



EVERGREEN SECONDARY SCHOOL

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21 December 2022

Dear Parents/Guardians,

Information for Parents of Secondary 1 Students (Academic Year 2023)

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

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1. **Principal's Message**

Welcome to the Evergreen community! We are delighted to have your child join us for the next 4 to 5 years. Below is what I will be sharing with the school. It outlines what we will be working on in 2023.

Our school vision of being “A **dynamic community that thinks and cares**” guides our approach in creating a quality schooling experience for our students.

Our school's theme for 2023 is “**Synergy**”. Synergy means to combine or coordinate to produce a joint effect that is greater than the sum of the parts. This is a unique characteristic of the Evergreen community. Together with our partners and parents, we can achieve synergy in three aspects.

First, we want to prepare our students for the future. Our Applied Learning Programmes in Effective Communications extends beyond the English Language to include the Mother Tongue Languages. The multi-tiered programmes include in-class and out of class experiences that engage students in language use in various contexts. There are also opportunities for students to go on Overseas Learning Journeys when they are in secondary 2 and 3 as overseas trips are reinstated. We will hone 21st Century Skills in our students through their CCA experiences. More opportunities will be given to all students to relate to one another as well as to solve problems together.

Second, we want to promote a positive learning environment that is uplifting and affirming for all. EVGians are known for their caring and discipline dispositions, and these strengths will be further harnessed to create a positive classroom culture where there is care for one another, and a common passion to contribute. Students will have the opportunities to collaborate with one another through academic and CCA programmes. They will also be able to plan and implement meaningful projects for the community.

Third, we will create quality learning experiences that are engaging and ICT-enabled for all students. Besides keeping abreast of the latest syllabus development, teachers collaborate within departments and with curriculum experts in MOE to promote the use of technology to empower learning. In the light of Home-Based Learning, and PDL, learning has become more blended, and tech-enabled with opportunities for students to access learning at their own time and pace.

We look forward to partnering our parents and students to create a positive schooling experience for all.

Together, we are stronger!

Mr Vincent Toh
Principal

2. School Information

2.1 First Day of School, 3 Jan 2023

Students will report to the school hall by **8.50 a.m.** on **3 Jan 2023 (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 2023

The school practises late-start days on **Tuesdays** and **Thursdays** and students report to school by **8.50 am**. Students are required to report to school by **7.30 a.m.** 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 snack break to purchase any food. You may wish to pack dry healthy snacks for your child.

Day and Time for Snack Break	
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 **4 February 2023 (Saturday)**. More information will be disseminated through Parents Gateway nearer the date.

2.5 Traffic Safety in and around School

The opening hours of the side gates near the bus stop are **6.30 to 7.30 a.m.** 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.

2.6 For More 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 Open House on **14 January 2023 (Saturday)**.

3. **School Programme for Secondary 1**

3.1 **School Calendar Highlights for Term 1 (2023)**

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	2 Jan	Holiday in Lieu of New Year's Day	Public Holiday
2	3 – 5 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	6 Jan	Camp Preparation Day (no school)	All students do not come to school.
4	9 – 11 Jan	Camp Confidence	Part of whole-school Learning for Life Programme (LLP) Cohort Camps. See below for the reporting and dismissal time. More information will be provided in the first week of Term 1.
5	11 Jan	Sec 1 Camp Finale	Please see below for more details.
6	14 Jan	Sec 1 Parent-Teacher Meeting (PTM) and CCA Open House	Please see below for more details.
7	20 Jan	Chinese New Year Celebrations	Further details will be sent out at a later date.
8	22 – 23 Jan	Chinese New Year	Public Holidays
9	24 Jan	Chinese New Year	Public Holiday in lieu of Chinese New Year on 22 Jan
10	4 Feb	First PSG Meeting	More information will be disseminated through PG nearer the date.
11	15 Feb	Total Defence Day	Commemoration of Total Defence Day

12	20 Feb – 9 Mar	Assessment Period	A separate schedule will be provided at a later date.
13	10 Mar	EVG Road Run	Further details will be sent out at a later date.
14	11 – 19 Mar	Term 1 Break	School Holidays
15	20 Mar	First Day of Term 2	Students to report to school by 7.30 am.

3.2 Orientation and Camp Confidence

The Secondary 1 Orientation and Camp Confidence are designed to allow all Secondary 1 students to be introduced to school life. It is also an important opportunity to form new friendships.

The Orientation will be held from **3-5 January** and Camp Confidence from **9-11 January**. A detailed Orientation schedule will be given to all Secondary 1 students on the first day of school.

Please note that the Orientation and Camp Confidence are day activities taking place in the school, and do not involve any overnight stay.

