

2 January 2023

Dear Parents/Guardians of Secondary 3 Students,

WELCOME TO TERM 1 2023

1. On behalf of the school and staff, we extend a very warm welcome to you in 2023! We hope that you have spent a meaningful and restful year-end holiday with your child/ward.
 2. In the past year, Bowen Secondary celebrated our 40th Anniversary. Our theme, “BElonging, BEnefitting Lives, BElieving”, reflected the three things that best represent the Bowen Experience, as well as the collective aspirations of our Bowen family. We look forward to writing the next chapter of the Bowen story together with our students, staff and stakeholders, and envision Bowenians who produce tomorrow’s solutions for tomorrow’s problems, through Collaboration, Connection, and Creativity. Your continued support for school directions and initiatives will be much appreciated.
 3. As we embark on the new school year, we would like to provide you with key updates for Term 1 for our Sec 3 students.
- A. Update on Safe Management Measures (SMMs), Temperature-taking Exercise & First Week of School**
4. **Bowen will continue to implement any necessary SMMs in line with MOE Directions, to keep students and staff safe.** While Singapore has successfully transitioned to living with Covid-19, we will remain vigilant in checking in on our students and safeguarding their well-being.
 5. Please remind your child/ward to practice good personal hygiene (e.g. washing/sanitising hands) and exercise personal and social responsibility. If he or she is unwell (whether Ag+ or not), he / she **should not** come to school. Do inform his / her FTs and consult a doctor and / or follow the relevant Health Protocols (if Ag+).
 - In the event your child/ward has to miss school, his/her learning will be supported. FTs will assign a buddy to update your child/ward on the lessons and collect his/her worksheets. Please encourage your child/ward to be proactive in finding out on what he/she has missed from his/her buddy.
 6. Temperature-taking will be carried out twice a year in 2023. In Term 1, all schools will carry this out on **Wed 11 Jan**. We would appreciate it if you could help remind your child/ward to bring a working thermometer on **Tues 10 Jan** for checking, and for use on **Wed 11 Jan**. Do also encourage your child/ward to continue bringing a thermometer (as well as a spare ART kit, if possible) to school so that he/she can monitor his/her health whenever necessary, given that social responsibility is now crucial in living with Covid-19.
 7. FTs will also remind/update students on precautionary measures on the first day of school.
 8. To ease our students’ transition back to school, please take note of the dismissal time for your child/ward for the first week of school as follows:

Level	Tue 3 Jan	Wed 4 Jan	Thur 5 Jan	Fri 6 Jan
Sec 1	1.00pm	1.00pm	As per timetable	By 6pm#
Sec 2-5	12.30pm	12.30pm	As per timetable	As per timetable#

All Sec 2-5 students are to report to the school hall by 7.25am.

#There will be 'CCA Experience' where Sec 1s will 'tour' the various CCAs. Sec 1s will be dismissed by 6pm (may be slightly earlier). The Sec 2-5s will conduct the 'CCA Experience' and introduce their CCAs to the Sec 1s.

9. The school's back gate along Hougang Avenue 2 will be open from 6.30 am to 7.30am for students to enter school. Students can continue to access the back gate when leaving school during dismissal.

B. Secondary 3 Form Teachers

10. To forge stronger school-home partnerships, we are pleased to introduce our team of Sec 3 FTs and share their email contacts below. Some of the 2022 Sec 2 FTs have followed up the cohort to 2023. If you wish to contact FTs by telephone, you may call the school General Office (6385 9466) and request for their extension number.

Class	Form Teachers	Emails
3 Topaz	Mrs. Andrea Thoo Ms. Shi Mengchen	kan_sok_may_andrea@schools.gov.sg shi_mengchen@schools.gov.sg
3 Sapphire	Ms. Anne Marie Chua Mdm. Siti Hawa	anne_marie_chua@schools.gov.sg siti_hawa_abdul_hadi@schools.gov.sg
3 Peridot	Mrs. Li Seow Koon Mrs. Sankar	ng_seow_koon@schools.gov.sg sankar_thilahavathi@schools.gov.sg
3 Amethyst	Ms. Ler Kim Har Mr. Lim Kah Kiat	ler_kim_har@schools.gov.sg lim_kah_kiat@schools.gov.sg
3 Ruby	Mrs. Adeline Lee Mr. Derrick Lim Mdm. Juriah Wati	wee_siah_imm_adeline@schools.gov.sg lim_soon_ben_derrick@schools.gov.sg juriah_wati_mohd_shariff@schools.gov.sg
3 Kunzite	Mdm. Shameera Mr. Wilson Koh Mrs. Sim Sook Fen (<i>from Term 2</i>)	shameera_hadam_hussain@moe.edu.sg yeh_jie_wilson_koh@schools.gov.sg loh_sook_fen@schools.gov.sg
3 Larimar	Mr. Randy Low Ms. Zakiah Musa Mr. Gary See	low_chen_long_randy@schools.gov.sg zakiah_musa@schools.gov.sg gary_see_gim_boon@schools.gov.sg
3 Emerald	Ms. Stacy Ang Ms. Siti Norrulhuda Mr. Khairul Anwar	ang_ting_ting@schools.gov.sg siti_norrulhuda_sonny@schools.gov.sg khairul_anwar_ali@schools.gov.sg

