



4 January 2022

Dear Parents/Guardians,

START OF 2022 – KEY EVENTS & PROGRAMMES IN TERM 1

WELCOME BACK AND GREETINGS FOR 2022

1. To begin the new academic year, let me first congratulate the new Secondary 1 students for securing a place in Crest Secondary School. We trust that our Secondary 2 to 4 Crestans have made good use of the vacation and are looking forward to another exciting year of learning and growth. Hopefully, Covid-19 will fade away in the new year.
2. We are delighted to share that our 6th batch of Crestans from the Class of 2021 have performed very well at the GCE N-Level Examination and ITE Skills Certificate (ISC) courses. 97.6% of our 167 graduating students were awarded the GCE N(T) Certificate while 93.4% were awarded the ITE Skills Certificate (ISC). In addition, about one in every 2 student secured a place in a course of their choice at ITE. We wish the Class of 2021 all the best in their progression to ITE, and like many of their seniors, progress to local polytechnics to do their diploma courses in the years ahead.
3. Living with COVID-19 means that we must not let our guard down. We have made deliberate effort to ensure that Safe Management Measures (SMM) are in place for our key events and programmes for Term 1, and we stand ready to make adjustments to these plans when necessary, so that we will be always be aligned with the national posture. This is to ensure that learning can take place smoothly, and everyone in Crest will be kept safe. A list of these key events and programmes is shared in **Annex A**. Details of other major events and programmes are also shared in the rest of this letter.

STAFF MATTERS

INFORMATION ON SCHOOL MANAGEMENT, KEY PERSONNEL AND FORM TEACHERS

4. You can see the updated list of the School Management and Key Personnel Team in **Annex B**, as well as the Form Teachers list for each class in **Annex C**.

STUDENT MATTERS

START RIGHT PROGRAMME

5. To help our students start well in school, a series of activities have been planned for all levels from **4 to 6 January 2022**. Reporting time for all three days will be at 7:55am. Staggered dismissal times for the different levels are shown in the table below:

Date (Day)	Sec 1	Sec 2	Sec 3	Sec 4
4 Jan (Tue)	12:10pm	12:20pm	12:10pm	12:20pm
5 Jan (Wed)	12:10pm	12:20pm	12:10pm	12:20pm
6 Jan (Thu)	12:20pm	12:10pm	12:20pm	12:10pm

Note: Normal curriculum will commence for all levels from 7 January 2022 (Friday) onwards.

STAGGERED DISMISSAL TIMES

6. As part of COVID-19 Safe Management Measures to reduce congestion of students, dismissal times for the different levels will be staggered as follows, once normal lessons resume on 7 January 2022 (Friday).

Day	Sec 1	Sec 2	Sec 3	Sec 4
Monday	3:10pm	3:20pm	3:10pm	3:20pm
Tuesday	2:40pm	2:50pm	2:40pm	2:50pm
Wednesday	2:50pm	2:40pm	2:50pm	2:40pm
Thursday	2:50pm	2:40pm	2:50pm	2:40pm
Friday	12:25pm	12:35pm	12:25pm	12:35pm

Note: These dismissal times will only commence from 7 January 2022 (Friday) onwards.

CCA EXPOSURE PROGRAMME FOR SECONDARY 1 AND NEW TRANSFER-IN STUDENTS

7. All students are required to participate in one Co-Curricular Activity (CCA) as part of their holistic development. Crest offers a total of 17 CCAs – 5 Sports, 5 Aesthetics, 2 Uniformed Groups and 5 Clubs. To give our Secondary 1 and new transfer-in students a better understanding of the CCAs, a CCA Exposure Programme will be conducted over three Wednesdays, on **12, 19 and 26 January**, where students will learn about the different CCAs through hands-on activities.
8. Secondary 1 and new transfer-in students must submit their CCA Option Form latest by **28 January**. They will be informed of their assigned CCAs on 4 February.

REMEDIATION PROGRAMME FOR SECONDARY 2 TO 4 STUDENTS

9. Remediation programme will be conducted for selected Secondary 2 to 4 students who did not pass the English Language, Mathematics or Mother Tongue Language examinations in 2021. The programme aims to strengthen these students' academic foundation, so as to help them do better in school. The remediation programme will be held weekly and will start from **7 February 2022 (Term 1 Week 6)** onwards, as follows:

Subject	English Language	Mathematics	Mother Tongue Languages
Day (Time)	Mon (3:30 – 4:30pm)	Wed (3:00 – 4:00pm)	Fri (12:45 – 2:00pm)

