



Secondary One Registration 2017

Information Booklet

Name: _____ ()

Class: _____

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1. Welcome Message

Welcome to the Admiralty Family! An exciting and enriching journey awaits your child at ADSS where we aspire to actualise every Admiral's dreams in a values-centric, thinking environment.

Through your child's journey with us here in school, we have lined up a series of academic and co-curriculum programmes to provide our Admirals with the necessary skills and knowledge to be empowered to actualise their aspirations! We are committed to helping you realise your targets, goals and dreams.

As part of the holistic development of an Admiral, our unique ADSS Total 21 CC curriculum "future proofs" all students with relevant Skillsfuture competencies and nurtures every student into Confident, Concerned, Self-directed and Contributing Admirals.

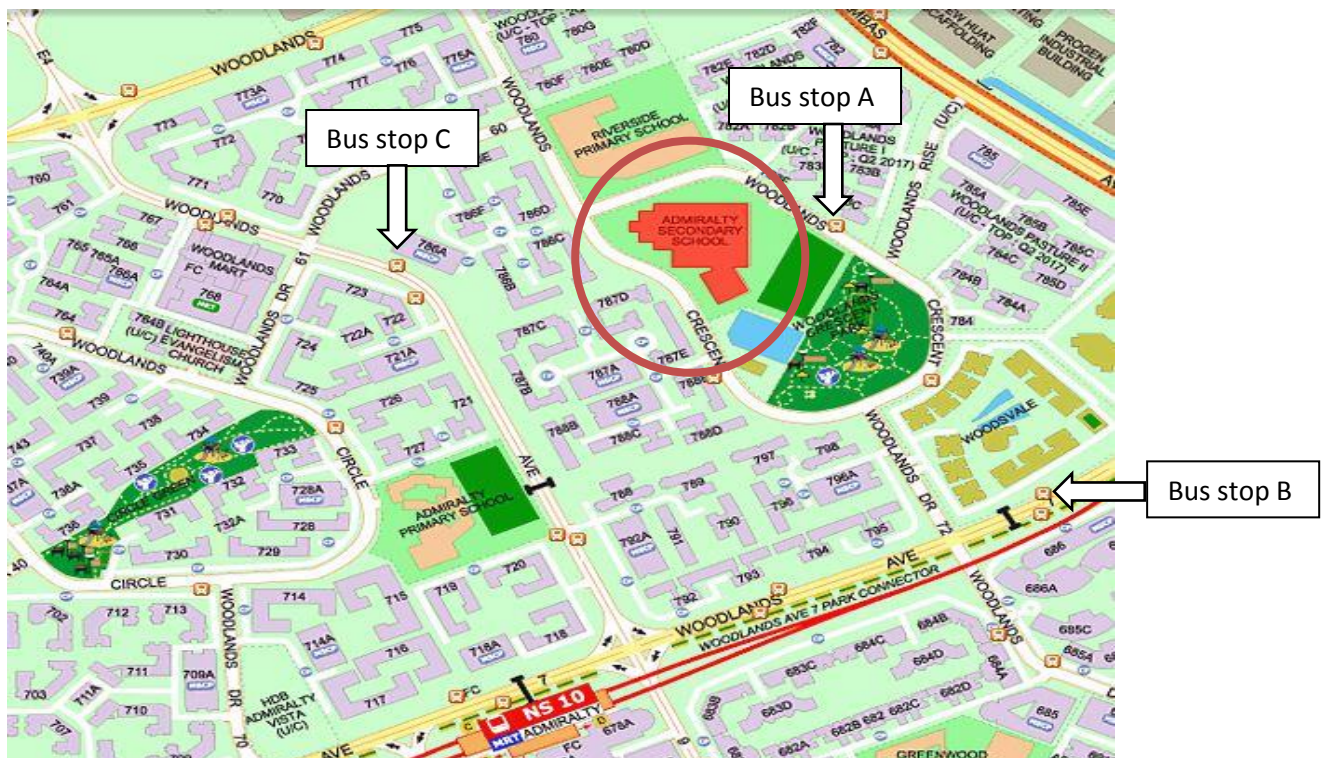
The ADSS Total 21 CC curriculum consists of;

- Applied Learning Programme (ALP) - Design Thinking through Technology & Innovation, that prepares all Admirals as solution designers in Science Technology Engineering and Mathematics (STEM) related professions and;
- Learning for Life Programme (LLP) - Nurturing Mindful Leadership through Community Outreach anchored with our school values of Life-long learning, Integrity, Graciousness, High expectations, Teamwork and Self-discipline (LIGHTS).

