

**BOON LAY SECONDARY  
STUDENT HANDBOOK 2023**



**WE AIM FOR  
GREATNESS**



# Our Nation, Our Identity

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*National symbols and references of Singapore*

## The National Flag



The national flag is Singapore's most visible symbol of statehood, symbolising our sovereignty, pride and honour. It reflects the ideals, beliefs and values that we stand by as a nation amidst our rich and diverse make-up. It forms a crucial element of our national identity. As such, the national flag is to be treated with dignity and honour.

### **Its Origin**

The national flag was unveiled on 3 December 1959, together with the state crest and the national anthem, at the installation of the new Head of State, the Yang di-Pertuan Negara. It was created by a Committee led by then Deputy Prime Minister, Dr Toh Chin Chye. It replaced the Union Jack, which had flown over Singapore for 140 years (1819-1959). Upon Singapore's independence in 1965, it was adopted as Singapore's national flag.

### **Its Meaning**

The flag consists of two equal horizontal sections, red above white. In the upper left section are a white crescent moon, and five white stars forming a circle. Each feature of the flag has its own distinctive meaning and significance. Red symbolises universal brotherhood and equality of man. White signifies pervading and everlasting purity and virtue. The crescent moon represents a young nation on the ascendant. The five stars stand for the nation's ideals of democracy, peace, progress, justice and equality.

**All Boonlayians will assemble in an orderly manner at the parade ground to participate in the flag-raising ceremony every morning. (In inclement weather, the ceremony will be conducted in the respective classrooms.)**

**Students who are Singapore Citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist placed over the heart.**



## The 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

Marilah kita bersatu  
Dengan semangat yang baru  
Semua kita berseru  
Majulah Singapura

### ONWARD SINGAPORE

*(English translation)*

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

Come, let us unite  
In a new spirit  
Let our voices soar as one  
Onward Singapore

### 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.

### Ikrar 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。

### உறுதிமொழி

“சிங்கப்பூர்க் குடிமக்களாகிய நாம் இனம்,  
மொழி, மதம் ஆகிய வேற்றுமைகளை மறந்து,  
ஒன்றுபட்டு நம் நாடு மகிழ்ச்சி, வளம், முன்னேற்றம்  
ஆகியவற்றை அடையும் வண்ணம் சமத்துவத்தையும்  
நீதியையும் அடிப்படையாகக் கொண்ட ஜனநாயக  
சமுதாயத்தை உருவாக்குவதற்கு உறுதி  
மேற்கொள்வோமாக.”

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*What's in my handbook*

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# School Crest



The school crest shows the profiles of 2 persons united as one moving on an upward path towards their aspirations.

It symbolically represents the teacher and student walking hand in hand as part of an extended family working together to instill a sense of passion for learning in our students and striving to help them realise their dreams.

The ladder-like design represents success in the pursuit of learning wisdom and the ideals of the school. It is a clarion call for endeavouring and aspiring to greater heights as well as a reminder to honour and treasure our heritage. BLS is the acronym for Boon Lay Secondary. The Chinese name of the school 文礼中学, accompanying the school crest, reflects the Chinese heritage of Boon Lay Secondary when it began in 1977 as a bilingual school offering both Chinese and English as mediums of instruction.

## Vision

To bring out the greatness in every child

## Mission

A CCA-centric school that is family-oriented, values-centred and aspiration-focused

## Motto

To Love and to Forgive 爱与恕

## Values

- 文 - Seek Wisdom
- 精 – Strive for Excellence
- 礼 – Respect Others
- 诚 – Honour our Word



## BLS Council

<b>Principal</b>	<b>Mr Inderjit Singh</b>
<b>Vice-Principal 1</b>	<b>Ms Sharon Shen</b>
<b>Vice-Principal 2</b>	<b>Mr Vincent Koh</b>
<b>School Staff Developer</b>	<b>Ms Nazerah Mohamed Latif</b>
<b>HOD/Character and Citizenship Education</b>	<b>Mr Hoon Yeng Wei</b>
<b>HOD/English Language &amp; Literature</b>	<b>Ms Ang Hui Bing</b>
<b>HOD/Humanities and the Arts</b>	<b>Ms Mardiana Mansor</b>
<b>HOD/Learning Technologies</b>	<b>Ms Rita Thia Mei Yin</b>
<b>HOD/ Mathematics</b>	<b>Mr Kevin Zong Zixin</b>
<b>HOD/ Partnership &amp; Engagement</b>	<b>Ms Bhavaniswari Batumalia</b>
<b>HOD/ Student Well-being</b>	<b>Ms Alexandria Tang</b>
<b>HOD/Physical Education &amp; Co-Curricular Activity (CCA)</b>	<b>Ms Low Su Rin</b>
<b>HOD/Science</b>	<b>Mr Ooi Chong Min</b>
<b>HOD/ Student Development</b>	<b>Mrs Hong-Chuah Mei Thien</b>
<b>Year Head 1</b>	<b>Mr Ong Kheng Loon</b>
<b>Year Head 2</b>	<b>Mr Yu Pei Yi</b>
<b>Assistant Year Head 1</b>	<b>Mr Muhammad Yunus Sunanwi</b>
<b>Assistant Year Head 2</b>	<b>Ms Serlin Tan</b>
<b>Level Head/ English Language</b>	<b>Ms Tan Ying Hwee</b>
<b>Subject Head/ ICT</b>	<b>Mr Kwek Joon Hong</b>
<b>Subject Head/ Malay Language</b>	<b>Mdm Norimahlizah Ramli</b>
<b>Subject Head/Mathematics</b>	<b>Mdm Nur Aida Md Khalid</b>
<b>Subject Head/ Mother Tongue Languages</b>	<b>Ms Siti Nurhani Kamsani</b>
<b>Subject Head/ Science</b>	<b>Mr Dineshkumar M Subramaniam</b>
<b>Subject Head/ Student Leadership &amp; CCA</b>	<b>Ms Josephine Tan</b>
<b>Subject Head/ Student Development</b>	<b>Ms Lee Xiu Wen</b>

# My School Rules

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*Abide them I shall*

I must be familiar with the school routines and procedures as defined in the code of conduct and school rules. The school expects me to maintain high standards in personal conduct, academic work, student development involvement, CCA and attendance at school events. In general, I should not perform any action that will bring dishonour to the school or self.

## **DECORUM**

- 1) I am expected to be well-behaved, polite and courteous whether in or out of school premises and be properly dressed in the correct school or CCA attire, for all school related activities.
- 2) I shall establish cordial relationships and good rapport with the teachers and classmates so as to help create a positive learning environment.
- 3) I must greet all members of the BLS community and visitors respectfully.
- 4) I must behave well in public places in speech, conduct and action so that I do not bring disrepute to myself, my family or the school.

## **ATTENDANCE**

- 1) I must maintain regular attendance for every activity (e.g. classes, remediation, CCA, SD modules) as well as school events.
  - If I am absent from school, I must justify my absence with a valid Medical Certificate or a letter of explanation from a parent/guardian. Only a maximum of 5 such letters is allowed per semester.
  - My parents/guardians should contact the school should I be absent from school and events.
  - I must apply in advance to the Principal for permission if I must be absent from school during the school term, especially if I am travelling overseas.
  - I understand that stern actions will be taken against me if I am found to be dishonest in covering up my absence. Acts of dishonesty include forging of letters of excuse or forging of Medical Certificates.
- 2) I must attain at least 75% attendance for my CCA. My conduct grade and CCA points will be affected if I am unable to fulfil this requirement.



- 3) I must seek permission from my teachers if I need to leave school early for valid reasons.
  - I will go to the General Office to get the Early Departure slip signed by my CCA mentor/subject teacher and obtain approval from the School Leaders.
  - I will then show the early departure slip to the security officers at the gate before leaving the school grounds.
- 4) I must report punctually for all instructional activities (e.g. classes, remediation, CCA, SD modules) and school-based events.
- 5) The use of the sick bay is only for students who are unwell and need a short period of rest.
  - If I am unwell and need rest, teachers must be informed and I must be accompanied to the sick bay by a classmate.
  - I must fill up my particulars in a log book at the office. Parents/guardians will be informed by the office staff at the counter. I may be allowed to go home should I remain unwell.
  - I am allowed to rest at the sick bay for 1 period. As soon as I am well enough, I will go back to class.

