



SPRINGFIELD SECONDARY SCHOOL

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

2 January 2025

TERM 1 LETTER TO PARENTS

Dear Parents/Guardians of Springfielders,

Greetings from Springfield Secondary School!

We hope that you and your child/ ward managed to spend quality time together during the school holidays and are ready for the new school year. As we welcome our students back to school, we seek your continued partnership to ensure that the school remains a safe and conducive learning space for all. We also take this opportunity to wish you and your family a joyous, healthy, and fulfilling 2025!

In 2024, we refreshed our School Vision, Mission and Values to better prepare our students in a world that is rapidly evolving. We aim to equip them with the skills and mindset needed to flourish as **Future-Ready Learners with a Caring Heart and the Confidence to Lead**. Our guiding values, **Service, Tenacity, Respect, Integrity, Diligence and Empathy**, serve as a compass for our students to **STRIDE** towards their goals, and are the foundation upon which we build our school community.

Our daily mission of **Nurturing Springfielders to Grow, Care and Lead** is carried out through strengthening our students' Social Emotional Competencies, which form the bedrock of personal and academic success, and igniting a joy for learning by fostering curiosity, critical, adaptive and inventive thinking, and self-directedness. These qualities are essential building blocks for lifelong learning.

At Springfield, we firmly believe that each individual has the potential to change the world for the better, starting with themselves. It is my sincere hope that all Springfielders – students and staff alike – will join me in living out our school motto, **"Better Self for Better Tomorrow,"** as we work together to shape a brighter future.

Update on our School Programmes:

1. 2024 GCE N-Level Examination Results

On 16 December 2024, our students from the Secondary 4 Normal (Academic) and Normal (Technical) streams received their GCE N-Level examination results. We saw significant improvement in many subjects for both the Secondary 4 N(A) stream and the Secondary 4 N(T) stream.

Future-Ready Learners with a Caring Heart and the Confidence to Lead
STRIDE school values – Service, Tenacity, Respect, Integrity, Diligence, Empathy



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We are also happy to report that 44.5% students qualified for the Polytechnic Foundation Programme (PFP) and Direct-Entry Scheme to Polytechnic Programme (DPP), pending further updates with the release of the 2024 GCE O-Level examination results.

We would like to extend our heartiest congratulations to our 2024 N-Level cohort for completing their secondary education, as well as express our gratitude to teachers and parents for supporting the students through this journey. We would also like to wish the Class of 2024 all the best as they embark on the next phase of their education journey.

2 General School and Administrative Matters

2.1 Official School Hours

The official school hours for 2025 are as follows:

- Morning assembly and flag raising will commence at 0730h and students are expected to be present at the respective reporting venue(s) by 0725h.
- Recess and lunch breaks are staggered for each level and the same for all regular school days. Please note that lunch is not timetabled on Fridays.

Level	Recess Break	Lunch Break
Sec 4/S5	0900 - 0935	1150 – 1220
Sec 3^	1010 - 1045	1250 – 1320
Sec 2	1045- 1120	1320 – 1350
Sec 1	0935 - 1010	1220 – 1250

^Sec 3F has been assigned an earlier recess on Mondays of even weeks due to constraints in the timetable

- For most students*, dismissal times will range from 1320 to 1550 from Mondays to Thursdays, and 1220 on Fridays. For actual dismissal times and timetable of each class, please refer to the school website at <https://sites.google.com/view/ictspringfield/students/timetable/term-1>
- *Timings may differ for upper secondary students offering Higher MTL, Out-of-stream subjects.*
- CCA days will be on Monday and Wednesday afternoons; students who have CCA sessions can consume lunch in school after their last period prior to the start of their CCA.

2.2. Timetable

- The school continues to implement the 10-day timetable in 2025. The odd weeks in each term are Weeks 1, 3, 5, 7 and 9, while the even weeks in each



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term are Weeks 2, 4, 6, 8 and 10. The students' timetable would indicate the odd and even weeks as well as the Day Number clearly, with Days 1 to 5 representing Mondays to Fridays on odd weeks, and Days 6 to 10 representing Mondays to Fridays on even weeks. Please note that the scheduled subject lessons may be different for odd and even weeks, and the number of periods per subject may differ between odd and even weeks.

