

# My 2023 Journal

PEIRCE SECONDARY SCHOOL



*A Learning Community that Values Every Individual*

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# 2. OUR SCHOOL'S ROUTINES AND PROCEDURES

## Morning Parade and Morning Assembly Formation

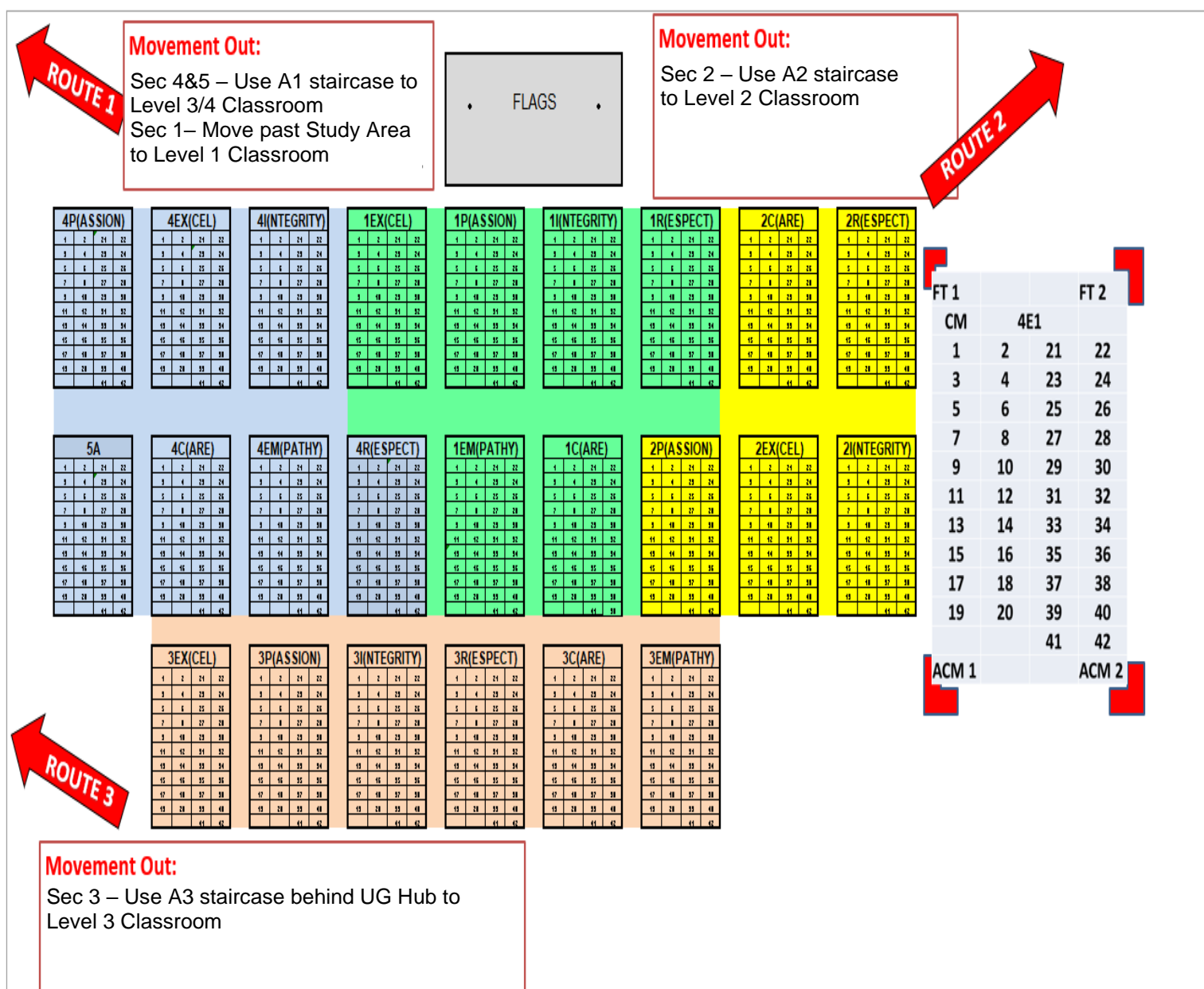
### Morning Parade Formation

Morning Parade is the time of the day when all students show their best, in terms of bearing and conduct. This helps the school and students to get off to a great start every day!

### Morning Parade Basic Commands

		Purpose
1. <i>Sedia</i>	Attention	Focusing all my attention on the parade formation, facing the front
2. <i>Taat setia</i>	Pledge	Making my promise
3. <i>Senang diri</i>	At ease	I am ready for the day
4. <i>Semula (if necessary)</i>	As you were	Last instruction cancelled

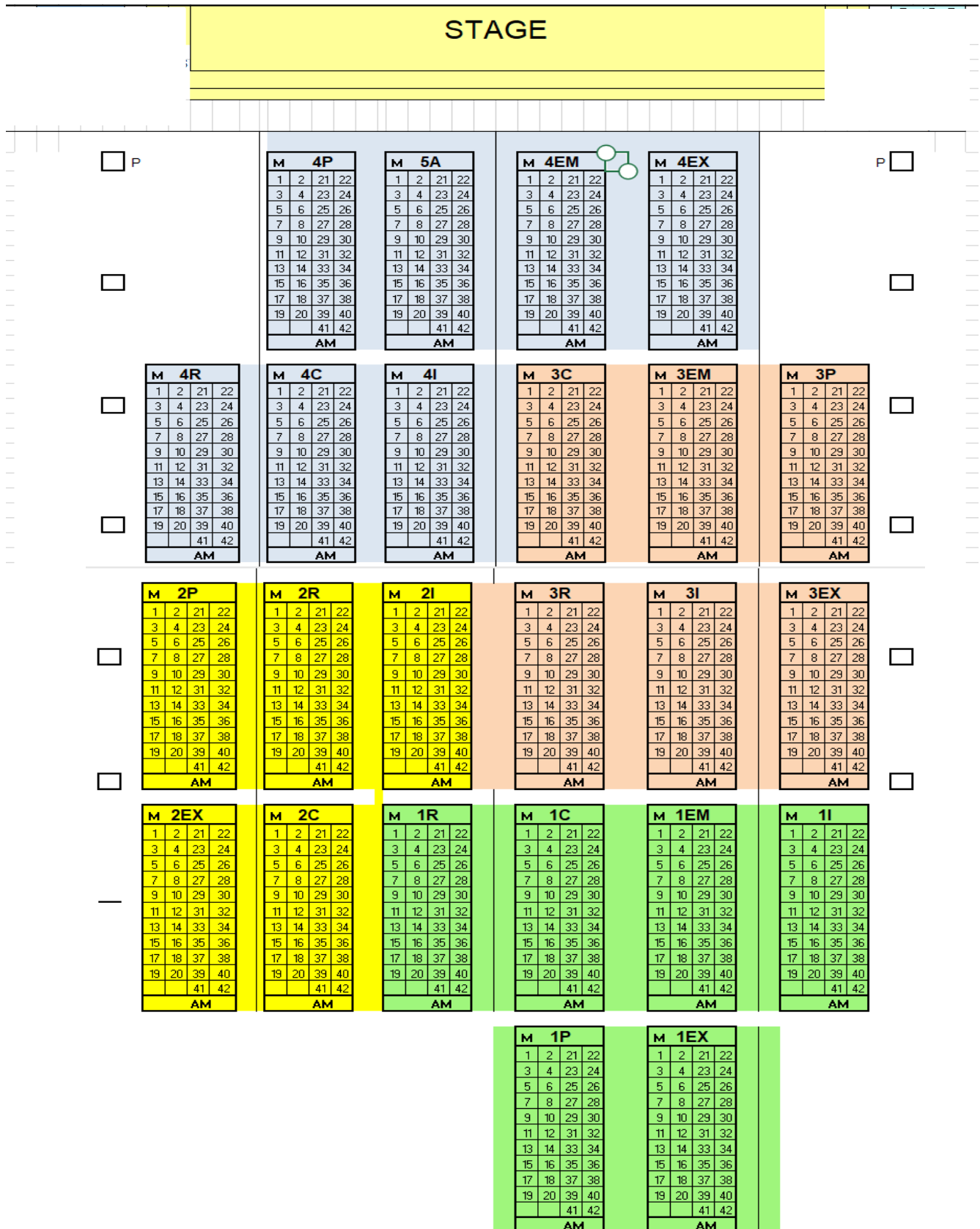
### Morning Assembly Formation (Parade Square)



# 2. OUR SCHOOL'S ROUTINES AND PROCEDURES

## Morning Parade and Morning Assembly Formation

### Morning Assembly Formation (School Hall)



# 2. OUR SCHOOL'S ROUTINES AND PROCEDURES

## Morning Parade and Morning Assembly Formation

### Assembly Programme

The assembly programme is a time of the day when the school community gets together to spend some quality time as one big family. All students should use this opportunity to learn social skills and protocols to grow social grace and respect for others.

STAGE

### SEATING PLAN FOR UPPER SECONDARY

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## 2. OUR SCHOOL'S ROUTINES AND PROCEDURES

### BANDED / SUBJECT GROUP AND CLASS HOMEROOM

#### 1. Banded/ Subject Group Protocol

The Banded / Subject Group Protocol should be observed by students who need to report to different venues for lessons.

##### When you hear end-of-period bell:

- Start packing quickly and wait for teacher's instruction.
- On cue from the Class Monitor, stand up and thank teacher.
- Line up outside the current venue quickly and quietly.  
**(Note: Subject Representative to take charge if there are more than two learning groups)**
- Take the shortest route designated by subject teachers to the learning room.
- Upon arrival, line up outside the learning room quietly.
- Wait for the teacher's instructions to enter the room.
- While waiting, take out your learning materials and read quietly.
- Once inside the learning room, Subject Rep will cue you to stand behind your designated seat quietly.
- Subject Rep will check and report class strength and any irregularities to Subject Teacher before lesson starts.
- Subject Teacher will remind the class that their handphones should have been locked in their lockers, and to place their bags on the floor next to their desk.
- Subject Rep will instruct the class to greet the teacher after the cue is given.
- Commencement of lesson.

#### 2. Class Homeroom Protocol

The Class Homeroom Protocol should be observed by students who attend lessons in the Class Homeroom

##### When you hear end of period bell:

- Start packing quickly and wait for the teacher's instruction.
- On cue from the Class Monitor, stand up and thank teacher.
- Class Leaders will remind the class to take out their learning materials for the next lesson and read quietly.
- Students on duty will clean the white board and tidy the classroom before the next lesson.
- When the Subject Teacher arrives, the Class Leaders will cue the class to stand behind their designated seats quietly.
- Class Monitor will check and report the class strength and any irregularities to the Subject Teacher before start of the lesson.
- Subject Teacher will remind the class that their handphones should have been locked in their lockers, and to place their bags on the floor next to their desk.
- Class Monitor will instruct the class to greet the teacher after cue is given.

