



CHIJ KATONG CONVENT

346 Marine Terrace, Singapore 449150

KC/G/01/2025

30 December 2024

Dear Parents/ Guardians

Happy New Year and I hope you and the girls had a good year end break. KC celebrates our 95th anniversary in 2025, and we give thanks to God for His faithfulness and blessings upon the school. The theme for the year is 'Love Never Fails' (1 Corinthians 13:8). It is both a reminder of God's deep and abiding love for us, and an exhortation for us to love others. As we start a new year of learning, I pray that the girls, secure in God's love and anchored by the KC PIER values of **P**erseverance, **I**ntegrity, **E**xcellence, and **R**espect, will grow to be women of purpose, achieving their potential and being a blessing to others.

1. Staff Updates

We wish to express our heartfelt appreciation to the following staff who have left KC and wish them all the best in their endeavors:

- Ms Ang Yen Ling
- Mr Eugene Khoo
- Mdm Lai Ai Fah
- Ms Ong Meiqing
- Mr Prabhu Gobi Nathan
- Mr Sim Kim Seng

We extend a warm welcome to the following permanent staff:

- Mr Chua Soon Heng, HOD/ PE & CCA
- Mr Goh Liang Zhou, HOD/ MTL
- Mr Nicholas Lim, SH/Lower Sec Science
- Ms Nur Izzati, EL Teacher
- Ms Siti Arfah, EL Teacher
- Ms Tan Siew Yean, POA Teacher

2. Key Changes in 2025

The school conducts regular reviews to improve school processes and programmes. Arising from review, the following changes will be implemented in 2025.

a. Lunch-Out after School

In Term 4 2024, the school started a pilot where students were allowed to leave the school for lunch before coming back to school for CCA. The students were briefed on the expectations such as safety, good behavior and punctuality. We are pleased to share that we will continue with the lunch-out arrangement in 2025.

From 2025, students will be allowed to leave the school for lunch **after 1.20 p.m., Mondays to Fridays**, and return to school for afternoon programmes. The expansion of the arrangement to all days cater to students who have afternoon lessons, consultations and enrichment programmes. Students who prefer to have their lunch in school can continue to do so in the school canteen.

b. Mobile Device Policy

The cornerstone of our Mobile Device Policy remains as teaching students responsible use and management of their mobile devices.

Allowed Areas for Use before School Starts

Currently students can only use their mobile devices in the foyer and canteen before school starts. From 2025, students will also be allowed to use them in the classrooms

before school starts. By **7.35 a.m.**, all mobile devices must be kept securely so that students are prepared to start the school day.

Tiered Consequences for Misuse

Discipline is an educative process, and consequences will be meted out to students who are caught breaking the rules on the use of mobile devices. Currently mobile devices are confiscated for one month on each occasion of misuse. From 2025, the following consequences will be meted out:

Offence	Consequences	Remarks
1 st Offence	Mobile device confiscated for 1 week	<ul style="list-style-type: none"> The SIM card will be returned to the students (except for e-SIM). Parents/Guardians will receive a call from a school personnel for the first offence. For subsequent offences, the student will inform her parents/guardian.
2 nd Offence	Mobile device confiscated for 2 weeks	
3 rd Offence	Mobile device confiscated for 3 weeks	
4 th Offence onwards	Mobile device confiscated for 4 weeks	

Please note that smart watches are treated as mobile devices due to their communicative capabilities and are not allowed for use during school hours. The updated Mobile Device Policy is also available on the school website.

I seek your support to work with the school in guiding the girls on the appropriate use of mobile devices and in following the school rules. For students who break the rules, it is an opportunity to learn that there are consequences to our choices and actions, and the disciplinary process helps them learn self-management and responsible decision making.

c. Meet-the-Parents Session

Currently, parents/guardians book an online appointment to meet Form Teachers in Term 1. From 2025, all parents/guardians will be invited to a face-to-face Parent Engagement Session at the school. The Session will comprise talks by school personnel and a sharing in class by Form Teachers. In Term 2, Subject Teachers will engage parents/guardians of selected students. In Semester 2, parents/guardians can book an online appointment to meet Form Teachers.

Besides the above-mentioned touchpoints, parents/guardians can also contact the Form and Subject Teachers to discuss your daughter's/ ward's learning progress when needed.

d. Excuse from School

School attendance is critical for students' development and success, and students should see a doctor and obtain a medical certificate if they are unwell. For certain circumstances, parents/guardians submit letters, up to 5 a year and also for days before and after medical leave, when their daughter/ ward is unable to attend school. To simplify the process, the school will accept up to **3 letters per term** from 2025. I seek your support to inculcate the value of school attendance and work together to teach our girls the importance of showing up for school and duties.

3. Start of School Year

a. Orientation

Orientation is a key school programme where we structure time and space for building relationships, learning new knowledge and competencies, and immersing in the school culture and routines. Key information on the Orientation is as follows:

Date/Day	Reporting & Dismissal Time	Remarks
2 Jan/ Thu	<ul style="list-style-type: none"> • Sec 1: 7.35 a.m. – 2 p.m. • Sec 2 - 5: 8.35 a.m. – 2 p.m. 	
3 Jan/ Fri	7.35 a.m. – 2 p.m.	Sec 2 and 3 students will be visiting East Coast Park.
6 Jan/ Mon	<ul style="list-style-type: none"> • Sec 1 and students involved in CCA Fair: 7.35 a.m. – 4.45 p.m. • Students not involved in CCA Fair: 7.35 a.m. – 12.50 p.m. 	Sec 3 students will be visiting Southern Ridges.

b. Timetable

Lessons will begin on Tuesday, 7 January. The timetable for 2025 can be accessed from Thursday, 2 January through the school website.