### Attendance follow-up & consequences

No of time	Actions to be taken
1 <sup>st</sup> and 2 <sup>nd</sup>	Parent/guardian will be contacted Conference between Student – CCAM
3 <sup>rd</sup> and 4 <sup>th</sup>	Conference between CCAM - Parent Conference between Student – CCA OIC
5 <sup>th</sup> to 9 <sup>th</sup>	Conduct will be reflected as <b>fair</b> for the semester Joint-conference between Student – CCAM – CCA OIC – Student Management Team Absences will be officially regarded as truancy on the 6 <sup>th</sup> time
10 <sup>th</sup>	Conduct will be reflected as <b>poor</b> for the semester Joint-conference between Student – CCAM – CCA OIC – Year Head House visits may be conducted.
11 <sup>th</sup> onwards	Joint-conference between Student – Year Head – Parent and School Leader House visits may be conducted. Referral to external agencies (FSC, ESU, MSF etc) may be extended.

## MORNING ASSEMBLY

- 1) I must arrive in school and report to the morning assembly venue before 7.30 am for the flag-raising ceremony.
- 2) The flag-raising ceremony will commence punctually at 7.30 am. If I am unable to assemble at the assembly venue by this time, I will be considered late.
- 3) I must observe all the commands of the assembly. It is mandatory for me to uphold the integrity of the flag-raising ceremony.
- 4) If I am a Singapore Citizen, I must sing the National Anthem and take the Pledge proudly, loudly and honourably. I will take the Pledge with the right fist placed over my heart.
- 5) If I am a non-Singapore citizen, I must stand with my hands by my side and remain silent during the singing of the National Anthem and Pledge taking.

### Late-coming follow-up & consequences

No of time	Action to be taken
1 <sup>st</sup>	Verbal warning to student
2 <sup>nd</sup>	Conference between Student – CCAM
3 <sup>rd</sup>	Conference between CCAM - Parent Conference between Student – CCA OIC
4 <sup>th</sup> to 9 <sup>th</sup>	Joint-conference between Student – CCAM – CCA OIC – Student Management Team Student to serve detention/school service for <b>1 hour after school</b> . Student to clear their detention within <u>one week</u>
10 <sup>th</sup>	Conduct will be reflected as <b>fair</b> for the semester Joint-conference between Student – CCAM – CCA OIC – Year Head. Student to serve detention/ after-school-service for <b>2 hours</b> . Student to clear their detention within <u>two weeks</u>
11 <sup>th</sup> onwards	Joint-conference between Student – Year Head – Parent and School Leader Student to serve detention/ after-school-service for <b>2 hours</b> . Student to clear their detention within <u>two weeks</u> Student may be suspended from lessons and/or school.

## **ATTIRE & GROOMING**

**I must wear the prescribed school uniform, and modification to the uniform is not allowed. I understand that the school reserves the right to refuse entry to the school if I am improperly attired.**

### **1) I must wear the school uniform in the correct manner.**

- Male students should wear their full uniform with the shirt untucked.
- Female students should wear their full uniform with the blouse tucked in.
- All half uniforms (PE T-shirt or House T-shirt) must be tucked in at all times. BLS PE shorts are not allowed for morning and/or afternoon assembly.
- Jackets/hoodies should only be worn on raining days.

### **2) Modifications to the school uniform are not allowed.**

- Minor alterations to make the uniform more fitting and of the right length are permitted.
- Skirts of female students must be at knee level (at standing position). Skirts should not be folded at the waistbands.
- Pants of male students should not be tapered and the length should be at ankle level when standing.

### **3) I shall use the appropriate BLS attire according to the purpose of the activity (e.g. PE attire for sports and games).**

- Only BLS PE T-shirt or House T-shirt and BLS shorts are allowed.
- Students are not allowed to wear tights, sleeves or any other apparels and accessories not approved by the school.
- PE shorts should be changed out right after the activity.

### **4) I must adhere to the following footwear requirements.**

- I must wear clean and predominantly white shoes with white socks covering the ankles (i.e. no coloured logos/linings/design).
- In case of foot injuries, I will be allowed to wear dark-coloured or black sandals to school. Slippers will not be allowed. I must have a copy of my medical report at all times for verification purposes.

## **5) Hairstyles and hair accessories**

### **5.1 Hair should be in its natural colour. I am not allowed to have tinted, highlighted, bleached or dyed hair or any outlandish hairstyle.**

- The use of dye hairspray as a corrective action is not accepted.
- I may be suspended from class and my parents will be informed immediately to take corrective action.

### **5.2 Appearance for male students**

- I must be neat in appearance and clean shaven. No facial hair, beard and moustache is allowed.
- My hair is to be kept short and neatly combed. The hair must not touch the eyebrows, ears and collar when pulled down. No side-shaves or undercut hairstyles are allowed.

### **5.3 Appearance for female students**

- Short hair – My hair length should be above the first collar line of the school uniform.
- Long hair – My hair should be braided or tied neatly in a ponytail or a bun using a black or navy-blue rubber band. No hair claw is allowed.
- My hair must be kept away from the face at all times by tying or clipping it.
- My fringe must be trimmed above the eyebrows.
- Hair accessories (e.g. ribbons, elastic bands, hair clips, hair bands), if used, must be in black or navy-blue.

## **6) Body accessories/fashion**

- My fingernails must be kept short and clean. I must not have varnished or coloured fingernails.
- Any form of makeup (e.g. powder, lip stick, lip balm etc.) is not permitted in the school.
- Only female students are allowed to wear small and circular studs - one ear stud per ear. No ear stick is allowed.
- Tattoos, temporary or permanent, are not allowed. I may be suspended from school should I have any tattoos exposed within school premises or while in uniform.

- 6) I must be in full school uniform for identification purposes if I come to school after school hours / during school holidays / on weekends so as to ensure better security for other students. This is unless otherwise stated by the teacher-in-charge of the activity.**

## **ELECTRONIC/RECORDING & COMMUNICATION DEVICES**

For the purpose of this rule, the school interprets the term devices as 'any electronic, communication, entertainment or gaming devices capable of capturing, storing, displaying and/or transmitting visual, audio or verbal information'. Examples of devices include, but are not limited to mobile phones, cameras, tablets, smart wrist watches/glasses, and pens with recording capabilities.

- 1) I must switch off all devices before entering the school premises or any other venues for school related-activities, and it shall remain switched off until I have left the school premises/venues for school activities.
- 2) All devices shall be kept away safely and should be visible during learning.
- 3) The use of devices to assist learning in classrooms/school activities can be permitted only with the permission of the teacher.
- 4) By bringing electronic devices to school, I agree to allow security personnel/teachers/student leaders to conduct random checks to ensure that my devices are switched off while within the school premises.
- 5) Turning on the devices without the explicit permission of the teacher or any inappropriate use of devices constitutes a breach of the school rules.
- 6) Posting content online that brings ill repute and/or cause hurt to the school or to any staff or students is a serious offence and will be dealt with accordingly.
- 7) The device will be withheld in the school if I am found in breach of any aspect of the rules until my parents come to school to recover the device.

## **BASIC CLASS RULES**

**I should be prepared for lessons at all times.**

- 1) I must remove my bag and unrelated subject materials from desks.
- 2) I will stand at attention when the teacher enters the classroom and greet the teacher politely.
- 3) I must sit up straight and listen attentively during the lesson as no sleeping or lying down is allowed during lesson time.
- 4) I ought to work conscientiously to meet the deadlines and schedules set for assignments and homework.
- 5) Once a lesson ends, I must stand and thank the teacher.



- I am to stay in the classroom and not leave it without permission from the teacher.
  - While waiting for the next teacher, I should prepare the materials for the lesson.
- 6) Movement to and from the classroom should be brisk and orderly as a group/class. I should also move quietly so as not to distract other students from their lessons.
- 7) No food or drink, except plain water is to be consumed outside the canteen.

### **USE OF SCHOOL PROPERTY AND FACILITIES**

- 1) I must seek permission of the relevant persons-in-charge for permission to use any school facilities and equipment for school-related activities.
- 2) I am not allowed to bring outsiders to the school premises to use BLS facilities without seeking permission first.
- 3) I am to handle school equipment properly with care and it must be returned in good working condition. Any damages should be reported accordingly.
- 4) I should help to save electricity by switching off all lights, fans, air-conditioning and school equipment immediately after use.

### **SAFETY**

- 1) I must use pedestrian crossings/ traffic lights outside of school.
- 2) If I am cycling to school, I must dismount and push my bicycles before entering the school premises. My bicycle should be properly locked at the bicycle rack.
- 3) I am to report to the General Office should any stranger be found in the canteen or other parts of the school.
- 4) For security reasons, I am to show my student pass to the security officer at the main gate upon request.
- 5) I am to bring my valuables (e.g., handphones, wallets) along with me at all times. I should not leave any valuables unattended.
- 6) I am not allowed to have in my possession any weapon. I am not allowed to bring any weapon-like item which can be used or is intended to be used to cause harm to others.