##### Note:

ACM 1 and 2 will support the Class Monitor in the stated protocol. Handphones sighted during curriculum hours inside or outside the classroom will be retained.

## 2. OUR SCHOOL'S ROUTINES AND PROCEDURES

### BANDED / SUBJECT GROUP AND CLASS HOMEROOM

3. The following are also expected of students for good learning tone and a conducive learning environment:
- Students must:
    - Clip the teacher's permission tag on their school uniform before leaving the class homeroom or learning room for visit to washroom.
    - Not allowed to run errands e.g. to the bookshop or photocopying service during curriculum hours; they can do so during recess.
  - Class Leaders must ensure the class homeroom is clean and tidy before the start of lesson and at the end of the day before locking the doors.
  - Students with **free periods** must report to the Library for:
    - Attendance taking with the teacher on duty
    - Completing given homework or quiet studying
- Note that students are to remain outside the library to revise quietly if it is closed.
- Consequences will be meted out to students who:
    - Walk out of the group/ class homeroom without a teacher's permission tag
    - Report late for lesson without a valid reason
    - Show disruptive behaviour during movement
    - Use Handphones /PLD for non-lesson purposes
-

## 2. OUR SCHOOL'S ROUTINES AND PROCEDURES

### POSITIVE CLASSROOM CULTURE THROUGH 5As

#### ATTENDANCE

- ✓ Class Monitor to write the class attendance and names of absentees on the board at the start of the day.
- ✓ Subject Representatives to report the attendance and names of absentees at the start of each lesson.
- ✓ Students to raise their hands and seek permission from the teacher before leaving the classroom.

#### ATTENTION

- ✓ Class Monitor or Subject Representatives to get the class to stand and greet the teacher before lesson starts.
- ✓ Students to keep handphones in their lockers and place their bags on the floor.
- ✓ Students to have lesson materials (textbooks, files, writing materials) ready on their desks.
- ✓ Students are to log on to Mobile Guardian when PLDs are used. When not using the PLD, students are to close the lid and put the device under the table.

#### ATTIRE

- ✓ Students to be properly attired for all lessons, including lessons during school breaks.
- ✓ Class Leaders to remind students to be in proper attire for lessons.

#### ATMOSPHERE

- ✓ Students to keep their immediate surroundings free of litter at all times.
- ✓ Class Leaders to maintain a duty roster and remind students to perform their duties according to the roster daily.
- ✓ Students to use lockers only for storing learning materials, handphones and their PLDs.

#### ATTITUDE

- ✓ Subject Representatives to record tests and assigned homework on the Homework Board after each lesson.
- ✓ Subject Representatives to collect homework before each submission.
- ✓ Teachers to catch Teachable Moments, making reference to 5As and Honour Language, to reinforce positive behaviours from students.



## 2. OUR SCHOOL'S ROUTINES AND PROCEDURES

### OUR FIRE DRILL / EVACUATION PROCEDURES

#### 1. Emergency Evacuation

- a. Evacuation refers to the act of leaving a place with urgency due to a dangerous situation, such as fire and various crises. Evacuation should be done in an orderly manner.
- b. The school will conduct two exercises each year to familiarise all with emergency evacuation procedures.
- c. When there is a need to evacuate, you will hear a continuous ringing of the fire alarm or siren from the PA system.

#### 2. When the alarm is raised:

- a. Be on standby and **wait** for further instruction given through PA system **before** proceeding to the assembly area (sometimes it may be a false alarm!).
- b. Leave the classrooms and line up quickly in an **orderly manner**. The teacher/class monitors must do a quick accounting of students. Bring along **only valuable** items and leave other belongings in the classrooms.
- c. Monitors must **switch off** the lights, and fans. **Switch off** Bunsen burners in the science labs.
- d. Students are to move in an **orderly** manner led by the subject teacher in the direction shown in the evacuation plan displayed in the room. Classes on the **lower floors should give way** to classes on the upper floors during evacuation.
- e. Upon reaching the assembly area, classes will form up in **twos**, according to register no.
- f. A teacher in charge will conduct **a roll call** and **check students' attendance**.
- g. Monitors must **report missing students** (if any) to the teacher in charge of attendance for your class.
- h. Class leaders will lead students back to the classroom in an orderly manner when the exercise is over.

#### Important Points to note:

1. Do not panic, stay calm and follow instructions closely.
2. Always move as a class quickly but safely.
3. If your evacuation route is congested, proceed to the next available one.
4. Our main assembly area (AA) is the field.
5. Listen carefully to the announcement for any change to AA venue.
6. Evacuation plan is displayed prominently in each room.



## OUR SCHOOL'S PRIVACY POLICY

Photographs or video images of you and your parents/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 other communication channels.

## 3. MY WELFARE MATTERS

### FINANCIAL ASSISTANCE FOR NEEDY STUDENTS

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

1. To qualify, the student **must be a Singapore citizen** and meet the following criteria:
  - a. student from a family which is **in receipt of social welfare aids** (head of household on social welfare aid has an official registration card) or student **residing in a recognised welfare home; or**
  - b. household income to fulfill one of the two conditions below

Gross Household Income (GHI) not exceeding \$3,000 per month

**OR**

Per Capita Income (PCI) not exceeding \$750 per month

2. The scheme comes with the following benefits:
  - 100% subsidy of school and standard miscellaneous fees
  - free textbooks
  - 2 sets of school uniforms
  - 2 sets of collared t-shirts
  - 2 sets of PE attire
  - 2 pairs of socks
  - 1 pair of shoes
  - \$3.50 per school meal for 10 meals per school week
  - \$204 transport credit per annum for students taking public transport

#### **Application Procedures**

3. Any student who needs financial help can approach his/her form teacher or the Assistant Year Head.
4. Application forms are available at the General Office. Return the completed form with the relevant documents to the General Office / School Administration Manager and the school staff will get back to you.

## 3. MY WELFARE MATTERS

### COUNSELLING SUPPORT@ PEIRCE

Although secondary school life can be exciting, it can also be stressful and challenging as one needs to adapt to the new environment and increased academic demands. All Peirceans can seek assistance and guidance from our friendly and caring school counsellors. Students can integrate into the Peircean Family and enjoy a positive school experience.

#### What is counselling?

Counselling is a generic term used to cover processes of interviewing, assessing, testing, guiding, and helping individuals to cope, manage or solve problems and plan (*Singapore Association for Counselling's website, 2020*).

#### When does one seek a counsellor?

When one needs help to manage any of the following:



- ❖ academic concerns
- ❖ addiction
- ❖ anger management
- ❖ anxiety
- ❖ bullying
- ❖ conflict management
- ❖ depression
- ❖ education pathway
- ❖ fear
- ❖ grief and loss
- ❖ relationship (peers, family, BGR)
- ❖ time management
- ❖ self-awareness
- ❖ self-harm
- ❖ sexuality issues
- ❖ stress
- ❖ suicide ideation
- ❖ transition issues
- ❖ violence and abuse

#### School Counsellors

Ms. Vivian Yee

Mr. Chew Kian Leong

Ms. Kanni Krishnan

**Consultation hours:** Monday to Friday – 8.30am to 2.00pm

**Venue:** Guidance Centre 1 at A2-04 (2<sup>nd</sup> Level, opposite HOD Office)

**Contact Number:** 6458-7138

## 3. MY WELFARE MATTERS

### LEARNING AND BEHAVIOURAL SUPPORT@ PEIRCE

Some Peirceans may have Special Educational Needs (SEN) and differentiated learning instructions are needed to maximise their full potential.

#### What is meant by Special Educational Needs (SEN)?

It can refer to one or more of the following faced by a student:

- ✚ Learning difficulties – in acquiring basic skills in school
- ✚ Emotional and Behavioural Difficulties – making friends or relating to adults or behaving appropriately in school
- ✚ Specific learning difficulty – with reading, writing, number work or understanding information
- ✚ Sensory or physical needs – such as hearing or visual impairment, which might affect them in school
- ✚ Communication problems – in expressing themselves or understanding what others are saying
- ✚ Medical or health conditions – which may slow down a child's progress and/or involves treatment that affects his or her education

#### Who can support students with SEN?

Special Educational Needs Officers (SENO) and Teachers trained in Special Needs (TSN) are available in our school to specially cater to the needs of the SEN students.



**SENO:** Ms. Kelly Lim and Mr. Matthias Goh

**Consultation hours:** Monday to Friday – 8.30am to 2.00pm

**Venue:** SEN-tuary at A3-04 (3<sup>rd</sup> Level, opposite Art Studio)

**Contact Number:** 6458-7138 ext. 277

## 4. OUR SCHOOL'S CODE OF CONDUCT

### MY HONOUR CODE OF CONDUCT

**I Honour My Words and Deeds** – What I promise, I will do

**I Honour People and the Environment** – I help others; I care for the environment

**I Honour Passion, Excellence and Innovation** – I think of ways to improve

*I abide by the school rules which guide my behaviour for social interactions and learning.*

#### **We are Gracious Citizens**

##### **1. Good conduct**

- a. Students will be polite and courteous at all times. They are encouraged to greet all school staff and visitors when they meet them.
- b. Students will maintain appropriate and responsible learning and social behaviour within and outside school.
- c. Students will wear approved school attire for learning activities in school.
- d. Students will do their best to cultivate the following school values:

***'Passion to Excel with Integrity, Respect, Care and Empathy'***

##### **2. Speech**

Students are to speak respectfully. Vulgarities in any language are strictly forbidden.

##### **3. Service to school and the community**

- a. Students will do good deeds both within and outside school so as to cultivate the spirit of service to others.
- b. Students are encouraged to volunteer their service to the school and the community whenever possible.

##### **4. Respect for authority and others**

- a. When consequences are meted out to student offenders, they are encouraged to accept them graciously and learn from their mistakes. Grievances, if any, should be expressed in the proper manner and through proper channels.
- b. Personal property must be respected. It is important for all students to trust one another and feel safe in school.
- c. Students will treat one another with respect in both speech and action.

##### **5. Active involvement**

Students will participate actively in all school events and programmes planned.

## OUR LEARNING EXPECTATIONS

### **We are Resilient Learners who will:**

1. attend classes regularly and punctually;
2. pay attention in class and be a team player in all group work;
3. be diligent in our learning;
4. take pride in our assignments and duties/responsibilities and aim to do our best;
5. strive to hand in all assignments and homework on time;
6. stay back after school to complete and submit overdue homework.

### **We are a Learning Community**

School rules help to ensure our learning environment is safe. They apply to all students both in and out of school. The school rules also apply when students represent the school in competitions and official functions. Students must familiarise themselves with the school rules and conduct themselves appropriately. Disciplinary actions will be taken on students who flout the school rules.