URL: <https://www.chijkatongconvent.moe.edu.sg/the-kc-village/parents/>

We will continue to start school at 8.35 a.m. on Thursdays. As a result of the later reporting time, breaks on Thursdays will take place at a later time. Please ensure that your daughter/ward has sufficient breakfast, especially on Thursdays. Besides the scheduled break times, students will continue to have a short snack break daily and are encouraged to pack healthy snacks from home.

4. Home - School Communication

We want our girls to grow in responsibility and self-management skills, hence information and instructions on school programmes will be communicated directly to the girls. If they are unsure about anything, we encourage them to take the initiative to find out from their teachers and friends. For information that pertains to parents/ guardians, we use the following channels to keep in touch with you:

a. Parents Gateway

Parents Gateway (PG) is the main channel for dissemination of information as well as for you to give consent for your daughter's/ ward's participation in selected school programmes.

b. Parents page on school website

You may also access the Parents page on the school website for information such as briefing slides and assessment matters, which would also have been shared through PG.

URL: <https://www.chijkatongconvent.moe.edu.sg/the-kc-village/parents>

c. E-Student Journal

You may refer to the e-student journal on the school website for important information such as school rules, school programmes, and assessment and promotion criteria. Do approach the school should you have queries.

URL: <https://go.gov.sg/kcjournal>

d. Communication with Staff

Parents/ Guardians who need to communicate with school personnel may email, call or meet with them. The communication protocols are outlined to respect teachers' rights to rest and private time. I seek your support in caring for our staff as they do their best to teach and care for the girls.

Mode of Communication	Protocol	Remarks
Email	3 working days for replies	<ul style="list-style-type: none"> Email of teachers are published on the school website. For urgent matters, please call the General Office.
Phone calls	During office hours: 7.30 a.m. to 5.30 p.m.	
Meetings (Face to Face or Virtual)	By appointment	

e. Connect with us

Do follow us on Instagram to be plugged in on exciting updates!

Instagram: <https://www.instagram.com/chijkatongconvent>

5. Administrative, Safety & Security Matters

a. Personal Social Responsibility

To ensure that the school remains a safe place for teaching and learning, students who are unwell should seek medical attention and stay away from school. Schools conduct Temperature Taking Exercises twice a year to enable students to learn to take their own temperature as part of exercising personal and social responsibility, and to be prepared against threats posed by diseases. For Semester 1, the Temperature Taking Exercise will be conducted on **Wednesday, 15 January**. Students are to bring a working thermometer on that day.

b. Road Safety

Drop Off

You may drive into the school to drop off your daughter/ ward between 6.45 a.m. and 7.15 a.m./ 8.15 a.m. (Thu), and beyond 7.15 a.m./ 8.15 a.m. (Thu) for inclement weather. Otherwise, please allow your daughter/ ward to alight from the vehicle safely and promptly outside the school. As enforced by Traffic Police, drivers should not make a right turn when exiting the school between 6.30 a.m. and 7.30 a.m. Please refer to Annex A for the drop off location.

Pick-up

For dismissal pick-up within the school, you may drive into the school only after 3 p.m. Waiting or parking in school is not allowed. Alternatively, you may wish to wait for your daughter/ward at one of the public carparks opposite the school.

Pedestrians Safety

The students will be instructed to use the pedestrian crossings at Marine Terrace. We urge all drivers to drive safely, especially during peak hours, to keep our students and other road-users safe.

c. Visiting the School

The school puts in place the following guidelines for visitors to ensure the safety of students:

Visitor Appointments

Please make a prior appointment with the school personnel you plan to meet and register at the security counter upon arrival. If you are driving, we seek your understanding to park at the public carpark opposite the school.

Parents'/ Guardians' Access Areas

Parents'/ Guardians are requested to keep to the lower foyer and the bookshop. During term time, you may visit the bookshop between 2 p.m. and 3.30 p.m. There shall be no access to other areas of the school unless arrangements have been made for you to do so.

6. KC Parent Support Group (PSG)

The PSG comprises parents who are passionate about being involved in their daughters' school experiences and supportive of school efforts in nurturing the KC girl. More information will be shared with parents/ guardians during the Parent Engagement Sessions for the respective levels.

7. School Calendar

The school calendar shows key school events and can be accessed through the school website (under The KC Experience tab).

URL: <https://www.chijkatongconvent.moe.edu.sg/the-kc-experience/cal/>

a. Co-Curricular Activities (CCA)

CCAs take place on Wednesdays (3 - 5.30 p.m.) and/or Fridays (3 - 6 p.m.). The respective CCA teachers will inform you if there are special arrangements.

b. Independent Learning Days (ILD)

ILDs are home-based learning days. Students do not report to school on ILDs but engage in learning tasks set by teachers. ILD also provides a platform for Student-Initiated Learning (SIL) where students explore topics of interests individually or in groups.

c. Academic Programmes (AP)

To support students in their preparation for the national exams, the school has planned Academic Programmes (AP) for the Upper Secondary students. Please note that AP for Sec 4 & 5 students will take place in the first week of June holidays and AP for Sec 3 students will take place in the last week of October.

d. Catholic Connect

This programme aims to establish a Catholic student community rooted in faith through fellowship and being immersed in the Gospel. The sessions are led by parent volunteers and members of the Young Christian Students' Movement and supported by student Catholic Support Leaders. Catholic students are strongly encouraged to join the sessions which will be conducted every Friday morning (7.15 – 7.45 a.m.) in Classrooms 1, 2, 3.

Please call the General Office at 6448 6433 or email chijktcs@moe.edu.sg should you have any queries.

May God bless the KC Family in 2025, and I look forward to our partnership.

Yours sincerely



Mrs Tan Mei Chuen
Principal