TERM 1 ASSESSMENTS

10. Various Weighted Assessments (WA) will be conducted in Term 1. These serve as important checkpoints for our students' learning. Besides pen-and-paper tests, students will also be assessed via alternative modes such as practical assessments, presentations and projects. The assessment schedule is appended below for your reference:

Dates	Weeks	Subject
7 Feb – 18 Feb	Weeks 6 – 7	English Language
14 Feb - 25 Feb	Weeks 7 – 8	Mother Tongue Languages
14 Feb – 25 Feb	Weeks 7 – 8	Mathematics
14 Feb – 25 Feb	Weeks 7 – 8	Science

Note: Assessment for Secondary 1 to 2 Vocational Taster Modules will only be carried out in Term 2, while practical assessment for Secondary 3 to 4 ISS subjects will be conducted in an on-going basis.

CHINESE NEW YEAR (CNY) CELEBRATIONS

11. The 2022 CNY festive holidays will stretch from 1 to 2 February (Tuesday & Wednesday). The school will be celebrating CNY on **31 January (Monday)**. Students will report to school at 7:55am and will be dismissed at 10:30am. We encourage all students to don either Chinese ethnic costumes or red tops to enhance the festive mood. School will resume on 3 February (Thursday). On that day, Sec 2 to Sec 4 students will stay at home for Home-Based Learning (HBL), while Sec 1 students will return to school for physical lessons.

HPV VACCINATION FOR FEMALE STUDENTS

12. AsiaMedic has been engaged by Health Promotion Board (HPB) to provide HPV vaccination for female students in Crest. The date of vaccination is as follows:

Levels	Vaccination Date
Secondary 1 and 2	16 February 2022, Wednesday

HEALTH CHECK-UP FOR STUDENTS

13. The School Health Service Team from Health Promotion Board (HPB) will be in Crest from **9 February (Wednesday) to 18 February (Friday)** to conduct health check-ups for our Sec 1 to 4 students. Parents/guardians will be informed if your child/ward requires follow-up referral after the health check-up. Non-Singaporean students are requested to bring their Health Booklet and immunisation certificates (if any), to the health check-up.

HEALTHY MEALS IN SCHOOLS PROGRAMME (HMSP) AND CONSUMPTION OF WATER

14. To support our students' health development, the school is on board the Healthy Meals in Schools Programme (HMSP) by the Health Promotion Board (HPB). This programme provides food service guidelines for school canteens, and aims to cultivate good eating habits among our students, so that they will be accustomed to consuming fruit, vegetables and whole grains as part of their daily diet. Healthy set meals will be provided in the school canteen with prices ranging from \$2.50 to \$5.00. We seek your support to encourage your child/ward to eat healthily.
15. We also encourage our students to consume water on a regular basis throughout the day as our weather is hot and humid. Thus, proper hydration is important. We strongly encourage all students to bring **their own water bottle** to school. There are many water coolers around the school where students can fill up their water bottles.

SCHOOL-FAMILY PARTNERSHIP MATTERS

KEEPING IN TOUCH WITH THE SCHOOL

16. It is important to develop and strengthen mutual understanding, respect and trust between schools and parents, to ensure the well-being of the child. Parents may maintain regular communication through some of these official school channels such as the **Parents Gateway, Parents Support Group (CREST PAL)**, our **school social media platforms** (<https://www.crestsec.edu.sg/> or <https://www.facebook.com/crestsec>), as well as the **Student's Handbook**.
17. We wish to draw to your attention to our Parent Communication Guidelines which is available in the school website <https://www.crestsec.edu.sg/i-am-a/parent>. You can also access the email addresses of form teachers for all levels under this link.

STAYING CONNECTED – HOME VISITS

18. As part of our school's continuing efforts to stay connected and strengthen school-family relationships, Form Teachers will make home visits to engage parents/guardians in a discussion on how to better support your child/ward. We hope to learn about your aspirations as well as your concerns for your child/ward. We look forward to your support when our Form Teachers make home visits to you or your child/ward.

SCHOOL LEADERS' DIALOGUE WITH SECONDARY 1 PARENTS/GUARDIANS

19. As parents/guardians, your involvement in your child's/ward's education is critical. The school will be holding the first School Leaders' Dialogue with Secondary 1 Parents/Guardians on **14 January (Friday), 6:00pm to 7:30pm**, via Zoom. We will share with you what you and your child/ward can look forward to in the next four years of his/her educational journey in Crest. We hope that you will make time to join us. The Zoom details are provided below.

