



ESTD 1906

Outram Secondary School

3 York Hill, S168622 · Tel: 6733 4077 · Fax: 6235 2337.

E-mail: oss@moe.edu.sg

Website: <http://www.outramsec.moe.edu.sg>

Vision: Learners for Life · Leaders of Integrity · Contributors with Compassion

Mission: *We Honour the Voice and Empower the Agency of Outram Staff and Students in Co-creating Rich Educational Experiences in an Inclusive Community of Future-ready Learners.*

Values: Stewardship · Passion · Integrity · Resilience · Inventiveness · Teamwork

2 January 2025

LTP/01/2025

Dear Parents/Guardians,

Letter to Parents – Term 1 2025

Greetings from Outram Secondary School!

We would like to take this opportunity to thank all parents and guardians of our Outramians for the strong partnership and support for your child/ward throughout 2024.

We look forward to continuing our active collaboration with you, with our team of dedicated teachers and staff committed to developing our students and guiding them to discover their talents and interests throughout their educational journey with us.

We would like to also update all parents/guardians on various school matters and activities for the first term of school. We trust that you have had a meaningful time bonding with your child/ward over the holidays.

The new year ushers in a fresh slate of renewed opportunities and exciting learning experiences, and we wish everyone a good start to 2025!





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1. Updates on Staff Movements

We would like to welcome the following new staff who have joined the school with effect from January 2025.

Mr Lai Chyh Jau	Vice Principal (Administration)
Mr Delip Saravanan	School Counsellor

At the same time, we would like to bid a fond farewell to the following outgoing staff and thank them for their service and many contributions to the school.

Ms Guinieue Yeo	Vice Principal
Mr Loh Peng Yeong	HOD/Information Communication Technology and Craft & Technology
Mr Dawa T. Sherpa	HOD/Educational Support
Mr Ajmal Khan	HOD/21CC
Mr Oliver Tan	YH/Upper Secondary
Mr Samuel Ng	SH/Educational Support
Ms Norizan Mohamad Nor	Acting SH/Malay Language
Ms Grace Ng	Senior Teacher (English Language)
Mr Prathivmohan S/O Chandramohan	Teacher (History/English Language)
Ms Casey Lee	Teacher (Mathematics/Retail Operations)
Mdm Haslinda Hajjah	Teacher (Design & Technology)





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Mr Woo Kah Whye	Teacher (Physics/Mathematics)
Ms Vivian Cheong	Teacher (Chemistry)
Mdm Wong Heng Yee	Teacher (Geography)
Mr Bernard Roy	Teacher (English Language)
Ms Li Shuwen	Teacher (Chinese Language)
Mdm Asimah Binte Hassan	STEM Instructor (Workshop)

Information for Secondary 4 and 5:

2. Secondary 4 and 5 Polytechnic Open House Visits in 2025

As part of the Education and Career Guidance Programme, we would like the Secondary 4 and 5 Outramians to have an insight into their tertiary education. To prepare them for their next journey after secondary school, we have scheduled visits for the Secondary 4 and 5 Outramians to attend Open Houses at Ngee Ann Polytechnic and Republic Polytechnic on 9 January 2025, and at Singapore Polytechnic on 10 January 2025.

Information for All Levels:

3. Student Development Theme for Term 1 – Learners for Life

As we embark on a new school year, we are delighted to introduce the student development theme for Term 1 – **Learners for Life**. This theme guides our Outramians, and spurs them on to embrace continuous growth, resilience, and passion. The school's





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approach to nurturing "**Learners for Life**" is centred on three key ideas, nurturing Outramians to be, namely:

- **Confident Persons with Zest for Life** – we empower Outramians to be committed to learning and to grow with enthusiasm and confidence throughout their life; the value of **resilience** is vital here, as we want Outramians to have the positive energy to pursue growth;
- **Self-Directed Learners** – we encourage Outramians to take charge and ownership of their learning, be driven by curiosity and develop the determination to persevere through challenges; this goal embodies **integrity** and **self-stewardship**;
- **Individuals driven by Passion and Purpose** – we motivate Outramians to be inspired by their passion and purpose in their educational journey, as they actively seek to align what they love with what they learn; the values of **passion** and **inventiveness** are emphasized with this end in mind.

