



**CREST SECONDARY SCHOOL**  
EMPOWERED TO REALISE MY DREAMS

# Student Handbook 2023





The Singapore flag is halved horizontally - red over white. It shall have at the top a crescent moon sided by five stars in a circle, all in white. The ratio of the width to the length of the flag is two to three.

The colour red is symbolic of universal brotherhood and equality of man, and the colour white signifies pervading and everlasting purity and virtue. The crescent represents a young country on the ascent in its ideals of establishing democracy, peace, progress, justice and equality as indicated by the five stars.

### **MAJULAH SINGAPURA**

Mari kita rakyat Singapura  
Sama-sama menuju bahagia  
Cita-cita kita yang mulia  
Berjaya Singapura  
Marilah kita bersatu  
Dengan semangat yang baru  
Semua kita berseru  
Majulah Singapura  
Majulah Singapura

### **ONWARD SINGAPORE**

Come, fellow Singaporeans  
Let us progress towards happiness together  
May our noble aspiration bring  
Singapore success  
Come, let us unite  
In a new spirit  
Let our voices soar as one  
Onward Singapore  
Onward Singapore

### **OUR PLEDGE**

We, the citizen of Singapore,  
pledge ourselves as one united people,  
regardless of race, language or religion,  
to build a democratic society  
based on justice and equality  
so as to achieve happiness, prosperity  
and progress for our nation.

**Students who are Singapore Citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist place over the heart.**

# School Song

## Verse 1:

I have found a place  
Where my heart is free to dream  
It's here that I belong  
Where strength rises from within  
All the things I hope for  
They're mine to strive for  
I'll rise up to the challenge  
To turn my dreams into reality

## Chorus:

I know I can  
I'm reaching high  
To touch the sky  
I'm not afraid to try  
To realise my dreams  
Upon this Crest  
I'll do my best  
To be all that I was meant to be  
I'll shout it to the world  
I know I can

## Verse 2:

The road will not be easy  
But no matter how long it seems  
I'll just keep walking on  
I'll never give up on my dreams  
There'll always be a helping hand  
And someone who will be a friend  
In this place that feels like home  
I know I'll never have to walk alone

## (Chorus x 2)

Composed by: Adrian Tay and Matthias Chua, 2012 ©

All students are to sing the school song with pride.



The school logo, based on the theme Creating Student Transformation (CreST), comprises four outward expanding waves, reflecting the transformation of our students from Sec 1 to Sec 4 as they grow in character (represented by light blue waves) and attain breakthroughs in personal achievements (represented by yellow waves). This transformation is made possible by the 'sea of opportunities' (represented by dark blue background) that the school provides to enrich students' learning and enhance their personal growth.

## Contents

<b>ITEM</b>	<b>PAGE</b>
SCHOOL VISION, MISSION & MOTTO	5
i-CREST VALUES	6
CELEBRATING 10 YEARS OF CREST	7
GETTING TO SCHOOL	8
READY FOR SCHOOL	9
HOW SHOULD I BEHAVE IN SCHOOL	12
SCHOOL GENERAL INFORMATION FOR PARENTS & GUARDIANS	19
SCHOOL SAFETY & SECURITY	23
STUDENT SUPPORT @ CREST SECONDARY SCHOOL	31
ACCEPTABLE USE POLICY FOR PERSONAL LEARNING DEVICES (PLD)	34
AWARDS & RECOGNITION	38
ACADEMIC INFORMATION	40
WHOLE SCHOOL APPROACH TO STUDENT DEVELOPMENT	45
CHARACTER AND CITIZENSHIP EDUCATION (CCE)	46
STUDENT LEADERSHIP POLICIES	47
CO-CURRICULAR ACTIVITIES (CCA)	48
NAPFA STANDARDS (SECONDARY)	56

# SCHOOL VISION, MISSION & MOTTO

## CREST VISION

Advocating a promising future for every student

We firmly believe that our students have the potential to realise their aspirations and are committed to equipping them with the values, skills and knowledge to succeed in life.

## CREST MISSION

We are committed to providing a caring and creative learning environment that customises authentic learning experiences, builds our students' character and equips them for academic progression and employment.

## CREST MOTTO

Empowered to realise my dreams



## i-CREST VALUES



**INTEGRITY**  
WE HAVE THE MORAL COURAGE TO BE HONEST  
AND TO ACT IN A RESPONSIBLE WAY.



**CARE**  
WE FEEL FOR OTHERS  
AND EXTEND A HELPING HAND READILY.



**RESILIENCE**  
WE ARE NOT DISCOURAGED BY SETBACKS  
AND WILL PUSH ON TO OVERCOME DIFFICULTIES.



**EXCELLENCE**  
WE STRIVE TO GIVE OUR BEST  
IN EVERYTHING WE DO.



**SELF-WORTH**  
WE BELIEVE WE HAVE WHAT IT TAKES  
TO ACHIEVE OUR GOALS.



**TEAMWORK**  
WE ARE COMMITTED TO WORKING TOGETHER  
IN A HARMONIOUS WAY DESPITE DIFFERENCES.



Follow us

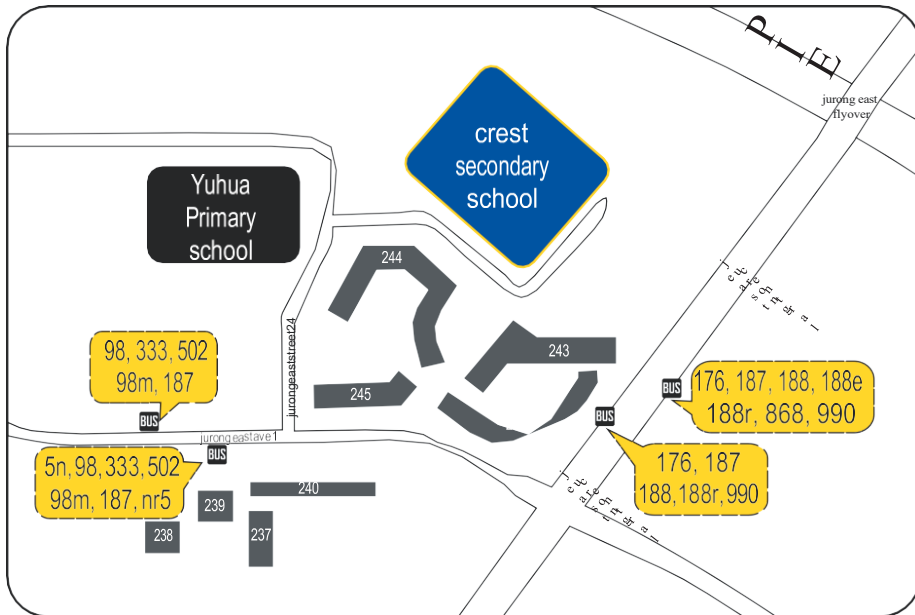
# Igniting Possibilities Celebrating Crest

Journeying together as one Crest, the vibrant logo embodies and celebrates all our school values of I-CREST, as well as the collective memories and aspirations of our Crest Family. The beacon of hope represents the opportunities that every Crestan is afforded as a student.

This logo encapsulates the hopes and dreams for all our Crestans, with boundless possibilities for each Crestan to experience success.

(The 10th anniversary logo was jointly created by Amelia Law and Nur Nabilah Binte Suparman)

## GETTING TO SCHOOL



### **Crest Secondary School**

561 Jurong East Street 24 Singapore 609561

Tel: 6899 2779

Fax: 6899 2668

Nearest MRT Stations: Bukit Batok (NS2) - 1km  
Jurong East (EW24/NS1) - 1.1 km

Bus Services: SBS 502  
SMRT 176, 187, 188, 188R, NR5  
Tower Transit 98, 98M, 333

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## CONNECT WITH US

**Fb** : <https://www.facebook.com/crestsec/>

**IG** : [https://www.instagram.com/crestsec\\_official/?hl=en](https://www.instagram.com/crestsec_official/?hl=en)

**School Website** : <https://www.crestsec.edu.sg/>

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# READY FOR SCHOOL



## ATTIRE & GROOMING

### Uniform

- **Students are to wear the prescribed school uniform and modification to the uniform is not allowed.**
- Only ALL black shoes and plain black socks are to be worn.
- Black socks must cover the ankles.
- Safety shoes are only allowed during vocational lessons as required.
- PE attire is to be worn during PE lessons and during CCAs only. Only Crest PE shorts are allowed during PE lessons.
- Ankles should not be exposed as they should be covered by socks or pants.
- Only transparent contact lenses are allowed. Spectacle frames should not be outlandish.
- No body piercing, henna, tattooing or any forms of skin tainting are allowed.
- Students should not alter their natural hair colour in any way.
- Students with a valid reason for reporting to school with improper attire/ footwear should be accompanied with a doctor's letter or parent's letter at all times.

## GIRLS' TURNOUT



### Hair

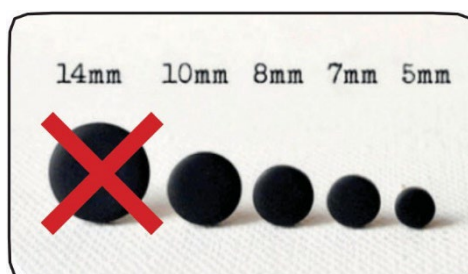
- Should be neatly combed, clipped or tied up.
- Long fringes touching the eyebrows are not allowed. Hair that covers part of the face must be clipped away/up neatly.
- Only black or blue hair clips/grips/bands should be used.

### Skorts

- Skorts must not be above the knee.

### Accessories

- Girls should wear only **1 pair** of plain tiny black/silver/gold round ear studs on their ear lobes only. Ear studs should not be more than 10mm in diameter.
- Nose or tongue studs and multiple ear piercings are not allowed.
- No accessories or facial cosmetics are allowed.
- Eyebrows should not be shaven, plucked or drawn.



Ear studs should not be more than 10mm in diameter.

## BOYS' TURNOUT



### Hair

- Hair must be properly groomed and neat. Fringes should not touch the eyebrows, and the sides should not touch the ears. Hair at the back should be sloped and above the shirt collar.
- Sideburns should not be more than half the ear length.
- Skin-heads, Mohawk, permed hair, undercutting, fully or partially shaved hair, and any outrageous hairstyles deemed inappropriate are strictly not allowed.

### Facial hair

- Male students must be neat in appearance, clean-shaven and no facial hair is allowed.

### Pants

- For Sec 3 and Sec 4 boys, pants must not be slim fit or tight. Width must be even.



### Accessories

- NO ear sticks/studs/rings of any form are allowed for boys.
- NO necklaces, wrist/ankle band or any form of accessories are allowed for boys.

# HOW SHOULD I BEHAVE IN SCHOOL?

## ATTENDANCE IN SCHOOL

### 1. Absence During School Term

Regular school attendance is essential to successful learning. To support you to reach your full potential and to make the most of your educational opportunities, we strongly encourage you to be in school every day.

If there should be unavoidable or extenuating circumstances which may impact your attendance, please provide a doctor's medical certificate (e.g. medical illnesses) or parent's letter (e.g. family emergencies such as bereavement of immediate family members, etc.). Do inform your parents to avoid scheduling vacations during the school terms.

