



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 which will be 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 Mon 4 Jan 2020 by 0720 hrs in the parade square. Our student leaders will then bring them to the school hall to be welcomed by the school population, followed by the flag-raising ceremony. Students need not bring textbooks on the first day of school. They should bring stationery, a storybook 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. Refer to **Annex A** for details for 4-5 Jan Orientation programme.

Date	Time (hrs)	Activity	Remarks for students
Term 1 Week 1			
Mon 4 Jan	0730-1630	Admin and Secondary One Orientation	Report in school uniform and bring PE attire. Refer to Annex A for details.
Tue 5 Jan	0730-1630	Secondary One Orientation	Report in half uniform. Refer to Annex A for details.
Wed – Fri 6-8 Jan	0730-1440 0730-1240 (Fri only)	Start of lessons	Report in half uniform Refer to Class Timetable that will be given out on 4 Jan.
Thur 7	1430-1730 (Thu)	Diagnostic test for Higher Chinese Language (HCL) <i>(For Exp students who intend to take Higher Chinese)</i>	Report to HCL room at level 2 (B2-01A)
Term 2 Week 2			
Tue 12 & 13 Jan	1410-1830	CCA Talent Scouting Exercise Tue – Girls, Wed - Boys	Lunch break at 1410 hrs. (Leave bags in classrooms) 2.00 – 2.40 p.m.: Lunch (avoid heavy meal, take a substantial meal during recess) 2.40 – 2.45 p.m: Sec 1 students and Student Leaders to assemble in the various reporting areas (in PE attire) & attendance taking
Fri 15 Jan	1400-1530	Orientation part 2 & CCA Showcase	Blended format, face to face and via zoom. More details will be given later.
	1830-2030	Welcome Talk for Secondary One (webinar for parents/guardian)	A Parent Gateway (PG) notification will be sent with more details at a later date.

III. Curriculum Structure

The curriculum structure delineates the duration of formal lessons and the recess breaks for students each day. The details of the curriculum structure are found in **Annex B** while the information on the subjects offered to secondary one students are detailed in **Annex C**.

All students are expected to be in school at 0720 hrs, except Monday, for morning assembly. In order to provide students time to bond with family, the school has designated Monday as late start day, except during examination periods. The reporting time for Mondays is 0820 hrs.

Please note that formal curriculum ends at 1410 hrs on Mon–Thu, and 1240 hrs on Fri. The school reporting times and venues are as follows.

Day	Curriculum Time (hrs)	Reporting Time	Assembly Venue
Mon	0830-1400	0820 hrs	Classrooms
Tue, Wed, Thu	0730-1400	0720 hrs	Classrooms
Fri	0730-1240	0720 hrs	Classrooms

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

IV. Attendance and Punctuality

The school monitors the attendance and punctuality of students closely. Whenever a student is absent from school, parents/ guardians 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.

Parents/ Guardians are strongly discouraged to bring their child/ ward out of school during term time. Should parents/ guardians need to take their child/ ward out of school during term time for any reason, parents/ guardians should complete the “Application for Leave during Term (ALT)” form and send it in to the school through your child’s/ ward’s form teacher. Such requests will be considered on a case-by-case basis.

V. School Uniform and Attire

All students are required to wear the prescribed school uniform; modifications to the uniform are strictly not allowed. We advise parents to purchase minimally 1 set of school uniforms, and 4 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.

All students are required to wear their school tie on Mondays during Morning Assembly and students can dress in half uniform (PE T-shirt with school shorts / skirt) on Tuesdays to Fridays.

Parents/ guardians may refer to **Annex D** for the schedule of the sale of textbooks and uniforms as well as other administrative matters for your child/ ward.

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

CCA is a key component at Peirce in developing our students towards the school's vision of *Resilient Learners* and *Gracious Citizens*. The CCA programme is designed to provide the learning experiences for students to develop sound values, resilience and socio-emotional competencies. 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 and character development that we provide. When your child/ ward participates actively in CCA & VIA, they will learn important values like responsibility, care and empathy; life skills such as teamwork, and leadership qualities.