### **SERIOUS OFFENCES**

- 1) The following are considered very serious offences and **may lead to me being severely punished**. Punishment could be in the form of a warning letter, detention, school service, deprivation of privileges, caning, suspension and even expulsion from school.
  - i) Open defiance by defying instructions of those in authority, e.g. teachers or security personnel. The offence includes shouting, use of foul language, and offensive body language against a person in authority.

- ii) Cheating during examinations/tests
- iii) Forgery
- iv) Assault and fighting in and out of school
- v) Gambling
- vi) Acts of extortion
- vii) Gangsterism
- viii) Making threats to others
- ix) Computer-related offences
- x) Stealing in and out of school
- xi) Trespassing
- xii) Possession of weapons and weapon-like item which can be used or is intended to be used to cause harm to others.
- xiii) Vandalism
- xiv) Arson
- xv) Smoking related offences including vaping and e-cigarettes (possession/usage/distribution etc)
- xvi) Substance abuse
- xvii) Possession of offensive/illegal materials (e.g. drugs, pornographic materials)
- xviii) Sexual misconduct
- xix) Acts of physical or psychological bullying
- xx) Creating, distributing and/or posting hurtful or defamatory online content about school and/or staff and students

## OFFENCE CLASSIFICATION

Minor Offences	Types of Offences	Consequence Level		
		1st Offence	2nd Offence	Consecutive offence
	Skiping lessons	1	2	3
	Skiping school-related activities/events	1		
<b>Attire &amp; Grooming</b>	Improper hairstyle/length/colour	1	2	3
	Coloured contact lenses	1	2	3
	Nose piercing	1	2	3
	Multiple ear piercings	1	2	3
	Male ear piercing	1	2	3
	Facial hair (boys)	1	2	3
	Jewellery & ornaments	1	2	3
	Tattoo	3	3	3
	Alteration of uniform	1	2	3
	Ankle / coloured socks	1	2	3
	Coloured shoes / Track shoes	1	2	3
	Sandals (without valid reason)	1	2	3
	Slippers	1	2	3
Untrimmed/coloured fingernails	1	2	3	
<b>Flag Raising Ceremony</b>	Refusal to sing National Anthem and take National Pledge (applicable to Singaporeans only)	1	2	
	Talking/fidgeting during the ceremony	1	2	

	Absent from the ceremony	1	1	2	
<b>Electronic/ Recording &amp; Communication Devices</b>	Unwilling to switch off personal mobile devices when instructed	1	1	2	
<b>Basic Rules</b>	<b>Class</b>	Inattentive during lessons (Sleeping)	1	2	3
		Leaving the class without permission	1	2	3
		Not submitting/doing assignments	1	2	3
<b>Major Offences</b>	Open defiance and/or rudeness	3	3	3	
	Cheating in assessments/tests/exams	3	3	3	
	Forgery	3	3	3	
	Assault & fighting	3	3	3	
	Gambling	3	3	3	
	Gangsterism (extortion, threatening, bullying, cyberbullying)	3	3	3	
	Theft/Shoplifting/ Trespassing	3	3	3	
	Possession of weapons or weapon-like items	3	3	3	
	Possession of offensive and illegal materials	3	3	3	
	Vandalism	3	3	3	
	Arson	3	3	3	
	Illicit materials (e.g. drugs, pornographic materials, alcohol, inhalants)	3	3	3	
	Sexual misconduct	3	3	3	
	Creating, distributing and/or posting hurtful or defamatory online content about school and/or staff and students	3	3	3	
	Leaving school without permission	3	3	3	
Truancy	3	3	3		
Disruptive behaviour (interfering with the smooth running of class or school events)	3	3	3		
Possession of smoking/vaping materials	2 / 3	3	3		
Use of smoking/vaping materials	3	3	3		
Selling or distribution of smoking/vaping materials	3	3	3		

## DESCRIPTION OF CONSEQUENCES

<b>LEVEL 1</b>	<ul style="list-style-type: none"> <li>• Warning will be given</li> <li>• Punishment may include after school service of 2 hours</li> <li>• Counselling by CCA mentor / Subject Teacher</li> </ul>
<b>LEVEL 2</b>	<ul style="list-style-type: none"> <li>• Punishment may include after school service of 4 hours</li> <li>• Parent(s) to see Year Head / CCA mentor / Subject Teachers</li> <li>• Counselling by CCA mentor / HOD / Year Head / School Counsellor</li> <li>• Deprivation of privileges</li> </ul>
<b>LEVEL 3</b>	<ul style="list-style-type: none"> <li>• Punishment may include after school service of 6 hours/suspension/expulsion from or caning (in office/class/school) for boys</li> <li>• Parent(s) to see Principal / HOD / Year Head</li> <li>• Signing of behavioural contract</li> <li>• Counselling by School Counsellor</li> <li>• Referral to external agencies/Police, where necessary</li> </ul>

### **USE OF COMPUTER NETWORK**

<b>OFFENCES</b>	<b>CONSEQUENCES</b>
<ul style="list-style-type: none"> <li>• Sending or displaying offensive messages or pictures</li> <li>• Using obscene language</li> <li>• Using another person's password</li> <li>• Employing the network for commercial purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Parents would be informed</li> <li>• Compulsory counselling for pupil</li> <li>• Suspension of privilege to use the computer</li> </ul>
<ul style="list-style-type: none"> <li>• Violating copyright laws</li> <li>• Harassing, insulting or attacking others</li> </ul>	<ul style="list-style-type: none"> <li>• Parents would be informed</li> <li>• Compulsory counselling for pupil</li> </ul>
<ul style="list-style-type: none"> <li>• Damaging computers, computer systems, computer networks or computer accessories</li> </ul>	<ul style="list-style-type: none"> <li>• Parents would be informed</li> <li>• Police informed (to be decided by P/VP)</li> <li>• Cost of repair to be recovered from pupil's parents/guardian</li> <li>• Suspension of privilege to use the computer</li> </ul>
<ul style="list-style-type: none"> <li>• Trespassing into another person's folders, work or files</li> </ul>	<ul style="list-style-type: none"> <li>• Parents would be informed</li> <li>• Zero mark for assignment / project</li> </ul>
<ul style="list-style-type: none"> <li>• Intentionally wasting limited resources</li> </ul>	<ul style="list-style-type: none"> <li>• Parents would be informed</li> <li>• Cost to be incurred by pupil</li> </ul>

## ***Examination Instructions***

## **BEFORE the paper**

1. If I am too ill to sit for any paper, I would need to go to a doctor and get a proper medical certificate. I have to also give my CCA Mentor a call to inform him/her that I am unable to sit for the paper. I must ensure that the medical certificate specifies the type of illness I am down with.
2. I am not allowed to possess any unauthorised materials, communicative devices or computerised aids capable of storing and displaying visual and verbal information such as handphones, personal digital assistant (PDA), pocket P.C., computerised wrist watches, MP3 players, iPods, iPads and iPhones. I am aware that if any of these are found in my possession, it will be deemed as having the intention to cheat.
3. **I shall attend to all my toilet needs before the start of the paper.** I must be at the examination room at least fifteen minutes and be seated five minutes before the start of each paper.
4. Once the invigilator arrives, I must leave all bags, textbooks, notebooks and other relevant notes behind the hall or in front of the classroom. I must check my pockets and pencil cases to ensure that there are no more notes or unauthorised materials in them.
5. I must check that I have all the necessary stationery on the table.
6. I must check that I use only an approved calculator and leave its cover in my bag.
7. I must check that I use only an approved Mother Tongue dictionary (non-bilingual) for Mother Tongue papers that allow this option only.
8. I must check that there is absolutely nothing underneath my table.
9. I must report to the invigilator immediately if there is anything amiss such as words or formulae found on my table or on the walls near where I am seated.
10. If I am late, I shall report immediately to the general office. After the attendance is taken, I must report to the exam venue immediately.
11. If I am more than 30 minutes late, I will not be allowed to sit for the paper without the consent of the Principal.

## **DURING the paper**



1. I shall read the instructions on the cover page carefully before attempting the paper.
2. I shall read each question carefully before attempting them. Marks will not be given for irrelevant answers.
3. I shall use exactly the same numbering system as it appears on the question paper. I will write down clearly the question number I am attempting. I will write my answers neatly and clearly.
4. If I need assistance, I will raise my hand and wait for the invigilator to attend to me. I must not turn around to look for the invigilator.
5. I shall not communicate with other candidates in any manner - verbally or otherwise.
6. I must not lift up my answer scripts or question papers. It will be deemed as intention to cheat. All cheating cases will be dealt with severely. I will be given zero marks for the paper and a **Poor** conduct grade if I have been found to have cheated or to have helped others to cheat.
7. I am not allowed to leave the examination room before the end of the paper unless permission is granted. In cases of emergency, I shall alert the invigilator by raising my hand.

