



29 December 2022

Dear Parents/Guardians,

START OF 2023 – KEY EVENTS & PROGRAMMES IN TERM 1

WELCOME BACK AND GREETINGS FOR 2023

1. Congratulations to the 185 new Secondary 1 students who secured a place in Crest Secondary School. I would also like to welcome our Secondary 2 to 4 Crestans back to another exciting year of learning and growth.
2. We are delighted to share that our 7th batch of Crestans from the Class of 2022 have performed reasonably well for the GCE N-Level Examination and the ITE Skills Subject Certificate (ISSC) courses. 95.2% of our 207 graduating students were awarded the GCE N(T) Certificate while 81.2% were awarded the ITE Skills Subject Certificate (ISSC). In addition, one in two students have secured a place in a course of their choice at ITE. We wish the Class of 2022 all the best in ITE, and like many of their seniors, progress to diploma courses at ITE/Polytechnics in the years ahead.
3. While COVID-19 is not fully eradicated, we have learnt to live with the challenges that the virus brings, yet not letting our guard down. For 2023, we can look forward to activities planned for all students, so that the value proposition of a unique education path in Crest can be fully experienced by all Crestans. A list of these key events and programmes is shared in **Annex A**. Details of other major events and programmes are also shared in the rest of this letter.

STAFF MATTERS

INFORMATION ON SCHOOL MANAGEMENT, KEY PERSONNEL AND FORM TEACHERS

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

STUDENT MATTERS

START RIGHT PROGRAMME

5. To help our students start well in school, a series of activities have been planned for all levels from **3 to 5 January 2023**. The reporting time for all three days will be at 7:55 am. The dismissal time for the different levels are shown in the table below:

Date (Day)	Sec 1	Sec 2	Sec 3	Sec 4
3 Jan (Tue)	12:15 p.m.	12:15 p.m.	12:15 p.m.	12:15 p.m.
4 Jan (Wed)				12:45 p.m.
5 Jan (Thu)				12:45 p.m.

Note: Normal curriculum will commence for all levels from 6 January 2023 (Friday) onwards.

SECONDARY 1 STRONGER TOGETHER 3 DAYS 2 NIGHT CAMP

6. We will finally be able to carry out our overnight Secondary 1 camp again after a long period. The camp will be held at the school, and it will be based on our school values, aiming to equip our students with socio-emotional learning competencies and skills. The camp hopes to enable Secondary 1 students to adapt well in a secondary school environment and raise the students' self-awareness, as well as improve their self-management. The team-based activities will foster strong peer-relationships, identity within the class and as a cohort. We hope that the Sec 1s will emerge stronger together after the 3 days and 2 nights with a higher level of confidence, motivation, resilience and leadership.

Event:	SECONDARY 1 STRONGER TOGETHER 3 DAYS 2 NIGHT CAMP
Date:	8 March 2023 9 March 2023 10 March 2023 (Dismissal at 2pm)
Venue:	Crest Secondary School
Remarks:	Students will spend 3 days and 2 nights together with their peers, teachers, and camp facilitators. The venue will be at Crest Secondary School. Students will travel out of the school to certain outdoor venues for various activities. <i>More details will be given closer to the date.</i>

SCHOOL STARTING AND DISMISSAL TIMES

7. The school starting and dismissal times in 2023 will be as follows:

Day	2023 School Starting Time	2023 School Dismissal Time [^]	
		Secondary 1 and 2	Secondary 3 and 4
Monday	7:55 a.m.	3:15 p.m.	3:15 p.m.*
Tuesday	7:55 a.m.	2:45 p.m.	3:15 p.m.*
Wednesday	7:55 a.m.	2:45 p.m.	2:45 p.m.
Thursday	7:55 a.m.	2:45 p.m.	3:15 p.m.*
Friday	7:55 a.m.	12:45 p.m.	12:45 p.m.

*Sec 3 & 4 Classes will have one shorter day on either Mon, Tue or Thur. Parents are to check the students' timetable for details.

[^]Please note that the above dismissal times will only take effect from 6 January 2023 (Friday) onwards.