If you are down with an infectious disease, such as Covid-19, chicken pox, H1N1, or Hand-Food-Mouth Disease (HFMD), please abide by your doctor's advice and rest at home. For the well-being of the other students, we may require a doctor's memo from the doctor to certify that you are fit for school before you return to school, given that these diseases are highly contagious.

### 2. Absence from School Examinations

You are to submit a medical certificate or any other valid official document if you are absent on examination day(s). Please note that parents' letters **will not** be accepted. Failure to produce the relevant document(s) will result in you receiving 'AB', which is equivalent to zero marks, for the subject/paper that you missed.

Other than medical leave, the school will only consider cases such as hospitalisation or demise of an immediate family member as a valid reason (VR) for you to be absent from your exams. If you have a valid reason (VR) and are unable to sit for all the papers of a subject, a total mark may not be accorded to that subject. 'VR' may be given for that subject in the examination and if so, the overall mark will be pro-rated.

# SCHOOL RULES AND REGULATIONS

All Crestans must abide by the school rules and regulations as outlined below.

## 1. Morning Assembly

- Students are expected to be in school by 7:50 am before morning assembly starts at 7:55 am. Students who are not in school by the stipulated time will be considered late.
- During morning assembly, all students must stand at attention and face the flags when the National Anthem is sung and when reciting the Pledge.
- **Students who are Singapore Citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist place over the heart.**

## 2. General Conduct

- Students are to attend classes regularly and punctually.
- Students are to do all that is necessary for the teacher to be able to teach, and for the students to be able to learn, i.e. bringing lesson materials, paying attention in class, doing class work and homework diligently and properly, etc.
- All students are to report for PE lessons even if they are unwell. Students will not be exempted from PE lessons unless a medical certificate is submitted.
- Students are to obtain the Permission to Leave the Classroom Pass from the teacher before leaving any classroom or learning venue.
- Students' movement from point to point must be brisk, silent and orderly.
- Students are to keep the classrooms and the environment neat and clean, free from litter, graffiti or vandalism.
- Students are to be responsible for their own personal property at all times.
- Students are to respect all other persons and their property.
- Students are to turn off all lights and fans when leaving the classrooms or learning venues.
- Students are not allowed to remain in the classrooms during recess time.
- In the canteen, students are to queue up for food and drinks.
- Students are to return used utensils or crockery to the containers provided.
- Students are to keep the canteen clean and dry at all times.
- Students are not allowed to buy food or drinks during official curriculum time.
- All food and drinks are to be consumed only in the canteen.
- Students are expected to uphold and demonstrate the i-CREST values at all times.
- Students are expected to uphold the good image of the school and abide by the laws of Singapore at all times.

### 3. Use of electronic devices (including Personal Learning Devices and handphones)

- Students are required to bring their PLDs to school every day. Students are also allowed to bring personal electronic devices (e.g. handphones) to school. However, students are to be responsible for keeping the devices safely with them or else locked in the classroom lockers at all times.
- Students are only allowed to turn on and use their electronic devices (including PLDs):
  - Before 7:50am
  - During recess and lunch breaks **and only in the canteen**
  - After dismissal from school and/or any after-school activities for the day, including CCA, remedial, extra lessons, etc
- During curriculum time, students are only allowed to turn on and use their PLDs with the express instruction and supervision of their subject teachers. This is to ensure that students remain focused during lessons and are not distracted by their electronic devices.
- The school will not be responsible for the loss of any electronic device, e.g. due to carelessness, negligence, theft, etc. As curriculum time is very important, the school will not disrupt teaching and learning in order to conduct any search within the school premises or on any individual student in order to locate any missing electronic device.
- Students will be required to hand over their electronic devices to the school staff during school and national examinations for safe-keeping, and will be able to retrieve it only after the end of the examination. Students found with any electronic device in their possession during the examination will be deemed as having the intention to cheat, and will be dealt with in accordance with the examination rules.
- If a student fails to comply with any of the rules listed above, his/her electronic device will be immediately confiscated and handed to the DM/ADM/YH/AYH, and only returned in accordance with the school rules.
- A student's electronic device may also be confiscated at any time if it is required for the investigation into a possible breach of a school rule or national law.

### 4. Prohibited Items

**All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which can be used or intended to be used to cause harm to others.**

Students are also not allowed to have the following items in their possession at any time:

- Any tobacco products (e.g. cigarettes or similar)
- Any imitation tobacco products (e.g. e-vaporisers or similar)
- Any controlled drug or inhalant (e.g. glue)
- Any flammable items (e.g. perfume or lighters)
- Any undesirable print or digital material (e.g. pornography)

The above list is not exhaustive. The school will, from time to time, make necessary changes as and when it deems fit.

## TRACKING OF OFFENCES

The school tracks the following offences by recording the cases in our school-based offence and consequence records, as well as the Offences Module of the Ministry of Education's School Cockpit system.

### **Attendance**

- Latecoming
- Skipping of classes
- Leaving school grounds without permission
- Truancy

### **Minor Offences**

- Improper attire & grooming
- Littering
- Misuse of electronic devices
- Not doing assignments
- Nuisance/annoyance
- Offensive/vulgar language

### **Serious Offences**

- Alcohol/substance abuse
- Assault/fighting/rioting
- Bullying/harassment/intimidation
- Cheating in tests/examinations
- Dishonesty/lying/forgery
- Disruptive behaviour
- Gambling/gambling materials
- Gang-related activity
- Open defiance and/or rudeness
- Police cases referred to the school
- Possession of weapons
- Refusal to comply with consequences
- Sexual-related offences
- Theft/misappropriation/extortion
- Damage to property/vandalism/Arson
- Undesirable materials (e.g. pornography)
- Use/possession/sale of cigarettes
- Use/possession/sale of vape devices

## CONSEQUENCES & RESTORATION

Crestans who fail to comply with any of the above rules and regulations will be subjected to one or more of the following consequences and restorative actions.

### **1. After-School Detention**

- If after-school detention is meted out as a consequence, the student is required to serve his/her detention immediately and compliantly, until the detention has been fully cleared.
- Students who fail or refuse to serve their detention immediately and compliantly may be given additional consequences.

### **2. Community Service**

- In cases where a student has committed an offence which has caused any nuisance or inconvenience to others, a student may be required to perform community service as part of the restorative process.

### **3. Compensation**

- In the event where a student has caused injury to any person or loss/damage of any property, he/she may be required to pay compensation for the medical bill incurred, or for the replacement/repair cost of the lost/damaged property.

### **4. Parent-Teacher Conference**

- When a serious offence has been committed, the parents/guardians may be invited to attend a parent-teacher conference in school together with the school staff.

### **5. Mandatory Counselling**

- Where appropriate, the school may instruct a student to see one of the School Counsellors and/or the Special Educational Needs Officers in order to help with his/her learning and development.

### **6. Caning**

- The school may administer caning as a consequence for students who have committed very serious offences, whether inside or outside school.
- Caning will be administered only with the approval of the Principal.

### **7. In-School Suspension**

- For students who continue to be disruptive or non-compliant in class, disrespectful or defiant towards the school staff, cause hurt to other students, or commit other serious offences, the school may choose to mete out in-school suspension.
- The student will not be allowed to join his/her class or interact with other students, and will be given a fixed timetable to follow. He/she will be expected to complete any school work assigned by the teachers, as well as a series of reflection questions assigned by the DM/ADM/YH/AYH.
- Students who fail or refuse to comply with their in-school suspension conditions may be given additional and/or escalated consequences.

### **8. Out-of-School Suspension**

- Students who display a lack of readiness for school may be given out-of-school suspension. This can include a failure or refusal to be appropriately attired or groomed for school, or for the commission of other serious offences.
- During the period of suspension, the student is expected to stay home and do his own self-study, complete any school work assigned by the teachers, as well as a reflection assigned by the DM/ADM/YH/AYH.
- The student should not be found loitering outside the school at any time during the period of suspension.
- Students who fail or refuse to comply with their out-of-school suspension conditions may be given additional and/or escalated consequences.

### **9. Expulsion**

- In extreme cases where a persistently errant student refuses to change, despite given numerous opportunities to do so, and/or poses a danger to the students or staff of the school, the student may be expelled from the school. In such a



situation, parents/guardians will be called to the school for a conference, and will be informed of such a decision by the Principal.

## NO BULLYING!

All Crestans should learn empathy, respect and kindness. At times we might take on different roles of the bystander, victim of bullying or the bully (intentionally or unintentionally). It is therefore important for every Crestan to be aware of

- What bullying is
- What it can do to a person
- How to play our role to stop and/or protect themselves from bullying

### 1. What do you understand by the word "Bullying"?

- Bullying happens when a person (bully) behaves in a way that hurts someone repeatedly (the person being bullied).
- The hurting behavior could be verbal, social, physical and/or cyber in nature.
- The person bullied would usually experience strong feelings that disturb him/her, e.g. fear, anger, hurt, etc.

### 2. Forms of Bullying

Bullying can be in the form of:

- Name-calling
- Scolding vulgarities at another
- Spreading nasty and malicious rumours about someone
- Hitting someone
- Kicking or pushing someone
- Flaming (using inflammatory or vulgar words to provoke an online fight)
- Impersonation (posting offensive or aggressive messages under another person's name and making the person look bad)
- Harassment (continually sending vicious, mean or disturbing messages or emails to an individual)
- Cyber-stalking (ongoing harassment and denigration that causes a person considerable fear for his/her safety)
- Trickery (fooling someone into sharing personal information which is then posted online)
- Outing (posting or sharing confidential material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images)
- Exclusion (purposefully excluding someone from an online group)
- Happy Slapping (videotaping a physical attack and posting it for others to see)
- Internet Polling (creating a blog or website inviting others to rate another individual)
- Text Wars (ganging up on the victim by sending hundreds of text messages)

- Warning Wars (using the security measures on the Internet site to get the victim blocked from the Internet sites)
- Not joining a queue at the back of the line e.g. in canteen, in bookshop
- Any other forms of action that cause physical or emotional hurt to anyone.

### **3. Consequences**

Bullying is a serious offence which will not be tolerated. All cases of bullying will be seriously dealt with. Consequences include:

- Detention
- Caning
- Suspension
- Police involvement

### **4. What can you do to stop bullying?**

- Do not do to others what you do not want others to do to you. Be sensitive to the feelings of others.
- Report! Bullying can be avoided. If you witness any incidents of bullying or if you think you are a victim of bullying, identify the bullies and report to the teachers immediately.

# SCHOOL GENERAL INFORMATION FOR PARENTS AND GUARDIANS

## Our Guiding Principles

- We strive to work with our parents for the holistic development and positive well-being of our students.
- We aim to engage parents as partners to develop our students into confident and caring individuals, equipping them with essential life skills, communication skills and knowledge for the future world.
- We aim to balance our teachers' workload in partnering parents with our core professional duties, particularly in teaching and learning.

