

18 October 2023

Dear Parents/Guardians,

## END OF TERM 4 – KEY EVENTS, PROGRAMMES AND NOTIFICATIONS

### LAST LAP OF SCHOOL TERM

1. As we approach the end of the final school term of 2023, I would like to take this opportunity to express my heartfelt thanks to everyone in Crest Secondary for working diligently to ensure that teaching and learning continues for every Crestan in order to move a step closer in achieving their goals and dreams.
2. The Secondary 4 Graduation Ceremony will take place on 17 Oct 2023, after the last paper of the GCE N level examinations. As for the Secondary 3 students, the last day of school will be on Thursday, 19 Oct 2023. Thereafter, they will be embarking on the unique Industry Experiential Programme (IEP) from 23 Oct to 18 Nov 2023.
3. The last day of school for Secondary 1 and 2 students has been scheduled on **Thursday, 26 October 2023**. We are counting on our Sec 2 students as well as selected students from other levels to come back to school between 31 Oct and 3 Nov to prepare for the Crest Immersion Programme engagement sessions with Primary 6 students. They will also be trained as student ambassadors for the Crest Open House 2023.
4. Please refer to the summary of key events in **Annex A**.

### PARENT-TEACHER STUDENT CONFERENCE (PTSC) FOR SECONDARY 1 TO 3

5. Similar to 2022, this year's PTSC for Secondary 1 to 3 will be conducted via blended modes of communication, i.e. face-to-face or audio/video conference calls. A notification will be sent via Parents Gateway for you to book a PTSC slot with your child's/ward's form teachers. The dates of the PTSC are as follows:

Level	Date	Timing
Secondary 1 and 2	30 October (Monday)	10.30 am to 4.30 pm
Secondary 3*	20 November (Monday)	8.30 am to 4.30 pm

\*Secondary 3 students will be involved in the Industry Experiential Programme from 23 October to 19 November.

6. A PG message will be sent out to students on **19 Oct 2023** to submit their ISS combination selection. The deadline of submission of ISS combination selection will be on **30 Oct 2023, 5 pm**. For those students who did not submit their ISS combination, the school will allocate for them. Secondary 2 students will receive the results of their ISS combination allocation on **10 Nov 2023**, which will be informed through PG. Students who wish to appeal for a change to another ISS combination must provide a good reason. The appeal form (link available on the school website) must be submitted online by **14 Nov 2023, 5 pm**, and the appeal outcome will be made known to parents by **30 Nov 2023**.

## **RELEASE OF GCE N-LEVEL EXAMINATION AND ITE SKILLS SUBJECT CERTIFICATE (ISSC) RESULTS**

7. The tentative date for the release of the GCE N-Level Examination results, ISSC Statement of Results and ISSC Certificate will be between **18 Dec (Mon)** to **20 Dec (Wed)**. The exact date and time will be announced by MOE through the media.

## **STUDENT MATTERS**

### **CCA TRAINING SCHEDULE**

8. CCA sessions will take place for certain CCAs in November and December. A Parents Gateway notification will be sent to the parents of students involved in these CCA sessions.

### **CREST IMMERSION PROGRAMME FOR PRIMARY 6 STUDENTS**

9. As part of our outreach efforts, there will be engagement sessions in our school for Primary 6 students. These will be held from **31 Oct (Tues) to 01 Nov (Wed)**. Selected Secondary 1, 2 and 4 students will interact with the Primary 6 students.

### **OPEN HOUSE FOR PRIMARY 6 STUDENTS**

10. This year, the school will be holding an Open House for Primary 6 students on **22 Nov (Wed) and 25 Nov (Sat)**. Selected Secondary 1, 2, 3 and 4 students will be involved in the event, including preparatory work on **21 Nov (Tue)**. Parents/Guardians will be informed of their child's/ward's involvement in the event via Parents Gateway at a later date.

## **ENHANCING INFRASTRUCTURE AND FACILITIES**

11. As part of our ongoing commitment to providing a conducive learning environment for our students, the school has embarked on a significant project to upgrade some of the school's facilities and infrastructure. We are pleased to share some of the new and better facilities coming our way.

12. In 2023 to date, we have completed our refurbishment of the AVT which doubles up as a Drama Centre, and a media recording room which our students can engage in producing quality audio recordings for music productions and even podcasts. We also have a brand-new Student Support Office and Intervention Rooms to provide better support for students who require additional learning and behavioural assistance.

13. There will be more upgrading planned towards end of 2023 to 2024 whereby some of the facilities such as school canteen, student hub, parade square, multi-purpose hall, classrooms, and foyer area would be enhanced. In preparation of these enhancements in infrastructure and facilities, we would be erecting hoarding at some of the school premises. With the upgrading works being carried out on-site, the school, together with the upgrading project personnel and contractor specialist teams, will take the necessary measures to ensure the safety and security of our students and staff.

14. During this upgrading period, we seek the support and understanding of our various stakeholders. The school is actively working to minimise inconveniences for our students, which may include limited space, occasion construction noise, interruptions as well as vehicular re-routing.

