

My Personal Details

Name : _____

Class : _____ Index No: _____

Address : _____

Postal Code : _____

Telephone / Mobile Number : _____

Email : _____

Form Teacher : _____

Co-Form Teacher : _____

CCA : _____

Name of Parent / Guardian : _____

Contact Number : _____ (Mobile)

: _____ (Home)

: _____ (Office)

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Our Nation





The National Flag consists of two equal horizontal sections, red above white. A white crescent moon occupies the upper left red section. Next to the moon are five white stars arranged in a circle. Each feature of the Flag bears a unique symbolic meaning. Red stands for universal brotherhood and equality of man. White symbolises pervading and everlasting purity and virtue. The crescent moon represents a young nation on the ascendant, and the five stars depict Singapore's ideals of democracy, peace, progress, justice and equality.

(source: National Heritage Board, Sept 2019. <https://www.nhb.gov.sg/what-we-do/our-work/community-engagement/education/resources/national-symbols/national-flag>)



The State Crest of Singapore is formed by a shield emblazoned with a white crescent moon and five white stars against a red background. Red is used to symbolise universal brotherhood and the equality of man, while white signifies pervading and everlasting purity and virtue. The five stars represent the national ideals of democracy, peace, progress, justice and equality. This motif is also found on the National Flag. Supporting the shield are a lion on the left and a tiger on the right. A banner below the shield is inscribed with the Republic of Singapore's motto, 'Majulah Singapura' (meaning 'Onward Singapore' in Malay). The lion embodies Singapore itself while the tiger represents Singapore's historical ties with Malaysia.

(source: National Heritage Board, Sept 2019. <https://www.nhb.gov.sg/what-we-do/our-work/community-engagement/education/resources/national-symbols/national-coat-of-arms>)



The Lion Head symbolises courage, strength and excellence. It is in solid red against a white background - the colours of the National Flag. The mane has five partings that represent the same five ideals embodied in the five stars of the National Flag, namely democracy, peace, progress, justice and equality. The lion's tenacious mien symbolises the nation's single-minded resolve to face and overcome any challenges.

(source: National Heritage Board, Sept 2019, <https://www.nhb.gov.sg/what-we-do/our-work/community-engagement/education/resources/national-symbols/the-lion-head-symbol>)



Singapore's National Flower was launched on the 15th of April 1981, by then Minister for Culture, Mr S. Dhanabalan. It was announced "as part of an overall effort to foster national pride and identity". It was chosen as the National Flower for its "resilience and year round blooming quality". The orchid is named in memory of Miss Agnes Joaquim, who discovered the flower in her garden at Tanjong Pagar in 1893. It was recorded as Singapore's first orchid hybrid and the world's first Vanda hybrid, and soon became popular all over the world as a cut flower due to its beauty and hardiness.

(source: National Heritage Board, Sept 2019, <https://www.nhb.gov.sg/what-we-do/our-work/community-engagement/education/resources/national-symbols/national-flower>)

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 towards happiness together
May our noble aspiration bring
Singapore success
Come, let us unite
In a new spirit
Let our voices soar as one
Onward Singapore
Onward Singapore

National Pledge

Our 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.

Ikhar Kita

Kami, warganegara Singapura,
sebagai rakyat yang bersatu padu,
tidak kira apa bangsa, bahasa, atau ugama,
berikrar untuk membina suatu masyarakat
yang demokratik,
berdasarkan kepada keadilan dan
persamaan untuk mencapai kebahagiaan,
kemakmuran dan kemajuan bagi negara
Kami.

信约

我们是新加坡公民，
誓愿不分种族、
言语、宗教：团结一致，
建设公正平等的民主社会，
并为实现国家之幸福、繁荣与进
步、共同努力。

பிழாமதிற்று உதுமந

சிங்கப்பூர் குடிமக்களாகிய நாம் இனம்,
மொழி, மதம்
ஆகிய வேற்றுமைகளை மறந்து ஒன்றுபட்டு,
நம் நாடு மகிழ்ச்சி, வளம், முன்னேற்றம்
ஆகியவற்றை அடையும்
வண்ணம் சமத்துவத்தையும், நீதியையும்
அடிப்படையாகக் கொண்ட ஜனாயக
சமுதாயத்தை உருவாக்குவதற்கு உறுதி
மேற்கொள்வோம்!

(source: National Heritage Board, Sept 2019. <https://www.nhb.gov.sg/what-we-do/our-work/community-engagement/education/resources/national-symbols/national-pledge>)

Our School



Our School

School Information

Name of School : Admiralty Secondary School
Address : 31 Woodlands Crescent Singapore 737 916
Telephone : 6365 1733
Fax : 6365 2774
Email : admiralty_ss@moe.edu.sg

Operating hours of the School Gates

Gate	Location	Operating hours
A	School main gate	0600 hrs to 1830 hrs on weekdays during school terms
B	Next to school main gate, and opposite Block 783F; facing the signalised pedestrian crossing.	0600 hrs to 1830 hrs on weekdays during school terms
C	Opposite Riverside Primary, next to T-junction opposite Block 786C.	0630 hrs to 0730 hrs and from 1410 hrs or 1450hr for 45 minutes, depending on school dismissal time.
D	Turnstile next to the school field.	0630 hrs to 0730 hrs and from 1410 hrs onward and kept open depending on school dismissal time.

The locations of the gates are as shown below:



A Brief History of ADSS

Year	Key Event
2002	Establishment of Admiralty Secondary School
2004	Official opening of Admiralty Secondary School by Dr Tony Tan Keng Yam, then Deputy Prime Minister of Singapore
2005	Launch of LIGHTS values – L ifelong Learning, I ntegrity, G raciousness, H igh Expectations, T eamwork and S elf-discipline
2006	Awarded niche status of Robotics Enterprise Offered Direct School Admission (DSA) among the first phase of schools
2007	Inaugural National RoboPreneur Carnival (NRPC)
2012	10 th Anniversary Musical “The Quest”
2014	Establishment of Applied Learning Programme (ALP)
2015	Learning for Life Programme (LLP) and Launch of 1-1 computing
2017	15 th Anniversary Homecoming Launch of the ADSS Heritage Space and Northern Heritage Trail
2018	Robotics Enterprise represented Singapore in the FIRST Lego League World Festival 2018 held in Houston, USA, and in the World Robot Olympiad 2018 held in Chiang Mai, Thailand. Completion of Indoor Sports Hall at ADSS
2021	Classes were renamed following the theme of Stars & Constellations; Orion (Sec 1), Phoenix (Sec 2), Aquila (Sec 3) and Lyra (Sec 4/5)

	<p>Admiralty Secondary School (ADSS) is committed towards nurturing students who dare to</p> <ul style="list-style-type: none">- Achieve- Dream- Strive- Seek
	<p>COLOUR</p> <p>The underlying colour is blue in its various tones. The lighter tone represents the sky and the darker tone represents the sea. The sea symbolises the vastness of knowledge and the sky represents the breadth of enterprise in our students.</p>

TRIANGULAR SHAPE

Among all structural shapes, the triangle is the most stable, symbolising that the school can stand the test of time and all the dynamic changes that will take place. The apex of the triangle represents an arrow capable of penetrating barriers to explore new frontiers of knowledge.

LIGHTHOUSE

This emphasises that every Admiral is to be a guiding LIGHT that shines, reflecting the school motto.

CENTRAL FIGURE

This underscores the student-centred education that the school wants to provide.

LIGHT BEAMS

The six beams symbolise the school values that the school hopes students will live by.

Vision

Values-Centric, Thinking School

Mission

Empowering Admirals to Actualise their Aspirations

School Values

I am a **L**ifelong Learner.
I seize every opportunity to learn.

I have **I**ntegrity.
I honour my words and actions.

I am **G**racious.
I accord others respect and care.

I believe in **H**igh Expectations.
I will do my best in every task assigned.

I believe in **T**eamwork.
I can take the lead and also be a team-player.

I possess **S**elf-discipline.
I set my mind on what I want to achieve and will get it done.

Our School Song

Standing tall and proud,
With one heart.
Like a torch of flame,
We will shine!
Like a beacon of light in the stormy sea,
We will serve as a guide for the nation.

Onward we will march and pursue,
Always learning,
We will strive!
With perseverance we all will soar,
And be dynamic leaders of tomorrow.

Admiralty is our pride,
We will always stand by,
Lift our banner high!

We will serve to the end,
And will never tire.
Strive for excellence!

Be a guiding light!
Be a guiding light!
We will always be steadfast and shining,
Daring to pursue our dreams!

(Music and Lyrics by: Kwek Pei Ling)

Our School Cheer

ICs: Admirals! Where are you?

We are here (x2)

Admirals are over here!

Everybody come look here!

Admirals will do our cheers!

Hey! You! Over there!

Put your hands up in the air!

‘A’ for Awesome,

‘A’, ‘A’ for Awesome!

‘A’ for Admirals,

‘A’, ‘A’ for Admirals!

Eh Ah Eh Ah Eh Eh Ah

AWESOME ADMIRALS! POWER AH!

Purpose

The School's Safety Policy and The Traffic Management Plan (TMP) aims to provide a safe school environment for students, staff and visitors. Hence the school has adopted measures to ensure safety to pedestrians and motorists when they enter the school, and are within the school.

School Operating Hours

1. The school ground is open from 0600 hrs to 1830 hrs from Mondays to Fridays, and from 0700 hrs to 1400 hrs on Saturdays. It is closed on Sundays and Public Holidays. Only staff and students, and visitors on official business are allowed to enter the school compound and use its facilities.
2. The school's Administration Office is open from 0630 hrs to 1830 hrs daily, except on public Holidays, Saturdays and Sundays. However, be advised to make a call at 63651733 to the Administration office to check for the closing time before coming down.

Emergency Evacuation

(when students and staff need to leave the school to gather at an assembly area)

1. On hearing the fire alarm, students and staff should stay put and wait for announcement by the Principal, who will direct the students and staff to respond accordingly.
2. If the announcement is made to evacuate the school building, all students and staff, and others are to leave the school building immediately as directed in the Evacuation Plan placed in every classroom and proceed to the prescribed assembly area (e.g. school field).
3. Students are to take their valuables and line up in two rows outside the lesson venues. All other belongings should be left behind. All lights and fans must be switched off before leaving the classroom / special rooms.
4. Teachers teaching the classes during the emergency are responsible for evacuating the classes and leading their students to ground floor of the school building.

Class Chairpersons will then lead students to the assembly area. In the absence of a teacher, the Class Chairperson should take charge of evacuating the class.

5. Persons with Disabilities (PWD) will be accompanied by their buddies, and will wait at the 'PWD Holding Point' for teachers to render assistance before moving them to a safe area.
6. In the event of congestion along the staircases, students on the lower floors are to give way to those coming from the upper floors.
7. At the assembly area (e.g. school field), students are to line up at the designated locations for their classes.
8. Once at the assembly area, attendance will be taken immediately. A search party will be activated to conduct a search should any student or staff be unaccounted for.
9. In the event of an evacuation that requires staff and students to leave the school compound, students will walk in an orderly manner to the External Holding Area (EHA) at Riverside Primary School. They will be marshalled by teachers and staff. Students should take note of safety when crossing the road, and look out for on-coming vehicles at all times.

Traffic Management Plan; (POLICIES FOR VEHICLES ENTERING AND EXITING SCHOOL COMPOUND)

1.	Parents and motorists driving into the school to drop off and fetch passengers are to do so at the designated drop-off points. Refer to Fig. 1 for details. Passengers should alight from the left side of the vehicles.
2.	Motorists must NOT exceed the speed limit of 15km/h when driving within the school compound.
3.	Only vehicles with the School Decal, and vehicles of authorised visitors (e.g., MOE personnel, SAC members or PSG members) are allowed to park at the staff parking lots. No parking is allowed along the driveway at the Foyer at all times.
4.	Visitors are to park at the designated Visitors' parking lots within the school compound.
5.	Delivery vehicles are to park at the designated delivery bay only.
6.	All vehicles entering the school compound shall follow the instructions given by the Security Guards and/or school personnel.
7.	Drivers shall not sound their car horn unnecessarily.



Fig. 1

Traffic Management Plan; (POLICIES FOR PEDESTRIANS ENTERING AND EXITING SCHOOL COMPOUND)

1.	Pedestrians must use the walkways to enter and exit the school.
2.	When crossing roads within the school, pedestrians must use the zebra crossings located along the roads in the school (e.g., front driveway).
3.	Students are not allowed to take shortcuts and walk across the staff car park or driveway when moving between classroom blocks. They are to access the school concourse area in order to move safely between classroom blocks.
4.	Visitors entering and leaving the school compound on foot are to do so only at Gate B.

5.	Visitors are to obtain a Visitors' Pass at the Security Post before they are allowed to enter the school. They are to return the Visitors' Pass at the Security Post when they leave the school compound.
6.	Visitors are to display the Visitors' pass at all times when they are in the school compound.

Traffic Management Plan; (POLICIES FOR CYCLISTS ENTERING AND EXITING SCHOOL COMPOUND)

1.	Before students are allowed to park their bicycles in school, they are to submit the Advisory Note on Cycling to School with their parents' acknowledgement for school's approval.
2.	Students are to put on their safety helmets even if they are not cycling on the road.
3.	Students cycling to school are to dismount and push their bicycles to the school's Bicycle Parking Bay when they are inside the school compound.
4.	Cycling within the school compound is strictly prohibited.
5.	Students are to secure their bicycles properly at the Bicycle Parking Bay and NOT anywhere else in the school.
6.	Parking of bicycles at the parking bay is at the user's risk. The school shall not be responsible if the bicycles are lost or damaged in any way.



