



# **OUTRAM SECONDARY SCHOOL**

2023 Student Handbook

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# PRINCIPAL'S FOREWORD

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## DEAR OUTRAMIANS,

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 goodwill and kindness, and commit ourselves to building on and propagating this benevolence for generations of Outramians to come.



In navigating through the secondary school experience, the School Leaders and teachers would like to espouse our shared beliefs that – we value every Outramian for each of us is unique with intrinsic worth, bringing with us our personal strengths, interests, passion and learning needs; we want every Outramian to succeed where each of us pursues our hopes and dreams and where our Outramian staff are committed to open vistas and find pathways to energise us to live a purposeful life; we believe all Outramians can learn and become self-directed and collaborative, digital and connected learners who exercise critical and inventive thinking, taking a leaf from our Outramian staff in role-modelling the desire to learn and the process of learning.

Opportunities abound within the rich and diverse Outramian school experience to explore, internalise and live out our Outram SPIRIT values: Sense of Belonging, Perseverance, Integrity, Responsibility, Innovative, Teamwork. As we embark on this uplifting expedition to discover our purpose and aspirations, we also want to assure all Outramians that we value strong positive teacher-student relationships and peer support culture in classes and student groups, and would like to entreat all of us to be an active contributor in cultivating healthy, inclusive and supportive relationships, and in sustaining a safe, vibrant and conducive learning environment.

# PRINCIPAL'S FOREWORD

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As a Principal, our MOE Citizenship Dispositions resonate with me deeply, and it is my fervent wish that under the caring influence and guidance of our Outramian staff that each of us nurtures the Sense of Hope, the Sense of Belonging, the Sense of Reality, culminating in the Will to Act. And in developing these dispositions, I invite all of us to reflect how we can help each other

- feel heard and belong in the school environment;
- appreciate diversity;
- empower ourselves to contribute to the school and community;
- support our well-being; and
- work together.

Quoting from the late Mr Lee Kuan Yew,

*"To the young and to the not so old, I say,  
look at that horizon, follow that rainbow, go ride it"*

and from Robert Frost in his poem titled "The Road Not Taken"

*"Two roads diverged in a wood, and I—  
I took the one less travelled by,  
And that has made all the difference."*

I am proud to declare and will continue to establish Outram Secondary School as a place for growth and learning. Our desire is for every Outramian to step out of our comfort zone through resilience-building and responsible decision-making, and to step up to seize new opportunities and responsibilities to serve our peers, our school, our community and our nation.

*Labor Omnia Vincit  
Labour Conquers All*

**Mr Keith Tan,  
Principal**

# OUR SCHOOL HISTORY

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- 1906** Sir John Anderson formally opened 'Outram Road School' on 26th February. It functioned as a primary school and acted as a feeder school to Raffles Institution.
- 1939** By Gazette notification, the word 'Road' was deleted and thereafter the school was known as 'Outram School'.
- 1942** The feeder arrangement between Outram School and Raffles Institution ceased with the fall of Singapore to the Japanese in February.
- 1950** The Outram School's Parent-Teacher Association was formed.
- 1954** Outram School ceased to be a purely primary school on 1st January and was converted to a four-year secondary commercial school, offering a course leading to the School Certificate of Commercial Education of the London Chamber of Commerce. The school motto was changed from 'ON THE SUCCESS' to 'LABOR OMNIA VINCIT' — Labour Conquers All. The School's crest was also changed.
- 1958** Girls were admitted as students for the first time.
- 1961** Outram School was renamed 'Outram Secondary School'.
- 1965** The Old Outramians Association for alumni was formed on 14th August.
- 1968** The Outram Secondary School Advisory Committee was formed in July. On 23rd October, the school moved to its current premises at York Hill, off Chin Swee Road, because of urban renewal and development.
- 1969** The school was converted to a multi-purpose secondary school, offering academic education with a commercial bias at Upper Secondary level. Chinese Stream classes were also introduced. Higher School Certificate in Commercial Education was introduced for the first time in Singapore and the school was the only one in Singapore with Commercial Education up to H.S.C. Level.



# OUR SCHOOL HISTORY

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- 1976** The late Mr. Hon Sui Sen, then Minister for Finance and Member of Parliament for Havelock, laid the foundation stone of the swimming pool on 12th December.
- 1977** The pool was completed and officially opened by the late Mr. Hon Sui Sen on 15th October.
- 1979** The three-year Pre-University course was introduced.
- 1983** Chinese Stream classes were phased out.
- 1994** The school moved to a temporary site at 10 Winstedt Road in June while the building at York Hill was demolished to make way for a new one.
- 1998** The school returned to a new school building at York Hill on 30th May.
- 1999** Outram Secondary School's new building was officially opened by an Old Outramian, Mr. Wong Kan Seng, the Minister for Home Affairs, on 28th August.
- 2003** The school's vision 'A Hallmark of Distinction' was crafted and the school's core values SPIRIT (Sense of Belonging, Perseverance, Integrity, Responsibility, Industriousness, and Teamwork) were set.
- 2005** The Museum was officially opened in the school. The school signed a Memorandum of Cooperation with Singapore Polytechnic. The LCCI was offered to Upper Secondary students.
- 2006** The school celebrated 100 years in education with the theme, 'Celebrating the Outram SPIRIT'. Old Outramian Mr. Wong Kan Seng, Deputy Prime Minister and Minister of Home Affairs, was Guest-of-Honour at the school's Speech Day and Centennial Dinner Celebration. A coffee-table book and the Outram Centennial Fund were launched. A time-capsule was encased.
- 2007** The school established itself as a Niche Programme school for Rock Climbing and the South 4 Cluster Centre of Excellence for Business and Enterprise.
- 2008** Outram Secondary was the only secondary school in Singapore to offer GCE 'O' Level Business Studies. In collaboration with Singapore Polytechnic, the applied subject — Introduction to Enterprise Development was offered to Upper Secondary students.
- 2011** The Outram Sports Academy was established.
- 2013** Outram's B Division Water Polo Team clinched a historical national title, beating Anglo-Chinese School (Independent) with a score of 7-6.



# OUR SCHOOL HISTORY

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- 2014** Outram established its Applied Learning Programme (ALP) and Learning for Life Programme (LLP). The ALP seeks to provide a quality education in Business and Enterprise while reaching out to students at the national level. The LLP attempts to provide real-life experiential learning via sports engagement activities and events. These programmes are carried out under the Character and Citizenship Education total curriculum framework, which was introduced nationally as a new platform nurturing 21st century self-directed students with core moral values.
- 2015** Outram Secondary School proudly participated in commemorating Singapore's Golden Jubilee spectacular, also known as SG50. An entire year was dedicated to Outram's appreciation of the nation's history.
- 2016** This year marked the 110th anniversary of the school's long and rich history. The Homecoming Carnival took place in May, where students past and present were invited to participate in traditional and cultural games. The Speech Day Dinner was held in July, with the first ever auction of art pieces and sculptures.
- 2017** Outram Secondary School upstaged traditional Water Polo rival ACS (I), earning the title of B Division National Champions for the second time in five years. Apart from sports, Outram faced victories in the aesthetics and sciences. The Concert Band attained its first ever Certificate of Distinction at the SYF Arts-Presentation 2017 (Wind Ensemble), while the Robotics Club clinched the top two positions in the local Robotics Olympiad 2017.
- 2018** The school began its re-envisioning exercise in response to the changing educational needs in the new century. A new school vision was crafted: Lifelong Learners. Innovative Leaders. Caring Contributors. The school value 'Industriousness' was replaced with 'Innovative' to reflect the changing desired attribute of Outramians, in line with the MOE's 21st Century Competencies.
- 2019** Outram Secondary School was proud to celebrate Bicentennial SG, which marked 200 years since Sir Stamford Raffles' arrival in the nation as well as key historical events that have taken place since 1819.





# ABOUT SIR JAMES OUTRAM

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Sir James Outram, Baronet, G.C.B., K.C.S.I. was born on 29th January 1803 in Scotland. During his school days, he was a recognised school leader and nicknamed 'Captain Outram'. He excelled in cricket, football, swimming and tree-climbing and whiled away his time carving wooden elephants with a pocket knife.

Before he was eighteen, his college education came to an unexpected end. He then started work on a cadet-ship in India and by October 1820, he was Acting Adjutant in one of the East India Company's best regiments. He was a filial son and sent money home to his mother regularly.

In India, Lieutenant James' favourite sport was boar-hunting. He sternly opposed corruption and oppression, advocated reform and pleaded for patience and tolerance. To the Indian, the sepoy, and the British soldier, 'Honest James Outram' was a friend and not just a superior officer. He was a generous man and the first Soldiers' Institute in India was built and furnished at his expense.

When he became a Major, he was presented with a sword bearing the inscription 'The Bayard of India'. In 1858, he was given the title of 'Baronet' by Queen Victoria in recognition of his service during the Indian Mutiny.

Sir James Outram gave his life and health to India. He died on 11 March 1863 and was buried in Westminster Abbey.

*Outramians, past, present and of the future, ought to be proud that their school bears the name of such a great and distinguished man. His energy, courage, honesty, generosity, nobility and devotion to duty should indeed inspire all who dwell within these walls that bear his name.*

# OUR SCHOOL MOTTO

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*Labor Omnia Vincit*  
(Labour Conquers All)

# OUR VISION

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Lifelong Learners. Innovative Leaders. Caring Contributors.

# OUR MISSION

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To nurture individuals with the Outramian SPIRIT.

