



SECONDARY 1

R E G I S T R A T I O N



PUNGGOL SECONDARY SCHOOL 培道中学

51 Edgefield Plains, Singapore 828870 Tel: 6489 7851 Fax: 6489 7859

Website: www.punggolsec.moe.edu.sg

Welcome Message

Dear Parents/Guardians,

Greetings from Punggol Secondary School!

Traditionally, we would be able to personally welcome you and your child/ward into the PSS family but as you are aware, due to the ongoing situation, Secondary One registration will be done differently this year. We hope that this package provides you with the key information for your child/ward to settle into this new schooling environment.

Some highlights in this package include: -

- School History & Information - pg 5
- Subject Based Banding & Higher Mother Tongue - pg 8
- Financial Matters - pg 9
- Class and House Allocation - pg 11
- Uniform and Booklist - pg 11
- Sec 1 Orientation and First Day matters - pg 13
- Request for Transfer - pg 15

Importantly, we seek your assistance to acknowledge your child/ward's placement in Punggol Sec at <https://Go.gov.sg/2021psssec1acceptance>

Please be assured that we will have an opportunity to let you find out more about the school and our programmes to provide a holistic education for your child/ward, as well as address your questions. More information about the Dialogue with School Leaders & Parenting Talk on 8 Jan (Fri) via Zoom can be found on page 3.

These four or five years in secondary school will be very significant as your child/ward seeks to discover his/her strengths, weaknesses and talents, and pursue areas of interest. Our teachers and staff will be your child/ward's mentors and guides and will be around the corner if he/she need someone to listen to his/her ideas or concerns. We also look forward to partnering you, to provide an enriching and fulfilling secondary school experience for your child/ward.

Should you require any further clarifications before our session on 8 Jan, please contact Year Head 1, Mr Mohamed Shahrom or Assistant Year Head 1, Mr Dexter Tan at 6489 7851 or email us at punggol_ss@moe.edu.sg.

We look forward to working closely with you and your child/ward through this important journey.

With Warmest Regards,
Principal and Staff of Punggol Secondary School



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COMMUNICATION WITH PARENTS

We have organised a Dialogue with School Leaders & Parenting Talk for our 2021 Secondary 1 parents on 8 Jan 2021 at 630pm. We will share with you about the school, our programmes and CCAs, and also address your questions. The Parenting Talk, which will be from 8-9pm, will be on helping your child/ward in the transition from primary to secondary school. Please indicate your interest to attend these two sessions here. <https://go.gov.sg/psssec1sltalk>

The Parent Gateway(PG) Mobile App is an initiative by MOE to enable parents to interact with schools more conveniently on administrative and financial matters. Parents will also be able to use this app to stay updated on school's programme and activities. If you have two or more children and they are in different schools, you will be able to receive notifications for all your children on the same PG App.

The free app will bring several benefits, including:

- Providing parents with timely information about school events. (eg, enrichment and CCA activities)
- Enabling parents to perform a range of functions including giving consent for school trips.
- Reducing usage of paper and decreasing environmental impact (hard-copies will no longer be provided)

We strongly encourage all parents to download and use the PG App as it will bring significant benefits for parents, teachers and the school.





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If you have not done it, do it in 3 simple steps.

Step 1 : Download the App

Google Play Store

https://play.google.com/store/apps/details?id=com.moe.pgp&hl=en_SG



Apple iTunes Store

<https://itunes.apple.com/sq/app/parents-gateway/id1267198708?mt=8>



Step 2: Login with you SingPass

Reset your password or apply at <https://www.singpass.gov.sg/>

Step 3: One time setup

Tap on "Retrieve" to download your child's details.

Welcome onboard, you are now able to view announcements and give consent to school events.

You can click on the following link for instructions:

<https://punggolsec.moe.edu.sg/useful-links/for-parents/parents-gateway>

If you experience any difficulty, feel free to email punggol_ss@moe.edu.sg



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SCHOOL HISTORY AND INFORMATION

Punggol Secondary School (培道), formerly known as Pei Dao Secondary School, started its operations at its new premises in Punggol New Town when its predecessor was relocated in January 2001. Being the first school in Punggol, it was named after the new town. The school retained its Chinese name because of its strong emphasis on character development.