Students are also encouraged to inform the school authority whenever they see rules not being complied with. When each one of us does our part, we will be able to contribute to good learning experiences and environment for all.

## OUR SCHOOL RULES

### **1. Morning Assembly, Attendance Taking and Late coming**

- a. Students must report to the designated assembly area when in school. Class Monitor (CM) and Assistant Class Monitor 1 (ACM1) will ensure the students are seated according to seating plan (this applies to both class or assembly areas).
- b. Students will ensure that their attire and grooming is neat and tidy and maintain silence for attendance taking by Form Teachers.
- c. At 8.30am (Mon) or 7.30am (Tues-Fri), the school will sing the National Anthem and take the pledge.
- d. Students who are Singapore Citizens must sing the National Anthem and take the Pledge with the right fist over the heart.
- e. Students who report after 8.30am (Mon) or 7.30am (Tues-Fri) will be considered as late for school. (Note: Students who report after 8.40am (Mon-Fri) may be suspended out of class or out of school, on a case-by-case basis, for repeat late-comers.)
- f. An SMS message will be sent between 9.30am and 10.00am daily to inform parents if their child is absent from school.
- g. Parents will be requested to come to school for a discussion if the late coming is persistent. Persistent late comers may be suspended from lessons and CCA.

### **2. Absence from School**

- a. Students must submit the medical certificate or formal letter of excuse to their Form Teacher on the day of return to school.
- b. Formal letter of excuse should include parents' contact number, the absentee's name and class, reason(s) and date(s) of absence.

### **3. Leaving School before Dismissal Time**

- a. Students who have valid reasons to leave the school premises during curriculum time must fill in the 'Early Dismissal Form' and obtain permission from either the School Leaders or HODs through their Form Teacher.
- b. Students must produce the appropriate documents in support of their requests to leave school before end of timetabled lessons.
- c. In case of illness, the student must be accompanied home by a family member. If a family member is not available, alternative arrangement with the parent must be made to ensure the student's safety.

### **4. School Term Attendance**

- a. All students must attend lessons until the last day of each term. The school does not encourage students to begin their vacation before the close of a term or return after the start of a term.
- b. If parent/guardian requires their child to be absent from school during school term for more than a day, the parent/guardian should submit an application form to school at least one week before leave commences.

### **5. Class/ Learning Room Rules**

- a. Students are to move quietly as a class and in an orderly manner from one room to another.
- b. Students are to sit quietly outside the Learning Room, ready with relevant materials for lesson while waiting for permission to enter.
- c. Students who leave the classroom during lesson time must clip the permission tag prominently on their school uniform.
- d. Only one student can be excused from lesson for toilet breaks at any one time.
- e. Students can run personal errands (e.g. buying stationery) only after curriculum hours.
- f. Students are allowed to drink only plain water while in the classroom.
- g. Students must not consume food in the classroom except during snack breaks.
- h. Students are not allowed to buy food for snack breaks during curriculum hours.
- i. Students are not allowed to remain in classroom during recess.

### **6. No Entry to Staff Room**

- a. Students are not allowed to enter the Staff Room at all times.
- b. Students who wish to see a teacher should do so during recess or after school. They may use the intercom outside the Staff Room to contact the relevant teacher.
- c. Students who are helping to hand in exercise or workbooks to teachers are to place them on the shelves outside the Staff Room. This should be done during recess or after school.

## 7. Use of School Canteen

- a. Students are to:
  - i. observe ~~safe distancing~~ and orderliness when queuing to purchase food or drinks.
  - ii. consume food and drinks only in the school canteen. (except for Sec 2 classes who are on Environmental Education Programme)
  - iii. return all used crockery and utensils to the bins provided by the vendors.
  - iv. keep the canteen clean at all times.
  - v. do a wipe down before and after using the table.
  - vi. sit according to the assigned seating plan.
- b. Students are not allowed to:
  - i. bring their food and sugared drinks to their classroom.
  - ii. enter the stall vendors' workspace.

## 8. Reporting Sick or Injury

- a. Students who are unwell must inform their Subject Teachers before reporting sick in the General Office.
- b. Students will be advised to leave school to seek medical attention or rest at home after contacting parents.
- c. Students must inform their Subject Teachers or General Office immediately if any of their peers sustain injury during school activities.

## 9. Use of School Facilities e.g. School Field or Indoor Sports Hall (ISH)

For safety reasons, students are not allowed to use any of the school facilities without the supervision of a teacher or permission from the General Office.

## 10. School Assembly

- a. Students should put on their school ties smartly on the designated day of the week during the Flag Raising Ceremony and Morning Assembly.
- b. Students must maintain silence during school assemblies.
- c. Students are expected to show courtesy and respect by paying attention to the person(s) addressing them. Students should not read or talk during an address.
- d. Students are encouraged to show their appreciation when appropriate through applause.

## 11. Lost and Found

Students must look after their own property. Those who have lost or found an item should report to the General Office immediately so that appropriate action can be taken.

## 12. Handphones

Students must keep their handphones in the lockers before the start of morning assembly. There should be no retrieval of handphones during change of period or visit to the washroom. Handphones sighted during curriculum time inside or outside of the class will be retained. Headphones / earpieces are not allowed during curriculum time unless it is related to lesson.



- a. For repeated handphone offences where retentions exceed a day, teachers will inform parents of the handphone offences and retention. A copy of the item retention form will be issued to inform parents on collection of the retained item.
- b. Students may use their handphones during recess and after school but strictly in the canteen or outside the General Office only.

### 13. Security in the School

- a. All visitors are required to report to the Security Guard Post. They must clearly display the visitor sticker issued to them at all times.
- b. Students are to report all suspicious characters or visitors without a visitor sticker/ contractor pass to the General Office.
- c. Students are to alert the OM of suspicious characters/ objects found in the school.
- d. Students are not allowed to invite visitors into the school compound without official reason.
- e. Students are not allowed to arrange for friends or ex-students to wait inside or outside the school compound.
- f. Students are not allowed to order food or drinks to be delivered to school.

### 14. Camps and Learning Journey

All camps and learning journey must be endorsed by the school and acknowledged by parents/ guardians.

### 15. School Uniform

**Ladies**

Worn at waist

Knee Length

1. The school uniform is the attire for all academic activities in school. It must be worn during curriculum hours.
2. School shirt/blouse to be buttoned up appropriately and tucked in neatly (Both front and Back).
3. Sleeves must not be folded.

**Lower Sec**

4. Apart from inexpensive and simple ear-studs (less than 3mm) for girls and wrist-watches, no other accessories are allowed.
5. Only approved collar badges can be worn.
6. Only all-white canvas/ track shoes to be worn.

**Upper Sec**

**Ladies**

**Gentlemen**

- a. Students are to wear the prescribed school uniform and no modification to the uniform is allowed:

THURSDAYS	MONDAYS - WEDNESDAYS AND FRIDAYS
School uniform with tie	School blouse or shirt/ Collared t-shirt/ PE t-shirt with grey bottoms

- b. Only students in approved school uniform are allowed to enter the school during school terms and school holidays.

c. **School Shirts and Blouses**

- School shirts and blouses must be appropriately buttoned up and tucked in neatly.
- Sleeves must not be folded up.
- Only PE t-shirt is allowed to be worn inside the school shirt and blouse.

d. **School Shorts and Trousers**

- Shorts for lower secondary and trousers for upper secondary must not be oversized or too tight.
- Trousers must be worn at the waist, and sufficiently long to cover the ankles. Its width should not be altered to be tapered for a slim fit.

e. **School Skirts**

- Skirts must be worn at the waist and be at knee length. They must not be oversized or too tight.
- Skirts should not be rolled up at waist or altered for a slim fit.

f. **School Tie** (Dress code: Formal)

- The school tie must be put on smartly at school assembly and all formal functions.
- Students representing school on official functions, or any prize presentation ceremonies must put on the school tie if the dress code is formal.

g. **Shoes**

- Only low-cut white shoes are to be worn during normal school days (see picture below).
- Students must also ensure that their shoes are kept reasonably clean and white.
- Track shoes can only be worn on Sports/ Games Day and Cross-Country Run and after school hours on CCA days.
- Students are not allowed to wear slippers or sandals within the school premises at any time.
- Students with ankle or toe injuries can wear slippers or sandals but must seek approval from the Student Management Committee and obtain a permission card after Morning Assembly in the General Office.



- Special school shoes with padding are allowed for students with doctor-certified medical conditions. The medical certificate (MC) must accompany request to the Student Management Committee and a special pass will be issued upon approval.

#### h. **Socks**

- Only plain white socks or school socks are to be worn.
- Socks worn must be visible above the shoes.

### 16. **CCA T-shirts/Jackets**

- CCA T-shirts or jackets may be worn only for CCA sessions after school hours.

### 17. **Use of School Jackets**

- Students may wear school jacket in air-con room.
- Non-school jackets if worn in school will be retained and may be collected only after school from the General Office.

### 18. **PE Attire**

- Students must wear PE attire (black shorts and school T-shirt) for PE lesson, and after-curriculum hours when playing games or sports. Muslim girls may wear school track pants for PE lessons.
- T-shirts must be tucked in neatly and sleeves must not be folded.
- Students who are unwell and are unable to take part in PE lessons must still be in their PE attire. However, they need not participate in the activities. Handphones rules i.e. handphones in lockers and retained if sighted, apply.
- On Thursdays, students attending Morning Assembly must be in school uniform; they will change into their PE attire only after the morning assembly.
- For hygiene reasons, students should change out of PE attire into their school uniform during recess, if their PE lesson is before recess.



**Gentleman**



**Lady**

## 19. Class T-shirts

- a. To reduce out-of-pocket expenses, class T-shirts are not encouraged. Only when the entire class agrees to the cost and approval is given by the Form Teachers, would class T-shirts be allowed to be made.
- b. Class T-shirt design must be approved by the Student Management Committee before printing.
- c. Class T-shirts may be worn only during special school functions and only when permission has been granted and announced to the school beforehand.

## 20. General Appearance

- a. Male students must be clean-shaven and neat in appearance. Beards, moustaches and sideburns are not allowed.
- b. Female students are not allowed to put on makeup.

## 21. Hairstyle

- a. Hair should be kept short and neatly combed.
- b. Fanciful, punk or spiky hairstyles and tinted, dyed, streaked or coloured hair are not allowed.





### c. Male Student's Hair

- Hair should not be touching the collar; there must be a gradual slope that is clearly seen.
- Hair at the front must be above the eyebrows. When combed downwards, it should not cover the eyes.
- Hair at the sides must not touch the ears.



#### d. Female Student's Hair

Female students with hair length covering the collar of the school uniform must tie up their hair neatly using dark-coloured hair bands. All fringes longer than the eyebrow level must be pinned up neatly.