# OUR PURPOSE

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To inspire learning  
To pursue dreams  
To design lives

# OUR VALUES

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Sense of Belonging  
Perseverance  
Integrity  
Responsibility  
Innovative  
Teamwork

# OUR SCHOOL CREST

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## What the symbols represent:

- BOOK** Academic learning. The principle aim of the school is to instruct, to impart knowledge, to teach and to learn.
- LION** Our association with Singapore, the Lion City.
- CASTLE** A tower of learning. School is a place where all can study, and a place where unity, cooperation and team work produce a community (or tower) of strength.

## What the colours represent:

- RED** Community spirit, togetherness, oneness (*referenced in the School Song – 'Victory', 'standards high', 'conquers'*)
- YELLOW** Excellence and success
- BLUE** Loyalty to the school (*referenced in the School Song – 'brave and true hearts', 'loyal Outramians', 'be true', 'sincere'*)

# OUR SCHOOL SONG

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We will go marching on together  
True to our Alma Mater  
We will strive and march to victory  
Loyal Outramians are we

*Chorus:*

Onward friends be true, sincere  
Work and foes we must not fear  
Never falter, never fall  
Labour conquers all

We will raise our standards high  
And with our voices cry  
'Brave and true hearts we will always be  
Loyal Outramians are we.'

*Repeat chorus*

*Music by: Teresa Khoo  
Lyrics by: Vincent Khoo*

# OUR COUNTRY

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## THE SINGAPORE FLAG

Our National Flag consists of two equal horizontal sections, red above white. In the upper left canton is a white crescent moon beside five white stars within a circle. The features of the flag were not arbitrarily chosen — each feature has its own distinctive meaning and significance: red symbolises universal brotherhood and equality of man; white signifies pervading and everlasting purity and virtue; the crescent moon represents a young nation on the ascendant; and the five stars stand for the nation's ideals of democracy, peace, progress, justice and equality.

Students who are Singapore Citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist over the heart.

## THE PLEDGE

We, the citizens of Singapore, pledge ourselves as one united people, regardless of race, language or religion, to build a democratic society, based on justice and equality, so as to achieve happiness, prosperity and progress for our nation.

# OUR COUNTRY

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## THE NATIONAL ANTHEM

### MAJULAH SINGAPURA

Mari kita rakyat Singapura  
Sama-sama menuju bahagia  
Cita-cita kita yang mulia  
Berjaya Singapura

Marilah kita bersatu  
Dengan semangat yang baru  
Semua kita berseru  
Majulah Singapura  
Majulah Singapura

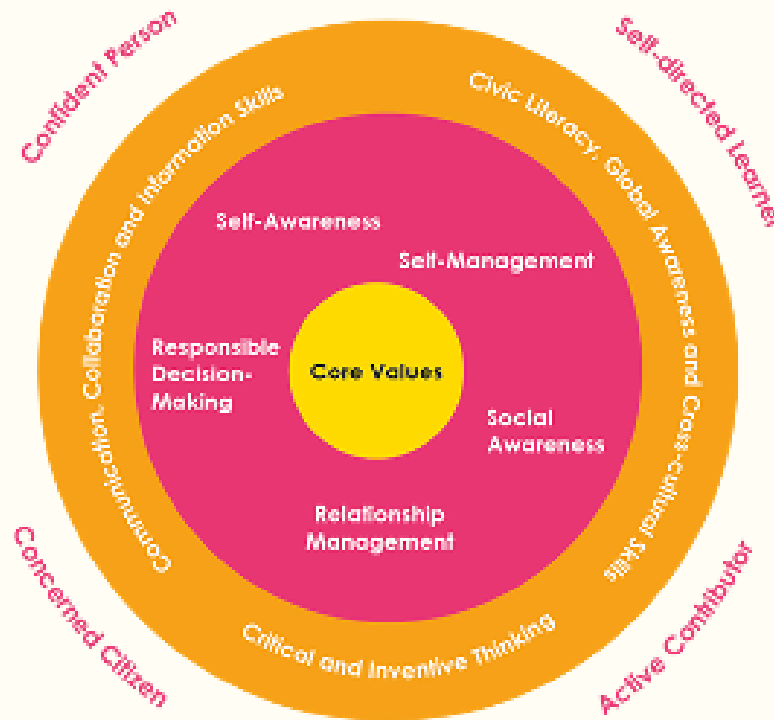
## ONWARD SINGAPORE

Come, fellow Singaporeans  
Let us progress toward happiness together  
May our noble aspiration bring  
Singapore success

Come, let us unite  
In a new spirit  
Together we proclaim  
Onward Singapore  
Onward Singapore

# 21ST CENTURY COMPETENCIES

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We aspire for every Outramian to embody the Ministry of Education’s 4 Desired Outcomes of Education. Every Outramian should be a/an:

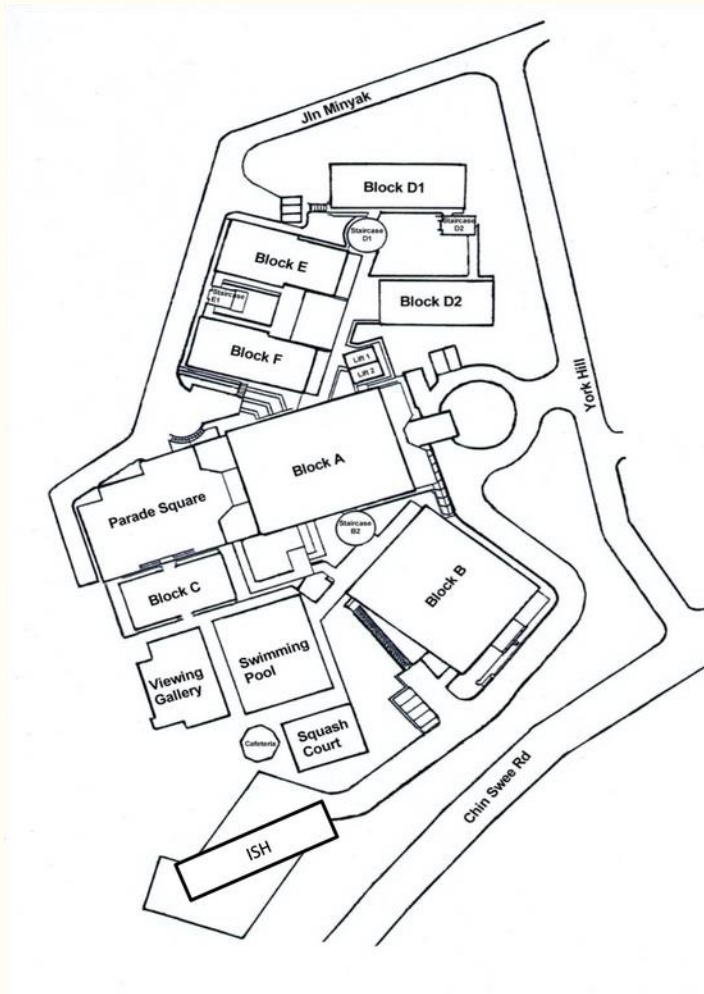
**CONFIDENT PERSON** who can think independently, communicate effectively, and has good inter-personal skills.

**SELF-DIRECTED LEARNER** who can take responsibility, question, reflect, persevere, and uses technology adeptly.

**CONCERNED CITIZEN** who is informed about world and local affairs, empathises with and respects others, and participates actively.

**ACTIVE CONTRIBUTOR** who exercises initiative and takes risks, is adaptable, innovative and resilient, and aims for high standards.

# OUR SCHOOL MAP



- Block A**
- 1<sup>st</sup> level: General Office  
Museum  
Amphitheatre  
CCA Walk of Fame
  - 2<sup>nd</sup> level: HOD Room  
Counsellor's Room  
E-Cafe  
Retail Lab
  - 3<sup>rd</sup> level: Staff Room 1
  - 4<sup>th</sup> level: School Hall
  - 5<sup>th</sup> level: Viewing Gallery
- Block B**
- 1<sup>st</sup> level: Technical Workshop 1
  - 2<sup>nd</sup> level: Technical Staff Room  
Design Studio  
Technical Workshop 2
  - 3<sup>rd</sup> level: Canteen & Bookshop
  - 4<sup>th</sup> level: Sport Hall
- Block C**
- 1<sup>st</sup> level: CCA Rooms  
Gymnasium  
R2Hub
  - 2<sup>nd</sup> level: Student Councillors  
Alumni / Snooker Room  
Dance Studio
- Block D1 & Block D2**
- 1<sup>st</sup> - 6<sup>th</sup> level: 36 units of Classroom
- Block E**
- 1<sup>st</sup> level: Cookery Rooms 1 & 2
  - 2<sup>nd</sup> level: Needlework Room
  - Retail Hub  
Music Room
  - 3<sup>rd</sup> level: Computer Lab 4  
B & E Room  
Staff Room 2
  - 4<sup>th</sup> level: Language Rooms
  - 5<sup>th</sup> level: Art Rooms 1 & 2
  - 6<sup>th</sup> level: Library  
AVA Theatre
- Block F**
- 2<sup>nd</sup> level: Chemistry Labs 1 & 2
  - 3<sup>rd</sup> level: Biology Labs 1 & 2
  - 4<sup>th</sup> level: Physic Labs 1 & 2
  - 5<sup>th</sup> level: Computer Labs 1 & 2
  - 6<sup>th</sup> level: Computer Lab 3
- Indoor Sports Hall: ISH**



# EMERGENCY EVACUATION PLAN

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## THE ALARM

The school's fire alarm will ring continuously.