#### **AT THE END of the paper**

1. As soon as the announcement to stop writing is given, I must stop writing immediately and put down my pen/pencils. I shall check through my answer sheets and tie them securely together in the correct order. I shall check that all answer scripts are submitted.
2. I will remain seated and follow the instructions given by the invigilator.
3. I will return all unused papers. I shall dispose of all used papers that are not submitted in the waste-paper basket on leaving the examination venue.
4. I will only be allowed to leave my seat and the examination venue after all the answer scripts have been collected and counted by the invigilator. I will wait quietly and patiently for the instructions to leave the examination venue
5. I will leave the examination venue quickly and quietly as other classes may still be having their examination. I must not loiter around the classrooms or along corridors.

## **Information Communication Technology Policies**

Computing devices and access to the Internet have become a necessity for work, play and learning in the 21st century. As you navigate the digital space, you should do so in a safe and responsible manner. More information can be found in the "Student Kit on Cyber Wellness and Learning with a Personal Learning Device".

To facilitate students' learning, the school has the following Information Communication Technology (ICT) infrastructure and support in place:

### ICT Infrastructure

- 2 computer laboratories.
- All classrooms are equipped with LCD projectors.
- The school library has learning devices for students to use.
- The wireless network is available for use by any student for the sole purpose of education.

### Technical Support

ICT manager: Ms Fazalisma bte Mohamed

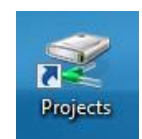
Technical Assistant (TA): Mr Simon Koh and Ms Nurin

- For matters pertaining to SSOE computers, please approach Mr Simon Koh/ Ms Nurin/ Ms Fazalisma.
- For matters pertaining to Student Learning Space, please approach Ms Fazalisma.
- For matters pertaining to non-SSOE hardware such as LCD projectors, please approach Ms Fazalisma.

- 1) Students can save their work in their **Work Space** folder.
  - This is a personal folder for every student
  - No other teacher or student is given access to **My Work Space** folder



- 2) Students can retrieve their teachers' files in the **Projects** folder.
  - This is for teachers to save the files required by students



Students are reminded to observe the guidelines stated in this Acceptable Use Policy (AUP) on the use of personal learning devices (PLDs) and the school's ICT resources. ICT resources include the following, but are not limited to, MOE/school-deployed ICT system accounts, the device management application (DMA) and school's internet network.

## Acceptable Use Policy

### General

1. I am responsible for my PLD. In the event of loss or theft of the device, I must make a police report and report the matter to the school.
2. In order to have a seamless learning experience, I must ensure that my PLD is fully charged before bringing it to school.
3. All PLDs are installed with a device management application (DMA) to support a safe and conducive learning environment. I should not attempt to uninstall the DMA or de-enroll the PLD from the DMA. Non-compliance may lead to disciplinary action in accordance with the school's discipline policy.
4. I should not attempt to access data, system and information that I am not authorised to.
5. I must remember that the use of PLDs and school's ICT resources should solely be for the purpose of learning.

### User Account

1. I should interact with others in a respectful and responsible way. I should not post online remarks that are
  - racially and/or religiously insensitive,
  - vulgar and/or offensive, or
  - hurtful to others.
2. I should not use any devices to
  - store, modify, create or share content (e.g. documents, presentations, pictures and videos) that is inappropriate (e.g. indecent, pornographic, defamatory, hurtful to self or others).
  - make threats, cause harassment or embarrassment, impersonate or intimidate others.
3. I should not use MOE/school-deployed ICT system accounts for any commercial activities (*e.g.* buying and selling of goods and services).

### Intellectual Property

1. I must obtain explicit permission from the content owner before downloading, copying or sharing any copyrighted materials (*e.g.* pictures, videos, music).
2. I should not use, copy or share digital files in an unauthorised or illegal manner.

## **Computer Lab Rules**

1. I am not allowed to enter or work in the computer laboratories unless a teacher or an instructor is present.
2. I will not surf the Internet or play computer games unless authorised by the teacher or instructor.
3. I will not do any printing unless authorised by your teacher or instructor.
4. I will place your bag at the front of the computer laboratory.
5. I will not eat or drink in the computer laboratories.
6. I will be responsible for the cleanliness of the computer laboratories.
7. Chairs are to be pushed in before leaving the computer laboratory.

*Students found in breach of the aforementioned rules will be managed in accordance with the Offences and Consequences for Use of Computer Network.*

## **Use of Photography and Video Images**

Photographs or video images of me or my legal guardians may be taken during school activities and events such as classroom lessons, CCA, school camps, school concerts or the Singapore Youth Festival. MOE and the school may use and publish such photographs or video recordings in MOE's and/or school's publications, the school's website, social media channels, or other communication channels.

## **School Library & Policies**

## Operating Hours

Mondays, Tuesdays & Thursdays: 8.30 a.m. to 6.00 p.m.

Wednesdays & Fridays: 9.00 a.m. to 6.00 p.m.

Lunch Time: 12.30 p.m. to 1.00 p.m.

Library staff: Ms Susan Lim

## Library Policies

To make the library a conducive place for learning, I will need to observe the following:

- I shall leave my personal belongings such as bags, files or books outside the library.
- I must speak softly at all times.
- I am aware that eating and drinking are strictly prohibited in the library.
- I must have my handphone switched off and kept out of sight.
- I have to be appropriately attired at all times, according to the school's guidelines on attire.
- I understand that the library staff reserves the right to ask the user to leave the library if found to be inappropriately dressed, causing disturbance, behaving in an improper manner or breaching any library procedures.
- I must keep the library free of litter.
- I understand that the library staff reserves the right to remove any item or personal belonging left unattended within the library premises if deemed necessary.
- I am aware that the library reserves the right to amend the library procedures when necessary.

## Membership & Privileges

### Membership

All students are automatically registered as a library member to freely use the library facilities to access learning. They can use their EZ-link Card to borrow library items.

### Borrowing privileges of books and mobile computing devices

- Each student is entitled to borrow TWO books at a time for a loan period of 2 weeks.
- Each student is entitled to borrow one mobile computing device for 2 hours a day.
- Students must report the loss of his/her EZ-link card to the library. Otherwise, they will be held responsible for the books/device borrowed out with the lost card.

### Borrowing privileges of books and mobile computing devices

- Borrowers are responsible for all library books/devices loaned.



- Borrowers must return or renew the books/device on loan when they are due.
- Books/Devices are deemed to be on loan until they are cancelled at the circulation counter.
- Borrowers will be held responsible for damages found in the library books/device when they are returned. Borrowers are advised to check and report any damages to the books/device to the library staff before checking out the books or device.
- Library books/devices should not be removed from the library unless they have been checked out by the library staff. Users found with unchecked materials outside the library may be charged with theft.
- The library staff reserves the right to conduct a check on the user's belongings if deemed necessary.
- The individual users are personally responsible for any infringement of the Copyright Act.

### **Lost/ Damaged books or mobile computing device**

- For lost or damaged books, students will have to replace the book.
- For lost or damaged devices, students will have to replace them.
- There will be no refund once replacement is done even if the lost item is found later.

- I will be punctual and will get ready to begin the practical session by lining up outside the laboratory.
- I am not allowed to enter any science laboratory unless instructed by a teacher who is present in the laboratory.
- All bags are to be placed outside the laboratory before entering the laboratory.
- All laboratory apparatus and chemicals must not be taken out of the laboratory.
- In the event of loss or damage of apparatus or equipment, my class or I will have to pay for the apparatus or equipment.
- I will use and return all materials in the laboratory with care.
- I will place the wooden stools under the benches before leaving the laboratory.
- I am not allowed to enter the preparatory room at all times.
- Storage, preparation or consumption of food or drinks is prohibited in the laboratory.

## Safety

- I am to wear safety goggles when mixing, heating or transferring chemicals or when there is any possible risk of injury to the eyes.
- I must tie up my hair to avoid any interference with laboratory work.
- Any damaged equipment, breakages, accidents, spillages are to be reported immediately to the teachers. I must record all details in the incidents report file.
- I should not take or use chemicals from any unlabelled containers. I shall report this to a teacher immediately.
- I should use equipment only under the supervision of a teacher.
- I should pay careful attention to safety instructions given by the teacher and obey these instructions. Instructions for carrying out an experiment must be thoroughly understood and followed exactly. In case of doubt, I will stop and approach the teacher for clarification.
- I am not to carry out any unauthorised experiment in the laboratory. I shall seek permission from my teacher if I wish to conduct any experiment.
- Chemical containers and apparatus should be returned to the proper place after use.
- Chemicals, once removed from their bottles, must not be put back into the bottles, unless instructed by the teacher.
- I should never use any flammable liquids (e.g., alcohol) near a flame.
- I should never taste any chemicals in the laboratory.
- I must remove broken glass with a brush / broom and dustpan and place it in the special bin provided.
- When heating liquid, I must never point the mouth of the test tube at any person.
- I must not dismantle the Bunsen burner or place any materials into the barrel of the Bunsen burner.
- I must not tamper with any electrical mains or other fittings in the laboratory.
- Should any chemical come into contact with my body part, I must wash thoroughly with plenty of water and report it to the teacher immediately.