4. Availability of Information on School Website

This letter and other official announcements are also available on the school website. Please access <https://www.outramsec.moe.edu.sg/parents-and-students/Parents/> for more information.

5. Updating of Student Particulars and Contact for Queries

At the start of Term 1, your child/ward will be given a form to update his/her personal particulars. For any changes in particulars during the year, please update the school in a timely manner by informing the Form Teachers of your child/ward. Alternatively, forms are available at the General Office and upon request. In addition, for any clarifications on





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school matters, please contact your child's/ward's Form Teachers or the school by phone or in person. All enquiries are welcome.

6. Consent for School's Use of Photographs and/or Videos

Please be informed that photograph(s) and/or video image(s) of students and parents may be captured during school activities and events such as classroom lessons, CCA, school camps, school concerts, etc. The school may use and publish such photographs and/or video recordings in school publications, websites, social media channels and other communication channels.

Should you have any reservations about the school's use of your child's/ward's photographs or videos, please inform your child's/ward's Form Teachers, so that we can take appropriate action to safeguard his/her personal information.

7. Safe Management Measures (SMMs)

The school will continue to ensure that prevailing safe management measures (SMMs) are in place to keep our students safe, including:

- Visual screening and temperature-taking of individuals
- Observance of high standards of hygiene

All students should bring their personal Oral Digital Thermometers (ODT) to school every day. Please note that there will be a *Temperature-Taking Exercise (TTE_x)* on **15 January 2025, Wednesday morning**. Please ensure that your child/ward has a **working thermometer**. We seek your support to keep the school a safe environment for our students. If your child/ward is unwell, please ensure that he/she stays at home and seeks medical attention if necessary. If your child/ward is recovering from respiratory-related illnesses, please encourage him/her to exercise social responsibility (e.g. by wearing a mask and minimising social interactions with big groups). We appreciate your support and





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will continue to work with you closely. Let us all do our part to exercise personal and social responsibility and stay safe.

8. Traffic Management

To ensure the safety of our students, we would like to appeal to parents/guardians who are driving their children/wards to school to abide by the vehicular arrangements of the school:

- (a) There is strictly **no parking** for parents/guardians dropping off or picking up their children/wards before or after school.
- (b) All vehicles are to enter the school through the **back gate** before 7.25 am.
- (c) After 7.25 am, vehicles are **not allowed** into the school compound for safety reasons. Parents/guardians may drop their children/wards off at the public carpark opposite the front gate (Block 13, York Hill HDB open-air carpark) and students may then use the zebra crossing to enter the compound on foot.
- (d) Parents/guardians may also wait at the same carpark to pick their children/wards up after school dismissal.
- (e) Entry to school for pick up or drop off through the **front gate** is strictly prohibited except during wet weather.

Please be reminded to strictly observe transport safety rules and procedures within the school compound. We would also like to appeal to all parents/guardians to co-operate with our school staff and security officers to enhance traffic safety around and in our school.

9. Mass Collection and Payment of Materials and Programmes for 2025

In Term 1 2025, parents/ guardians will receive a notification letter from the school detailing all the enrichment programmes and costs of materials or other items incurred





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during the school year. The school will issue this consolidated School Bill to parents/guardians once the letter is acknowledged and signed.

Co-payment of enrichment programmes (if any) by Singaporean students will be deducted directly from their Pupil Edusave Funds. Where Edusave funds are insufficient, parents/guardians are strongly encouraged to pay outstanding balance using one of the following modes of payment:

<ul style="list-style-type: none"> Interbank GIRO (Please approach the General Office for GIRO form/GIRO Option application form) 		
<ul style="list-style-type: none"> Website: www.axs.com.sg 	<ul style="list-style-type: none"> AXS Mobile Apps 	<ul style="list-style-type: none"> AXS Stations

10. Spring Festival (Chinese New Year Celebration)

The school will celebrate Chinese New Year on 28 January 2025, Tuesday. Students are encouraged to wear red shirts/T-shirts with their school skirts or pants. School dismissal will be at 10.30 am.

