



OUTRAM SECONDARY SCHOOL

3 York Hill, Singapore 168622 Tel: 6733 4077. Fax: 6235 2337.

3 January 2023

LTP / 01 / 2023

Dear Parents/ Guardians

Letter to Parents – Term One 2023

Greetings from Outram Secondary School! Welcome to 2023!

Introducing myself as the new Principal with effect from 1 January 2023, I stand in awe of the rich history and heritage that Outram Secondary School stands for since its inception in 1906. Paying tribute to educators, alumni, parents and partners past and present who make a positive and resounding difference in its enduring efforts to develop Lifelong Learners, Innovative Leaders and Caring Contributors, I hope that all Outramians appreciate this good will and kindness and commit ourselves to building on and propagating this benevolence for generations of Outramians to come.

In particular, I would like to thank Mr Boo Hian Kok and Mr Lim Pang Chuang, former Principal and Vice-Principal of Outram Secondary School respectively, for leading the school, and I want to wish Mr Boo a happy retirement from the Ministry of Education (MOE), and Mr Lim all the best in his future endeavours as he rejoins MOE HQ. I would also like to introduce our newly appointed Vice-Principal, Mrs Elaine Toh, who will join Ms Guinieue Yeo in the school leadership team from January 2023.

The new year ushers in a fresh slate of renewed opportunities and exciting learning experiences as the endemic climate enters a new normal. To our Secondary 1 students and parents/ guardians, we would like to extend a warm welcome to you as you embark on the exciting journey with our Outram family, and I wish everyone a splendid 2023.

We would like to update all parents/ guardians on the various school matters and activities for the first term of school.



OUTRAM SECONDARY SCHOOL

3 York Hill, Singapore 168622 Tel: 6733 4077. Fax: 6235 2337.

1. Updates on Staff Movements

We would like to welcome the following new staff who have joined the school from January 2023:

Mr Keith Tan	Principal
Mrs Elaine Toh-Tan	Vice-Principal
Ms Jolin Yong	Subject Head/Mathematics
Mr Neo Sian Lee	Physical Education/Mathematics
Ms Diana Bte Othman	Biology/English Language
Ms Lee Ai Li	Chemistry/CPA
Mr Ken Lim	Flexi Adjunct Teacher (Chinese Language)
Mr Job Tan	Flexi Adjunct Teacher (Music)

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

Mr Boo Hian Kok	Principal
Mr Lim Pang Chuang	Vice-Principal
Mr Dan Koh	Head Of Department/Physical Education & Co-Curricular Activities
Ms Yap Qiu Hong	Subject Head/Character & Citizenship Education
Mr Francis Tang	Lead Teacher/Physical Education
Mr Charles Yip	Senior Teacher/Mathematics
Mr Jason Ooi	English Language/Humanities
Ms Tan Xi Ling	Music/Math
Mr Jeremy Lum	Chemistry/Math
Mr Wen Zhiguang	Chinese Language



OUTRAM SECONDARY SCHOOL

3 York Hill, Singapore 168622 Tel: 6733 4077. Fax: 6235 2337.

Information for Secondary 4 and 5:

2. Secondary 4 and 5 Polytechnic Open House Visits

As part of Outram's Career Guidance Programme, all Secondary 4NA, Express and 5NA students will be attending selected polytechnics' open houses on 5 and 6 January.

Information for All Levels:

3. Character Values for Term One – Responsibility & Teamwork

In line with the school's character education and values, we would like to emphasise two key values: Responsibility & Teamwork. We hope that our students will appreciate the vital role these values play in their character development and their lives.

4. Registration of Parents Gateway



The school posts official letters to parents, announcements, activities and forms such as the travel declaration, on the Parents Gateway. Please ensure that you have downloaded the app on your phones so you may access important information concerning your child(ren)/ ward(s)' learning in school. You may easily download the app at the Apple AppStore on iOS and Android Play Store on the android handset. Please also access this website <https://pg.moe.edu.sg/> for more information.

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

5. Updating of Student Particulars and Contact for Queries

At the start of Term One, your child(ren)/ ward(s) will be given a form to update his/her(their) 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(ren)/ ward(s). Alternatively, forms are available at the General Office and upon request. In addition, for any clarifications on school matters, please contact your child(ren)/ ward(s)' Form Teacher or the school by phone or in person. All enquiries are welcome.



OUTRAM SECONDARY SCHOOL

3 York Hill, Singapore 168622 Tel: 6733 4077. Fax: 6235 2337.

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(ren)/ ward(s)' photographs or videos, please inform your child(ren)/ ward(s)' Form Teacher(s) so we can take appropriate action to safeguard their 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 (TTEEx)* on *Wednesday, 11 January 2023 morning*. Please ensure that your child(ren)/ ward(s) has(have) a **working thermometer**.

Students who are unwell with flu-like symptoms such as fever or cough should seek medical attention and stay away from school.

8. Traffic Management

To ensure the safety of our students, we appeal to parents/ guardians who are driving their child(ren)/ ward(s) 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 before or after school.
- (b) All vehicles are to enter the school through the **back gate** before 7.25am.
- (c) After 7.25am, vehicles are **not allowed** into the school compound for safety reasons. Parents may drop their children 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.