## Cleanliness

- I am assigned a seating position and I will be responsible for the cleanliness of my own working bench and the area around me.
- I must keep my bench tidy, dry and clean during and after every practical lesson. Liquid

**Students in breach of any of the above laboratory rules or safety precautions will be dealt with severely. Students who commit vandalism will be suspended from using the laboratory. In addition, the teacher, HOD or Principal will mete out any punishment deemed necessary.**

## **Design & Technology Workshop & Safety**

*General rules on the use of D&T Workshops*

**Discipline**

- I will be punctual and will get ready to begin the workshop session by lining up outside the workshop.
- I will switch off my handphone and place it in the bag.
- I will not enter any workshop unless instructed by a teacher who is present in the workshop.
- I will place my bag at the pigeonhole shelves assigned.
- I will wear aprons and covered shoes throughout the practical session in workshop.
- I will use and return all materials in the workshop with care.
- I understand that all workshop tools and equipment must not be taken out of the workshop.
- I understand that tools and equipment damages due to mischief or non-compliance will be subjected to disciplinary action.
- Storage, preparation or consumption of food or drinks is prohibited in the workshop.

### Safety

- I must not operate the machines unless I have been instructed on their correct use and am under close supervision of the teacher or instructor.
- When in doubt, I should always ask my teacher or instructor.
- Always use the right tool for the right job and return it to its proper place after use.
- I must exercise extreme care when handling sharp-pointed or sharp-edged tools.
- I must not use tools that are blunt, badly worn, mushroomed or in poor condition.
- I must not handle electrical points when the hands are wet.
- I must put on safety goggles, face masks, or protective gloves in situations which require these protections.
- I must not wear long-sleeved shirts, school-ties, watches, rings, bracelets and bangles during practical sessions.
- Long hair must be neatly tied up during practical sessions.

### Cleanliness

- I am assigned a working bench and I will be responsible for the cleanliness of my own working bench and the area around me.
- I will return all tools, safe keep my product, remove all litter on my bench and sweep the floor before the bell rings and keep my bench tidy, dry and clean after each lesson.
- I must not litter or deface any furniture, tool, or equipment. At the start of each session, I must check for signs of vandalism and report any such signs to the teacher.
- I should wash my hands thoroughly with soap after each session of practical work in the workshop.

## Cookery Room & Safety

*General rules on the use of Cookery Rooms*

### Discipline

- I will be punctual and will get ready to begin the session by lining up outside the kitchen.
- I am not allowed to enter any kitchen unless instructed by a teacher present in the kitchen.
- Aprons and covered non-slip shoes should be worn throughout the practical sessions.
- Long hair should be plaited or tied. Nails should be kept short and clean.
- I must not run or speak loudly in the kitchen.
- I must always wash my hands with water and soap and dry my hands before handling food.

## Safety

- I must wear an apron and non-slip shoes during practical sessions.
- I will ensure that extreme care is taken when using sharp-pointed or sharp-edged equipment or appliances and fragile glassware such as the Pyrex baking dish.
- I will ensure that extreme care is taken when handling hot liquids (e.g. during boiling and steaming), hot oil (e.g. during deep frying) and the hot oven (e.g. during baking). The handles of pots and pans should be turned inwards and away from the edge of the stove to prevent anyone from knocking them over.
- I should not have access to sharp-pointed / sharp-edged equipment unless authorised. They should only be issued by the teacher during practical lessons when needed and kept properly after use.
- I must use separate chopping boards and crockery when preparing raw and cooked food to prevent cross contamination.
- I must report all breakages and accidents (e.g. cuts, burns) to the teacher-in-charge for immediate first aid treatment.
- My hands must be dry before operating electrical appliances.
- I must clean up spills on the floor immediately to prevent slips or falls.
- I should use separate chopping boards and crockery when preparing raw and cooked food to prevent cross contamination.
- When operating gas cookers, I should ensure that all combustible materials (e.g. papers, towels, cloths, curtains, spray cans etc.) are kept away from the gas cookers.
- The stove should not be left unattended when cooking.
- The stove should be kept clean and in good working order.
- All gas control valves should be turned off when not in use.
- All stoves and ovens must be properly switched off when not in use.

# Materials Science Room & Safety

*General rules on the use of Materials Science Room*

## Discipline

- I will be punctual and will get ready to begin the lesson by lining up outside the Material



## Safety

- I should use equipment (like glue gun, heater) only under the supervision of a teacher.
- I should pay careful attention to safety instructions given by the teacher and obey these instructions. Instructions for carrying out an experiment must be thoroughly understood and followed exactly. In case of doubt, I will stop and approach the teacher for clarification.
- I am not to carry out any unauthorised experiment in the material science studio. I shall seek permission from my teacher if I wish to conduct any experiment.
- I will take care of the things I use and return them to where they are kept after use.
- I should never taste any materials or liquids in the studio.
- I must report all breakages and accidents (e.g. cuts, burns) to the teacher for immediate first aid treatment.

## Cleanliness

- I am assigned a seating position and I will be responsible for the cleanliness of my own work area and the area around me.
- I must keep my work area, dry and clean during and after every ALP lesson.
- I must keep the floor dry and clean at all times.
- I must not litter or deface any furniture, apparatus or equipment. At the start of each lesson, I must check for signs of vandalism and report any such signs to the teacher.

# Pupil Insurance Policies

*Coverage and Claims*

## **GROUP PERSONAL ACCIDENT INSURANCE FOR STUDENTS**

This is a Group Personal Accident (GPA) Insurance which covers death, permanent and total/partial disability and medical expenses due to an accident. The proximate or triggering causes of injuries must be reasonably attributed to an accident.

### 1. Benefit/Sum Insured for GPA Insurance

No.	Key Areas	Benefit/Sum Insured
1	Death Benefit	\$50,000
2	Permanent Disablement (including Second and Third Degree Burns)	Up to 150% of Death Benefit (as per Schedules of Benefits in Tables 2-4)
3	Funeral Benefit	\$5,000
4	Medical Expenses (sum of outpatient and inpatient medical expenses)	<p>Up to \$13,000            With the following sub-limits:            Outpatient expenses (up to \$2,150 with \$400 sub-limit for TCM) for outpatient and follow-up medical treatments due to an accident including minor/day surgery at a clinic/hospital, physiotherapy at specialist outpatient clinics (SOC) in restructured hospitals and Singapore Sports Council, dental treatments and ambulance fees.</p> <p>Inpatient expenses (up to \$10,850) for inpatient and follow-up treatments after hospitalisation due to an accident including daily room and board (including ICU), capped at \$120 per day, in-hospital consultation and surgery expenses, for other hospital services (e.g. X-rays, MRI, prescription, medical supplies, operating theatre.)</p> <p>Reconstructive surgical expenses arising from an accident (up to \$13,000), including medical consultation, test, surgical procedure and medical treatment before/after surgery.</p> <p>For accident overseas, the insured must seek treatment within 7 days of returning to Singapore.</p>
5	Hospitalisation Allowance (overseas and upon return)	\$50 per day of hospitalisation stay (up to a maximum of 50 days)
6	Temporary/Permanent Mobility Aid, Prosthesis and Other Implants	\$5,000

Note:

- TCM Practitioners must be registered with the TCM Practitioners Board & possess a valid practising certificate.
- Private physiotherapy treatments are not covered.
- Chiropractor must be registered with the Chiropractic Association of Singapore

### 2. Extensions

- Act of god/convulsion of nature
- Automatic additions, deletions & promotions
- Disappearance including disappearance resulting from an act of god or convulsion of nature. (Limit: 365 days)

- Comatose state benefit (50% of Death benefit as an additional pay out; refer to Table 1)
- Drowning, suffocation by smoke, poisonous fumes, gas
- Domestic and nursing assistance expenses (Limit: S\$1,000)
- Double indemnity for Death or Permanent and Total/Partial Disability whilst on a public conveyance or due to a natural catastrophe
- Exposure
- Food poisoning
- Hijack
- Murder and assault
- Motorcycling
- Strike, riots and civil commotion
- Terrorism including losses caused by terrorist attacks by nuclear, chemical and/or biological substances
- Trauma counselling, psychiatric and psychological treatment fees (Limit: \$1,000)
- Injury, illness, disease or Death resulting from complications or related to attacks by venomous or disease transmitting insects, reptiles, amphibians, sea creatures and animals.
- Competitive Sports and Activities of Higher Risks
- Illness, disease or Death from the contracting of pandemic or communicable diseases or viruses, including but not limited to Avian flu, MERS, SARS, Dengue Fever, Ebola, Malaria, Chikungunya, Zika, HFMD and other similar or related diseases or viruses due to and arising from exposure in the insured's school premises or during any school-related activity, whether in Singapore or elsewhere.
- Claims arising directly or indirectly or in consequence of invasion, act of foreign enemy, hostilities, acts of terrorism, civil war, civil unrest, civil commotion, strike, riot, rebellion, revolution, insurrection, mutiny, uprising, military coup or other usurpation of power, confiscation, detention, nationalization, requisition, martial law or state of siege or any events or causes which result in the proclamation or maintenance of martial law or state of siege.

