grad Fest

Graduation Day for Sec 4 & 5 students will be taking place on 3 Oct (Fri), 2.30pm in the school hall, and 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. The ceremony will be followed by a tea reception. The Springfield Parents Network (SPN) will also be seeking your participation to encourage and motivate your child/ ward. More details will be shared with you about the event and your participation.

After the graduation ceremony, Sec 4 & 5 students are also invited to Grad Fest from 6.30 to 8.30pm. This is a casual function for them to relax and enjoy the company of schoolmates before they graduate. This event will also be held in the school hall, and will only be for the graduating students.

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 13 Oct 2025.**

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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 7 Oct (Tue) onwards. From 7 Oct to 16 Oct, and 21 Oct to 22 Oct 2025, 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.

3. School Events and Key Dates in Term 4

The last day of school for Sec 1 to 3 students would be 23 Oct 2025, and there would be a Parent-Teacher Conference (PTC) session on 24 Oct 2025. More information on the PTC 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 2025 (Sat) morning**. 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 2025, 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.

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

2025 Term 4			
Date	School Event/Activity/ National Examinations	Level Involved	Remarks
16 Sep 2025 (Tue)	GCE N-Level Listening Comprehension (LC)	Sec 4 N(A) & 4N(T)	Sec 1, 2, 3, 4E & 5N students will be dismissed at 12.20pm.
17 Sep 2025 (Wed)			
3 Oct 2025 (Fri)	Graduation Day & Grad Fest	Sec 4 & 5	Parents invited for Graduation Day, 2.30pm @ School Hall
6 Oct 2025 (Mon)	Marking Day	Sec 1, 2 & 3	Sec 1, 2, 3 students do not need to attend school. Sec 4E students to report to school if they are involved in the O-level Physics Practical Examination.
9 Oct 2025 (Thurs)	Home-Based Learning (HBL)	Sec 1, 2 & 3	Sec 1, 2, 3 students need not report to school.
13 Oct 2025 (Mon)	Resumption of CCA	Sec 1, 2 & 3	
7 Oct to 10 Nov 2025	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
17 Oct 2025 (Fri)	Home Based Learning	Sec 1, 2, 3	Sec 1, 2, 3 students need not report to school.
23 Oct 2025 (Thu)	Last Day of School	Sec 1, 2, 3	
24 Oct 2025 (Fri)	Parent Teacher Conference (PTC)	Sec 1, 2, 3 students and their parents	8am – 5pm Information would be shared closer to the date
27 Oct to 31 Oct 2025	Study Programme	Secondary 3 Exp & 3NA Students	8am to 12.30pm (Timetable would be shared)
27 Oct to 31 Oct 2025	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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27 Oct to 7 Nov 2025	Compulsory provisional progression programme (Selected students)	Identified Sec 1, 2, 3 students who do not meet promotion criteria	27 Oct to 31 Oct: 1.30 to 4.30 pm 3 Nov to 7 Nov: 8am to 12.30pm (Timetable would be shared)
22 Nov 2025 (Sat)	Open House	Selected students	Students and parents to be informed

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