SHORT HAIR		LONG HAIR	
FRONT VIEW	SIDE VIEW	FRONT VIEW	SIDE VIEW
			

#### 22. Nails

- Nails should be kept short and clean.
- No nail polish, hardener or varnish may be used.

#### 23. Jewellery and Accessories

- Female students are allowed to wear one pair of small, identical and inexpensive ear studs with diameter no larger than 3 mm on the earlobe.
- Male students are strictly not allowed to wear ear studs/ sticks/ rings.
- Nose and tongue studs/ rings are not allowed.
- Large earrings, chokers, neck/ wrist chains, friendship bands, coloured contact lens, tinted spectacle lens, or any other accessories which are deemed inappropriate by the school are not allowed.
- Markings, e.g. henna markings, tattoos, on parts of the body that are visible are not allowed.

#### 24. Class Lockers

- Students are responsible for maintaining a neat and well-organised locker.
- All lockers are subjected to periodic unannounced inspection by the Student Management Committee in the presence of the students and a teacher.
- Students are responsible for securing their lockers using suitable padlocks and passcodes. They should not share the codes, if any, with others.

## 25. Coming to School by Private Transport

- a. Vehicles entering the school and alighting or picking up students under the car porch should stop at the drop off/ pick up point sign/ line. Students should alight or get into the vehicle safely and swiftly.
- b. Motorists on entering the school compound should cooperate with traffic marshals to ensure overall safety and smooth traffic flow. The speed limit of 15 km/h should be observed within the school compound.
- c. Waiting or parking is not allowed at the school car porch at all times. Parents may wait for their children at a visitor parking lot inside the school or at a public parking lot.
- d. If your child must cycle to school, he/she must register with the school. Please ensure that he/she wears a helmet. Your child should display competency in cycling and know safe cycling rules. Please note that pillion riding is not allowed at all times. Entry and exit with bicycle is through the front gate only.

## 26. Road Safety

- a. Students are advised to observe correct road safety behaviour such as use pedestrian crossings, and not jaywalk.
- b. Students should stay alert and not use headphones/ earpieces or handphones while crossing the road.
- c. Students are encouraged to practice the kerb drill before crossing – “look right, look left, and look right again”, ensure all vehicles have stopped, raise their hands high up and cross the road briskly.

## 27. Code of Conduct on Public Transport - move

- a. Students taking public transport are to practise responsible social behaviour including moving to the rear of the bus, not crowding at the entrance and exit points; giving your seat to the elderly or those who need it.
- b. Students should also respect other commuters' need for rest and quiet and not disturb them by talking and playing music loudly.

## 28. Other Prohibited Practices/Acts

- a. Activities should cease by 6.30pm on weekdays, and 12 noon on Saturdays. The school will be locked by 6.45pm on weekdays and 12.30pm on Saturdays. Hence all students should leave the school premises before these timings.
- b. Students should not organise activities without the knowledge of the teacher-in-charge.
- c. No fund-raising through activities, donations or appeals can be carried out without prior approval from the school authority.

## 29. Valuable Items

- a. Bringing valuable items such as jewellery and gaming devices are strongly discouraged.
- b. It is a student's responsibility to take care of his/ her personal property, such as wallets and handphones.

### 30. Use of School Lift

- a. Students are not allowed to use the lift without prior permission.
- b. Students who need to use the lift due to injuries must inform the General Office before Morning Assembly with the doctor's recommendation.
- c. A pass will be issued upon approval by the Student Management Committee. Students should display the pass when using the lift.

### 31. Quiet Zone

Students are expected to maintain silence when they are in the Quiet Zones for Learning – Science Block, Classroom Block, I-Spark, D&T Block and Quiet Study Area.

### 32. Possession of Weapon

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

### 33. School Hours & School Gate Timing

The table below indicates the opening hours of the school gates to facilitate students' movement in and out of school:

Opening Hours of School Gates (Front and Back) on Weekdays	
Morning Arrival	6.45 am - 8.30 am (Mon) 6.45 am - 7.30 am (Tues-Fri)
Main Dismissal	2.00 pm - 3.00 pm (Mon) 2.00 pm - 4.00 pm (Tues) 2.00 pm - 3.00 pm (Wed) 2.00 pm - 4.00 pm (Thurs)
Early Dismissal (Friday)	12.30 pm - 2.00 pm
Closing hours (Mondays to Fridays evening)	6.00 pm - 6.45 pm

\*Note: students are to use the front gate to leave or enter school outside the stipulated timings. Timings are subject to change.

### 34. Serious Offences

Some acts are detrimental to the well-being of self and the school community and consequences will be meted out accordingly to the offender. They include:

- a. Smoking, vaping, consumption of alcohol, substance abuse (e.g. drugs and glue) and possession/ distribution of items related to the above acts.
- b. Acts of cheating, altering official documents, forgery, bullying, fighting, dishonesty, indecency, gangsterism, defiance, gambling, hooliganism, theft, truancy, vandalism, and possession of undesirable materials (e.g. weapons, pornography).
- c. Arrogance, impertinence and rudeness, shown through offensive language, pictures, gestures, actions to any staff member or student. These include acts committed via the use of the internet platforms or electronic mail.

### **35. Disciplinary Actions**

- a. It is a student's duty to be familiar with the school rules and observe them accordingly. Ignorance is not an excuse.
- b. Conduct Grade and Personal Qualities reported in the student's Holistic Development Profile are based on accumulated points related to the behavior, attitude and performance of the student in his/ her curricular and co-curricular activities.
- c. Consequences will be meted out to offenders according to the Offence and Consequence Guidelines.
- d. The school reserves the right to have a student purchase a new uniform item, such as socks, to rectify persistent non-compliance of school rules on attire.
- e. The school reserves the right to send students home or suspend them from lessons if they are found to be in inappropriate hairstyles/ hair colour or uniform or visible body markings. They will be allowed to return to class only if the identified problem is rectified.
- f. The school reserves the right to mete consequences to students for misconduct (including caning of male students for serious misconduct).
- g. The school reserves the right not to conduct a search if there is no substantial evidence that the lost item is in the possession of another student.
- h. Students who obtain 'Fair' Conduct Grade will not qualify for Edusave Awards and Speech Day Awards.

### **36. Commendable Acts**

The school encourages and recognises praiseworthy acts and self-initiated contributions by students who exemplify the school values and desired qualities. They may include: effective leadership in CCA, class or school level, contributions to class or school spirit and unity, 100% punctuality, school or CCA attendance as well as acts of citizenship, moral courage or service. Honour Points will be awarded to the shown commendable acts to reinforce positive behaviours.

### **37. Character and Learning Excellence**

Peirce Secondary School is committed to students' character development and learning excellence. Our policy of discipline is to help our students cultivate sound character and promote effective learning and development. In cases when there is a need for prioritisation, the school values Character over Academics. For example, a student has to serve community work after school, before attending remedial or CCA. The school, together with parents' support, seeks to nurture students holistically in character and learning.



# 4. OUR SCHOOL'S CODE OF CONDUCT

## OFFENCES AND CONSEQUENCES

### CATEGORY 1 – OFFENCES (For all non-compliance with school rules, demerit points apply)

No.	Non-compliance with school rules	First time	Second time	Third time	Fourth time	
1. Improper attire and grooming	i. Short skirt (skirt must be knee-length) ii. Tapered pants iii. Modification of school uniform iv. writing/drawing on school uniform/PE attire	Warning & report for attire or grooming check on the next day	Warning, report for attire or grooming check on the next day & home involvement	Suspension until the problem is rectified		
	v. Wearing a non-school jacket	Warning, retain jacket & to collect after school		Warning, home involvement, community work, retain jacket & to collect after school		
	vi. Not wearing proper attire for remedial, PE, CCA and House Practice after school hours / during school holidays vii. Not wearing white shoes during school hours	Warning, & report for attire or grooming check on the next day	Warning, report for attire check on the next day & home involvement	Warning, report for attire check on the next day, community work & home involvement		
	viii. Inappropriate socks e.g. coloured socks/ socks below ankle		Warning, purchase white socks on the spot & report for attire check on the next day	Warning, purchase white socks on the spot, report for attire check on the next day & home involvement		
	ix. Unacceptable girls' and boys' hairstyle		Warning, home involvement & report for hair check on the next day		Suspension until hair is properly cut & groomed	
	x. Tinted hair		Suspension until hair is dyed black			
	xi. Boys' moustache/ beard		Suspension until clean shaven			
	xii. Girls' drawn eye-brows, coloured eye contact lenses and make-up and visible markings		Warning & remove make-up/ markings/ coloured eye contact lenses on the spot	Suspension until make-up/ markings/ coloured eye contact lenses are removed	Suspension until make-up/ markings/ coloured eye contact lenses are removed & confiscation of cosmetic kit*	
	xiii. Unacceptable (fanciful & bright coloured) hair bands/ clips/ ear studs	Warning & confiscation	Warning, confiscation & home involvement	Warning, confiscation, home involvement & community work		
	xiv. Jewellery/ religious items	Warning, & remove on the spot	Warning, home involvement & remove on the spot	Warning, home involvement, community work & item is retained* (jewellery) & parents to claim		

# OFFENCES AND CONSEQUENCES

## CATEGORY 1 – OFFENCES (CONTINUED)

No.	Non-compliance with school rules	First time	Second time	Third time	Fourth time
2. Loitering/ Poor Time Management	i. Late coming without a valid reason	Warning & inform parents through SMS		Warning, inform parents through SMS & community work  Additionally: <b>For 6<sup>th</sup> occurrence</b> Parent Conference <b>For 8<sup>th</sup> &amp; 16<sup>th</sup> occurrence</b> In-school suspension	
	<b>Note: Students reporting to school after 8.40am without valid reason will be suspended or sent home.</b>				
2.	ii. Leaving class without permission	Warning, home involvement & community work			
3. Inappropriate Use of electronics	Handphone sighted during curriculum time	Warning, inform parents, retain device & student to claim after 5pm	Warning, inform parents, retain device in the morning & student to claim at 5pm daily for one week	Warning, inform parents & retain device for one week	Warning, inform parent, retain device for one week, & parent to claim device from Vice-Principal
4. Failure to care for environment	i. Drinking sugared water/ soft drinks/ eating food in the classroom	Warning & immediate disposal	Warning home involvement & Immediate disposal	Warning, home involvement, immediate disposal & community work	
	ii. Littering/spitting	Warning & community work	Warning, community work & home involvement		
	iii. Leaving crockery behind after eating/ dirtying the dining table				
5. Irresponsible Learning Behaviour	i. Failure to complete/submit homework/ e- homework/ assignment	Warning, stay back after school to complete unfinished work & home involvement			Stay back after school to complete unfinished work, report to Academic HODs for counseling & home involvement
	ii. Failure to have learning materials e.g. textbook/ file/ workbook etc.	Warning & home involvement			Report to Academic HODs for counseling & home involvement
	iii. Failure to bring PLD to school/ PLD's battery less than 50% charged				
	iv. Inappropriate use of PLD during lesson e.g. playing games/ watching video clips etc.				