The school's history dates back to 1957 when it was first started in Oxley Rise as Singapore Girls' Vocational School by a group of progressive-minded educators. In 1958, the school was renamed Singapore Girls' Vocational High School. In 1976, the school was re-sited to Toa Payoh East. The building, costing \$4 million, was fully sponsored by private businessmen and organizations. In 1978, the school started offering both Chinese and English medium of instructions and became co-educational. It was re-named Pei Dao Secondary School. In 1986, the school became a government school. It established a reputation for producing value-added results and a passion for Volleyball as a sport.

At its new premises, Punggol Secondary School started with 186 students in 5 Secondary 1 classes (3 Express and 2 Normal Academic) and 12 teachers in 2001. To date, the school has grown to a population of about 1250 students. We offer a range of academic subjects and CCAs to cater to our students' differing needs.

<https://punggolsec.moe.edu.sg/our-school/school-crest-history-and-song>

SCHOOL PHILOSOPHY

Education is a journey of self-discovery where students discover their strengths, weaknesses, talents and form their moral compass.

SCHOOL MISSION

To nurture students with a values-based and value-added education so that they are confident citizens of the future.

SCHOOL VISION

A community of confident learners and leaders guided by values, motivated to excel.

<https://punggolsec.moe.edu.sg/our-school/school-identity>

SCHOOL MOTTO

Achievers with Character

SCHOOL VALUES

Propriety, Righteousness, Integrity and Self Respect (礼义廉耻)



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You can visit our E-Open House web page for more information on the School's Programmes and CCA by clicking on the following link

<https://punggolsec.moe.edu.sg/2020-e-open-house>

ATTENDANCE AND PARTICIPATION

Students are required to be in school punctually every day. In general, the school hours are:

Day	Reporting time	Dismissal Time
Monday	7.30am	Between 3pm to 3.40pm
Tuesday	7.30am	Between 3pm to 3.40pm
Wednesday	7.30am	3pm
Thursday	7.30am	Between 3pm to 3.40pm
Friday	9.00am	12.20pm

Our school tie-day is Monday, and students are expected to put on their tie for morning assembly.

CCA days are Monday and Wednesday.

Please refer to the class timetable for the various subject timings.

It is important that students actively participate in all school activities including Co-curricular Activities (CCA), Values-in-Action (VIA), Learning Journeys (LJ), enrichment, remedial and supplementary programmes, as well as school functions and celebrations such as the Speech and Awards Day, National Day Celebrations and Sports Day. All these help to provide a holistic education to our students.

The School takes a serious view of students' attendance and participation in learning. Any absence from school must be supported with a medical certificate. Up to two letters from parents are allowed per semester for other absence from school, early dismissal or late reporting.

School Terms for 2021

<https://www.moe.gov.sg/education/school-terms-and-important-dates#jc-sch-term-2021>

School Holidays for 2021

<https://www.moe.gov.sg/education/school-terms-and-important-dates#pri-sec-sch-hols-2021>

Scheduled School Holidays for 2021

<https://www.moe.gov.sg/education/school-terms-and-important-dates#scheduled-sch-hols-2021>



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CURRICULUM MATTERS

Secondary One Subject Combination:

Secondary One Express	Secondary One Normal (Academic)	Secondary One Normal (Technical)
English Language	English Language	English Language
Mother Tongue Languages	Mother Tongue Languages	Basic Mother Tongue Languages
Mathematics	Mathematics	Mathematics
Science	Science	Science
History	History	Computer Applications
Geography	Geography	Social Studies*
Literature	Literature	--
Design & Technology	Design & Technology	Technical Studies
Food & Consumer Ed	Food & Consumer Ed	Food & Consumer Ed
Art & Craft	Art & Craft	Art & Craft*
Values Education*	Values Education*	Values Education*
Music*	Music*	Music*
Physical Education*	Physical Education*	Physical Education*

*In grades only

STUDENTS QUALIFYING FOR SUBJECT BASED BANDING

Students who do well for certain subjects at the PSLE may be offered to take the subject at a higher stream. For example, a student in the Normal(Academic) Stream can be offered to take up Mathematics at the Express level.