Character Development

Our Admirals

Character Development

CODE OF CONDUCT

“The only discipline that lasts is *self-discipline*” – Oail Andrew ‘Bum’ Phillips

The Code of Conduct ensures that the Admiral resides in a safe, happy and caring environment, where every Admiral is empowered to actualise his/her aspirations. The Code guides every Admiral to show consideration, concern and respect for one another. **Admirals are expected to observe and adhere strictly** to the Code of Conduct at all times in school and during school events.

GENERAL

1. Students who are **Singapore citizens** must **sing the National Anthem** and **take the National Pledge**. Students will take the National Pledge with the right fist placed over the heart.
2. Absence from all school activities must be supported **with a valid medical certificate** or **document within 3 days** of returning to school.
3. Students travelling on bicycles to and from school are required to exercise safe riding practices and wear safety gear such as the safety helmet.
4. Refer to section on **Grooming** for the expectations of a student’s uniform and bearing.
5. Refer to section on **School Routines and Procedures** for the expectations of a student’s behaviour.
6. Refer to the section on **Conduct Grade Assessment** for more information on how a student’s conduct is assessed.

PROHIBITED ITEMS

It is important that the school community is a safe place for all students and staff, for learning to take place with fewer distractions. Hence the school prohibits items and mobile applications that have adverse effects on students' values and belief system.

Examples of prohibited items include:

1. Tinted/ fancy spectacles, coloured contact lenses.
2. Electronic entertainment and game devices, portable music players and smart watches that are not meant for learning in school.
3. Accessories (e.g. necklace, chains, amulets, wristbands, bracelets, rings, decorative ornaments or chains dangling at the waist level).
4. Poker, trading cards and board games.
5. Pirated or unlicensed materials, contraband items.
6. Cigarettes
7. Weapons (Students are **not** allowed to have any weapon in their possession. They are also not allowed to bring any weapon-like item which can be used or intended to be used to cause harm to others).
8. Pornographic materials, and materials with inappropriate content (e.g. obscenities).
9. Game applications
10. And any other material that the school deems inappropriate.

Please refer to the section on **Conduct Grade Assessment** for more information on the consequences for students found in possession of prohibited items.

CONDUCT GRADE ASSESSMENT

Purpose

Assessment of our Admirals' conduct is to promote the desirable behaviour (LIGHTS values) in them to exhibit both in and outside of the school.

Assessment

The table below is used for the assessment of students' conduct grades for each Semester.

Conduct Grade	Descriptors
Excellent	<ul style="list-style-type: none">• Positive influence to friends• Behaviour observed to exemplify LIGHTS values <u>consistently</u>• Potential recipient of character awards (i.e., SEA Award, ECHA Award)• CCA attendance of at least 75%• Late-coming of less than 3 times• Has not committed any minor or serious offence (both in and outside school)
Very Good	<ul style="list-style-type: none">• Behaviour observed to exemplify LIGHTS values <u>to a big extent</u>• Potential recipient of character awards (i.e., SEA Award, ECHA Award)• CCA attendance of at least 75%• Late-coming of less than 3 times• Has not committed any serious offence (both in and outside school)
Good	<ul style="list-style-type: none">• Behaviour observed to exemplify LIGHTS values <u>to some extent</u>• Late-coming of no more than 5 times• Has not committed any serious offence (both in and outside school)
Fair	<ul style="list-style-type: none">• <u>Occasionally</u> shows undesirable behaviour – needs <u>sporadic</u> reminders and guidance from teachers• School attendance of less than 80%¹• Late-coming of more than 5 times• May have committed a serious offence (both in or outside school)
Poor	<ul style="list-style-type: none">• <u>Frequently</u> shows undesirable behaviour – needs <u>constant</u> reminders and guidance from teachers• Has committed two or more serious offences (both in or outside school)

Offences

<i>Academic Discipline (during lesson time)</i>	
Minor	Inattentiveness in lessons (e.g., non-stop talking to friends)
	Sleeping during lessons
	Not bringing materials for lessons
	Tardiness in completing and handling in work
	Late-coming to lessons
	Using mobile devices and Personal Learning Device not for the purpose of learning during lesson time
Minor/Serious	Disruptive during lessons and prevent lessons from proceeding
	Repeated minor offences of the above
Serious	Cheating in assessments/ test/ exams - Possessing notes or other prohibited items, copying from others, allowing others to copy, tampering with marks.

<i>Misconduct (in school)</i>	
Minor	Improper uniform
	Improper grooming (coloured hair, long hair, unacceptable haircut, long fingernails)
	Unacceptable or inappropriate jewellery or accessories (contact lens)
	Littering/Spitting
	Disruptive/Disordering
	Loitering and causing annoyance to others
	Mischievous act
Minor/Serious	Deliberately exposing any form of body art or tattoo
	Repeated minor offences of the above
Serious	Leaving school grounds without permission - Leaving school grounds after reporting, and before the end of the school session without the school's approval
	Truancy – Wilful absenteeism on school days

	Bullying - Hurting, frightening or intimidating others to deliberately cause harm, distress or humiliation. It can be physical, verbal or psychological in nature.
	Forgery - Forging signatures, medical certificates, consent forms, etc. with the intention to deceive.
	Open defiance and/or rudeness - Refusing to conform to school rules, norms and practices; disobeying teachers' instructions; displaying rudeness and disrespect in speech or body language.
	Assault - Attacking others violently, whether causing injury or not.
	Fighting - Being involved in a confrontation between individuals or opposing groups in which each attempt to harm or gain power over the other, as with bodily force or weapons.
	Gambling - Using money in games, betting, etc.
	Gangsterism - Being involved in a gang assault/ threat/ harassment/ extortion, whether actual or attempted.
	Pornography - Consuming/ possessing/ distributing/ selling pornographic materials.
	Possession of weapons - Possessing weapons that may be used in a crime.
	Sexual Misconduct – Being involved in attempted rape, outrage of modesty, underage sex, sexual grooming, peeping, etc.
	Smoking - Using/ possessing/ distributing/ selling of tobacco product such as cigarettes, vaporizer, etc inside and outside of school.
	Substance Abuse: Alcohol - Consuming/ possessing/ distributing/ selling alcohol. Drug - Using/ possessing/ distributing/ selling drugs. Inhalant - Using/ possessing/ distributing/ selling inhalants.

	<p>Abuse of Technology – Recording & uploading material in the net which are offensive in content and damaging to staff, other students or image of the school. Use of offensive comments or insults directed at staff or other students in any online social media.</p> <p>Theft – stealing school property or property belonging to others. Arson – planting explosives or setting property on fire, whether attempted or actual. Vandalism – vandalizing school or personal property, writing graffiti.</p>
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DISCLAIMER:

The consequences listed is a school guideline. The final consequence(s) will be subjected to the discretion of school leaders and school management team.

This means that the final consequence(s) will vary with the frequency and severity of the offence committed, which may differ on a case-by-case basis.

Possible consequences

- Warning
- Home involvement
- Restorative conference
- Sent back home for rectification (due to grooming)
- Purchase of new uniform (due to unapproved modification of uniform)
- Service to school
- Confiscation of item for a limited period
- Referral to external agency such as MSF, FSC, SSO, SPF, Singapore Customs, HSA
- School Counselling
- Detention After School (DAS)
- Attend workshop or programme such Smoking Cessation
- Compensation of damaged property
- Zero mark for test/ exam paper
- School transfer
- School expulsion
- School suspension (In-house or Out-of-School)
- Caning
- Others (restriction of privilege such as overseas cohort trip, level camps, post-exam activities, etc)

SCHOOL EXPECTATIONS

Grooming

Overview of Daily School Attire

Day	Monday, Tuesday and Thursday	Dress-down day (Wednesday)	Polo Friday
Students with P.E. lesson	Report to school in P.E attire. After P.E lesson, change to any school-based shirt, e.g., <u>PE/CCA/Class/ Polo T-shirt</u> + school pants/skirt	Report to school in P.E attire. After P.E lesson, change to any school-based shirt, e.g., <u>PE/CCA/Class/ maroon Polo T-shirt</u> + school pants/skirt	Report to school in P.E attire. After P.E lesson, change to blue <u>Polo T-shirt + school pants/skirt</u>
Students without P.E. lesson	Report to school in <u>full school uniform</u>	Report to school in any school-based shirt, e.g., <u>PE/CCA/Class/ maroon Polo T-shirt</u> + school pants/skirt	Report to school in blue <u>Polo T-shirt + school pants/skirt</u>

Students are to wear the school uniform (PE attire inclusive) and modification to the uniform or PE attire is not allowed.

APPEARANCES AND ATTIRE FOR BOYS

1 Hairstyle

- Hair must be above the collar.
- Hairstyle must be neat and short.
- Fringe must be above eyebrows.
- Hair should be cut to the same level of thickness throughout.
- Hair should be of natural colour and not tinted or dyed.
- Side-burns should be above the lower half of the ears.

2 Facial

- All should be clean shaven.
- No facial hair (e.g. Moustaches, Goatee, or Beards) is allowed

3 Shirt

- Modifications to the shirts are not allowed.
- Plain light yellow shirt with a straight collar and short sleeves.
- Shirts should not be too big and sleeves should always be straightened.
- Shirts are buttoned properly at all times. The top shirt button should only be buttoned when a tie is worn.
- Only a plain white singlet with no print can be worn inside and it should not be visible from the neckline.

4 School Tie

- Shall be worn on formal/special occasions.
- Shall be worn smartly, with the top button of the shirt secured.

5 Shorts and Pants

- Shorts and pants are to be worn at waist level.
- Tight/oversized shorts are not allowed.
- Modification is not allowed. (e.g. tapered, bell-bottomed, baggy, drained-piped pants)

6 Shoes and socks

- Only low-cut black shoes with black laces are allowed.
- Only plain white socks are to be worn.

7 Jackets and outerwear

- Only plain colours with no inappropriate or offensive wordings are allowed.
- Hood section of a hoodie is not allowed to be worn on the head on school premises.

8 Fingernails/Toenails

- Nails must be kept short and clean.
- Nails are to be free from polishes, varnishes or paints.

9 Accessories

- Accessories or chains dangling at waist level are not allowed.
- Only plain black belts are permitted.

10 Spectacles/Contact Lenses

- Spectacles should have thin frames and simple design
- Coloured/ tinted contact lenses are not allowed.

11 Piercing/Tattoos

- Tongue, mouth, body and ear piercings are not allowed.
- Tattoos/Body art, even if only temporary, are not allowed, e.g. stickers/ non-permanent ink/henna art /air-brush.

Note: The list may not be exhaustive. The school reserves the right to address issues on the Admiral Bearing based on the guideline that, Admirals should wear the school uniform with pride and suitable for the occasion. Personal safety should also not be compromised.

Lower Secondary Male Admiral in Full School Uniform



(worn on Polo Friday only)



Lower Secondary Male Admiral in Half School Uniform

Face should be clean shaven (e.g. no moustache, goatee or beard is allowed).

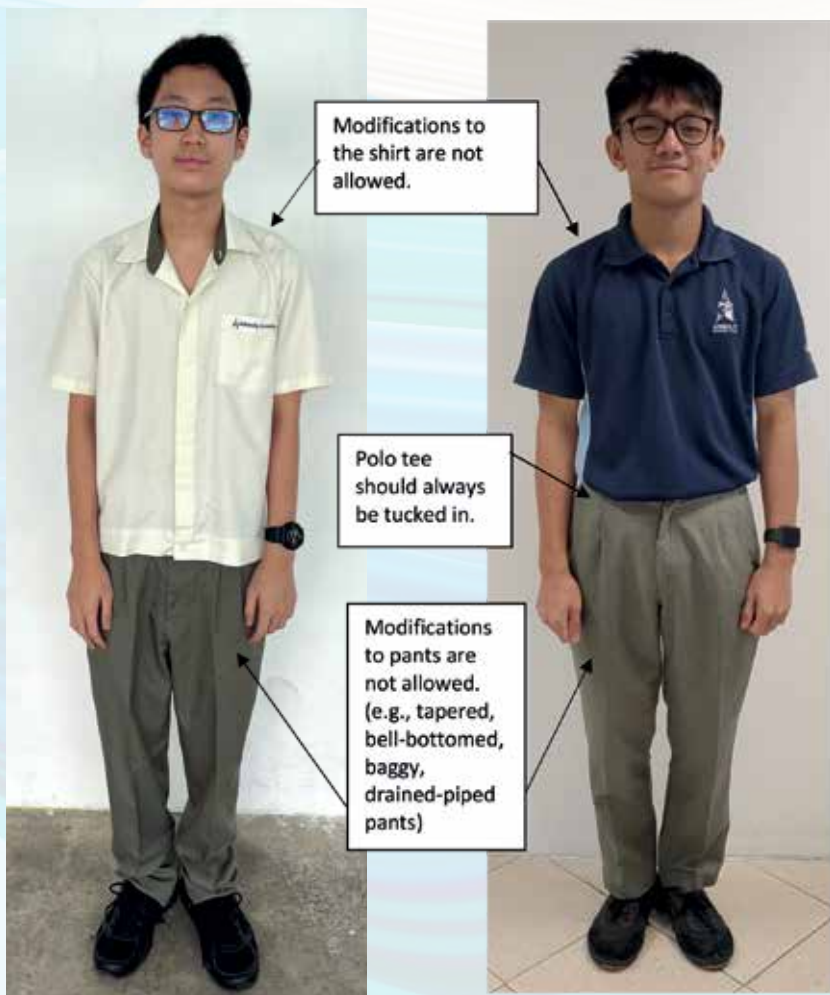
Shirt should always be tucked in.



