



4 January 2010

Dear Parents/Guardian

Best wishes for the New Year! Your strong support and commitment has made 2009 a very special 110<sup>th</sup> Anniversary for the school. We are pleased to welcome Mrs Chay Gek Noi who was posted to our Primary Division as Vice-Principal on 15 December 2009. We also warmly welcome our new pupils and their parents to the SCGS community.

At the end of Term 4 last year, 18 Secondary 3 pupils participated in the 2009 Business@School Asian Finals and one of our teams clinched the Champion Award making SCGS the Asian Winner for three consecutive years.

During the year end school holidays, the Sec 3 pupils completed 2 weeks of supplementary lessons and many pupils went on the school's learning journeys overseas. Our well-established Performing Arts CCA Groups were invited to perform at Hong Kong Disneyland (Secondary Handbells Choir), Tokyo Disneysea (Band), APEC Conference (Choir), ChildAid Fundraising Concerts (Dance) and the Closing of YOG Friendship Camp (Dance). Sports groups from both divisions jointly embarked on overseas training programmes with top schools in Malaysia. A team of Primary pupils had a very successful service learning trip to Cambodia. Almost all pupils and staff in our second Mount Kinabalu Expedition held in November successfully reached the summit. I wish to thank my staff for their dedication and commitment towards the holistic development of the pupils.

As we begin another new year, we look forward to your continued support in the holistic education of the pupils and your active participation in our school programmes. We hope to partner you in nurturing them to become capable women of character and relevance through our world-ready curriculum that recognises the talent in every child and stretches each of them not just academically but in all domains, to become quality *Jinyu* leaders anchored on the values of Sincerity, Courage, Generosity and Service. Pupils will be cognitively stretched through the enhanced Talent Programme and sensitized to local and global issues and concerns through Character and Leadership Excellence programmes such as LYRICS, SC Model United Nations Conference, Open Little Eyes Conference, National Young Women Leaders' Conference and the Internationalisation Programme, including the Overseas Service Learning trip which will be extended to all Secondary 2 pupils this year.

#### **2009 PSLE**

We are pleased to report that the school achieved commendable results in the 2009 PSLE with more than 90% of our SCGS Primary girls qualifying for SCGS Secondary. We extend our congratulations to our girls for their good results and thank all staff and parents for their excellent support.

#### **Adjustment to Curriculum Hours and Key Events/Activities for 2010**

Please be reminded of the adjustment to curriculum hours which was communicated to our parents in our letter dated 13 November 2009. The Primary Division will end classes at 1.40pm on Mondays and Wednesdays. Dismissal time for the Primary Division for the other days remain at 1.10pm. Please refer to Annex A for Information on School Hours for 2010 (Secondary Division) and the school website at <http://www.scgs.edu.sg/> for more information and updates of the school's key events and activities 2010.

#### **Health-related Measures**

Pupils are reminded to maintain a high standard of personal hygiene and to wash their hands with diligence. If your daughter/ward is unwell, she should not attend school and should see a doctor. The school will be conducting temperature taking exercises on Wednesday, 6 January and Thursday, 7 January 2010. Please ensure that your daughter/ward has a thermometer that is in working order to participate in the exercises.

#### **Safety and Security**

Your daughter's/ward's psychological well-being and physical safety and security are our top priorities. We look forward to your continued support and co-operation in enforcing the school's safety and security measures.

To alleviate traffic congestion, please adhere to the arrangements of moving and drop-off lanes. Parents are also reminded not to leave their vehicles unattended or with the engine running when waiting in the school compound during dismissal. If you have not applied for/collected your car decals and ID passes, please do so by Friday, 8 January 2010 to avoid any inconvenience when seeking security clearance into the school.

#### **Pick up and Drop Off Points**

Your daughters may alight anywhere along the school drop-off lane. Please encourage independence in our girls by getting them to alight from vehicles on their own. Please do not hold up traffic by coming out of the car to assist them or to bid them goodbye which can be done before leaving the home. We have received frequent complaints from other parents about this.

#### **Letters from School**

As this letter is the first full school letter for the year, parents of Secondary 1 and Primary 1 pupils will receive this as hard copy. All subsequent letters will be sent via electronic means. For the Secondary Division, we would like to request parents to acknowledge all written communications that carry an "Acknowledgement Slip" by either emailing your daughter/ward's Form Teacher to acknowledge receipt, or returning a hard copy of the completed "Acknowledgement Slip" through your daughter's/ward's Form Teacher. For the Primary Division, please submit your returns by electronic response in leads portal.

In our efforts to further enhance communication with parents and play our part in going green, the Secondary Division will be adopting the Primary Division's approach to sms alert services with effect from 15 January 2010. Parents will be alerted to retrieve important information sent by the school via email or the school's e-learning portal. Please complete Annex B to keep the school updated of your handphone number and email address.

#### **Expectations**

In our efforts to nurture pupils to be quality world ready leaders, it is important that every pupil develops self management skills and good discipline so as to maximize her potential. We seek your understanding and cooperation to ensure that they are punctual, diligent and respect self as well as others. The following are expectations regarding attendance, conduct, grooming and the use of handphones. These are also clearly spelt out in the school rules found in their student diaries.