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

8. All students are required to participate in one Co-Curricular Activity (CCA) as part of their holistic development. Crest offers a total of 18 CCAs – 6 Sports, 5 Aesthetic Groups, 2 Uniformed Groups and 5 Clubs. To give our Secondary 1 and new transfer-in students a better understanding of the CCAs, a CCA Exposure Programme will be conducted over three Fridays, on **6, 13 and 27 January**, where students will learn about the different CCAs through hands-on activities.
9. The Sports CCAs will be having sports selection trials on the following dates. Secondary 1 students who are interested in participating in these CCAs will have to go for the sports selection trials.

CCA	Location	Date and Time	Equipment/Footwear (if any)
Basketball Boys	ISH	9 Jan (Mon) 3.30pm - 4.30pm	basketball shoes
Floorball Boys	ISH	10 Jan (Tue) 3.30pm - 4.30pm	court shoes
Basketball Girls	ISH	11 Jan (Wed) 3pm - 4pm	basketball shoes
Badminton Boys and Girls	MPH	12 Jan (Thu) 3.30pm to 4.30pm	badminton racket, court shoes
Athletics Boys and Girls	Parade Square	16 Jan (Mon) 3.30pm - 4.30pm	running shoes
Football Boys	Field	19 Jan (Thu) 3.30pm - 4.30pm	shin guards, boots

10. Secondary 1 and new transfer-in students must submit their CCA Option Form by **30 January 2023**. They will be informed of their assigned CCAs on 1 February.

REMEDIATION PROGRAMME FOR SECONDARY 2 TO 4 STUDENTS

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

Subject	English Language	Mathematics	Mother Tongue Languages
Day (Time)	Tue Lower Sec (3 - 4pm) Upper Sec (3:30 - 4:30pm)	Wed (3 - 4pm)	Fri (12:45 - 2pm)

TERM 1 ASSESSMENTS

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

Dates	Weeks	Subject
6 Feb – 17 Feb	Weeks 6 – 7	English Language
13 Feb - 24 Feb	Weeks 7 – 8	Mother Tongue Languages
13 Feb – 24 Feb	Weeks 7 – 8	Mathematics
13 Feb – 24 Feb	Weeks 7 – 8	Science

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

CHINESE NEW YEAR (CNY) CELEBRATIONS

13. The 2023 CNY festive holidays will stretch from 23 to 24 January (Monday & Tuesday). The school will be celebrating CNY on **20 January (Friday)**. Students will report to school at 7:55am and will be dismissed at 10:30am. We encourage all students to don either Chinese ethnic costumes or red tops to enhance the festive mood. School will resume on 25 January (Wednesday).

HPV VACCINATION FOR FEMALE STUDENTS

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

Levels	Vaccination Date
Secondary 1 and 2	17 February 2023, Friday

HEALTH CHECK-UP FOR STUDENTS

15. The School Health Service Team from Health Promotion Board (HPB) will be in Crest from **3 February (Friday) to 14 February (Tuesday)** to conduct health check-ups for our Sec 1 to 2 students. Parents/guardians will be informed if your child/ward requires follow-up referral after the health check-up. Non-Singaporean students are requested to bring their Health Booklet and immunisation certificates (if any), to the health check-up.

HEALTHY MEALS IN SCHOOLS PROGRAMME (HMSP)/ INCREASE IN FOOD AND DRINK PRICES AND CONSUMPTION OF WATER

16. To support our students' health development, the school is on board the Healthy Meals in Schools Programme (HMSP) by the Health Promotion Board (HPB). This programme provides food service guidelines for school canteens and aims to cultivate good eating habits among our students, so that they will be accustomed to consuming fruit, vegetables and whole grains as part of their daily diet. With the rising costs, the school needs to balance the affordability of the canteen prices with the sustainability of our canteen stallholders. As such, starting 2023, there will be a 10-cent to 30-cent increase in the prices of selected food and drinks items. All prices of the set meals, sides, snacks and drinks are clearly displayed at the canteen stalls. Healthy set meals will be provided in the school canteen with prices ranging from \$2.80 to \$5.00. We seek your support and understanding in this matter, and we encourage your child/ward to eat healthily.