Only low cut black shoes with black laces are allowed.
Only plain white socks to be worn.

Upper Secondary Male Admiral in:

Full School Uniform



(worn on Polo Friday only)

Upper Secondary Male Admiral in Half School Uniform

Face should be clean shaven (e.g. no moustache, goatee or beard is allowed).

Shirt should always be tucked in.



Only low cut black shoes with black laces are allowed. Only plain white socks to be worn.

Male Admiral in PE Attire

Shirt should always be tucked in unless during PE period.

ADSS PE shorts should be worn.



School tees/ CCA tees should only be worn during CCA and dress-down days.

- No other type of shirt (e.g. OBS tee, soccer jerseys) is allowed.

Note:

- Approved school uniforms are available from the school bookshop.

APPEARANCES AND ATTIRE FOR GIRLS

1 Hairstyle

- Overall hair appearance must be neat and well-kept.
- Fringe must be above eyebrows.
- Hair should be clipped neatly with a black coloured hairclip.
- Hair that touches the collar and hair longer than that must be tied up with black hair accessories.
- Highlighting, braiding, or colouring of the hair and fanciful hairstyles (e.g. spiky hair, hair extensions, extensive layering) is strictly prohibited.

2 Facial

- All forms of make-up are not allowed, e.g. foundation, tinted powder, lipstick, lip gloss, eye-liner, eye shadow, blusher, etc.

3 Ears

- Only one pair of plain, simple ear studs of the same design or ear-sticks (colourless) may be worn at the ear lobe.
- Earrings are not allowed.

4 Blouse

- Plain light yellow blouse with straight collar and short sleeves.
- Blouse should not be oversized and sleeves must be straightened at all times.
- It should be properly buttoned at all times. The top button should only be buttoned when a tie is worn.
- Modifications to the blouse are not allowed.

5 School Tie

- Shall be worn on formal/special occasions.
- Shall be worn smartly, with the top button of the shirt secured.

6 Skirts

- Only pleated skirts that are deep green with pencil-thin yellow checks are allowed.
- The skirt should be long enough to touch the knee at all times.
- Shortening of the school skirt by any means is not allowed, e.g. altering the hem of the skirt or folding the skirt at the waist.
- Modifications to the skirts are not allowed.

7 Jackets and outerwear

- Only plain colours with no inappropriate or offensive wordings are allowed.
- Hood section of a hoodie is not allowed to be worn on the head on school premises.

8 Shoes and socks

- Only low-cut black shoes with black laces are allowed.
- Only plain white socks are to be worn.

9 Fingernails/Toenails

- Nails must be kept short and clean.
- Nails to be free from polishes, varnishes or paints.

10 Accessories

- Decorative ornaments, accessories or chains dangling at waist level are not allowed.

11 Spectacles/Contact Lenses

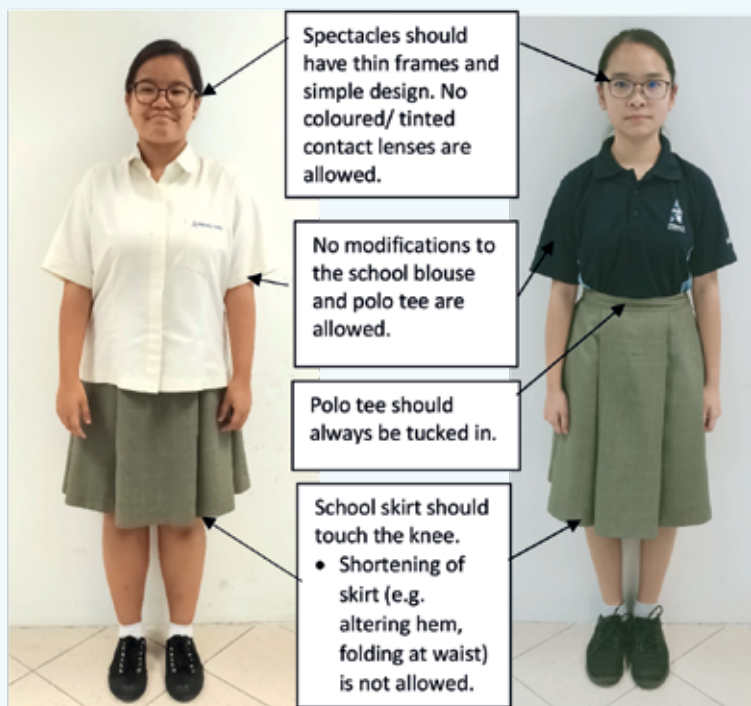
- Spectacles should have thin frames and simple design
- Coloured/tinted contact lenses are not allowed.

12 Piercing/Tattoos

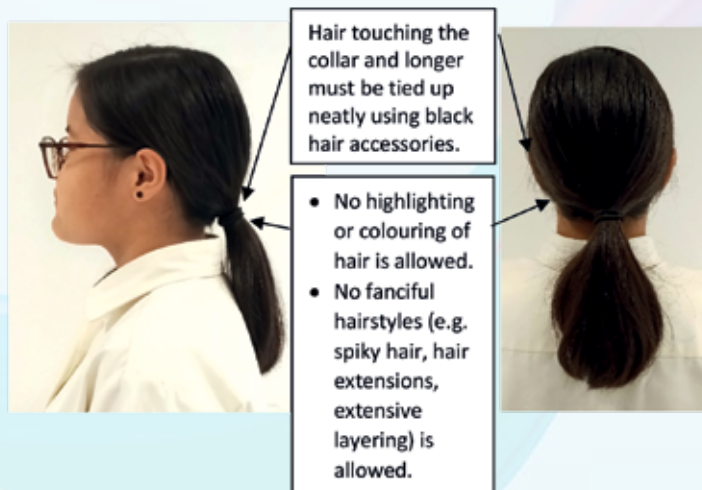
- Tongue, mouth, body and ear piercings are not allowed.
- Tattoos/Body art, even if only temporary, are not allowed, e.g. stickers/non-permanent ink/henna art/air-brush.

Note: The list may not be exhaustive. The school reserves the right to address issues on the Admiral Bearing based on the guideline that, Admirals should wear the school uniform with pride and suitable for the occasion. Personal safety should also not be compromised.

Female Admiral in Full School Uniform
(Hair below shoulder level)



(worn on Polo Friday only)

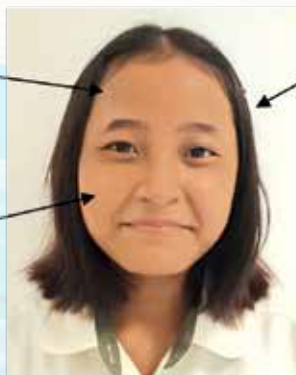


Female Admiral in Full School Uniform
(Hair above shoulder level)

Fringe (if any) should be above the eyebrows.

Hair should be clipped neatly with a black coloured hairclip.

All forms of make-up are not allowed (e.g. foundation, tinted powder, lipstick, lip gloss, eyeliner, eye shadow, blusher etc.)



Female Admiral with a pair of ear studs



Only one pair of ear studs or colourless ear sticks may be worn at the ear lobe.

- Earrings are strictly prohibited

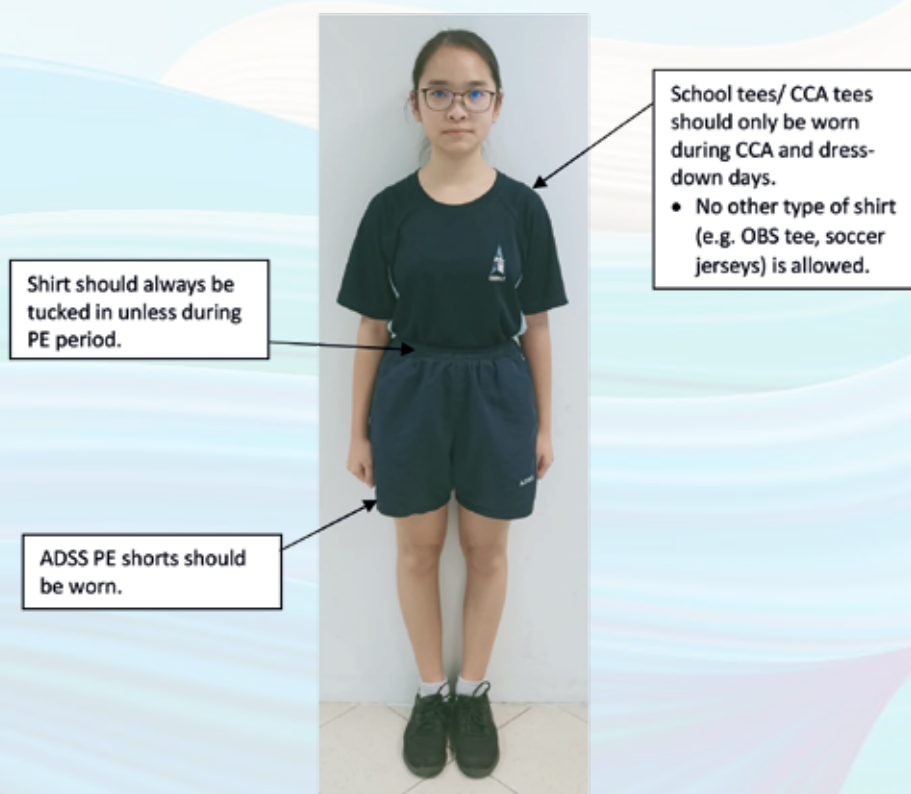
Female Admiral in Half School Uniform



Shirt should always be tucked in.

Only low cut black shoes with black laces are allowed.
Only plain white socks to be worn.

Female Admiral in PE Attire



Note:

- Approved school uniforms are available from the school bookshop.

SCHOOL ROUTINES AND PROCEDURES

Flag Raising Ceremony

Time	Events
7.15 am	An announcement will be made over the PA system for students to proceed to the flag raising venue (parade square, school hall or classroom) for silent reading.
7.25 am	Music will be played over the PA system to alert remaining students to assemble at the flag raising venue quickly. This is because assembly is about to commence.
7.30 am	The bell will ring at 7.30 am . Students who are not present at the flag raising venue (parade square, school hall or classroom) will be considered as late for school.
7.30 am – 7.40 am	Commencement of flag raising ceremony. When the ceremony is conducted, all students will face the flags. Students who are Singapore citizens must sing the National Anthem and recite the Pledge loudly and clearly. They will take the pledge with the right fist placed over the heart. Non-Singapore citizens will stand at attention throughout the ceremony. Our School Song will be sung every Monday.

School wide

Routines	How it is practiced
O.M.A.G (Start of an activity)	<p><u>Order</u> – Teacher to check if room furniture and equipment are arranged neatly (Eg : Tables and chairs), no litter on the ground, whiteboard is clean, students to line up according to seating arrangement/ index number and students are well-groomed and neat.</p> <p><u>Materials</u> - Relevant materials are to be placed on the table. All mobile phones are to be kept in the bags. Only PLDs pasted with the “ADSS MDM Enrolled” sticker can be placed on the table and be used.</p> <p><u>Attire</u> – Students do a self-check and buddy check of their attire when they stand up.</p> <p><u>Greeting</u> - Teacher greets the class when the class is ready. Students shall return greeting. Students should not drag the chairs when standing or sitting.</p>

Raising of hand	When a teacher requires students' attention, he/she will raise his/her hand. Students shall:
(Teacher seeking students' attention)	a) Keep quiet and face the teacher. b) Pay attention to him/her.

Lesson time	
Activity	Procedures
During lesson	1. Students shall always pay attention. 2. If students would like to gain their teacher's attention, they shall: <ol style="list-style-type: none"> Raise their hand and wait patiently. Put down their hand once the teacher has acknowledged their signal. 3. Refer to ICT Policy for expected behavior with regard to PLD usage during lessons.
Dismissal at the end of each lesson	1. Students shall remain in their seats when they hear the bell ring. 2. Students shall wait for the teacher to end the lesson. 3. Upon given the signal by the teacher, the Class Chairperson instructs students to stand. 4. Teacher thanks the students and the students reciprocate.
Movement of class/group from point to point	1. Students shall line up in twos before moving. 2. Students shall move as a class or group quietly and in an orderly manner. 3. There shall not be usage of mobile phones or PLD.
Leaving the lesson venue	1. Before students leave their classroom, they shall: <ol style="list-style-type: none"> seek permission from the teacher (not the teacher who is leaving for another class) for a Permission Pass (1 pass per student). There shall not be bringing of mobile phones. Clip the Permission Pass on their shirt/blouse pocket and display it prominently. 2. Knock the door and seek the teacher's permission to enter the class. 3. Thank the teacher and return the Permission Pass to him/her.