## METHOD OF EVACUATION

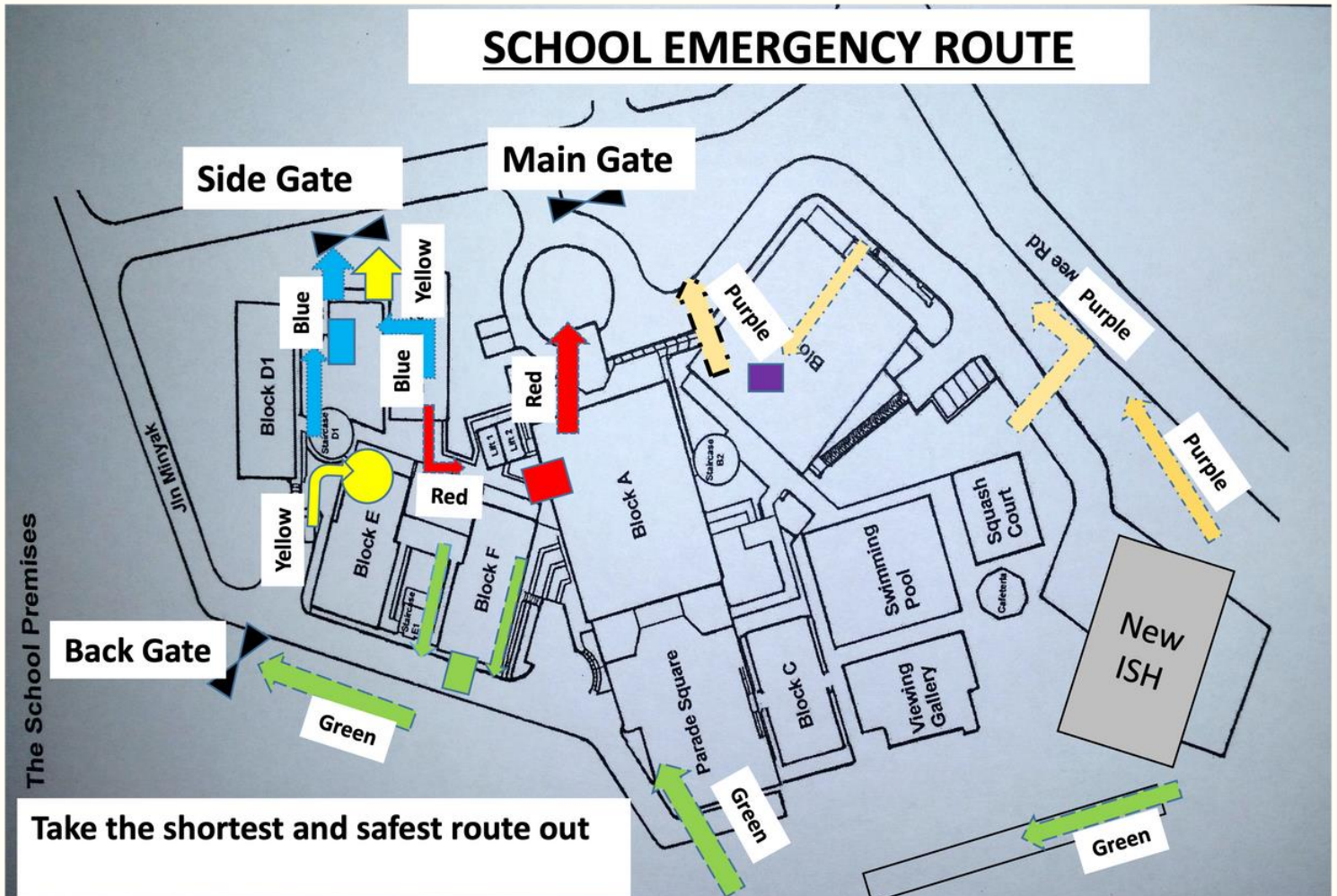
1. Upon hearing the alarm, students must stop work immediately and listen to the Principal's announcement over the Public Announcement system.
2. Students are to move quickly and in an orderly manner led by the teacher or class Chairman to the Emergency Assembly Area.
3. During the evacuation, students are to follow the coloured arrows of their respective locations to be led to the main school gate.
4. The classes on the top floors will give way to the classes on the lower floors so that there will be an easy flow of movement.
5. Thereafter, students will proceed to and assemble only in the Emergency Assembly Area which is the Indoor Sports Hall, unless otherwise announced by the Principal. (Refer to the school emergency route on Page 18).

## DUTIES OF THE CLASS CHAIRMAN

1. During the evacuation, the class Chairman will ensure that no one is left behind in the classroom and that the students do not return to the classroom.
2. In the absence of a teacher in the class, the class Chairman is to switch off the lights and fans in the classroom, line the students up quickly outside the classroom and move to the Emergency Assembly Area as instructed.

# EMERGENCY EVACUATION PLAN

## SCHOOL EMERGENCY ROUTE



# SCHOOL RULES AND REGULATIONS

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## 1. ATTENDANCE AND PUNCTUALITY

Having pride for and a sense of belonging to Outram require students' active participation in school and its activities.

- 1.1 Attendance is compulsory for all
  - School events
  - Assemblies
  - Flag-raising and pledge-taking ceremonies
  - Classes and enrichment programmes
  - Co-curricular activities
  - Any other activity conducted by teachers
- 1.2 A medical certificate from a government doctor or Western practitioner should be given to the Form Teacher upon returning from any absence. Letters of explanation from parents/guardians may not be accepted.
- 1.3 For pre-arranged absences, parents/guardians will need to seek permission from the Principal.
- 1.4 If a student needs to leave school during curriculum time, the student must:
  - Obtain a permission slip from General Office
  - Obtain the Form Teacher's or Subject Teacher's signature
  - Obtain endorsement from a HOD, the Operations Manager, Vice-principal or Principal
  - Remain in school until the parent/guardian has been contacted
  - Present the slip to the security guard upon leaving the school
  - Report to the Form Teacher with a medical certificate on the day of return
  - Submit all work to teachers upon returning to school

# SCHOOL RULES AND REGULATIONS

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- 1.5 Remain in school at all times till the end of the day's lessons, programmes or CCA sessions. Students who leave school without official permission will be considered as having committed a serious offence ('leaving school grounds without permission').
- 1.6 Punctuality is to be observed at all times. Students are considered late when entering the assembly area or classroom after the first bell at 7.30am.
- 1.7 All latecomers are to report to the General Office before reporting to their classroom. Mobile phones will be confiscated and returned after detention has been served at the end of the school day. Repeated latecomers will face appropriate disciplinary actions (detention, suspension, or caning).
- 1.8 Failure to meet expectations regarding attendance and punctuality may result in disciplinary action being taken. Disciplinary action may include detention after each school day. Students with high absenteeism or late-coming incidences may be retained at the current academic level.

# SCHOOL RULES AND REGULATIONS

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## 2. ATTIRE (IN AND OUT OF SCHOOL)

First impressions count, and it is every Outramian's responsibility to project a wholesome, respectable image when wearing the school uniform.

- 2.1 Students are to wear the prescribed school uniform and modification to the uniform is not allowed.
- 2.2 Students must wear the school uniform with pride at all times. Shirts or blouses must be buttoned and tucked in neatly. Uniforms with the elastic band must be folded neatly at the waist level.

### 2.3 SCHOOL UNIFORM FOR BOYS

- White short-sleeved shirt with the school badge sewn on the top left hand corner of the breast pocket.
- Only the Outram PE T-shirt is allowed to be worn beneath the school white shirt.
- Secondary 1–2: White shorts not more than 13 cm above the kneecaps.
- Secondary 3–5: White pants that are straight-cut and not modified in any way.
- Only plain black belts are to be worn. Belt buckles should not be too large and must be in silver, black or gold only.



# SCHOOL RULES AND REGULATIONS

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## 2.4 SCHOOL UNIFORM FOR GIRLS

- White short-sleeved blouse with the school badge sewn on the top left hand corner of the breast pocket.
- Only the Outram PE T-shirt is allowed to be worn beneath the white blouse.
- Navy blue-pleated skirt: not shorter than 5 cm above the kneecaps.
- Undergarments should be worn discreetly. Sports undergarments must be skin-toned or white.



2.5 The school tie is to be worn smartly during school assembly every Monday morning.

2.6 Shoes must be at least 70% white with overall matte/non-glossy finishing. Elaborate patterns or luminous colours are not allowed. Shoelaces must be white.

2.7 Plain white socks are to be worn at all times and are to cover up to the ankle. Students will need to buy and wear the appropriate type of socks which are available for sale at the bookshop.

# SCHOOL RULES AND REGULATIONS

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- 2.8 Slippers and sandals are not allowed in school. Permission to wear slippers or sandals may be granted by a school authority or based on a doctor's recommendation.
- 2.9 Spectacle frames must be simple in design. Tinted spectacle lenses and coloured contact lenses are not allowed.
- 2.10 Jewellery such as chains, ornamental earrings, rings and other forms of accessories e.g. friendship bands, bangles etc., are not allowed.
- Girls may wear one pair of gold/silver ear studs on the lower end of the ear lobes. A pair of transparent ear sticks may replace this. Excessive or outlandish jewellery may be confiscated and would only be returned to the parent/guardian.
  - Boys are not allowed to wear any ear studs or ear sticks
- 2.11 Fingernails should be kept short and clean. Painted nails are prohibited.
- 2.12 Make-up of any form is not allowed.
- 2.13 Tattoos or any form of temporary body art drawn on body is not allowed. Failure to remove them may result in appropriate disciplinary action taken against the student.
- 2.14 The Outram PE/CCA T-shirt may replace the white shirt/blouse after official lessons, on CCA days, Dress Down days, or on special school days allowed by the school. The T-shirt must not be defaced.
- 2.15 The Outram PE T-shirt and shorts must be worn for all PE lessons. This attire should not be worn in the classroom or during assembly, unless allowed by the school.

