



COMMONWEALTH SECONDARY SCHOOL
Nurturing Champions of Today and Leaders of Tomorrow

16 Jan 2020

Dear Parents and Guardians,

1. Greetings from Commonwealth Secondary School. We hope your child/ward enjoyed the cohort camp at the start of 2020. I would like to highlight some key matters for this year.

Our Belief, Approach and Desire

2. Our school believes that every child is unique and can grow to champion something worthy in the future. We will anchor every child with our school values and encourage them to give their best to strive for excellence. Our desire is to nurture Confident Learners, Imaginative Trailblazers and Compassionate Leaders.

Champions of Today, Leaders of Tomorrow

3. Commonwealth is a Champion Academy where our students will first learn to lead self before leading others. Every student will have a Champion Mentor (CM) who mentors him/her from Sec 1 through graduation, transforming them from self-centred adolescents into others-centred, compassionate leaders. Our school's code of conduct (refer to Student Handbook) seeks to provide moral compass and develop ethics necessary for our students to serve and lead others. We seek parents/guardians' understanding that our students must uphold the standards of our school code, just as your child upholding the standards of your house rules.

4. Our CMs, through Education and Career Guidance, will help the students discover their strengths, advocate a meaningful purpose in life, and grow skills to serve the society. Our graduating students will be making personal aspiration name cards to remind themselves of their future, higher goals and milestones, as well as putting in effort to pursue their aspirations. Parents and guardians can support their child/ward by talking to them about future careers and education pathways, not just academic performance.

Learn for Life

5. Commonwealth is a place for Innovation, Discovery, Expression and Accomplishment (I.D.E.A.). Students will discover knowledge critically through inquiry, experiential and collaborative learning. They will express themselves confidently and respectfully during group discussions, presentations and debates. Learning through practice and feedback, they will accomplish in skills. Hence, for Sec 1 to 3 classes, most assessments/assignments will have teachers' feedback, instead of marks, to guide them on how to progress. Graduating classes will have both feedback as well as marks to acclimatise them to national examinations. We strongly encourage all students to innovate by thinking out of the box during class and participate in Thursday Trailblazer activities. Through I.D.E.A., our students will learn for life and become confident learners and imaginative trailblazers.

6. **Personalised Learning through Learning Devices.** For our students to be skilful at using the latest ICT to I.D.E.A. anytime, anywhere, responsibly, we expose our students to the use ICT in classroom learning. Besides the mobile phone, our Sec 1s and 2s will be bringing their own personal learning devices (PLD) (eg chromebooks and windows tablets/laptops) for personalised learning. The school will manage Sec 1 and 2 students' use of chromebooks through the Chrome Management Console. Parents would have to monitor their child's use of PLD if they are not using the Chrome Management Console.

7. Our school has rules that limit the use of mobile phones to certain lessons and recess breaks. If the family needs to reach your child urgently during lesson hours, please call the school's general office. Unauthorised use of mobile phones in school will result in either being barred from bringing mobile phone to school, or the confiscation of the phone and SIM card by the school. Confiscated items will be returned to parents when they collect personally at school. As over-use of mobile phones or social media mostly happens outside school or at home, we strongly advise parents to set home rules on mobile phone and computer usage to minimise distractions to study and prevent addiction.

School Attendance and Calendar

8. Attendance at school (eg. lessons, CCA, school events) is compulsory. Students who are absent from school without medical leave from doctors or parents' letter stating a valid reason will be regarded as committing truancy. Students who feel unwell to attend school should consult a doctor. We will allow unwell students to be excused from school through parents/guardians' letter for at most 2 days per term.

9. To better help our parents in supporting our students' growth, we are providing a calendar of key school activities for 2020 (please refer Annex A).

Communications with Teachers

10. Parents can contact our teachers through their emails listed on the school website, face-to-face meeting, or school phone number. In addition, some teachers may allow parents to contact them via their personal mobile contact. Our teachers will endeavour to respond to parents' messages, emails or phone calls in a timely manner. However, we seek parents' understanding that except for emergencies, teachers will only respond within office hours, i.e. weekdays between 7.30am and 6pm. This applies to communication from students too.