Topic:	School Leaders' Dialogue Secondary 1 Parents/Guardians
Date:	14 January 2022 (Friday)
Time:	6:00 to 7.30 pm (Log in begins at 5:45 pm)
Meeting ID:	Join Zoom Meeting https://moe-singapore.zoom.us/j/82667720525 Meeting ID: 826 6772 0525
Passcode:	Crest2022

Please log into Zoom using your child's class and name to facilitate placing you in the correct breakout rooms. E.g 1-01_John or 1-03_Aisha

ADMINISTRATIVE MATTERS**UPDATE OF CONTACT DETAILS EXERCISE**

20. The school will be distributing the contact details form to all students on **10 January 2022 (Monday)**. Parents/guardians are requested to update any changes in red ink and return it to your child's/ward's Form Teacher by **17 January 2022 (Monday)**. Do remember to update the school should your contact details or your child's/ward's citizenship change later in the year.

SCHOOL SMART CARDS (SSCs) FOR SECONDARY 1 STUDENTS

21. The school will be distributing School Smart Cards (SSCs) to new Secondary 1 students by **April 2022**. Meanwhile, Secondary 1 students can continue to use their primary level SSCs for concessionary travel at the secondary school rate until 30 April 2022.

PHOTO-TAKING FOR SEC 1 AND 3 STUDENTS

22. The school will be arranging for photographs of Secondary 1 and 3 students to be taken in Term 1 for their School Smart Card and Industry Experiential Programme respectively. Students are required to be attired neatly in school uniform, with proper haircut, for the photo-taking session. Details will be provided at a later date.

RENOVATION OF ADMIN OFFICE/FOYER FLOORING

23. Please note that as the Admin Office and foyer flooring are/will be undergoing upgrading works until Mar 2022, the Admin Office will continue to operate at Blk J Level 2 02-03 from Jan - Mar 2022. For security reasons, parents and visitors will be ushered to the waiting/meeting rooms next to the bookshop if they are in school for an appointment. If parents/visitors are required to be attended to at the Admin Office, they would then be escorted in and out of the office and by our staff. We thank you for your patience and understanding for the inconvenience caused.

SCHOOL AND MISCELLANEOUS FEES

24. The school strongly encourages parents/guardians to pay school and miscellaneous fees via GIRO. GIRO deductions will take effect in Term 1 for Secondary 2 to 4 students. However, Secondary 1 students may have to pay fees via cash/cheque/NETS/PayNow until their GIRO application is approved by the bank. The schedule of fees payment is as follows:

Nationality of Student	School Fee (Monthly)	Standard Miscellaneous Fee (Monthly)	2 nd Tier Miscellaneous Fee (Monthly)	Total (Monthly)	Date of GIRO Deduction or Cash/Cheque/NETS/PayNow Payment
Singapore Citizen	\$5 <i>(Waived for Malay students and MOE-FAS students)</i>	\$10 <i>(Cash payment is required, waived for MOE-FAS students)</i>	\$10 <i>(Can be paid from student's Edusave Account)</i>	\$25	<u>Term 1</u> 01 Mar (Tue)
Singapore PR	\$440	\$10	\$10	\$460	<u>Term 2</u> 4 May (Wed)
International Student (ASEAN)	\$840	\$10	\$10	\$860	<u>Term 3 and 4</u> 1 Aug (Mon)
International Student (Non-ASEAN)	\$1,600	\$10	\$10	\$1,620	

FINAL NOTE

25. As we move forward into 2022, let us continue to play our part in keeping Singapore safe and on track to beating the COVID-19 pandemic together. We hope parents/guardians can continue to work closely with our teachers, and trust us to do this important piece of hard and "heart" work of carrying out our **3R**-mission of **R**ebooting your child's/ward's schooling experience, **R**econdition their habits, and **R**estoring their self-esteem, self-confidence and self-worth.

26. Together, let's make 2022 a meaningful, enriching and fulfilling year for your child's/ward's education at Crest!

Yours sincerely,

Mr Seet Tiat Hee
Principal

(This is a computer-generated letter. No signature is required.)