**Table 1: Comatose State Benefit Schedule**

Duration of Comatose	Schedule of Benefits
At least 3 months	25% of Comatose state benefit
At least 6 months	50% of Comatose state benefit
At least 9 months	75% of Comatose state benefit
At least 12 months	100% of Comatose state benefit

**Table 2: Schedule of Benefits for Partial/Total Disability**

Schedule of Benefits for Partial/Total Disability	
Permanent Total Disablement	150%
Permanent unsound mind to the extent of loss of legal capacity	100%
Loss of 2 limbs or more	100%
Loss of 1 limb	100%
Loss of both eyes	100%
Loss of 1 eye, except perception of light	75%
Loss of 1 limb and 1 eye	100%
Loss of speech and hearing	100%
Loss of speech	50%
Loss of hearing in both ears	75%
Loss of hearing in 1 ear	25%
Loss of 4 fingers and 1 thumb on 1 hand	70% either Right or Left
Loss of 4 fingers on 1 hand	40% either Right or Left
Loss of 1 thumb (2 phalanges)	30% either Right or Left
Loss of 1 thumb (1 phalange)	15% either Right or Left
Loss of 1 finger (3 phalanges)	10% either Right or Left
Loss of 1 finger (2 phalanges)	7.5% either Right or Left
Loss of 1 finger (1 phalange)	5% either Right or Left
Loss of all toes on 1 foot	15%
Loss of big toe (2 phalanges)	5%
Loss of big toe (1 phalange)	3%
Loss of any one other toe	1%
Fractured leg or patella with established non-union	10%
Shortening of leg by 5cm	7.5%

**Table 3: Schedule of Benefits for Third Degree Burns**

Schedule of Benefits for Third Degree Burns	
Damaged as a % of total surface area of Head	
Equal or greater than 8%	100%
Equal or greater than 5% and less than 8%	75%
Equal or greater than 2% and less than 5%	50%
Damaged as a % of total surface area of Body	
Equal or greater than 20%	100%
Equal or greater than 15% and less than 20%	75%
Equal or greater than 10% and less than 15%	50%

**Table 4: Schedule of Benefits for Second Degree Burns**

Schedule of Benefits for Second Degree Burns	
Damaged as a % of total surface area of Head	
Equal or greater than 8%	8%
Equal or greater than 5% and less than 8 %	6%
Equal or greater than 2% and less than 5%	4%
Damaged as a % of total surface area of Body	
Equal or greater than 20%	8%
Equal or greater than 15% and less than 20%	6%
Equal or greater than 10% and less than 15%	4%

### 3. Coverage

The GPA Insurance covers each Student when that student is:

- (a) In his or her school;
- (b) Participating in the school's activities, or any activity related to the school, including Co-Curricular Activities ("CCAs") and sports, regardless of the time at which such activities are conducted and whether the activity is conducted in the school, in Singapore, or elsewhere;
- (c) Commuting from (or to) his or her place of residence, including a hostel, to (or from) either the school's premises or the place where an activity covered by the GPA Insurance will be conducted, including any reasonable deviations. For the avoidance of doubt, the Student's place of residence may include a place that is not in Singapore;

### 4. What is not covered?

- a) Treatment incurred more than 365 days from date of accident.
- b) Treatment of an injury not as a result of an accident.
- c) Private Physiotherapy or alternative treatment (treatment such as herbalist, Podiatrist, Naturopathy, Ayurveda)
- d) Non-prescribed medication or mobility aids (such as crutches, wheelchair etc)

### 5. SUMMARY OF CLAIMS PROCEDURES

All claims should be submitted as soon as possible subjected to a cap of 365 days from the date of accident.

<b>Online Submission</b> <ol style="list-style-type: none"><li>1. Go to Income's GPA portal at <a href="https://studentgpa.incomegroupins.com.sg">https://studentgpa.incomegroupins.com.sg</a></li><li>2. Complete online claim form.</li><li>3. Upload tax invoice(s), receipts (outpatient/inpatient claims) and required documents.</li><li>4. Confirmation email will be sent to parents or students, and school administrator.</li></ol>
<b>Follow Up Claim Submission</b> <ol style="list-style-type: none"><li>1. Go to Income's GPA portal at <a href="https://studentgpa.incomegroupins.com.sg">https://studentgpa.incomegroupins.com.sg</a></li><li>2. Click on "New/Follow Up Accident Claim".</li></ol>
<b>Enquiry on Status of Claims</b> <ol style="list-style-type: none"><li>1. Go to Income's GPA portal at <a href="https://studentgpa.incomegroupins.com.sg">https://studentgpa.incomegroupins.com.sg</a></li><li>2. Click on "Check Claims Status".</li></ol>
<b>Required Documents</b> <ol style="list-style-type: none"><li>1. For hospitalisation or day surgery, a copy of Inpatient discharge summary/ Day surgery form/ Attending physician's medical report.</li><li>2. Police report, if applicable.</li><li>3. If you have submitted a claim to any third party who has reimbursed your bills (e.g. other insurance policies/ insurers/ your employers), please submit copies of the following documents:<ol style="list-style-type: none"><li>a. Reimbursement letter/ claim settlement letter from other source</li><li>b. Copy of the Shield Plan's settlement letter if there is any payment by Medisave-approved Integrated Shield Plan.</li></ol></li></ol> <p>Please note that the list of documents above is not exhaustive. Other documents may be requested if necessary.</p>

## CONTACT DETAILS

CLICK	CALL	ZONE REPRESENTATIVES		
on	our hotline at 6332 1133	NORTH – Alvin Tan	91172222	alvin.tankc@income.com.sg
<a href="http://www.income.com.sg">www.income.com.sg</a>	Mon – Fri	SOUTH – Edmund Tan	96673188	edmund.tankh@income.com.sg
	8.30am to 8.30pm	EAST – Su Yixi	90220777	yixi.su@income.com.sg
	Sat & Sun – Closed	WEST – Cary Pang	96390136	cary.pang@income.com.sg

## IMPORTANT NOTES

This is for general information only. The terms and conditions of Group Personal Accident Insurance for Students are found in the master policy contract.

This policy is protected under the Policy Owners' Protection Scheme which is administered by the Singapore Deposit Insurance Corporation (SDIC). Coverage for your policy is automatic and no further action is required from you. For more information on the types of benefits that are covered under the scheme as well as the limits of coverage, where applicable, please contact Income or visit the GIA/LIA or SDIC websites ([www.gia.org.sg](http://www.gia.org.sg) or [www.lia.org.sg](http://www.lia.org.sg) or [www.sdic.org.sg](http://www.sdic.org.sg)).

# Assessment - It All Adds Up

*Assessment of pupils' academic performance*

1. Assessment serves to check students' level of understanding and provide timely feedback to bridge learning gaps.
2. The computation of the overall marks for the year for Secondary 1 to 5 is as follows:

## Secondary 1 to 3

Semester 1		Semester 2		Overall
WA1	WA2	WA3	End-Year Exam	
15%	15%	15%	55%	100%

## Secondary 4 and 5

Semester 1		Semester 2	Overall
WA1	WA2	Preliminary Examination	
15%	15%	70%	100%

3. Range of marks and the equivalent grades:

Sec 1EX to 4EX/5N(A)		Sec 1N(A) to 4N(A)		Sec 1N(T) to 4N(T)	
Grade	Marks Range	Grade	Marks Range	Grade	Marks Range
A1	75 – 100	1	75 – 100	A	75 – 100
A2	70 – 74	2	70 – 74	B	70 – 74
B3	65 – 69	3	65 – 69	C	60 – 69
B4	60 – 64	4	60 – 64	D	50 – 59
C5	55 – 59	5	50 – 59	U	0 – 49
C6	50 – 54	U	0 – 49		
D7	45 – 49				
E8	40 – 44				
F9	0 – 39				

#### 4. Promotion Criteria:

The school assesses the student's capacity to progress to the next academic level of studies with the following criteria.