11. **Parents Gateway Programme.** Parents Gateway is an MOE mobile app that allows parents to engage closely with schools, receive information and perform a range of administrative functions including giving consent for school trips. We would like to invite parents to download the free Parents Gateway mobile app on your mobile phone (refer to Annex B, available on iOS and Android platforms only). Parents may also watch a YouTube video from MOE "Parents Gateway Onboarding video for Parents" to have a better understanding of the mobile app.

12. We look forward to partnering you to find the champion in your child/ward.

Yours sincerely,



Ng Boon Kiat
Principal

Calendar of Key School ActivitiesSchool Activities / Holidays

Term 1

8 – 10 Jan	Sec 1 – 5 Level Camps
14 Jan	Sec 1 CCA Open House
17 Jan	Sec 1 CCA Open House
24 Jan	Chinese New Year Celebration + Lesson
27 – 28 Jan	Chinese New Year Public and School Holidays
10 – 14 Feb	Total Defence Week
9 Mar	Awards Day
13 – 14 Mar	Sec 4/5 Overnight Resilience Walk
14 – 18 Mar	Sec 3 Overseas Immersion (for selected students)
16 – 22 Mar	School Holidays

Term 2

23 Mar – 3 Apr	Mother Tongue Fortnight
7 Apr	Sec 4 CCA Stand-Down (last day; except for sports competitors)
9 Apr	Annual Cross Country
10 Apr	Good Friday Public Holiday
1 May	Labour Day Public Holiday
7 May	Vesak Day Public Holiday
22 May	Games Day 1
25 May	Hari Raya Puasa School Holiday
20 – 29 May	O Level Mother Tongue Preparation
26 May	Education and Career Guidance Day
29 May	Eat with your Family Day
1 – 28 Jun	School Holidays
1 Jun	O Level Mother Tongue Examination (tentative)
1 – 5 Jun	Sec 4&5 National Exam & Coursework Preparation
1 – 7 Jun	Sec 3 Overseas Immersion (for selected students)
1 – 19 Jun	Sec 3/4/5 Advanced Elective Module (selected students)
2 Jun	Singapore Math Olympiad (Junior & Senior) Round 1
3 Jun	Singapore Math Olympiad (Open) Round 1
22 – 26 May	Sec 3 MOE-OBS Camp
27 Jun	Singapore Math Olympiad (Junior & Senior) Round 2

Term 3

3 Jul	Eclat
4 Jul	Singapore Math Olympiad (Open) Round 2
5 – 6 Jul	Youth Day (Sunday) & Youth Day School Holiday
21 Jul	Racial Harmony Day
31 Jul	Hari Raya Haji Public Holiday
7 Aug	National Day Celebration + Lesson
10 Aug	National Day Public Holiday
3 Sep	Teachers' Day Celebration
4 Sep	Teachers' Day School Holiday
8 – 14 Sep	School Holidays
11 Sep	CCA Stand-Down for Sec 1 – 3 (last training before exam)

Term 4

16 – 20 Sep	Sec 3NT F1 Work Attachment
22 Sep – 9 Oct	Sec 4E&5N Special Timetable
24 Sep – 2 Oct	Sec 4N Special Timetable
2 Oct	Sec 4&5 Graduation Ceremony (tentative)
9 Oct	Sec 2 Inter-class Sports
9 & 12 Oct	Marking Day (no school)
12 Oct	Sec 4E&5N Study Leave (tentative)
19 – 22 Oct	Champions Week: Sec 1&2 Champion a Goal, Sec 3 Careers Day, Sec 1&3 Inter-class Sports, Sec 2 Subject Option Exercise, Sec 1-3 Games Day 2
20 Oct	CCA resumes
23 Oct	Trailblazer Festival & Last day of school for students
26 – 30 Oct	Sec 1 – 3 Academic Remediation (for selected students)
28 Oct	Sec 2 Subject Option Exercise Results (tentative)
4 Nov	Sec 2 Subject Option Exercise Appeal Results
4 – 13 Nov	Sec 3 Overseas Immersion (for selected students)
7 Nov	Commonwealth Open House (tentative)

