

2 January 2023

Dear Parents/Guardians of Secondary 4/5 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 4/5 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 **Tue 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 the 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	Thu 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 6.30am to 7.30am for students to enter school. Students can continue to access the back gate when leaving school during dismissal.

B. Secondary 4/5 Form Teachers

10. To forge stronger school-home partnerships, we are pleased to introduce our team of Sec 4/5 FTs and share their email contacts below. Some of the 2022 Sec 3 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	Email
4 Topaz	Mdm Padma Mr Sean Ross Ms Tan Shuming	padma_ramachandran@schools.gov.sg clunies_ross_sean_james@schools.gov.sg tan_shuming@schools.gov.sg
4 Opal	Ms Lee Yu Jie Mr Ng Wah Kian	lee_yu_jie@schools.gov.sg ng_wah_kian@schools.gov.sg
4 Sapphire	Mr Hairil Mrs Janet Wee	muhammad_noor_hairil_muhammad@schools.gov.sg ow_yong_yuet_leng@schools.gov.sg
4 Peridot	Mrs Rebecca Ang Dr Banu	chua_yiwen_rebecca@schools.gov.sg pichandi_banumathi@schools.gov.sg
4 Amethyst	Ms Monica Suan Mr Farid	suan_ching_yeah_monica@schools.gov.sg mohd_farid_b_mohamad@schools.gov.sg
4 Ruby	Mr Winston Chua Mdm Shafiqah	chua_seng_wee_winston@schools.gov.sg shafiqah_hadam_hussain@schools.gov.sg
4 Kunzite	Ms Melissa Chong Ms Kalaivani Pookays	chong_huilin_melissa@schools.gov.sg kalaivani_pookays@schools.gov.sg
4 Larimar	Ms Zurainah Mdm Joyce Toh	zurainah_kassim@schools.gov.sg toh_lin_lee_joyce@schools.gov.sg
4 Emerald	Ms Clara Chan Ms Suraiya	chan_pei_fong_clara@schools.gov.sg suraiya_izharul@schools.gov.sg
5 Eudialyte	Mrs Jessica Yong Mdm Noorlidiawati	jessica_tan_sze@schools.gov.sg noorlidiawati_said@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 4/5 is Mrs Chan Soo Yong (lim_soo_yong@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 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 4/5 students will comprise:

- **Learning Journey to Lifelong Learning Institute (LLEC)**

This learning journey comprises a workshop and a tour of the institute to allow our students to gain more exposure to various careers based on 2 different themes (An Informed and Connected world, An Inclusive and Healthy World). Students will have the opportunity to try out 1 skills tester to understand a key skill that a professional uses in their area of work and they will be guided to map out possible tertiary education options based on the careers that they aspire.

- **Personal Effectiveness and Mental Resilience Workshop**

These workshops aim to create greater self-awareness of students' strengths, to help them reflect upon their learning strategies and to provide students with skillsets such as time management, stress management and how to encourage and tap on one another's strengths that allow them to better cope with the demands of this academic year.

- **AForte Applied Learning Modules**

This programme aims to expose students to careers that they may be interested to pursue and to provide them with an opportunity to experience actual practices used in the industries. Please refer to Annex A for more details.

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	4E/5N: Personal Effectiveness workshop	4E/5N: Learning Journey to LLEC	4E/5N: Mental Resilience workshop
			4N: AForte Applied Learning Modules		

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 <u>HBL for all levels</u></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 4/5 will have Term Assessments (TA) in Terms 1 and 2 and Preliminary Examinations in Terms 3 and 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).

G. Updates on School Attire

19. 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 gradual 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)

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

H. e-Student Handbook

21. 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

22. 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.
23. 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.
24. 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.

25. 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

26. 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.
27. 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.
28. 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>
29. 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).
30. 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

31. 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

32. 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

33. After Bowen Fiesta, lessons will resume as per timetable from **Mon 16 Jan**. Here are 2023 Term 1 highlights (Sec 4/5):

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.
Mon 30 Jan & Mon 6 Feb	Personal Effectiveness Workshop for Sec 4N	Held in school from 3.30pm – 5.00pm.
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.
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.
Wed 8 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 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 in which no school activities will be held.