15. We believe these enhancements will not only enrich our students' educational experience but also create a more inviting and stimulating environment. We look forward to sharing more details as the project progresses.

## YEAR-END SCHOOL HOLIDAYS

16. The school's opening hours during the year-end school holidays will be from 8.00 a.m. to 4.30 p.m. from Mondays to Fridays. Our teaching staff will have their protected year-end school holidays from 27 Nov (Mon) to 22 Dec (Fri). During the protected time, teachers may not be contactable.

17. Students who need to enter the school for CCA must be in proper school or CCA attire with proper school shoes. Students not in proper school or CCA attire **will not** be allowed into the school premises.

## INSTRUCTIONS FOR 2024

### SCHOOL UNIFORMS AND TEXTBOOKS

18. The ordering of school uniforms and textbooks will be done both online and in-person. More details, including the school uniform and textbook price lists, will be sent to parents/guardians via Parents Gateway at a later date.

### MOE FAS 2023

19. The application form for the MOE FAS 2024 has been distributed to your child/ward through their form teachers today. If you wish to apply for the MOE FAS, please fill up the form and submit it, together with the supporting documents, to Admin Office by 31 Oct 2023. Alternatively, you may also wish to send the form and supporting documents via [crestsec@schools.gov.sg](mailto:crestsec@schools.gov.sg).

### SCHOOL STARTING AND DISMISSAL TIMES

20. The school starting and dismissal times in 2024 will be as follows:

Day	2024 School Starting Time	2024 School Dismissal Time	
		Secondary 1 and 2	Secondary 3 and 4
Monday	7:45 a.m.	3:15 p.m.	3:15 p.m.
Tuesday	7:45 a.m.	3.15 p.m.	3:15 p.m.
Wednesday	7:45 a.m.	2:45 p.m.	2:45 p.m.
Thursday	7:45 a.m.	3.15 p.m.	3:15 p.m.
Friday	7:45 a.m.	12:30 p.m.	12:30 p.m.

*The latest dismissal time for Mon, Tue and Thu will be 3.15pm. Parents are to check the students' TT for details.*

21. **All students are expected to be back in school on 2 January 2024 (Tuesday) by 7:45 a.m.** They are to be in proper school attire and hairstyle. Failing which, they may not be allowed to join their class.

**FINAL NOTE – CHANGE OF PRINCIPAL**

22. As part of MOE's process of systematically appointing and rotating Principals so as to allow schools to benefit from the infusion of fresh perspectives, Mr Kwok Chin Poh Benjamin, the current Principal of Assumption English School, will take over as Principal of Crest Secondary School from 15 December 2023, while I would be appointed as Principal of Bukit Panjang Govt High School. I would like to thank all parents/guardians for their support during my six years as Principal of the school.

23. Please continue to place your trust in and cooperation with the new Principal and our staff in the coming year. Wishing all parents, guardians and students a restful and revitalising year-end break!

Yours sincerely,

**Mr Seet Tiat Hee**  
**Principal**

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

**SCHEDULE OF KEY SCHOOL EVENTS AND PROGRAMMES  
(OCTOBER – DECEMBER 2023)**

<b>Date</b>	<b>Event / Programme</b>
11 Oct (Tue) (9.00 – 11.00 am)	Make-up exams for ISSC subjects (Only for Sec 4 students who missed their ISSC exams due to valid reasons)
19 Oct (Thu)	Last Day of School for Sec 3
19 Oct (Thur)	Lockdown Drill & Evacuation Exercise. Early dismissal for Sec 1 & 3 at 12.45pm. Sec 2 to be dismissed at 2.15pm.
23 Oct – 19 Nov (Mon – Sun)	Industry Experiential Programme (IEP) for Sec 3 students
26 Oct (Thu)	Last Day of School for Sec 1 and 2
30 Oct (Mon)	Sec 1 and 2 Parent-Teacher-Student-Conference (PTSC)
30 Oct (Mon)	Preparation & Setting up of Crest Immersion Programme (Selected students will be involved)
30 Oct -17 Nov (Mon-Fri)	3E Programme (for selected students only) online and face-to-face lessons
31 Oct – 1 Nov (Tue – Wed)	Crest Immersion Programme for Pri 6 Students (Selected students will be involved in interacting with the Pri 6 students)
20 Nov (Mon)	Sec 3 Parent-Teacher-Student-Conference (PTSC)
21 Nov (Tue)	3E Programme Assessment (for selected students only)
21 Nov (Tue)	Preparation for Crest Open House (Selected Students involved will be informed)
22 Nov & 25 Nov (Wed & Sat)	Crest Open House
18 Dec – 20 Dec (Mon – Wed)	Release of GCE N-Level results, ISSC Statement of Results and Certificate (Sec 4 students only) <i>The exact date and time will be announced by MOE. Please refer to the mainstream media, school website or Facebook for the announcement.</i>
2 Jan 2024 (Tue)	Start of New School Year (School Reporting Time: 7:45 a.m.)