VII. Welcome Talk for Secondary One Parents and Students (Webinar)

At Peirce, we value the relationship with parents/ guardians as co-partners in our efforts to provide a fulfilling and enriching school experience for each child. As such, we are organising a session to engage the parents/ guardians on the various school programmes provided to enrich your child's secondary one educational experiences. We strongly encourage parents/ guardians to attend this session to meet up with teachers and school management team.

The details of the Welcome Talk are as follows:

Date : Fri 15 Jan 2021

Time : 1830 – 2030 hrs

Venue : Webinar invitation link will be sent via Parent Gateway (PG) at a later date

Kindly indicate your attendance when the link is sent to you via Parent Gateway (PG).

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

Yours Sincerely,



Mrs Stephanie Lee
Year Head for Lower Secondary

Annex A: Secondary 1 Orientation programme 4th & 5th Jan 2021
Day 1 – Monday 4 January 2021

Time & Venue	Activity	Remarks
0720 – 0730 Parade square	<ul style="list-style-type: none"> ▪ Report at <u>Parade Square</u> ▪ SLs walk groups of students (by class) to the <u>classroom</u>. 	Report to school in full uniform Bring PE attire
5 mins 0730 – 0735 Classrooms	<ul style="list-style-type: none"> ▪ Students settling in class ▪ Attendance taking 	
10 mins 0735 – 0745 Classrooms	<ul style="list-style-type: none"> ▪ Brief Introduction to FTs ▪ Temperature taking - FTs go through SOP - Conduct the exercise 	- FT will brief students on temp taking procedure.
45 mins 0745 – 0830 Classrooms	<ul style="list-style-type: none"> ▪ Form Teachers' Time [administrative work - collection of forms, checking particulars etc] ▪ General expectations in classrooms 	Brief students on SMM and wipe down routine
10 mins 0830 – 0840 Classrooms	Flag Raising ceremony & announcements	
10 mins 0840 – 0850 Classrooms	Continuation of FT Time	Other levels taking temperature
20 mins 0850 – 0920 Classrooms	Principal's Address	
5 mins 0920 – 0925 Classrooms	SLs' Time <ul style="list-style-type: none"> - SLs introduce themselves - Ground rules - Overview of programme - Movement to various venues 	<ul style="list-style-type: none"> - Whole class place in groups of 4 to 5 - Bring wallets for recess
50 mins 0930 - 1020 • Hall – P & Em • ISH – Ex & I • PS – R & C	Ice Breaker Activities	- Each class has around 7 to 8 groups of 4- 5 students
10 mins 1020 – 1030	Briefing on Recess	- Introduce the canteen and procedure for buying food, returning of utensils and assigned tables
1030 – 1115	Recess	
1120 – 1220	(i) Tour of School (ii) Team Building Games (1) (iii) Team Building Games (2)	Tour (i) Passion & Empathy (ii) Excellence & Integrity (iii) Respect & Care
1220 – 1320	(i) Team Building Games (1) (ii) Team Building Games (2) (iii) Tour of School	
1320 – 1400	Lunch	1.30 – 2.10
1400 – 1440 • Hall • Classrooms	(i) A Day at Peirce (ii) Discipline Talk (iii) Movement routes	(i) Passion & Empathy (ii) Excellence & Integrity (iii) Respect & Care
1440 – 1520 Venues as above	(i) Discipline Talk (ii) Movement routes (iii) A Day at Peirce	*Brief Sec. 1 on Day 2 programme during movement routes section
1520 – 1600 Venues as above	(i) Movement routes (ii) A Day at Peirce (iii) Discipline Talk	*movement routes – various special rooms & field (Evacuation AA)
1600 – 1615	Prepare students for school dismissal *Due to staggered dismissal time students will be dismissed from 1615 to 1630.	Staggered dismissal (i) Passion & Empathy (ii) Excellence & Integrity (iii) Respect & Care

