



2 January 2025

Dear Parents/Guardians of Secondary 3 Students,

### WELCOME TO TERM 1 2025

1. On behalf of the school and staff, we extend a very warm welcome to you in 2025! We hope that you have spent a meaningful and restful year-end holiday with your teen.
2. Bowen has been recognised for our Culture of Care for Students and Staff, Holistic Development of Students, and Curriculum Customisation. Leveraging these strengths, we have refreshed our strategic plan to take us into the future of education. Going forward, we will seize growth opportunities to further enhance the distinctiveness of the Bowen Experience. Our team looks forward to providing active learning experiences enabled by technology, promoting interdisciplinary thinking, as well as enabling student voice and agency.
3. 2024 was another good year, with Bowenians achieving success in various ways. Highlights included celebrating continued excellence for national examinations, but more importantly, our students have been Doing Well for themselves by Doing Good for others, and were recognised at various platforms such as Channel NewsAsia and Schoolbag.sg. We are most proud of them. Your continued strong support for school directions and initiatives will enable us to sustain these positive student outcomes, and is much appreciated.
4. 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 Health Matters, Temperature-taking Exercise & First Week of School

5. The school continues to prioritise student health and remains vigilant in checking in on student well-being. Your support is also crucial towards keeping Bowen a safe environment for students. Please remind your teen to practice good personal hygiene (e.g. washing/sanitising hands) and exercise personal and social responsibility. While mask-wearing is no longer required in a school setting, it remains an effective way to minimise the risk of infectious disease transmission. Students who prefer wearing masks are welcome to continue doing so.
6. If your teen is unwell, please ensure he/she stays at home and seeks medical attention if necessary. Do also inform his/her Form Teachers (FTs). If your teen is recovering from respiratory-related illness, please encourage him/her to exercise social responsibility (e.g. by wearing a mask, minimising social interactions). Social responsibility will be crucial in preventing any infectious disease outbreak in schools. In the event your teen has to miss school, his/her learning will be supported. FTs will assign a buddy to update your teen on lessons and collect his/her learning materials. Please encourage your teen to be proactive in finding out on what he/she has missed from his/her buddy.
7. In Term 1, all schools will be conducting a temperature-taking exercise on **Wed 15 Jan**. We would appreciate it if you could help remind your teen to bring a working thermometer on **Tue 14 Jan** for checking, and for use on **Wed 15 Jan**. Do also encourage your teen to continue bringing a thermometer to school so that he/she can monitor his/her health whenever necessary.
8. To ease the transition back to school, please take note that the dismissal time for your teen for the first week of school will be as follows:

Level	Thu 2 Jan	Fri 3 Jan
Sec 2-5	12.30pm	12.30pm

*Students are to report to school by 7.30am.*

9. The school's back gate along Hougang Avenue 2 will be opened from 6.30am to 7.29am 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 2024 Sec 2 FTs have followed up the cohort to 2025. 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	Email
3 Topaz	Mrs Jessica Yong Mrs Sankar	jessica_tan_sze@schools.gov.sg sankar_thilahavathi@schools.gov.sg
3 Sapphire	Mrs Audrey Gan Mr Sheik Habib	audrey_tan_seow_ping@schools.gov.sg sheik_habib_noor@schools.gov.sg
3 Peridot	Mr Chen Qinghua Mrs Li Seow Koon	chen_qinghua@schools.gov.sg ng_seow_koon@schools.gov.sg
3 Amethyst	Mr Dhiwahar Ms Rachel Lim	dhiwahar_manivanan@schools.gov.sg lim_su_ern_rachel@schools.gov.sg
3 Ruby	Ms Stacey Ang Mr Mohd Farid	ang_ting_ting@schools.gov.sg mohd_farid_b_mohamad@schools.gov.sg
3 Kunzite	Mr Randy Low Ms Anne Marie Chua	low_chen_long_randy@schools.gov.sg anne_marie_chua@schools.gov.sg
3 Larimar	Mr Derrick Lim Ms Lee Yu Jie	lim_soon_ben_derrick@schools.gov.sg lee_yu_jie@schools.gov.sg
3 Emerald	Mrs Lee Suping Ms Nurzafirah	tan_su_ping@schools.gov.sg nurzafirah_azahari@schools.gov.sg

11. The contact details (work email and telephone number) of your teen'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 3 is Mdm Sharifah Kamelia (sharifah\_kamelia\_syed@schools.gov.sg).

