



22 December 2017

Dear Parents/ Guardians,

Welcome to our Peirce family!

This letter provides you with some information about the school, such as our programmes and activities for Secondary One students when school re-opens. The contents of this letter can be found on the school website at <http://www.peircesec.moe.edu.sg>. You may also refer to the Student Handbook (given to students in the first week of school), or contact the school office at 64576454.

I. Reporting time and venue on first day of school

Students are to report on Tue 2 Jan 2018 by 0720 hrs in the school hall for morning assembly. Students need not bring textbooks on the first day of school. They should bring stationery and a water bottle.

II. Programme for Secondary One Students

The school has planned the following programmes and activities to familiarise your child/ ward to Peirce Secondary School. We seek your support in ensuring your child's/ ward's attendance at these events.

Date	Time (hrs)	Activity	Remarks
Tue 2 Jan	0730-1415	Day 1 school programme	Students to report by 0720 hrs and assemble at the school hall for flag-raising ceremony.
Wed 3 Jan	0730-1600	Secondary One Orientation Programme (Part I)	1. Students to report by 0720 hrs and assemble at the school hall for flag-raising ceremony. 2. Students are to bring their PE attire.
Thu 4 Jan onwards	0730-1410	Normal Lessons	Students are to bring their textbooks and learning materials according to timetable.
Fri 5 Jan	1240-1340	Diagnostic test for HCL	1. This is only for students who intend to take Higher Chinese. 2. Students to report to HCL room at level 2 (B2-01A).
Tue 9 Jan	1445-1745	CCA Talent Scouting Exercise	Students will be dismissed from class at 1400 hrs for lunch break, then assemble at 1430 hrs at the school hall in their PE attire.
Fri 12 Jan	1330-2040	Orientation Programme (Part II) CCA Orientation cum Recruitment	Parents are invited to view the various CCA booths from 1700 to 1815 before attending the Welcome Talk.
	1900-2040	Welcome Talk for Secondary One Parents	This is a talk for parents / guardians to introduce the various programs of the school. As important information will be shared, all parents are encouraged to attend. Please indicate your attendance on the response slip attached to this letter. (Refer to Annex D)

III. School Uniform and Attire

All students have to wear the prescribed school uniform; modifications to the uniform are strictly not allowed. We advise parents to purchase 2 sets of school uniforms, and 3 sets of PE attire. Students are to take note that shirts and blouses are to be tucked in at all times to present a neat and orderly appearance.

IV. Curriculum Structure

The curriculum structure is attached in Annex A. The school starts late on Mondays except during examination periods. Students report by 0820 hrs for morning assembly on Mondays. Please note that for lower secondary the formal curriculum ends at 1410 hrs on Mon–Thu, and 1240 hrs on Fri. The school reporting times and venues are:

Day	Curriculum Time (hrs)	Reporting Time	Assembly Venue
Mon	0830-1410	0820 hrs	parade square
Tue	0730-1410	0720 hrs	school hall
Wed – Thu	0730-1410	0720 hrs	parade square
Fri	0730-1240	0720 hrs	parade square

Other than recess, students have a snack break Mon–Thu. We encourage students to bring nutritious dry foods such as wheat biscuits, whole-grain bars and dried fruit for consumption during snack breaks. Only plain water is allowed in classrooms.

V. Attendance and Punctuality

The school monitors the attendance and punctuality of students closely. Whenever a student is absent from school, parents will be notified via message. Late-coming and truancy are promptly dealt with by the student management committee. Counseling, parent conferences, detention after school, demerit points, adverse conduct grade, suspension from school, and expulsion due to wilful absenteeism is the progression of severity in measures meted out.

Should parents/ guardians need to take their child/ ward out of school during term time for any reason, please write in formally to the school through your child's/ ward's form teacher. Such requests will be considered on a case-by-case basis.

VI. Co-curricular Activities (CCA) and Values-in-Action (VIA)

CCA is a core component of learning at Peirce. All students must participate in CCA for character development and socio-emotional learning. Good CCA Levels of Attainment are useful when your child applies for post-secondary institutions. For students seeking admission to ITE/ Polytechnics/ Junior Colleges, 2 bonus points are available for an 'Excellent' co-curricular attainment and 1 bonus point for a 'Good' co-curricular attainment.

Values-in-Action (VIA) are **compulsory** activities that your child has to participate in at Peirce as part of the holistic education that we provide. Please encourage your child to participate actively in CCA & VIA to learn important school values like responsibility, care and empathy; life skills such as teamwork, and leadership qualities.

