



22 December 2021

Dear Parents/Guardians,

**Information for Parents of Secondary 1 Students (Academic Year 2022)**

It is our pleasure to welcome you and your child to Evergreen Secondary School. Here are some preliminary information that will facilitate your child's/ward's enrolment into our school.

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**1. PRINCIPAL'S MESSAGE: YEAR OF REJUVENATION**

Welcome to Evergreen Secondary School!

The theme for the year 2022 - *Rejuvenation* - signifies a time for us to refresh and reinvigorate ourselves.

Like how spring ushers in the growth of new beginnings, we look forward to a year of new areas of growth.

I shall suggest two key goals we can all adopt as we embark on this new journey together.

**Build strong and positive relationships**

As we begin the year, let us endeavour to build strong relationships with those around us.

We can do so by getting to know and reach out to others in our class, CCA, home, and community.

Bring cheer to those around by making them feel accepted and important. Come together to brainstorm for ideas to make your class and CCA a safe and happy place where everyone can learn and grow in. As we embark on our Values-In-Action projects, empathise with others and be creative in the ways you bring about positive changes in their lives.

Remember all of us have our unique set of strengths. Hone our strengths as we contribute. In our words and deeds, we can lift up others and enable them live out their strengths.

We can certainly make a difference in big and small ways!

### **Cultivate a curious mind**

Learning is an exciting endeavour. Every one of us can certainly learn, and learn well.

We can start by cultivating a curious mind, as we seize every opportunity to learn and grow.

Albert Einstein had this to say about curiosity:

“The important thing is not to stop questioning. Curiosity has its own reason for existing. One cannot help but be in awe when one contemplates the mysteries of eternity, of life, of the marvellous structure of reality. It is enough if one tries to comprehend only a little of this mystery every day.”

So as we go into every class, or take part in any learning experience, be curious. Do not stop questioning. Be in awe of the world around as we learn more about it each day in our lessons, and through our diverse schooling experiences. Be patient with yourself but do be determined to learn “a little” every day.

May we live out our school mission of “*develop a passion to contribute and excel*”.

I wish you a wonderful year of rejuvenation ahead!

Mr Vincent Toh

Principal

## 2. SCHOOL INFORMATION

### 2.1 First Day of School, 4 Jan 2022

Students will report to the school hall by 8.50 am on 4 Jan 2022 (Tuesday). The suggested list of items to bring on the first day of school are as follows:

- i. Pocket money for recess and lunch
- ii. One notebook and writing materials
- iii. One water bottle
- iv. Financial assistance form (if any)
- v. Medical reports (if any)

### 2.2 Late-start Days in the School Timetable for 2022

The school practises late-start days on Tuesdays and Thursdays, where students report to school by **8.50 am**. Students are required to report to school by **7.25 am** on other days.

### 2.3 Snack Break (with Effect after Orientation and Camp Confidence)

In addition to their recess breaks, students may consume light snack during a short snack break. However, they are not allowed to leave the class during this snack break to purchase any food. You may wish to pack healthy snacks for your child.

<b>Day and Time for Snack Break</b>	
Monday to Thursday	1.05 pm
Friday	11.55 am

### 2.4 EVG Parent Support Group (PSG)

To promote healthy social-emotional and character development of our students, the **EVG Parent Support Group** (PSG) organises activities to better support fellow parents.

- As a member of our school's PSG, you will be invited to attend termly meetings with the school's key personnel, to get a better understanding of school policies and programmes.
- Most of all, you will have the opportunity to get to know other parents to build a network of mutual support for one another in this exciting journey.
- Our first PSG meeting will be on **22 January 2022 (Saturday)**. More information will be disseminated through Parents Gateway nearer the date.

## 2.5 **Safe Management Measures (SMM) for COVID-19**

The school has placed precautionary measures within the school to ensure the well-being of the students. This includes

- daily temperature-taking of our students,
- staggered recesses and
- social distancing measures.