11. Blended Learning@Home (BL@Home) Days for Sec 2 to 5 Students

Outram Secondary School carries out Blended Learning in line with the national aim for students to experience online and onsite learning. The objective of BL@Home is to develop students to be future-ready and self-directed digital learners. Thus, students will stay at home on the following dates and embark on e-learning with instructions from their subject teachers. However, students without internet and computer facilities at home must report to school (Comp Lab 1 and Comp Lab 2) by 7.30 am for supervised learning on BL@Home days.

OSS Term 1 BL@Home Schedule in 2025 Term 1

Date (Friday)	31 January	14 February	28 February
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Online lessons will follow the regular timetable where lessons start at 7.45 am. Teachers will design and facilitate meaningful technology-mediated learning experiences for the students. Instructions for BL@Home lessons will be posted on the Student Learning Space (SLS) platform which students can access from home. Students who do not have internet and/or computer facilities at home must report to school for supervised learning by 7.25 am on BL@Home days.

For more information on accessing the SLS, please refer to the information posted on the school website: <https://www.outramsec.moe.edu.sg/school-programmes/Blended-Learning/Blended-Learning/>

12. Meet-the-Parents Session for Sec 2 to Sec 5 Levels

The Meet-the-Parent Sessions (MPS) will be conducted over the period from 14 April 2025, Monday to 5 June 2025, Thursday. This will allow more time for you to arrange the MPS with your child's/ward's Form Teachers (FTs) and Subject Teachers for the purpose of providing feedback and suggestions for his/her areas for growth and/or improvement.

We believe that the MPS will strengthen the school's partnership with you to help your child/ward succeed in their educational journey. The school will send out more details later, nearer to the period of the MPS.

13. No Mid-Year Examination

Students will have classroom lessons until the end of Semester 1 as they do not sit for the Mid-Year Examination. The last school day in Semester 1 is 30 May 2025, Friday.

14. MTL Intensive Programme

In preparation for the GCE O-level MTL Examination in June 2025, students offering O-level MTL will participate in the





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- (i) internal timed practice on 8 and 9 May 2025, and more details will be provided to the parents and students later; and
- (ii) MTL intensive programme, which will take place daily from 7.45 am to 1.30 pm, from 27 May 2025, Tuesday to 29 May 2025, Thursday.

15. Deployment of New MOE Device Management Application (DMA)

With reference to the school's message via Parents Gateway on 24 October 2024, Thursday pertaining to the deployment of the new MOE DMA, as part of the Personal Learning Device (PLD) initiative, all PLDs must be installed with the MOE DMA before they can be used in school. We thank parents'/guardians' support for indicating in November 2024 your choice of the After-School DMA Parent Option for the new MOE DMA. We seek your understanding as well to ensure that your child's/ward's PLD is installed with the MOE DMA in January 2025, for his/her PLD to be used in school safely and responsibly.

16. Transition to Parents Gateway for School Communications with Parents/Guardians from January 2025

As announced by the Education Minister, Mr Chan Chun Sing at the Ministry of Education (MOE) Schools Work Plan Seminar on 18 September 2024, teachers are not required to share their personal phone numbers, and do not need to respond to work-related messages after school hours. In line with this, we would like to share with you the guidelines on school communication with parents/guardians from January 2025, with the following salient points:

- With effect from 1 January 2025, the school will use **Parents Gateway** as the primary platform for all school-related communications. Please note that WhatsApp will no longer be used for regular school communications with





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parents/guardians, except in emergency situations. Teachers will only respond to work-related messages after school hours in the event of emergencies.