Students will be notified by Parents Gateway if they qualify for subject based banding with instructions on how to fill in the acceptance form. Students will be required to submit the acceptance form by 24 Dec 2020 5pm. For further queries on Subject Based Banding, please contact the school via email at mohamed_shahrom_mohd_taha@moe.edu.sg



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STUDENTS QUALIFYING FOR HIGHER MOTHER TONGUE

Students will be notified by Parents Gateway if they qualify for Higher Mother Tongue (Chinese, Malay, Tamil) with instructions on how to fill in the acceptance form by 24 Dec 2020 5pm. If students are keen to offer Higher Mother Tongue, they may sit for the school-based diagnostic test which will take place in January. For further queries on the offering of Higher Mother Tongue, please contact the school via email at tee_bei_si@moe.edu.sg

EXEMPTION FROM MOTHER TONGUE

Students who wish to apply for exemption from mother tongue may call the General Office at 64897851. Alternatively you can direct your queries to Ms Tee Bei Si, Head of Department/Mother Tongue at the following email address tee_bei_si@moe.edu.sg



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FINANCE MATTERS

SCHOOL FEES

Parents who pay their children's school fees through GIRO are to note that deductions are made on the 26th of each month. School fees for January will only be deducted together with February fees. Please ensure that there are sufficient funds in your bank account to avoid cases of unsuccessful deduction.

Nationality	Monthly School Fee	Monthly Miscellaneous Fee**	Monthly Total Fee (Maximum)
Singapore PR	S\$380	S\$20	S\$400
IS (ASEAN)	S\$780	S\$20	S\$800
IS (Non-ASEAN)	S\$1,450	S\$20	S\$1,470

** Miscellaneous Fee include 1st Tier -\$10 and 2nd Tier - \$10 fees.

If your child was not on the GIRO scheme in primary school, please complete the [GIRO standing order form](#) and email it to punggol_ss@moe.edu.sg

SCHOOL FINANCIAL ASSISTANCE (FAS)

There are three types of financial assistance schemes available through the school – the MOE FAS, the school-based FAS and the School Advisory Committee FAS. Assistance rendered may include full waiver of school fees and provision of textbooks in the approved textbook list, as well as school uniform and school shoes.

Please note the eligibility criteria for MOE's financial assistance:-
Monthly gross household income not exceeding \$2750 per month or
Per capita income not exceeding \$690

Please complete the following [MOE-FAS form](#) and email it to punggol_ss@moe.edu.sg

There is a different set of eligibility criteria for the school-based FAS and School Advisory Committee FAS. Depending on the family situation, the school will try our best to provide a suitable FAS. Please approach the General office for assistance when school re-opens.



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SAFETY MATTERS

ROAD SAFETY

The safety of all our students is important. Hence, all students are to use the pedestrian crossings and overhead bridges when crossing roads. They are expected to observe the road safety rules.

STUDENTS ARRIVING IN SCHOOL BY PRIVATE TRANSPORT

Parents who are driving their children to school are requested to let them alight at the designated areas marked out by cones so as to facilitate a smooth flow of traffic. Our security guards will be available to assist you further. During wet weather, parents may drive into the school premises so that students can alight at the sheltered porch.

EARLY DEPARTURE FROM SCHOOL

When a student falls ill in school, parent will be informed to bring the student to see a doctor. Early departures from school are recorded and an acknowledgement letter from parents has to be given to the school on the following day.



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SECONDARY 1 ADMINISTRATIVE MATTERS

CLASS AND HOUSE ALLOCATION

Students are required to visit our school website <https://punggolsec.moe.edu.sg/> on **28 Dec 2020** at 10am to get more information on their Class and House allocation.

To log in, please use the Student's SLS ID as the username and Date of Birth as the password (ddmmyyy).

SCHOOL BOOKS & UNIFORM

School textbooks and stationery as well as the PE T-shirts and shorts can be purchased from the School Bookshop (Pages Bookshop) located near the Canteen. The operating hours of the Bookshop (during curriculum time) will be from 7.30 am – 3.00 pm, from Mondays to Thursdays and 7.30 am – 2.00 pm on Fridays (Closed on Public Holidays).

Due to SMM, parents and students are reminded to arrange for a suitable collection time from the uniform and book vendors. For the year-end sale for both textbooks and uniform, please refer to the dates indicated in the booklist.