Examinations

27 Apr – 15 May	Sec 4/5 Mid-Year Examinations
29 Jun – 3 Jul	Sec 4 N Level English Oral Examinations
8 – 20 Jul	Sec 4/5 O Level Mother Tongue Oral Examinations
21 Jul	Sec 4/5 O Level Listening Comprehension
27 Jul – 3 Aug	Sec 4 O Level Higher Mother Tongue Oral Examinations
3 – 6 Aug	Sec 4 N Level Mother Tongue Oral Examinations
11 – 21 Aug	Sec 4 N Level Preliminary Examinations
17 – 26 Aug	Sec 4 O Level English Oral Examinations
24 Aug – 2 Sep, 14 – 18 Sep	Sec 4/5 O Level Preliminary Examinations
14 – 23 Sep 5 – 16 Oct	Sec 4 N Level Examinations
25 Sep – 8 Oct	Sec 1 – 3 End of Year Examinations
1 – 16 Oct	Sec 4/5 O Level Science Practical
13 – 15 Oct	Sec 1 – 3 Script-Checking
19 Oct – 12 Nov	Sec 4/5 O Level Written Examinations

Parent Activities

Sat 4 Jan	Sec 1 Parent Orientation
Fri 7 Feb	Sec 3 Curriculum Briefing for Parents
Fri 6 Mar	Sec 2 Subject Option Exercise Briefing for Parents
Wed/Thu 11 – 12 Mar	Sec 4/5 Parent Teaching Meeting (selected parents)
Fri 27 Mar	Sec 4NA N-Level Briefing for Parents
Fri 3 Apr	Sec 4E/5N O-Level Briefing for Parents
Fri 31 May	Sec 1 – 5 Parent Teaching Meeting
Fri 28 Aug	Triple P Parenting Seminar

Parents Gateway Instructional Guide

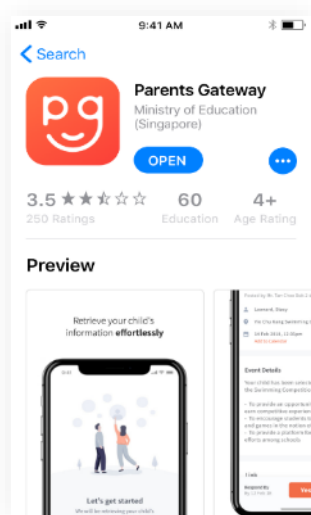
Step 1 – SingPass Registration and 2FA Setup

SingPass 2-Step Verification (2FA) is required for on-boarding. If you have not registered for a SingPass or have not set up the 2FA, please visit the SingPass website (<https://www.singpass.gov.sg>), or scan the QR codes below to do so. Should you require further assistance, please contact SingPass Helpdesk at 6643-0555.

SingPass Registration	2FA Activation
	

Step 2 – Download Parents Gateway Mobile App

- a. Open the Apple App Store or Google Play Store app on your mobile phone.
- b. Search for the 'Parents Gateway' mobile app, or scan the QR code below.



For Android	For iOS
	

- c. Download and install the app onto your phone.
- d. Enable 'Allow Notifications' to receive push notifications.

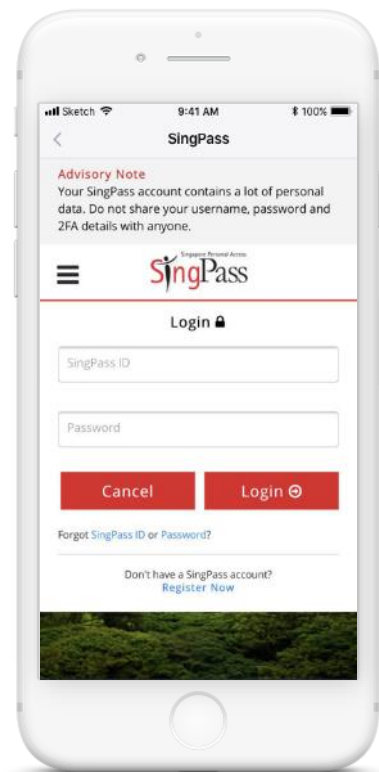
Note: Supported OS Versions - Android 6.0 or later & iOS 9.1 or later