##### *Attendance*

Your daughter/ward is expected to attend all school-assigned activities such as CCA, Enrichment Programmes, Supplementary and Remedial classes punctually and diligently. If she is absent from school, please telephone the general office by 7.40am to notify us. Please note that she should hand in a medical certificate to her form teacher on the day she returns to school. The school is unable to support absence from school for extended holidays.

##### *Conduct*

As a representative of the school, she should observe good discipline in all areas. She should take advantage of the opportunities for learning provided for her and reap the maximum benefit from all school activities.

##### *Grooming*

She should be neat and attired appropriately to reflect positively on herself and uphold the good name of the school. To wear the SCGS uniform is a privilege as it represents high standards and a tradition of excellence.

##### *Use of Handphones*

Permitting your daughter/ward to bring her handphone to school is an example of our belief in her sense of responsibility. It provides a convenient means of contact between you and your daughter/ward after curriculum hours. To ensure that this concession does not encourage disorganization or distraction, there should be no disruption due to the misuse of handphones during school and all School activities. We expect our pupils to adhere strictly to the rules governing this privilege and trust that we have your support in this matter. Primary 1 to 3 pupils are not permitted to bring handphones to school in view of their young age.

**Our Commitment**

**Communication**

Form teachers will be writing to you to introduce themselves, to establish ties and expectations for the coming year. Similarly, you may communicate with them via email, phone calls or face-to-face meetings.

**Synergistic Partnerships with Stakeholders**

We will continue to develop partnerships, both local and international. We look forward to forming partnerships with more parents. Attached is a Parent Support Group Registration Form. If you would like to join the Parent Support Group, please complete the form and submit it to your daughter's Form Teacher by **Friday, 8 January 2010**.

If you have any queries, please contact us at [scgps@moe.edu.sg](mailto:scgps@moe.edu.sg) or [scgss@moe.edu.sg](mailto:scgss@moe.edu.sg) or 62527966.

Thank you.

Yours sincerely



Mrs Low Ay Nar  
Principal

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**Acknowledgement Slip**

\*Mr /Mrs / Mdm / Ms \_\_\_\_\_, \*parent/guardian of \_\_\_\_\_

\_\_\_\_\_ of \*Pr / Sec \_\_\_\_\_ has noted the contents of the

letters dated 4 January 2010.

\_\_\_\_\_  
Signature of \*Parent / Guardian

\_\_\_\_\_  
Date

\*Please delete whichever is not applicable.

**Singapore Chinese Girls' School  
Information on 2010 School Hours  
(Secondary Division)**

Annex A

<b>Formal Curriculum Hours</b>			
Day	Lower Sec	Upper Sec	
Day 1 & 6 (Mondays)	7.25 am to 2.30 pm	7.25 am to 2.30 pm	
Day 2 & 7 (Tuesdays)	7.25 am to 1.40 pm	7.25 am to 1.40 pm	
Day 3 & 8 (Wednesdays)	7.25 am to 1.10 pm	7.25 am to 2.00 pm	
Day 4 & 9 (Thursdays)	7.25 am to 1.40 pm	7.25 am to 1.40 pm	
Day 5 (Friday)	7.25 am to 1.40 pm	7.25 am to 1.40 <sup>1</sup> pm	
Day 10 (Friday)	7.25 am to 1.40 pm	7.25 am to 2.30 <sup>2</sup> pm	
<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Each period has a duration of 50 minutes.</li> <li>• Pupils taking Foreign Language/Malay Special Programme/Chinese Special Programme/Tamil Language/Music will have their lessons at designated centres after formal curriculum hours.</li> <li>• Upper Sec Media Studies and Art lessons are conducted in school after curriculum hours on Mondays.</li> <li>• <sup>1</sup>Sec 3SY, 3SE, 3GR, 4SY and 4SE end at 2.30 pm on Day 5.</li> <li>• <sup>2</sup>Sec 3CO, 4PR, 4PE, 4DG, 4GR, 4GY, 4DY and 4CO end at 1.40 pm on Day 10.</li> </ul>			
<b>Unique Features of Time-table</b>			
Unique Features	Remark		
10-Day Cycle	<ul style="list-style-type: none"> <li>• Provides more innovative approaches to teaching and learning.</li> </ul>		
Daily 10-minute class contact time from 7.40 am to 7.50 am	<ul style="list-style-type: none"> <li>• Provides time for FT/CT to carry out necessary admin work without affecting allocated teaching time.</li> <li>• Provides time for pupils to read daily announcements via E-announcement system.</li> <li>• Teachers also use this time to interact with pupils.</li> </ul>		
Daily 10-minute short break from 9.30 am to 9.40 am	<ul style="list-style-type: none"> <li>• Provides time for pupils who may have missed breakfast or had very early breakfast to have a quick bite.</li> <li>• Pupils are not allowed to go to the canteen but consume packed finger food outside their classroom.</li> </ul>		
<p><b>Daily recess (except for Wed):</b> Lower Sec: 10.30 am to 11.10 am Upper Sec: 11.20 am for 12.00 noon</p> <p><b>On Wed:</b> Common Recess for Lower &amp; Upper Sec: 11. 20 am to 12.20 pm</p>	<ul style="list-style-type: none"> <li>• The 1-hour common recess on Wednesday allows opportunities for : <ul style="list-style-type: none"> <li>➢ Enhancing student leadership development</li> <li>➢ Enhancing pupil bonding</li> <li>➢ CCA meetings</li> <li>➢ Project work group meetings</li> </ul> </li> </ul>		
<b>Formal Co-Curriculum Hours</b>			
Day	CCA <sup>3</sup>	Remedial / Special/ Enrichment Programme <sup>4</sup>	
		Lower Sec	Upper Sec
Monday	-	2.40 pm to 3.40 pm	2.40 pm to 4.40 pm
Tuesday	3.00 pm to 6.00 pm	1.50 pm to 2.50 pm	1.50 pm to 2.50 pm
Wednesday	-	2.10 pm to to 4.10 pm	2.10 pm to 4.10 pm
Thursday	2.00 pm to 6.00 pm	-	1.50 pm to 2.50 pm (Sec 4 Only)
Friday	-	1.50 pm to 3.40 pm	2.40 pm to 4.40 pm
Saturday	7.30 am to 12.00nn		
<p><b>Note:</b></p> <p><sup>3</sup>Pupils attend CCA according to CCA schedule. However School Teams usually practice 3 times a week.</p> <p><sup>4</sup>For pupils selected to participate in these programmes only. Do note that selection is an on-going process and pupils are required to keep these time-slots free.</p>			