Visiting the sickbay	<ol style="list-style-type: none"> 1. Unwell or injured student should seek permission from the teacher to visit the sickbay. 2. Teacher will allow another student (same gender) to accompany the unwell or injured student to the General Office. 3. At the General Office, they should inform the staff on duty at the General Office of the need to visit the sickbay. 4. Staff at the General Office will take note of particulars of the unwell or injured student including the time of visit. The accompanying student will then return to his/ her lesson. 5. After settling the unwell or injured student in the sickbay, student's parents will be contacted by the staff at the General Office, to inform them of the condition. Form Teachers will also be notified. 6. After 30 minutes, <ol style="list-style-type: none"> a. if student's condition <u>gets better</u>, staff on duty will allow the child to go for his/ her lesson. Staff will also inform the student's parents and form teachers that he /she has been sent back to class. b. if student's condition <u>does not seem to get better</u>, staff on duty will call parents to advise them of the next course of action (e.g., coming to school to fetch their child to see a doctor or home to rest). The form teachers will also be informed.
Absence of a teacher	<ol style="list-style-type: none"> 1. The Class Chairperson shall borrow a Permission Pass from a teacher next door to enquire at the General Office if the teacher does not turn up 5 minutes after the period commences.
Going for PE Lessons	<ol style="list-style-type: none"> 1. The Class Chairperson or the appointed student shall make sure that the classroom doors are locked when there is no one in the classroom. The classroom key should only be kept by the Class Chairperson or the appointed student. 2. During PE lessons, students shall hand in their valuables (eg mobile phone and wallet) to the PE teacher for safekeeping. Students shall move as a class to the venue, accompanied by their PE teacher. 3. After the lesson, students' valuables shall be promptly returned. 4. Students must inform their PE teachers immediately if there are issues with their belongings. 5. Students shall be accompanied by their PE teachers back to class after their lesson.

Going for lesson in special rooms (ICTspace, Science labs, Computer Labs, D&T workshop, etc)	<ol style="list-style-type: none"> 1. The Class Chairperson or the appointed student shall make sure that the classroom doors are locked when there is no one in the classroom. The classroom key should only be kept by the Class Chairperson or the appointed student.
End of day	<p>Students shall:</p> <ol style="list-style-type: none"> 1. clean the classroom. 2. empty the wastepaper baskets. 3. arrange chairs and desks neatly. 4. clean the whiteboard. 5. shut the windows. 6. ensure all switches are turned off.
Early departure from school	<ol style="list-style-type: none"> 1. Students shall inform their Form Teacher promptly. 2. Students shall seek approval from the Principal, Vice-Principals or in their absence, a Head of Department. 3. Students are to be fetched by parent/guardian. 4. Parents are to complete an Early Departure form in the General Office before student can be released from school.
Going for CCA	<ol style="list-style-type: none"> 1. Students' belongings shall be securely locked up in a room.

Non-lesson time	
Activity	Procedures
During Recess	<ol style="list-style-type: none"> 1. The Class Chairperson or the appointed student shall make sure that the classroom doors are locked when there is no one in the classroom. The classroom key should only be kept by the Class Chairperson or the appointed student. 2. Students shall stay at the canteen area and ground floors. 3. Students must remain in the school compound. 4. Students playing sports and games during recess need to adhere to terms and conditions set (Refer to Annex A).
At the canteen	<ol style="list-style-type: none"> 1. Students are to queue for their food and drinks. Students shall buy their own food. 2. Students must consume food and drinks in the canteen only. 3. Students must return used plates, glasses, etc. to their proper receptacles.

After recess	<p>For Sec 1 students in Semester 1 (subjected to change):</p> <ol style="list-style-type: none"> 1. They shall assemble in the designated assembly area when the first chime is sounded (subjected to change). Students of other levels will make their way to their classrooms. 2. They shall sit down at the designated assembly area and wait quietly for their teachers to bring them back to the lesson venues; 3. The Class Chairperson shall enquire at the General Office if the teacher does not turn up 10 minutes after the second chime. <p>For the other students:</p> <ol style="list-style-type: none"> 1. They will proceed straight to their lesson venues and wait quietly for their teachers to arrive.
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Annex A

Timings	Indoor		Outdoor		
	Foyer	Hall	Parade square	Soccer field	Basketball court
7.30am – 12.00am	There should be no playing of any games.	No field-type sports such as rugby, soccer	No field-type sports such as rugby, soccer.	Appropriate field games such as soccer, Rugby, Frisbee.	Appropriate court games such as basketball, volleyball.
12.00am – 3.00pm		There must be mindfulness to keep the noise level low.	No strenuous unsupervised playing (Due to stipulated timing by MOE not to have any outdoor activities)		
After 3.00pm			No field-type sports such as rugby, soccer.	Appropriate field games such as soccer, Rugby, Frisbee.	Appropriate court games such as basketball, volleyball.

*Activities allowed at these venues and timings

Please note that:

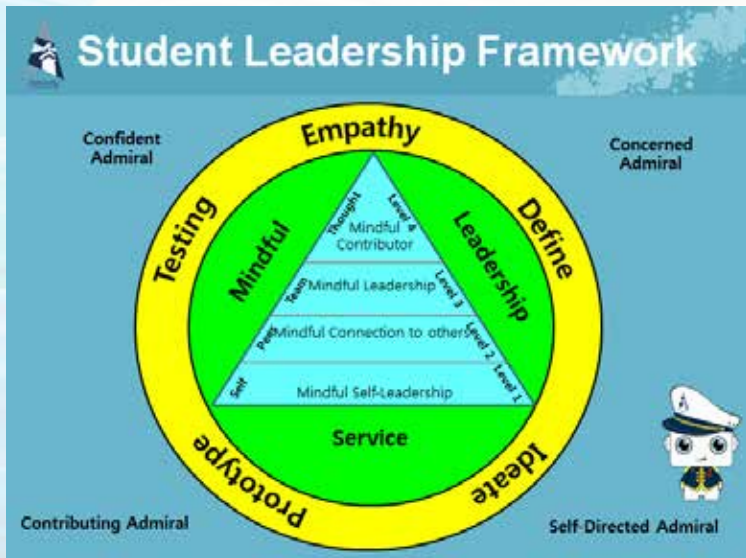
- The usage of hall is subject to its availability. Indoor Sports Hall (ISH) will be out of bounds to students who are not having PE lessons.

Personal Qualities of Admirals

Level	Behavioural Traits (Desired behaviour from students)	Behavioural Observations (Observation of values by teachers/peers/stakeholders)
L ifelong Learning I seize every opportunity to learn.		
Sec 1	I ask questions because I want to know more.	Students will be able to <u>understand</u> the importance of curiosity in learning.
Sec 2	I take initiative to take charge of my own learning.	Students will be able to <u>demonstrate</u> a sense of curiosity in learning.
Sec 3	I am able to plan my goals and initiate my own learning.	Students will <u>initiate</u> a sense of curiosity in learning.
Sec 4 & 5	I am able to explore beyond what is taught in school.	Students will be able to <u>share</u> with others a sense of curiosity in learning.
I ntegrity I honour my words and actions.		
Sec 1	I am not afraid to speak the truth.	Students will be able to <u>understand</u> the importance of right and wrong.
Sec 2	I know what is right and wrong.	Students will be able to <u>demonstrate</u> distinguishing between right and wrong.
Sec 3	I am aware about my strengths and areas for improvement in character.	Students will be able to <u>initiate</u> acknowledgement of right and wrong of one's speech and action.
Sec 4 & 5	I am able to role model to others honest behavior.	Students will be able to <u>share</u> with others a very clear sense of right and wrong through speech and action.
G raciousness I accord others respect and care.		
Sec 1	I am able to be respectful and caring.	Students will be able to <u>understand</u> the importance of respect and care by building positive relationships.
Sec 2	I am able to be tolerant to the differences of my peers.	Students will be able to <u>demonstrate</u> respect and care by building positive relationships.
Sec 3	I am able to demonstrate empathy to others.	Students will be able to <u>initiate</u> the building of positive relationships with respect and care.
Sec 4 & 5	I am open to sharing my non-judgmental attitude with others.	Students will be able to <u>share</u> with others the importance of building positive relationships with respect and care.

Level	Behavioural Traits (Desired behaviour from students)	Behavioural Observations (Observation of values by teachers/ peers/stakeholders)
H igh Expectations. I will do my best in every task assigned.		
Sec 1	I am able to develop challenging and achievable targets with my teacher.	Students will be able to understand the importance of achieving targets.
Sec 2	I am able to work towards the targets set together with my teacher.	Students will be able to demonstrate an awareness of the effort needed to achieve targets.
Sec 3	I am able to demonstrate target setting for myself.	Students will be able to initiate achievable and challenging targets for themselves.
Sec 4 & 5	I know what I want and I plan to achieve my targets.	Students will be able to share with others the importance of planning and following through with their targets.
T eamwork. I can take the lead and also be a team-player.		
Sec 1	I am able to accept the differing opinions of others.	Students will be able to understand the importance of understanding multiple perspectives.
Sec 2	I am able to see the value of the differing opinions of others.	Students will be able to demonstrate being able to work with one another.
Sec 3	I am able to see the value of understanding the opinions of others other than my own.	Students will be able to initiate projects and conversations with people who have multiple perspectives.
Sec 4 & 5	I am able to share with others how to work together.	Students will be able to share with others the importance of working together with people who have multiple perspectives.
S elf-discipline. I set my mind on what I want to achieve and will get it done		
Sec 1	I am able to abide by the school rules.	Students will be able to understand the importance of being responsible and abiding by the school code of conduct.
Sec 2	I am able to understand the importance of being responsible and abiding by the school rules.	Students will be able to demonstrate an awareness of the importance of self-responsibility towards school code of conduct.
Sec 3	I am able to practise self-management during work and play.	Students will be able to initiate practising self-management during work and play.
Sec 4 & 5	I am able to encourage others to practise self-management during work and play.	Student will be able to share the importance of self-management with others.

STUDENT LEADERSHIP



The Five Practices of Exemplary Leadership® model by James M. Kouzes and Barry Z. Posner, “The Leadership Challenge”.

CLASS COMMITTEE STRUCTURE 2022

Title	Roles and Responsibilities
Class Chairperson (1 student)	<ul style="list-style-type: none"> • Overall-in-charge of students' well-being and class discipline • Ensures safety and security of the class • Handles class key and class management handbook • In charge of one class project* • Assists in school events such as Staff Appreciation Day
Class Vice-Chairperson (1 student)	<ul style="list-style-type: none"> • Supports Class Chairperson in ensuring students' well-being and maintaining class discipline • Ensures safety and security of the class • Handles class key and class management handbook • In charge of one class project* • Assists in school events such as Staff Appreciation Day
Peer Support Leader (2 students)	<ul style="list-style-type: none"> • Promotes a caring and supportive class culture amongst peers • Provides emotional support to peers • Organises class bonding activities to foster meaningful peer relations • In charge of Cyberwellness Project in class and/or other class project*
Sports Leaders (2 students)	<ul style="list-style-type: none"> • Leads the class and handles logistics during PE lessons • Advocates healthy living and lifestyle in class • Assists in Fun & Fitness Club activities • Plans or performs duty during school-wide sports events such as Admirals Run, NAPFA testing & Inter-Class Games.
Secretary (1 student)	<ul style="list-style-type: none"> • Handles class administrative duties such as collecting forms • Manages class calendar • Manages class communication channels (e.g. WhatsApp group, Google Hangout) • In charge of one class project*
ICT Representative (1 student)	<ul style="list-style-type: none"> • Handles audio-visual equipment in class • Troubleshoots simple ICT-related issues • Advocates appropriate use of ICT in learning and cyber-wellness in class • Class liaison person for ICT-related matters (e.g. MDM, school Gmail)
Green Representative (1 student)	<ul style="list-style-type: none"> • Advocates green campaign (Reduce, Reuse, Recycle) • In charge of Keep Admiralty Clean programme (roster and administering of duties)
Subject Representatives (1 student for each subject)	<ul style="list-style-type: none"> • Handles subject-related administrative work • Leads and advocates learning of respective subject • Committee member for class project* • Committee member for school-wide event(s) related to the respective subject
VIA Representative (Upper Sec only) (1 student)	<ul style="list-style-type: none"> • In charge of coordinating and monitoring class-based VIA projects • Class liaison for VIA-related matters

**Examples of Class Projects include planning and execution for Staff Appreciation Day celebration, Class Identity (Flag, cheer, bonding, t-shirt) and Class Decoration etc.*

CO-CURRICULAR ACTIVITIES (CCA) AND LEAPS

PURPOSE OF CCA

Co-Curricular Activities (CCA) provide students with a platform to discover their interests and talents and instill in students a lifelong love for a particular activity, be it a sport or a musical pursuit. This helps students lead a balanced lifestyle.

Each CCA has specific objectives, for instance, Physical Sports (PS) develop robustness, fair play and team spirit in students. The Visual and Performing Arts (VPA) instill in students a sense of graciousness and an appreciation for the rich culture and heritage of a multi-racial society. Uniformed Group (UG) activities aim to inculcate active citizenry through values like self-reliance, resilience, discipline and a spirit of service to others. Clubs and Societies (CS) allow students to explore and extend their interests in wide ranging and specialised areas which may be knowledge-based or skills-based.

LEARNING OUTCOMES OF CCA

The learning outcomes for change to of CCA are as follows:

Students will develop and demonstrate

- Passion
- Leadership and teamwork
- Friendship and belonging
- Spirit of service to the community
- Knowledge, skills and values related to their chosen CCA
- Core values, social and emotional competencies and the emerging 21st century competencies as articulated in the 21st Century Competencies Framework

CCA POLICY

- CCA participation is **compulsory** for all students in secondary schools. Students must have a main CCA from at least one of the 4 groups, namely, Physical Sports (PS), Uniformed Groups (UG), Visual & Performing Arts (VPA), and Clubs and Societies (CS).
- Under the LEAPS 2.0 CCA grading scheme, students **must achieve at least 75% attendance rate** in order to qualify for level attainment in the Participation Criterion. The attendance rate for participation will be based on the attendance of the main CCA.