Booklist & Bookshop vendor

<https://punggolsec.moe.edu.sg/useful-links/for-parents/2021-book-lists>

Uniform Vendor

<https://punggolsec.moe.edu.sg/useful-links/for-parents/purchase-of-uniform>

Please note that lessons will only commence on 6 Jan (Wed) after the 2-day orientation. **Students may wear their primary school uniform during the first week of school**, so that there is more time for the purchase of school uniform. Additionally, the **colour of PE T-shirt to purchase is based on the house allocated**.

*Students will receive a notification of their MOE-FAS application from the General Office via SMS and are required to come to the General Office to receive their collection slip before proceeding to collect their school uniform and books. Please book a collection date for your uniform and books prior to receiving your collection slip.

SCHOOL SMART CARD

Students are to use the same Primary School Smart Card (SSC) till they get their new Secondary School SSC before the end of Term 1.

However, if student had misplaced their primary school smart card, please go the following [link](#).

INSURANCE

The school provides NTUC Student Protection Plan insurance coverage. Medical claims form can be obtained and submitted to the school General Office with original receipts



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PHOTOGRAPHS

The school has arranged for a photographer to take passport-size photographs for all Sec 1 students in school uniform, at a price of **\$3.00** for 4 photographs. Three photographs are required for student profiling, report book, and CCA purposes. One photograph will be returned to students for their personal use. The photo-taking will take place on 20 Jan 2021, where students will need to bring \$3.00 for payment **directly to the vendor**.



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SECONDARY ONE ORIENTATION WEEK (4-5 Jan 2021)

Secondary One Orientation will be held on 4-5 Jan to help Secondary One students settle into the new environment of a secondary school.

All Secondary One students are reminded to be **PUNCTUAL** on the first day of school:

Day / Date: Monday, 4 Jan 2021

Time: 7.30am (Students are encouraged to report slightly earlier, by 7.20am)

Venue: Respective classroom

Attire: PE attire (Primary school's or Punggol Sec's)

The Sec One Orientation programme for 4-5 Jan is as follows

	Day 1	Day 2
Time	Monday 4 Jan	Tuesday 5 Jan
0730 - 0750	Morning Assembly <i>Students, please report to parade square for facilitators to bring you to your respective classrooms. Please report to school by 7.30am</i>	Morning Assembly <i>Students, please report to parade square for facilitators to bring you to your respective classrooms. Please report to school by 7.30am</i>
0750 - 0820	Form Teacher time / Camp Opening by Principal	Form Teacher time / Ice Breakers
0820 - 0840	Ice Breakers	
0840 - 0900	Recess	Recess
0900 - 0920		
0920 - 0940		
0940 - 1000	Preparation for Games	Preparation for Games
1000 - 1020	Station Games 1 / Amazing Race	Station Games 2 / Amazing Race
1020 - 1040		
1040 - 1100		
1100 - 1120		
1120 - 1140		
1140 - 1200	Lunch	Lunch
1200 - 1220	Lunch	Preparation for Games
1220 - 1240	Preparation for Games	Station Games 2 / Amazing Race
1240 - 1300	Station Games 1 / Amazing Race	
1300 - 1320		
1320 - 1340		
1340 - 1400		
1420 - 1440		
1440 - 1500	Form Teacher Time	
1500 - 1520	Form Teacher Time	Camp Closing
1520 - 1540	CCA Briefing by HOD (CCA)	
1540	Dismissal	Dismissal



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Packing List for Secondary One Students

- Packing List:**
- A small bag
 - Thermometer
 - Spare masks (in Ziplock bag) - In case you need to change
 - Water bottle
 - Notebook + Pen
 - Money for recess + lunch (avg meals are \$2.50 - \$3.00 without drinks)
 - Personal medication if any (i.e. Asthma inhaler)
 - A change of clothes (optional)



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REQUESTS FOR TRANSFER

If you wish to request for a transfer to another school after being allocated to Punggol Secondary School due to medical reasons, please proceed to our General Office **by 23 Dec 2020 12pm** to apply for a transfer. Please bring along necessary medical documents to support your request.

If you wish to transfer out of Punggol Secondary School for any other reasons please, approach your choice school to request for a transfer into the school. Do keep in mind that you would need to attend Punggol Secondary School until you are notified of a successful transfer.

Please note that all students **MUST** report to the school they are emplaced to on **Mon 4 Jan 2021**, pending the outcome of their requests for transfer.