## OFFENCES AND CONSEQUENCES

### CATEGORY 1 – OFFENCES (CONTINUED)

No.	Non-compliance with school rules	First time	Second time	Third time	Fourth time
6	Disruptive behaviour during lesson/ movement to class	Warning, counseling, community work & home involvement			Warning, suspension, counseling, home involvement
7	Excessive talking/ movement, any mischievous acts, in class during lesson				
8	Shouting/ yelling/ any mischievous acts				
9	Skipping lesson, school functions/ activities/ CCA or reporting for lesson more than 5 minutes late				
10	Leaving school grounds without permission	Warning, counseling, community work & home involvement	Parent Conference, suspension, good behavioral contract & counseling	Parent Conference, suspension, good behavioral contract, counseling & liable for expulsion	

### CATEGORY 2 SERIOUS OFFENCES

No	Serious Misconduct	First time	Second time	Third time	Fourth time
11	Truancy	Warning, counseling, community work & home involvement	Parent Conference, suspension, good behaviour contract & counseling	Parent Conference, suspension, good behavioural contract, counseling & liable for expulsion	
12	Cheating in tests & exams	Apply zero marks for test/exam, parent conference & counseling			
	Possession of notes, copying from others, allowing others to copy, tampering of marks, intention to cheat				
13	Forgery	Caning, parent conference & counseling	Caning, parent conference & liable for suspension		

# OFFENCES AND CONSEQUENCES

## CATEGORY 2 – SERIOUS OFFENCES (CONTINUED)

No	Serious Misconduct	First time	Second time	Third time	Fourth time
<b>14</b>	Practical Pranks	Caning, parent conference, apology, counseling & liable for suspension			
	Behaviour that tarnishes good image of school in public or the internet (unruly, improper, indecent acts)				
<b>15</b>	Bullying (including Cyber-bullying)	Caning, parent conference, apology & counseling	Caning, parent conference, apology, counseling & liable for suspension		
	Causing physical or emotional harm to others through intimidation (threats, pushing, use of vulgar language, on-line posting or text messaging, pranks etc.)				
<b>16</b>	Defiance	Caning, parent conference, apology & counseling	Suspension, parent conference, apology & counseling	Suspension, parent conference, apology & liable for expulsion	
	i. Willful lying, open defiance and rudeness in speech, body language or online activities towards staff and student leaders				
	ii. Failure to report for detention/suspension/ counselling session	Suspension, counseling & home involvement		Suspension, counseling & parent conference	
<b>17</b>	Assault and fighting	Caning, parent conference, liable for suspension, compensation & counseling		Caning, parent conference, suspension, compensation & liable for expulsion	
	Violence against person(s) whether injured or not				
<b>18</b>	Smoking cigarette/ possession/ distributing cigarettes	Caning, home involvement, report to HSA & attend compulsory smoking cessation clinic		Suspension, parent conference, report to HSA, attend compulsory smoking cessation clinic & liable for expulsion	
	Vaping/possession/ sharing/ distributing/ sale of devices/ juice pod*				
<b>19</b>	Forgery	Caning, parent conference & counseling		Caning, parent conference & liable for suspension	
* Confiscation of e-cigarette device and juice pod on the spot to be surrendered to HSA.					

## OFFENCES AND CONSEQUENCES

### CATEGORY 2 SERIOUS OFFENCES (CONTINUED)

No	Serious Misconduct	First time	Second time	Third time	Fourth time
20	Gambling	Caning, counseling & parent conference			Suspension, counseling, parent conference, & liable for expulsion.
21	Theft, shoplifting	Caning, counseling, parent conference, & police involvement	Suspension, counseling, parent conference & police involvement		Suspension, counseling, police involvement & liable for expulsion
	Stealing school property or property belonging to others				
22	PLD Offence	Suspension, counseling & home involvement	Suspension, counseling & parent conference		Suspension, counseling, parent conference, & liable for expulsion.
	i. Attempting to bypass DMA restrictions				
	ii. Wilfully tampering with PLD settings/ attempting to pry open or alter the hardware in PLD				
23	Substance abuse (e.g. glue, alcohol)	Caning, counseling, parent conference, liable for suspension & police involvement	Suspension, counseling, parent conference & police involvement	Suspension, counseling, police involvement & liable for expulsion	
24	Possession of weapons				
25	Pornography				
	Distribution/viewing/ possession of pornographic materials				
26	Gangsterism				
	Association with street gang, out-of-school youth or adults to extort from, harass, intimidate or physically hurt others.				
27	Vandalism	Caning, counseling, parent conference, compensation & possible police involvement			Caning, counseling, parent conference, compensation, possible police involvement & liable for expulsion
	Destruction of school or personal property, graffiti writing				
28	Sexual Misconduct	Suspension, counseling, parent conference & possible police involvement			
	Severe or Aggravated Sexual Misconduct/ Sexual Exploitation/ Harassment/ Other Forms of Sexual Misconduct				
29	Arson	Suspension, police involvement & liable for expulsion			
30	Tattoos or marking on body parts that are visible	Suspension, counseling, parent conference and removal of tattoos/ markings before returning to school)			

## **5. MY ACADEMIC STUDIES**

### **SCHOOL ASSESSMENTS AND EXAMINATIONS**

#### **A. WEIGHTED ASSESSMENT (WA) & SEMESTRAL ASSESSMENT (SA)**

- 1 WA and SA are the means used by the school for the purposes of promotion, retention or transfer of students across courses at the end of the year.
- 2 WA may include assignments, tests and other forms of alternative assessments. WA are used to determine student's level of understanding of the various subjects. Based on such assessments, teachers are able to give feedback to students for improvement.
- 3 SA are examinations that are more evaluative in nature. They are conducted at the end of the year.
- 4 Absentees for WA or SA must submit a valid Medical Certificate (MC) to form teacher and a duplicate copy to subject teacher.

#### **B. PREPARATION FOR SEMESTRAL ASSESSMENT**

- 1 All class desks and lockers must be cleared of any files, books and papers.
- 2 Classrooms must be kept clean and tidy at all times.
- 3 All books, notes and files must be placed neatly outside the examination venue before the examination begins.
- 4 All students must report to the examination venue at least 15 minutes before the start of the paper.

#### **C. EXAMINATION RULES AND REGULATIONS**

- 1 Students must be in approved school attire and acceptable personal grooming. They may be subjected to attire checks such as removal of jackets, turning out of pockets etc. to preserve the integrity of the exams.
- 2 All students must take note of their own examination timetable. The school will not entertain any plea of ignorance. For example, during the exam period, papers on Mondays start at 8.00 am and students have to report at 7.30 am for flag raising.
- 3 During the exam period, students need not report to school on days when they do not have any exam papers. For papers that start later than 8.00 am, students must report to the exam venue 15 minutes before the paper commences. They can leave the school at the end of their last paper for the day.
- 4 Only a valid MC will be accepted for absence from exams. The MC must be submitted to the Form Teacher on the day the student returns to school. Zero marks would be given if a student is unable to produce one. Letters will not be accepted. In cases of extreme domestic exigencies, the school reserves the right to exercise the final decision.

## 5. MY ACADEMIC STUDIES

### SCHOOL ASSESSMENTS AND EXAMINATIONS

#### D. DURING THE WEIGHTED ASSESSMENT/ EXAMINATION

- 1 Students must inform the invigilator if they are given an incorrect question paper.
- 2 It is the responsibility of the students to ensure that their question papers consist of the correct number of printed pages for all papers.
- 3 Student may not be allowed to sit for a paper if he/ she is more than 15 minutes late.
- 4 Students are not allowed to leave the assessment/ examination room before end of the paper.
- 5 Other than the **transparent pencil case** and stationery required for use during the examination, no other unauthorized material is allowed inside the examination venue.
- 6 Students are not allowed to borrow or lend any materials to any other student(s) when the examination is in progress.
- 7 The use of correction fluid, staplers and highlighters are not allowed. Only electronic dictionaries and scientific calculators approved by MOE for use are allowed.
- 8 Students must not communicate with any other student(s) in any form once they are inside the assessment/examination venue.
- 9 Any student who attempts to cheat will be dealt with accordingly. A student will be given zero marks if he/she:
  - attempts to obtain unfair assistance or is detected for dishonesty, or
  - copies from another student or allows his/her answer to be copied by another student.
- 10 Any form of electronic devices capable of communication (e.g. handphones, Bluetooth earpiece, fitness watch etc.) are not allowed inside the examination venue. If a student is found in possession of any such devices in the examination venue, he/ she will be deemed as attempting to cheat.
- 11 Personal belongings not allowed in examination venues must be placed outside the examination venue. Students are advised not to bring personal belongings that they may risk losing during the examination period.
- 12 Students who would like to seek assistance from the invigilator are to raise their hand while remaining in their seats. Students are not allowed to leave their seats unless permission is granted by the invigilator.
- 13 Students are not allowed to fold or take out any writing papers from the examination venue.
- 14 Students are to use black or dark blue ball point pen when answering questions.

## 5. MY ACADEMIC STUDIES

### SCHEME OF ACADEMIC AWARDS

#### **Speech Day Awards**

The Speech Day Awards recognize the holistic yearly achievements of our students who have excelled in their academic performance with an acceptable CCA Attendance (a minimum annual attendance of 75%) and a conduct grade of GOOD or better.

#### **Secondary One to Two Academic Awards**

Awarded to the top three students based on Overall Performance for each level and stream.

#### **Secondary One to Three Subject Awards**

Awarded to the top Normal Academic and Express course student of each subject based on Overall Performance (with a minimum grade of a distinction).

#### **Secondary Three Normal Academic Award**

Awarded to the student with the best Overall Performance.

#### **Secondary Three Express Academic Award**

Awarded to the student with the best Overall Performance.

#### **GCE 'N' Level Subject Awards**

Awarded to the top student of each subject based on the GCE 'N' level results (with a minimum grade of a distinction).

#### **GCE 'O' Level Subject Awards**

Awarded to the top student of each subject based on the GCE 'O' level results (with a minimum grade of a distinction).

#### **GCE 'O' Level SAC Distinction Awards**

Awarded to all students with a minimum of 5 distinctions or an L1R5 aggregate of 10 or below based on the GCE 'O' level results.

#### **SAC Gold Medal Top Academic Awards**

Awarded to the student with the highest number of distinctions based on the GCE 'O' and 'N' level examinations.