#### Normal Technical Stream:

Course and Level	MET STATED MINIMUM ATTAINMENT LEVEL	
	Promoted to next higher level in same course	Laterally transferred to a more academically demanding course
Sec 1N(T)	Grade 5 or better in 2 subjects one of which should be EL <b>or</b> Mathematics.	70% or higher in the average for all subjects <u>and</u> deemed able to cope with the N (A) course. Only in exceptional cases [not earlier than mid-year]
Sec 2N(T)	Grade 5 or better in 2 subjects one of which should be EL <b>or</b> Mathematics.	
Sec 3N(T)	Grade 5 or better in 2 subjects one of which should be EL <b>or</b> Mathematics	
Sec 4N(T)	Grade 5 or better in EL and aggregate of 10 points or less in best 3 subjects.	

#### Normal Academic Stream:

Course and Level	MET STATED MINIMUM ATTAINMENT LEVEL	
	Promoted to next higher level in same course	Laterally transferred to a more academically demanding course
Sec 1N(A)	Grade 5 or better in a) EL and 2 other subjects <b>or</b> b) 4 subjects	70% or higher in the average for all subjects. [Not earlier than mid-year]
Sec 2N(A)	Grade 5 or better in a) EL and 2 other subjects <b>or</b> b) 4 subjects	70% or higher in the average for all subjects.
Sec 3N(A)	Grade 5 or better in a) EL and 2 other subjects <b>or</b> b) 4 subjects	
Sec 4N(A)	Grade 5 or better in EL aggregate of 10 points or less in best 3 subjects.	

#### Express Stream:

Course and Level	MET STATED MINIMUM ATTAINMENT LEVEL	
	Promoted to next higher level in same course	Laterally transferred to a more academically demanding course.
Sec 1E	Pass in EL and a pass percentage in the average of all subjects.	70% or higher in the average for all subjects. [Not earlier than mid-year.]
Sec 2E	Pass in EL and a pass percentage in the average of all subjects.	70% or higher in the average for all subjects.
Sec 3E	Grade 6 or better in EL and 2 other subjects.	



# Post-Secondary Education Options

*My options after secondary school*

## 'O' LEVEL CANDIDATES

Work /  
Continuing  
Education &  
Training



Universities

**Polytechnics**  
3-year  
Diploma

A Polytechnic education offers a hands-on experience in a dynamic and progressive learning environment.

**Institute of  
Technical  
Education**  
1 – 2 years

The Institute of Technical Education (ITE) aims to equip its students with technical knowledge to meet the workforce needs of various industry sectors.

**Junior  
Colleges /  
Centralised  
Institute**  
2 -3 years

Junior Colleges (JCs) and Centralised Institutes (CIs) prepare students by equipping them with the knowledge required for tertiary education.

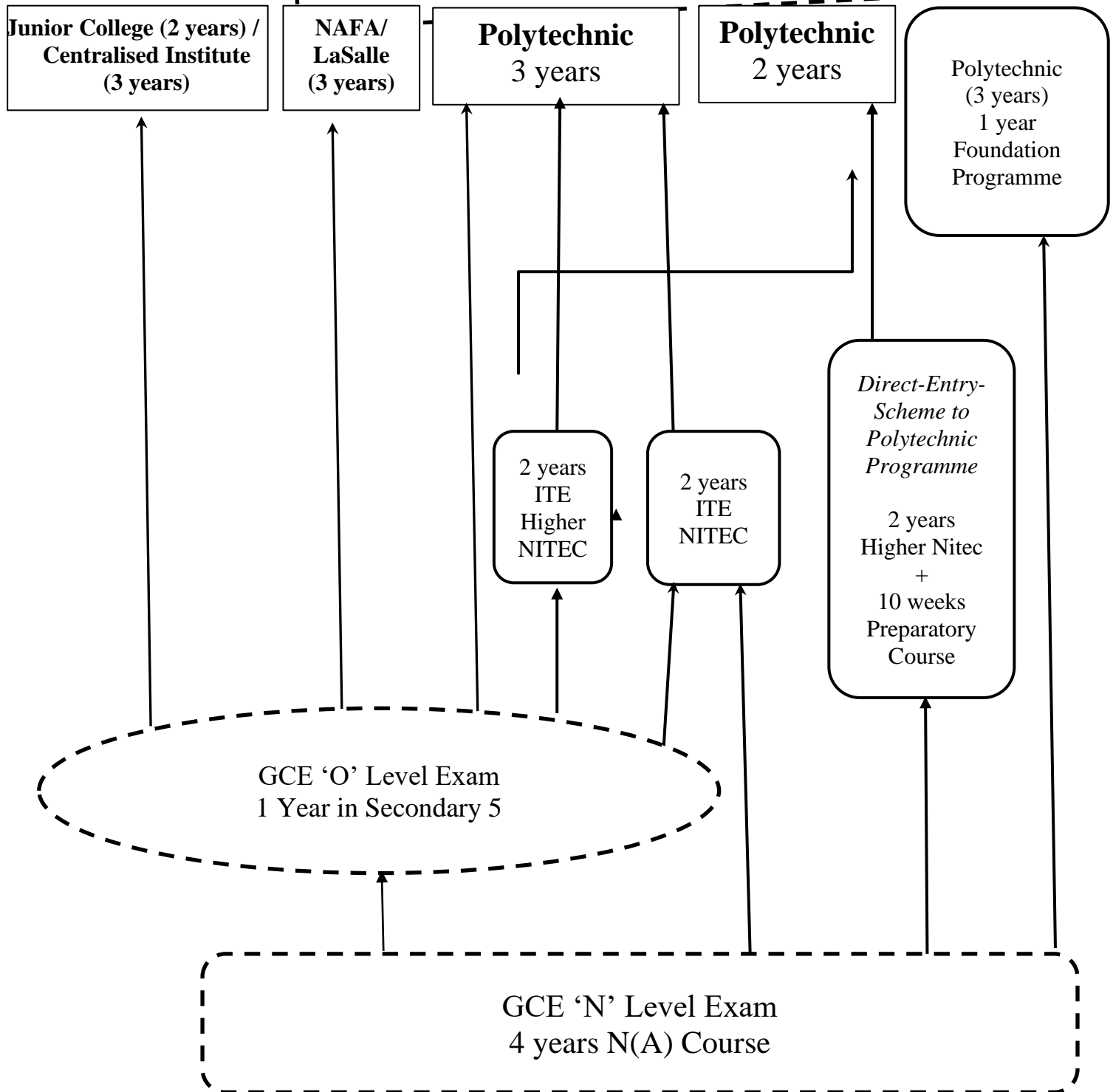


GCE  
'O'  
LEVELS

# Post-Secondary Education Options

*My options after secondary school*

## 'N' LEVEL CANDIDATES



# Post-Secondary Education Options

*My options after secondary school*

Everyone has his/her own strengths, learning needs and interests. It is important to find an educational pathway which helps bring out the best in you.

**2 guiding questions** for you to keep in mind when making academic pathway related decisions:

Which pathway will:

1. best cater to my aptitude?
2. allow me to pursue a post-secondary course that will take me closer to my career aspiration?

## Sec 4NT

No	Option	Requirements
1	Nitec Course @ ITE	3 GCE 'N' Passes
2	Traineeship programme @ ITE (Work & study)	3 GCE 'N' Passes

## Sec 4NA

No	Option	Requirements
1	5N (O'Levels)	<b>19 points or lower</b> for N- Levels for English Language, Mathematics and 3 other subjects (ELMAB3).
2	Polytechnic Foundation Programme (PFP) 4 year course at Poly	<b>ELMAB3 aggregate score of 11 points or lower</b> at and subject-specific requirements
3	Direct Entry Scheme to Polytechnic Programme (DPP) 2 years in ITE followed by Poly	<b>19 points or lower</b> N- Levels for English Language, Mathematics and 3 other subjects (ELMAB3)
4	Higher Nitec Course @ ITE	Grade 1-3 in English Language Grade 1-4 in Mathematics Grade 1-5 in 3 other subjects; and A total of 19 points or less for English, Mathematics and three other subjects (ELMAB3)
4	Nitec Course @ ITE	3 GCE 'N' Passes

## Sec 4E/5N

No	Option	Requirements
1	A Levels	To enter a JC: L1R5 must be <= 20 To enter MI: L1R4 must be <= 20
2	Polytechnic (Diploma)	General: Pass in EL and Maths Aggregate for 5 subjects including EL & Maths must be <= 20 Subject-specific requirements
3	Higher Nitec Course @ ITE	Generally Grade 1 - 7 in English Language Grade 1 - 7 in Mathematics (Elementary or Additional) or Principles of Accounts Grade 1 - 7 in one other subject.
4	Nitec Course @ ITE	Generally Grade 1 - 8 in any 2 subjects

Please visit the following websites for details on specific programmes and admission requirements:

### Polytechnic Education:

<http://www.polytechnic.edu.sg/>

#### Singapore Polytechnic:

<http://www.sp.edu.sg/>

#### Nanyang Polytechnic:

<http://www.nyp.edu.sg/>

#### Ngee Ann Polytechnic:

<http://www.np.edu.sg/>

#### Temasek Polytechnic:

<http://www.tp.edu.sg/>

#### Republic Polytechnic:

<http://www.rp.edu.sg/>

#### ITE:

<https://www.ite.edu.sg/>

# Financial Assistance Scheme

## *My options for assistance*

A Singaporean Citizen (SC) 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 \$750 per month

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.