OUTRAM SECONDARY SCHOOL

3 York Hill, Singapore 168622 Tel: 6733 4077. Fax: 6235 2337.

- (d) Parents/ guardians may also wait at the same carpark to pick their child(ren)/ ward(s) 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 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 2023

In Term 1 2023, parents/ guardians will receive a notification letter from the school detailing all the enrichment programs and costs of materials or other items incurred during the school year. The school will issue this consolidated school bill to parents/ guardians once the letter is acknowledged and signed.

For payments of enrichment programmes, co-payments 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 balances through the following modes of payment:

- Interbank GIRO (Please approach the General Office for GIRO form/GIRO Option application form)
- Website: www.axs.com.sg
- AXS Mobile Apps
- AXS Stations

10. Chinese New Year Celebration

The school will celebrate Chinese New Year on Friday, 20 January. Students are encouraged to wear red shirts/ T-shirts with their school skirts or pants. School dismissal will be at 12.15pm.



OUTRAM SECONDARY SCHOOL

3 York Hill, Singapore 168622 Tel: 6733 4077. Fax: 6235 2337.

11. Blended Learning@Home (BL@Home) Day for Sec 1 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 7.30am for supervised learning on BL@Home days.

OSS Term 1 BL@Home Schedule 2023

Dates	13 Jan, Friday	6 Feb, Monday	21 Feb, Tuesday	8 Mar, Wednesday
-------	-------------------	------------------	--------------------	---------------------

The online lessons will follow the regular timetable. Lessons will start at 7.50am as per normal. Teachers will design and facilitate meaningful technology-mediated learning experiences for the students. All BL@Home lessons will be implemented through the Student Learning Space (SLS) platform which can be accessed from home. Instructions for the respective subjects will be uploaded onto SLS.

Subject/ Action	Duration
Form Teacher Check-in & Attendance-taking	7.30am to 7.50am
Subject Teachers	7.50am to dismissal

For more information on accessing the SLS, please refer to the information posted on the school website:

<https://outramsec.moe.edu.sg/school-programmes/blended-learning>



OUTRAM SECONDARY SCHOOL

3 York Hill, Singapore 168622 Tel: 6733 4077. Fax: 6235 2337.

12. Meet-the-Parents Day

The first Meet-the-Parents Day will be held on 10 March 2023, the last day of Term One. Meet-the-Parents Day is a special occasion arranged for parents/ guardians to connect with your child(ren)/ ward(s)'s Form and Subject Teachers to find out more about his or her learning needs and experiences. We believe that the meeting will enhance the school's partnership with you to help your child(ren)/ ward(s) succeed in their educational journey. The school will send out more details prior to the event.

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 Friday, 26 May 2023.

14. MOE School Term Calendar and School Calendar of Events for Term One

Please find attached the School Calendar of Events for Term One 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(ren) / ward(s) in their holistic development with us.

Yours sincerely

Keith Tan (Mr)
Principal



OUTRAM SECONDARY SCHOOL

3 York Hill, Singapore 168622 Tel: 6733 4077. Fax: 6235 2337.

2023 MOE School Calendar

School Terms 2023

Semester 1	
Term 1	Tue 3 Jan to Fri 10 Mar
Term 2	Mon 20 Mar to Fri 26 May
Semester 2	
Term 3	Mon 26 Jun to Fri 1 Sep
Term 4	Mon 11 Sep to *Fri 17 Nov

* 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 Friday, 27 October 2023.

School Holidays 2023

Semester 1	
Between Terms 1 and 2	Sat 11 Mar to Sun 19 Mar
Between Semesters 1 and 2	Sat 27 May to Sun 25 Jun
Semester 2	
Between Terms 3 and 4	Sat 2 Sep to Sun 10 Sep
At the end of school year	Sat 18 Nov to Sun 31 Dec

For more information on public holidays, please access:

<https://www.moe.gov.sg/news/press-releases/20221019-school-terms-and-holidays-for-2023>



OUTRAM SECONDARY SCHOOL

3 York Hill, Singapore 168622 Tel: 6733 4077. Fax: 6235 2337.

2023 School Calendar of Events for Term One

Date		Event
3-4	Jan	Sec 1 Orientation & CCA Orientation
5	Jan	Sec 1 CCA Selection (Sports)
5-6	Jan	Citizenship and Character Education Workshops
5-6	Jan	Sec 4 and 5 Polytechnic Open House Visits
6	Jan	Parent Orientation and CCA Exhibition
9-12	Jan	Sec 3 Camp
13	Jan	BL@Home Session 1
20	Jan	Chinese New Year Celebration
6	Feb	BL@Home Session 2
15	Feb	Commemoration of Total Defence Day
17-18	Feb	Peer Student Leaders (PSL) Workshop (Sec 1-4)
21	Feb	BL@Home Session 3
8	Mar	BL@Home Session 4
10	Mar	Meet-the-Parents Day*
11-19	Mar	Term 1 School Vacation

**More information will be provided nearer the date.*