Please do not allow your child to attend school until you have sought the Form Teachers' advice, if you or any household members (including your child):

- are feeling unwell,
- have tested positive for ART or PCR or,
- have received a Health Risk Warning.

MOH will issue a 7-day Health Risk Warning to students in close contact with a confirmed COVID-19 case. To facilitate accurate contact tracing, students should have their **working** TraceTogether Token with them in school. To replace tokens, refer to <https://token.gowhere.gov.sg>

## 2.6 **Traffic Safety in and around School**

The opening hours of the side gates near the bus stop are 6.30 am to 7.30 am and in the afternoon dependent on the dismissal time.

If you are driving your child to school, please drop your child/ward off only at the arrival porch inside the school compound.

## 2.7 **Additional School Information**

More school information can be found in the Student Handbook that Secondary 1 students will receive. Parents will also be further briefed at the Sec 1 Parent-Teacher Meeting (PTM) and CCA e-Open House on 15 January (Saturday).

### 3 SCHOOL PROGRAMME FOR SECONDARY 1

#### 3.1 School Calendar Highlights for Term 1 (2022)

The following are the key events that will take place in Term 1. Additional details will be given later. Look out for updates in our termly letters. You may visit our school website or Facebook for more information.

S/N	Date	Event	Remarks
1	1 Jan	New Year's Day	Public Holiday
2	4 – 6 Jan	Sec 1 Orientation	See below for the reporting and dismissal time. More information will be provided in the first week of Term 1.
3	7 Jan	Camp Preparation Day (no school)	All students do not come to school.
4	10 – 12 Jan	Camp Confidence	Part of whole-school Learning for Life Programme (LLP) Cohort Camps. More information will be provided in the first week of Term 1.
5	12 Jan	Sec 1 Campfire	Please see below for more details.
6	15 Jan	Sec 1 Parent-Teacher Meeting (PTM) and CCA e-Open House	Please see below for more details.
7	31 Jan	Chinese New Year Celebrations	Students will be dismissed at 10.30 am.
8	1 – 2 Feb	Chinese New Year	Public Holidays
9	15 Feb	Total Defence Day	Commemoration of Total Defence Day
10	16 Feb – 4 Mar	Assessment Period	A separate schedule will be provided at a later date.
11	12 – 20 Mar	Term 1 break	School Holidays
12	21 Mar	First day of Term 2	Students to report to school by 7.25 am.

#### 3.2 Orientation and Camp Confidence

The Sec 1 Orientation programme is designed to allow all Secondary 1 students to know more about the school. It is also an important opportunity to make new friends. The Secondary 1 Orientation and Camp Confidence will be held from 4 – 12 January 2022. A detailed Orientation schedule will be given to all Secondary 1 students on the first day of school.

Date	Attire	Reporting Time	Dismissal Time
4 Jan 2022	Full School Uniform	8.50 am	1.40 pm
5 Jan 2022	PE Attire	7.25 am	2.50pm

### 3.3 Campfire

The Secondary 1 Campfire will be held on 12 January 2022 (Wednesday).

- Secondary 1 students will be dismissed at 12.30 pm on that day.
- All Secondary 1 students should have their lunch and dinner at home and report to their classrooms, in their PE attire by 5.00 pm.
- During the campfire, they will be presenting an item as a class.
- Parents are invited to join us by viewing the campfire livestream online.
- The livestream link, together with other Orientation updates will be put up on the Evergreen Secondary School Facebook page.
- The event will end by 8.00 pm.
- Parents who are driving are allowed to pick up their child from the pick-up/drop-off point inside the school from 8.00 pm to 8.30 pm. For other parents not driving and fetching your child, you may wait outside the school.

### 3.4 Parent-Teacher Meeting (PTM) and CCA e-Open House

You are invited to the **Secondary 1 PTM** on **15 Jan 2022 (Saturday)** from **8.30 am to 10.30 am**.