17. We also encourage our students to consume water on a regular basis throughout the day as our weather is hot and humid. As proper hydration is important, we strongly encourage all students to bring **their own water bottle** to school. There are many water coolers around the school where students can fill up their water bottles.

SCHOOL-FAMILY PARTNERSHIP MATTERS

KEEPING IN TOUCH WITH THE SCHOOL


18. It is important to develop and strengthen mutual understanding, respect and trust between the school and parents to ensure the well-being and holistic development of the child. Parents may keep in contact with the school the official school channels such as **Parents Gateway, Parents Support Group (Crest PAL), the school's social media platform** (<https://www.facebook.com/crestsec>), as well as the **e-Student's Handbook** available on the school website (https://www.crestsec.edu.sg/qql/slot/u1374/2022/Crest%20Sec%20HB%202023_final.pdf).
19. We wish to draw your attention to our Parent Communication Guidelines which is available on the school website (<https://www.crestsec.edu.sg/i-am-a/parent>). You may also access the email addresses of form teachers for all levels under this link.

STAYING CONNECTED – HOME VISITS

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

SCHOOL LEADERS' DIALOGUE WITH SECONDARY 1 PARENTS/GUARDIANS

21. As parents/guardians, your involvement in your child's/ward's education is critical. The school will be holding the first School Leaders' Dialogue with Secondary 1 Parents/Guardians on **13 January (Friday), 6:00pm to 7:30pm**. We will share with you what you and your child/ward can look forward to in the next four years of his/her educational journey in Crest. We hope that you will make time to join us. The programme details are as below. We look forward to meeting you soon at the dialogue.

Topic:	School Leaders' Dialogue Secondary 1 Parents/Guardians 2023	
Date:	13 January 2023 (Friday)	
Time:	6:00 to 7.30 pm	
Venue:	Crest Secondary School (School Hall)	
Remarks:	Registration will start at 5:45 pm and dialogue will start at 6:00 pm. Please scan the QR code or visit the link stated below to register for the dialogue session. https://go.gov.sg/sec1dialogue2023	

ADMINISTRATIVE MATTERS**UPDATE OF CONTACT DETAILS EXERCISE**

22. The school will be distributing the contact details form to all students on **9 January 2023 (Monday)**. Parents/guardians are requested to update any changes in red ink and return it to your child's/ward's Form Teacher by **16 January 2023 (Monday)**. Do remember to update the school should your contact details or your child's/ward's citizenship change later in the year.

SCHOOL SMART CARDS (SSCs) FOR SECONDARY 1 STUDENTS

23. The school will be distributing School Smart Cards (SSCs) to new Secondary 1 students by **April 2023**. Meanwhile, Secondary 1 students can continue to use their primary level SSCs for concessionary travel at the secondary school rate until 30 April 2023.

PHOTO-TAKING FOR SEC 1 AND 3 STUDENTS

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

SCHOOL AND MISCELLANEOUS FEES

25. We strongly encourage parents/guardians to pay school and miscellaneous fees via GIRO. GIRO deductions will take effect in Term 1 for Secondary 2 to 4 students. However, Secondary 1 students may have to pay fees via cash/cheque/NETS/PayNow until their GIRO application is approved by the bank.

As part of the MOE's regular review of school fees, please note fees for Singapore PRs and International Students will be revised. The schedule of fees payment is as follows:

Nationality of Student	School Fee (Monthly)	Standard Miscellaneous Fee (Monthly)	2 nd Tier Miscellaneous Fee (Monthly)	Total (Monthly)	Total (Per Term)	Date of GIRO Deduction or Cash/Cheque/NETS/ PayNow Payment
Singapore Citizen	\$5 <i>(Waived for Malay students and MOE-FAS students)</i>	\$10 <i>(Cash payment is required, waived for MOE-FAS students)</i>	\$10 <i>(Can be paid from student's Edusave Account)</i>	\$25	\$75	Term 1 01 Mar (Wed)
Singapore PR	\$500	\$10	\$10	\$520	\$1,560	Term 2 2 May (Tue)
International Student (ASEAN)	\$910	\$10	\$10	\$930	\$2,790	Term 3 and 4 1 Aug (Tue)
International Student (Non-ASEAN)	\$1,770	\$10	\$10	\$1,790	\$5,370	

FINAL NOTE

26. We hope parents/guardians can continue to work closely with our teachers and trust us to do this important piece of hard and "heart" work of carrying out our **3R**-mission — **R**eboot your child's/ward's schooling experience, **R**econdition their habits, and **R**estore their self-esteem, self-confidence and self-worth.