We wish every Admiral a meaningful and successful learning journey here in our school. Thank you for choosing ADSS and we are looking forward to having you as a participative member of our family!

2. Information about Admiralty Secondary School

2.1 HOW DO I GET TO ADSS?



BY MRT

Admiralty MRT Station (North-South Line) followed by a 10 - 15 minutes walk.

BY BUS

Bus stop **A**, across the school's main gate is served by SMRT service 904.

Bus stop **B**, at Woodsvale Condominium is served by SMRT service 962, 965, 969.

This is followed by a 5-10 minutes of walking to ADSS.

Bus stop **C**, across Woodlands Mart (Block 786A) is served by SMRT service 913 & 964. This is followed by a 10 minutes of walking to ADSS.

2.2 CONTACT DETAILS

Address 31 Woodlands Crescent, Singapore 737916

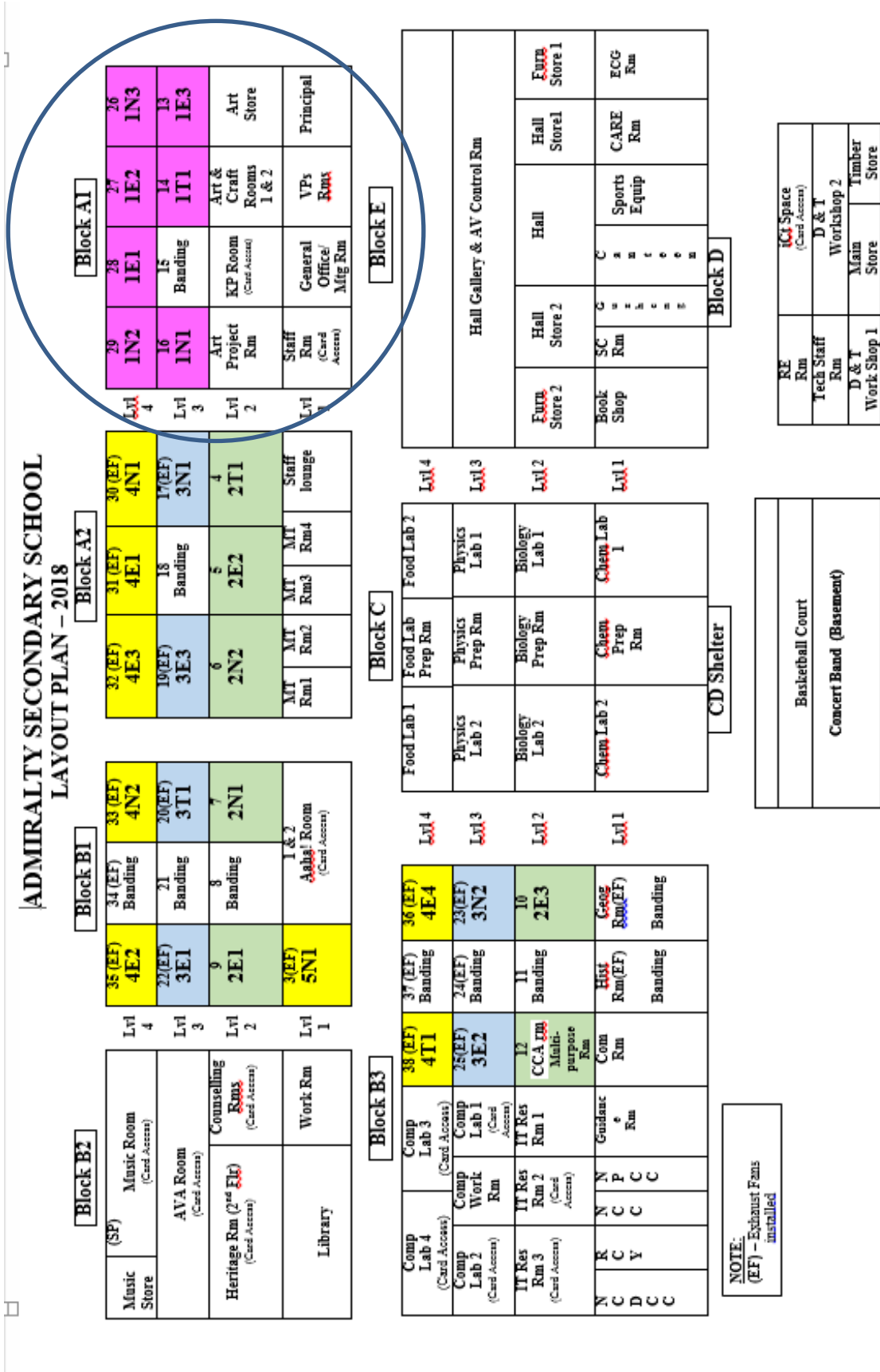
Tel: 6365 1733

Fax: 6365 2774

Email: admiralty_ss@moe.edu.sg

3. GETTING AROUND THE SCHOOL

*Subjected to changes



4. Contact Details

Let's get to know ADSS...