## Communication Guidelines

Crest Secondary School's official modes of communication with parents comprise the following:

School Phone (Admin Office)	68992779
School Email	<a href="mailto:info@crestsec.edu.sg">info@crestsec.edu.sg</a>
School Mailing Address	561 Jurong East St 24 Singapore 609561
School Website	<a href="https://www.crestsec.edu.sg/">https://www.crestsec.edu.sg/</a>
Parents Gateway	<a href="https://pg.moe.edu.sg/">https://pg.moe.edu.sg/</a>

- For general enquiries, please contact the Admin Office at 6899 2779 or email [info@crestsec.edu.sg](mailto:info@crestsec.edu.sg) and our Administration Staff would be glad to assist you. If there are any urgent messages during school hours, we advise parents to contact the Admin Office, as teachers may have lessons or engage in other official duties.
- To ensure quality time for our teachers to rest and recharge, we seek the kind cooperation of parents to limit communication with teachers within school operating hours (7.30 am to 5.30 pm) on working weekdays and during school term. Teachers are not expected to respond to parents' and/or students' queries after school operating hours, during weekends and on school and public holidays, though this can be on a case-by-case basis, depending on the urgency of the matter.
- Please note that teachers are not obliged to share their personal phone numbers to parents or students. Parents may wish to discuss with your child's teacher what his/her preferred mode of communication is.

- Parents may expect to receive a response to their email queries within 3 working days. Our staff's email addresses are available on the school website.
- If parents wish to meet our teachers face-to-face or virtually kindly email the teacher(s) or contact the Admin Office to make an appointment in advance, to minimize disruption to teachers' teaching duties and avoid wait time.

## 1. Group Personal Accident (GPA) Insurance for Students

The school has in place a GPA Insurance to provide accident coverage to all students related to school activities. For more details on the insurance coverage and claim procedures, please approach the General Office staff if assistance on the submission of claims is required. Please access this link for more details on coverage:

[https://www.crestsec.edu.sg/qql/slot/u1374/2023/useful\\_info/GPA%20Fact%20Sheet%202023.pdf](https://www.crestsec.edu.sg/qql/slot/u1374/2023/useful_info/GPA%20Fact%20Sheet%202023.pdf).

## 2. Financial Assistance Scheme

### • MOE Financial Assistance Scheme (MOE FAS)

The objective of the MOE FAS is to help financially needy Singaporean students to meet basic schooling expenses. Student must be a Singapore citizen and meets either one of the following criteria:

- a. His or her family's gross household income (GHI) as at the time of application does not exceed \$2,750 per month; or
- b. His or her family's per capita income (PCI) as at the time of application does not exceed \$690 per month. PCI = Monthly GHI / No. of members in the household

Types of benefits provided under MOE FAS & Application form can be obtained from the School Admin Office.

### • School-Based Financial Assistance Scheme (SB FAS)

Needy students who do not meet the eligibility criteria for MOE FAS may be considered for the SB FAS. Approval will be given on a case-by-case basis.

## 3. Straits Times School Pocket Money Fund (STSPMF)

The Straits Times School Pocket Money Fund (STSPMF) provide pocket money to school-going children from low-income families. Application Period, when opened, will be announced to parents and late submission will not be accepted.

#### 4. Operating Hours of School Admin Office

The operating hours of the School Admin Office is as follows:

**Mon to Fri 7:30am to 5:30pm.**

#### 5. Keeping in touch with the school

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:

##### Parents Gateway

Parents Gateway is a mobile app specially designed for parents. Developed by MOE and GovTech, the app allows parents to engage closely with schools, receive information and perform a range of administrative functions including giving consent for school trips and providing travel declaration. All letters to parents will be sent via Parent Gateway and will also be uploaded in the school website for your easy reference.

##### Parents Communications with Teachers

You may wish to discuss with your child's teacher what his/her preferred mode of communication is (eg via email, phone call). If you have any queries or feedback for the teachers, you may wish to send an email to [info@crestsec.edu.sg](mailto:info@crestsec.edu.sg).

##### School Social Media

You may visit our school social media platforms (<https://www.crestsec.edu.sg/> or <https://www.facebook.com/crestsec/>) for information and updates regarding the school. Should you wish to get in touch with your child's class teachers, you may wish to go to the school website to get their email address.

## **6. Parents Support Group (PSG) – Crest PAL**

The school encourages parents to participate in activities organised by the school's Crest PAL PSG so as to stay updated with developments in education, get to know other parents, and support one another in the journey of parenting. For more information on Crest PAL, please visit our school website. You may scan the QR code below for easy access.



## **7. FamilyMatters@School**

The school is in partnership with the Ministry of Social and Family Development (MSF), FamilyMatters@School to promote Family Life Education (FLE) programmes. We hope to equip parents with skills and knowledge to enrich and strengthen their family life, as well as foster better parent-child understanding and relationship. More information on the programmes provided by MSF will be disseminated through Parents Gateway.

## **8. School Data Management**

Photographs or video images of you or your legal guardians may be taken during school activities and events such as classroom lessons, CCA, school camps, or school concerts. The school may use and publish such photographs or video recordings in school publications, the school's website, social media channels, or communication channels. Written work and/or artworks done by your child may also be displayed likewise. All students will be required to sign acknowledgement of personal data protection policy upon registration.

# SCHOOL SAFETY AND SECURITY

## Lockdown & Emergency Evacuation

### Actions to be taken in the event of an intrusion into the school (Lockdown)

A lockdown is an emergency protocol to protect people inside a facility from a dangerous event. Adopting the Run-Hide-Tell principle is a means to keep people safe and for self-protection in such an event.

When the **Lockdown Code** is broadcast, staff and students at open areas (Field, Canteen, Open spaces) to go to nearest safe areas and apply "Run, Hide & Tell" procedures. Staff and students indoors (Classrooms, Special Rooms) shall remain and secure windows, doors and hide themselves.

#### **Run**

- Consider the safest route.
- Move quickly and quietly to safe area.
- Stay out of view of intruders.
- Insist others leave with you, if it is safe to do so.
- Leave your belongings behind.

#### **Hide**

At the nearest safe area(s):

- Lock the entrance from inside the safe area where possible.
- Turn off all electricity supplies in the safe area.
- Draw the curtains/Blinds.
- Silent-mode all your mobile devices.
- Hide yourself in a manner that the intruder will not be able to see you.

#### **Tell**

- Take note of the following information if available (for reporting to teachers when requested):
  - o T: Total number of intruders.
  - o E: Equipment or weapons being carried.
  - o L: Look of attackers (facial descriptions and what they are wearing).
  - o L: The location of intruders (where they are now and moving towards).
- Wait for further instructions once situation updates have been given.

### **Actions to be taken in the event of an Evacuation**

In the event of an emergency (e.g. fire incident), a siren shall be activated for 30 seconds to alert the school population for evacuation.

On hearing the siren, all staff and students will remain in their current location (unless it is the incident site) to listen to Principal's announcement over the PA system. The announcement will inform the school that the fire alarm has been activated and an immediate investigation is being carried out. Upon completion of investigation, a 2<sup>nd</sup> announcement will be made by the Principal through the PA system.

The Principal's 2<sup>nd</sup> announcement will include the following:

- Nature of Emergency, (e.g Fire)
- Location of fire/incident
- Evacuation instructions and;
- Safety precautions and danger area(s) to avoid

Upon hearing the 2<sup>nd</sup> announcement, all personnel shall immediately move to the Assembly Area (AA) in a calm and orderly manner.

AA is the school field (unless otherwise advised). If there is a need to evacuate to an external holding area, we will provide the necessary evacuation instruction.

All staff and students are advised to take the nearest evacuation routes and to avoid the danger area(s) while getting out of the school building safely in the shortest possible time.

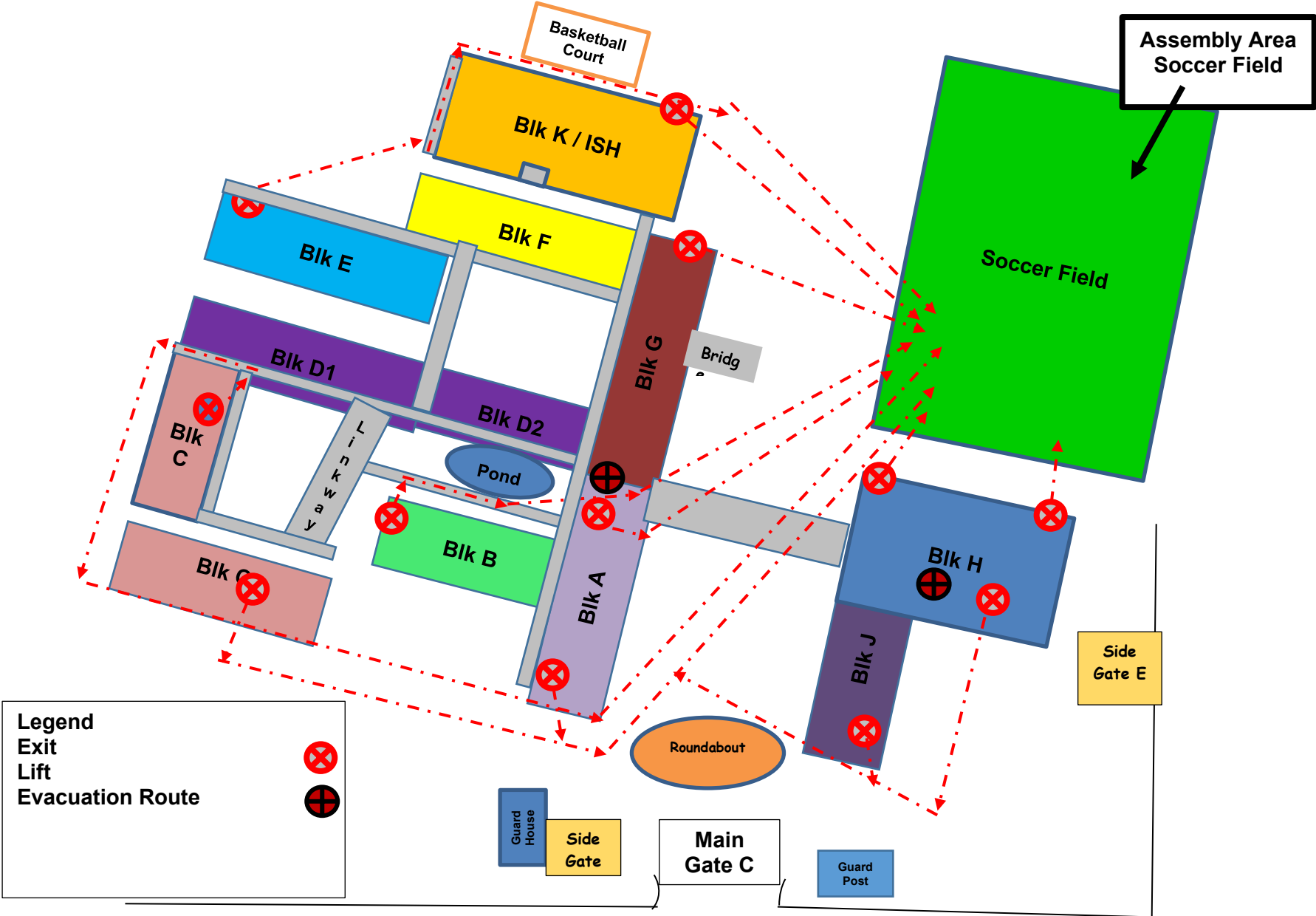
### **For evacuation drills or only when it is safe to do so:**

- Class Chairman/Vice-Chairman to take out the class register (if available) and handover to the Form Teacher at the AA.
- Ensure **all** electrical switches are **off** before leaving the room