Day 2, Tuesday 5 January 2021

Time & Venue	Activity	Remarks
0720 – 0730 Classrooms	Assemble in Classrooms	SLs will be at parade square to welcome Sec. 1s and provide support
0730 – 0745 Classrooms	- Flag raising ceremony - Attendance taking - Temperature Taking	
0745 – 0810 Classrooms	FT's Time	Snack break Admin. work
0820 – 0840 • Hall – Intro. To SC • PS & ISH – ice breakers	(i) Ice Breaker activity (ii) Walk from main gate to back gate (iii) Introduction to School Counsellors	(i) Passion & Empathy (ii) Excellence & Integrity (iii) Respect & Care
0845 – 0905 As above	(i) Walk from main gate to back gate (ii) Introduction to School Counsellors (iii) Ice Breaker activity	
0910 – 0930 As above	(i) Introduction to School Counsellors (ii) Ice Breaker activity (iii) Walk from main gate to back gate	
0935 – 1035 Hall & ISH - Games	(i) Team Building Games (2) (ii) Tour of School (iii) Team Building Games (1)	(i) Passion & Empathy (ii) Excellence & Integrity (iii) Respect & Care
1040 – 1120 Canteen	Recess at assigned tables	
1120 – 1145 Classrooms	Time with Student Leaders	Complete any unfinished items Filler activities
1145 – 1235 Classrooms	Form Teachers' Time - 5A 'Setting Our Classroom Tone' Introduction to the YH & AYH	- FTs go through: • Locker allocation, Seating plan, Time table, Setting class rules, etc - YH & AYH visit classes to introduce themselves
1240 – 1400 Classrooms	Growth Mindset Workshop	
1400 – 1430	Lunch	
1435 – 1615 Classrooms	Growth Mindset Workshop	
1615 – 1630	Dismissal by FTs *Due to staggered dismissal time students will be dismissed from 1615 to 1630.	

Annex B: Curriculum Structure

	Mon	Tue	Wed	Thu	Fri
7.30 - 7.35	*Flag-raising Ceremony 8.30 – 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 FT Period
8.00 - 8.20		Period 15	Period 31		Period 61
8.20 – 8.40		Period 16	Period 32		Period 62
8.40 - 9.00	Period 1	Period 17	Period 33	Period 47	Period 63
9.00 – 9.20	Period 2	Period 18	Period 34	Period 48	Period 64
9.20 – 9.40	Sec 4E & 3E Recess (9.20 – 9.55)				
9.40 - 10					
10 – 10.20	Sec 1 & 3A Recess (10 – 10.35)				
10.20 – 10.40					
10.40 – 11.00	Sec 2 & 4A & 5A Recess (10.40 – 11.15)				
11.00 – 11.20					
11.20 – 11.40	Period 7	Period 23	Period 39	Period 53	Period 69
11.40 - 12	Period 8	Period 24	Period 40	Period 54	Period 70
12 - 12.20	Period 9	Period 25	Period 41	Period 55	Period 71
12.20 – 12.40	Period 10	Period 26	Period 42	Period 56	Period 72
12.40 – 1.00	Period 11	Period 27	Period 43	Period 57	CL Lessons eg for HCL, SBB NT-NA, remedial
1 – 1.20	Period 12	Period 28	Period 44	Period 58	
1.20 – 1.40	Period 13	Period 29	Period 45**	Period 59	
1.40 - 2.00	Period 14	Period 30	Period 46**	Period 60	
	End of School Day for Lower Secondary				
2.00 – 2.40	Connect@ Peirce or Teacher-Student Meetings (Individual or Group)				
	Lunch				
2.40 – 3	Student Meetings (Peer Support, Student Leaders & CCA) / Detention	Period 73	Teacher Meetings (Staff Contact Time/ Departments/ Committees)	Period 75	Student Meetings (Peer Support, Student Leaders & CCA) / Detention
3 – 3.20		Period 74		Period 76	
3.30 – 6		Detention / CCA / Consultations (in this order of priority)		Detention / CCA / Consultations (in this order of priority)	

ALP – Applied Learning Programme

FT – Form Teacher

YH – Year Head

VIA – Values-in-Action

SBB – Subject-based Banding

Snack break at 7.40-8.00 am or 12pm.

Annex C: Subjects

1. Subjects taken by students in lower secondary

<i>Normal Technical</i>	<i>Normal Academic</i>	<i>Express</i>
English Language	English Language	English Language
Mother Tongue	Mother Tongue	Mother Tongue
Mathematics	Mathematics	Mathematics
Science	Science	Science
Computer Applications	History	History
Social Studies	Geography	Geography
	Literature in English	Literature in English
Food & Consumer Education	Food & Consumer Education	Food & Consumer Education
Design & Technology	Design & Technology	Design & Technology
Art	Art	Art
Music (non-examinable)	Music (non-examinable)	Music (non-examinable)
Physical Education (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 lessons 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 on 4 Jan (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 7th Jan 20 Thursday 1430-1730. For further clarification with regard to MTL matters, please contact Mrs Teo Chui Wan, HOD/ Mother Tongue Languages at seet_chui_wan@schools.gov.sg.