Step 3 – One-Time On-boarding

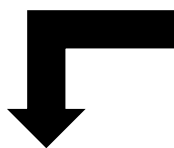
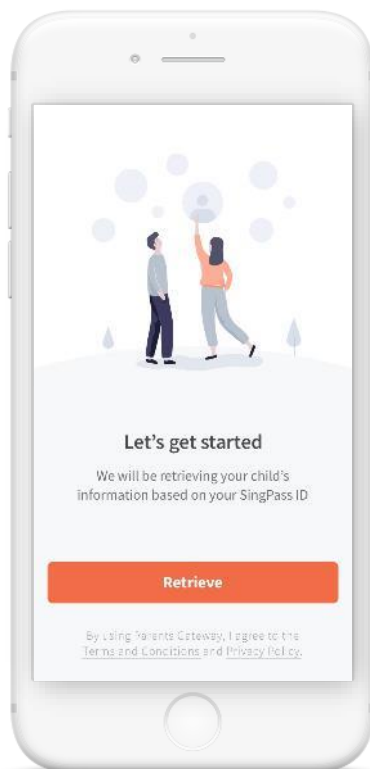
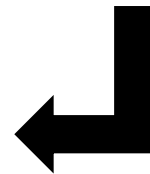
1. Tap on “Log in with SingPass”



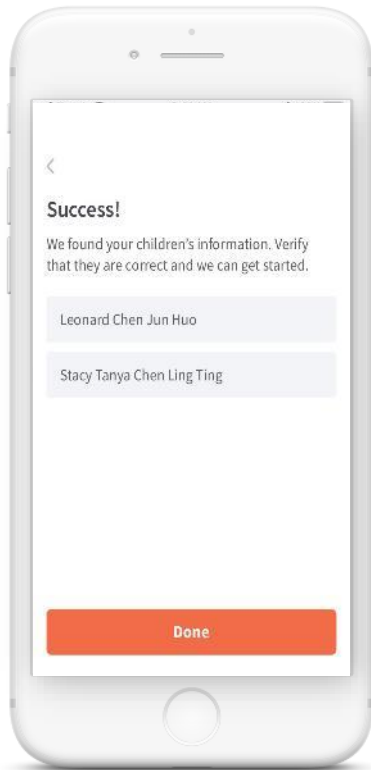
2. Log in with your SingPass (2FA)



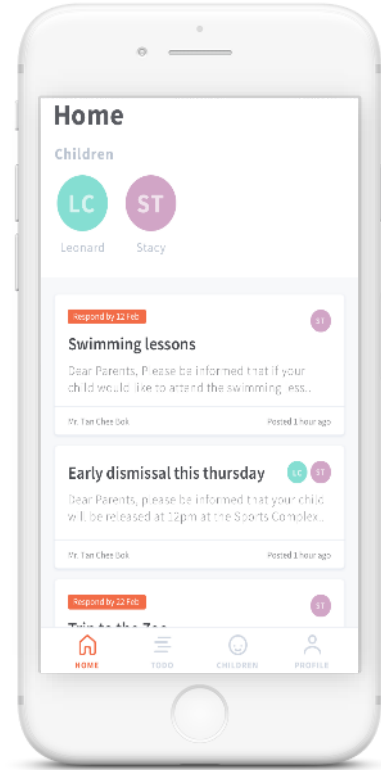
3. Tap on “Retrieve” to retrieve your child(ren)’s information



4. Tap on “Done” to complete on-boarding



5. You should see your child(ren)'s school announcements and activities (if any)



Should you have any questions, please contact the school at 6560 6866 or email to:

1. krishna.kumari@commonwealthsec.moe.edu.sg; or
2. goh-choo.phiakhong@commonwealthsec.moe.edu.sg