- Absence from CCA is taken seriously and students must produce a **Medical Certificate for any absence from CCA sessions**. Letters from parents are accepted but will be counted against the students' attendance rate. For example, if a student is expected to attend 10 sessions of CCA and is absent for 5 sessions with 5 letters from parents, the student is considered to have a 50% attendance rate. Students will be excused from CCA only if they are covered with an MC or have a valid reason approved by the school.
- The School Band, National Cadet Corps (NCC), National Civil Defence Cadet Corps (NCDCC) and National Police Cadet Corps (NPCC) are mandatory CCAs in secondary schools. Students in these CCA are not permitted to change their CCA after Secondary Two **except for medical or valid reasons approved by the school**.
- Students who are keen to experience a different CCA may submit a written request from their parents for a change of CCA to the HOD PE & CCA **at the beginning of each academic year**. All requests are **subjected to approval** by the school management. Students are expected to continue attending their current CCA until official notification of a CCA change is provided by the HOD PE & CCA.

CCAS OFFERED IN ADMIRALTY SECONDARY SCHOOL

Physical Sports (PS)	Uniformed Groups (UG)	Clubs & Societies (CS)	Visual & Performing Arts (VPA)
1. Track & Field 2. Badminton 3. Netball (Girls) 4. Rugby (Boys) 5. Wushu	1. National Cadet Corps (Land - Boys) (NCC) 2. National Civil Defence Cadets Corps (NCDCC) 3. National Police Cadet Corps (NPCC)	1. Lighthouse Production (IT/AVA) 2. Robotics 3. Art & Environment Club	1. Concert Band 2. Modern Dance Club 3. English Drama Club 4. Guzheng Ensemble

RECOGNITION OF STUDENTS' ATTAINMENT IN THE CO-CURRICULUM – LEAPS 2.0

LEAPS 2.0 is a scheme to recognise students' experiential learning and attainment in the four domains of the co-curriculum as they progress through their secondary school years. Students will be recognised with levels of attainment in four domains: **Participation, Achievement, Leadership and Service**.

The co-curricular attainment scheme is designed to:

- a) encourage continuous CCA participation;
- b) reward sustained effort, contribution and achievement; and
- c) develop and recognise leadership qualities.

Participation Domain

This domain recognises students' participation in one school-based Co-Curricular Activity (CCA). Recognition is based on the number of years of participation and exemplary conduct and active contribution to the CCA. Sustained engagement in the same CCA allows for progressive development of character, skills, knowledge and friendships, and will be accorded higher recognition.

Achievement Domain

This domain recognises students' representation and accomplishment in co-curricular involvement beyond the classroom. Opportunities for representation and accomplishment are valuable learning experiences for students to learn discipline, resilience and develop their character. Students may represent the school or organisations endorsed by the school. Recognising external opportunities better caters to students' diverse interests and talents. It also recognises the community's role in developing the student.

Representation refers to being selected and endorsed by the school or an organisation endorsed by the school (e.g. community club or national association) to contribute, perform or compete. It need not be tied to his/her CCA in school.

Accomplishment refers to attaining accolades and awards at competitions, festivals, performances, exhibitions, conferences and symposiums where the student represents the school or other organisations endorsed by the school.

Leadership Domain

This domain recognises students' leadership development. Recognition is accorded to students' ability to take charge of personal development, work in a team and assume responsibilities in service of others. In addition to formal leadership appointments, participation in student leadership modules/workshops, the National Youth Achievement Award (NYAA) and leadership positions in the school, CCA or student-initiated/student-led projects will also be recognised.

Service Domain

This domain recognises students' development as socially responsible citizens who contribute meaningfully to the community. Every secondary school student will contribute at least 6 hours per school year to the community. They can choose to embark on a Values-In-Action project (VIA) project. Students will be recognised for the time they put into planning, service and reflection, when participating in a VIA project.



**Academic
Excellence**

Academic Excellence

INTERNAL EXAMINATION MATTERS

DECORUM

1. Candidates should report to school punctually for the flag-raising ceremony.
2. Candidates should be properly attired in full school uniform and are well-groomed when they report for the examination.

GENERAL MATTERS

3. On examination days, immediately after the flag-raising ceremony, candidates must line up outside the examination centres (rooms/hall) in the order of Index Numbers. Students are allowed to enter the examination centres only after invigilators instruct them to do so. At all other times, examination centres are OUT OF BOUNDS to students.
4. Candidates must familiarise themselves with the seating plan for the venue.
5. All bags and books must be placed in front of or outside the examination centre.
6. No communication (verbal or non-verbal) is allowed among candidates once they are seated in the examination centre.
7. Once candidates are seated in the examination centre:
 - 7.1 They must **not** open the question paper/answer booklets, start to read or write unless instruction is given by the invigilator to do so;
 - 7.2 They must check their allocated seat and desk to ensure that there is no unauthorised material on, below or around their desk (this includes any scribbling on the desk). Candidates must report to the invigilator, any unauthorised material found at their desk/seat which do not belong to them. Candidates should also report any other abnormalities;

- 7.3 They must place their student pass, NRIC, foreign identification documents and/or entry proof (if applicable) on the desk throughout the examination.
8. Candidates must inform the invigilator immediately if:
- 8.1 they are issued a wrong question paper;
 - 8.2 they are issued a paper that does not contain the number of pages specified on the cover-page; or
 - 8.3 they are not issued the supplementary materials (such as graph paper, map, drawing paper, etc) that are stated in the question paper.
9. At the end of the paper, candidates should stop writing when told to do so by the invigilator. If writing paper is used, they should arrange their answer sheets according to the instructions on the cover page and fasten them together at the top left hand corner with the string provided. No candidate is allowed to leave the examination centre before the scheduled time. Candidates are required to submit a blank answer script with name, index number and class even if they do not attempt the question/paper.
10. Absence from a paper must be supported by a medical certificate. Otherwise, the student will be awarded a zero mark for the paper.
11. There will be **no make-up or alternative assessment** for missed Class Test (written paper) / Structured Class Test / Mid-Year Examination / End-of-Year Examination / Preliminary Examination.

GOOD PRACTICES

12. Candidates are advised to read the questions carefully and write legibly.
13. Candidates are advised that good time-management is essential. Do not spend too much time on just a few questions, leaving no time for others.
14. Unless otherwise instructed on the cover page, it is a good practice for candidates to leave two lines between an answer to a question or part of a question on the writing paper provided.

WRITING INSTRUMENTS

15. Candidates should use dark blue or black ink to write their answers.
16. 2B pencils should be used to shade the correct answers on the OTAS for MCQs.
17. Candidates are required to bring their own stationery and mathematical instruments such as set-squares and protractors. Borrowing of stationery from the invigilator or other students during the examination is not allowed.
18. Use of correction fluid/tape is not allowed in the Structured Class Test/examination.

ELECTRONIC CALCULATORS, E-DICTIONARIES AND OTHER DEVICES

19. Candidates are only allowed to use silent battery-operated calculators/ e-dictionaries which are approved by MOE / SEAB.
20. Programmable calculators and those with permanent programmable features such as numerical integration and symbolic algebraic manipulation are prohibited.
21. Programmable e-dictionaries are not allowed for the essay and functional writing components of Mother Tongue Language examinations.
22. Printed dictionaries approved by MOE/SEAB can be used in place of e-dictionaries. In such cases, the printed dictionaries cannot contain any form of annotation on any page(s). Examples of annotation include written notes, post-it pads, highlights and quick tabs.
23. Electronic communication devices (e.g., mobile phones) and computerised aids (e.g., computerised wrist watches, electronic fitness trackers, smart watches, etc.) capable of storing and displaying visual and audio information are strictly prohibited. Candidates are not allowed to be in possession of these devices, even if switched off, during an examination. Candidates contravening this regulation are liable to the same penalty as those who are caught for academic dishonesty.

DISHONESTY

24. A candidate may be expelled from the examination centre, refused entry for subsequent papers and have his/her papers cancelled if he/she is found to have engaged in academic dishonesty. Accomplices would face similar consequences. Conduct grades of candidates who have engaged in academic dishonesty will also be affected for the semester. For example, if a student copies from another candidate or allows his/her answers to be copied by another candidate, both students will be awarded a zero mark for the paper and be awarded a default conduct grade.
25. Candidates are not permitted to have in their possession, while in the examination centres, any books (with the exception of an approved dictionary for MTL exam), notes, or memoranda not authorised for use in the examination. Candidates are not allowed to remove from the examination centre any used or unused writing paper.

ICT Policy

GENERAL

PERSONAL LEARNING DEVICE (PLD)

1. Students of Admiralty Secondary School (ADSS) will need to own a personal learning device (PLD) as part of the Personalised Digital Learning Programme (PDLP). The PDLP aims to equip each student with a PLD and tap on the affordances of the PLD to:
 - enhance teaching and learning
 - support self-directed and collaborative learning
 - support the development of digital competencies

The expected conduct for use of PLD applies to all technologies which includes the mobile phones used by students.

2. Students are encouraged to have a good quality casing to protect their PLD, and take care of their PLD.
3. Students must bring their **fully charged** PLD to school for lessons every day.
4. Students are to maintain the safety and quality of their PLD at all times. They should place their PLD in their bags, and only use them when teachers require them to do so. They should refrain from using their PLD unnecessarily and depleting the battery life as the PLD is reserved for learning.
5. Students are not allowed to jailbreak or perform a factory reset on their PLD. Should they encounter any issue with the PLD, they should bring their PLD to the General Office to report the issue.
6. Personal use such as gaming and engaging in social media during school hours is strictly prohibited.

7. Students who use/are suspected to use their devices for purposes other than learning and research as instructed by the teacher, or in an inappropriate manner such as gaming will be subject to disciplinary action. This may include the confiscation of the device.
8. For the purpose of investigation into an offence, the school may confiscate students' devices, and parents will be informed. If the school has honest and reasonable belief that there is violation of the law, but the student and/or parents refuse to cooperate with the school in its investigation, the school may report to the police for assistance.
9. Dishonesty (such as removal of **Device Management Application** from their PLD) will also result in disciplinary consequences.
10. Students are to be gracious towards others (i.e. they are not to use offensive or coarse language, threaten, bully, annoy or hurt others) when they are using their devices on various platforms. They should not distribute or share inappropriate materials with others using their devices.
11. Students should keep all other devices such as the mobile phones in their bags at all times during lesson time.

DEVICE MANAGEMENT APPLICATION (DMA)

12. Device Management Application (DMA) is a type of security software used by the school to monitor, manage and secure the PLD.
13. Only PLD, which are installed with DMA software, will be allowed to be brought to school. These PLDs will bear the "ADSS MDM Enrolled" sticker.
14. The PLD will be on "School Settings" under DMA during the following school hours:
 - Monday – Thursday: 7a.m. – 3p.m.
 - Friday: 7a.m. – 1p.m.

USE OF COMPUTER FACILITIES

1. Students should not enter computer facilities (i.e., computer lab and IT Resource Rooms) unless accompanied by teachers.

2. Students should observe computer facilities rules at all times.
3. Students are to take good care of computer facilities, and ensure that computer equipment and peripherals are in good working condition after use. Any student caught vandalising and/or damaging computer equipment and peripherals will be dealt with accordingly, and disciplinary action will be taken.
4. Consumption of food, drinks and sweets in computer facilities is **strictly prohibited**.
5. Movement of tables in the Computer Labs is **strictly prohibited** as this could break and/or expose electrical cables and pose a safety hazard to all personnel.

USE OF MOE AND/OR SCHOOL DOMAIN NAME EMAIL ACCOUNT

MOE and Admiralty Secondary School provide electronic resources for students, including Gmail accounts and Microsoft apps to be used to access the educational resources. The school expects the use of these apps to be consistent with the school's standards of values and behaviour.

The guidelines listed below are intended to govern the use of school domain name email account.

1. Students should use their MOE and/or school domain name email account (hereafter referred to as 'school email account') for school-related purposes only, e.g. communicate with classmates and teachers about school-related matters and assignments.
2. Students should communicate in well-written English when using the school email account. Abbreviations, swearing or Internet slang is unacceptable for communication via the school email account.
3. Spell-check should be used before sending emails.
4. Students should not use school email account to sign up for apps, offers, promotions, or online services that are not related to school learning.
5. Students should not reveal to others, personal information that are not related to school matters. If students receive unsolicited emails from strangers, especially which ask for personal information, they should inform their teachers immediately.

The school reserves the right to view, delete, block or filter email messages that are deemed inappropriate or in contention with the school's mission and values. Students who do not abide to these regulations will have their email accounts suspended.

Responsible Online Behaviours



Respecting Diversity



Empathising with Victims



Showing Integrity



Protecting School Interests



Ensuring Cybersecurity



Communicating Responsibly



Thinking Critically



Forging Self-Discipline



Using Technology for Learning



Leaving Positive Footprints



ADSS Cyber Wellness Unit & Student Development Team/2019

HOMEWORK POLICY

Homework refers to any learning activity that students are required to complete outside of curriculum time. This includes assignments and projects but not revision of school work or studying for tests and examinations.

OBJECTIVES OF HOMEWORK

Homework is part of the learning process. Homework can:

- reinforce learning and deepen understanding of lessons taught;
- allow students to regularly practise, and apply skills and concepts taught;
- develop good study skills, habits and time management skills; and
- encourage greater ownership and responsibility for independent learning.

GUIDELINES

Assignments set as homework may differ from teacher to teacher, and from subject to subject.

All homework and stipulated deadlines are recorded on the class notice-board. Teachers will decide on a reasonable duration for the homework to be completed and submitted.

