



CHI KATONG CONVENT

346 Marine Terrace, Singapore 449150

KC/G/03/2022

7 January 2022

Dear Parents/ Guardians

Happy New Year and a warm welcome to all students and parents of CHI Katong Convent! We hope you have had a great family bonding time during the holidays. The start of a new school year marks the beginning of a new journey for our students to grow with their God-given talents to become individuals strongly anchored in the KC PIER values of perseverance, integrity, excellence and respect. This letter serves to provide general school updates, an overview of the school's communication platforms with staff, traffic and security measures and forthcoming events for Term 1.

1. Staff Updates

We wish to express our heartfelt appreciation to the following staff who have left CHI Katong Convent and wish them all the best in their endeavors.

- Mr Owen Tan
- Ms Rawdah Juma'at
- Ms Tan Qiu Yan
- Ms Tan Hui Shan
- Ms Raelene Chan
- Mdm Thambirajah Kalarani

We extend a warm welcome to the following new permanent staff:

- Mrs Chua-Seah May Ling, HOD/ English Language and Literature
- Mrs Toh-Chan Yan Qing Daphne, HOD/ Science
- Mr Eugene Khoo, Teacher (Principles of Accounts)
- Mrs Tan-Nah Chiew Hong Janice, Teacher (English Language)

2. Communications between School and Parents/ Guardians

In our effort to forge a collaborative partnership with our parents and guardians, the school has instituted the following communication channels:

a. Parents Gateway

Parents Gateway will continue to be the main medium of communication with parents for dissemination of information as well as for parents to give consent for their daughter(s)/ ward(s)' participation in selected school programmes.

b. Parents Portal within school website

Besides Parents Gateway, you may also access the parents portal within the school website for information such as class timetable, assessment matters, CCA and school programmes. The same information will also be shared through the Parents Gateway App mentioned in the above paragraph. Steps to access the portal can be found in Annex A.

c. E-Student Journal

You may refer to the e-student journal on the school website (under The KC Experience link) for important information about school matters such as school attire and school rules. In order for your daughter(s)/ ward(s) to be familiar with the expectations set by the school, you are strongly encouraged to go through the information together with them.

d. Communications with Staff

Parents who need to communicate with school personnel may choose to email, call or seek a face-to-face meeting with them. On email enquiries, we will endeavor to reply in 3 to 5 workdays. For time sensitive and urgent matters, should you not be able to reach the staff on the phone, you may wish to contact the general office. If you like to meet the school personnel instead, we will be grateful for you to make an appointment with the respective staff. We apologise that unscheduled visits may not be possible as the school personnel might be preoccupied with work commitments. During this period of the pandemic, we would like to encourage you to contact us via email/ phone or arrange for an online meeting.

e. Email Addresses of Subject Teachers

The email addresses of the subject teachers of your daughter's class and will be made available to you via the Parents Portal on the school website and Parents Gateway platforms to facilitate direct communication by mid-January.

f. The Year Heads

While we take steps to enhance our communication with parents, we will also reach out to the girls to build our relationship with them. The Year Head system serves as a culture-building platform to foster a sense of unity among the cohort and develop a love for the school community. Among other things, the Year Head monitors the academic progress and well-being of the cohort to help our students maximise their potential. The respective Year Heads are: Ms Lim Shi Ying (Sec 1), Ms Lee Shu Min (Sec 2), Ms Nurahifah Bte Amran (Sec 3) and Ms Gail Yap (Sec 4/5). Apart from the various class contact times, level meetings, level assemblies, level activities, school leaders and key personnel will carry out class dialogues especially with the graduating cohort to understand, support and guide our students to be the best they can be.

g. Meet-the-Parents Session

Our form teachers aim to meet all parents at least once in the year so we hope that parents will continue to respond to our invitation to our Meet-the-Parents Session. This year, our session is scheduled on **Fri, 11 Mar**. We will share in due course, the mode for the session.

h. Online GCE N- and O- Levels Art Coursework Briefing for Parents

For students offering Art at GCE N and O Levels in 2022, the Art department will be organising an online dialogue with parents on **Sat, 29 Jan (9.00am to 10.30am)**. The session is to help parents understand the components of the national art examination and how best to support their child for the coursework component. More details about the session will be sent to you via Parents' Gateway (PG). The login information and ZOOM link will be shared also via PG, one day before, on **Fri, 28 Jan**.