School Management Committee

School Leaders	
Principal	Mr Toh Thiam Chye
Vice-Principal	Mr Ng Song Lim Steven
Vice-Principal	Mr Sheik Alaudin
Key Personnel & Contact Details	
Head of Department (CCE)	Ms Subashini A/p Varlivell (subashini_varlivell@moe.edu.sg)
Head of Department (English Language & Literature)	Ms Sue En Connie (sue_en_connie@moe.edu.sg)
Head of Department (Humanities)	Mdm Julianah Bte Othman (julianah_othman@moe.edu.sg)
Head of Department (ICT)	Mr Goh Hock Meng (goh_hock_meng@moe.edu.sg)
Head of Department (Mathematics)	Mrs Carol Goh (tan_chuen_wei@moe.edu.sg)
Head of Department (Mother Tongue)	Ms Ong Xu Ying Aysel (aysel_ong_xu_ying@moe.edu.sg)
Head of Department (PE)	Mr Kelvin Goh Huan Bok (goh_huan_bok_kelvin@moe.edu.sg)
Head of Department (Science)	Mr Ong Yu-Meng Calvin (ong_yu_meng_calvin@moe.edu.sg)
Head of Department (Student Management)	Mr Nigel Chong Teck Seng (chong_teck_seng@moe.edu.sg)
School Staff Developer	Mdm Zahara Bte Hosni (zahara_hosni@moe.edu.sg)
Year Head (Lower Sec)/ Covering Assistant Year Head Sec 2	Ms Charmaine Lau (lau_charmaine@moe.edu.sg)
Year Head (Upper Sec)	Mrs Karen Yap-Tay Kai Yun (tay_kai_yun_karen@moe.edu.sg)
Assistant Year Head Sec 4/5	Mr Lee Boon Leong (lee_boon_leong@moe.edu.sg)
Assistant Year Head Sec 3	Mr Hong Chin Keat (hong_chin_keat@moe.edu.sg)
Assistant Year Head Sec 1	Mdm Peh Shiyun Hazel (peh_shiyun@moe.edu.sg)

Subject Head (CCE)	Mr Ang Shi Da (ang_shi_da@moe.edu.sg)
Subject Head (Design & Technology) (Covering Craft & Technology)	Mdm Woo Lai Yee Samantha (samantha_woo_lai_yee@moe.edu.sg)
Level Head (Mathematics)	Mr Foo Chee Juan (foo_chee_juan@moe.edu.sg)
Level Head (Science)	Mr Melvin Tan Han Yu (tan_han_yu_melvin@moe.edu.sg)
Subject Head (Malay Language)	Ms Amizah Bte Mohamed Azhar (amizah_mohamed_azhar@moe.edu.sg)
Subject Head (Innovation)	Mr Frankie Chua Zhi Hao (chua_zhi_hao_frankie@moe.edu.sg)

Form Teachers

Class	Form Teachers	Teaching Subject
Year Head (Lower Sec): Ms Charmaine Lau (lau_charmaine@moe.edu.sg) Assistant Year Head (Sec 1): Mdm Peh Shiyon Hazel (peh_shiyon@moe.edu.sg)		
1E1	Mdm Tamil Selvi d/o Ramanujam (tamil_selvi_ramanujam@moe.edu.sg) Ms Tay Yirong (tay_yi_rong@moe.edu.sg)	Art CL
1E2	Ms Aiyshwariya Dinesh (dinesh_ayshwariya@moe.edu.sg) Mr Steven Neo Sian Lee (neo_sian_lee@moe.edu.sg)	FCE PE
1E3	Ms Nuriah Binte Mohd Noor (nuriah_mohd_noor@moe.edu.sg) Mdm Nge Hui Peng (nge_hui_peng@moe.edu.sg)	PE CL
1N1	Ms Dorothy Phua Hui Hong (phua_hui_hong_dorothy@moe.edu.sg) Mdm Chow Shin Yun (chow_shin_yun@moe.edu.sg)	EL FCE
1N2	Ms Najla Banu Bte Feroz Akbar Abdullah (najla_banu@moe.edu.sg) Ms Mok Kaie See (mok_kaie_see@moe.edu.sg)	EL CL
1N3	Mdm Wendy Chen (wendy_chen_jin_jing@moe.edu.sg) Mdm Vanitha Govallau (vanitha_govallau@moe.edu.sg)	Lit ML
1T1	Mr Tung Cheng Boon Adrian (tung_cheng_boon_adrian@moe.edu.sg) Mdm Lynn Norhana Hassan (lynn_norhana_hassan@moe.edu.sg)	EL PE