Students are to record homework and the given deadlines, and keep their parents informed of the work to be done. They are expected to manage their time well to give his/her best effort in completing homework, and ensure that homework is submitted on time. Teachers may engage parents on homework matters and provide them with information pertaining to students' learning progress.

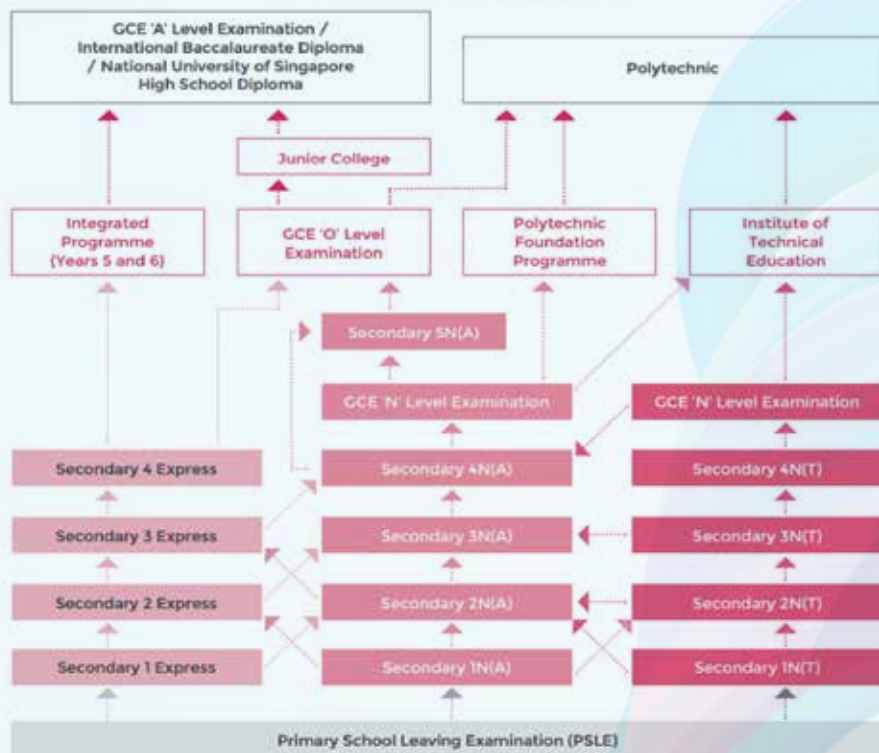
FEEDBACK FOR HOMEWORK

Homework will be checked by teachers, with timely feedback, interventions and support given. Parents who wish to seek clarification on homework matters could communicate directly with the teachers or via school management.

ACADEMIC PROGRESSION PATHWAYS

OVERVIEW OF ACADEMIC PROGRESSION

Flexibility between Courses



Source

<https://www.moe.gov.sg/docs/default-source/document/about/files/moe-corporate-brochure.pdf>

PROMOTIONAL CRITERIA

Course & Level	Requirement for Promotion to next higher level
Sec 1E & 2E	Pass in EL and at least 50% in the overall percentage.
Sec 3E	Grade C6 or better in EL and 2 other subjects.
Sec 1N(A), 2N(A), & 3N(A)	Grade 5 or better in EL and 2 other subjects, or Pass any 4 subjects.
Sec 1N(T), 2N(T) & 3N(T)	Grade D or better in 2 subjects, one of which should be EL or Mathematics.
Sec 4N(A) to 5N(A)	EL + Maths + Best 3 other subjects (ELMAB3) with an aggregate score of 19 points or less. All subjects used in the computation of the ELMAB3 aggregate must have at least an N(A)-Level Grade 5.

EXPRESS AND SEC 5

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

NORMAL (ACADEMIC)

	Distinction		Pass			Ungraded
Grade	1	2	3	4	5	U
Marks	100-75	74-70	69-65	64-60	59-50	49-0

NORMAL (TECHNICAL)

	Distinction	Pass			Ungraded
Grade	A	B	C	D	U
Marks	100-75	74-70	69-60	59-50	49-0

For N(A) students who sat for GCE O-Level Examination

Equivalence Table for Conversion of School-based O-Level Preliminary Examination Grades to N(A)-Level Subject Grade

School O-Level Prelim Grade	N(A)-Level Grade
A1, A2, B3	1
B4, C5, C6	2
D7, E8	3
F9	4

POST-SECONDARY PATHWAYS

ADMISSION EXERCISES

O- and N-Level graduates may apply for admission to the Junior Colleges (JCs), polytechnics and the Institute of Technical Education (ITE) through either aptitude-based admissions exercises or the traditional admissions exercise which are results-based, as shown in the table below.

	Aptitude-based admissions exercise	Traditional admissions exercises which are results-based
O-Level graduates	<ul style="list-style-type: none"> • <u>JC</u>: Direct School Admissions • <u>Polytechnics</u>: Polytechnic Early Admissions Exercise (EAE) • <u>ITE</u>: ITE EAE 	<ul style="list-style-type: none"> • <u>JC/MI, Polytechnics and ITE</u>: Joint Admissions Exercise
N-Level graduates	<ul style="list-style-type: none"> • <u>ITE</u>: ITE EAE (for Nitec courses only) 	<ul style="list-style-type: none"> • <u>Polytechnics</u>: PFP Joint Admissions Exercise • <u>ITE</u>: Joint Intake Exercise

Aptitude-based admissions exercises require students to present portfolios, personal statements and attend interviews. Successful candidates will be given conditional offers, subject to them meeting the minimum entry requirements listed below.

ADMISSION CRITERIA – JC/MI FOR O-LEVEL STUDENTS

	L1R5 : For Junior College Course
L1	First Language - English/ Higher Mother Tongue
R5	Relevant Subject 1 - Humanities/ Higher Art Relevant Subject 2 - Mathematics/ Science Relevant Subject 3 - Humanities/ Higher Art Relevant Subject 4 - Any GCE 'O' Level subjects (except Religious Knowledge and CCA) Relevant Subject 5 - Any GCE 'O' Level subjects (except Religious Knowledge and CCA)
	L1R4 : For Millennia Institute Course
L1	First Language - English/ Higher Mother Tongue
R4	Relevant Subject 1 - Humanities/ Higher Art Relevant Subject 2 - Humanities/ Higher Art Relevant Subject 3 - Any GCE 'O' Level subjects (except Religious Knowledge and CCA) Relevant Subject 4 - Any GCE 'O' Level subjects (except Religious Knowledge and CCA)

Eligibility for Junior College (L1R5)/ Millennia Institute (L1R4)

Aggregate Range for L1R5/L1R4 (excludes bonus points)	Meet Subject Requirement as specific in the table below?	
	Yes	No
≥ 15	Eligible	Eligible for Conditional Admission
16 - 20		Eligible for Conditional Admission only if students have grades of 'A1' or 'A2' in all the R4 subjects

Subject Requirement for Junior College (L1R5)/ Millennia Institute (L1R4)

Subject	Requirement
English Language	A1 to C6
Mother Tongue Language * : Chinese Language, Malay Language, Tamil Language OR Higher Chinese Language, Higher Malay Language, Higher Tamil Language OR Chinese Language 'B' Syllabus (CLB), Malay Language 'B' Syllabus (MLB), Tamil Language 'B' Syllabus (TLB)	A1 to D7 A1 to E8 Merit or Pass
Mathematics: Mathematics OR Additional Mathematics	A1 to D7

* Official Mother Tongue Languages refer to Chinese Language (CL), Malay Language (ML) and Tamil Language (TL) taken at the Singapore-Cambridge GCE O-Level Examination. Non-Tamil Indian Languages (viz. Bengali, Gujarati, Hindi, Punjabi and Urdu) and Asian/Foreign Languages (viz. Arabic, Burmese, French, German, Japanese and Thai) approved by the Ministry of Education in lieu of an Official Mother Tongue Language could be considered as Mother Tongue Language in deciding admission eligibility.

ADMISSION CRITERIA – POLYTECHNIC FOR O-LEVEL STUDENTS

Aggregate Type ELR2B2 - A		ELR2B2 : For Polytechnic Courses			
		ELR2B2 - B	ELR2B2 - C	ELR2B2 - D	
EL		English			
R2	1 st Group of Relevant Subjects	Art Combined Humanities Geography Higher Art History Literature in English Literature in Malay	Elementary Mathematics / Additional Mathematics		
	2 nd Group of Relevant Subjects	Additional Mathematics Art Chinese Combined Humanities Design & Technology Elementary Mathematics Food & Nutrition Geography Higher Art Higher Chinese Higher Malay Higher Tamil Literature in English Literature in Malay Principles of Accounts Tamil	Art Combined Humanities Geography Higher Art History Literature in English Literature in Malay Principles of Accounts	Chemistry Combined Science Computer Studies Design & Technology Food & Nutrition Physics Science (Chem, Bio) Science (Phy, Bio) Science (Phy, Chem) Science (Phy, Chem, Bio)	Art Chemistry Combined Science Computer Studies Design & Technology Food & Nutrition Higher Art Physics Science (Chem, Bio) Science (Phy, Bio) Science (Phy, Chem) Science (Phy, Chem, Bio)
B2		Best 2 other subjects excluding CCA			

To be eligible for consideration for admission to the various courses in Polytechnic, applicants must obtain 26 points or better for the net ELR2B2 aggregate score (i.e., English Language, 2 relevant subjects and best 2 other subjects, including CCA Bonus Points) and meet the minimum entry requirements by the respective Polytechnics and courses.

Refer to the link below for more information.

<https://www.moe.gov.sg/admissions/joint-admissions-exercise>

ADMISSION CRITERIA – POLYTECHNIC FOR N(A)-LEVEL STUDENTS

N(A)-Level students with outstanding performance at the national examinations are eligible to progress to the polytechnics directly through the Polytechnic Foundation Programme (PFP).

Computation of aggregate

Computation of aggregate (ELMAB3) is based on grades obtained for English Language, Mathematics and the three best subjects. N(A)-Level students who take O-Level subjects may refer to the table below for conversion of grades.

O-Level Grade	Aggregate Point for PFP
A1, A2, B3	1
B4, C5, C6	2
D7	3

'O'-Level grades not listed above cannot be used to determine PFP eligibility (i.e. 'O'-Level grades E8 and F9 do not count towards either the ELMAB3 aggregate score computation or in determining if minimum entry requirements for the PFP course have been met).

Eligibility criteria

In order to be eligible to apply for PFP, students must have an ELMAB3 of 12 or less. In addition, they need to meet the following subject-specific requirements.

Group 1 courses*	Minimum grades required		Group 2 courses*	Minimum grades required
English	3		English	2
Mathematics or Additional Mathematics	3		Mathematics or Additional Mathematics	3
Design & Technology, Food & Nutrition or Combined Science	3		Art, Literature in English, History, Combined Humanities, Geography or Principles of Accounts	3
Any other two subjects	3		Any other two subjects	3

*Refer to the link below for list of courses in each group. <http://pfp.polytechnic.edu.sg>

ADMISSION CRITERIA – ITE FOR N(A)- AND N(T)-LEVEL STUDENTS

Higher Nitec courses (for N(A)-Level students only)

N(A)-Level students who perform well have the option of progressing to Higher Nitec courses through the Direct-Entry-Scheme to Polytechnic Programme (DPP). Students who meet the minimum GPA in their Higher Nitec courses are guaranteed a place in one of the mapped polytechnic courses.

Computation of aggregate

Computation of aggregate (ELMAB3) is based on grades obtained for English Language, Mathematics and three best subjects. Students who take O-Level subjects may refer to the table below for conversion of grades.

O-Level Grade	Converted Grade
A1, A2, B3	1
B4, C5, C6	2
D7, E8	3

Eligibility criteria

In order to be eligible to apply for DPP, students must have an aggregate of 19 or less. In addition, they also need to meet the following subject-specific requirements.

Engineering, ICT and Applied Science courses	Minimum grades required		Business and Services courses	Minimum grades required
English	4		English	3
Mathematics or Additional Mathematics	4		Mathematics or Additional Mathematics	4
Any other three subjects	3		Any other two subjects	5

Please refer to <https://www.ite.edu.sg/wps/portal/definitely-dpp/> for details.

Nitec courses (for both N(A)- and N(T)-Level students)

N(A)- and N(T)-Level students have the option of progressing to ITE Nitec courses after graduation.

GCE N-Level holders applying for admission to full-time Nitec courses must first satisfy the entry requirements including passes in the pre-requisite subjects for the courses applied. Admission is merit-based, and posting to a course is based on **aggregate of best 4 GCE N-Level subjects, including pre-requisite subjects and bonus points** where applicable and is subjected to availability of vacancies. A lower aggregate point is indicative of better performance. Selected courses will require applicants to attend interview/drawing test.

Computation of ITE Aggregate Point

Normal (Academic) Grade	Normal (Technical) Grade	ITE Aggregate Points
1, 2	A	1
3	B	2
4	C	3
5	D	4
U	U	5

Bonus Points

The table below provides details for the computation of bonus points available. Please note that these **bonus points are not taken into account when considering whether applicants are eligible for courses**. The bonus points will only come into effect when the applicant has been deemed eligible and is being considered for posting based on merit.

Types of Bonus Points	Number of Bonus Points Awarded
For applicants with the following CCA grades: a. Excellent b. Good	2 points 1 point
Applicants with GCE N(A)-Level grades of 1 to 5 for prerequisite subjects (e.g. Mathematics, English and Science) for the courses applied for.	2 points for each pre-requisite subject, up to a maximum of 4 points for the course applied.