# SCHOOL RULES AND REGULATIONS

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## 3. HAIR

3.1 Coloured/highlighted hair and hairstyles that are layered, permed, close-cut, patterned, skinheads and hairstyles styled excessively (upwards or backwards) using hair styling products are not allowed. Failure to comply may result in appropriate disciplinary action.

### 3.2 FOR BOYS

Hair styles must be short, neat and tidy

- Fringe: not touching the eyebrows when combed down
- Side: not touching the ears
- Sideburns: not exceeding  $\frac{1}{2}$  length of the ears from the top of the ear
- Back: not touching the shirt collar

Students must be clean-shaven and no facial hair is allowed.





# SCHOOL RULES AND REGULATIONS

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## 3.3 FOR GIRLS

Hair styles must be neat and tidy

- Fringe: not touching eyebrows
- Side: not covering the side of the face or touching the eyebrows
- Back: not longer than the base of the collar for short hair
- Long hair (touching the shoulders): tied up neatly using white, black or navy blue ribbons or clips
- Plain black hair clips or a hair band may be used to secure hair in place



# SCHOOL RULES AND REGULATIONS

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## 4. CLASSROOM BEHAVIOUR

Students are expected to meet all submission deadlines for assignments. Students are to give undivided attention during class lessons and be team-players when working with peers on group projects.

- 4.1 Classrooms should be clean and tidy at all times. Consumption of food and/or sugared drinks is strictly prohibited. Students are encouraged to consume plain drinking water or mineral water. Students are to ensure the cleanliness of the classroom at all times.
- 4.2 Books, files and notes should be kept organised underneath desks. Items to be stored in the class cupboard must be authorised by Form or Subject Teachers. Failure to comply may lead to removal of belongings.
- 4.3 Students who remain in class during recess and after curriculum time must seek the permission of their Form Teacher. Students are to keep their noise levels low during these times.
- 4.4 All students are to move as a complete class between different learning classroom locations. Movement of the class must be done promptly, orderly and quietly.
- 4.5 Students who wish to leave the classroom during lessons can only do so if given the "Permission Pass" by the teacher. Failure to comply may lead to disciplinary action (detention, suspension, or caning) taken against them for skipping lessons or loitering.
- 4.6 Students are to be seated according to the seating arrangement assigned by the class teacher. Students are to remain in class during the change of periods.
- 4.7 All other rules set by teachers and the class committee must be adhered to.

# SCHOOL RULES AND REGULATIONS

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## 5. RECESS BEHAVIOUR

Building civic consciousness starts right in school. Outramians are expected to exercise responsible behaviour when relating to others in any social situation.

- 5.1 Students are to queue for their food in an orderly manner at all times. Students are not allowed to buy food on behalf of their peers.
- 5.2 Return all used or unused crockery, cutlery and bottles to the respective utensil containers.
- 5.3 Students are to keep the canteen clean by clearing all spilled food and litter.
- 5.4 Students may remain in the canteen until the bell rings 5 minutes before the end of recess. This is to ensure that students return to their classes before the start of the next lesson.
- 5.5 Do not litter or spit. Students will face disciplinary action taken against them (corrective work order/detention) for these offences.
- 5.6 Buying of food/drinks is allowed only during recess, lunch and after school. Students must stay out of the canteen during curriculum time.
- 5.7 Students are highly encouraged to consume their food/sugared drinks in the canteen. Students who consume food/sugared drinks outside of the canteen are to ensure that they clean up after themselves by disposing their rubbish at the nearest rubbish bin and wiping down the area after consumption.

# SCHOOL RULES AND REGULATIONS

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## 6. SPORTS/GAMES BEHAVIOUR

Outramians are expected to possess good sportsmanship, displaying integrity and teamwork during sports and games.

- 6.1 All competitors/players in sports and games should play fair and clean games. Cheating, name-calling and other forms of provocation are strictly not allowed.
- 6.2 Supporters for any competitions must be dressed in the proper attire (full school uniform or part school uniform). They are to refrain from booing or jeering at opposing competitors.

## 7. GENERAL

- 7.1 Silence must be observed during school assembly and during school announcements. All students, regardless of citizenship, must stand at attention during the flag-raising ceremony and the broadcast of the National Anthem and School Song as a form of respect.
- 7.2 Students who are Singapore citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist over the heart.
- 7.3 Students are expected to be polite, respectful and considerate to school staff, peers, visitors and members of the public at all times. Defiance, abusive language and/or physical abuse to any of the above-mentioned persons is unacceptable and may result in appropriate disciplinary consequences.
- 7.4 Cheating during tests or examinations will lead to zero marks for the test or examination and severe disciplinary action will be taken. Cases of plagiarism or copying of work will be classified as cheating.

# SCHOOL RULES AND REGULATIONS

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- 7.5.1. Inappropriate use of electronic equipment like mobile phones, audio and video equipment, digital cameras and computer games will result in the items being confiscated and may be held by the school for up to 2 weeks for each offence or until the parent/guardian claims it from the school.
- 7.5.2. All kinds of card games are not to be brought to school at any time. Loss of these items will be the sole responsibility of the owner. The school will not be held responsible for the loss of these items.
- 7.6 Mobile phones need to be switched off during school curriculum time and students may only use their mobile phones at designated locations in the school during recess and after the last lesson of the day. No mobile phones can be used in the classroom unless the teacher has given permission.
- 7.7 Students are not allowed to enter the school in their personal vehicles or taxi on school days. They are to alight at the designated drop-off points.
- 7.8 Students are to use the lifts only at designated times after school hours and keep away from restricted areas. Priority must be given to the handicapped, staff and visitors.
- 7.9 Photograph(s) or video image(s) of you and your parents may be captured during school activities and events such as classroom lessons, CCA, school camps, school concerts. The school may use and publish such photographs and/or video recordings in school publications, website, social media channels, and other communication channels.

# SCHOOL RULES AND REGULATIONS

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## 8. SERIOUS OFFENCES

- 8.1 The following offences are classified as serious and disciplinary action will be taken or reported to relevant authorities:
- Attendance: Leaving school grounds without permission, truancy, skipping lessons
  - Misconduct: Cheating in assessment, forgery, open defiance, rudeness, using vulgar language, intimidation, bullying (verbal, physical and IT-related), threats, extortion, abuse of technology, or disruptive behaviour
  - Damaging of school or government property: Arson, theft, vandalism
  - Other serious offences: Gambling, gangsterism, outrage of modesty, smoking/possession/circulation of tobacco products, consumption/possession/circulation of substance abuse products, usage/possession of prohibited items such as alcohol, weapons, or pornographic materials, dishonesty, perpetual late coming (6 offences per term)
  - Students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which is used or intended to cause harm to others
  - All other offences that are considered criminal in Singapore Law (Penal Code).

## 9. CONSEQUENCES

Anyone guilty of breaking any of the school rules as stated above will be subjected to disciplinary action decided upon by the Discipline Committee, ranging from corrective work order to corporal punishment (for boys). Pupils may be suspended in cases of severe misconduct, gross breach of discipline or violence. Their misdemeanour will affect their overall conduct assessment. Such conduct rating may adversely impact the awarding of the MOE Edusave Award.

# BULLYING: WHAT IS IT?

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## **PHYSICAL**

Hitting, pinching, biting, pushing and shoving; taking things away from others; damaging others' belongings.

## **VERBAL**

'Teasing', insulting, name-calling, making threats and intimidation, spreading rumours, sending offensive messages (in written, text messaging, or spoken form).

## **CYBER**

'Teasing', insulting, name-calling, making threats and intimidation, spreading rumours, sending offensive messages, uploading of offensive pictures/comments through the use of social media e.g. Facebook, Twitter, Instagram etc.

## **EMOTIONAL**

Unreasonable exclusion from social groups, unfriendliness, tormenting, hiding or taking away others' belongings to cause panic or worry. Racial or sexual harassment is also a form of bullying.

# BULLYING: WHAT IS IT?

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## STUDENTS CAN GET HELP BY:

- Reporting the bully to the teacher or school counsellor immediately.
- Informing the parent/guardian of the bully

## STUDENTS ARE EXPECTED TO:

- Treat one another with courtesy and respect
- Report cases of bullying to teachers immediately
- Support victims of bullies and offer them help and protection

## PARENTS/GUARDIANS CAN HELP BY:

- Listening calmly to a bullied victim and try to establish facts
- Contacting the school promptly concerning any case of bullying that is discovered
- Supporting the school's intervention in managing the bullying case
- Supporting the victim of the bully, even if it is not your own child/ward
- Working for a positive outcome for both the victim and the bully together with the school



# **WEIGHTED ASSESSMENTS/EXAMINATIONS**

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## **REPORTING TO SCHOOL**

1. All students are to be in full school uniform and must comply with all school rules.
2. Students are expected to be punctual and attend the flag-raising ceremony unless other instructions are given.
3. All students must produce a medical certificate if they are absent for any paper. If no medical certificate is submitted, students would receive a zero mark for that particular paper.

## **BEFORE THE COMMENCEMENT OF WEIGHTED ASSESSMENTS/ EXAMINATIONS**

1. Students must exhibit proper conduct and behaviour during the examination. Any student who fails to obey instructions and/or exhibit improper conduct may be barred from the examinations, and your results may be terminated. Improper conduct includes disturbing other candidates, disobeying instructions from exam personnel, etc.
2. All students must report to the weighted assessment/examination venue 15 minutes before the commencement of each paper. NO extra time will be given to any student who is late.
3. Students must have their own stationery — NO borrowing is allowed. Ensure that a transparent or translucent ziplock bag/ plastic bag/ pencil case is used to store stationery. The contents should be visible.
4. Students are NOT allowed to bring into the weighted assessment/ examination venue any unauthorized materials, mobile phones and any other electronic devices capable of storing and displaying visual and verbal information. Should any of these be found in one's possession, it will be deemed as a dishonest act and will result in disciplinary action.