2.3 Home-Based Learning Days

- Home-based Learning (HBL) will take place on the following days in Term 1.

Date	Levels involved
18 Feb (Tuesday)	All levels
24 Mar (Monday)	All levels

2.4 Punctuality and Attendance

We would like to stress the importance for our students to report to school punctually every day. Recalcitrant latecomers will be subjected to consequences listed in the School Rules found on our school website https://www.springfieldsec.moe.edu.sg/files/2025_School_Rules.pdf

Students' presence for lessons, home-based learning (HBL) and any school-organized activity is compulsory. Students will need to submit a Medical Certificate Parent's letter to their Form Teacher to account for their absence, by their return to school.

2.5 Updating of Student Details

The school will be sending parents/ guardians a link to the Student Details Form (SDF) via Parents Gateway (PG) to provide updates on your child's/ ward's details (e.g. change of residential address, contact details, medical conditions etc.). Please provide the updates by **31 Jan 2025**. Please note that you will be required to submit the form even if there are no updates.

2.6 Student Health Matters

We seek parents' support to keep schools a safe environment for students. If your child is unwell, please ensure that he/she stays at home and seeks medical attention if necessary. If your child is recovering from respiratory-related illnesses, please encourage him/ her to exercise social responsibility e.g., by wearing a mask, minimising social interactions with big groups etc. We appreciate your support and will continue to work with you closely. Let us all do our part to exercise personal and social responsibility and stay safe.



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2.7 e-Payment for In-School Purchases

The school has implemented the POSB Smart Buddy System at the school canteen and bookshop, enabling a contactless payment ecosystem that helps cultivate sensible saving and spending habits among our students. Students are able to make their purchases using their School Smart Card (SSC) or EZ-Link card. Parents are to ensure that there are sufficient funds in their respective School Smart Card or EZ-Link card. Cash payment is still accepted at the school canteen and bookshop.

2.8 Lease of Lockers

It is compulsory for all students to lease a locker to safekeep their valuables, including their personal learning device. The cost of leasing a locker is \$5 a year, and this cost will be waived for students on MOE Financial Assistance Scheme (FAS) and School Based FAS. The payment details will be made known when the School Bill charge is generated in May 2025. The lockers will be available for students' use from Jan 2025 onwards, and **all Sec 1 – 5 students will need to bring their own lockset (padlock) to lock their lockers**. Please refer to Annex A for the Terms and Conditions for Locker Usage, do note that students will be expected to bear the cost of replacement for damaged lockers.

2.9 Use of Mobile Phone Policy

Students are required to keep their mobile phones in mobile phone lockers in the classroom from the first period to the end of their timetabled lessons. They would not have their mobile phones with them during their breaks.

- The policy is to help our students better focus during curriculum hours, and break addiction to mobile devices and social media.
- During recess/ lunch breaks, students are encouraged to have social interaction with their peers and engage in healthy activities such as outdoor play, indoor games like chess/ boardgames, and craft activities in school.
- Parents who need to contact your child for urgent matters may call the school's general office at 6318 3053.

Students are also discouraged from bringing other personal electronic devices (e.g. smart watch, tablets etc.) to school. If brought to school, these items will need to be kept in students' lockers from the first period to the end of their timetabled lessons. Unauthorised use of mobile phones or other personal electronic devices will result in confiscation of the phone/ device.

2.10 Visitors to Springfield Secondary School

As part of the school's security measures, all visitors to the school, including parents, are required to register at the security booth at the school's main entrance. Upon registration, all visitors will be directed to the school's General Office where they will be attended to by a school staff. We appeal to all



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parents/guardians for your understanding and adherence to the measures put in place to ensure the safety of all students in the school.

2.9 Road Safety for Students

The safety of our students is of utmost importance to us. Hence, we will continue to engage our students and reinforce proper road safety behaviours such as using the pedestrian crossings, refraining from jaywalking and not using a mobile phone or listening to music while crossing the road or cycling. To ensure the safety of all students, we would like to seek the cooperation of parents/ guardians who drive to keep to the speed limit of 15 km/h when you enter the school compound, and to follow the instructions of our security and school personnel. Students who cycle to school will also be briefed on the safe cycling precautions and issued with an Official Cyclist Pass.