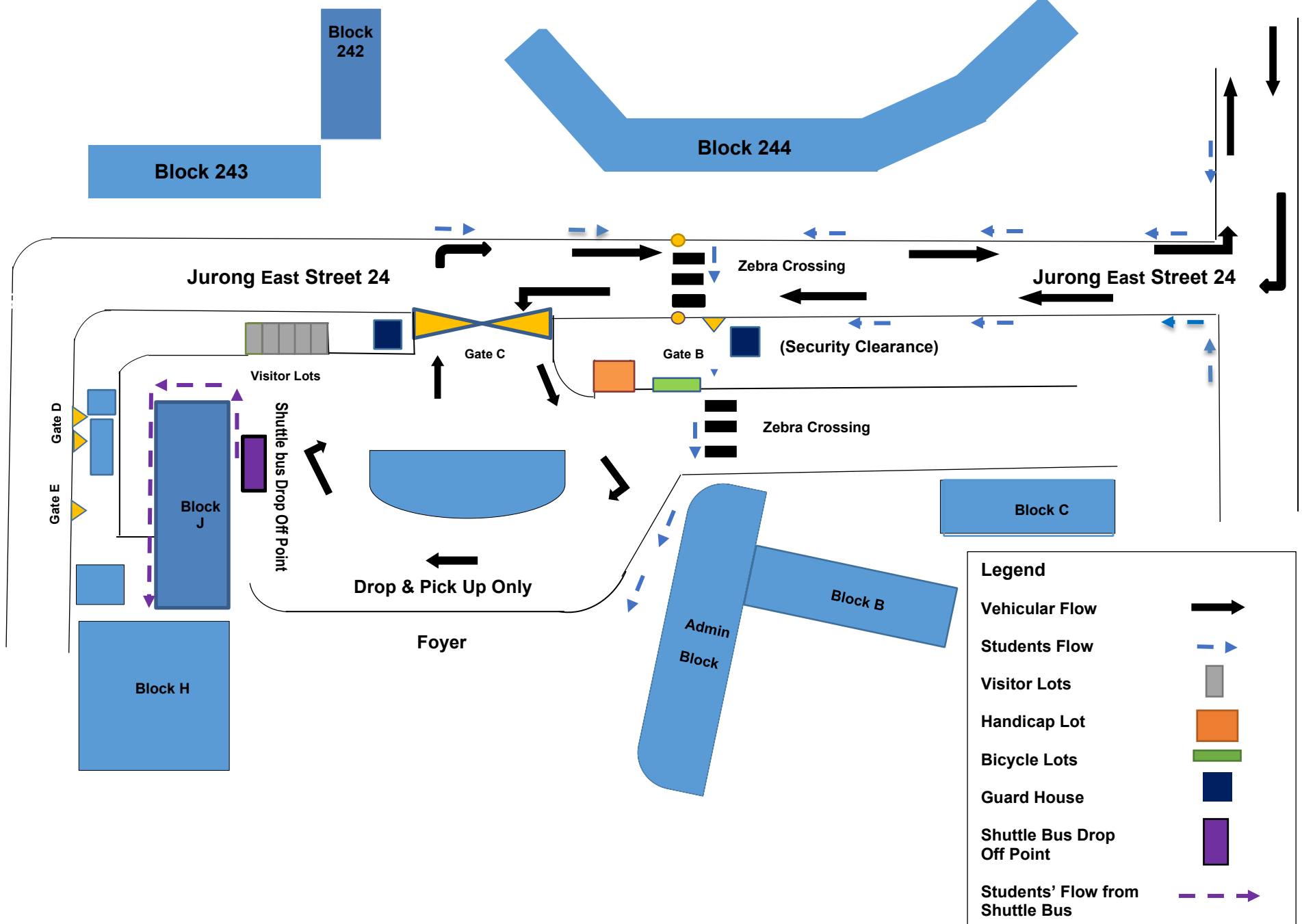
Thereafter attendance taking would be carried out in AA. Staff and students will remain in AA for further instructions.



# Emergency Evacuation Route to Assembly Area



# Crest Secondary School (Traffic Management Plan)



# Road Safety

## 1. General Safety in School

- The speed limit of vehicles travelling within the school premises is restricted to 15 km/hr.
- Designated Pick-up/Drop-off points is at the foyer where parents can come pick-up/drop-off their children.
- Parents are advised to adhere to the speed limit, Pick-up/Drop-off points and drive cautiously when approaching the school zone.

## 2. Safety at Road Crossings

- The school deploys security officers as traffic wardens outside the school at the zebra crossings during the morning peak period from 7 to 7.55 am and during dismissal period from 2.45 to 3.30 pm.
- Students are advised to observe the kerb-drill when crossing at traffic junctions or pedestrian crossings.
- Students are advised to use footpaths and overhead bridges.
- Zebra crossings and signalized pedestrian crossings must be used at all times.

## 3. Safety at School Buses

- Students will be briefed by the teacher-in-charge on safety precautions on the bus including the wearing of seat belts before any learning journey trips.
- Students are to queue up when boarding the bus and disembark in an orderly manner.

## 4. Cycling

- The school will maintain a register of students who cycle to school and ensure that they do so with their parents' knowledge through a parents' advisory note. As such, for any student who wish to cycle and park his/her bicycle in the school compound, an advisory note and acknowledgement form is given to the parent. Please see the school's Operations Manager if you wish to cycle to school.
- Students are to wear proper protective gears such as safety helmet, gloves, elbow pads or knee pads when cycling to school.
- Students are advised to secure their bicycles at the bicycle racks located on the school premises (near the guard house) immediately upon reaching the school. The school will not be responsible for the loss of or any damage to the bicycles.
- Students are expected to adhere to all the traffic rules when they are cycling on the public roads. A cyclist may be punished under the Penal Code/Road Traffic Act should he/she act rashly or negligently so as to endanger human life or the personal safety of others.

- All students are to note the safety rules for recreational cycling which include the following:
  - a. For recreational cycling by students, they should cycle on designated bicycle tracts in parks or on park connectors only. There should be no cycling on expressways, road tunnels and areas demarcated with prohibitive signs.
  - b. Always make sure that the bicycle is in good working condition, e.g. working brakes, tyres, lights (front and rear), bell, are working, chains are secure, etc.
  - c. Always wear protective gear such as a properly secured helmet, shoes (with laces properly tied), elbow and knee pads to protect against injuries.
  - d. Give undivided attention to ensure safety for oneself and other cyclists, motorists and pedestrians. Do not use mobile phones and ear phones while cycling.
  - e. Cyclists should not unreasonably obstruct or prevent free passage of a vehicle or pedestrian. Always yield to pedestrians when cycling on footpaths.
  - f. No pillion passenger shall be carried on a bicycle unless it is designed to do so. If necessary, there should be a properly-constructed child seat affixed firmly to the bicycle.
  - g. Cycling abreast is prohibited.
  - h. Do not cycle across overhead pedestrian bridges or pedestrian crossings. Dismount and push your bicycle and practice proper kerb drills before crossing the road.
  - i. Always use the correct hand signals when turning left or right or stopping. Make them in sufficient time to enable other motorists to take appropriate action.

## **5. Personal Mobility Devices**

- Students are not allowed to use Personal Mobility Devices (PMD), including kick scooter, electric scooter and electric bike.

## Safe Use of Special Rooms

Venue	Safety Rules
CRO	<ul style="list-style-type: none"> <li>• Walk, do not run, in the kitchens, Bistro and Café.</li> <li>• Handle all sharp objects with care.</li> <li>• Handle all hot objects with care.</li> <li>• Wash hands thoroughly with soap before and after handling food.</li> <li>• Clean all work surfaces, tools and equipment thoroughly after use.</li> <li>• Switch off all electrical equipment after use.</li> </ul>
ReC	<ul style="list-style-type: none"> <li>• Perform Wipe Down after Lesson</li> <li>• Switch off all Electrical Switches</li> <li>• Return Ladder and cleaning equipment</li> </ul>
MDA Automation Lab	<ul style="list-style-type: none"> <li>• Ensure that the compressed air supply is turned off before removing the air tubing.</li> <li>• Do not turn on the compressed air until all the air tubing connections have been completed and secured.</li> <li>• Do not direct the compressed air to anyone or to clean off dirt and dust from your body or clothes.</li> <li>• Mount all of the components securely onto the slotted profile plate.</li> <li>• Do not touch the cylinders when the compressed air has been turned on.</li> </ul>
MDA 3DCAD Lab	<ul style="list-style-type: none"> <li>• Refrain from touching the nozzle, heated print bed, or motors when the printer is powered on and preheated.</li> <li>• Ensure that the nozzle and bed have sufficient time to cool down before touching them.</li> <li>• Refrain from touching the printer after a print has been started to prevent fingers from being caught by the moving parts.</li> <li>• Handle sharp removal tools with care.</li> </ul>
MDA Project Lab	<ul style="list-style-type: none"> <li>• Obey the safety signs and rules in the workshop.</li> <li>• Wear appropriate personal protective equipment. Eg safety glasses when performing a drilling operation.</li> <li>• Use correct hand tools and equipment.</li> <li>• Keep the workshop clean and tidy.</li> <li>• Do not horseplay in the workshop.</li> </ul>
IoTA Labs	<ul style="list-style-type: none"> <li>• Observe safety signs and rules in the lab at all times.</li> <li>• Handle the equipment with care.</li> <li>• Keep the labs clean and tidy.</li> <li>• No horseplay in the labs.</li> </ul>
MWA Labs	<ul style="list-style-type: none"> <li>• Ensure all water bottles and school bags are placed at the lockers.</li> <li>• There should be no running in the labs.</li> </ul>
ICT Labs	
Artist Labs	<ul style="list-style-type: none"> <li>• Clear safety precautions emphasised to students before the beginning of every task and/or when necessary during Art sessions.</li> <li>• Demonstration on how to use tools/equipment/machines safely is carried out before students are allowed to use them for the first time.</li> <li>• Safety rules observed and prominently displayed.</li> </ul>
Science Labs	Adhere to the safety rules according to the Safety Posters out up in the Science Laboratories.

# Safety During Physical Education (PE) Lessons

## **General Safety**

1. Wear appropriate PE attire for lessons.
2. At the start of the lesson, students who are unwell should report to their PE teacher.
3. Before physical activities, Sports Champions are to conduct warm-up exercises.
4. During the lesson, students can stop and rest if they feel tired, breathless or unwell.
5. Drink water freely before, during and after activities.

## **Sports Equipment**

1. Check that sports equipment are in good condition before using it.
2. Use sports equipment in a proper and safe manner.

# Safety During Unstructured Play

## **Play at Safe Places**

- Play at safe areas designated for unstructured play and stay within the boundaries (i.e. field, blue track, Basketball court, street soccer court)

## **Play with safe behaviour**

- Follow warning and signage at the playing area e.g. lightning alert
- Maintain discipline during play e.g. no rough play, unnecessary pushing and shoving, no climbing or hanging onto or jumping off apparatus
- Be considerate towards others, respect everyone's right to play and share playing spaces

## **Play with the right people**

- Know the friends that you are playing with
- Play only when feeling well
- Stop play and seek help when unwell or when there is an injury

## **Play with safe equipment**

- Use equipment suitable for the activity
- Bring your own equipment or loan of equipment after school
- Take care of the equipment and return after use

# Student Support @ Crest Secondary School

The Student Support Department provides specialised services to serve the diverse needs of our students. The department comprises of I) Special Educational Needs Officers (SENO), II) School Counsellors (SC) and III) Student Welfare Officers (SWO).

