



Queensway Secondary School

2A Margaret Drive Singapore 149295 Tel: 6474 1421 / 6476 6416 Fax: 6474 1302 Email: qss@moe.edu.sg

30 December 2023

Dear Parents/Guardians,

It is my privilege to take on the mantle of leadership from my predecessor and mentor, Mr Peter Tan, and carry on the good work he has done. Over the past years, the school has provided a supportive environment for students to develop their potential. I seek to build on the school's strengths and legacy, with holistic and character education at the heart of our mission.

2024 Theme – Flourishing at Queensway

The theme I have chosen for 2024 is “Flourishing at Queensway”. We will explore together what it means to thrive as individuals, as well as a community. At Queensway, we aim to provide a nurturing environment where students will experience the joy of learning and grow in wisdom and character. We want to help them discover their innate value and dignity, develop their gifts and talents, and become the best versions of themselves so that they can be a blessing to people around them. I will share more in future letters as parents are important partners to reinforce what we are teaching your children in school.

Timetable 2024

- a. The reporting time on the first day of school, **Tue 2 Jan 2024**, is **8.00am**. Students are expected to reach school before 8.00am daily and proceed to the appropriate venue. Secondary 2-5 students will assemble in the school hall on the first day of school, while Secondary 1 students will assemble at the parade square.
- b. The usual dismissal time for Monday to Thursday is 2.40pm or 3.00pm, depending on individual class timetables, and on Fridays at 12.40pm.
- c. Students will be given an in-class snack break, from 9.30am – 10.00am if the class has a late recess, or from 12.30pm – 1.00pm, if recess is early in the morning. Please help your child/ward select healthy snacks, such as fruit, nuts, sandwiches or buns, which can be consumed in class while the lesson is going on. Students have to ensure that they keep the classroom clean and tidy during snack time.
- d. The timetables for Semester 1 will be issued during the first week of school, which is our Start Great Week, a week of special activities planned for our Secondary 1 and 3 students to get to know one another, while those in Secondary 2 and 4 reconnect with classmates and deepen relationships for their final year together as a class. Details of the Start Great Week programme have been shared with parents by our Year Heads through Parents Gateway (PG). The Semester 1 timetable will also be shared with all parents via PG, and with Secondary 2–5 students through their official school email addresses, and Secondary 1 students in hard copy.

Attire & Grooming

- a. Students are required to report to school in their full uniform of school shirt and skirt or school shirt and pants. Special instructions for Start Great Week are included in the PG message shared by the Year Heads.
- b. Sec 1 students who were unable to purchase their school uniforms before the first day of school will be allowed to wear their primary school uniform in lieu of their secondary school uniform.
- c. Students are reminded to get an appropriate haircut before the start of the school year.
- d. Please note that a school-wide attire check will be conducted for Secondary 2–5 students on the first day of school. Boys who do not have proper haircut will have their hair cut by a barber in school. The haircut will cost \$10 and is to be paid by your child/ward.



Queensway Secondary School

2A Margaret Drive Singapore 149295 Tel: 6474 1421 / 6476 6416 Fax: 6474 1302 Email: qss@moe.edu.sg

Road Safety and Traffic Matters

- a. Parents may drive into the school before 8.00am to drop off their children but should remain in their vehicles and drive off immediately, in order to ease traffic congestion. Parents who wish to pick up their children after school may do so from 2.40pm.
- b. Students are reminded to observe road safety practices, and use the designated traffic crossing points, such as zebra crossings, when walking to school.

School Calendar

- a. Parents can refer to the school calendar on the school website and/or student handbook for the dates of key events and assessments to plan your year ahead. Active participation in all the lessons and programmes planned for our students is crucial for their development. We advise parents not to take their children out of school during term time as they would have to catch up on learning that they would miss.
- b. Home-Based Learning (HBL) will be held once in two weeks as usual. As HBL days are not fixed on the same day of the week, please refer to the school calendar and student handbook for the dates. Students do not need to report to school on HBL days.
- c. I look forward to meeting you in person at the Meet-the-Parents sessions on the following dates:
 - Parents of Sec 1 students Fri 5 Jan, 3-7pm
 - Parents of Sec 2 students Fri 22 Mar, 5-7pm
 - Parents of Sec 3 students Fri 23 Feb, 5-7pm
 - Parents of Sec 4/5 students Fri 26 Jan, 5-7pm

Use of Photographs and Video Images

We would like to inform you that photographs and/or video images of you or your child/ward may be captured during school activities such as classroom lessons, CCA, camps, concerts and other school events. These photographs and/or video recordings may be used in school publications, website, social media channels, and other communication channels. If you object to photographs and/or video images of you or your child/ward being used by the school, do make it known to us by the end of January 2024.

As we bid farewell to 2023, let us take some time to reflect with our children what we are grateful for in the year that has passed. Wishing you a fruitful and fulfilling new year!

Yours faithfully,

Ms Audrey Chen
Principal