- The briefing will be through Zoom and details will be sent to you through Parents Gateway nearer to the date.
- During the briefing, School Leaders and Head of Departments (HODs) will brief you about school programmes and policies in detail.
- There will also be a Parent-Teacher introduction meeting through Zoom for you to meet your child's/ward's Form Teachers.

You are strongly encouraged to attend the **CCA e-Open House** on the same day from **10.30 am to 12 noon** to find out about the CCA options for your child/ward.

- In secondary school, it is mandatory for all students to participate in at least one CCA.
- Your presence will give your child/ward support and guidance in making an important decision in their secondary school life.

### Programme

Time	Activity
8.30 am to 10.30 am	Briefing to parents through Zoom and Parent-Teacher Introduction
10.30 am to 12.00 pm	CCA e-Open House through Zoom

#### 4. SECONDARY 1 REGISTRATION 2022 - ADMINISTRATIVE MATTERS

##### 4.1 Purchase of Textbooks and School Attire

Due to the escalating Covid-19 situation resulting in major shipment delays, there will not be sufficient school **shirt** and **skirt** for sale. We seek your understanding that there will be a limit of **1 piece of shirt** and **1 piece of skirt** per student. This is to allow as many students as possible to be in uniform when school reopens. In the event that you are unable to get a full set of uniform, please be assured that your child can report to school in their primary school uniforms for the first 2 weeks.

##### 4.1.1 For N(A) and N(T) Students Eligible for Higher Demand Subjects through Subject-Based Banding (SBB)

- Students are to report to the School Hall on **23 December 2021** at their allocated time slot to collect their SBB option form.

Time Slot on 23 December	Surname starting with
10.30 to 11.30 am	A to I
11.30 to 12.30 pm	J to Q
12.30 to 1.30 pm	R to Z

- Students must submit the SBB option form after he/she has made the choices for eligible subjects at the more demanding level (e.g., he/she is admitted to the N(A) course, but eligible for, and intends to offer Science and Mathematics at Express level).
- Based on your child/ward's subject choices, he/she will be given the relevant booklist.
- After submission of SBB option form, parents and students may proceed to purchase:
  - Textbooks and Stationeries and
  - School uniform and PE shorts (excluding PE T-shirts\*)

##### PE T-shirt\*

The colour of the PE T-shirt will depend on the class/house that students are assigned. As the class/house allocation will only be assigned after **27 December 2021** (after SBB option collation), time will be given for Secondary 1 students to purchase the PE T-shirt in school on the first day of school.

#### 4.1.2. All Other Students

##### a. **Purchase of Textbooks and School Attire**

- Textbooks and school attire can be purchased within the school premises.
- Due to Safe Management Measures (SMM), purchases in the school is by appointment **ONLY**. Parents and students are required to **book an appointment slot BEFORE** proceeding to school.

##### b. **Booking of Slots for Purchase of Textbooks & School Attire**

- Due to SMM, you are required to book an appointment slot via the following link before proceeding to school:

<https://calendly.com/evergreensecondaryschool>

- Do note the following:
  - (i) Please do not turn up in school without an appointment.
  - (ii) Students can only be accompanied by one parent/guardian.
  - (iii) You will be required to show your email with the details of the booking, to the school Security Guards before entry.

##### c. **Operating Days and Hours**

Below are the operating hours for the sale of textbooks, stationery and school attire:

Date	Operating Hours
27 Dec 2021	9.00am – 3.00 pm
28 Dec 2021	9.00am – 3.00 pm
29 Dec 2021	9.00am – 3.00 pm

#### 4.2 MOE Financial Assistance Scheme (FAS)

##### 4.2.1 Income Criteria

Gross Household Income does not exceed \$2,750 per month

**OR**

Per Capita Income (PCI)\* does not exceed \$690 per month

\*PCI = Gross Household Income/No of members in household<sup>1</sup>

<sup>1</sup>Household members include parents, unmarried siblings and grandparents of the child as well as other dependents living in the same household