Please refer to <https://www.ite.edu.sg/wps/portal/fts.admission.ft> for more details on ITE admission.

RECOGNITION AND AWARDS STRUCTURE

RECOGNITION AND AWARDS STRUCTURE

At ADSS, we encourage our Admirals to excel in diverse areas by recognising and affirming their efforts in academic performance, character development, achievement in the non-academic domain and contribution to the school. An overview of a progressive Recognition & Award system is as follows:



The descriptions of the awards are as follows:

Level of Award	Award	Description
National Level	Lee Kuan Yew Award for All-Round Excellence	In recognition of well-rounded students who have: <ol style="list-style-type: none"> Excelled in both academic and non-academic areas Exemplified positive character development, strong leadership qualities and commitment to service to the community. The award is presented at the end of the Secondary education.
	Singapore Schools Sports Council (SSSC) Colours Award	In recognition of students: <ol style="list-style-type: none"> with sports achievements and display of good sporting character and values.

	North West Community Development Council - Outstanding All-Round Student Award (OARS)	In recognition of students studying in schools within the North West District : a) who have achieved good academic results based on the previous Academic Year b) who are active in CCA, community service and student leadership
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Level of Award	Award	Description
MOE Level	Edusave Scholarship for Secondary Schools (ESSS)	In recognition of students: a) within the top 10% of their level and course in terms of academic performance; b) who have demonstrated good conduct.
	Edusave Merit Bursary (EMB)	In recognition of students: a) who are within the top 25% of their level and course in terms of academic performance; b) who have demonstrated good conduct; c) whose monthly household income does not exceed \$6,900 (or per capita income does not exceed \$1,725).
	Edusave Good Progress Award (GPA)	In recognition of students: a) who are within the top 10% of their level and course in terms of improvement in academic performance; b) have demonstrated good conduct; c) who are not recipients of any Edusave Scholarship or the Edusave Merit Bursary.
	Edusave Character Award (ECHA)	In recognition of students: a) who have demonstrated exemplary character and outstanding personal qualities through their behaviour and actions.
	Edusave Award for Achievement, Good Leadership and Service (EAGLES)	In recognition of students: a) who have demonstrated leadership qualities, service to community and school, excellence in non-academic activities, and good conduct.

Level of Award	Award	Description
School Level	Commendable National Exams Results	In recognition of the top few students (Sec 4/5) who have obtained outstanding national examinations results.
	Commendable Overall Academic Results	In recognition of the top two students per level and course (Sec 1, 2 & 3) who have obtained: a) 1 st and 2 nd in Standard b) with at least a 'Good' Conduct Grade
	Best Progress Award	In recognition of the top student per level and course (Sec 1, 2 & 3) who have obtained: a) best improvement in Overall ranking compared with Semester 1 b) with at least a 'Good' Conduct Grade
	Individual Subject Prize	In recognition of the top student for each subject per level (Sec 1, 2 & 3) who have obtained: a) best result in a particular subject in that level b) with at least a 'Good' Conduct Grade
	Admiral of the Year Award	In recognition of graduating students, one per stream: who is an exemplary role model and has demonstrated all-round excellence.
	ADSS Outstanding Contribution Award (OCA)	In recognition of graduating students: who have contributed significantly to their CCAs in terms of leadership, service to the school and community, achieved CCA excellence, and of good conduct.
	Semestral Exemplary Award (SEA)	In recognition of students in each class: whose behaviour and conduct exemplify the school's LIGHTS values. The award is presented at the end of each semester.

NATIONAL PHYSICAL FITNESS AWARD (NAPFA)

The National Physical Fitness Award Scheme (NAPFA) is a test of physical fitness for Singaporeans as part of Singapore's Sports For Life programme. It was launched in 1982. Schools within Singapore's primary and secondary education system are required to participate in NAPFA test each year, in April for secondary schools and in August for primary schools respectively.

The Fitness Tests

NAPFA involves a series of six testing stations which are attempted on the same day, with a 2–5 minute rest period permitted between each. The 2.4km Walk-Run may be attempted on a different day.

- Sit-ups: Maximum number achieved in one minute.
- Standing Broad Jump: Best of two attempts.
- Sit and Reach: Best result of two attempts, with floating zero point.
- Pull-ups/Inclined pull-ups: Full pull ups are performed by males aged over 15. Females and males aged 15 and under perform a modified inclined pull up test in half-a-minute.
- Shuttle Run: Fastest score from two 4×10 metre attempts.
- 2.4km Walk-Run Test: Run on firm and level surface over a distance of 2.4 km. Minimum time recorded.

NAPFA Standard

Gold	At least a C grade performance in all 6 test items and a total of 21 or more points.
Silver	At least a D grade performance in all 6 test items and a total of 15 or more points.
Bronze	At least an E grade performance in all 6 test items and a total of 6 or more points.

NAPFA STANDARDS (SECONDARY)



STANDARDS FOR FEMALES

Age group	Performance grade	Points	No. of Sit-ups in 1 min	Standing Broad Jump	Sit & Reach Distance	No. of Inclined Pull-ups in 30 sec	4 X 10m Shuttle Run Time	2.4 km Run-Walk time (min : sec)
12	A	5	>29	>167cm	>39cm	>15	<11.5 sec	<14:41
	B	4	25-29	159-167	37-39	13-15	11.5-11.9	14:41-15:40
	C	3	21-24	150-158	34-36	10-12	12.0-12.3	15:41-16:40
	D	2	17-20	141-149	30-33	7-9	12.4-12.7	16:41-17:40
	E	1	13-16	132-140	25-29	3-6	12.8-13.2	17:41-18:40
13	A	5	>30	>170cm	>41cm	>16	<11.3 sec	<14:31
	B	4	26-30	162-170	39-41	13-16	11.3-11.7	14:31-15:30
	C	3	22-25	153-161	36-38	10-12	11.8-12.2	15:31-16:30
	D	2	18-21	144-152	32-35	7-9	12.3-12.7	16:31-17:30
	E	1	14-17	135-143	27-31	3-6	12.8-13.2	17:31-18:30
14	A	5	>30	>177cm	>43cm	>16	<11.5 sec	<14:21
	B	4	28-30	169-177	41-43	14-16	11.5-11.8	14:21-15:20
	C	3	24-27	160-168	38-40	10-13	11.9-12.2	15:21-16:20
	D	2	20-23	151-159	34-37	7-9	12.3-12.6	16:21-17:20
	E	1	16-19	142-150	29-33	3-6	12.7-13.0	17:21-18:20
15	A	5	>30	>182cm	>45cm	>16	<11.3 sec	<14:11
	B	4	29-30	174-182	43-45	14-16	11.3-11.6	14:11-15:10
	C	3	25-28	165-173	39-42	10-13	11.7-12.0	15:11-16:10
	D	2	21-24	156-164	35-38	7-9	12.1-12.4	16:11-17:10
	E	1	17-20	147-155	30-34	3-6	12.5-12.8	17:11-18:10
16	A	5	>30	>186cm	>46cm	>17	<11.3 sec	<14:01
	B	4	29-30	178-186	44-46	14-17	11.3-11.5	14:01-15:00
	C	3	26-28	169-177	40-43	11-13	11.6-11.8	15:01-16:00
	D	2	22-25	160-168	36-39	7-10	11.9-12.2	16:01-17:00
	E	1	18-21	151-159	31-35	3-6	12.3-12.6	17:01-17:50
17	A	5	>30	>189cm	>46cm	>17	<11.3 sec	<14:01
	B	4	29-30	181-189	44-46	14-17	11.3-11.5	14:01-14:50
	C	3	27-28	172-180	40-43	11-13	11.6-11.8	14:51-15:50
	D	2	23-26	163-171	36-39	7-10	11.9-12.1	15:51-16:40
	E	1	19-22	154-162	32-35	3-6	12.2-12.5	16:41-17:30
18	A	5	>30	>192cm	>46cm	>17	<11.3 sec	<14:01
	B	4	29-30	183-192	44-46	15-17	11.3-11.5	14:01-14:50
	C	3	27-28	174-182	40-43	11-14	11.6-11.8	14:51-15:40
	D	2	24-26	165-173	36-39	8-10	11.9-12.1	15:41-16:30
	E	1	20-23	156-164	32-35	4-7	12.2-12.4	16:31-17:20
19	A	5	>30	>195cm	>45cm	>17	<11.3 sec	<14:21
	B	4	29-30	185-195	43-45	15-17	11.3-11.5	14:21-14:50
	C	3	27-28	174-184	39-42	11-14	11.6-11.8	14:51-15:30
	D	2	24-26	165-173	36-38	8-10	11.9-12.1	15:31-16:20
	E	1	21-23	156-164	32-35	5-7	12.2-12.4	16:21-17:10

(source: Ministry of Education)

NAPFA STANDARDS (SECONDARY))



STANDARDS FOR MALES

Age group	Performance grade	Points	No. of Sit-ups in 1 min	Standing Broad Jump	Sit & Reach Distance	No. of Inclined Pull-ups in 30 sec	4 X 10m Shuttle Run Time	2.4 km Run-Walk time (min : sec)
12	A	5	>41	>202cm	>39cm	>24	<10.4 sec	<12:01
	B	4	36-41	189-202	36-39	21-24	10.4-10.9	12:01-13:10
	C	3	32-35	176-188	32-35	16-20	11.0-11.3	13:11-14:20
	D	2	27-31	163-175	28-31	11-15	11.4-11.7	14:21-15:30
	E	1	22-26	150-162	23-27	5-10	11.8-12.2	15:31-16:50
13	A	5	>42	>214cm	>41cm	>25	<10.3 sec	<11:31
	B	4	38-42	202-214	38-41	22-25	10.3-10.7	11:31-12:30
	C	3	34-37	189-201	34-37	17-21	10.8-11.1	12:31-13:40
	D	2	29-33	176-188	30-33	12-16	11.2-11.5	13:41-14:50
	E	1	25-28	164-175	25-29	7-11	11.6-11.9	14:51-16:00
14	A	5	>42	>225cm	>43cm	>26	<10.2 sec	<11:01
	B	4	40-42	216-225	40-43	23-26	10.2-10.4	11:01-12:00
	C	3	37-39	206-215	36-39	18-22	10.5-10.8	12:01-13:00
	D	2	33-36	196-205	32-35	13-17	10.9-11.2	13:01-14:10
	E	1	29-32	186-195	27-31	8-12	11.3-11.6	14:11-15:20
Age group	Performance grade	Points	No. of Sit-ups in 1 min	Standing Broad Jump	Sit & Reach Distance	No. of Pull-ups in 30 sec	4 X 10m Shuttle Run Time	2.4 km Run-Walk time (min : sec)
15	A	5	>42	>237cm	>45cm	>7	<10.2 sec	<10:41
	B	4	40-42	228-237	42-45	6-7	10.2-10.3	10:41-11:40
	C	3	37-39	218-227	38-41	5	10.4-10.5	11:41-12:40
	D	2	34-36	208-217	34-37	3-4	10.6-10.9	12:41-13:40
	E	1	30-33	198-207	29-33	1-2	11.0-11.3	13:41-14:40
16	A	5	>42	>245cm	>47cm	>8	<10.2 sec	<10:31
	B	4	40 - 42	236-245	44-47	7-8	10.2-10.3	10:31-11:30
	C	3	37 - 39	226-235	40-43	5-6	10.4-10.5	11:31-12:20
	D	2	34 - 36	216-225	36-39	3-4	10.6-10.7	12:21-13:20
	E	1	31 - 33	206-215	31-35	1-2	10.8-11.1	13:21-14:10
17	A	5	>42	>249cm	>48cm	>9	<10.2 sec	<10:21
	B	4	40-42	240-249	45-48	8-9	10.2-10.3	10:21-11:10
	C	3	37-39	230-239	41-44	6-7	10.4-10.5	11:11-12:00
	D	2	34-36	220-229	37-40	4-5	10.6-10.7	12:01-12:50
	E	1	31-33	210-219	32-36	2-3	10.8-10.9	12:51-13:40
18	A	5	>42	>251cm	>48cm	>10	<10.2 sec	<10:21
	B	4	40-42	242-251	45-48	9-10	10.2-10.3	10:21-11:10
	C	3	37-39	232-241	41-44	7-8	10.4-10.5	11:11-11:50
	D	2	34-36	222-231	37-40	5-6	10.6-10.7	11:51-12:40
	E	1	31-33	212-221	32-36	3-4	10.8-10.9	12:41-13:30
19	A	5	>42	>251cm	>48cm	>10	<10.2 sec	<10:21
	B	4	40-42	242-251	45-48	9-10	10.2-10.3	10:21-11:00
	C	3	37-39	232-241	41-44	7-8	10.4-10.5	11:01-11:40
	D	2	34-36	222-231	37-40	5-6	10.6-10.7	11:41-12:30
	E	1	31-33	212-221	32-36	3-4	10.8-10.9	12:31-13:20

(source: Ministry of Education)

Other Information



MY SCHOOL YEAR 2022

School Terms

SEMESTER 1

Term 1 Tue 4 Jan – Fri 11 Mar
Term 2 Mon 21 Mar – Fri 27 May

SEMESTER 2

Term 3 Mon 27 Jun – Fri 2 Sep
Term 4 Mon 12 Sep – Fri 18 Nov

JANUARY						
S	M	T	W	T	F	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

FEBRUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

School Holidays

- **Between Terms 1 and 2**
Sat 12 Mar – Sun 20 Mar
- **Between Semesters 1 and 2**
Sat 28 May – Sun 26 Jun
- **Between Terms 3 and 4**
Sat 3 Sep – Sun 11 Sep
- **At the End of School Year**
Sat 19 Nov – Sat 31 Dec

Public Holidays

TERM 1

New Year's Day * Sat 1 Jan
Chinese New Year Tue 1 Feb
Chinese New Year Wed 2 Feb

TERM 2

Good Friday Fri 15 Apr
Labour Day ** Sun 1 May
Hari Raya Puasa Tue 3 May
Vesak Day *** Sun 15 May

TERM 3

Hari Raya Haji **** Sun 10 Jul
National Day Tue 9 Aug

TERM 4

Deepavali Mon 24 Oct
Christmas Day ***** Sun 25 Dec

* Monday, 3 Jan, will be a school holiday.
** Tuesday, 3 May, will be a public holiday.
*** Monday, 16 May, will be a public holiday.
**** Monday, 11 Jul, will be a school holiday.
***** Monday, 26 Dec, will be a public holiday.