## Student Support Department

### Special Educational Needs Officers

Provide support to students with mild special educational needs (SEN) through...

- I. 1 to 1 or small group withdrawal intervention
- II. In-class support during lessons
- III. Programmes that develop strengths or/and address deficits
- IV. Partnership with teachers, parents and external parties to support students in facing their challenges

### School Counsellors

Provide counselling services for emotional support and personal growth through...

- I. 1 to 1 counselling
- II. Targeted small-group programs that develop important life skills
- III. Early identification of signs of abuse/neglect and early intervention
- IV. Referring student and/or families to relevant agencies for mental health and parenting concerns

### Student Welfare Officers

Provide casework support for 1) students-at-risk (e.g. family violence) and 2) students who have difficulties with school attendance through...

- I. Mentorship
- II. Home visits
- III. Referring students' families to relevant agencies to access community services and resources
- IV. Re-integrating students back to school

## Possible ways to seek or receive help from Student Support Department

- I. Inform your Form Teachers about your present difficulty. If the difficulty still persist after they have offered support, they may ask you if you will like to receive further help from the Student Support Department. If yes, they will make a referral.
- II. If your difficulty is highly confidential, you can look for a SENO, SC or SWO to make an appointment.
- III. Sometimes, SENO, SC or SWO will look for you directly to offer support if the situation requires for it.

## When We Need To Seek Help


Our body has many ways of telling us when we may need to seek help. These are several warning signs of **D.I.S.T.R.E.S.S** that can be observed in ourselves or our friends, indicating the need for additional care and support.

- D** Deliberately avoiding others.
- I** Increased irritability, restlessness, agitation, stress and anxiety.
- S** Sending or posting moody and morbid messages on social media.
- T** Talking about dying and death.
- R** Reacting differently or losing interest in things they used to like.
- E** Eating more than usual or having a much smaller appetite.
- S** Sleep pattern changes with difficulty going to sleep or oversleeping.
- S** Slowing down of energy level.

When these signs are present **IN COMBINATION**, in **MORE EXTREME** or **LONG-LASTING** forms, it means that we could be experiencing significant emotional or social distress. If in doubt, you can talk to a trusted adult like your parents, formteachers or a School Counsellor from the Student Support Department. Seeking help is a life-skill and not a weakness!



## Seeking Help Outside School - Community Resources

Organisation	Contact No.	Type of Assistance
<p>To find the Family Service Centre (FSC) closest to the intended residential address:</p> <p>(i) Scan the QR code indicated here. It will bring you to the MSF site.</p> <p>(ii) Key in the postal code as instructed. You should see the list of FSC closest to the indicated residential address.</p>		For low-income and vulnerable individuals and families who need support in meeting their social needs, to enhance their stability and well-being.
Samaritans of Singapore (SOS)	24-Hour hotline - 1767 Email - pat@sos.org.sg	For individuals facing a crisis, thinking about and affected by suicide.
Fei Yue Project 180	admin@ec2.sg	Online facility offering free counselling for youth.
Help123 Cyber Wellness	1800-612 3123	Support for individuals facing cyber wellness issues.
Babes (24-Hour Whatsapp)	8111 3535	Support for teenage pregnancy for anyone aged 21 and below.
MSF Child (National Anti-Violence Helpline)	1800 777 0000	For children and young persons who have been abused or neglected by their parents or caregivers.
ComCare	1800 222 0000	For financial assistance.
Credit Counselling Singapore	6225 5227	Provide support to debt-distressed individuals.
Yayasan-Mendaki	6245 5555	For individuals who required support in education through bursaries, enrichment programmes and tuition services.
CDAC	6841 4889 (HQ)	
SINDA	1800 295 3333	
Law Society Pro Bono Services	6534 1564	For individuals requiring support in legal services.
Legal Aid Bureau	1800 2255 529	

# ACCEPTABLE USE POLICY FOR PERSONAL LEARNING DEVICES (PLD)

## General

1. Users are responsible for their personal devices. The school will not be held responsible for any damage, theft or loss of their devices. In the event of loss or theft of devices, users must make a police report and report the matter to the school.
2. Users should bring their personal devices home with them at the end of every school day.
3. Users should ensure that their personal devices are fully charged the night before before bringing it to school.
4. Users' personal devices are installed with device management software. When enrolled, the software will manage users' device usage based on settings determined by the school. Users should not attempt to uninstall or de-enroll themselves from the software. Any violation might lead to disciplinary action in accordance to the school's discipline policy.
5. Users are responsible for using school-owned ICT facilities, equipment and resources for the purpose of learning. Personal use such as gaming and engaging in social media platforms is strictly prohibited.
6. Users are responsible for any resource that is borrowed from school for the duration of the loan. The user will bear the cost of damage, theft or loss due to negligence and face disciplinary action in accordance to the school's discipline policy.

## Account

1. Users are responsible and accountable for all activities conducted via their own account.
2. Users are responsible for the security of their account IDs and passwords. All account IDs and passwords should not be shared with anyone.
3. User should change their passwords every 6 months. Failure to do so would constitute as negligence.

4. Users are to use their full name as stated in their EZlink cards for all account IDs. Aliases, nicknames and pseudonyms are not allowed.
5. Users should not use their accounts for any illegal or unethical activities. These include posting online remarks that are racially and religiously insensitive, vulgar and/or offensive statements, disruptive of public order and intentionally causing emotional distress/harm to others.
6. Users should not use school-owned computing devices for any online trade (i.e. buying and selling of goods and services).
7. Users should not use devices to store, modify or create content (e.g. documents, presentations, pictures, videos) that is pornographic or defamatory in nature.

## **Email & Social Media**

1. Users should not post or share any indecent, obscene, pornographic, defamatory material/message that offends and causes distress to other people.
2. Users are reminded that threats, harassment, embarrassment, impersonation and intimidation to others is a chargeable offence under Singapore Legal System.
3. Users are expected to remain courteous and polite in all online interactions.

## **Privacy and Safety**

1. Users should not reveal their personal details (e.g. phone number, home address, NRIC, passwords, or passwords of other people) openly online.
2. If users inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a trusted adult (e.g. parents or teachers) immediately.
3. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, is an act of vandalism and subject to disciplinary action in accordance with school's discipline policy.

## **Intellectual Property**

1. Users should not access, download, copy or share any copyrighted materials (such as pictures, videos, music) without explicit permission from the owner.
2. Users should not own, copy or share software in an unauthorized or illegal manner.
3. The rights of all materials and data created using the school's ICT facilities and resources are jointly owned by the school and the user.

## **Taking Care of Your Laptop**

Students are responsible for the general care of their laptop. Laptops that are broken or fail to work properly must be taken to the ICT Office at level 5 in the library. If a laptop is needed in the intervening period, one will be issued to the student until his/her laptop is repaired or replaced.

### **General Precautions:**

- No food or drink is allowed next to your laptop at all times.
- Students should never carry their laptops while the screen is open unless directed to do so by a teacher.
- Laptops should be shut down when not in use to conserve battery life.
- Do not expose your laptop to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.

### **Screen Care:**

The laptop's screen could be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the laptop.
- Do not place on the laptop any item that could put pressure on the screen.
- Do not place in the carrying case any item that will press against the cover.
- Do not poke the screen.
- Do not place anything (e.g. pens, pencils, notebooks) on the keyboard before closing the lid.
- Clean the screen with individually packaged pre-moistened tissue for cleaning eyeglass lens.

### **Carrying the Laptop:**

The protective shell of the laptop will provide only basic protection from everyday use. It is not designed to prevent damage when it drops or from abusive handling. Carrying the laptop in a padded backpack or padded case is acceptable provided the backpack or case is handled with care. For example, you shouldn't toss the bag or drop the bag if your laptop is inside.

*The school reserves the right to record and retain data on school owned devices and/or accounts issued by the school for investigation or evidence.*

*Violation of any policies, rules or administrative procedures may result in a temporary suspension or revocation of student's account. The student may also face disciplinary action in accordance to the school's discipline policy.*

## AWARDS & RECOGNITION

MOE Academic Awards		
Name	How Much?	For Whom?
Edusave Scholarships for Secondary Schools (ES)	\$500	<ol style="list-style-type: none"> <li>1. Top 10% of each cohort.</li> <li>2. Use Core Subject Results only and overall marks of at least 50%.</li> <li>3. Minimally: Good Conduct.</li> </ol>
Edusave Merit Bursary (EMB)	\$500	<ol style="list-style-type: none"> <li>1. Top 25% of each cohort.</li> <li>2. Use Core Subject Results only and overall marks of at least 50%.</li> <li>3. Household income must not exceed \$6,900 (or per capita income not exceeding \$1,500).</li> <li>4. Minimally: Good Conduct.</li> </ol>
Edusave Good Progress Award (GPA)	\$400	<ol style="list-style-type: none"> <li>1. Top 10% of each cohort (based on good progress).</li> <li>2. To compare Core Subjects for progress.</li> <li>3. Overall marks of at least 50%.</li> <li>4. Minimally: Good Conduct.</li> </ol>
MOE Non-Academic Awards		
Edusave Character Award (ECHA)	\$500	<ol style="list-style-type: none"> <li>1. Consistent exemplary character.</li> <li>2. Outstanding behaviour and actions.</li> <li>3. Minimally: Very Good Conduct.</li> <li>4. Singapore Citizen</li> </ol>
Edusave Awards for Achievement, Good Leadership and Service (EAGLES)	\$500	<ol style="list-style-type: none"> <li>1. Leadership qualities and service.</li> <li>2. Service to school and community.</li> <li>3. Excellent in CCA.</li> <li>4. Minimally: Good Conduct.</li> </ol>
Edusave Skills Award (ESA)	\$500	<ol style="list-style-type: none"> <li>1. Top 10% of Sec 4 cohort in terms of skills.</li> <li>2. Demonstrated excellent vocational and soft skills.</li> <li>3. Minimally: Good Conduct.</li> <li>4. Singapore Citizen.</li> </ol>

### ITE Award

Tay Eng Soon Scholarship	\$1,000 and waiver of tuition fees in ITE	<ol style="list-style-type: none"><li>1. Overall top Sec 4 performer.</li><li>2. Achieved outstanding academic and vocational results.</li><li>3. Possesses good records of active participation in CCA.</li></ol>
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### School-Based Awards

Crest STAR Award	Awarded to Sec 1 students who exhibit: <ol style="list-style-type: none"><li>1. Strength</li><li>2. Talents</li><li>3. Attitude /Achievement</li><li>4. 3Rs (Reboot, Recondition, Restore)</li></ol>
Subject Excellence Award	<ol style="list-style-type: none"><li>1. Top student in each subject for each level.</li></ol>
Chairman's Excellence Award for All-Round Achievement	<ol style="list-style-type: none"><li>1. Performed well in all areas in school including academic and vocational subjects, Performing Arts, Physical Education, and in CCAs.</li><li>2. Consistently shown good conduct.</li></ol>

*\* The list of awards here is not exhaustive. There are other ad-hoc awards available for our students. More information will be provided periodically.*

# ACADEMIC GRADING SYSTEM

**Grading System for GCE (NT) Level Grades:**

Normal (Technical) Level Grades	Remarks
A, B, C, D where Grade A is the highest grade and Grade D is the lowest	GCE Normal (Technical) Level Pass
E	Denotes a fail grade

**Mark Range for GCE (NT) Level Grades:**

Grade	Numeric Score
A	75-100
B	70-74
C	60-69
D	50-59
E	<50

**Grading System for GCE (NA) Level Grades:**

Normal (Academic) Level Grades	Remarks
1, 2, 3, 4, 5 where Grade 1 is the highest and Grade 5 is the lowest	GCE Normal (Academic) Level Pass
6	Denotes a fail grade

**Mark Range for GCE (NA) Level Grades:**

Grade	Numeric Score
1	75-100
2	70-74
3	65-69
4	60-64
5	50-59
6	<50



## PROMOTION CRITERIA

The promotion criteria for Crest Secondary School students are as follows:

Requirements	1. From Sec 1 to 2 2. From Sec 2 to 3	From Sec 3 to 4
School Attendance	<b><u>At least 90%</u></b>	<b><u>At least 90%</u></b>
Academic & Vocational Curriculum	Pass EL or Math and one other examinable subject (e.g. Mother Tongue, Taster Module, Science)	Pass EL or Math and one other examinable subject (e.g. Mother Tongue, ITE Skills Subject & Science)

### **Important!**

Sec 4 students who do not fulfil the required school attendance rate may be debarred from the ISSC examination.