3. Subject-Based Banding (SBB)

Peirce offers Subject-Based Banding (SBB) to students in the Normal streams who demonstrate strength(s) in one or a few specific subjects, to study the subject(s) at higher levels.

The eligibility criteria for offering higher level subjects are:

Course	PSLE Standard Grade	PSLE Foundation Grade	Option to offer subject at
N(A)	A*, A	-	Express
N(T)	A*, A	-	Express / N(A)
	B, C	1	N(A)

Eligible students will be given letters of offer via Parent Gateway (PG) or email.

Parent/ Guardian, together with student, must decide on whether to take up the offer by **28 Dec 10 am**.

To take up the offer, parent/ guardian can choose to:

(1) reply the PG notification

(2) send an email with signed form (PDF) to lee_mei_chen_cheryl@schools.gov.sg

(3) call the school at 64576454; parent/ guardian will be given a contact number to send a text message

This is to ensure the clarity of the decision without any mis-understanding.

If parents/ guardians do not respond by **28 Dec 10 am**, the school understands that the student **will not 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 Semester 1 and 2 assessments.

Annex D: Administration Matters

1. Sale of Textbooks and Uniforms

We encourage all parents/ guardians to purchase textbooks and uniforms **online**. Parents/ Guardians can make use of available online transactions to make your purchases and pick up from the stores in school on an appointment basis. Alternatively, home delivery service may be arranged at a fee.

If you prefer walk-in purchase, please note that strictly **1 Adult** is allowed to accompany 1 student and we seek your kind cooperation to adhere to assigned time slots based on your child's/ ward's class*.

For students on financial assistance schemes, please come to school according to the assigned time slots and submit your approval letter for collection of textbooks and uniforms. For Singapore Citizens in financial need, you can contact General Office at 6457 6454 for further assistance.

(a) Walk-In Purchases for textbooks and uniforms - strictly based on your child's/ ward's class

Operating Hours	Operating Dates	Class*	Timing	Remarks
9am to 3pm (Mon - Fri)	23-Dec-20	NA/NT stream	9am to 3pm	
Closed on Sat, Sun, PH Eve & PH	28-Dec-20	Express stream	9am to 3pm	
	29-Dec-20	All Sec 1	9am to 3pm	Walk-In Purchase (Strictly on Appointment Basis)
	30-Dec-20	All Sec 1	9am to 3pm	Self-Collection for Online Order (Strictly on Appointment Basis)

* This is not the final class allocation. Students would be placed into classes later.


(b) Alternative Modes of Purchases

For your easy reference, we have consolidated the various methods available for purchases below.

School Book Supplier: Casco Educational Supply Pte Ltd

S/N	Methods of Purchase	Details
1	Online sales	Website: www.cascoedusupply.com.sg Login Name: PSS Password: 8193 Delivery fee of \$13 is applicable. For self-collection at school, please call 6256 3139 to make an appointment.
2	E-mail/ Fax	To e-mail booklist to info@cascoedusupply.com.sg . To fax booklist to 6748 9139.
3	Walk-in Purchase @ School	To contact our school bookshop at 6256 3139 for booking of appointment. Strictly on an appointment basis.

School Uniform Supplier: Asencio Uniforms & Bookshops Specialist

S/N	Methods of Purchase	Details
1	Online sales	Website: www.asencio.com.sg Please register an online account before proceeding to purchase. Delivery fee of \$6 is applicable. For self-collection at school, please call 96485011 to make an appointment.
2	E-mail	To e-mail Order Form to sales@asencio.com.sg . Asencio will contact you to confirm your order within 3 days after receiving your order.
3	Walk-in Purchase @ Retail Office	 120 Hillview Avenue #05-01 Kewalram Hillview Singapore 669594 Tel: 6764 3102

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 until end Apr 2021. 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 approach our school administration staff. 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/ ward 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 online registration form. If there should be reasons for your child/ ward 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 @schools.gov.sg.