11. The contact details (work email and telephone number) of your child's / ward's subject teachers are also available on our school website. Teachers will generally be contactable by telephone during office hours. If you email our teachers, they will aim to reply you within 3 working days. We seek parents'/guardians' understanding that teachers may wish to keep their handphone numbers private.

12. The Year Head for Sec 2 is Mrs Bernice Kuan (tey_puay_leng@schools.gov.sg).

C. Key Parent Engagement Platforms

13. In the course of your child's/ward's 4-5 years in Bowen, we will be meeting parents/guardians at briefings/dialogue sessions/Meet-the-Parent Sessions (MPS). Separate letters providing more information on these sessions will be issued at a later date.

Date	Levels
Fri 27 Jan	Sec 1 MPS (Evening)
Wed 8 Mar	Sec 2 MPS (Evening)
Thu 9 Mar	Sec 4/5 MPS (Evening)
Thu 23 Mar	Sec 1&3 Dialogue Session with Parents (Evening)
Fri 26 May	Sec 1-5 Full Day MPS (one-to-one meetings with FTs)

D. Bowen FIESTA (Start of Year) 2023

14. Our annual **Bowen FIESTA** (Fun, Interactive, Educational and STructured Activities) will be conducted in Week 2. Bowen FIESTA for Sec 3 students will comprise:

- Cohort Team-Building Activities (2 Days)**

Two days of cohort-bonding activities will be conducted to promote class spirit and friendships between students and their new Sec 3 classmates. The activities will develop teamwork and communication, and to help students understand their own working styles and how to complement the styles of others.

- Wed 11 Jan: Team-building Workshop in school
- Thu 12 Jan: Amazing Race at Gardens by the Bay (usual flag-raising, then leave from school)

- Sec 3 Leadership Programme: Star Leaders of Bowen (Part 2)**

This workshop (Fri 13 Jan) strengthens students' understanding of the Leadership Challenge Model and the Five Practices of Exemplary Leadership which were introduced to them in Secondary Two 2022. This will help students to understand what it means to be a leader and how to apply the knowledge to leadership opportunities in Bowen and beyond.

Calendar View of Weeks 1 and 2

Week	Mon	Tue	Wed	Thu	Fri
1 (3 – 6 Jan)	School Holiday	First Day of School Programme (All levels)	Lessons according to timetable for Sec 2-5	Lessons according to timetable	Lessons according to timetable
		Sec 1 Orientation Day 1	Sec 1 Orientation Day 2		*CCA starts for Sec 2 – 5
	Please refer to dismissal time for the different levels as shown in Section A.				
2 (10 – 14 Jan)	Lessons according to timetable	Lessons according to timetable	Sec 3: Cohort Team-building Activities		Sec 3: Leadership Programme – Star Leaders of Bowen (Part 2)

15. An online Consolidated Notification of Term 1 activities/programme will also be sent to you via Parents Gateway (PG) on **Tue 3 Jan**. Please submit your consent via PG by **Mon 9 Jan**. We seek your understanding that your child/ward may not be able to participate in the abovementioned activities if we do not receive the consent by the given date.

E. 2023 Home-Based Learning

16. In 2021, MOE announced that schools would embark on Blended Learning (BL), which is a mix of home-based and in-school activities that leverage on both online and offline approaches to learning. The objective of BL is to nurture self-directed, independent and intrinsically motivated learners.

In Bowen, the Blended Learning experience includes a student-initiated learning component called *BowenExplore!* on Home-Based Learning (HBL) Days where students explore their interests and passions and learn beyond the formal curriculum. Many students have found it a meaningful learning experience.

This year, the school will continue to have regular HBL days starting **Wed, 25 Jan**. Please refer to the table below for the HBL schedule for 2023. An Info-Sheet with more details on HBL will be sent via PG at a later date.