2.10 Driving and Carpark Arrangements

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

Please take note of the arrangement to access our school premises:

- Only vehicles with the Springfield Parent car decal will be 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 to request for the 2025 car decal.
- Our school's main gate will close at 0730 hr from Mondays to Fridays during term time. The re-opening time is reflected in the table below.

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

- Parents/Guardians who wish to pick up their child/ward during these timings are not allowed to park and wait.
- Vehicles are not allowed entry into the school premises at other times.
- Parents/Guardians with official reasons to visit school e.g., to meet their child's/ward's teachers during school hours or to pick up their child/ward who is unwell, may park their cars at the visitors' lots, subject to availability.



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2.11 Turnstile Arrangements

Students will be able to access the school through the turnstiles at Gate 1 (bus stop outside the school along Tampines Ave 8) and Gate 7 (behind the canteen, near Block 888A Tampines St 81) during the timings as shown in the table.

Students will be able to enter and exit the school through these turnstiles using their School Smart Card (SSC), and we will gather and collate your child's/ward's SSC details for this purpose. For lost/missing SSC, please kindly approach TransitLink for a replacement. Please ensure that your child/ward always brings his/ her SSC to school.

Day	Entry Timing	Exit Timing
Monday to Friday	Gate 1: 0600 to 0750 Gate 7: 0630 to 0730	*students are provided exit access based on their timetable dismissal time
Saturday, Sunday, School and Public Holidays	Closed	Closed

2.12 School Publicity, Photography and Videography of students

Throughout the year, photographs and video clips of our students participating in school events may be taken and used for school publications like yearbook, website, outreach materials etc. Should you have any objection to the school using photographs and/or video clips of your child/ward, please contact the respective Year Heads.

3. Start It Right (SIR) Programme

From 2 to 7 January 2025, all Springfielders will participate in our Start It Right (SIR) programme designed to provide the students with a holistic and purposeful start to the new academic year. It will cover components of academic learning, information technology engagement, positive classroom culture and personal, emotional, and social well-being. The students will undergo a series of hands-on, team-based, and interactive activities as they learn to build positive bonds with their peers, develop good habits and routines, and strengthen their personal competencies. The students will work closely with their Form Teachers to forge a class identity, set daily norms and establish positive peer relationships. For the Sec 1 cohort, orientation-based activities will also be incorporated in the SIR to support the students' transition



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to a new learning environment. All students will need to report to school by 0730h daily. Details of the SIR programme can be downloaded from our school website:

<https://www.springfieldsec.moe.edu.sg/programmes/start-it-right-s-i-r-programme/>

As the SIR programme for Secondary 1 students (Campfire) will end at about 7pm on 7 January, the Secondary 1 students would be allowed to report to school by 8am on 8 January.

4. Student Participation in Co-Curricular Activities (CCA)

CCA is an integral part of our students' holistic education. Through CCA, students discover their interests and talents while developing values and competencies that will prepare them for the future. For our students to have a positive CCA experience, the school seeks your support to ensure your child/ward participates actively in CCA activities. CCAs take place every Monday and Wednesday, from 2.30 p.m. to 5.30 p.m. The CCA schedule will be sent via Parents Gateway. Please refer to our school website to read more about our CCAs: <https://www.springfieldsec.moe.edu.sg/cca/>.

As attendance for CCA is compulsory, please provide a Medical Certificate to the CCA teacher in-charge if your child/ward is absent from the CCA. In accordance with the school rules, a maximum of 5 parents' letters to account for student absence are permissible per semester. Any additional instances of non-attendance without a valid Medical Certificate will be marked as absent without valid reason. We look forward to collaborating with you on building a positive CCA experience for your child/ward.