3. Administrative Matters

a. Updating of Students' Particulars and Medical Condition

The forms for updating the students' particulars and medical condition have been distributed according to the schedule below. Kindly return the completed document to your child's Form Teacher by the respective dates as follows:

Levels	Date of Distribution	Return By
Sec 1- 4	4 Jan 2022	10 Jan 2022
Sec 5	10 Jan 2022	14 Jan 2022

b. Group Personal Accident Insurance Scheme

MOE has purchased the Group Personal Accident (GPA) Insurance for Students to cover your daughter(s)/ ward(s) against accidents at school from 1 Jan to 31 Dec 2022. If you have enquiries regarding this scheme, please contact Ms Su Yixi from NTUC Income Co-operative Limited directly at 9022 0777 or email the officer @ yixi.su@income.com.sg. The details of coverage will be sent via Parents Gateway, once we have received them.

c. Personal Data Protection Act (PDPA)

Unless consent is not given by you under PDPA, photographs or video images of your child/ ward may be taken during school activities and events such as classroom lessons, CCAs, school camps, or school concerts and be used in school publications, both online and offline channels.

4. Safety & Security Matters

a. Safe Management Measures (SMM)

To ensure that schools remain a safe place for teaching and learning, SMMs will continue to be observed, including visual screening and temperature-taking of individuals, observance of high standards of hygiene, and safe distancing among students and staff.

- Students who are unwell with flu-like symptoms such as fever or cough are reminded to seek medical attention and stay away from school.
- All individuals on Quarantine Order (QO) or Stay Home Notice (SHN) should not be in school.

b. TraceTogether (TT) Tokens

As contact tracing is TT- based for Sec schools, students are to carry their TT tokens with them. Students who have not collected their TT tokens can do so from any Community Centre/ Club. Singaporeans and Permanent Residents who are collecting their tokens for the first time can also request for the TT token to be delivered via post. Details can be found at token.gowhere.gov.sg.

c. Road Safety

As MRT works in the vicinity of Katong Convent continue into 2022, and with the expected higher traffic volume before and after school along Marine Terrace and Marine Parade Road, we thank parents who have been exercising patience and care as they drive their daughters to and from school. In the interest of the safety of our students and staff, we look forward to yet another year of cooperation with and support from parents with respect to the no entry, no waiting/ parking and no-right turn restrictions imposed. Details of such measures are delineated in the following:

i. Vehicular Movement into school

On fine-weather school mornings, you may drive into the school to drop off your daughter/ ward between 6.45am and 7.15am. After 7.15am, please alight your daughter/ ward safely and promptly outside the school. On inclement-weather days, you are allowed to drive into the school to drop off your daughter/ ward, as and when you arrive in your vehicle. Together with LTA and SPF, we discourage drivers from making a right turn when exiting the school onto Marine Terrace between 6.45am and 7.15am. For dismissal pick-up within the school, you may drive into the school only after 3.00pm. With limited driveway and parking space, we seek your understanding that waiting is not allowed within the school. As such, please coordinate with your daughter/ ward on the pick-up time. Vehicular flow and the pick-up/drop-off point are indicated in the attached map in Annex B.

ii. Student Pedestrians Safety

Vehicular traffic along Marine Terrace can get very heavy on school mornings and we constantly remind and advise students to make the right and safe choice by using the designated pedestrian crossings – either the Zebra Crossing in front of Ngee Ann Primary or the Zebra Crossing at the junction of Marine Parade Road and Marine Terrace, both slightly more than 50m away. We would like to seek parents'/ guardians' help to remind your daughter/ ward to use the mentioned designated pedestrian crossings when crossing Marine Terrace.

d. Visitor Movement within the School

In carrying out our duty of care and responsibility to provide a safe environment for our students and staff, we also seek your understanding and cooperation with regard to visitor movement within the school.