Term	Levels	Week/Day
1	S1-5	<ul style="list-style-type: none"> W4 Wed 25 Jan W6 Wed 8 Feb W8 Wed 22 Feb W10 Wed 8 Mar
2	S1-5	<ul style="list-style-type: none"> W2 Wed 29 Mar W4 Wed 12 Apr W6 Wed 26 Apr W8 Wed 10 May
3	S1-5	<ul style="list-style-type: none"> W5 Tue 25 Jul to Thu 27 Jul <p><i>Note: The GCE N-Level Oral Examinations will take place over three full days. All secondary schools will conduct HBL for all levels</i></p>
4	S1-3	<ul style="list-style-type: none"> W6 Wed 18 Oct

F. Assessment and Criteria for Progression

17. In recent years, MOE has introduced several policy changes under the Learn for Life movement to nurture our students to be confident and resilient learners. From 2023, all schools will be removing mid-year examinations for all levels as part of ongoing efforts to inculcate the joy of learning in our students. Sec 1 to 3 will have Term Assessments (TA) in Term 1 to Term 3 and End-of-Year Examinations in Term 4. TAs will take the form of either Pen-and-Paper (PP) tests or Authentic Assessments (AA).
18. More information on assessment matters will be sent to parents/guardians via Parents Gateway (PG) at a later date. Information on all academic matters including assessment will also be available in the e-Student Handbook (see Section H below).

19. The progression of students from one level of learning to the next is based on the year-long assessment of whether students have attained the required foundation to cope with and benefit from the next level. The table below describes the criteria for progression from Secondary 3 to Secondary 4. **Students who do not meet the promotion criteria may be retained or laterally transferred to a less demanding course.**

Course	Level	Requirement for Promotion	Lateral Transfer to more Demanding Course
Express	Sec 3	Pass in English Language and <u>2</u> other subjects	-
Normal (Academic)	Sec 3	Pass in English Language and <u>2</u> other subjects <u>OR</u> Pass <u>4</u> subjects	-
Normal (Technical)	Sec 3	Pass <u>2</u> subjects (Grade D or better), one of which should be English Language or Mathematics	Sec 3 students who have met the promotion criteria and attained a minimum of 70% in the overall percentage of all subjects combined may be considered for lateral transfer to N(A) course at the same level i.e. Sec 3 N(T) to Sec 3 N(A)

G. Updates on School Attire

20. With the transition to living with Covid-19, mask wearing in school is optional. Students can choose to continue to wear a mask if they want to, but it is not mandatory. With the return to normalcy, Bowen Secondary School will also revert to its original school dress code with effect from Tue 3 Jan 2023. Please refer to the updated guidelines below.

Day	Timing	Attire
Mondays	7.30am – 9.00am	Bowen Smart Formal Attire <u>with</u> school tie
	After 9.00am	1. Smart Casual Attire <u>OR</u> 2. Smart Formal Attire <u>without</u> tie
Tuesdays - Thursdays	7.30am onwards	1. Smart Casual Attire <u>OR</u> 2. Smart Formal Attire <u>without</u> tie
Friday (Dress-Down Day)	7.30am onwards	CCA T-shirt, Class T-shirt, PE T-shirt and school bottoms
Daily (Optional)	1.30pm onwards	PE T-shirt and school bottoms (skirt/pants)

21. For more information on school attire (e.g. visual representation on the School Attire guidelines), please refer to the letter sent via PG dated **25 Nov 2022**.

H. e-Student Handbook

22. With NDLP and the aim of imbuing greater student agency, the Student Handbook from 2023 will be in digital form. All students will receive the 2023 e-Student Handbook by Term 1 Week 4 via their Student ICON emails. The Handbook will include important information such as school rules, the school calendar, curriculum hours, and progression criteria.

I. Bowen Device (HP) Policy

23. With the availability of Personal Learning Devices and lockers for all students, they will be required to keep their handphones or any other electronic devices in their lockers during curriculum hours (which includes recess, CCA, etc.). Students can retrieve and use their handphones after curriculum hours/school dismissal at the canteen or foyer only.
24. Given the ubiquitous nature of technology, we hope that this practice will encourage our students to develop self-regulation in using technology wisely, “Disconnect to Connect” with their peers, reduce screen time, as well as prevent damage to, loss or theft of their devices. It will also allow them to better leverage their Personal Learning Devices as the main tool for learning without distractions from social media, game notifications and chats during curriculum time.
25. The school will be reminding students on the device policy and we believe that our students will be able to abide by it. However, there may be consequences (e.g. confiscation of handphone) should students be found flouting the rules.
26. The school seeks parents/guardians’ support for the policy and help our students to use technology responsibly and appropriately. Should you need to contact your child/ward during curriculum hours due to any urgent matters, please contact the General Office at 6385 9466.