Annex A**SCHEDULE OF KEY SCHOOL EVENTS AND PROGRAMMES (TERM 1 2022)**

Date	Event / Programme	Remarks
4 Jan (Tue) to 6 Jan (Thu)	Start Right Programme	Refer to letter for dismissal times
14 Jan (Fri)	School Leaders' Dialogue with Sec 1 Parents	Refer to letter for Zoom details
12, 19 & 26 Jan (Weds)	CCA Exposure Programme for Sec 1 Students	Sec 1 students will submit CCA Option Form by 28 Jan (Fri)
3rd week of Jan (TBC)	Photo-Taking for Students (Sec 1 and Sec 3)	Individual Student Photos
31 Jan (Mon)	Chinese New Year Celebration	Reporting time: 7:55am Dismissal time: 10:30am
1 Feb (Tue) to 2 Feb (Wed)	Chinese New Year Holidays	Sec 1 students to report back to school on 3 Feb (Thu). HBL for Sec 2 to Sec 4.
9 Feb (Wed) to 18 Feb (Fri)	Health Check-up	Sec 1 to Sec 3
16 Feb (Wed)	HPV Vaccination for female students	Sec 1 and Sec 2
1 Mar (Tue)	GIRO Deduction <u>or</u> Collection of Cash/Cheque/NETS/PayNow Payment for School and Miscellaneous Fees (Term 1)	
11 Mar (Fri)	School Leaders' Dialogue with Sec 4 Parents	Details will be sent through Parents Gateway
12 Mar (Sat) to 20 Mar (Sun)	<p style="text-align: center;">Term 1 School Vacation</p> <ul style="list-style-type: none"> • Some CCAs may organise training sessions from 14 Mar (Mon) to 15 Mar (Tue) • Protected staff vacation for teachers from 16 Mar (Wed) to 20 Mar (Sun) • Students will return to school on 21 Mar (Mon) (Start of Term 2) 	

Annex B**SCHOOL MANAGEMENT AND KEY PERSONNEL TEAM**

S/N	Name	Designation
School Leaders		
1.	Mr Seet Tiat Hee	Principal
2.	Mr Chan Teck Hong, David	Vice-Principal (Academic)
3.	Mr Ho Kum Fai, Sam	Vice-Principal (Vocational Education)
4.	Mdm Lee Kee Meng	Vice-Principal (Administration)
Managers / Heads		
5.	Ms Lee Chia Ling	Finance Manager
6.	Mr Neo Kim Chwee, Edward	Operations Manager
7.	Ms Lee Siu Yuen	Head (Admin)
8.	Ms Marina Wong May Li	Head (Human Resource)
9.	Mr Bay Siow Lon	Head (Student Support)
Heads of Department (HOD)		
10.	Mr Teo Zhiliang, Lucas	HOD (Organisational Learning & Development)
11.	Mr Adrian Tan Liang Huat	HOD (Discipline)
12.	Mr Lin Zhiliang	HOD (Character & Citizenship Education)
13.	Mr Rajes Kumar S/O Y Naidu	HOD (Physical Education & CCA)
14.	Ms Lok Lai Hoong, Lisa	HOD (Aesthetics & CCA)
15.	Ms Chee Pey Ling, Juliana	HOD (English Language)
16.	Ms Lee Wen Lin	HOD (Mathematics & Science)
17.	Mr Lam Kum Cheong Andy	HOD (ICT)
18.	Ms Siti Zainuriah Sapari	HOD (IoT Applications & Mobile Web Applications)
19.	Mr Lee Ching Yong	HOD (Culinary & Restaurant Operations)
20.	Mr Chang Chow Khin	HOD (Mechanical Design & Automation)
21.	Mr Mohd Hirman Bin Mohd Tohir	HOD (Retail & e-Commerce)

Year Heads (YH) / Assistant Year Heads (AYH)		
22.	Mr Othman Arsan Mohd Abubakar	YH (Sec 1)
23.	Ms Goh Jia Li	YH (Sec 2 and 3)
24.	Ms Lim Mei-Fern, Ruth	YH (Sec 1 and 4)
25.	Ms Foo Mei Yeng	AYH (Sec 2)
26.	Mr Muhammad Fareed Hashim	AYH (Sec 3)
27.	Ms Chang Yi Ping	AYH (Sec 4)
Subject Heads (SH)		
28.	Ms Wong Ying Ching, Bibiana	SH (Character & Citizenship Education) [NICE]
29.	Mr How Wing Cheong Alvin	SH (Character & Citizenship Education) [SELF]
30.	Ms Chan Lay Ling, Amy	SH (English Language)
31.	Ms Ong Sok Eng, Eileen	SH (Chinese Language)
32.	Ms Muszalifa Binte Aman	SH (Malay Language)
33.	Mr Tan Teck Hong Jason	SH (Discipline)
34.	Ms Ho Su Ching Eunice	SH (Math) [covering]
35.	Mr Ooi Heng	SH (Science) [covering]
36.	Mr Lin Yuxuan Den	SH (Info-Communications Technology) [covering]
37.	Ms Tay Siew Mei Janice	SH (Physical Education & CCA) [covering]
38.	Mr Lim Ming Hui Eugene	SH (Internet-of-Things Applications) [covering]
39.	Mr Lee Joshua	SH (Student Well-Being) [covering]
Senior Teachers (ST)		
40.	Ms Hedzlyn Hazwany Binte Mohd Mahrom	ST (Special Education Needs)
41.	Mr Pu Siang Beng	ST (Educational Support & Math)
42.	Ms Hannah Lee Woan Huey	ST (English Language)
43.	Ms Ang Lay Beng	ST (Mechanical Design & Automation)