Visitor Appointments - Please make prior appointment with the school personnel you plan to meet. Upon your arrival for your appointment, please register at our security counter. If a prior appointment had been made, our security officers should be expecting you. If you are driving and wish to park within the school, our security officers will advise you if there are available parking lots. Otherwise, we seek your understanding to park at the nearest public carpark, which is across the school at Block 51, Marine Terrace.

Parents'/ Guardians' Access Areas - Your access to the school is limited to two areas – the waiting area located at the lower foyer and the bookshop or uniform shop at the canteen area. During school term, your access to both shops is between 2.00pm and 3.30pm. **During this pandemic period, we encourage your child/ ward to buy the necessary items herself instead of you entering the school premises for ad-hoc purchases to buy on her behalf.** There shall be no access to all other areas of the school to non-school personnel, unless prior authorisation and arrangement have been made. We seek your understanding and cooperation not to enter areas marked with out-of-bounds notices. The two mentioned areas accessible to you are indicated in the attached map in Annex B.

5. Independent Learning Day (ILD)

In line with the National Digital Literacy Programme, ILDs will be a regular feature of the schooling experience for all levels fortnightly starting from 24 Jan 2022. On independent learning days, students will stay at home to complete tasks set by teachers. Students will also have a dedicated time for them to embark on a student-initiated learning journey to explore their personal interests. The ILD Schedule is as follows:

ILD Schedule	
Term 1 Week 4: 24 Jan	
Term 1 Week 6: 7 Feb	
Term 1 Week 8: 21 Feb	
Term 1 Week 10: 7 Mar	

For parity of curriculum spread, the term 1 replacement timetables for affected Mondays and Public Holidays will be carried out as follows:

Term 1 Week 4	27 Jan - Even Friday timetable
Term 1 Week 6	8 Feb - Odd Tuesday timetable
	10 Feb - Even Monday timetable
Term 1 Week 8	23 Feb - Even Monday timetable
Term 1 Week 10	9 Mar - Even Monday timetable

Please note also that the replacement is only for the timetabled lessons until 2.30pm. The usual Tuesday/Thursday afternoon lessons are not affected.

6. Commencement of CCAs & CCA Fair

All CCAs for Sec 2 to 5 students, and Sec 1 DSA students will commence in Week 1, Wed 5 Jan or Fri 7 Jan. Your daughter/ ward may also be involved in the planning and preparations for the CCA trials and auditions in Week 1 of school.

There will be a Sec 1 CCA Fair and briefing after school on Fri, 7 Jan, from 2.45 – 5.30pm. The objective of the CCA Fair is to provide an opportunity for your daughter/ ward to find out more about the CCAs offered in the school in order to make an informed choice. There will also be an important briefing on school and CCA matters. The CCA briefing slides will be made available to you via your daughter/ ward's SLS account from Mon 10 Jan onwards. The programme for the day is as follows:

2.00 – 2.45pm:	Sec One students dismissed for lunch in school
2.45 – 3.15pm:	CCA briefing in the classroom
3.15 – 5.15pm:	CCA Fair at various venues around the school
5.15 – 5.30pm:	Sec One students meet with FTs in the classroom
5.30pm :	Dismissal

After the CCA briefing, your daughter/ ward's class will be brought by the CCA leaders on a guided tour of all the CCA booths. All Safe Management Measures (SMM) such as safe distancing and mask-wearing will be strictly adhered to during the event.