27. Together, let's make 2023 a meaningful, enriching and fulfilling year for your child's/ward's education at Crest!

Yours sincerely,

Mr Seet Tiat Hee
Principal

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

Annex A**SCHEDULE OF KEY SCHOOL EVENTS AND PROGRAMMES (TERM 1 2023)**

Date	Event / Programme	Remarks
3 Jan (Tue) to 5 Jan (Thu)	Start Right Programme	Refer to letter for dismissal times
13 Jan (Fri)	School Leaders' Dialogue with Sec 1 Parents	Refer to letter for Dialogue details
12, 19 & 26 Jan (Wed)	CCA Exposure Programme for Sec 1 Students	Sec 1 students will submit CCA Option Form by 28 Jan (Fri)
2nd to 4th week of Jan (TBC)	Photo-Taking for Students	Individual Student Photos/Class Photos
20 Jan (Fri)	Chinese New Year Celebration	Reporting time: 7:55am Dismissal time: 10:30am
23 Jan (Mon) to 24 Jan (Tue)	Chinese New Year Holidays	All students to report back to school on 25 Jan (Wed).
3 Feb (Fri) to 14 Feb (Tue)	Health Check-up	Sec 1 to Sec 2
17 Feb (Fri)	HPV Vaccination for female students	Sec 1 and Sec 2
1 Mar (Tue)	GIRO Deduction <u>or</u> Collection of Cash/Cheque/NETS/PayNow Payment for School and Miscellaneous Fees (Term 1)	
8 Mar (Wed) to 10 Mar (Fri)	Sec 1 Stronger Together School Camp (3 days 2 nights)	Sec 1 Details will be sent through Parents Gateway
8 Mar (Wed) to 10 Mar (Fri)	Student Development Activities (Learning Journey / Workshops)	Sec 2, 3 and 4 Dismissal at 12:15 p.m.
10 Mar (Fri)	School Leaders' Dialogue with Sec 4 Parents	Details will be sent through Parents Gateway
12 Mar (Sat) to 20 Mar (Sun)	<p style="text-align: center;">Term 1 School Vacation</p> <ul style="list-style-type: none"> • Some CCAs may organise training sessions from 14 Mar (Mon) to 15 Mar (Tue) • Protected staff vacation for teachers from 15 Mar (Wed) to 19 Mar (Sun) • Students will return to school on 20 Mar (Mon) (Start of Term 2) 	

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

S/N	Name	Designation
School Leaders		
1.	Mr Seet Tiat Hee	Principal
2.	Mr Chan Teck Hong, David	Vice-Principal (Academic)
3.	Mr Ho Kum Fai, Sam	Vice-Principal (Vocational Education)
4.	Mr Teh Tuan Ann	Vice-Principal - Designate (Vocational Education)
5.	Mdm Lee Kee Meng	Vice-Principal (Administration)
Managers / Heads		
6.	Ms Lee Chia Ling	Finance Manager
7.	Mr Neo Kim Chwee, Edward	Operations Manager
8.	Ms Lee Siu Yuen	Head (Admin)
9.	Ms Marina Wong May Li	Head (Human Resource)
10.	Mr Bay Siow Lon	Head (Student Support)
Heads of Department (HOD)		
11.	Mr Teo Zhiliang, Lucas	HOD (Organisational Learning & Development)
12.	Mr Adrian Tan Liang Huat	HOD (Discipline)
13.	Ms Tan Hui Ying Joycelyn	HOD (Character & Citizenship Education)
14.	Ms Lok Lai Hoong, Lisa	HOD (Aesthetics & CCA)
15.	Ms Chee Pey Ling, Juliana	HOD (English Language)
16.	Ms Ong Siew Khim	HOD (Mathematics & Science)
17.	Mr Lam Kum Cheong Andy	HOD (Info-Communications Technology)
18.	Mr Lee Ching Yong	HOD (Culinary & Restaurant Operations) & HOD (Retail & e-Commerce) [covering]