## PROGRESSION TO ITE

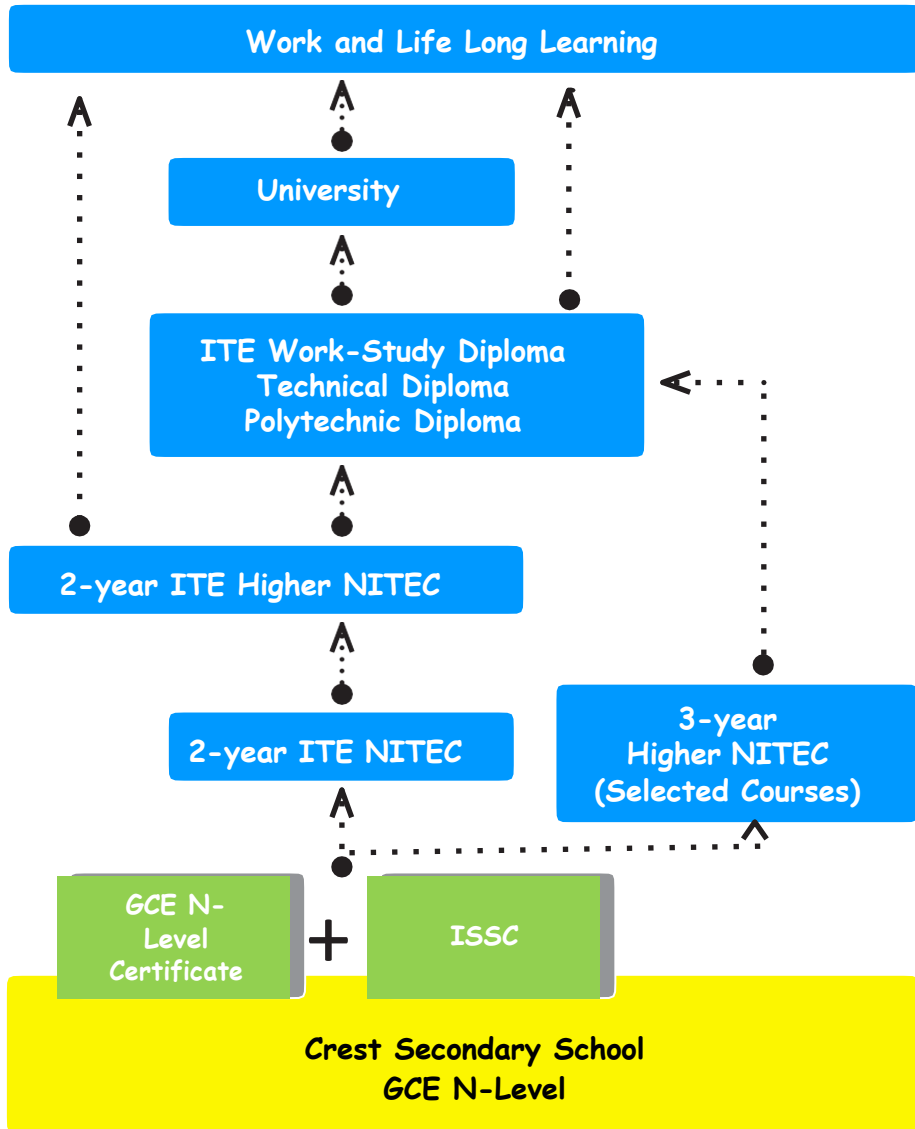
### **1. N level Results**

- A pass in English or Math will qualify you for a broad range of courses in ITE.
- 4 NT-equivalent passes will greatly increase the chance of getting into your choice course in ITE.

### **2. CCA Points**

- Active participation will develop your values and character to improve your chance for the ITE course that you are aiming for.

# POSSIBLE PROGRESSION CHART & MULTIPLE PATHWAYS FOR N(T) STREAM



# ITE SKILLS SUBJECT CERTIFICATE (ISSC)

At Secondary 2, students will select 2 ITE Skills Subjects to specialise in when they are at upper secondary (Sec 3 & 4). The 2-year ISSC curriculum will be more broad-based and students will get to choose from 5 service and engineering/technology related skills subjects. This will allow students to develop their strengths and interests in their selected subjects, as well as enable their progression to a wide range of Nitec courses under the ITE Early Admission Exercise (EAE).

The five ITE Skills Subjects will be available for the Secondary 3 cohort are:

- Culinary & Restaurant Operations (CRO);
- Internet of Things Applications (IoTA);
- Mechanical Design & Automation (MDA);
- Mobile Web Applications (MWA); and
- Retail & e-Commerce (ReC)

The selection and allocation of Skills Subjects will be based on merit and choice.

## ISSC CURRICULUM HOURS AND ASSESSMENTS

Each ISSC will comprise 2 Skills Subjects (250 hrs each) and an Industry Experiential Programme (IEP) (160 hrs). The training hours for each Skills Subject are as follows:

- 200 hrs of skills acquisition
- 40 hrs of project
- 10 hrs of experiential learning

The assessments of each ISS will be based on

- Written Exam (30%)
- Practical Assessments & Project (70%)

## GRADING SYSTEM

The pass mark is 50% and is based on the aggregate score obtained from the assessment components.

The grading system is as follows:

Grade	<u>Score</u>
A : Excellent	80% and above
B : Very Good	70% to 79%
C : Good	60% to 69%
D : Pass	50% to 59%
U : Ungraded	49% and below

## RECOGNITION OF ITE SKILLS SUBJECTS FOR PROGRESSION

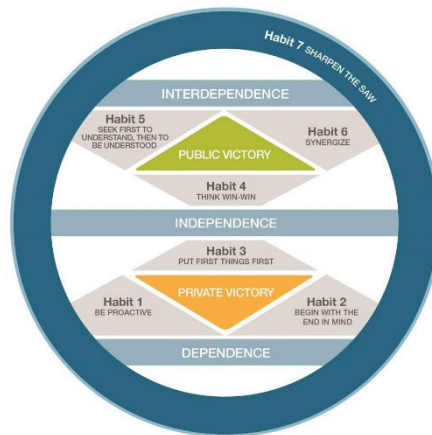
- 1 Each Skills Subject is equivalent to one N(T) subject for admission to Nitec courses in the Joint Intake Exercise.
- 2 Technology-based Skills Subjects (MDA, IOTA, MWA) can be used to qualify for Nitec courses which require a pass in Science as a pre-requisite.
- 3 Students who have passed any 2 Skills Subject and successfully completed the IEP will be awarded the ISS Certificate. Students who did not pass one or both ISS and/or did not complete their IEP will not be awarded the ISSC.
- 4 Students who have successfully completed only one Skills Subject will be issued a Statement of Results with a letter grade (e.g. A, B, C, D and U) by ITE, which will still be recognised as equivalent to one N(T) subject for progression to Nitec courses.
- 5 Graduates who wish to seek employment after graduation will be able to apply for jobs using the ISS Certificate issued by ITE.
- 6 Graduates can also sign-up for the ITE Traineeship programme, where they will undergo further training on-the-job while being employed.

## CHOICE OF NITEC COURSES UNDER EAE

Skills Subjects	Culinary & Restaurant Operations	Retail & e-Commerce	Internet of Things Applications	Mobile Web Applications	Mechanical Design & Automation
Progression to relevant Nitec Courses under EAE	Nitec in Hospitality cluster of courses	Nitec in Business cluster of courses	These 3 Engineering/Technology related ISS provide students with good foundation and aptitude for progression to most of the Nitec in Engineering, Electronics & Info-Comm Technology cluster of courses		

# WHOLE SCHOOL APPROACH TO STUDENT DEVELOPMENT

The 7 Habits of Highly Effective People forms the broad mindsets and skills Crestans should adopt to achieve private and public victory. This is the whole school approach that the Student Development Team has adopted since 2022. The diagram and statements below summarises the 7 Habits that our Crestans should practise in their lives.



Habit 1: Be Proactive - "I am in charge of my life."

Habit 2: Begin with the End in Mind - "I have a plan."

Habit 3: Put First Things First - "I prioritise the important."

Habit 4: Think Win-Win - "I think of how everyone can win"

Habit 5: Seek First to Understand, Then to be Understood - "I listen before I speak."

Habit 6: Synergise - "I work with others to achieve more."

Habit 7: Sharpen the Saw - "I take care of myself."

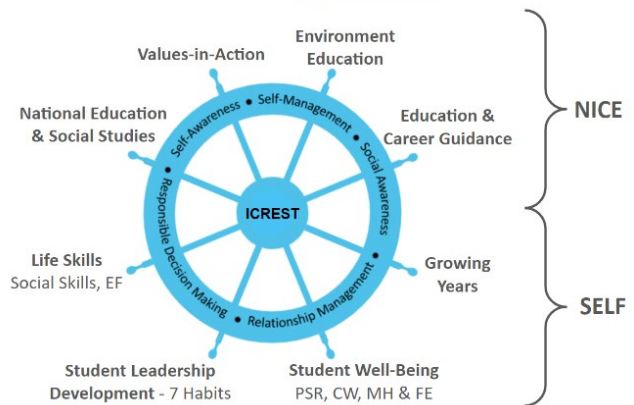
# CHARACTER AND CITIZENSHIP EDUCATION (CCE)

## OUR VISION

Every Crestan to be a captain of his/her life.

## OUR MISSION

To nurture the values and social-emotional skills for the development of caring and confident Crestans.



## CONTENT

CCE lessons are delivered via four platforms:

- **Ohana:** In Hawaiian, Ohana means family and family means no one gets left behind or forgotten. Time is set aside for the form class to create stronger ties through customised activities led by the form teachers.
- **Social-Emotional & Leadership Foundation (SELF):** Every Crestan needs a solid foundation of skills and values. Crestans will learn how to self-aware, regulate their thoughts and actions, be aware of others, manage relationships and make responsible decisions.
- **National Identity & Community Engagement (NICE):** Crestans learn about their place in society and how they can contribute positively towards it using their skills and talents.
- **Assembly:** Lessons are reinforced with assembly programmes. These can vary from performances such as plays and music appreciation to talks and presentations.