Your daughter/ ward may register for CCA auditions and trials via the QR code provided by each CCA in their slides that will be posted on SLS from Mon 10 Jan onwards. Audition/ trial dates are 12, 14, 19, 21 and 26 Jan and will take place in the afternoons. Please refer to the individual CCA slides for more details.

7. KC Parent-Teacher Support Group (PTSG)

The KC Parent-Teacher Support Group (PTSG) comprises a teacher representative and parents who are passionate about being involved in their daughters' school experiences and supportive of school efforts in making every KC girl's journey memorable. The PTSG is led by two chairpersons, Mr Andrew Lioe and Ms Serene Tan.

There are no formal PTSG meetings. Instead in non-Covid times, parents usually meet on a more informal basis (e.g. to plan and prepare for school events, to participate in activities such as badminton, baking or cooking sessions or simply to catch up over a meal at a parent's home or cafes, etc.). These sessions help to promote camaraderie amongst KC parents and strengthen parent-child, parent-parent and parent-school relationships.

The PTSG chairpersons keep in touch with parents through WhatsApp. If you would like to join the PTSG WhatsApp class or activity groups, please send a message to the chairpersons so they can add you to the respective chat groups.

Chairpersons

Mr Andrew Lioe 96727235
Ms Serene Tan 96379831

Teacher

Ms Cheryl Anne Lim 64486433 ext 138
(lim_su_ying_cheryl@moe.edu.sg)

Positive Parenting Programme (Triple P)

As part of the school's efforts to deepen home-school partnership, we would like to inform you about the Triple P Programme, which equips parents with positive parenting skills to build stronger relationships with their children.

The Positive Parenting Programme (Triple P) is an evidence-based programme introduced by the Ministry of Social and Family Development (MSF) to equip parents with techniques to promote their children's (aged up to 16 years) psychological, social and emotional competence. Triple P is built on a tiered system of five levels of intervention depending on the type, intensity and frequency of parental support required.

In 2014, MSF piloted the Triple P to parents of Pri 3 and 4, and Sec 1 and 2 cohorts in 20 schools. Results from an evaluation study of the pilot programme showed that Triple P had positive effects on parenting and child outcomes in the Singapore context. This is consistent with international literature reviews on the programme. Parents who completed the programmes reported improvements in four areas:

1. Greater parenting competence
2. Lower parenting stress
3. Improved emotional states
4. Reduced behavioural problems in children

In addition, parents who went through Triple P Level 3 showed better parenting and child outcomes compared to Level 2. This could be attributed to the greater intensity of the Level 3 one-to-one consultations.

Since 2019, MSF has appointed ten Parenting Support Providers (PSPs) to deliver parenting support services on a regional basis. The PSPs are one-stop service providers which work closely with schools within their allocated regions, to deliver evidence-based parenting programmes and provide follow-on counselling support to parents who need it. This model facilitates closer partnerships with schools and better outreach to parents so that more parents are able to access and benefit from parenting programmes. For CHIJ Katong Convent, our PSP is **Morning Star Community Services Ltd.**

We understand that COVID-19 may pose various challenges to you and your family. To better support parents, the Triple P is now available online to all parents for free. Through this interactive mode, parents can learn at their own time and pacing, and pick up simple and practical strategies to confidently manage their children's behaviour. The course consists of videos, exercises, tips and activities, suitable for parents of children and teens.

If you are keen to join the Triple P, or if you have any queries, you may complete a short Parenting Questionnaire (<https://tinyurl.com/y84cywfg>) or contact our PSP Training Officer, Miss Sarah, at 89324808 (mobile)/ sitisarah@morningstar.org.sg (email).

8. Forthcoming Programmes/ Notices for the Term

a. Assessment Matters

Parents are strongly encouraged to refer to the e-student journal located on the school website, for assessment-related matters. Details on assessment and promotion criteria, assessment rules and expectations as well as overall assessment weightings can be found on pages 51-58 of the e-Student Journal. The Weighted Assessment (WA) schedule can be found in the e-School Calendar (under the Parents Login Page). The assessment guidelines comprising types of assessment and weighting for the year will be uploaded

onto the Parents Portal in the school website and through Parents Gateway by end January.