#### **SAC Gold Medal Best Overall Performance**

Awarded to a recipient of the SAC Distinction Award who has demonstrated Peircean Values and is an exemplary Resilient Learner and Gracious Citizen.





## 5. MY ACADEMIC STUDIES

### EDUSAVE AWARDS SCHEME FOR STUDENTS

#### EDUSAVE Scholarships for Secondary Schools (ESSS)

Eligibility	Singapore citizen Sec 1 to 5 students within top 10% of each level and stream At least Good for conduct grade Overall mark $\geq$ 50%
Value of the Award	\$500

#### EDUSAVE Merit Bursary (EMB)

Eligibility	Singapore citizen Sec 1 to 5 students, excluding those awarded ESSS. At least Good for conduct grade Gross monthly household income below \$5000, or per capita income of less than \$1250
Value of the Award	\$350

#### EDUSAVE Character Awards (ECHA)

Eligibility	Singapore citizen Sec 4 and 5 students At least Very Good for conduct grade Students demonstrating exemplary character and outstanding personal qualities through behaviour and actions
Value of the Award	\$500

#### EDUSAVE Awards for Achievement, Good Leadership and Service (EAGLES)

Eligibility	Singapore Citizen Sec 1 to 5 students At least Good for conduct grade & pass in school examinations Satisfy a set of criteria for Achievement, Leadership and Service
Value of the Award	\$350

#### EDUSAVE Good Progress Award (GPA)

Eligibility	Singapore citizen At least Good for conduct grade Sec 1 to 5 students within top 10% of each level and stream based on good progress
Value of the Award	\$200



# 5. MY ACADEMIC STUDIES

## ASSESSMENT POLICY

### 1 About Assessment

Assessment is an integral part of a student's learning process. It helps a student to track his/ her progress academically and know what he/she can do to close his/her learning gaps through effective and timely feedback provided by his/her teachers.

### 2 Assessment in Peirce Secondary School

The assessment in our school is carefully planned to ensure a delicate balance between rigour and joy of learning. It employs a good mix of formative and summative assessments.

Formative assessment aims to monitor students' learning continuously and provide ongoing feedback which will bring about improvement in their learning. Formative assessment in our school takes on varied forms, such as, informal quizzes, written assignments and questioning.

Summative assessment aims to evaluate student learning and academic achievement, and usually takes the form of a Weighted Assessment (WA) or an examination.

### 3 Weighted Assessments (WAs)

#### a Modes of assessment

WA at Peirce comprise a mix of traditional pen and paper tests and alternative assessments, such as, project-based assignments, presentations and portfolios. Alternative assessments foster essential skills, such as, critical thinking and collaborative skills in our students and prepare them to be future-ready.

Subject	Course of action for student(s) with MC Covid cases – please refer to 3cii	
	Test	Alternative Assessment (e.g. course work / project work / process writing)
English Language Literature	Make-up WA within 2 weeks	Make-up before WA deadline
Mathematics	Make-up WA within 1 week	Make-up before WA deadline
All other subjects: <ul style="list-style-type: none"><li>• Art</li><li>• Computer Applications</li><li>• Computing</li><li>• Design and Technology</li><li>• Humanities</li><li>• Mother Tongue Languages</li><li>• Nutrition Food Science</li><li>• Science</li></ul>	VR	Make-up before WA deadline

#### b Schedule and Weightings

A separate WA schedule with corresponding weightings will be issued to students at the start of each academic year.

#### c Absence from WAs

i. A zero grade will be awarded for students who do not have a medical certificate (MC).

ii. Covid cases – the affected student should:

- produce an MC if he/ she consults a doctor;
- produce a positive ART result screenshot if his/ her symptoms are mild and a doctor's consultation is not necessary;
- consult a doctor if he/ she still feels unwell after 7 days (from onset of Covid) and submit an MC.

# 5. MY ACADEMIC STUDIES

## ASSESSMENT POLICY

### 4 End-of-Year and Preliminary Examinations

#### a. Tentative Schedule

April – May	Sec 1 to 5 EL and MT Oral Examinations
May	Sec 4 and 5 MT Preliminary Examination Sec 4NT EL WA 2 e-Exam (Paper 1)
July – August	Sec 4 and 5 Preliminary Examination
September – October	Sec 1 to 3 End-of-Year Examination

#### b. Absence from End-of-Year and Preliminary Examinations

Weighting of Component(s)	Course of action for student(s) with MC
≤ 50% (e.g. oral exams / listening comprehension exam / Maths Paper 1)	Computation of subject total will not take into consideration the component(s) with 'MC'
> 50% (e.g. EL or MT Paper 1 and 2)	VR

#### c. Implications of Absence from End-of-Year and Preliminary Examinations

Absence from	Implication(s)
Sec 4 and 5 Preliminary Examinations	No data for Special Consideration at national examinations
Sec 1 to 3 End-of-Year Examinations	<p>Affects eligibility:</p> <ul style="list-style-type: none"> <li>to take on subjects at a more rigorous level: <ul style="list-style-type: none"> <li>Subject Based Banding (SBB) at Secondary 2</li> <li>Out of Stream (OOS) subjects at Secondary 3</li> </ul> </li> <li>for lateral transfers to a more rigorous stream</li> <li>for Pure Sciences and Pure Humanities at Secondary 2 Subject Options Exercise</li> <li>for academic awards</li> </ul>



# 5. MY ACADEMIC STUDIES

## PROMOTION CRITERIA

### Promotion Criteria in the Education System

<b>Promoted to Next level (Minimum Criteria)</b>	
Sec 1 & 2 Express	Pass EL and a pass in the overall percentage
Sec 3 Express	Minimum C6 for EL and 2 other subjects
Sec 1, 2 & 3 N(A)	Grade 5 or better in EL and 2 subjects or 4 subjects
Sec 4 N(A)	Grade 5 or better in EL and Math. Aggregate of 19 points or less for EL+Math+Best 3 subjects (ELMAB3). (Note: ELMAB3 requires students to score Grade 5 or better for at least 5 subject passes, including EL and Math)
Sec 1, 2 & 3N(T)	Pass in 2 subjects, one of which should be EL or Math
<b>Laterally Transferred to A More Academically Demanding Course (Minimum Criteria)</b>	
Sec 1 & 2 N(A) to 2 & 3 Express	70% or higher in Average of all subjects AND English, Mathematics and Science
Sec 1 N(T) to 2 N(A)	70% or higher in Average of all subjects AND English, Mathematics and Science
Sec 2 N(T) to 2 N(A)	70% or higher in Average of all subjects AND English, Mathematics and Science
Sec 3 N(T) to 3 N(A)	70% or higher in Average of all subjects AND English, Mathematics and Science



# 5. MY ACADEMIC STUDIES

## ACADEMIC TARGET SETTING AND REVISION PLANNING

### My Academic Performance Targets

By failing to prepare, you  
are preparing to fail.

[Benjamin Franklin](#)



The secret of getting ahead  
is getting started.

[Mark Twain](#)

Set your goals high, and  
don't stop till you get there.

[Bo Jackson](#)

### Peirce Secondary School Student Target Setting Card

I aspire to be a/an .....

My choice course for post-secondary education is at.....

Subjects	2022 SA2 Results	Term 1 Weighted Assessment		Term 2 Weighted Assessment		Term 3 Weighted Assessment		EOY Examination/Prelim	
		Targets	Results	Targets	Results	Targets	Results	Targets	Results
English									
CL / ML / TL									
Mathematics									
<b>Overall Aggregates</b>									
<b>Express Course</b>									
JC: L1R5 ≤ 20									
Poly: ELR2B2 ≤ 25									
MI : L1R4 ≤ 20									
<b>Normal (Academic) Course</b>									
PFP/DPP/Sec 5: EMB3 ≤ 19									
<b>Parents' Comments</b>									
Signature & Date									

Note: **JC** – Junior College, **Poly** – Polytechnic, **MI** - Millenia Institute, **PFP** - Polytechnic Foundation Programme, **DPP** - Direct-Entry-Scheme to Polytechnic Programme

## 5. MY ACADEMIC STUDIES

### LOVE YOUR PERSONAL LEARNING DEVICE (PLD)

#### Rule #1: Prevent Electrical Damage

PLDs have electrical components that may malfunction when in contact with fluid, heat and rough handling.

- ✓ No food/drink allowed next to your PLD.
- ✓ Do not force your PLD into your locker/bag.
- ✓ Carefully insert cables and storage devices into the ports.
- ✓ Do not expose your PLD to extreme temperatures or direct sunlight for extended periods of time.
- ✓ Do not pick up your PLD by the screen. Carry it with care.



#### Rule #2: Protect your PLD

PLDs are particularly sensitive to damage and misuse.

- ✓ When not in use during lessons, close your PLD and place it at the top left corner of your table.
- ✓ Do not force draw, write or put pressure on your PLD.
- ✓ Pull down the screen gently.
- ✓ Do not poke the screen with sharp objects.
- ✓ Do not bump your PLD against lockers or walls.
- ✓ Only clean the screen with a soft, dry micro fibre cloth or anti-static cloth.
- ✓ Do not store your PLD with the screen open.
- ✓ Do not crack the screen – make sure there is nothing on the keyboard – e.g. no pencils, disk drives or rulers – before closing your PLD.

#### Rule #3: Use Appropriate Technical Support

Any attempts to repair your PLD yourself would void the warranty and cause you to incur additional costs

- ✓ Do not wilfully tamper with the settings of your PLD.
- ✓ Do not attempt to pry open your device or alter the hardware of your device. This would void the warranty! You will bear the entire cost of repairs!
- ✓ Always seek help from the school's Tech Support Team.

## 5. MY ACADEMIC STUDIES

### LOVE YOUR PERSONAL LEARNING DEVICE (PLD)

#### Rule #4: Prevent theft and loss

When your PLD is left unattended or visible to others, it may increase temptation of theft.

- ✓ Never leave your PLD unattended.
- ✓ Do not lend your PLD to another person. You are solely responsible for your device.
- ✓ Always store / pack your PLD properly in your school bag when moving to, around and/or from school.
- ✓ DON'T FALL PREY TO IDENTITY THEFT – Never share your online account information/ passwords with others, unless requested by your school's Tech Support Team.

**What should you do if you lose your PLD?**

**Immediately** do the following:

- 1) Record 4Ws + 1H
  - **Who** were the people involved? Any witnesses?
  - **What** happened leading up to the loss of the PLD?
  - **Where** did you lose the PLD?
  - **When** did you lose the PLD?
  - **How** did the PLD go missing?
- 2) Report to IT Support Office in Computer Lab 1
- 3) Call Help Desk at 800 8526100, between 0900-1800hrs from Monday to Friday
- 4) Make a Police Report
- 5) Be ready to schedule a face-to-face meeting with Vendor during their investigation for the insurance claim.