## STUDENT LEADERSHIP POLICIES

There are many opportunities for Crestans to take the lead. Crestans are provided opportunities to hone their leadership skills and learn from the experiences.

- a) A student can hold at most two concurrent Student Leadership appointments. However, a Student Councillor should not be a Class Leader nor can a Student Council Exco member be a CCA leader.
- b) A Student Leader is appointed after the endorsement by the Approving Authority.

Student Leadership Appointment	Approving Authority
<b>Class Committee</b> Chairperson, Vice-chairperson, Care Champion, Green Champion, Cyber Champion, Sports Champion	Form Teachers
<b>Student Councillors</b>	Student Leadership Development Team
<b>CCA Leaders</b>	CCA Teachers

- c) The Approving Authority may suspend a Student Leader for 1 week due to unsatisfactory performance or gross misconduct while investigations are carried out.
- d) After due investigations, the Approving Authority can either:
  - Impose immediate termination of the Student Leader's appointment or
  - Reinstatement of the Student Leader's appointment.
- e) Your LEAPS points will be recorded by the Approving Authority.

## CO-CURRICULAR ACTIVITIES (CCA)

Sports and Games	Uniformed Groups	Aesthetics	Clubs and Societies
Athletics	Girl Guides	Arts & Events Management	Entrepreneurship Club
Badminton	Scouts	Dance	Explorer's Club
Basketball (Girls) Basketball (Boys)		Guitar	Innovation Club
Floorball (Boys)		Pop Band	New Media Club
Football (Boys)		Visual Arts	Service Club

### CCA PARTICIPATION & GRADES - LEAPS 2.0

1. CCA participation in secondary school is compulsory for all students. To enable students to have a holistic education, all students are expected to take part in at least one CCA from one of the 4 groups outlined in Table 1.
2. Students must have a main CCA from one of the 4 groups. The attendance rate for participation will be based on the attendance of the main CCA.
3. Students may participate in a second CCA provided that they are able to cope with their academic studies. CCA points are awarded for students' participation in a second CCA at school representation level or higher. Minimum attendance in the second CCA is not a criterion for points to be computed.



## CCA GRADING

1. Students are in the CCA grading scheme known as LEAPS 2.0, which will award points in these categories: Participation, Achievement, Leadership and Service. LEAPS 2.0 builds on the LEAPS system to better reflect MOE's current emphasis on Student-Centric, Values-Driven education.
2. CCA Participation should be consistent throughout the 4 secondary school years to reap maximum CCA points. The highest points scored in the 4 categories at the end of the 4 years will be added up and then converted into a grade.
3. CCA grades may give students an advantage in gaining admission to ITE.

At the end of the graduating year, students' co-curricular attainment will be recognised according to Excellent/Good/Fair. The level of attainment will be converted to bonus point(s) (2 or 1) which can be used for admission to an ITE College of their choice.

Co-Curricular Attainment	Details
Excellent (2 bonus points)	Student who attains a minimum Level 3 in all four domains (Participation, Achievement, Leadership, Service), with at least a Level 4 in one domain.
Good (1 bonus point)	Student who attains a minimum Level 1 in all four domains with any one of the following: i. At least Level 2 in three domains; ii. At least Level 2 in one domain and at least Level 3 in another domain; or iii. At least Level 4 in one domain.
Fair	Student's attainment in co-curricular activities will not translate into any bonus points.

4. Participation in enrichment activities organised as part of the holistic approach like Crest Quest and CCE programmes will be awarded points under the Enrichment category. Participation in VIA activities will be awarded points under the Service category.

## CCA PARTICIPATION & GRADES

### Importance of Attendance

The school views CCA as an important vehicle for students to acquire the soft skills not taught in the academic domain. The school gives each student a conduct grade at the end of each semester based on student's CCA attendance as well.

For absenteeism cases, please refer to the table below for necessary actions to be followed up by the end of each term:

No	Defaulters	Actions	Follow-up
1	1 time absent without valid reason	Counselling by CCA teachers	Counselling by HOD Aesthetics/CCA
2	2 times absent without valid reason	Counselling by CCA teachers & Detention	Counselling by HOD Aesthetics/CCA
3	3 times absent without valid reason	Counselling by CCA teachers & Detention	Counselling by HOD Aesthetics/CCA

## LEAPS 2.0

As mentioned, LEAPS 2.0 is a framework to recognise secondary school students' holistic development. Students will be recognised with levels of attainment in four domains: Participation, Achievement, Leadership and Service.

Participation domain recognises students' participation in one school-based CCA. Recognition is based on the number of years of participation, exemplary conduct and active contribution to the CCA. Sustained engagement in the same CCA allows for progressive development of character, skills, knowledge and friendships, and will be accorded higher recognition.

Service domain recognises students' development as socially responsible citizens who contribute meaningfully to the community. Every secondary school student will contribute at least 6 hours per school year to the community. They can choose to embark on a Values-In-Action project (VIA). Students will be recognised for the time they put into planning, service and reflection, when participating in a VIA project.

Leadership domain recognises students' leadership development. Recognition is accorded to students' ability to take charge of personal development, work in a team and assume responsibilities in service of others. In addition to formal leadership appointments, participation in student leadership modules/workshops, the National Youth Achievement Award (NYAA) and leadership positions in the school, CCA or student-initiated/student-led projects will also be recognised.

Achievement domain recognises students' representation and accomplishment in co-curricular involvements beyond the classroom. Students may represent the school or organisations endorsed by the school. Recognising external opportunities better cater to students' diverse interests and talents. It also recognises the community's role in developing the child.

## LEAPS 2.0 - LEVEL OF ATTAINMENT

### PARTICIPATION

Level 1	Level 2	Level 3	Level 4	Level 5
Participated in any CCA for 2 years with at least 75% attendance for each year	Participated in any CCA for 3 years with at least 75% attendance for each year	Participated in any CCA for 4 years with at least 75% attendance for each year	Participated in any CCA for 5 years with at least 75% attendance for each year	
		Participated in any CCA for 4 years with at least 75% attendance for each year and demonstrating exemplary conduct and active contribution	Participated in any CCA for 4 years with at least 75% attendance for each year and demonstrating exemplary conduct and active contribution	Participated in the same CCA for 4 years with at least 75% attendance for each year and demonstrating exemplary conduct and active contribution
				Participated in the same CCA for 5 years with at least 75% attendance for each year

### SERVICE

Level 1	Level 2	Level 3	Level 4	Level 5
At least 24 to less than 30 hours of service	At least 30 to less than 36 hours of service	At least 36 hours of service		
	Completed at least one VIA project that impacts the school or community	Completed at least two VIA projects that impact the school or community		
		Completed at least 24 hours of service and at least one VIA project that impacts the school or community	Completed at least 24 hours of service and at least two VIA projects that impact the school or community	Completed at least 24 hours of service and at least one student-initiated VIA project that impacts the community beyond the school and at least one other VIA project

## LEADERSHIP

Level 1	Level 2	Level 3	Level 4	Level 5
Completed 2 leadership modules of at least 3 hours each	Class Committee Committee for student-initiated or student-led projects approved by school (or equivalent)	<ul style="list-style-type: none"> <li>- Class Chairperson</li> <li>- Prefect</li> <li>- Peer Support Leader</li> <li>- Committee for school-wide events</li> <li>- Chairperson/Vice-Chairperson for student-initiated or student-led projects approved by school (or equivalent)</li> </ul>	Senior Prefect/ Chairperson/Vice-Chairperson for school-wide events (or equivalent)	Executive Committee of the Prefectorial Board (or equivalent)
	Lower Sec CCA Committee (or equivalent)	Lower Sec CCA Executive Committee Upper Sec CCA Committee (or equivalent)	Upper Sec CCA Executive Committee (or equivalent)	CCA Captain/ Chairperson (or equivalent)
	NYAA Bronze	NYAA Silver and above		
35	<ul style="list-style-type: none"> <li>- Patrol Second</li> <li>- Assistant Patrol Leader (or equivalent)</li> </ul>	Patrol Leader (or equivalent)	<ul style="list-style-type: none"> <li>- Assistant Company Leader</li> <li>- Senior Patrol Leader (or equivalent)</li> </ul>	- Company Leader (or equivalent)

## ACHIEVEMENT

	Level 1	Level 2	Level 3	Level 4	Level 5
Representation	Represented class/CCA at intra-school event	Represented school/ external organization at local/ international event for 1 year	Represented school/ external organisation at local/international event for 2 years	<ul style="list-style-type: none"> <li>- Represented school/ external organisation at local/international event for 3 years or more</li> <li>- Represented UG HQ at international event</li> </ul>	<ul style="list-style-type: none"> <li>- Represented Singapore Schools at local/ international competition</li> <li>- Represented Singapore at international event endorsed by national bodies</li> <li>- Represented National Project of Excellence at local/international concert</li> <li>- Represented MOE at local/ international event</li> <li>- Represented UG HQ at international competition</li> </ul>
Accomplishment			Represented school/ external organisation at local/international event and achieved the following (for 1 year): Top 4 (or equivalent) team placing Top 8 (or equivalent) individual placing Gold/Silver/Bronze/ Merit award/ certification* (or equivalent) SYF Arts Presentation/Exhibition Certificate of Distinction/ Accomplishment/ Certificate of Recognition (Special Mention) / Recognition	<ul style="list-style-type: none"> <li>- Represented school/ external organisation at local/international event and achieved the following (for 2 years or more):</li> <li>- Top 4 (or equivalent) team placing</li> <li>- Top 8 (or equivalent) individual placing</li> <li>- Gold/Silver/Bronze/ Merit award/ certification* (or equivalent) SYF Arts Presentation/Exhibition Certificate of Distinction/ Accomplishment/ Certificate of Recognition (Soecial Mention) / Recoqniton</li> </ul>	<ul style="list-style-type: none"> <li>- Represented Singapore Schools/ National Project of Excellence/MOE at local/international competition</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>- Represented Singapore at international event, endorsed by national bodies</li> </ul> <p>AND achieved the following:</p> <ul style="list-style-type: none"> <li>- Top 4 (or equivalent) team placing</li> <li>- Top 8 (or equivalent) individual placing</li> <li>- Gold/Silver/Bronze/ Merit award/certification</li> </ul>

## ACHIEVEMENT

	Level 1	Level 2	Level 3	Level 4	Level 5
Accomplishment			<ul style="list-style-type: none"> <li>- SYF Art Exhibition Certificate of Recognition (Special Mention)/ Recognition</li> <li>- Presented original research paper/ project accepted at the platform</li> </ul>	<ul style="list-style-type: none"> <li>- SYF Art Exhibition Certificate of Recognition (Special Mention)/ Recognition</li> <li>- Presented original research paper/ project accepted at the platform</li> </ul>	<ul style="list-style-type: none"> <li>- Gold/Silver/Bronze award/certification (or equivalent)</li> <li>- Presented original research paper/ project accepted at the platform</li> </ul>
Uniformed Groups	Bronze Badge (or Achievement Badges equivalent)	Silver Badge (or equivalent)	Gold Badge (or equivalent)	Best Unit Cadet/ Outstanding Cadet Award by UG HQ (or equivalent)	Top Award for each UG (e.g. President's Guide Award)

## LEAPS 2.0 - LEVELS OF ATTAINMENT (EXAMPLES)

Example A: Student has attained a minimum Level 3 in all four domains and at least Level 4 in one domain (Participation). Hence, the student's co-curricular attainment is recognised as Excellent.