Sec 1 and 3 students

WA for Sec 1 and 3 students will take place in Term 1, Weeks 5 to 9. The WA will be conducted during the respective subject lessons. Subject teachers will inform students on the assessment date and topics in advance so as to give them sufficient time for preparation. During the WA period, Sec 1 and 3 students will be notified by their CCA teacher regarding CCA attendance.

Sec 2, 4 and 5 students

WA for Sec 2, 4 and 5 students will take place in Term 1, Week 7. The schedule for this date-specific WA will be disseminated via the Parents Portal and Parents Gateway in due course. During the WA week, Sec 2, 4 and 5 students will not be required to attend CCA. They will resume CCAs on Wednesday, 23 February.

b. Masses

Beginning of Year Mass – January

The first Eucharistic celebration for the whole school was held on 7 Jan. All Catholic students were invited to sign up to attend Mass in the multi-purpose hall. In view of the safe management measures (SMM), seating capacity was capped at 50 attendees. The rest of the students and staff attended Mass via zoom from their classroom. Holy Communion was distributed to Catholic students at their respective levels.

Monthly Chapel Mass – February

Different cohorts will be invited to sign up for monthly mass. For the month of February, mass will be held on **Thu 10 Feb** for Sec 1 Catholic students, at 7.15 a.m. in the multi-purpose hall. In view of the SMM, the monthly masses will only be open to students and staff. Hence, we are unable to invite Catholic parents/ guardians to join us like before.

c. Lunar New Year Celebrations

The Lunar New Year theme for this year is 《新春送祥瑞，福虎赠吉祥》 **Roaring into the year of the Tiger**. To usher in the year of the Tiger, we will be celebrating Lunar New Year on **Mon 31 Jan** with a class celebration and a virtual concert. Students may wear a red T-shirt under the school pinafore. Information regarding the class celebration will be disseminated to students through their FTs. Lower secondary students will be dismissed at 10.30 a.m. while the upper secondary students will be dismissed at 10.45 a.m. School will resume on **Thu 3 Feb**. We take this opportunity to wish our parents/ guardians and students celebrating this festival a Happy Lunar New Year, and a good holiday to all.

d. Mother Tongue Languages (MTL) Fortnight 2022

The MTL department has designated two consecutive weeks in celebration of MTL Fortnight from **25 Jan to 11 Feb**. To create an immersive environment for the learning of MTL, exciting activities, ranging from cultural discovery to appreciation of the beauty of language, will be organised for different groups and levels of students. We hope that students will enjoy the learning opportunities and continue to use their Mother Tongue languages actively in their daily lives.

e. Mathematics Olympiad

Sec 2 students who attended the training last year will continue their learning from 28 Feb to 30 May 2022 over Zoom. Associate Professor Toh Tin Lam, Deputy Head Mathematics & Mathematics Education at the National Institute of Education, will helm the training programme which seeks to challenge and stretch our girls' mathematical potential. Students will delve into mathematics beyond the syllabus, exploring concepts in algebra,

geometry, and number theory. Under Prof Toh's guidance, the girls will continue to learn new concepts and hone their problem-solving skills by working on complex and challenging tasks in order to prepare them for competitions in 2022.

f. 2022 Library Workshops: Open Mic and Writer's Lab

As part of KC's commitment to develop student talent through experience, enrichment, and extension opportunities in her Communication, Performing, and Visual Arts niche, the English Language, Literature, and Drama Department has launched Open Mic, and Writer's Lab, programmes designed to deepen the learning of identified students with passion and promise in speaking and writing respectively. While students are selected by teachers to participate in these workshops to grow their talent and to hone their craft over the course of the year, passionate students may approach their English and Literature teachers if they wish to be considered for the programmes. Workshops will be conducted on a termly basis with opportunities offered to students to take part in national masterclasses and competitions. To kick off 2022's Writer's Lab on 14 Feb, Ms Sarah Zarifah, class of 2019, and Youth winner of the T:>Works 24-Hour Playwriting Competition in 2020 and 2021, will be returning to KC to conduct a playwriting workshop for our writing students.