# **WEIGHTED ASSESSMENTS/EXAMINATIONS**

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5. When the use of the dictionary is permitted for a weighted assessment/examination, students must ensure that only approved dictionaries are used. NO bilingual dictionaries are allowed and dictionaries must be free from notes and annotations. The use of the ear-piece or headphones is not allowed when using the E-Dictionary.
6. Students must check that they have received the question paper of the correct subject code and syllabus, with the correct number of printed pages.
7. The duration of the weighted assessment/examination will be strictly followed. Students are not allowed to read the questions before the start of the weighted assessment/examination.

## **DURING THE WEIGHTED ASSESSMENTS/EXAMINATIONS**

1. No communication is allowed. Any student who fails to obey instructions will be asked to leave the venue and may be barred from the weighted assessment/examination.
2. Students are NOT allowed to leave the weighted assessment/examination venue before the end of each paper.
3. If students are caught cheating during the weighted assessment/examination, a zero mark will be given for that particular paper.

## **ENDING THE WEIGHTED ASSESSMENTS/EXAMINATIONS**

1. Students are to take responsibility and ensure that they have submitted all their answer scripts before the invigilator leaves the weighted assessment/examination venue.

# SCIENCE LABORATORY SAFETY REGULATIONS

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## GENERAL EXPECTATIONS

1. Students must not enter or work in laboratories unless a teacher is present.
2. Students should not take apparatus or chemicals out of the laboratories without the teacher's permission.
3. Eating and drinking are prohibited in laboratories.
4. Laboratory storerooms and preparation rooms are out of bounds to all students.
5. All laboratories must have the laboratory precautions displayed on their notice boards.
6. All electrical switches and main gas valves must be turned off and all doors should be locked before leaving the laboratories unattended for a period of time.

## EXPECTATIONS DURING THE CONDUCT OF EXPERIMENTS

7. Students should always work thoughtfully and purposefully. Jokes or other acts of carelessness are strictly prohibited.
8. Long hair should be tied back to avoid any interference with laboratory work.
9. Safety goggles must be worn whenever there is any risk of injury to the eyes.
10. Pipetting should always be carried out using a pipette aid and never by mouth.
11. Unlabelled containers or chemicals should not be used and should be reported to the teacher.
12. Equipment used to handle or transfer hazardous materials must be inspected for leaks, cracks, and other forms of damage before use.

# SCIENCE LABORATORY SAFETY REGULATIONS

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13. Damaged equipment, breakages, accidents and spillage should be immediately reported to the teacher.
14. Students should seek clarification from the teacher if instructions for an experiment are not thoroughly understood. Students should not proceed with an experiment if in doubt.
15. Unauthorised experiments are prohibited.
16. Chemicals, once removed from the bottles, must not be put back into the bottles unless instructed to do so by the teacher.
17. Never use flammable liquids near a naked flame.
18. Electrical wirings must be kept away from naked flames and heaters.
19. Areas around electrical equipment should be kept dry. Avoid placement of water near electrical equipment, where possible.
20. Never taste chemicals or other materials unless specifically directed by the teacher.
21. Sharp objects (e.g. needles, razors or pins) should not be discarded in waste-bins or trash bags. A sturdy container should be used for the disposal of sharp objects.
22. Waste and surplus materials must be disposed of in accordance with instructions.

## EXPECTATIONS AT THE END OF EXPERIMENTS

23. Hands must always be thoroughly washed before leaving the laboratories, regardless of whether gloves were worn.
24. Return all apparatus to the respective storage places as instructed by the teacher.

# COMPUTER LABORATORY RULES

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1. Students are not allowed to enter the computer labs without a teacher's presence.
2. Students are to line up outside the lab before and after the lesson.
3. Students are to keep their belongings, such as their bags, only at the places designated by the teacher.
4. Students are to check the computer allotted to them before and after every lesson. Should a student find anything wrong with the computer, it should be brought to the attention of the teacher immediately.
5. Students are only to use the computers assigned to them.
6. Should a student bring any portable storage device, it has to be scanned for viruses before use.
7. Students are not to delete any files from the computer system.
8. Students are not to change any desktop settings.
9. Students are not to install any programmes in the system.
10. Students are not to save any files in the hard disk. Files should be saved in an external storage device or on the intranet.
11. Students should always maintain silence in the computer labs.
12. Eating, drinking, littering, playing computer games and surfing the net without permission are strictly prohibited.
13. Students are to shut down the computers after the lesson.
14. Students are to keep their chairs in proper order at the end of the lesson. Students are to wait for the teacher to check the computer system before leaving the lab.

**Infringement of any of the rules mentioned above will be viewed very seriously.**

# DESIGN & TECHNOLOGY WORKSHOP

## RULES AND REGULATIONS

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### GOLDEN RULES

1. Dress right
  - a. Apron
  - b. Covered shoes
  - c. Tied hair
  - d. Goggles and gloves when necessary
2. Know the environment
  - a. First Aid Box
  - b. Emergency Stop
  - c. Fire extinguisher
  - d. Exits
  - e. Evacuation Route
  - f. Demarcated Work Zones
  - g. Restricted Areas
3. Follow instructions
4. Behave right
5. Be considerate

### SAFE WORKING HABITS

1. Use the right tools and machines in the right way
  - a. Check with the teacher when you are not sure.
  - b. Exercise care and caution when using sharp or pointed tools.
  - c. Students should only use machines which they have been taught to use safely.
2. Check that all tools and machines are safe to use
  - a. Report all damaged tools and machines.
  - b. Do not use any machine that is out of order.
3. Be organised
4. Stay focused

# DESIGN & TECHNOLOGY WORKSHOP

## RULES AND REGULATIONS

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5. Be responsible—clean up and wipe down
  - a. Return items to their original places
  - b. Clean up any messes
6. Students are only allowed to enter or work in the workshop when a teacher or workshop instructor is present and has given permission.
7. Students must report punctually for lessons and exercise social distancing at all times in the workshop.
8. Students must wear masks at all times and wash their hands at the start and end of lesson.
9. All accidents and injuries must be reported at once to the teacher.
10. No drinking or eating is allowed in the workshop.

# RULES IN FOOD AND CONSUMER ROOMS

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## GENERAL EXPECTATIONS

1. Always obtain permission before entering the FCE Rooms.
2. Students working in the FCE rooms must be supervised by a teacher.
3. Read all directions and listen for specific instructions given.
4. Always clean up work areas and return all utensils and equipment to their proper place, or as instructed by the teacher.
5. Work carefully and avoid actions that could lead to accidents or injury.
6. Work at assigned location as much as possible.
7. Immediately report all spills, fires, cuts and any other accidents to the teacher.

## SAFETY RULES

1. Handle electrical equipment with dry hands only.
2. Keep work areas dry, including floors and countertops.
3. Turn off and unplug unattended electrical equipment.
4. Immediately report equipment with frayed cords and faulty equipment. Do not use such equipment.
5. Keep cords and electrical equipment a safe distance from heat sources and sinks.
6. Turn off gas taps when not in use.
7. Handle sharp knives and equipment with care.
8. Wipe up floor spills.
9. Put on oven mittens when handling or carrying hot utensils.



# RULES IN FOOD AND CONSUMER ROOMS

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## HYGIENE RULES

1. Wear a clean apron during practical cooking sessions.
2. Have clean hands, short nails and neat hair.
3. Do not cough or sneeze over food.
4. Do not lick fingers. Use a clean spoon when tasting.
5. Use clean tea towels and dish cloths. Wash them after use.
6. Wash and wipe dry all crockery, cutlery and utensils after use.
7. Dispose food wastes appropriately. Wash and dry waste bins.
8. Keep the workbench and cooker clean.
9. Dispose all waste materials in the rubbish bin provided. Do not throw them into the sink.

# MEDIA RESOURCE LIBRARY

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The Media Resource Library is open to all members of the school staff and students during its opening hours.

## RULES AND REGULATIONS

1. Student Cards
  - a. Each student must use his or her EZ-link card to borrow library books or non-print materials.
  - b. EZ-link cards are not transferable.
2. Each student can borrow a maximum of 3 library books and/or a maximum of 2 non-print materials at any one time.
3. The loan period for a library book is two weeks. A book can only be renewed once.
4. A book should not be taken out of the library unless it has been endorsed at the library counter.
5. A book that is returned to the library must again be endorsed at the library counter.
6. All books must be returned before or on the due date.
7. Non-print materials and reference books cannot be taken out of the library.
8. Students' bags and files are not to be brought into the library. They must be kept in the lockers outside the library.
9. A student or member of the staff has to pay for any borrowed resource\* which is badly damaged, mutilated or lost while in his or her possession.
10. A class visiting the library during school hours must be accompanied by a teacher-in-charge.
11. Students making use of the library must be attired in proper school uniform.
12. Library rules and etiquette must be observed.
13. Students should not bring or consume any food or drinks in the library.

# MEDIA RESOURCE LIBRARY

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14. Students who persistently break library rules will be banned from the library.