VII. Peirce Parent Support Group (PPSG)

The PPSG would like to invite you to a welcome tea on Sat, 27 Jan 2018 at 10 am at Peirce Secondary School. The session provides you with an opportunity to interact with PPSG committee members and other parents. You could learn more about the PPSG programmes for parents and their children. You could also clarify on matters related to academic or non-academic areas. We look forward to meeting you and your child / ward. Kindly complete the attached reply slip (Annex E) and have your child return it to his / her Form Teacher by 19 Jan 2018.

We look forward to your active partnership with us in your child's/ ward's journey towards excellence!

Yours Sincerely,

Mrs Betty Chow
Principal

Annex A: Curriculum Structure

	Mon	Tue	Wed	Thu	Fri
7.25 - 7.35	*Flag-raising Ceremony 8.25 – 8.35 am	Flag-raising Ceremony			
7.40 - 8.00		EL programme or ALP Showcase	YH Programme or FT Period	Citizenship & Character Education or Related Programme	YH Programme or End-of-Week Reflection
8.00 - 8.40		Period 8	Period 16		Period 31
8.40 - 9.20	Period 1	Period 9	Period 17	Period 24	Period 32
9.20 – 9.30	Period 2	US Snack Break			
9.30 - 10		Period 10	Period 18	Period 25	Period 33
10 – 10.40	LS Recess (10 – 10.35) & US Lesson				
10.40 – 11.20	US Recess (10.40 – 11.15) & LS Lesson				
11.20 – 12	Period 4	Period 12	Period 20	Period 27	Period 35
12 - 12.40	<u>Period 5</u>	<u>Period 13</u>	<u>Period 21</u>	<u>Period 28</u>	<u>Period 36**</u>
12.40 – 12.50	LS Snack Break				School ends at 12.40pm
12.50 - 1.30	Period 6	Period 14	Period 22	Period 29	CL Lessons e.g. for SBB remedial
1.30 - 2.10	Period 7	Period 15	Period 23	Period 30	
2.10 – 2.40	End of School Day for Lower Secondary				
	Teacher-Student Meetings (Individual or Group)				
2.40 – 3.30	Lunch				
	Student Meetings (Peer Support, Student Leaders & CCA)	Period 37	Teacher Meetings (Staff Contact Time/ Departments/ Committees)	Period 38	Student Meetings (Peer Support, Student Leaders & CCA)
3.30 – 6	Detention / CCA / Consultations			Detention / CCA / Consultations	

Annex B: Subjects

1. Subjects taken by students in lower secondary

<i>Normal Academic</i>	<i>Express</i>
English Language	English Language
Mother Tongue	Mother Tongue
Mathematics	Mathematics
Science	Science
History	History
Geography	Geography
Literature in English	Literature in English
Food & Consumer Education	Food & Consumer Education
Design & Technology	Design & Technology
Art	Art
Music (non-examinable)	Music (non-examinable)
Physical Education (non-examinable)	Physical Education (non-examinable)

2. Higher Mother Tongue Languages (HMTL)

Students who are eligible to study Higher Mother Tongue Languages (HMTL) will receive an option form. Higher Chinese will be conducted at Peirce. Other HMTL will be conducted outside curriculum hours at MOE designated centres. This form has to be completed and submitted to us preferably on 22 Dec (at the registration counter) or latest by 26 Dec 1 pm (at the General Office). Students not given the option form and are interested to take up Higher Chinese will be assessed by our Chinese Language teachers on Friday 5 January 2018. For further clarification with regard to MTL matters, please contact Mrs Teo Chui Wan, HOD/ Mother Tongue Languages at seet_chui_wan@moe.edu.sg.

3. Subject-Based Banding (SBB)

From 2018, Peirce offers Subject-Based Banding (SBB) to students in the Normal Academic stream who demonstrate strength in one or a few specific subjects, to study the subject(s) at a Express level.

The PSLE eligibility criteria for offering higher level subject are:

Course	PSLE Standard Grade	Option to offer subject at
N(A)	A*, A	Express

Eligible students will be given letters of offer. Parents must complete and submit these option forms preferably on 22 Dec (at the registration counter) or latest by 26 Dec 2017 1 pm (at the General Office). Parents who do not submit by this date and time are considered to have decided **not** to take up the offer and the decision is final. Also, please only buy the books **after** the decision is made.