- **Parents Gateway** is a mobile app developed by MOE in collaboration with GovTech. It is specifically designed to facilitate communication between parents/guardians and schools, providing an easy and secure way for parents/guardians to engage with teachers on school matters. The app allows parents/guardians to receive important school announcements and official letters, approve consent for school activities (such as field trips), perform a variety of other administrative tasks, including travel declaration, and access important information on the students' learning and development in school.
- If you have yet to download the **Parents Gateway** app on your mobile device, we kindly request that you do so. The app is available for download on iOS, Android platforms (Android Play Store) or Apple AppStore. You may access this website <https://pg.moe.edu.sg/> for more information. Once downloaded, you will need to complete a simple one-time onboarding process to link your account with the school. Please refer to the attached **Annex A (One-Time Onboarding)** for step-by-step and detailed instructions on how to complete this process.
- For parents/guardians who may not have access to a mobile device or a Singpass account, the school will continue to issue hardcopy letters for important communication. The school remains committed to ensuring all parents/guardians are kept informed, regardless of their preferred communication method. The school appreciates the understanding and cooperation from parents/guardians as we make this transition.
- The move to **Parents Gateway** is part of our ongoing efforts to streamline communication and provide a more efficient and centralised platform for school-

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in OSS LinkedIn



Instagram OSS Instagram



f OSS Facebook



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related matters. We look forward to your support in embracing this new initiative. Please do not hesitate to contact us, should you have any query or require any assistance.

17. MOE School Term Calendar and School Calendar of Events for Term 1

Please find attached the School Calendar of Events for Term 1 and the MOE School Term Calendar. Should you need any further clarifications or have any feedback for the school, please contact our General Office at Tel: 6733 4077 and/or email us at oss@moe.edu.sg. Alternatively, please access our school website at <http://www.outramsec.moe.edu.sg> for more information.

We look forward to partnering you and your child/ward in his/her holistic development with us. On behalf of the staff of Outram Secondary School, we wish you and your family a great year ahead! With your continued support, 2025 will be another enriching year for your child/ward and the school.

Yours sincerely,

Mr Keith Tan
Principal





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2025 MOE School Calendar

School Terms in 2025

Semester 1	
Term 1	2 January, Thursday to 14 March, Friday
Term 2	24 March, Monday to 30 May, Friday
Semester 2	
Term 3	30 June, Monday to 5 September, Friday
Term 4	15 September, Monday to *21 November, Friday

* *The last day of the final school term for schools that will be used as venues for the GCE O-Level written examinations will be 24 October 2025, Friday.*





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School & Public Holidays 2025

For more information on public holidays, please access: <https://www.moe.gov.sg/news/press-releases/20240812-school-terms-and-holidays-for-2025>

Semester 1	
New Year's Day	1 January, Wednesday
Chinese New Year	29 January, Wednesday to 30 January, Thursday
Between Terms 1 and 2	15 March, Saturday to 23 March, Sunday
Hari Raya Puasa	31 March, Monday
Good Friday	18 April, Friday
Labour Day	1 May, Thursday
Vesak Day	12 May, Monday
Between Semesters 1 and 2	31 May, Saturday to 29 June, Sunday
Hari Raya Haji	7 June, Saturday
Semester 2	
Youth Day (and Day After)	6 July, Sunday & 7 July, Monday
National Day (and Day After)	9 August, Saturday & 11 August, Monday
Teachers' Day	5 September, Friday
Between Terms 3 and 4	6 September, Saturday to 14 September, Sunday
Deepavali	20 October, Monday
At the end of school year	22 November, Saturday to 31 December, Wednesday





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2025 School Calendar of Events for Term 1

Date	Event
2 – 6 January	Start it Right Programme
9 – 10 January	Sec 4NA, 4E and 5NA Polytechnic Open House Visits
17 January	Fun Run 2025 @ Sportshub
28 January	Spring Festival, Chinese New Year Celebration
31 January	BL@Home Session
7 February	Visit to Paya Lebar Air Base (PLAB)/RSAF
14 February	BL@Home Session
17 February	Commemoration of Total Defence Day
24 February	NRIC Registration for Sec 3 and selected students
28 February	BL@Home Session
15 – 23 March	Term 1 School Vacation