#### IMPORTANT:

- Lost PLDs will only be replaced if you have taken precautions to safeguard the device.
- Once insurance has been claimed for a replacement device, the insurance coverage will cease and full payment will be required for subsequent replacements.

#### Rule #5: Prolong Battery Lifespan

The average battery life is about 5 hours.

- ✓ Shut down your PLD when not in use.
- ✓ Remember to fully charge your PLD at the end of each school day.
- ✓ Do not overcharge your PLD.
- ✓ If the battery is faulty, seek help from your school's Tech Support Team.

DO NOT OVERCHARGE YOUR PLD



## 6. MY PHYSICAL FITNESS

### NATIONAL PHYSICAL FITNESS AWARD

#### AWARD REQUIREMENTS AND AWARDS

Students must pass all six test items to obtain an award. The following requirements must be met:

AWARD	Minimum Grade Attained For Each Test Item	Minimum Points
Gold	C	21
Silver	D	15
Bronze	E	6

FEMALE								
Age Grp	Grade	Points	No. of Sit-ups in 1 min	Standing Broad Jump Distance	Sit & Reach	No. of Inclined Pull-ups in 30 sec	4 x 10m Shuttle Run Time	2.4 km Run-Walk Time
12	A	5	>29	>167 cm	>43 cm	>15	<12.0 sec	<14:41
	B	4	26 – 29	159 – 167	38 – 43	13 – 15	12.0 – 12.3	14:41 – 15:40
	C	3	22 – 25	150 – 158	31 – 37	10 – 12	12.4 – 12.7	15:41 – 16:40
	D	2	18 – 21	141 – 149	24 – 30	7 – 9	12.8 – 13.1	16:41 – 17:40
	E	1	14 – 17	132 – 140	17 – 23	3 – 6	13.2 – 13.5	17:41 – 18:40
13	A	5	>30	>172 cm	>45 cm	>16	<11.7 sec	<14:31
	B	4	27 – 30	164 – 172	40 – 45	13 – 16	11.7 – 12.0	14:31 – 15:30
	C	3	23 – 26	155 – 163	33 – 39	10 – 12	12.1 – 12.4	15:31 – 16:30
	D	2	19 – 22	146 – 154	26 – 32	7 – 9	12.5 – 12.8	16:31 – 17:30
	E	1	15 – 18	137 – 145	19 – 25	3 – 6	12.9 – 13.2	17:31 – 18:30
14	A	5	>30	>177 cm	>47 cm	>16	<11.5 sec	<14:21
	B	4	28 – 30	169 – 177	42 – 47	14 – 16	11.5 – 11.8	14:21 – 15:20
	C	3	24 – 27	160 – 168	35 – 41	10 – 13	11.9 – 12.2	15:21 – 16:20
	D	2	20 – 23	151 – 159	28 – 34	7 – 9	12.3 – 12.6	16:21 – 17:20
	E	1	16 – 19	142 – 150	21 – 27	3 – 6	12.7 – 13.0	17:21 – 18:20
15	A	5	>30	>182 cm	>48 cm	>16	<11.3 sec	<14:11
	B	4	29 – 30	174 – 182	43 – 48	14 – 16	11.3 – 11.6	14:11 – 15:10
	C	3	25 – 28	165 – 173	36 – 42	10 – 13	11.7 – 12.0	15:11 – 16:10
	D	2	21 – 24	156 – 164	29 – 35	7 – 9	12.1 – 12.4	16:11 – 17:10
	E	1	17 – 20	147 – 155	22 – 28	3 – 6	12.5 – 12.8	17:11 – 18:10
16	A	5	>30	>186 cm	>49 cm	>17	<11.3	<14:01
	B	4	29 – 30	178 – 186	44 – 49	14 – 17	11.3 – 11.5	14:01 – 15:00
	C	3	25 – 28	169 – 177	37 – 43	11 – 13	11.6 – 11.8	15:01 – 16:00
	D	2	21 – 24	160 – 168	30 – 36	7 – 10	11.9 – 12.2	16:01 – 17:00
	E	1	17 – 20	151 – 159	23 – 29	3 – 6	12.3 – 12.6	17:01 – 17:50
17	A	5	>30	>189 cm	>49 cm	>17	<11.3 sec	<14:01
	B	4	29 – 30	181 – 189	44 – 49	14 – 17	11.3 – 11.5	14:01 – 14:50
	C	3	27 – 28	172 – 180	37 – 43	11 – 13	11.6 – 11.8	14:51 – 15:50
	D	2	23 – 26	163 – 171	30 – 36	7 – 10	11.9 – 12.1	15:51 – 16:40
	E	1	19 – 22	154 – 162	23 – 29	3 – 6	12.2 – 12.5	16:41 – 17:30



## 6. MY PHYSICAL FITNESS

### NATIONAL PHYSICAL FITNESS AWARD

<b>MALE</b>								
Age Grp	Grade	Points	No. of Sit-ups in 1 min	Standing Broad Jump Distance	Sit & Reach	No. of Inclined Pull-ups in 30 sec	4 x 10m Shuttle Run Time	2.4 km Run-Walk Time
12	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	15:31 – 16:50
13	A	5	>42	>214 cm	>41 cm	>25	<10.3 sec	<11:31
	B	4	38 – 42	202 – 214	38 – 41	22 – 25	10.3 – 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
14	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
15	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
16	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
17	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

# 6. MY PHYSICAL FITNESS

## MY HOLISTIC PE ASSESSMENT

### Assessment Components:

Games Skill (Psychomotor)
NAPFA Test (Physical Fitness)
Theory (Cognitive)
Personal & Social skills (Affective)

Grade Code	Description
<b>A</b>	Demonstrates very strong PE aptitude, attitude and skills
<b>B</b>	Demonstrates strong PE aptitude, attitude and skills
<b>C</b>	Demonstrates fair PE aptitude, attitude and skills
<b>D</b>	Demonstrates PE skills with guidance
<b>E</b>	Needs Improvement

VR: Grade for students who are exempted from the PE assessment

## MY PHYSICAL WELL-BEING

### Body Mass Index (BMI)

- The BMI is a tool that measures the weight of an individual in relation to the height.
- It is a guide to determine if an individual is at risk of Weight-related problems.

BMI (kg/m <sup>2</sup> ) for Teens	Health Risk
27.5 and above	High Risk
23.0 - 27.4	Moderate Risk
18.5 - 22.9	Low Risk (Healthy Range)

$$\text{BMI} = \frac{\text{Weight (kg)}}{\text{Height (m)} \times \text{Height (m)}}$$

### 7 Tips to Maintain a Healthy Weight

- ✓ *The best way to keep your weight within the healthy weight range is by eating sensibly and exercising regularly.*
- ✓ Aim at reducing your excess weight steadily by no more than 2kg a month till you reach your healthy weight range.
- ✓ Start slowly. Don't try to lose all the excess weight all at once.
- ✓ Cut down your time spent on TV or computer games. Do some exercises at intervals e.g. stretch your legs and touch your toes, help your mummy sweep the floor.
- ✓ Eat at regular mealtimes and don't skip meals. Always start your day with a healthy breakfast.
- ✓ Eat plenty of fruit, vegetables and wholegrains (e.g. barley, maize, oats, unpolished (brown) rice or whole meal bread) as these help to keep you full.
- ✓ Drink plenty of water or unsweetened juice instead of soft drinks.
- ✓ Get your family involved. Follow your parents to do grocery shopping and help them pick healthier snacks, e.g. fruits, plain biscuits or yoghurt instead of salted chips or cream biscuits.

## 6. MY PHYSICAL FITNESS

### MY PHYSICAL WELL-BEING

#### BODY MASS INDEX FOR GIRLS

Age (years)	Severely Underweight (< 3rd percentile)	Underweight (3rd - < 5th percentiles)	Acceptable Weight (5th - < 90th percentiles)	OverWeight (90th - < 97th percentiles)	Severely Overweight ( $\geq$ 97th percentile)
6	$\leq$ 12.6	12.7 - 12.8	12.9 - 18.3	18.4 - 20.5	$\geq$ 20.6
7	$\leq$ 12.8	12.9 - 13.1	13.2 - 19.1	19.2 - 21.8	$\geq$ 21.9
8	$\leq$ 13.1	13.2 - 13.4	13.5 - 20.1	20.2 - 23.1	$\geq$ 23.2
9	$\leq$ 13.4	13.5 - 13.7	13.8 - 21.0	21.1 - 24.4	$\geq$ 24.5
10	$\leq$ 13.7	13.8 - 14.1	14.2 - 21.9	22.0 - 25.6	$\geq$ 25.7
11	$\leq$ 14.1	14.2 - 14.4	14.5 - 22.7	22.8 - 26.6	$\geq$ 26.7
12	$\leq$ 14.4	14.5 - 14.8	14.9 - 23.4	23.5 - 27.5	$\geq$ 27.6
13	$\leq$ 14.8	14.9 - 15.2	15.3 - 24.0	24.1 - 28.3	$\geq$ 28.4
14	$\leq$ 15.1	15.2 - 15.5	15.6 - 24.6	24.7 - 28.9	$\geq$ 29.0
15	$\leq$ 15.4	15.5 - 15.8	15.9 - 25.0	25.1 - 29.4	$\geq$ 29.5
16	$\leq$ 15.7	15.8 - 16.1	16.2 - 25.4	25.5 - 29.7	$\geq$ 29.8
17	$\leq$ 15.9	16.0 - 16.3	16.4 - 25.7	25.8 - 30.0	$\geq$ 30.1
18	$\leq$ 16.1	16.2 - 16.5	16.6 - 25.9	26.0 - 30.3	$\geq$ 30.4

For more information, visit HPB's website on BMIL [www.knowyourbmi.sg/children](http://www.knowyourbmi.sg/children)

#### BODY MASS INDEX FOR BOYS

Age (years)	Severely Underweight (< 3rd percentile)	Underweight (3rd - < 5th percentiles)	Acceptable Weight (5th - < 90th percentiles)	OverWeight (90th - < 97th percentiles)	Severely Overweight ( $\geq$ 97th percentile)
6	$\leq$ 12.8	12.9 - 13.1	13.2 - 18.8	18.9 - 21.4	$\geq$ 21.5
7	$\leq$ 13.0	13.1 - 13.3	13.4 - 19.8	19.9 - 23.0	$\geq$ 23.1
8	$\leq$ 13.2	13.3 - 13.6	13.7 - 20.9	21.0 - 24.6	$\geq$ 24.7
9	$\leq$ 13.5	13.6 - 13.8	13.9 - 21.8	21.9 - 26.0	$\geq$ 26.1
10	$\leq$ 13.8	13.9 - 14.1	14.2 - 22.7	22.8 - 27.3	$\geq$ 27.4
11	$\leq$ 14.1	14.2 - 14.5	14.6 - 23.6	23.7 - 28.3	$\geq$ 28.4
12	$\leq$ 14.4	14.5 - 14.8	14.9 - 24.3	24.4 - 29.2	$\geq$ 29.3
13	$\leq$ 14.7	14.8 - 15.1	15.2 - 25.0	25.1 - 30.0	$\geq$ 30.1
14	$\leq$ 15.0	15.1 - 15.4	15.5 - 25.5	25.6 - 30.6	$\geq$ 30.7
15	$\leq$ 15.3	15.4 - 15.8	15.9 - 26.1	26.2 - 31.2	$\geq$ 31.3
16	$\leq$ 15.6	15.7 - 16.1	16.2 - 26.5	26.6 - 31.7	$\geq$ 31.8
17	$\leq$ 15.9	16.0 - 16.3	16.4 - 27.0	27.1 - 32.1	$\geq$ 32.2
18	$\leq$ 16.1	16.2 - 16.6	16.7 - 27.4	27.5 - 32.4	$\geq$ 32.5

For more information, visit HPB's website on BMIL [www.knowyourbmi.sg/children](http://www.knowyourbmi.sg/children)

## 7. My Co-Curricular Development

### CO-CURRICULAR ACTIVITIES - LEAPS 2.0

A holistic education provides students with a broad and deep foundation for lifelong learning. This includes learning not just in the academic areas. Equally important is the development of values and life skills in each child. This will equip the child to handle the challenges in life later on.