g. Full Literature Workshop

The Sec 3 NA and Express Full Literature students will participate in a workshop to introduce them to the themes, languages, and ideas of their play text in the afternoon of Mon 10 and Tue 11 January respectively. Through the use of creative writing and performance pedagogies, students will enter the world of a performance and be given opportunities to explore the stage and act. The hands-on and embodied approach will offer the Full Literature students an enticing approach to engaging with the text and plot, be familiar with the play language and convention, and encounter a few key characters.

h. Events Organised by the Art Department

Enhanced Art Programme (EAP) Milestone Experience 1

The Art department will be organising the EAP Milestone Experience 1 on 28 Jan, 2.30 to 5.30pm via Zoom, for Sec 3 EAP students. This will be a combined EAP schools workshop with a selected Art IHL where students will virtually collaborate with artists and each other.

Singapore Polytechnic Media Arts & Design Talk

This talk is organised for Sec 4 Art students on 17 Feb, 3.00 to 5.00pm. Students will be introduced to SP MAD course offerings and requirements.

Sec 3 EAP & DSA VA Art Workshop

This workshop for Sec 3 and DSA Art students will be conducted on 16 Mar, 8.30am to 5.00pm. Students will get a chance to learn art skills-based workshop with an invited artist.

i. Humanities Learning Journeys

The Humanities department will be organising a series of learning journeys across all levels, subject to the safe management measures at that point in time. To kick start the series, Sec 3 Full Geography students will go to East Coast Parkway for their Geographical Investigation project on 28 Feb.

9. Summary of Important Dates in Term 1/2022

Date	Event	People involved
4 Jan	First Day of School	All students
7 Jan	Beginning of Year Mass	All students
12,14,19, 21, 26 Jan	CCA Trials & Auditions	Sec 1 students
17 Jan	Sec 1 Level Camp	Sec 1 students
18 Jan	Sec 1 Parents Engagement	Sec 1 students
31 Jan	Chinese New Year Celebration	All students
1 & 2 Feb	Chinese New Year Holidays	All students
15 Feb	Commemoration of Total Defence Day	All students
11 Mar	Meet-the-Parents Session	All Levels
14-20 Mar	<i>March School Holidays</i>	All Students
21 Mar	First Day of Term 2	All students

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

Thank you and I look forward to our partnership in 2022.

Yours sincerely



Mrs Hilda Thong
Principal

Tel: 6448 6433 Fax: 6449 4405 Web: chijkatongconvent.moe.edu.sg Email: chijktcs@moe.edu.sg



School Distinction Award



TEACHING & LEARNING



CHARACTER & CITIZENSHIP
EDUCATION



STUDENT ALL-ROUND
DEVELOPMENT



STAFF WELL-BEING &
DEVELOPMENT



PARTNERSHIP

PEOPLE DEVELOPER
SINGAPORE

School Website (Parents Login)

Parents may view the schedule, format and coverage of assessments, presentation slides to parents and other important information in a pass-code protected page (Parents Login) on the school website.

URL: <https://www.chijkatongconvent.moe.edu.sg/partners/parents-login>

Pass-code: **Kcparents34622** (from 7 Jan 2022)

Parents Login



This is a private page viewable only by selected users.

- If you are given a Pass-code for viewing this page, please enter below:

Parents Login:

Kcparents34622

Verification Code *

To submit, please enter the characters you see in the image:

If you cannot read the image, click [here](#) for a new one.



Verify Passcode »

VISITOR MOVEMENT - GUIDE TO LOCATIONS