### C. Key Parent Engagement Platforms

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

Date	Levels
Thu 27 Mar	Sec 3 Class-based Parents Engagement (4-6pm)
Fri 30 May	Sec 1-5 Full Day MPS (one-to-one meetings with FTs)

#### D. Bowen FIESTA (Start of Year) 2025

14. Our annual **Bowen FIESTA** (Fun, Interactive, Educational and STructured Activities) will be conducted in Week 1. 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, as well as help students understand their own working styles and how to complement the styles of others.
  - Wed 8 Jan: Team-building Activity in school
  - Thu 9 Jan: Amazing Race at Gardens by the Bay (usual flag-raising, then leave from school)
  
- **Sec 3 Leadership Programme**  
This workshop (Fri 10 Jan) strengthens students’ understanding of the Leadership Challenge Model and the Five Practices of Exemplary Leadership which were introduced to them in Sec 2 in 2024. 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 0 and 1**

Week	Mon	Tue	Wed	Thu	Fri
<b>0</b> (1 - 3 Jan)			<b>Public Holiday</b>	<b>First Day of School Programme (All levels)</b>	<b>Lessons according to timetable</b>
<i>Please refer to dismissal time for the different levels as shown in Section A above.</i>					
<b>1</b> (6 – 10 Jan)	<b>Lessons according to timetable</b>	<b>Lessons according to timetable</b>	<b>Cohort Team-building Activities</b>		<b>Sec 3 Leadership Programme</b>

15. A Consolidated Notification on Term 1 activities/programmes was sent to you via Parents Gateway (PG) on **Mon 30 Dec**. Please submit your consent via PG by **Fri 3 Jan**. We seek your understanding that your teen may not be able to participate in the abovementioned activities if we do not receive the consent by the given date.

#### E. 2025 Home-based Learning

16. Since 2021, secondary schools have embarked 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 **Fri 31 Jan**. Please refer to the table below for the HBL schedule for 2025. 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"> <li>W4 Fri 31 Jan</li> <li>W7 Wed 19 Feb</li> <li>W9 Wed 5 Mar</li> </ul>
2	S1-5	<ul style="list-style-type: none"> <li>W2 Wed 2 Apr</li> <li>W4 Wed 16 Apr</li> <li>W6 Wed 30 Apr</li> <li>W8 Wed 14 May</li> </ul>
3	S1/2/4/5  S1-5	<ul style="list-style-type: none"> <li>W1 Wed 2 July (S3 will be away for Outdoor and Adventure Camp)</li> <li>W3 Tue 15 Jul to Thu 17 Jul</li> </ul> <p><i>Note: The GCE N-Level Oral Examinations will take place over three full days. Secondary schools will conduct <b>HBL for all levels.</b></i></p>
4	S1-3	<ul style="list-style-type: none"> <li>W5 Wed 15 Oct</li> </ul>

## 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. Since 2023, all schools have removed mid-year examinations for all levels as part of ongoing efforts to inculcate the joy of learning in our students. Sec 1-3 will have Term Assessments (TA) in Term 1 to 3 and End-of-Year Examinations in Term 4. TAs will take the form of either Pen-and-Paper (PP) tests or Alternative Assessments (AA).
18. More information on assessment matters will be sent to parents/guardians via 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 Sec 3 to Sec 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
Students offering subjects mainly at <b>G3</b> / Express level	Sec 3	<b>Pass in English Language and <u>2</u> other subjects</b>	-

Students offering subjects mainly at <b>G2</b> / Normal (Academic) level	Sec 3	<b>Pass in English Language and <u>2</u> other subjects <u>OR</u> Pass <u>4</u> subjects</b>	-
Students offering subjects mainly at <b>G1</b> / Normal (Technical) level	Sec 3	<b>Pass <u>2</u> subjects</b> (Grade D or better), one of which should be <b>English Language</b> or <b>Mathematics</b>	<u>Sec 3 students</u> who have <b>met the promotion criteria</b> and attained a <b>minimum of 70%</b> in the <b>overall percentage of all subjects combined</b> may be considered for lateral transfer to <b>N(A) course</b> with <b>teachers' recommendation(s)</b> . This will be <b>at the same level</b> i.e. Sec 3 N(T) to Sec 3 N(A).