Admin Personnel

FINANCE ENQUIRIES	
Admin Manager	Mr. Tay Chek Foo (TAY_Chek_Foo@schools.gov.sg)
ESTATES & FACILITIES	
Operations Manager	Mr George Low (low_cho_tee@moe.edu.sg)

Co-curricular Activities (CCAs) Teachers

Uniformed Groups		
National Cadet Corps (Land) <u>Teacher-in-charge:</u> Mr. Lai Kuok Liang (lai_kuok_liang@moe.edu.sg)	National Police Cadet Corps <u>Teacher-in-charge:</u> Mr. Adrian Tung (tung_cheng_boon_adrian@moe.edu.sg)	
National Civil Defence Cadet Corps <u>Teacher-in-charge:</u> Mr. Mansoor Abdul Rahman (mansoor_abdul_rahman@moe.edu.sg)	Red Cross Youth <u>Teacher-in-charge:</u> Ms. Mok Kaie See (mok_kaie_see@moe.edu.sg)	
Clubs and Societies		
Lighthouse Productions (AV-related) <u>Teacher-in-charge:</u> Ms. Diyana Jumahat (diyana_jumahat@moe.edu.sg)	Media Resource Library <u>Teacher-in-charge:</u> Mdm. Vanitha Govallau (vanitha_govallau@moe.edu.sg)	
Robotics Enterprise <u>Teacher-in-charge:</u> Ms. Renuka Devi Raghunathan (renuka_devi_raghunathan@moe.edu.sg)		
Physical Sports		
Athletics <u>Teacher-in-charge:</u> Mdm Khairyn Adriana (khairyn_adriana_putri_malek@moe.edu.sg)	Badminton <u>Teacher-in-charge:</u> Mr. Steven Neo (neo_sian_lee@moe.edu.sg)	Netball <u>Teacher-in-charge:</u> Ms. Nuriah Mohd Noor (nuriah_mohd_noor@moe.edu.sg)
Rugby <u>Teacher-in-charge:</u> Mr Jonathan Jacob (jacob_jonathan@moe.edu.sg)	Wushu <u>Teacher-in-charge:</u> Mr Tan Yuan Yan (tan_yuanyan@moe.edu.sg)	

Visual and Performing Arts		
Art and Environment Club <u>Teacher-in-charge:</u> Mdm. Tamil Selvi Ramanujam (tamil_selvi_ramanujam@moe.edu.sg)	Concert Band <u>Teacher-in-charge:</u> Mdm. Diyanah Yunos (diyanah_mohamad_yunos@moe.edu.sg)	Dance Club <u>Teacher-in-charge:</u> Mdm. Jocelyn Goh (goh_jia_ying_jocelyn@moe.edu.sg)
Drama Club <u>Teacher-in-charge:</u> Ms. Fazylah Abd Rahman (fazylah_abd_rahman@moe.edu.sg)	Guzheng Ensemble <u>Teacher-in-charge:</u> Ms. Leong Mun Yi (leong_mun_yi@moe.edu.sg)	

Training sessions for Co-Curricular Activities (CCAs)

All CCAs sessions are conducted on Wednesdays at 3pm. The duration of the session is dependent on each CCA. Some CCAs may have additional sessions on Fridays after school. More information on each CCA can be obtained during the CCA Orientation and CCA Showcase.

5. What's happening on the first day?

Prepare to report excitedly on

Date: 2 Jan 2018, Tuesday

Time: By 7.30 a.m. (Strongly recommended to report by 7.15 a.m)

Attire: ADSS full school uniform

Venue: School Hall (look out for Student Leaders holding signage)

Points to take note

- The opening and closing hours of the side gates are 6.00 - 7.30 a.m.
- Orientation will be held on the first week of school (2/1/18 to 5/1/18)
- Student leaders will be attached to every class to be your buddy and guide for the week.
- Lower secondary recess will be from 10 to 10.40 a.m (Mon to Wed, Fri) and from 10.40 to 11.20am (Thu).
- Dismissal on first day of school will be at 1.30 p.m.