Date	Attire	Reporting Time	Dismissal Time
3 Jan 2023	Primary School or Evergreen Secondary School Uniform	8.50 am	3.00 pm
4 Jan 2023	PE Attire	7.30 am	2.50 pm
5 Jan 2023	PE Attire	8.50 am	2.50 pm
6 Jan 2023	Camp Preparation Day (No School)		
9 Jan 2023	PE Attire	7.30 am	1.40 pm
10 Jan 23	PE Attire	8.50 am	1.40 pm
11 Jan 23	PE Attire	7.30 am	12.30 pm
11 Jan 23 (Evening)	School Polo Shirt	4.30 pm	8.00 pm

3.3 Camp Confidence Finale

The Secondary 1 Camp Confidence Finale will be held on **11 January 2023 (Wednesday) from 4.30pm – 8.00pm.**

- On this day, Secondary 1 students will be dismissed at 12.30 p.m as their seniors prepare for the campfire that will take place in the evening.
- Students should have their lunch and dinner at home before reporting to their classrooms, in their School Polo Shirt (to be given to them during the camp) by 4.30 p.m.
- Students will be given a snack pack for consumption during the camp fire.

- During the camp fire, they will be presenting an item as a class.
- The event will end by 8.00 p.m.
- 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 p.m. For other parents not driving and fetching your child, you may wait outside the school.

We would like to invite all parents to join us, either in person, at 5.00 p.m, or by viewing the campfire finale livestream on YouTube. The livestream link, together with other Orientation updates will be put up on the Evergreen Secondary School Facebook page.

3.4 **Briefing to Parents-Teacher Meeting (PTM) and CCA Open House**

You are invited to the **Secondary 1 PTM (8.30 am to 10.00am) & CCA Open House** on **14 January 2023 (Saturday)**.

You are strongly encouraged to attend the **CCA Open House** on the same day from **10.00 am to 11.30 am** 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
8.00 am to 10.00 am	CCA Guided tour for Sec 1 students
8.30 am to 10.00 am	Briefing to parents and Parent-Teacher Introduction
10.00 am to 11.30 am	CCA Open House (for parents and students)

4. **SECONDARY 1 REGISTRATION 2023 - ADMINISTRATIVE MATTERS**

4.1 **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 **22 December 2022 (10.30 a.m. to 12.30 p.m.)**
- 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 intend 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 school uniforms and PE shorts at the EP Corner.
 - Purchase textbooks from the school bookshop in the canteen.

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 **28 December 2022 (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.

4.2 **All Other Students**

a. Purchase of Textbooks and Uniforms

- Textbooks and uniforms 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 & Uniforms

- Due to SMM, you are required to book an appointment slot via this link before proceeding to school.

<https://calendly.com/2022-apptevergreensec/news1>

- 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 the booking, to the school Security Guards before entry

c. Sales Location in school

- Textbooks will be at the School Bookshop
- School Uniforms / PE attire will be at EP Corner

d. Operating Days and Hours

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

Date	Operating Hours
27 Dec 2022	9.00am – 3.00 pm
28 Dec 2022	9.00am – 3.00 pm
29 Dec 2022	9.00am – 3.00 pm

4.3 MOE Financial Assistance Scheme (FAS)

oa. Income Criteria

Gross Household Income does not exceed \$3,000 per month

OR

Per Capita Income (PCI)* does not exceed \$750 per month

*PCI = Gross Household Income/No of members in household¹

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

a. Benefits

School Fees	Waived	
Standard Miscellaneous Fees	Waived	
2 nd -Tier Miscellaneous Fees	\$10 payable by student (Deductible from student's Edusave)	
Textbook & School Attire	Free	
Bursary	NA	
Transport Subsidy	\$204 transport credit per annum for students taking public transport.	
Meals Coupons	\$7.00 per day	(This will be activated only upon registration of EZ-Link card at general office)

b. New Application (For those who have not yet applied in Primary/Secondary Schools)

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 22 December 2022 (only for N(A) and N(T) Students Eligible for Higher Demand Subjects through Subject-Based Banding (SBB))

All applications must be supported with all the documents indicated in the MOE FAS Application form.

c. MOE FAS Approved by Other Schools

If your primary school has already approved the FAS application, you can

- Report to the Financial Assistance Booth located in the school hall on 22 December 2022 with the FAS approval letter for endorsement and verification. Once this is done, the textbooks and uniforms can be collected on the same day.

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 uniforms from school on 27, 28, 29 December 2022 by booking an appointment slot via

<https://calendly.com/2022-apptevergreensec/news1>

4.4 Transfer Out

a) Medical Reasons

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

- Serious medical condition
- 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 22 December 2022, 12.00 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. Students seeking transfers should continue to attend their posted secondary school until their transfer is approved.




b) 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's 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:

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

For clarifications on school matters, please contact the following:

- Mr Oun Yejiu (Year Head)
 - **oun_yejiu@moe.edu.sg**
- Ms Joanna Lee (Assistant Year Head)
 - **lee_teck_miang@moe.edu.sg**

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