Annex C**SECONDARY 1 TO 4 FORM TEACHERS****Sec 1**

Class	Form Teachers
S1-01	Ms Rischka Syafiqqa Putri Jonawi; Mr Zack Chew Ming Zhe
S1-02	Ms Parhana Binte Sawari; Mr Tan Teck Hong (Jason)
S1-03	Mr Lee Tuck Suen; Ms Law Zhen Xi (Cherish)
S1-04	Ms Nur Izziana Binte Kamaruddin; Mr Poh Wei Yi, Ian
S1-05	Ms Loh Seow Wei Florence; Mr Tham Kah Thong Thomas
S1-06	Mr Lo Chen Yang Marvin; Ms Shilpa Sinha
S1-07	Mr Chang Choo Liang; Ms Lee Woan Huey Hannah
S1-08	Ms Alyssa Chen Yihan; Mdm Malar Velele

Sec 2

Class	Form Teachers
S2-01	Ms Ho Wei Lynn, Karen; Mr Helmy Rozaimi
S2-02	Ms Nadhirah Binte Ismail; Mr Ooi Heng
S2-03	Mr Lee Joshua; Ms Siti Nooratika Bte Jumaat
S2-04	Mr Lin Yuxuan, Den; Ms Maznunnisha Binte Abdul Aziz
S2-05	Ms Muszalifa Binte Aman; Mr Ong Chin Koon
S2-06	Ms Chan Lay Ling, Amy; Mr Mohamed Althaf Shathali
S2-07	Mr Lim Weiming; Ms Suriani Binte Sulaiman
S2-08	Ms Mutmainnah Binte Saidi; Mr Ng Wee Kee
S2-09	Mr Mohamad Hisham Bin Suwandi; Ms Tay Siew Mei Janice

Sec 3

Class	Form Teachers	ISSC Combination
S3-01	Ms Koh Hwee Ping; Mr Muhammad Zaki Hosain	CRO+MDA
S3-02	Mr Chan Wei Hong Harry; Ms Ho Su Ching Eunice	CRO+MDA
S3-03	Ms Bibiana Wong Ying Ching; Mr Yuen Wei Dong (Dave)	CRO+ReC
S3-04	Mr Ling Chee Kwong (Paul); Ms Saheeta Nisvaan D/O Syed Maidin	CRO+ReC
S3-05	Ms Hedzlyn Hazwany Binte Mohd Mahrom; Mr Ong Cheng Soon	IoTA+MDA
S3-06	Mr Mohammed Hafiez Bin Ali; Ms Pamela Chia Hui Ling (Mrs Ho)	IoTA+MWA
S3-07	Ms Chan Mei Lian; Mr Lee Yue Heng	IoTA+ReC
S3-08	Ms Ang Li Jun; Mr Lau Kia Hian	IoTA+ReC
S3-09	Ms Tan Mei Yun Lynn	MDA+MWA
S3-10	Ms Betty Wu May Ling; Mr Chua Choon Hiong (Gordon)	MWA+ReC

Sec 4

Class	Form Teachers	ISSC Combination
S4-01	Mr Chua Chin Choon (Desmond); Ms Ng Geok Ling Betina	CRO+IoTA
S4-02	Mr Lim Ming Hui Eugene; Mr Wee Pheng Choon Desmond	CRO+MDA
S4-03	Ms Ang Lay Beng; Mr Mohammed Rohan Bin Ismail	CRO+MDA
S4-04	Mr Lim Kian Chuan (Edwin); Ms Tan Chia Chia	CRO+ReC
S4-05	Mr Lim Swee Huat; Ms Shuhadah Binte Suleiman	IoTA+MDA
S4-06	Ms Huang Youya; Mr Osman Farouk	IoTA+MWA
S4-07	Ms Ong Sok Eng Eileen; Mr Siah Peih Wee	IoTA+MWA
S4-08	Ms Siti Nurharnani Binte Nahar; Mr Tan Eng Choon	MDA+ReC
S4-09	Mr Pu Siang Beng; Ms Tan Farah Imran	MWA+ReC
S4-10	Mr How Wing Cheong Alvin; Ms Khairiah Binti Jaafar	MWA+ReC