Schedule for the day

- Principal's Address
- Safety Talk
- School Tour
- Ice-breakers
- Learning of the school song
- Form Teacher Period (Eg: receive time-table, collection of documents)

What to bring on the first day of school?

- Water bottle
- Money for recess
- Documents to be submitted to teacher (refer to page 14)
- Positive attitude!

Do not worry about the textbooks! You will only need your textbooks for lessons from Week 2, Monday (8/1/18).

Quick survival tips for students

- It's a new adventure, come with an open mind to make new friends!
- If you are shy, you probably want to find opportunities to speak up.
- If you are still worried, approach your friendly student leader buddy!
- Stay alert and keep your eyes open in order to explore and learn as much as you can. One can never learn too much.
- If in doubt, you can always approach your caring form teachers for help.
- Be positive, think positive and look forward to positive experiences! 😊

6. Secondary 1 Orientation Programme 2018

The Sec 1 Orientation Programme will be held from **2 - 5 Jan 2018**.

The Orientation Programme aims to

- provide a warm welcome to the students to assimilate into the school
- ease the transition from primary to secondary school
- provide opportunities for interaction between teachers and peers to build rapport
- provide a deeper understanding of an individual's unique interests, styles and abilities

Our friendly and caring student leaders, together with the form and subject teachers, will accompany your child as he/she goes through the orientation programme. ☺

Secondary One Orientation Programme Highlights

- Ice-breakers and teambuilding activities
- Setting of expectations
- Dragon boating experience (We welcome parents! Find out more at the PSG booth.)
- Personal Grooming (How to put on school tie)
- **Values in Flight Activity**
- Diagnostic test for **English Language**
- CCA Orientation & Trials

Important date for Parents to take note of:

Parents are cordially invited to attend the Meet-Parent-Session for secondary 1 students. You will also have an opportunity to view the CCA showcase to find out more about each CCA available for your children/ward.

Date: 5 Jan 2018 (Friday)

Time: 5.30pm to 8.30 p.m.

Programme:

5.30 - 6.00 p.m: Registration and viewing of CCA showcase

6.00 - 6.30 p.m: Talk by MSF

6.30 - 7.00 p.m: Briefing on CCA LEAPS system

7.00 - 8.00 p.m: Principal's Address

The canteen will be opened for the purchase of snacks and drinks.

7. PURCHASE OF TEXTBOOK AND UNIFORM

PURCHASE OF TEXTBOOKS ENQUIRES

Vendor: Pacific Bookstores Pte. Ltd.

Tel: 6559 2269 **Email:** sales@pacificbookstores.com

Website: www.pacificbookstores.com (An account is needed for online purchases.)

- Online purchases is available until 27 December 2017. You may opt for home-delivery or collection at the school bookshop. You may choose the delivery or collection date upon purchase of textbooks online.
- You could still purchase textbooks from the bookshop on the first week of school.

Note

1. Please check that the correct title and edition of books are purchased.
2. Please note that only books purchased from the school's bookshop and vendor is eligible for e-textbooks.
3. Please note that only books purchased from the school's bookshop and vendor is eligible for exchange. For exchanges, please do so at the school bookshop within 1 week of purchase with the school's booklist and official receipt. Please note that items to be exchanged are to be in original condition. Please note that items purchased are non-refundable.

PURCHASE OF SCHOOL UNIFORM ENQUIRES

Vendor: Asencio Uniforms

Tel: 6764 3102 **Email:** sales@asencio.com.sg

SALE OF TEXTBOOKS AND SCHOOL UNIFORM ARE AVAILABLE IN SCHOOL ON THE FOLLOWING DATES:

Date/Day	Time	Venue
22 December 2017, Fri (Sec 1 Registration)	9am - 3pm	Textbooks/e-books: Canteen Uniform: Classroom blocks Level 1 Female Level 2 Male
Weekdays: 26-29 December 2017	9am - 3pm	Textbooks: School bookshop (at the back of the canteen)
Saturdays: 23 December 2017	9am - 12pm	Uniform: Classroom block Level 1

8. Checklist for parents/guardians

The following is a checklist for you to collate the documents to be submitted to your child's/ward's form teacher by the first day of school in the plastic folder.

- Verification of Student's Data (please update any changes).
- Letter to Parents for Dental Treatment Consent Form
- Dragon-boating Consent Form
- 1 copy of child's/ward's:
 - Birth certificate
 - Passport/student pass (for daily commuters/foreign students)
 - Medical Reports of the child/ward (if applicable)
 - Letter to do exemption to do MT or foreign language (if applicable)
 - Photocopies of court orders for custody arrangement (if applicable)

Thank you.

Notes:

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