5. Home-School Partnership

Springfield Secondary School is committed to building a positive partnership with parents, and we hope the following guidelines provide greater clarity on how we can work hand-in-hand to help our students have ownership over their learning, develop a sense of purpose and success in life.

a. To instil **personal responsibility and independence** in our students, teachers will communicate **directly** with them on matters pertaining to schoolwork/ CCA, e.g., homework to be done etc. We encourage parents to



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check in with your child on these and have them seek assistance directly from teachers if necessary.

b. Parents will be kept informed of school events, HBL days etc. via Termly Letter and notices sent out through **Parents Gateway (PG)**. If there is a need, parents may use the following channels to reach teachers:

WhatsApp: Form Teachers will share their Business WhatsApp contact numbers with you.

School General Office: 6318 3053

School Email: springfields@moe.edu.sg

Specific Teacher's Email that can be found at:
<https://www.springfieldsec.moe.edu.sg/form-classes/>

c. Teachers will generally be contactable during the timings stipulated below:

During School Term	During School Holidays
Weekdays 7.00 am to 5.30 pm, excluding public holidays. <i>*Please allow teachers some time to respond because they may be having lessons/ meetings/ CCAs/attending to students; or be out of school.</i>	You may call the General Office during weekday hours (8 am – 5 pm); or email the school with your query. <i>*Teachers are provided protected time during school holidays for them to rest and recharge. Please refrain from contacting them during the holidays unless it is for vital & urgent matters concerning the student.</i>

- The school will endeavour to respond to your inquiry within a day or two for straightforward matters. Queries that require checking or further investigation may take longer (3-5 working days). We would appreciate your understanding that there may be a delay should the teacher be away or on leave.
- Appointments to meet with teachers should preferably be made at least three days in advance during the school term. Parents may call the General Office, email the school, or contact the teacher directly to make the appointment.



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6. School Events and Key Dates for Term 1

Term 1	
Dates	Events
2 – 7 Jan	SIR Programme (Sec 1 - 3)
2 – 10 Jan	SIR Programme (Sec 4 & 5)
6 Jan	Sec 1 CCA Experience
7 Jan	Sec 1 Meet-the-Parents (MTP) (3.30pm) Principal's Address, PDLP & FSBB Briefing for Sec 1 Parents Sec 1 Campfire
8 Jan	Sec 1 students to report by 8am
8 & 9 Jan	Sec 4 & 5 Polytechnic Virtual Open House
28 Jan	Chinese New Year Celebrations Dismissal at 10.30am
29 – 30 Jan	Chinese New Year public holiday
3 – 28 Feb	Weighted Assessment 1 (More details will be sent to parents via Parents Gateway)
17 Feb	Total Defence Day Commemoration
18 Feb	Home-based Learning Day
3 – 7 Mar	Sec 3 Mother Tongue Oral Examinations (Internal)
17 – 21 Mar	Outward Bound School for Sec 3 students
15 – 23 Mar	March School Holidays
24 Mar	Home-based Learning Day

* Dates may be subjected to changes. Parents will be notified of any updates via Parents Gateway (PG).

Best wishes for a fruitful year ahead!

Yours sincerely,

Ms Eleanor Chia
Principal



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ANNEX A

Terms & Conditions of Locker Usage

- Students are not allowed to store materials of offensive, dangerous and/or explosive nature which may contravene any local law statutes or regulations.
- Students are not to vandalize, damage, or misuse the lockers. Any damages caused by students will be assessed on a case-by-case basis, and repair costs, if applicable, will be charged to the students responsible.
- Students are to comply with the school's rules and regulations with regards to locker usage. Any student caught flouting them repeatedly may be suspended (without refund) for a period of 3 to 14 days or longer as deemed appropriate by the school's management.
- The school management reserves the right to inspect the lockers without prior notice to ensure that there is no malpractice in the use of the lockers by any student.
- Students are required to bring their own padlocks for their lockers and are responsible for safeguarding their valuables.

Important Notice

- Students must remove all items/belongings from their locker by the last day of every school term for the lockers to be sanitised and be ready for use before the next school term begins.
- At the end of the year, all lockers need to be emptied. This will enable annual maintenance and sanitising of the individual lockers.
- The vendor shall reserve the right to discard any items found in the locker during the annual maintenance and sanitisation of the lockers.