## OPENING HOURS

### **School Term and School Holidays:**

**Monday–Friday: 8.00am–4.30pm**

*\*a borrowed resource refers to both print and non-print material such as books, DVDs, reference books and/or magazines.*

# ACADEMIC MATTERS

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## SUBJECT COMBINATIONS

### LOWER SECONDARY

#### **Express/Normal (A)**

*English Language*  
*Chinese/Malay/Tamil Language*  
*Higher Chinese Language (EXP only)*  
*Chinese B*  
*Elementary Mathematics*  
*Lower Secondary Science*  
*Literature*  
*Geography*  
*History*  
*Art*  
*Design and Technology*  
*Food and Consumer Education*  
*Character & Citizenship Education\**  
*Physical Education\**  
*Music\**

#### **Normal (Technical)**

*English Language*  
*Basic Chinese/Malay/Tamil Language*  
*Mathematics*  
*Lower Secondary Science*  
*Art*  
*Computer Application*  
*Design and Technology*  
*Food and Consumer Education*  
*Social Studies\**  
*Character & Citizenship Education\**  
*Physical Education\**  
*Music\**

*\*Non-examination subject*

# ACADEMIC MATTERS

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## SUBJECT COMBINATIONS

### UPPER SECONDARY

#### **Express/Normal (A)**

*English Language*  
*Chinese/Malay/Tamil Language*  
*Higher Chinese Language (EXP only)*  
*Chinese B*  
*Elementary Mathematics*  
*Physics*  
*Chemistry*  
*Combined Science*  
*- Sci (Phy/Chem)*  
*- Sci (Chem/Bio)*  
*Humanities*  
*- Social Studies with Geography, History, or Literature*  
*Electives*  
*- A Mathematics*  
*- Principles of Accounts*  
*- Business Studies*  
*- Design & Technology*  
*- Art & Design*  
*- Biology (EXP only)*  
*Character & Citizenship Education\**  
*Physical Education\**  
*\*\*Elective Modules (NA)*  
*\*\*Advanced Elective Modules (EXP / NA)*

#### **Normal (Technical)**

*English Language*  
*Basic Chinese/Malay/Tamil Language*  
*Mathematics (Syllabus T)*  
*Computer Applications*  
*Retail Operations*  
*Design and Technology*  
*Science (Syllabus T)*  
*Social Studies\**  
*Character & Citizenship Education\**  
*Physical Education\**  
*\*\*Elective Modules (NT)*

*\*Non-examination subject*

*\*\*Advanced Elective Modules and Elective Modules are conducted by lecturers from Polytechnics or selected vendors.*

*Express students read a total of 6 to 7 subjects.*

*Normal (Academic) and Normal (Technical) students read a total of 5 or 6 subjects.*

# ACADEMIC MATTERS

## PROMOTION CRITERIA

LEVEL	CRITERIA	PROMOTED/LATERAL TRANSFER	FAILED
1NT	Pass <b>2</b> subjects inclusive of English Language <b>OR</b> Mathematics	2NT 2NA (overall $\geq 70\%$ )	1NT
1NA	Pass English Language <b>AND</b> <b>2</b> subjects <b>OR</b> Pass in <b>4</b> subjects	2NA 2E (overall $\geq 70\%$ )	1NA 2NT
1E*	Pass English Language <b>AND</b> 50% pass in overall	2E	2NA
LEVEL	CRITERIA	PROMOTED/LATERAL TRANSFER	FAILED
2NT	Pass <b>2</b> subjects inclusive of English Language <b>OR</b> Mathematics	3NT 2NA (overall $\geq 70\%$ )	2NT
2NA	Pass English Language <b>AND</b> <b>2</b> subjects <b>OR</b> Pass in <b>4</b> subjects	3NA 3E (overall $\geq 70\%$ )	2NA
2E*	Pass English Language <b>AND</b> 50% pass in overall	3E	3NA

\*No retention in 1E and 2E

# ACADEMIC MATTERS

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## PROMOTION CRITERIA

LEVEL	CRITERIA	PROMOTED/LATERAL TRANSFER	FAILED
3NT	Pass <b>2</b> subjects inclusive of English Language <b><u>OR</u></b> Mathematics	4NT 3NA (overall $\geq 70\%$ )	3NT
3NA	Pass English Language <b><u>AND</u></b> <b>2</b> subjects <b><u>OR</u></b> Pass in <b>4</b> subjects	4NA	3NA
3E	Pass English Language <b><u>AND</u></b> <b>2</b> subjects <b><u>OR</u></b> Pass in <b>5</b> subjects	4E	3E 4NA

# ACADEMIC MATTERS

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## MARKS AND GRADES

### EXPRESS

GRADE	A1	A2	B3	B4	C5	C6	D7	E8	F9
MARK	75-100	70-74	65-69	60-64	55-59	50-54	45-49	40-44	0-39

### NORMAL (ACADEMIC)

GRADE	1	2	3	4	5	U
MARK	75-100	70-74	65-69	60-64	50-59	0-49

### NORMAL (TECHNICAL)

GRADE	A	B	C	D	U
MARK	75-100	70-74	60-69	50-59	0-49



# CCA GRADING SCHEME – LEAPS 2.0

## OBJECTIVES

CCA is an integral part of a holistic education. The objectives of CCA are to:

- build Character, Team Spirit and Responsibility
- learn and hone new skills and develop talents
- inculcate National Values and Skills
- promote Social Integration

Participation in CCA is **COMPULSORY** for all students. Every student is required to participate in at least one CCA shown in the table below:

### CCAs offered by Outram Secondary School

SPORTS	UNIFORMED GROUPS (UG)	PERFORMING ARTS	CLUBS AND SOCIETIES
Basketball (Boys)	National Cadet Corps (Land)	Dance Club	Entrepreneur Club
Netball (Girls)		Concert Band	Robotics Club
Outram Climbing Club		Visual Arts Club	PA Club
Water Polo (Boys)			Multimedia Communications Club
Swimming			Sports & Recreation Club

LEAPS 2.0 recognises students’ experiential learning and attainment in the 4 domains of the co-curricular syllabus through their secondary school years. At the end of the graduating years, students’ co-curricular attainment will be recognised. This recognition will be translated to bonus point(s) which can be used for admission to Junior Colleges, Polytechnics or Institutes of Technical Education.

# CCA GRADING SCHEME – LEAPS 2.0

**PARTICIPATION:** Recognition of active contribution, exemplary conduct  
Stronger student centricity

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Any CCA for 2 years with > 75% attendance	Any CCA for 3 years with > 75% attendance	Any CCA for 4 years with > 75% attendance	Any CCA for 5 years with > 75% attendance	
		Any CCA for 3 years with > 75% attendance + exemplary conduct & active contribution	Any CCA for 4 years with > 75% attendance + exemplary conduct & active contribution	<u>Same</u> CCA for 4 years with > 75% attendance + exemplary conduct & active contribution
			<u>Same</u> CCA for 4 years with > 75%	<u>Same</u> CCA for 5 years with > 75%

# CCA GRADING SCHEME – LEAPS 2.0

**LEADERSHIP:** Recognition beyond leadership position to include leadership quality with respect to self and others (e.g. NYAA, leadership impact)

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
SCHOOL-BASED LEADERSHIP OPPORTUNITIES	Completed 2 leadership modules of at least 3 hours each	Class Committee Committee for student-initiated or student-led projects, approved by school	Class Chairperson Prefect Peer Support Leader Committee for school-wide events Chairperson/ Vice-Chairperson for student-initiated /led projects	Senior Prefect Chairperson/Vice-Chairperson for school-wide events	Executive Committee of Student Council / Prefectorial Board
		Lower Sec CCA Committee	Lower Sec CCA Executive Committee Upper Sec CCA Committee	Upper Sec CCA Executive Committee	CCA Captain / Chairperson
NYAA AWARD		NYAA Bronze	NYAA Silver and above		
UNIFORMED GROUPS (RANK)	Lance Corporal	Corporal Patrol Second Assistant Patrol Leader	Sergeant Patrol Leader	Staff Sergeant Assistant Company Leader Senior Patrol Leader	Warrant Officer Master Sergeant Station Inspector Troop/ Company Leader

# CCA GRADING SCHEME – LEAPS 2.0

**ACHIEVEMENT:** Recognition of achievements beyond CCA, beyond school

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
REPRESENTATION	Represented class, house, CCA at intra-school event	Represented school, external organisation at local / international event for 1 year	Represented school / external organisation at local / international event for 2 years	Represented school / external organisation at local / international event for 3 years or more  Represented UG HQ at international event	Represented S'pore at local / international competition  Represented S'pore at international event endorsed by national bodies  Represented National Project of Excellence at local / international concert  Represented MOE at local / international event  Represented UG HQ at international competition
UNIFORMED GROUPS ACHIEVEMENT BADGES	Bronze Badge	Silver Badge	Gold Badge	Best Unit Cadet / Outstanding Cadet Award by UG HQ	Top Award for each UG (e.g. Camp Pinnacle Badge, Chief Commissioner's Award)

# CCA GRADING SCHEME – LEAPS 2.0

**ACHIEVEMENT:** Recognition of achievements beyond CCA, beyond school

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
ACCOMPLISHMENT	NA	NA	<p>Represented school /external organisation at local / international event &amp; achieved the following for 1 year:</p> <ul style="list-style-type: none"> <li>• Top 4 team placing</li> <li>• Top 8 individual placing</li> <li>• Gold/Silver/ Bronze/ Merit award/ certification</li> <li>• SYF Arts Presentation Certificate of Distinction / Accomplishment</li> <li>• SYF Art Exhibition Certificate of Recognition (Special Mention)/ Recognition</li> </ul>	<p>Represented school /external organisation at local / international event &amp; achieved the following for 2 years or more:</p> <ul style="list-style-type: none"> <li>• Top 4 team placing</li> <li>• Top 8 individual placing</li> <li>• Gold/Silver/ Bronze/ Merit award/ certification</li> <li>• SYF Arts Presentation Certificate of Distinction/ Accomplishment</li> <li>• SYF Art Exhibition Certificate of Recognition (Special Mention)/ Recognition</li> </ul>	<p>Represented S'pore Schools/ National Project of Excellence/MOE at local / international competition</p> <p>OR</p> <p>Represented Singapore at international event, endorsed by national bodies</p> <p>AND achieved the following:</p> <ul style="list-style-type: none"> <li>• Top 4 team placing</li> <li>• Top 8 individual placing</li> <li>• Gold/Silver/ Bronze award / certification</li> </ul>