**UPDATE OF PUPIL'S PARTICULARS FORM  
(for Sec 2 to Sec 4 pupils)**

**(1) Pupil's particulars**

<b>Name</b>	
<b>Class</b>	
<b>Birth Cert / NRIC No.</b>	

**(2) Father's particulars**

<b>Name</b>		
<b>Contact No.</b>	<b>Handphone:</b>	<b>Office:</b>
<b>Email address</b>		

**(3) Mother's particulars**

<b>Name</b>		
<b>Contact No.</b>	<b>Handphone:</b>	<b>Office:</b>
<b>Email address</b>		

I would like the School to communicate with Father / Mother / Guardian \*

Name of parent: \_\_\_\_\_ (father / mother / guardian) \*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* please delete accordingly

**SINGAPORE CHINESE GIRLS' SCHOOL (SECONDARY)  
PARENT SUPPORT GROUP REGISTRATION FORM 2010**

Name: Dr / Mr / Mrs / Ms \_\_\_\_\_

Name of Daughter/s: \_\_\_\_\_ Class: Pr / Sec\* \_\_\_\_\_

\_\_\_\_\_ Class: Pr / Sec\* \_\_\_\_\_

Address: \_\_\_\_\_ S ( \_\_\_\_\_ )

Contact Nos: (R) \_\_\_\_\_ (H/P) \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Area of Interest	Details	Please indicate the preferred days/time of the week or period of the year that you are available to help out.
<b>Hospitality</b>	Befriending and Hosting Foreign Scholars	
	Hosting of Exchange Pupils	
	Catering receptions for School Events	
	Tour guides/assistants for School Events	
<b>Contacts</b>	<b>Industry:</b>	
	• Conduct Career Talk	
	• Provide opportunities for Students' Work Experience	
	• Provide opportunities for Students' Work Attachment	
	<b>Tertiary:</b> To secure links for	
	• Educational Talks	
	• Enrichment Programmes	
	Assembly Talks by COEs/Ambassadors/Leaders in different industries	
<b>Support Services</b>	Professional / Technical Expertise (Please specify area)	
	Administrative	
	Mentoring student leaders in planning & organizing events, e.g. Teachers' Day	
	Giving training workshops and talks to other parents/students	
<b>Publications and School Promotions</b>	<ul style="list-style-type: none"> <li>• New media and website</li> <li>• Newsletter</li> </ul>	
<b>School Programmes / Projects</b>	Visual and Performing Arts Programmes	
	Heritage Appreciation and Heritage Centre	
	Fund-raising Projects, e.g. Carnival, Golf tournament, Peranakan/Family Night, Art Exhibition	
	National Education Character and Leadership Development Programmes	
	Key School Events and Celebrations, e.g. Chinese New Year, Total Defence Day, Racial Harmony Day, National Day, Open House, etc.	
	Living and Lifestyle Programme	
	Healthy Lifestyle Programme	
<b>Parents Education</b>	<ul style="list-style-type: none"> <li>• Organising Conference/Workshops/Seminars for parents</li> <li>• Organising learning journey/excursions/camps for experiential learning and parent-child bonding</li> </ul>	
<b>Others – Please indicate your skills / expertise</b>		

Please submit this form to your daughter's Form Teacher by **Friday, 8 January 2010**. A Nil Return is required.  
Thank you for your support.