There will also be insertions after Sec 1 mid- and end-of-year examinations.

Annex C: Administration Matters

1. Sale of Textbooks and Uniforms

Textbooks can be purchased from the school bookshop in the canteen and uniforms can be purchased from Level 1 of the classroom block. Sale of textbooks and uniforms is also available on these dates:

Date/Day	Time (hrs)
22 Dec/ Fri	0900-1500
23 Dec/ Sat	0900-1200
26 Dec/ Tue, 27 Dec/ Wed, 28 Dec/ Thu, 29 Dec/Fri	0900-1500
30 Dec/ Sat	0900-1200

2. Continued Use of School Smart Cards for Concessionary Travel

All Sec 1 students will be issued with a new Secondary level School Smart Card (SSC). While Sec 1 students are waiting for their Secondary level SSCs to be ready, they can continue to use their Primary level SSCs for concessionary travel till end Apr 2018. Students can purchase the Bus Concession Pass (BCP) using their Primary level SSCs but they would need to purchase the BCP for Secondary School students.

3. Financial Assistance

To apply for financial assistance, please see our school Administration Managers Mdm Magdalene Peh or Mdm Teresa Ng. Other than MOE Financial Assistance Scheme, students may also apply for discretionary financial assistance, Opportunity Funds for enrichment programmes and NEU PC Plus Bundle for computers and broadband service.

4. Health-Related Matters

Every student must bring his / her thermometer to school every day. He / she should seek medical help immediately should he / she be unwell, and not report to school. Students who report sick during curriculum time will only be sent home if accompanied by parent / guardian. This procedure is important for the safety of the child / ward and we seek parent's/ guardian's understanding to adhere to this procedure strictly.

During school holidays, if your child / ward has travelled to other countries, please inform the school. We also depend on you to emphasise to your child the importance of maintaining a high standard of personal hygiene.

Should your child have any health-related issues such as allergies, and pre-diagnosed medical conditions such as diabetes, heart disease, high-blood pressure, please indicate in the profile form provided in the file. If there should be reasons for your child to be exempted for prolonged periods from physical activity, such as PE and CCA, please inform Mdm Foong Sau Wan, HOD PE & CCA at foong_sau_wan @moe.edu.sg.

Annex D: Welcome talk for Sec. 1 Parents 2018

**WELCOME TALK FOR SEC.1 PARENTS 2018
12 January 2018, Friday**

Dear Parents/ Guardians,

We would like to invite you and your child/ ward for a Welcome Talk to share some of the school's key programmes. This will also be a good opportunity for you to meet up with school leaders, key personnel and your child's/ward's form teachers. There will be a Secondary 1 Orientation Program, CCA selection and recruitment exercise for your child from 1330 to 2040 hrs. The details of the programme are as follows:

Programme for parent/guardian:

Programme for Child/Ward:

Time (hrs)	Activity	Time (hrs)	Activity
1815 – 1845	Parents' Registration cum Light Tea	1240 - 1330	Dismissal from lessons Lunch Break
1845 – 1910	Performance by PA CCA in the Hall	1330 - 1610	Sec 1 Orientation programme (Muslim boys can join in at 2.30pm)
1910 – 2040	Principal's Address	1610 – 1700	CCA Briefing
	Curriculum Pedagogy and Assessment	1700 – 1815	CCA Orientation (Free & easy Tour)
	Discipline Talk	1815 - 1845	Dinner (students to purchase at school canteen)
	CCA Briefing	1845 – 1910	Performance by Performing Arts Group in the hall
	Positive Parenting Programme	1910 – 2040	Mini Campfire at the School Field
	Peirce Parents Support Group (PPSG) & Family @ Peirce		
	Registration for Parent Access to School LMS		

We look forward to your presence. Kindly complete the attached reply slip and have your child/ward return it to his/her form teacher by 3 January (Wednesday). Thank you.

Yours sincerely

Mrs Stephanie Lee
Lower Secondary Year Head

Mrs Betty Chow
Principal

✂.....
Kindly complete this form and have your child return it to his/her Form teacher by **3 Jan 2018**

Reply slip for WELCOME TALK FOR SEC. 1 PARENTS 2018

Dear Mrs. Chow,

I will / will not * be participating in the above session on Friday, 12 January 2018. (* Circle accordingly)

Parent's/Guardian's Name: _____

Tel [Home]: _____

Parent's/Guardian's Signature: _____

Tel [Off/HP]: _____

Child's/Ward's Name: _____

Class: _____