J. School Attendance and SMS Notification for Absenteeism

27. Attendance at school and school-related activities (e.g. CCA, Sports Day, Enrichment Days, etc) is compulsory to ensure students’ holistic development and continuity of learning. Students who are absent must submit a valid medical certificate (MC) or a letter from parents with valid reasons immediately upon their return to school after their absence.
28. To ensure regular attendance, parents/guardians are encouraged to excuse their children from school through parent’s/guardian’s letters only for valid reasons such as unforeseen family circumstances. Thus the school will only accept **up to 3 letters per term**. If the student is unwell, we advise them to seek medical attention and be excused from school through an MC.
29. Students should not be travelling overseas during term time unless due to extenuating reason(s). On-going assessments may be impacted if student is absent from school without valid reason (e.g. no MC). For information on “School Terms and Holidays for 2023”, please visit <https://www.moe.gov.sg/news/press-releases/20221019-school-terms-and-holidays-for-2023>
30. Parents/guardians (i.e. primary contact person) will receive a SMS notification from school by 10.00am if your child/ward is absent from school. Kindly ensure your handphone number is updated in the school system through the Student Details Form (see Section J below).
31. Should you need to verify your child’s/ward’s attendance, please contact the General Office or his/her FTs at 6385 9466.

K. Student Details Form

32. From 2023, the Student Details Form (SDF) will be digitalised and information will be sent to parents/guardians via Parents Gateway (PG) on **Wed 11 Jan**. Please confirm that the information is up-to-date and respond online by **Tue 31 Jan**. For parents/guardians not onboard on PG, a hardcopy will be passed to you through your child/ward for verification. Should there be any changes, please update the form (indicate in red ink) and return it to FTs through your child/ward. As the form contains sensitive information, please remind your child/ward to keep the form safe and hand it to his/her FTs as soon as possible.

L. Canteen Matters

33. The school is currently changing the vendor of our Malay Noodles Stall, and the new vendor will need some time to commence operations. As a transitional measure for the next few weeks, we have engaged our Malay Rice Stall vendor to prepare more food for students, including an expanded range of menu items such as Malay noodles. We will also be working on queue management to support our vendor as well as students buying Malay food. Nonetheless, you may wish to consider packing healthy snacks or other food that will not spoil easily, so that your child/ward can have his/her meal more readily during recess/lunch. Your understanding on this matter is very much appreciated.

M. Term 1 Key Programmes, Events and Holidays

34. After Bowen Fiesta, lessons will resume as per timetable from **Mon 16 Jan**. Here are 2023 Term 1 highlights (Sec 3):

Date	Programmes/ Events	Remarks
Fri 20 Jan	CNY Celebration	<ul style="list-style-type: none"> • Lessons till 11.30am followed by CNY celebration. • Dismissal by 12.30pm.
Mon 23 Jan & Tue 24 Jan	CNY Public Holiday	School resumes on Wed 25 Jan.
Wed 25 Jan	Home-Based Learning (HBL) for Sec 1-5	Students will need to log into SLS by 8.00am for check-in and attendance taking.
Wed 1 Feb	Class Leaders Workshop (Upper Secondary)	Held in the afternoon. Time and venue to be confirmed.
Mon 6 Feb to Fri 10 Feb	Bowen Care-Inclusion Week	Held during school hours.
Thu 2 Feb & Thu 9 Feb	Personal Effectiveness Workshop for Sec 3 (2 sessions)	Held in school from 3.30pm-5.00pm
Wed 8 Feb	Home-Based Learning (HBL) for Sec 1-5	Students will need to log into SLS by 8.00am for check-in and attendance taking.
Mon 13 Feb	Total Defence Day Commemoration	Held during school hours.
Thu 9 Feb to Fri 24 Feb	Sec 1-5 Term Assessment 1	A separate letter on the schedule of the Term Assessments will be issued at a later date.
Wed 22 Feb	Home-Based Learning (HBL) for Sec 1-5	Students will need to log into SLS by 8.00am for check-in and attendance taking.
Fri 3 Mar	Mass Run for Sec 1-5 (PM)	A separate letter on the Mass Run will be issued at a later date.

Date	Programmes/ Events	Remarks
Wed 8 Mar	Home-Based Learning (HBL) for Sec 1-5	Students will need to log into SLS by 8.00am for check-in and attendance taking.
Fri 10 Mar	Issuance of Term 1 Progress Results Slip (Sec 1 – 5)	
Sat 11 Mar to Sun 19 Mar	School Holidays	<ul style="list-style-type: none"> Students may be required to attend CCA activities or other programmes and will be notified through parents' letters. Student Protected Time will be on Thu 16 Mar to Fri 17 Mar during which no school activities will be held.

35. For regular updates on school programmes and the happenings in and around the school, feel free to check our school website, and follow us on the school's official Facebook page at <https://www.facebook.com/bowensec> or our official Instagram account **@bowensec_official**.

Thank you for your support and for partnering us closely as we nurture our students to be future-ready Passionate Learners, Leaders and Champions.

Yours faithfully,



Mr Loh Chih Hui
Principal

Use of photographs and video images

Photographs or video images of students, parents and visitors may be taken during school activities and events such as classroom lessons, enrichment activities, CCA activities, camps, etc. The school may use and publish such photographs or video images in school publications, the school's website, social media channels, or other communication channels.