



29 December 2020

Dear Parent(s)/Guardian,

Creating a Safe and Conducive Learning Environment

It has been almost a year since the COVID-19 storm swept Singapore and the world. In Serangoon Garden Secondary we played our part to ensure the safety and well-being of our students and staff. Hence we will continue to practice safe management measures and uphold good discipline to support all our students and staff to enable a conducive learning environment for all.

As we welcome our students back to school on Monday, 4 January 2021, we would like to highlight the following points:

A. First Day of School

Students will report to school on Monday, 4 Jan 2021 **by 8.10am as school will always start later on Mondays**. School will end on **1.30pm** on Mondays to Thursdays with CCAs commencing at 2pm. School will end at 12.25pm on Fridays. Students are to abide to all Safe Management Measures, including of wearing of their masks at all times. **If your child/ward is unwell, please do bring them to a doctor and do not attend school.**

The students are to be in their school uniform (ie: school shirt/blouse/white PE t-shirt) with the **school shorts/pants/skirts. Coloured school t-shirts are allowed on Fridays only**. Do remind your child/ward to have a proper haircut, without coloured hair. For further guidelines on students' grooming, please refer to <https://www.sgs.edu.sg/student/school-rules>.

Your child/ward will report to the respective venue as indicated in Table 1 below on the first day of school:

Table 1

CLASS	VENUE
1 Perseverance	F03-06
1 Respect	F03-05
1 Integrity	F03-04
1 Diligence	F03-03
1 Empathy	F04-04
1 Resilience	F04-03
1 Compassion	F04-02
1 Gratitude	F04-01

CLASS	VENUE
2 Perseverance	E04-05
2 Respect	E04-04
2 Integrity	E04-03
2 Diligence	E04-02
2 Empathy	E04-01
2 Resilience	E02-05
2 Compassion	E02-04
2 Gratitude	E02-03
2 Wisdom	E02-02

CLASS	VENUE
3 Perseverance	D04-06
3 Respect	D04-05
3 Integrity	D04-04
3 Diligence	D04-03
3 Empathy	E03-05
3 Resilience	E03-04
3 Compassion	E03-03
3 Gratitude	E03-02
3 Wisdom	E03-01
3 Grace	F02-03

CLASS	VENUE
4 Perseverance	E01-05
4 Respect	E01-04
4 Integrity	C03-02 (VG2)
4 Diligence	E01-03
4 Empathy	E01-02
4 Resilience	E02-01
4 Compassion	E01-01
4 Gratitude	F04-00
4 Wisdom	C04-01
5 Perseverance	C02-02



B. Use of School Lockers – this is a new provision.

Lockers will be provided for all students. However only the lower sec students will receive the lockers now while the upper sec students will only receive the lockers in Mar 2021.

The school will provide every student with a locker to keep their Personal Learning Device (PLD), handphones and learning materials safely. However, students should take personal responsibility to protect their PLD and personal belongings from damage or theft even when lockers are being provided.

Table 2

The school lockers are public properties and need to be treated with respect and care. The school rules governing the use of the lockers are as stated as below and they are not exhaustive. Students are required to:	
1.	keep handphones in the lockers unless requested by teachers for learning activities in class;
2.	store only learning devices, reading materials and handphones in the lockers;
3.	purchase their own number locks (which is sold in the bookshop) so that this will prevent loss of keys;
4.	avoid personalising or defacing the interior and exterior of the lockers; and
5.	open their lockers for inspection when requested by school discipline personnel for checks.

C. Use of Handphones

We would also like to emphasise the responsible use of handphones by every SGSians. During curriculum time, handphones must be switched off and kept safely in the students' **lockers**. Students are **only allowed** to use their handphones during the following timings:

- a) before formal curriculum time begins at 7.40 am, at the canteen and in the school hall;
- b) during recess time and after school, at the canteen; and
- c) when permission is granted by teachers for learning purposes in the classroom.

Please refer to the school rules on the use of handphones stated below (Table 3).

Table 3

Frequency	Consequences
First time	Unauthorised use of handphones will result in the device being taken away by the teacher(s) or staff and kept until 2.30 pm on that day . Students can collect their handphones from the office at 2.30pm.
Second time	Unauthorised use of handphones will result in the devices being taken away by the teacher(s) or staff and kept until 5.30pm on that day . Parent/guardian will be notified by the by the teacher(s) or staff. Students can collect their handphones from the office at 5.30pm.
Third time and above	Unauthorised use of handphones will result in the devices being be taken away by the teacher(s) or staff and given to Principal to be kept for one week . Parent/guardian will be notified by the teacher(s) or staff to collect the device from the office.

The students may use the telephone in the General Office to contact their parent(s)/guardian when necessary. Should you need to communicate with your child/ward urgently, you may also contact the General Office at 62889227.

We seek your active partnership in supporting us to ensure that your child demonstrates the school values and abides by the rules. Please feel free to contact your child's Form teacher if you have any queries. We look forward to your partnership in educating and nurturing your child/ward holistically.

Yours sincerely,

Mr Shahul Hameed

Head for SGSS Student Management Team