SCHEDULED SCHOOL HOLIDAY

Youth Day *Sun 3 Jul
After National Day Wed 10 Aug
Teachers' Day Fri 2 Sep
Children's Day **Fri 7 Oct

* Mon, 4 Jul, will be a scheduled school holiday.
** for primary schools and primary sections of full schools only.

JULY						
S	M	T	W	T	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

■ School Holidays ■ Public Holidays

Helplines

SCHOOL COUNSELLORS

Ms Mullai d/o Pushpanathan

Mr Dennis Goh Jiong Yu

For walk-in sessions & afternoon activities – please refer to the schedule at Counselling Room (Level 2, Library Block).

EXTERNAL COUNSELLING SERVICES

Name of organisation	Contact details
eCounselling Centre (Fei Yue Community Services)	An online facility offering free counselling to youths. Please visit www.ec2.sg or www.egen.sg for more information (Mon to Fri: 2.00pm – 5.30pm)
Samaritans of Singapore (SOS) (For anyone facing a crisis)	1800 221 4444 (24 hrs) pat@samaritans.org.sg
Touchline (TOUCH Youth Services)	1800 377 2252 (Mon – Fri, 9 am to 6 pm)
Youthline	63363434 (Mon – Fri, 8.30 am to 6 pm)
All Addictions Helpline	6-RECOVER (6-7326837) (Mon – Fri, 8.30 am to 6 pm)
Care Corner Family Service Centre (Admiralty FSC)	6365 8751
Care Corner Family Service Centre (Woodlands FSC)	6362 2481
Care Corner Counselling Hotline (Mandarin)	1800 3535 800

Financial Assistance Schemes

MOE FINANCIAL ASSISTANCE SCHEME (MOE FAS) FOR GOVERNMENT AND GOVERNMENT-AIDED SCHOOLS

The Ministry of Education provides financial assistance to needy Singapore Citizen students in Government or Government-aided schools so that all Singaporeans, regardless of their financial background, can benefit from the best opportunities in education.

The income limits and types of benefits given to needy students in Government or Government-aided schools under MOE FAS are shown below.

A student is eligible for MOE FAS if he or she meets either of the following criteria:

Gross Household Income (GHI) not exceeding **\$2,750 per month**

OR

Per Capita Income (PCI) not exceeding **\$690 per month**

The introduction of Per Capita Income (PCI) will enable students from larger families to benefit from financial assistance. Household members include parents, unmarried siblings and grandparents of the child as well as other dependents living in the same household. PCI is computed by dividing the gross household income by the number of members in the household.

BENEFITS UNDER MOE FAS

Item	Level of Subsidy
School Fees	100% subsidy
Standard Miscellaneous Fees	100% subsidy
Textbooks	Free textbooks
School Attire	Free school attire
Transport	\$120 transport credit per annum for students taking public transport

HOW TO APPLY for MOE FAS?

Students who wish to apply for the scheme can obtain the application form from the General Office.

All application forms must be submitted together with relevant documents to the General Office.

Weekly Planner



JANUARY 2022

TERM 1 • WEEK 1

MONDAY

3

SCHOOL HOLIDAY

TUESDAY

4

WEDNESDAY

5

THURSDAY

6

FRIDAY

7

JANUARY 2022

TERM 1 • WEEK 2

MONDAY

10

TUESDAY

11

WEDNESDAY

12

THURSDAY

13

FRIDAY

14

JANUARY 2022

TERM 1 • WEEK 3

MONDAY

17

TUESDAY

18

WEDNESDAY

19

THURSDAY

20

FRIDAY

21

JANUARY 2022

TERM 1 • WEEK 4

MONDAY

24

TUESDAY

25

WEDNESDAY

26

THURSDAY

27

FRIDAY

28

JANUARY/FEBRUARY 2022

TERM 1 • WEEK 5

MONDAY

31

TUESDAY

1

CHINESE NEW YEAR

WEDNESDAY

2

CHINESE NEW YEAR

THURSDAY

3

FRIDAY

4

FEBRUARY 2022

TERM 1 • WEEK 6

MONDAY

7

TUESDAY

8

WEDNESDAY

9

THURSDAY

10

FRIDAY

11

FEBRUARY 2022

TERM 1 • WEEK 7

MONDAY

14

TUESDAY

15

WEDNESDAY

16

THURSDAY

17

FRIDAY

18

FEBRUARY 2022

TERM 1 • WEEK 8

MONDAY

21

TUESDAY

22

WEDNESDAY

23

THURSDAY

24

FRIDAY

25

FEBRUARY/MARCH 2022

TERM 1 • WEEK 9

MONDAY

28

TUESDAY

1

WEDNESDAY

2

THURSDAY

3

FRIDAY

4

MARCH 2022

TERM 1 • WEEK 10

MONDAY
7

TUESDAY
8

WEDNESDAY
9

THURSDAY
10

FRIDAY
11

MARCH 2022

TERM 1 • HOLIDAYS

MONDAY

14

TUESDAY

15

WEDNESDAY

16

THURSDAY

17

FRIDAY

18

MARCH 2022

TERM 2 • WEEK 1

MONDAY

21

TUESDAY

22

WEDNESDAY

23

THURSDAY

24

FRIDAY

25

MARCH/APRIL 2022

TERM 2 • WEEK 2

MONDAY

28

TUESDAY

29

WEDNESDAY

30

THURSDAY

31

FRIDAY

1

APRIL 2022

TERM 2 • WEEK 3

MONDAY

4

TUESDAY

5

WEDNESDAY

6

THURSDAY

7

FRIDAY

8

APRIL 2022

TERM 2 • WEEK 4

MONDAY

11

TUESDAY

12

WEDNESDAY

13

THURSDAY

14

FRIDAY

15

GOOD FRIDAY

APRIL 2022

TERM 2 • WEEK 5

MONDAY

18

TUESDAY

19

WEDNESDAY

20

THURSDAY

21

FRIDAY

22

APRIL 2022

TERM 2 • WEEK 6

MONDAY

25

TUESDAY

26

WEDNESDAY

27

THURSDAY

28

FRIDAY

29

MAY 2022

TERM 2 • WEEK 7

MONDAY

2

PUBLIC HOLIDAY

TUESDAY

3

HARI RAYA PUASA

WEDNESDAY

4

THURSDAY

5

FRIDAY

6

MAY 2022

TERM 2 • WEEK 8

MONDAY

9

TUESDAY

10

WEDNESDAY

11

THURSDAY

12

FRIDAY

13

MAY 2022

TERM 2 • WEEK 9

MONDAY
16

PUBLIC HOLIDAY

TUESDAY
17

WEDNESDAY
18

THURSDAY
19

FRIDAY
20

MAY 2022

TERM 2 • WEEK 10

MONDAY

23

TUESDAY

24

WEDNESDAY

25

THURSDAY

26

FRIDAY

27

MAY/JUNE 2022

TERM 2 • HOLIDAYS

MONDAY

30

TUESDAY

31

WEDNESDAY

1

THURSDAY

2

FRIDAY

3

JUNE 2022

TERM 2 • HOLIDAYS

MONDAY

6

TUESDAY

7

WEDNESDAY

8

THURSDAY

9

FRIDAY

10

JUNE 2022

TERM 2 • HOLIDAYS

MONDAY

13

TUESDAY

14

WEDNESDAY

15

THURSDAY

16

FRIDAY

17

JUNE 2022

TERM 2 • HOLIDAYS

MONDAY

20

TUESDAY

21

WEDNESDAY

22

THURSDAY

23

FRIDAY

24

JUNE/JULY 2022

TERM 3 • WEEK 1

MONDAY

27

TUESDAY

28

WEDNESDAY

29

THURSDAY

30

FRIDAY

1

JULY 2022

TERM 3 • WEEK 2

MONDAY
4

SCHOOL HOLIDAY

TUESDAY
5

WEDNESDAY
6

THURSDAY
7

FRIDAY
8

JULY 2022

TERM 3 • WEEK 3

MONDAY

11

PUBLIC HOLIDAY

TUESDAY

12

WEDNESDAY

13

THURSDAY

14

FRIDAY

15

JULY 2022

TERM 3 • WEEK 4

MONDAY
18

TUESDAY
19

WEDNESDAY
20

THURSDAY
21

FRIDAY
22

JULY 2022

TERM 3 • WEEK 5

MONDAY

25

TUESDAY

26

WEDNESDAY

27

THURSDAY

28

FRIDAY

29

AUGUST 2022

TERM 3 • WEEK 6

MONDAY

1

TUESDAY

2

WEDNESDAY

3

THURSDAY

4

FRIDAY

5

AUGUST 2022

TERM 3 • WEEK 7

MONDAY

8

TUESDAY

9

NATIONAL DAY

WEDNESDAY

10

SCHOOL HOLIDAY

THURSDAY

11

FRIDAY

12

"Twenty years from now, you will be more disappointed by the things that you didn't do than by the ones you did do." - Mark Twain

AUGUST 2022

TERM 3 • WEEK 8

MONDAY

15

TUESDAY

16

WEDNESDAY

17

THURSDAY

18

FRIDAY

19

“Whenever you see a successful person, you only see the public glories, never the private sacrifices to reach them.” - Vaibhav Shah

AUGUST 2022

TERM 3 • WEEK 9

MONDAY

22

TUESDAY

23

WEDNESDAY

24

THURSDAY

25

FRIDAY

26

AUGUST/SEPTEMBER 2022

TERM 3 • WEEK 10

MONDAY

29

TUESDAY

30

WEDNESDAY

31

THURSDAY

1

FRIDAY

2

TEACHERS' DAY

SEPTEMBER 2022

TERM 3 • HOLIDAYS

MONDAY

5

TUESDAY

6

WEDNESDAY

7

THURSDAY

8

FRIDAY

9

SEPTEMBER 2022

TERM 4 • WEEK 1

MONDAY

12

TUESDAY

13

WEDNESDAY

14

THURSDAY

15

FRIDAY

16

SEPTEMBER 2022

TERM 4 • WEEK 2

MONDAY

19

TUESDAY

20

WEDNESDAY

21

THURSDAY

22

FRIDAY

23

SEPTEMBER 2022

TERM 4 • WEEK 3

MONDAY

26

TUESDAY

27

WEDNESDAY

28

THURSDAY

29

FRIDAY

30

OCTOBER 2022

TERM 4 • WEEK 4

MONDAY

3

TUESDAY

4

WEDNESDAY

5

THURSDAY

6

FRIDAY

7

CHILDREN'S DAY

OCTOBER 2022

TERM 4 • WEEK 5

MONDAY

10

TUESDAY

11

WEDNESDAY

12

THURSDAY

13

FRIDAY

14

OCTOBER 2022

TERM 4 • WEEK 6

MONDAY

17

TUESDAY

18

WEDNESDAY

19

THURSDAY

20

FRIDAY

21

OCTOBER 2022

TERM 4 • WEEK 7

MONDAY

24

DEEPAVALI

TUESDAY

25

WEDNESDAY

26

THURSDAY

27

FRIDAY

28

OCTOBER/NOVEMBER 2022

TERM 4 • WEEK 8

MONDAY

31

TUESDAY

1

WEDNESDAY

2

THURSDAY

3

FRIDAY

4

NOVEMBER 2022

TERM 4 • WEEK 9

MONDAY

7

TUESDAY

8

WEDNESDAY

9

THURSDAY

10

FRIDAY

11

NOVEMBER 2022

TERM 4 • WEEK 10

MONDAY

14

TUESDAY

15

WEDNESDAY

16

THURSDAY

17

FRIDAY

18

NOVEMBER 2022

TERM 4 • HOLIDAYS

MONDAY

21

TUESDAY

22

WEDNESDAY

23

THURSDAY

24

FRIDAY

25

NOVEMBER/DECEMBER 2022

TERM 4 • HOLIDAYS

MONDAY

28

TUESDAY

29

WEDNESDAY

30

THURSDAY

1

FRIDAY

2

DECEMBER 2022

TERM 4 • HOLIDAYS

MONDAY

5

TUESDAY

6

WEDNESDAY

7

THURSDAY

8

FRIDAY

9

DECEMBER 2022

TERM 4 • HOLIDAYS

MONDAY

12

TUESDAY

13

WEDNESDAY

14

THURSDAY

15

FRIDAY

16

DECEMBER 2022

TERM 4 • HOLIDAYS

MONDAY

19

TUESDAY

20

WEDNESDAY

21

THURSDAY

22

FRIDAY

23

DECEMBER 2022

TERM 4 • HOLIDAYS

MONDAY

26

PUBLIC HOLIDAY

TUESDAY

27

WEDNESDAY

28

THURSDAY

29

FRIDAY

30

Notes

Notes

Notes