#### 4.2.2 **Benefits**

School Fees	Waived	
Standard Miscellaneous Fees	Waived	
2 <sup>nd</sup> -Tier Miscellaneous Fees	\$10 payable by student (Deductible from student's Edusave)	
Textbook & School Attire	Free	
Bursary	NA	
Transport Subsidy	\$180 transport credit per annum for students taking public transport.	
Meals Coupons	\$5.80 per day	(This will be activated only upon registration of EZ-Link card at general office)

#### 4.2.3 **New Application for FAS**

For students who have not submitted any application in your primary schools, the FAS application form is available at the:

- School Website
- General Office
- Financial Assistance Booth located at the hall on 23 December 2021 (only for N(A) and N(T) Students Eligible for Higher Demand Subjects through Subject-Based Banding (SBB))

To facilitate processing, applications must be supported with all the documents indicated in the MOE FAS Application form.

#### 4.2.4 **MOE FAS Approved by Other Schools**

i. **For N(A) and N(T) Students Eligible for Higher Demand Subjects through Subject-Based Banding (SBB)**, if your primary school has already approved the FAS application, you can

- Report to the Financial Assistance Booth located in the school hall on 23 December 2021 with the FAS approval letter for endorsement and verification. Once this is done, the textbooks and school attire can be collected on the same day.

ii. **All Other Students**

- Send the FAS approval letter from your primary school to the school's mobile number, 96315889 via WhatsApp. The school will verify and contact you.
- You may collect the textbooks and school attire from school on 27, 28, 29 December 2021 by booking an appointment slot via <https://calendly.com/evergreensecondaryschool>

### 4.3 Transfer Out

#### 4.3.1 Medical Reasons

Appeals will only be considered on exceptional basis for students with:

- (a) Serious Medical Condition
- (b) Severe physical impairments

If your child/ward meets the above criteria and would like to participate in the medical appeal exercise, please proceed to the General Office for assistance. Applications **must reach the school by 23 December 2021, 12 pm.**

Do note that all appeals must be accompanied by relevant supporting documents, such as medical reports, letters from doctors.

The appeal results will be released on 31 December 2021 (tentative). Students seeking transfers should continue to attend their posted secondary school until their transfer is approved.



#### 4.3.2 Other Reasons

If your child/ward is seeking a transfer out due to other reasons, please approach the preferred school directly. Find out more about the appeal process from the school's website. It is important to keep the following in mind:

- All our schools have programmes to cater to the diverse strengths and interests of students.
- You are encouraged to let your child settle down in the school posted to, so as not to disrupt their learning. Schools will need time to process the appeals and the outcome of the appeals may only be known from mid-January. Schools may not be able to accept appeals due to limited vacancies.
- Your child's PSLE score must meet the school's cut-off point (COP) of the posting year, and your child should meet the preferred school's admission criteria.
- The preferred school must have available vacancies.
- Students who have been admitted through Direct School Admission are not allowed to transfer to other schools.

## 5. School Contact Information

For more information, you may refer to:

<b>General Office</b>	Telephone No: 63656392	
<b>School website</b> (For official school matters)	<a href="http://www.evergreensec.moe.edu.sg">www.evergreensec.moe.edu.sg</a>	
<b>Generic Email</b>	<a href="mailto:evergreen_ss@moe.edu.sg">evergreen_ss@moe.edu.sg</a>	
<b>Facebook</b> (For updates on school activities and news)	<a href="http://facebook.com/EvergreenSecondary">http://facebook.com/EvergreenSecondary</a>	
<b>Instagram</b> (For updates on school activities and news)	<a href="https://www.instagram.com/evergreen_secondary_official/">https://www.instagram.com/evergreen_secondary_official/</a>	

For clarifications on school matters, please contact us at

- Mr Oun Yejiu (Year Head)
  - [oun\\_yejiu@moe.edu.sg](mailto:oun_yejiu@moe.edu.sg).
- Ms Joanna Lee (Assistant Year Head)
  - [lee\\_teck\\_miang@moe.edu.sg](mailto:lee_teck_miang@moe.edu.sg)

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