### G. Updates on School Attire

20. Please refer to the updated guidelines below for the school's dress code for the various days of the week.

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 formal school bottoms (skirt/shorts/pants)
Daily (Optional)	1.30pm onwards	PE T-shirt and formal school bottoms

21. For more information on school attire (e.g. visual representation on the School Attire guidelines), please refer to the 2025 e-Student Handbook or "Student Matters" section on the school website.

### H. e-Student Handbook

22. All students will receive the 2025 e-Student Handbook by the middle of Term 1 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 teen 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 to the relevant teacher(s) immediately upon their return to school after their absence.
28. To ensure regular attendance, parents/guardians are encouraged to excuse their teens 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 5 letters per semester**. If the student is unwell, we advise them to seek medical attention and be excused from school through a MC.
29. Students should not be travelling overseas during term time unless due to extenuating reason(s). Ongoing 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 2025”, please visit <https://www.moe.gov.sg/news/press-releases/20240812-school-terms-and-holidays-for-2025>
30. Parents/guardians (i.e. primary contact person) will receive a SMS notification from school by 10.00am if your teen is absent from school. Kindly ensure your handphone number is updated in the school system through the Student Details Form (see Section K below).
31. Should you need to verify your teen’s attendance, please contact the General Office or his/her FTs at 6385 9466.

#### **K. Student Details Form**

32. A Student Details Form (SDF) will be sent to parents/guardians via PG. Please confirm that the information is up-to-date and respond online by **Fri 24 Jan**. For parents/guardians not onboard on PG, a hardcopy will be passed to you through your teen for verification. Should there be any changes, please update the form (indicate in red ink) and return it to FTs through your teen. As the form contains sensitive information, please remind your teen to keep the form safe and hand it to his/her FTs as soon as possible.

## L. Term 1 Key Programmes, Events and Holidays

33. After Bowen FIESTA, lessons will resume as per timetable from **Mon 13 Jan**. Here are 2025 Term 1 highlights for Sec 3 students:

Date	Programmes/ Events	Remarks
Tue 28 Jan	Chinese New Year Celebration	Dismissal Time at 10.00am.
Wed 29 Jan	CNY Public Holiday	-
Thu 30 Jan	CNY School Holiday	Face-to-Face lessons resume on Mon 3 Feb as Fri 31 Jan will be HBL for Sec 1-5.
Fri 31 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.
Mon 3 Feb to Thu 27 Feb	Sec 1-5 Term Assessment 1	A separate letter on the schedule of the Term Assessments will be issued at a later date.
Thu 6 Feb & Thu 13 Feb	Personal Effectiveness Workshop for Sec 3	Held in school from 3.30pm – 5.00pm. A separate PG notification will be sent to parents/guardians should there be a change in timing.
Mon 10 Feb	Total Defence Day NE Commemoration	Held during school hours.
Wed 19 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.
Thu 27 Feb	Class Committee Workshop (Class Leaders & Peer Support Leaders)	Held in the afternoon. A separate PG notification will be sent to parents/guardians of students involved.
Fri 28 Feb	Mass Run for Sec 1-5 (AM)	A separate letter will be issued at a later date.
Mon 3 Mar to Fri 7 Mar	Bowen Care and Inclusion Week	Held during school hours.
Wed 5 Mar	Home-Based Learning (HBL) for S1-5	Students will need to log into SLS by 8.00am for check-in and attendance taking.
Fri 14 Mar	Issuance of T1 Result Slips	Held during school hours.
Sat 15 Mar to Sun 23 Mar	School Holidays	Students may be required to attend CCA activities or other programmes. Parents/guardians will be notified via PG beforehand.  Student Protected Time will be on <b>Thu 20 Mar to Fri 21 Mar</b> during which no school activities will be held.

34. For regular updates on school programmes and the happenings in and around the school, please 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, Servant Leaders and Champions of Good.



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.