# CCA GRADING SCHEME – LEAPS 2.0


**SERVICE:** Recognition beyond hours to include quality (VIA—planning, service, reflection)

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
24-29 hours	30-35 hours	More than 36 hours	Completed at least 24 hours of service and at least two VIA projects that impact the school or community	Completed at least 24 hours of service & at least 2 VIA projects, where at least 1 is a student-initiated project that impacts community
	Completed 1 VIA project that has impact on school or community	Completed 2 VIA projects that has impact on school or community		
		Completed at least 24 hrs of service & completed at least 1 VIA project		

## CCA GRADING (LEAPS 2.0)

GRADE	BONUS POINT	MIN. REQUIREMENT	ADDITIONAL REQUIREMENT		
EXCELLENT	2	Minimum level 3 in all 4 domains	At least level 4 in 1 domain		
GOOD	1	Minimum level 1 in all 4 domains	At least level 2 in 3 domains	At least level 2 in 1 domain & level 3 in another	At least level 4 in 1 domain
FAIR	0				

# STUDENT FINANCIAL ASSISTANCE SCHEMES (FAS)

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AWARD	APPLICATION PERIOD	INCOME CRITERIA
MOE – FAS Scheme	Yearly; (Oct to Dec – to receive the grant with effect Jan of the following year)	Either Gross Household Income ( <b>GHI</b> ) $\leq$ <b>\$3,000</b> Or Per Capita Income ( <b>PCI</b> ) $\leq$ <b>\$750</b>  Per Capita Income = Total Household Income divided by the Number of Household Members.
SCHOOL-based FAS Scheme	Yearly; (Oct to Dec – to receive the grant with effect Jan of the following year)	Either Gross Household Income ( <b>GHI</b> ) <b>between \$3,001 to \$4,400</b> Or Per Capita Income ( <b>PCI</b> ) <b>between \$751 to \$1,100</b>  Per Capita Income = Total Household Income divided by the Number of Household Members.

To apply for the above, you may:

- inform your teacher of your need
- obtain the application form from the General Office or school website
- return the completed form (together with all the necessary supporting documents) to your Form Teacher or submit them directly to the General Office.

# CHARACTER & CITIZENSHIP EDUCATION (CCE)

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## WHAT IS CHARACTER & CITIZENSHIP EDUCATION (CCE?)

The curriculum content of CCE is based on the three big ideas of Identity, Relationships and Choices. It involves the teaching and learning of core values and social-emotional competencies with a focus on developing a sense of purpose in our students. These fundamentals are taught and applied in the six curriculum content areas of CCE.

A holistic approach to CCE involves explicit teaching, and reinforcement and application of learning. Multiple learning platforms are tapped on to help students internalise values, social-emotional competencies, and citizenship dispositions. These platforms include CCE Lessons, key Student Development Experiences, and school-based initiatives.

## VALUES-IN-ACTION (VIA)

### BACKGROUND

*At the Community of Supply (COS) Debate on 8 March 2012, Minister Heng Swee Keat announced the reframing of the Community Involvement Programme (CIP) as "Values-in-Action" (VIA), to place a greater focus on students acquiring values. VIA builds on the strengths of CIP, and encourages students to identify and understand community issues, initiate action among their peers to make a difference and improve the lives of others. When there is greater student ownership of the VIA learning experiences, they will find VIA more meaningful, and will be more motivated to continue making a difference to the community and nation after leaving school.*

### WHAT IS VIA?

Values-in-Action (VIA) is a key Student Development Experience (SDE) that aims to nurture socially responsible citizens who contribute meaningfully to the community, through the learning and application of values, knowledge and skills. VIA is designed to engender student ownership and initiative. Through VIA, students reflect on their experience, the values they have put into practice, and how they can continue to contribute meaningfully.



# CHARACTER & CITIZENSHIP EDUCATION (CCE)

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## OBJECTIVES OF VIA

VIA, an important component of CCE, aims to help students internalise values learnt through real life experiential activities. The **core values** are:

**Respect, Responsibility, Resilience, Integrity, Care and Harmony**

## KEY FEATURES OF VIA

- 1 VIA means taking ownership of their own learning.
- 2 Curriculum time will be set aside for students to reflect on what they have learnt and how they can continue to make a difference to others beyond the project.
- 3 Students will continue to apply what they have learnt, and be active contributors and concerned citizens.
- 4 In VIA, the teacher's role is to facilitate students' discussions of community issues and ideas for making a difference, and facilitate reflections at various stages of the projects.
- 5 Schools will develop 4-year VIA plans, at secondary levels respectively, to develop knowledge, skills and values progressively.

## VIA LEARNING OUTCOMES

VIA aims to nurture pupils to be socially responsible and to help them understand that every Singaporean has a role in enhancing the well-being of the community and the nation. It helps nurture responsible citizenship, promote social cohesion and build a gracious society. Pupils' participation in VIA is motivated by a strong sense of moral obligation towards contributing to the well-being of society.

# CCA AND VIA LEVEL OUTCOMES

## CCE LEVEL OUTCOMES

At the end of 4 to 5 years, Outramians should be :

1. A **socially responsible** citizen (active contributor and concerned citizen)
2. An **innovative** and **enterprising** leader (self directed, confident person)
3. A **self directed** learner with a passion for learning (self directed, confident person)



## VIA LEVEL OUTCOMES



# CCE DEVELOPMENTAL SELF-ASSESSMENT

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## CCE LEVEL OUTCOMES:

Sec 1: A confident Outramian with a sense of belonging to the school community

Sec 2: An innovative Outramian who makes responsible decisions

Sec 3: An enterprising and a socially responsible Outramian

Sec 4 & 5: A self-directed Outramian with a passion for learning

## MOE's Desired Outcomes of Education:

Confident Person. Self-Directed Learner. Concerned Citizen. Contributing Citizen

## Our School Values:

Sense of Belonging, **P**erseverance, **I**ntegrity, **R**esponsibility, **I**nnovative, **T**eamwork

ATTRIBUTES Core Values/School Values/SEL Competencies	Behavioural Indicators	Semester 1				Semester 2			
		Emerging	Proficient	Accomplished	Leading	Emerging	Proficient	Accomplished	Leading
<b>Attitude</b> <b>(Self-awareness, Self &amp; Relationship Management &amp; Social Awareness for personal effectiveness)</b> <ul style="list-style-type: none"> <li>• Confident Person</li> <li>• Self-directed Learner</li> <li>• Takes responsibility for own learning</li> </ul> <i>School Values: P I R T</i> <i>Core Values: Respect, Responsibility, Resilience, Care/ Harmony</i>	I strive to do my best in my academic work.								
	I strive to do my best in my CCA.								
	I am polite and courteous towards my family.								
	I am polite and courteous towards my teachers.								
	I am polite and courteous towards my peers.								
	I am considerate towards others.								
	I think of consequences before I act.								
	I practice self-control when I am upset or angry.								
	I treat everyone in the way I would like to be treated—with dignity, empathy, care and concern.								

# CCE DEVELOPMENTAL SELF-ASSESSMENT

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ATTRIBUTES Core Values/School Values/SEL Competencies	Behavioural Indicators	Semester 1				Semester 2			
		Emerging	Proficient	Accomplished	Leading	Emerging	Proficient	Accomplished	Leading
<b>Attitude</b> <b>(Self-awareness, Self &amp; Relationship Management &amp; Social Awareness for personal effectiveness)</b> <ul style="list-style-type: none"> <li>Confident Person</li> <li>Self-directed Learner</li> <li>Takes responsibility for own learning</li> </ul> <p>School Values: <i>P I R T</i>            Core Values: <i>Respect, Responsibility, Resilience, Care, Harmony</i></p>	I contribute my time and resources to the community.								
	I press on in the face of difficulties or challenges.								
	I am able to see the positive side of difficult situations and view challenges as opportunities to learn.								
	I encourage and help my family members when needed.								
	I am able to see from others' perspectives and feel what they are going through.								
	I give support to my friends, especially in times of difficulty.								
	I think of others and help those in need.								
	I am able to foster positive friendships.								
	I take the initiative to guide/teach my peers.								
	I take the initiative to provide support and guidance to peers who are struggling, left behind or left out.								
	I make time (e.g. come to school earlier) to help others.								
	I take the initiative to say encouraging words to others.								
	I take the initiative to interact with peers outside my group of friends								
	I take care of the environment around me and reuse, reduce and recycle whenever I can.								
	I take the initiative to greet all staff members in the school.								
	I take the initiative to greet my fellow peers.								
	I use respectful and polite language even when no teacher is around me.								
	I build harmonious relationships with the people around me.								
I understand and appreciate the diverse cultures of difference races and religions.									
I find ways to maintain and strengthen ties with people around me by being neighbourly and having a community spirit.									

