



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,

A warm welcome to Punggol Secondary School!

This package aims to help you better understand the school, including our policies and processes, as we work together to ensure that your child/ward's Secondary School education is enriching and fulfilling.

You and your child are not required to come to school for registration. Instead, this package aims to provide you with all the necessary information for your child's/ward's registration into Punggol Secondary School for 2023.

Should you require any further clarifications, please contact Sec One Year Head, Mr Ong Kai Wei or Assistant Year Head, Ms Elaine Lui at 6489 7851 or email us at punggol_ss@moe.edu.sg. Please also sign up for the Parents Gateway App (instructions on page 5) which will serve as the primary communication channel between the school and you.

Our school leaders will also have a parent engagement session with all Secondary One 2023 parents/guardians on 5 Jan 2023 (Thu) from 5:30-7.00pm. A separate notification will be sent through Parents Gateway in due time.

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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Principal Message to Secondary 1 Students of Year 2023

Dear Secondary One students,

Welcome to Punggol Secondary School (培道). You are about to embark on a very important journey in your life as a student. These four or five years in secondary school will be very significant as you seek to discover your strengths, talents and areas of growth, and pursue your passions and areas of interest. You will nurture good values, so that you become confident citizens of the future.

Such an endeavour requires much effort and perseverance on your part. Invest your time and energy meaningfully to reap positive rewards. Participate actively in school activities, from academic subjects, to sports, aesthetics and community involvement programmes, and you will see yourself grow from strength to strength.

The teachers and staff in school will be your mentors and guides. Give them the due respect and work closely with them. We are just around the corner if you need someone to listen to your ideas or concerns. We aim to do our best to provide you with a nurturing environment that is conducive to your learning and development.

The future is yet to be written and you will be the one to decide how it should be. I wish you all the best and we will also expect the best from you.

Ms Valerie Tng
Principal

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ACCEPTANCE INTO PUNGGOL SECONDARY SCHOOL

Step 1 – Check Allocated Class

You may refer to your child/ward's allocated class in Parents Gateway.

Alternatively, you may also check your child/ward's class by logging into the following website:

<https://punggolsec.adminbreeze.com/sec1RegistrationStudentView/survey/html/survey/YToxOntzOjg6lnN1cnZleUIEltjtpOjM7fQ>

User ID is your child/ward's SLS login: 1st 5 characters of Full Name and last 5 characters of ID.

Password is your child/ward's DOB in the format of: DDMMYYYY

Step 2 – Complete Acceptance Form

Please click on the link below to accept your child/ward's secondary school posting by 23 Dec at 5 pm as part of Secondary One registration: <https://go.gov.sg/psss1-2023ac>

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COMMUNICATION WITH PARENTS – Parents Gateway

The Parents 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 the school's programmes 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:

- Provide parents with timely information about school events.
- Enable parents to perform a range of functions including giving consent for school activities.
- Reducing usage of paper and decreasing environmental impact.

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 your 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 and class allocated.

Welcome onboard, you are now able to view announcements and give consent for school activities. Please switch on the PG notification on your handphone to receive timely updates from MOE and the school.

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SCHOOL HISTORY AND BACKGROUND

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 1300 students. We offer a range of academic subjects and CCAs to cater to our students' differing interests and needs.

You may find out more about our school by clicking these links:

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

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

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.

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SCHOOL VISION

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

SCHOOL MOTTO

Achievers with Character

SCHOOL VALUES

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

For details on School Rules, Code of Conduct and other school matters, please access the student e-handbook attached in the Parents Gateway message.

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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 on Monday, and students are expected to put on their tie for morning assembly.

CCAs are usually held on Monday and/or Wednesday.

Your child will receive his/her class timetable in the first week of the school year from their form teacher.

Students can only benefit from the school's curriculum by actively participating 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.

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 valid absences from school.

Please refer to the link below for the periods of school terms and holidays in 2023:

[School terms and holidays for 2023 | MOE](#)

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CURRICULUM MATTERS

Secondary One Subject Combination:

G3	G2	G1
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

EXEMPTION FROM MOTHER TONGUE or APPLY FOR FOREIGN LANGUAGE

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Students who wish to apply for exemption from mother tongue or apply for foreign language, please direct your queries to Ms Tee Bei Si, Head of Department/Mother Tongue at tee_bei_si@schools.gov.sg or call her at 64897851.

SUBJECT BASED BANDING (SBB)

Students who do well for certain subjects at the PSLE may be offered to take the subject(s) at a more demanding level.

Parents will be notified via Parents Gateway if their child/ward is offered any SBB subject(s). Please refer to Parents Gateway and submit the SBB Acceptance Form by 27 Dec at 5 pm.

FINANCIAL MATTERS

SCHOOL FEES

Parents/Guardians who pay their children/ward'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 the 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\$500	S\$20	S\$520
IS (ASEAN)	S\$900	S\$20	S\$920
IS (Non-ASEAN)	S\$1,750	S\$20	S\$1,770

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

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If your child/ward was not on the GIRO scheme in primary school, please complete the GIRO Application Form at the school general office. Parents can also sign up for eGIRO through the Parent Gateway app which is linked to MOE-DBS Portal hosted at MOE website (<https://www.moe.gov.sg/financial-matters/fees/egiro>).

If your child/ward was not on the Edusave scheme in primary school, please complete the Edusave Standing Order Form at the school general office.

SCHOOL FINANCIAL ASSISTANCE (FAS)

Assistance rendered includes waiver of school fees, provision of textbooks in the approved textbook list, school uniform and school shoes, as well as transport and meal allowances.