34. The list of Term 1 after-school activities which will be held on Mondays and Thursdays for Sec 4/5 is provided below. The activities generally end around 5-6 pm (your child will be informed of the exact timings by the teachers). Most activities will be held in school. Separate letters/consent forms will be issued for activities held outside school.

Week	Monday	Programme	Class	Thursday	Programme	Class
2	9 Jan	Sec 4 Geography Stretch programme #1	Selected students	12 Jan	Bowen FIESTA (No enrichment)	
3	16 Jan	Sec 4 Geography Stretch programme #2	Selected students	19 Jan	Sec 4 Geography Stretch programme #3	Selected students

Week	Monday	Programme	Class	Thursday	Programme	Class
					Sec 4 Math Olympiad Training #1	Selected students
4	23 Jan	Chinese New Year (No enrichment)		26 Jan	Geography Fieldwork	4 Topaz 4 Opal
					Sec 4 Math Olympiad Training #2	Selected students
					Sec 4 Chemistry Olympiad Training #1	Selected students
5	30 Jan	Geography Fieldwork	4 Sapphire 4 Peridot	2 Feb	Geography Fieldwork	4 Amethyst 4 Ruby 4 Larimar
		Personal Effectiveness workshop	4N classes		Sec 4 Math Olympiad Training #3	Selected students
					Sec 4 Biology/ Physics Olympiad Training #1	Selected students
6	6 Feb	Personal Effectiveness workshop	4N classes	9 Feb	Sec 4 Geography Stretch programme #4	Selected students
		Sec 4 Chemistry Olympiad Training #2	Selected students		Sec 4 Math Olympiad Training #4	Selected students
7	13 Feb	Sec 4 Biology/ Physics Olympiad Training #2	Selected students	16 Feb	TA1 (No enrichment)	
8	20 Feb	TA1 (No enrichment)		23 Feb	TA1 (No enrichment)	
9	27 Feb	Sec 4 Chemistry Olympiad Training #3	Selected students	2 Mar	Sec 4 Biology/ Physics Olympiad Training #3	Selected students
					Sec 4 Math Olympiad Training #5	Selected students
10	6 Mar	No enrichment		9 Mar	Sec 4 Math Olympiad Training #6	Selected students

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.

ANNEX A - AForte Applied Learning Module Programme for Secondary 4 NA and 4 NT students

1. Your child/ward will be attending a 3-day Applied Learning Module Programme on **11 – 13 January 2023** (Wednesday to Friday) at **8am – 4pm** on all days.
2. The aims of the programme are to expose students to possible careers that they may wish to pursue in the future, and to provide them an opportunity to experience actual practices used in the industries.
3. In 2022, your child/ward was given the opportunity to indicate his/her interests. After consolidation, your child/ward will be attending one of the six Applied Learning Modules below:
 - Aeronautics Engineering
 - Food Culinary
 - Healthcare & Nursing
 - Entrepreneurship & Retail
 - Photography
 - IT (Digital Animation)
4. We will allocate modules taking into account students' choices, within the number of places offered by each module. Nonetheless, we will work with the students to make the most of their learning whichever module they are allocated.
5. The modules will be conducted based on the timing indicated above for all the three days. Students will report to school at 7.30 am as usual in school attire. The modules will be held in school and/or related external venue(s). More information will be provided to the students nearer the programme date. We seek your support in encouraging your child/ward to attend all three sessions and participate actively in all the activities. At the end of the modules, your child/ward will present/showcase what he/she has learnt, to practise his/her presentation skills. He/she will also receive a certificate of completion.
6. As MOE subsidises a portion of the cost (estimated cost: ~\$350), students will only co-pay \$25. This can be paid through their Edusave account. For students without an Edusave account or have insufficient funds in their Edusave account, payment can be made by cash or GIRO deduction. FTs will notify these students through the school bill.
7. Your child's/ward's attendance for this programme is **compulsory**. Should he/she miss any of the sessions without a valid medical certificate, disciplinary action will be taken against your child/ward and he/she may be liable to pay the full course fee.
8. For more information about the Applied Learning Module programme, please contact Mrs Normala Chang (Head/Normal Course) at 6385-9466. Thank you.