Domain	Description of Attainment	Level
Participation	Participated in the same CCA for 4 years with at least 75% attendance for each year	4
Achievement	Represented school at local competition/conference/festival/exhibition for 2 years	3
Leadership	Committee for school-wide events	3
Service	Completed at least 24 hours of service and at least one VIA project that impacts the school or community	3

Example B: The student has attained a minimum of Level 1 in all domains with at least Level 2 in three domains. Hence, the student's co-curricular attainment is recognised as Good.

Domain	Description of Attainment	Level
Participation	Participated in any CCA for 3 years with at least 75% attendance for each year	2
Achievement	Represented class/CCA at intra-school event	1
Leadership	Class Committee	2
Service	Completed at least one VIA project that impacts the school or community	2

Example C: The student has attained a minimum of Level 1 in all domains, with at least Level 2 in one domain (Achievement) and Level 3 for another domain (Participation). Hence, the student's co-curricular attainment is recognised as Good.

Domain	Description of Attainment	Level
Participation	Participated in any CCA for 4 years with at least 75% attendance for each year	3
Achievement	Represented school at local competition/conference/festival/exhibition for 1 year	2
Leadership	Lance Corporal (NCC)	1
Service	Completed at least 24 to less than 30 hours of service	1

Example D: The student has not met the criteria for a Good co-curricular attainment. Hence, the student's co-curricular attainment is recognised as Fair.

Domain	Description of Attainment	Level
Participation	Participated in any CCA for 4 years with at least 75% attendance for each year	3
Achievement	Did not represent class/CCA/school in any event	0
Leadership	Completed 2 modules on leadership	1
Service	Completed at least 24 to less than 30 hours of service	1

# NAPFA STANDARDS (SECONDARY)

## Standards For Females:

Age Group FEMALE	Grade	Points	No. Of Sit-Ups In 1 Min	Standing Board Jump Distance	Sit & Reach	No. Of Inclined Pull-Ups* In 30 Sec	4 X 10m Shuttle Run Time	2.4 Km Run- Walk Time (Min : Sec)
<b>12</b>	A	5	>29	>167 cm	>39 cm	>15	<11.5	<14:41
	B	4	25 - 29	159 - 167	37 - 39	13 - 15	11.5-11.9	14:41 - 15:40
	C	3	21 - 24	150-158	34 - 36	10 - 12	12.0-12.3	15:41 - 16:40
	D	2	17 - 20	141-149	30 - 33	7 - 9	12.4-12.7	16:41 - 17:40
	E	1	13 - 16	132-140	25 - 29	3 - 6	12.8-13.2	17:41 - 18:40
<b>13</b>	A	5	>30	>170 cm	>41 cm	>16	<11.3	<14:31
	B	4	26 - 30	162-170	39 - 41	13 - 16	11.3-11.7	14:31 - 15:30
	C	3	22 - 25	153-161	36 - 38	10 - 12	11.8-12.2	15:31 - 16:30
	D	2	17 - 20	144-152	32 - 35	7 - 9	12.3-12.7	16:31 - 17:30
	E	1	14 - 17	135-143	27 - 31	3 - 6	12.8-13.2	17:31 - 18:30
<b>14</b>	A	5	>30	>177 cm	>43 cm	>16	<11.5 sec	<14:21
	B	4	28 - 30	169 -177	41 - 43	14 -16	11.5 -11.8	14:21 - 15:20
	C	3	24 - 27	160 -168	38 - 40	10 - 13	11.9 -12.2	15:21 - 16:20
	D	2	20 - 23	151 -159	34 - 37	7 - 9	12.3 -12.6	16:21 - 17:20
	E	1	16 - 19	142 -150	29 - 33	3 - 6	12.7 -13.0	17:21 - 18:20
<b>15</b>	A	5	>30	>182 cm	>45 cm	>16	<11.3 sec	<14:11
	B	4	29 - 30	174 -182	43 - 45	14 -16	11.3 -11.6	14:11 - 15:10
	C	3	25 - 28	165 -173	39 - 42	10 - 13	11.7 -12.0	15:11 - 16:10
	D	2	21 - 24	156 -164	35 - 38	7 - 9	12.1 -12.4	16:11 - 17:10
	E	1	17 - 20	147 -155	30 - 34	3 - 6	12.5 -12.8	17:11 - 18:10
<b>16</b>	A	5	>30	>186 cm	>46 cm	>17	<11.3 sec	<14:01
	B	4	29 - 30	178 -186	44 - 46	14 - 17	11.3 -11.5	14:01 - 15:00
	C	3	26 - 28	169 -177	40 - 43	11 - 13	11.6 -11.8	15:01 - 16:00
	D	2	22 - 25	160 -168	36 - 39	7 - 10	11.9 -12.2	16:01 - 17:00
	E	1	18 - 21	151 -159	31 - 35	3 - 6	12.3 -12.6	17:01 - 17:50
<b>17</b>	A	5	>30	>189 cm	>46 cm	>17	<11.3 sec	<14:01
	B	4	29 - 30	181-189	44 - 46	14 - 17	11.3 -11.5	14:01 - 14:50
	C	3	27 - 28	172-180	40 - 43	11 - 13	11.6 -11.8	14:51 - 15:50
	D	2	23 - 26	163-171	36 - 39	7 - 10	11.9-12.1	15:51 - 16:40
	E	1	19 - 22	154-162	32 - 35	3 - 6	12.2-12.5	16:41 - 17:30
<b>18</b>	A	5	>30	>192 cm	>46 cm	>17	<11.3 sec	<14:01
	B	4	29 - 30	183 - 192	44 - 46	15 - 17	11.3 -11.5	14:01 - 14:50
	C	3	27 - 28	174 - 182	40 - 43	11 - 14	11.6 -11.8	14:51 - 15:40
	D	2	24 - 26	165 - 173	36 - 39	8 - 10	11.9-12.1	15:41 - 16:30
	E	1	20 - 23	156 - 164	32 - 35	4 - 7	12.2-12.4	16:31 - 17:20



# NAPFA STANDARDS (SECONDARY)

## Standards For Males:

Age Group MALES	Grade	Points	No. of Sit-ups in 1 min	Standing Board Jump Distance	Sit & Reach	No. of inclined Pull-ups* in 30 sec	4 x 10m Shuttle Run Time	2.4 km Run-walk time (min:sec)
<b>12</b>	A	5	>41	>202 cm	>39 cm	>24	<10.4 sec	<12:01
	B	4	36 - 41	189 - 202	36 - 39	21 - 24	10.4 - 10.9	12:01 - 13:10
	C	3	32 - 35	176 - 188	32 - 35	16 - 20	11.0 - 11.3	13:11 - 14:20
	D	2	27 - 31	163 - 175	28 - 31	11 - 15	11.4 - 11.7	14:21 - 15:30
	E	1	22 - 26	150 - 162	23 - 27	5 - 10	11.8 - 12.2	15:51 - 16:50
<b>13</b>	A	5	>42	>214 cm	>41 cm	>25	<10.4 sec	<11:31
	B	4	38 - 42	202 - 214	38 - 41	22 - 25	10.4 - 10.7	11:31 - 12:30
	C	3	34 - 37	189 - 201	34 - 37	17 - 21	10.8 - 11.1	12:31 - 13:40
	D	2	29 - 33	176 - 188	30 - 33	12 - 16	11.2 - 11.5	13:41 - 14:50
	E	1	25 - 28	164 - 175	25 - 29	7 - 11	11.6 - 11.9	14:51 - 16:00
<b>14</b>	A	5	>42	>225 cm	>43 cm	>26	<10.2 sec	<11:01
	B	4	40 - 42	216 - 225	40 - 43	23 - 26	10.2 - 10.4	11:01 - 12:00
	C	3	37 - 39	206 - 215	36 - 39	18 - 22	10.5 - 10.8	12:01 - 13:00
	D	2	33 - 36	196 - 205	32 - 35	13 - 17	10.9 - 11.2	13:01 - 14:10
	E	1	29 - 32	186 - 195	27 - 31	8 - 12	11.3 - 11.6	14:11 - 15:20
<b>15</b>	A	5	>42	>237 cm	>45 cm	>7	<10.2 sec	<10:41
	B	4	40 - 42	228 - 237	42 - 45	6 - 7	10.2 - 10.3	10:41 - 11:40
	C	3	37 - 39	218 - 227	38 - 41	5	10.4 - 10.5	11:41 - 12:40
	D	2	34 - 36	208 - 217	34 - 37	3 - 4	10.6 - 10.9	12:41 - 13:40
	E	1	30 - 33	198 - 207	29 - 33	1 - 2	11.0 - 11.3	13:41 - 14:40
<b>16</b>	A	5	>42	>245 cm	>47 cm	>8	<10.2 sec	<10:31
	B	4	40 - 42	236 - 245	44 - 47	7 - 8	10.2 - 10.3	10:31 - 11:30
	C	3	37 - 39	226 - 235	40 - 43	5 - 6	10.4 - 10.5	11:31 - 12:20
	D	2	34 - 36	216 - 225	36 - 39	3 - 4	10.6 - 10.7	12:21 - 13:20
	E	1	31 - 33	206 - 215	31 - 35	1 - 2	10.8 - 11.1	13:21 - 14:10
<b>17</b>	A	5	>42	>249 cm	>48 cm	>9	<10.2 sec	<10:21
	B	4	40 - 42	240 - 249	45 - 48	8 - 9	10.2 - 10.3	10:21 - 11:10
	C	3	37 - 39	230 - 239	41 - 44	6 - 7	10.4 - 10.5	11:11 - 12:00
	D	2	34 - 36	220 - 229	37 - 40	4 - 5	10.6 - 10.7	12:01 - 12:50
	E	1	31 - 33	210 - 219	32 - 36	2 - 3	10.8 - 10.9	12:51 - 13:40
<b>18</b>	A	5	>42	>251 cm	>48 cm	>10	<10.2 sec	<10:21
	B	4	40 - 42	242 - 251	45 - 48	9 - 10	10.2 - 10.3	10:21 - 11:10
	C	3	37 - 39	232 - 241	41 - 44	7 - 8	10.4 - 10.5	11:11 - 11:50
	D	2	34 - 36	222 - 231	37 - 40	5 - 6	10.6 - 10.7	11:51 - 12:40
	E	1	31 - 33	212 - 221	32 - 36	3 - 4	10.8 - 10.9	12:41 - 13:30

NAPFA AWARDS (SECONDARY)  
FOR MALES & FEMALES

AWARD REQUIREMENTS	
Awards	Minimum Scores
Gold	C grade in all 6 stations with a minimum of <u>21 points</u>
Silver	D grade in all 6 stations with a minimum of <u>15 points</u>
Bronze	E grade in all 6 stations with a minimum of <u>6 points</u>

# Notes

A large rectangular area with a light blue background and a blue border, containing 20 horizontal dotted lines for writing.

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