Eligibility criteria for MOE's financial assistance: Monthly gross household income not exceeding \$3000 per month or per capita income not exceeding \$750

Forms can be found on the School Website under the Useful Link – For Parent – Forms <https://punggolsec.moe.edu.sg/useful-links/for-parents/forms>

SAFETY MATTERS

ROAD SAFETY

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/Guardians who are driving their child/ward to school are requested to let them alight outside the school premises, 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, we will allow parents/guardians to drive into the school premises so that students can alight at the sheltered porch.

EARLY DEPARTURE FROM SCHOOL

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

ADMINISTRATIVE MATTERS

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.

REPORT BOOKS

The secondary school report books can be purchased from the bookshop and submitted to the Form Teachers. The Weighted Assessment/Examination result slips will be issued at the end of each term. Parents are to endorse the result slips and the report books are to be returned to the school for safekeeping.

STUDENT HANDBOOK

The school student e-handbook will be used as a form of reference throughout your child/ward's secondary education in Punggol Secondary School. Parents/Guardians and students are advised to refer to the e-handbook regularly especially for matters concerning routines and procedures.

INSURANCE

The school provides NTUC Student Protection Plan insurance coverage. To make a claim, please access the medical claims form via the NTUC online website and upload the original medical receipts.

SCHOOL BOOKS & UNIFORM

School textbooks and stationery, as well as the PE T-shirts, shorts, tie and socks can be purchased from the School Bookshop (Overseas Associates Pte Ltd) 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).

Please note that if you have not purchased your Punggol Secondary School uniform and PE t-shirt, you may report to school in your Primary School uniform for the first week of 2023.

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For the sale of textbooks and uniform, please refer to school website and the sale dates listed in Booklists.

Booklists & Bookshop vendor

<https://punggolsec.moe.edu.sg/useful-links/for-parents/book-lists-2023>

Uniform Vendor

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

PROVISION OF SCHOOL LOCKERS

With students bringing their Personal Learning Devices (PLD) to school, they can keep the devices safely in school lockers provided by Kaichi Spacemaster Pte Ltd, as well as other belongings such as books, files, wallets and handphones. Parents can register for the rental of the locker and make payment of **\$26/year** for the rental services directly to the vendor through this link: www.rent-a-locker.com. The school locker uses password to open the lock provided by the vendor and the password will be sent to parent/ward's registered xxx@students.edu.sg account after payment is received.

Students on **Financial Assistance Schemes** shall also pay \$26/year for the rental services. You will receive refund of **\$6** of school's subsidy at a later date. Students who need additional support with the locker rental may write in to school to apply and provide supporting documents.

Please refer to this [link](#) on the school website for a step-by-step guide on the rental of the school locker.

PASSPORT PHOTOGRAPHS

The school has arranged for a photographer to take passport-size photographs for all Sec One students in school uniform, at a price of \$3.50 for 4 passport photographs. Three photographs are required for student profiling, report book and CCA purposes. One photograph will be returned to the students for their personal use. Students will need to bring **\$3.50 cash** for payment to be made directly to the vendor on the day of photo-taking. The photo-taking session will be on **16 Jan 2023 (Mon)**.

SECONDARY ONE ORIENTATION WEEK (3 Jan to 6 Jan 2023)

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All Secondary One students will participate in orientation (SOOC) when they join the school. The objective of this programme is 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: 3 Jan 2023 (Tue)

Time: 7.30am (Students are to report at 7.20am)

Venue: Hall

Attire: Students will be allowed to report in the Primary School Uniforms (PE T-shirt and shorts) during orientation while waiting to buy the Punggol Secondary School Uniform. For students who have bought the Punggol Secondary School uniform, they should wear their PE T-shirt and shorts.

Items to bring: A small bag, thermometer, notebook, stationery, water bottle, small towel, cash for meals during recess.

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The Secondary One Orientation Programme is as follows:

Time	Tuesday 3 Jan	Wednesday 4 Jan	Thursday 5 Jan	Friday 6 Jan
By 720	School Reporting time	School Reporting time	School Reporting time	School Reporting time Morning Assembly
0730 - 0800	Morning Assembly Camp Opening by Principal & YH	Morning Assembly FT Time Student Management Talk (30min)	Morning Assembly FT Time CCA Talk (20min)	
0800 - 0820				CCA Experience & CCA Trial Briefing
0820 - 0840	Ice Breakers (SOOC)	Ice Breakers (SOOC)	Ice Breakers (SOOC)	
0840 - 0900				
0900 - 0920	Recess	Recess	Recess	
0920 - 0940				
0940 - 1000	Session A (SOOC) Class Flag Making Station Games	Session B (SOOC) Station Games 2 Amazing Race	Session C (SOOC) Station Games 3 Gratitude Sharing (with FT)	
1000 - 1020				
1020 - 1040				
1040 - 1100				
1100 - 1120				
1120 - 1140				
1140 - 1200				
1200 - 1220	FT Time Dismissal	ICT Talk (40min) Dismissal	Montage video Parent Talk @ 530pm + Campfire @ 7pm	
1220 - 1240				

Please complete the following medical declaration online form required for the Secondary One Orientation Programme: <https://form.gov.sg/#!/6189c5eee7d4290016e90088>

Photograph(s) or video image(s) of your child/ward may be captured at this event. We may use and publish such photographs and/or video recordings in school publications, website, social media channels, and other official school communication channels.

We look forward to your child's/ward's participation in the Secondary One Orientation Programme.

Should you need to contact us, please use the following modes:

Telephone Number: 6489 7851

Fax Number: 6489 7859

Email: punggol_ss@moe.edu.sg

Website: www.punggolsec.moe.edu.sg

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