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

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

Class	Form Teachers
S1-01	Ms Ang Lay Beng; Mr Lim Kian Chuan (Edwin)
S1-02	Mr Pu Siang Beng; Ms Lim Michelle
S1-03	Ms Ng Geok Ling Betina; Mr Osman Farouk
S1-04	Mr Matthew Quek; Ms Maznunnisha Binte Abdul Aziz
S1-05	Mr Ooi Heng; Ms Vanessa Teo
S1-06	Ms Ho Yuen Ming Vicky; Mr Wee Pheng Choon Desmond
S1-07	Mr Ng Wee Kee; Ms Siti Nurharnani Binte Nahar
S1-08	Ms Huang Youya; Mr Mohamed Althaf Shathali
S1-09	Ms Tan Farah Imran; Ms Chan Ying Hui

Sec 2

Class	Form Teachers
S2-01	Ms Rischka Syafiq Putri Jonawi; Mr Zack Chew Ming Zhe
S2-02	Ms Mutmainnah Binte Saidi; Mr Tan Teck Hong (Jason)
S2-03	Mr Lee Tuck Suen; Ms Law Zhen Xi (Cherish)
S2-04	Ms Nur Izziana Binte Kamaruddin; Mr Poh Wei Yi, Ian
S2-05	Mr Lin Yuxuan, Den ; Ms Shuhadah Binte Suleiman
S2-06	Mr Lo Chen Yang Marvin; Ms Siti Nooratika Bte Jumaat
S2-07	Mr Chang Choo Liang; Ms Lee Woan Huey Hannah
S2-08	Ms Alyssa Chen Yihan; Mr Mohammed Rohan Bin Ismail

Sec 3

Class	Form Teachers	ISSC Combination
S3-01	Mr Lim Swee Huat; Ms Nadhirah Binte Ismail	CRO+MDA
S3-02	Ms Ho Wei Lynn, Karen; Mr Mohamad Hisham Bin Suwandi	CRO+MWA
S3-03	Ms Khairiah Binti Jaafar; Mr Lim Weiming	CRO+ReC
S3-04	Ms Chan Lay Ling, Amy; Ms Muszalifa Binte Aman (term 1 only); Mr Ong Chin Koon	CRO+ReC
S3-05	Mr Lim Ming Hui Eugene; Ms Suriani Binte Sulaiman	IoTA+MDA
S3-06	Ms Aneesha Parvin; Mr How Wing Cheong Alvin	IoTA+MWA
S3-07	Mr Chua Chin Choon (Desmond); Mr Lee Joshua	IoTA+ReC
S3-08	Mr Helmy Rozaimi; Ms Tay Siew Mei Janice	MDA+MWA

Sec 4

Class	Form Teachers	ISSC Combination
S4-01	Ms Hamidah Binte Haji Hamim; Mr Muhammad Zaki Hosain	CRO+MDA
S4-02	Ms Ho Su Ching Eunice; Mr Tan Eng Choon	CRO+MDA
S4-03	Mr Yuen Wei Dong (Dave); Ms Tan Chia Chia	CRO+ReC
S4-04	Mr Ling Chee Kwong (Paul); Ms Saheeta Nisvaan D/O Syed Maidin	CRO+ReC
S4-05	Ms Hedzlyn Hazwany Binte Mohd Mahrom; Mr Ong Cheng Soon	IoTA+MDA
S4-06	Mr Mohammed Hafiez Bin Ali; Ms Pamela Chia Hui Ling (Mrs Ho)	IoTA+MWA
S4-07	Ms Chan Mei Lian; Mr Lee Yue Heng	IoTA+ReC
S4-08	Mr Lau Kia Hian; Ms Rachel Tan Shi Ya	IoTA+ReC
S4-09	Ms Tan Mei Yun Lynn; Mr Jonathan Tsang Yim Ting	MDA+MWA
S4-10	Ms Betty Wu May Ling; Mr Chua Choon Hiong (Gordon)	MWA+ReC