A holistic education also supports students to discover their strengths, interests and talents. Students tend to flourish in areas they are interested in. Thus, as far as possible, we should allow them to pursue their areas of interest.

Schools offer a range of co-curricular programmes to help students achieve a holistic education. Community service is also invaluable in helping students develop qualities such as care, concern and respect for others in society.

#### LEAPS 2.0<sup>1</sup>

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.

#### LEAPS 2.0 DOMAINS

##### **Participation**

This domain recognises students' participation in one school-based<sup>2</sup> Co-Curricular Activity (CCA). Recognition is based on the number of years of participation and exemplary conduct and active contribution<sup>3</sup> 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**

This 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**

This 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**

This domain recognises students' **representation** and **accomplishment** in co-curricular involvements beyond the classroom. Opportunities for representation and accomplishment present valuable learning experiences for students to learn discipline, resilience and develop their character. Students may represent the school or organisations endorsed by the school. Recognising external opportunities better caters to students' diverse interests and talents. It also recognises the community's role in developing the child.

**Representation** refers to being selected and endorsed by the school or an organisation endorsed by the school (e.g. the community club or national association) to contribute, perform or compete. It need not be tied to his/her CCA in school.

**Accomplishment** refers to attaining accolades and awards at competitions, festivals, performances, exhibitions, conferences and symposiums where the student represents the school or other organisations endorsed by the school. The details on the levels of attainment for each of the domains are attached at [Annex A](#).

#### Recognition of Students' Level of Attainment

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 a bonus point(s) which can be used for admission to Junior Colleges/ Polytechnics/ Institutes of Education (JC/Poly/ITE).

<sup>1</sup> LEAPS stands for Leadership, Enrichment, Achievement, Participation and Service. LEAPS 2.0 builds on the LEAPS system to better reflect MOE's current emphasis on Student-Centric, Values-Driven education.

<sup>2</sup> School-based CCA refers to CCA that are organised within the school or have been endorsed by the school.

Co-Curricular Attainment	Details
Excellent (2 bonus points)	Student who attains a minimum Level 3 in all four domains 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: <ul style="list-style-type: none"> <li>i. At least Level 2 in three domains;</li> <li>ii. At least Level 2 in one domain and at least Level 3 in another domain; or</li> <li>iii. At least Level 4 in one domain.</li> </ul>
Fair	Student's attainment in co-curricular will not translate into any bonus points.

## ANNEX A

### PARTICIPATION (Level of Attainment)

Level 1	Level 2	Level 3	Level 4	Level 5
<ul style="list-style-type: none"> <li>• Participated in any CCA for 2 years with at least 75% attendance for each year</li> </ul>	<ul style="list-style-type: none"> <li>• Participated in any CCA for 3 years with at least 75% attendance for each year</li> </ul>	<ul style="list-style-type: none"> <li>• Participated in any CCA for 4 years with at least 75% attendance for each year</li> </ul>	<ul style="list-style-type: none"> <li>• Participated in any CCA for 5 years with at least 75% attendance for each year</li> </ul>	
		<ul style="list-style-type: none"> <li>• Participated in any CCA for 3 years with at least 75% attendance for each year and demonstrating exemplary conduct and active contribution</li> </ul>	<ul style="list-style-type: none"> <li>• Participated in any CCA for 4 years with at least 75% attendance for each year and demonstrating exemplary conduct and active contribution</li> </ul>	<ul style="list-style-type: none"> <li>• Participated in the <u>same</u> CCA for 4 years with at least 75% attendance for each year and demonstrating exemplary conduct and active contribution</li> </ul>
			<ul style="list-style-type: none"> <li>• Participated in the <u>same</u> CCA for 4 years with at least 75% attendance for each year</li> </ul>	<ul style="list-style-type: none"> <li>• Participated in the <u>same</u> CCA for 5 years with at least 75% attendance for each year</li> </ul>

### SERVICE (Level of Attainment)

Level 1	Level 2	Level 3	Level 4	Level 5
<ul style="list-style-type: none"> <li>• At least 24 to less than 30 hours of service</li> </ul>	<ul style="list-style-type: none"> <li>• At least 30 to less than 36 hours of service</li> </ul>	<ul style="list-style-type: none"> <li>• At least 36 hours of service</li> </ul>		
	<ul style="list-style-type: none"> <li>• Completed at least one VIA project that impacts the school or community</li> </ul>	<ul style="list-style-type: none"> <li>• Completed at least two VIA projects that impact the school or community</li> </ul>		
		<ul style="list-style-type: none"> <li>• Completed at least 24 hours of service <u>and</u> at least one VIA project that impacts the school or community</li> </ul>	<ul style="list-style-type: none"> <li>• Completed at least 24 hours of service <u>and</u> at least two VIA projects that impact the school or community</li> </ul>	<ul style="list-style-type: none"> <li>• Completed at least 24 hours of service <u>and</u> at least one <u>student-initiated</u> VIA project that impacts the community beyond the school <u>and</u> at least one other VIA project</li> </ul>

**Note:** One example of an approach to VIA is Service-Learning. Time spent on VIA projects, including the planning, service and reflection components, will count towards the minimum hours of service stated in the above criterion.

## LEADERSHIP (Level of Attainment)

	Level 1	Level 2	Level 3	Level 4	Level 5
<b>School-based Leadership Opportunities</b>	<ul style="list-style-type: none"> <li>Completed 2 leadership modules of at least 3 hours each</li> </ul>	<ul style="list-style-type: none"> <li>Class Committee</li> <li>Committee for student-initiated or student-led projects, approved by school (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Class Chairperson</li> <li>Prefect</li> <li>Peer Support Leader</li> <li>Committee for school-wide events<sup>4</sup></li> <li>Chairperson/ Vice-Chairperson for student-initiated or student-led projects, approved by school (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Senior Prefect</li> <li>Chairperson/ Vice-Chairperson for school-wide events (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Executive Committee<sup>5</sup> of Student Council / Prefectorial Board (or equivalent)</li> </ul>
			<ul style="list-style-type: none"> <li>Lower Sec CCA Committee (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Lower Sec CCA Executive Committee</li> <li>Upper Sec CCA Committee (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Upper Sec CCA Executive Committee (or equivalent)</li> </ul>
<b>National Youth Achievement Award</b>		<ul style="list-style-type: none"> <li>NYAA Bronze</li> </ul>	<ul style="list-style-type: none"> <li>NYAA Silver and above</li> </ul>		
<b>Uniformed Groups (Rank)</b>	<ul style="list-style-type: none"> <li>Lance Corporal (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Corporal</li> <li>Patrol Second</li> <li>Assistant Patrol Leader (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Sergeant</li> <li>Patrol Leader (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Staff Sergeant</li> <li>Assistant Company Leader</li> <li>Senior Patrol Leader (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Warrant Officer</li> <li>Master Sergeant</li> <li>Station Inspector</li> <li>Troop/ Company Leader (or equivalent)</li> </ul>

## ACHIEVEMENT (Level of Attainment)

	Level 1	Level 2	Level 3	Level 4	Level 5
<b>Accomplishment<sup>6</sup></b>			<ul style="list-style-type: none"> <li>Represented school / external organisation at local / international event and achieved the following (for 1 year):                             <ul style="list-style-type: none"> <li>Top 4 (or equivalent) team placing</li> <li>Top 8 (or equivalent) individual placing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Represented school / external organisation at local / international event and achieved the following (for 2 years or more):                             <ul style="list-style-type: none"> <li>Top 4 (or equivalent) team placing</li> <li>Top 8 (or equivalent) individual placing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Represented Singapore Schools/ National Project of Excellence/MOE at local / international competition</li> <li>OR</li> <li>Represented Singapore at international event, endorsed by national bodies</li> </ul>

<sup>4</sup> Examples of school-wide events are Open House, CCA exhibition, Speech Day, Founder's Day and the four National Education (NE) commemorative days: Total Defence Day, International Friendship Day, Racial Harmony Day and National Day.

<sup>5</sup> Executive Committee (applies to all subsequent mentions) – may include Secretary, Treasurer and Heads of sub-committees

	Level 1	Level 2	Level 3	Level 4	Level 5
			<ul style="list-style-type: none"> <li>○ Gold/Silver/Bronze/Merit award / certification<sup>6</sup> (or equivalent)</li> <li>○ SYF Arts Presentation Certificate of Distinction /Accomplishment</li> <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/Merit award / certification<sup>11</sup> (or equivalent)</li> <li>○ SYF Arts Presentation Certificate of Distinction /Accomplishment</li> <li>○ SYF Art Exhibition Certificate of Recognition (Special Mention) / Recognition</li> <li>○ Presented original research paper / project accepted at the platform</li> </ul>	AND achieved the following: <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 award / certification (or equivalent)</li> <li>○ Presented original research paper / project accepted at the platform</li> </ul>
<b>Uniformed Groups Achievement Badges</b>	<ul style="list-style-type: none"> <li>• Bronze Badge (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Silver Badge (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Gold Badge (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Best Unit Cadet / Outstanding Cadet Award by UG HQ (or equivalent)</li> </ul>	

<sup>1</sup> This applies to events that present different levels of award or certificate which extend beyond the top 4 participants. The Merit award/certification constitutes the fourth placing. It should only be given for events where Merit is not accorded by default to all participants who did not receive Gold-Bronze award/certification.





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