# CCE DEVELOPMENTAL SELF-ASSESSMENT

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ATTRIBUTES Core Values/School Values/SEL Competencies	Behavioural Indicators	Semester 1				Semester 2			
		Emerging	Proficient	Accomplished	Leading	Emerging	Proficient	Accomplished	Leading
<b>Assignments (Self-awareness, Self-Management &amp; Social Awareness)</b> <ul style="list-style-type: none"> <li>Self-directed learner</li> <li>Takes responsibility for own learning</li> <li>Communicates effectively</li> <li>Thinks independent &amp; critically</li> <li>Discerning in judgement</li> </ul> <p>School Values: <i>P I R I T</i> Core Values: <i>Responsibility</i></p>	I complete my assignments neatly.								
	I submit my assignments on time.								
	I try my best in all of my assignments.								
	I complete my corrections on time.								
	I pay attention in all my classes.								
	I bring all the necessary materials to my lessons.								
	I am cooperative during group work.								
	I will explore knowledge beyond the classroom.								
	I take the initiative to propose possible solutions to problems in CCA/SC/PSL/VIA/OPEL.								
<b>Attendance (Self-Management to achieve personal well-being &amp; effectiveness)</b> <ul style="list-style-type: none"> <li>Takes responsibility for own learning</li> <li>Demonstrate resilience in the face of individual challenges</li> </ul> <p>School Values: <i>S R</i> Core Values: <i>Responsibility</i></p>	I am punctual for class.								
	I am always present for school.								
<b>Attire (Self-Management for personal effectiveness)</b> <ul style="list-style-type: none"> <li>Shows respect to school and each other</li> </ul> <p>School Values: <i>S R</i> Core Values: <i>Responsibility</i></p>	I am properly attired for my lessons.								
<b>Discipline (Self-Management &amp; Social Awareness, Responsible Decision Making)</b> <ul style="list-style-type: none"> <li>Integrity to stand by moral principles</li> <li>Ability to display responsibility in decision making with consequences</li> </ul> <p>School Values: <i>S P I R I T</i> Core Values: <i>Responsibility, Integrity</i></p>	I abide by the school rules and regulations.								
	I consider the consequences of my actions and make well-considered choices.								
	I stand up for what is right and accept the consequences of my actions.								
	I am honest to myself and others in word and deed.								
	I believe and do what is right.								

# EDUSAVE CHARACTER AWARD

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The MOE Edusave Character Award (ECHA) is awarded to students in schools **to recognise their exemplary character and outstanding personal qualities through their behaviour and actions.**

This is part of the larger goal to foster an inclusive and stronger Singapore as we broaden the qualities and achievements to be encouraged and applauded. The award also supports schools' continuing efforts in nurturing students of good values and character, who are active contributors and concerned citizens.

## ELIGIBILITY CRITERIA

The ECHA is meant to recognise and affirm students who demonstrated exemplary character and outstanding personal qualities through their behaviour and actions. Students must satisfy the following eligibility criteria before they can be given the ECHA:

1. Students must be Singaporeans studying in government/government-aided primary or secondary schools, independent schools, specialised independent schools, specialised schools or junior colleges/centralised institute (JC/CI); and
2. Students must, on a consistent basis, **demonstrate good character and values.** In particular, students may be identified for demonstrating the following types of qualities:
  - School values and/or character traits that the school wishes to recognise or encourage, e.g. respect, integrity, care, harmony; and/or
  - A high level of civic responsibility. These would be students who are concerned about issues in the community or issues faced by others, initiating action to address these issues to improve the lives of others, and being committed to make a positive difference; and/or overcoming the odds and performing commendably well in academic and non-academic domains.
  - Qualities associated with resilience. These would be students who have persevered despite facing difficult circumstances (e.g. financial problems, family issues, health issues etc), and have managed to overcome the odds.

*The Edusave Character Award is open to pupils from all levels.*

*ECHA Awardees will receive a certificate and a monetary voucher of \$500.*

*This award will be presented at a platform determined by MOE.*

# MENTAL WELL-BEING & STUDY TIPS

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## (A) KEEPING STRESS LEVELS HEALTHY

Pick from the useful techniques below to keep your stress levels healthy!

### Do relaxation exercises

- Take deep breaths: Count to 10 to breathe in and count another 10 to breathe out.
- Relax your mind: Think of calming images or a soothing song.
- Practice these regularly and whenever you feel stressed 😊

### Do physical exercises

- Engage in outdoor exercises such as jogging or playing sports. This releases endorphins that trigger positive feelings!

### Sleep well

- Sleep 8-10 hours to stay alert, perform better in memory and motor tasks, and develop well mentally and physically.

### Make plans for enjoyable activities

- In your personal Google Calendar, schedule meaningful and enjoyable activities and stick to them.

### Maintain a sense of humour

- Keep laughing! It relieves stress, increases pain tolerance and strengthens the immune system.

### Get support

- Talk with someone who knows or cares about you. This might include:
  - Family members
  - Friends
  - Teachers and Counsellors

# MENTAL WELL-BEING & STUDY TIPS

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## (B) STUDY AND EXAM STRATEGIES

### STUDY STRATEGIES: PREPARE, PROCESS AND PLAYBACK

#### **Before a Lesson: PREPARE**

1. Read the chapters ahead of the lesson to get an idea of the important concepts and listen out for them during class.
2. Identify and highlight terms and concepts that you are uncertain of. Clarify these during class.

#### **During a Lesson: PROCESS**

1. Listen attentively: Pay attention to keywords and write them down.
2. Take notes: Date and title your notes on a new page for each lesson. You may take digital notes on your PLDs.

*\*For different types of graphics organisers and digital mind-mapping tools for note-taking, please refer to the Blended Learning Guide (BLG) SLS unit on Chapter 4 Information Processing Skills.*

#### **After a Lesson: PLAYBACK**

1. Review your notes: Identify ideas and concepts you are still unsure of and clarify with the teacher if needed.
2. Summarise: Highlight keywords and important points.
3. Store: Keep notes in an organised manner (either physically or digitally) so you may retrieve them easily.



# MENTAL WELL-BEING & STUDY TIPS

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## EXAM STRATEGIES: PLAN. PLAN. PLAN

To tackle the examination well, you need to make several important plans at different stages:

- One month ahead: Revision timetable
- During exam period: Intensive revision schedule
- During each paper: Time limit for each section and question

### One Month Ahead: PLAN REVISION TIMETABLE

1. Use your personal Google Calendar to plan at least 2 study periods each day and at least 4 study periods on weekends.
2. Plan study periods of 45 minutes each.
3. You may choose to study the same subject for 2 periods or switch subjects after each period.
4. Take a 15-minute break before starting on another 45 minutes of study.

STUDY PERIOD	SUBJECTS		
45 minutes	Math	15 minutes	Break
45 minutes	English	15 minutes	Break

*Suggested revision timetable*

# MENTAL WELL-BEING & STUDY TIPS

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## **During the Exam Period: PLAN INTENSIVE REVISION SCHEDULE**

1. After each paper, take an hour's break after you reach home. Eat and rest before you start revising for the next paper.
2. If you have 2 papers the next day, split your time according to:
  - How important the paper is (e.g. if it is the only paper or a paper out of several)
  - How confident and prepared you are for the subject (start with the paper you are less confident in to set your mind at ease and to be in a fresher state of mind)

## **During Each Paper: PLAN TIME LIMIT FOR EACH SECTION/QUESTION**

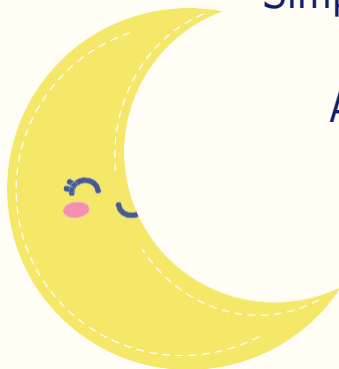
1. Bring your watch to the exam venue and set it on the table where you can see it easily.
2. Watch the time you have for each section or question. Ask your subject teachers beforehand if you are not sure how to plan your time.
3. If the time is up, move on to the next section or question. Come back to where you have left off after you have finished the other sections. Remember, it is more important to finish the paper to obtain maximum possible marks than struggling to finish one question, which alone is not likely to help you pass.
4. For detailed exam strategies for the different subjects, complete the SLS unit on Exam Strategies.

## ***You Can Be Whatever You Want To Be!***

*by Donna Levine*



There is inside you  
All of the potential  
To be whatever you want to be;  
All of the energy  
To do whatever you want to do.  
Imagine yourself as you would like to be,  
Doing what you want to do,  
And each day, take one step  
Towards your dream.  
And though at times it may seem too  
difficult to continue,  
Hold on to your dream.  
One morning you will awake to find  
That you are the person you dreamed of,  
Doing what you wanted to do,  
Simply because you had the courage  
To believe in your potential  
And to hold on to your dream.



# CONTACTS AVAILABLE

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AGENCY	SERVICE	CONTACT DETAILS	OPERATING HOURS
<b>School Counsellor</b>	<ul style="list-style-type: none"><li>• Individual counselling</li><li>• Group sessions</li><li>• Mediation</li></ul>	Ms Isabella Lee <ul style="list-style-type: none"><li>• 6733 4077 (ext 139)</li><li>• 9150 0447</li></ul>	Monday to Friday, 7.30am – 3.30pm
<b>TOUCHline</b>	For youths between 12 and 19 years old.	1800 377 2552	Monday to Friday, 9.00am – 6.00pm
<b>Care Corner 800 Hotline</b>	For Mandarin-speakers seeking help for family problems	1800 353 5800	Every day, 10.00am – 10.00 pm (except Public Holidays)
<b>Samaritans of Singapore (SOS)</b>	For anyone facing a crisis	1767	24 hours

*Students may also approach any teacher in the school (e.g. Form Teacher, Subject Teacher, CCA Teacher etc) to talk to.*