<b>Subsidies available for pupils under MOE FAS:</b>	
School Fees	Full waiver of \$5.00 per month (\$5 x 12months)
Standard Miscellaneous Fees	Full waiver of \$10.00 per month (\$10 x 12months)
Textbooks / stationery items	Free textbooks / stationery items (compulsory items only)
School Attire	Free school attire (2 sets of school uniform, 2 sets of PE attire, 1 pair of school shoes and 2 pairs of socks)
Meal Subsidy	\$7 per day (up to \$35.00 per week)
Transport Subsidy	\$17 per month (applicable for students taking public transport to school)

## **School Advisory Committee Financial Assistance Scheme (School-Based FAS)**

An SC student is eligible for School-Based FAS if he or she meets the following criteria:

- Per Capita Income (PCI) between \$751 to \$1100 per month

<b>Subsidies available for pupils under School-Based FAS:</b>	
School Fees	Full waiver of \$5 per mth (If PCI is between \$691-\$800)
Standard Miscellaneous Fees	Full waiver of \$10 per mth (If PCI is between \$691-\$800)
Textbooks / stationery items	Free textbooks / stationery (compulsory items only)
School Attire	Free school attire (2 sets of school uniform, 2 sets of PE attire, 1 pair of school shoes and 2 pairs of socks)
Meal Subsidy	\$7 per day (up to \$35.00 per week)

There are other school-based bursaries and scholarship with higher GHI/PCI which are merit-based. Application of bursaries will be considered for applicant of FAS which they do not qualify. School Advisory Committee Scholarships will be awarded based on nominations.

# Student Awards & Recognition

*Celebrating success in academic and non-academic areas*

## 1. SUMMARY OF BURSARY AWARDS AND GRANTS:

These awards are presented to selected Singapore Citizens and Singapore Permanent Residents students. Students must meet the selection criteria of household income, conduct grade and academic performance grade to be eligible for the award. It is intended to reward eligible needy students who display strong commitment in upholding the school core values and always striving for academic excellence. The awards, eligibility criteria and award quantum are listed in the table below.

Type of Award	Eligibility Criteria	Award
<b>Singapore Buddhist Youth Mission Bursary</b>	a. For Singapore Citizen (SC) & Permanent Residents (PR) only  b. Combined monthly gross household income should not exceed \$3,000	\$300/student/year  (Total: 5 students)
<b>Singapore Buddhist Lodge Education Foundation (SBLEF) Bursary Award</b>	Singapore Citizen (SC) and Permanent Resident (SPR) presently attending Primary and Secondary Schools, Technical Institutions or Universities in Singapore, regardless of race, religion or gender.  The applicants should come from low-income families, must be of good conduct and academic results	Lower Sec - \$400  Upper Sec - \$500
<b>Sembcorp Marine School Book Assistance Grant</b>	Singapore Citizen (SC)  Family's household income not exceeding \$1,500 per month  Applicable for Sec 1, 2 and 3 students only.	\$250 per student
<b>The Straits Times School Pocket Money Fund (STSPMF)</b>	Singapore Citizen(SC) or Permanent Resident (SPR); and  Family is living in a 4-room HDB flat or smaller; and  Family has a Gross per capita income (PCI) of \$690/month or less; and  Student is receiving full-time formal education at a mainstream primary/secondary school/Junior College/Centralised Institute/ Mixed Level/ Specialised school / independent school / specialised independent school / MOE-designated full-time Madrasahs; and  Is not concurrently receiving school pocket money from another STSPMF disbursing agency or receiving	

	<p>monthly school pocket money from other schemes, excluding MOE FAS; and</p> <p>Has not been a STSPMF beneficiary for 24 months for the whole schooling years of primary and secondary school and 48 months for post-secondary school.</p>	
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## 2. SUMMARY OF SCHOLARSHIP AWARDS:

These awards are presented to selected Singapore Citizens and Singapore Permanent Residents students. The awards are intended to reward eligible students who display strong commitment in upholding the school core values, strive for academic excellence, and are members of the Student Leader Council (SLC) or with outstanding achievements/ contributions in the respective non-academic areas of excellence (Leadership, Sportsmanship, Aesthetic, and Community Service). The scholarship award can only be utilised for payment of school fees and fees for school organized activities such as enrichment programmes & overseas trips. Unused balance of the scholarship award can be carried forward to the next school year.

Type of Award	Selection Criteria	Award
Individual Donors Mr Wong Yoke Lin PBM Scholarship (Academic) Mr Leow Kim Siang PBM Scholarship (Academic) Mr Low Chak Buan PBM Scholarship (Academic) Mr Tan Sok Kiang PBM Scholarship (Academic) Mdm Corina Chua PBM Scholarship (CCA / Service) Mr Beh Chai Yang PBM Scholarship (CCA / Service) The Toh Chye Seng Bursary	a. Must have conduct grade of "very good" or better  b. Minimum overall academic percentage pass of 70% (For Acad Award) and 65% (For CCA Award)  c. An active member of a CCA Group with at least 85% CCA attendance rate  d. Outstanding achievements/ contributions in the respective non-academic areas of excellence (Leadership, Sportsmanship, Aesthetic, and Community Service)	\$350/student/year

## APPLICATION AND SELECTION PROCESS

The application and selection process for the bursary and scholarship awards are summarised below:

Selection	Approval Timeline
<p>Selection and Approval Panel comprising:</p> <p>Principal Vice-Principals Year Heads (YHs)</p>	<ol style="list-style-type: none"> <li>1) Information on school-based bursary award and scholarship award will be disseminated to students and their parents during Sec 1 registration and PTI sessions. CCAMs are also to brief students on the types and criteria of the various bursary award and scholarship award by end of Term 1.</li> <li>2) CCAMs will then guide their students in the completion of the application forms, collect back the forms with relevant support documents, ensure completeness and accuracy, prior to submitting the forms to the selection and approval panel. This is to be completed not later than 2 weeks after the release of the EYE results.</li> <li>3) The panel will meet and finalize the award winners' list for the various bursary and scholarship awards by the 3rd week after the release of the EYE results. AM will then prepare the notification letter for Principal's endorsement and issue these letters to the parents/guardians of the bursary and scholarship awardees. Parents/guardians will be invited to witness the award presentation during the School Achievement Day Ceremony.</li> </ol>

### 3. SUMMARY OF EDUSAVE AWARDS:

Edusave Awards are given by the government annually to Singaporean students to maximise and equalise educational opportunities for all Singaporeans. It also aims to enhance the quality of education and motivate students to excel in both academic and non-academic domains. The awards, eligibility criteria and award quantum are listed in the table below.

Award	Eligibility Criteria	Award Quantum
Edusave Scholarships For Secondary Schools (ESSS)	<ul style="list-style-type: none"> <li>• Singapore Citizen</li> <li>• Top 10% of each level and stream</li> <li>• Overall mark <math>\geq</math> 50%</li> <li>• Good conduct</li> </ul>	\$500
Edusave Merit Bursary (EMB)	<ul style="list-style-type: none"> <li>• Singapore Citizen</li> <li>• Top 25% of each level and stream, excluding ESSS awardees.</li> <li>• Overall mark <math>\geq</math> 50%</li> <li>• Good conduct</li> <li>• Gross monthly household income below S\$6,000, or per capita income of less than S\$1,500.</li> </ul>	\$350
Edusave Good Progress Award (GPA)	<ul style="list-style-type: none"> <li>• Singapore Citizen</li> <li>• Best 10% of each level and stream based on good progress.</li> <li>• Overall mark <math>\geq</math> 50%</li> <li>• Good conduct</li> </ul>	\$200
Edusave Character Award (ECHA)	<ul style="list-style-type: none"> <li>• Singapore Citizens</li> <li>• Students who demonstrate exemplary character and outstanding personal qualities through their behaviour and actions on a consistent basis.</li> </ul>	\$500

Edusave Awards for Achievement, Good Leadership and Services (EAGLES)	<ul style="list-style-type: none"> <li>• Singapore Citizens</li> <li>• Students who have passed their school examinations, are of good conduct, and at least one of the following. <ul style="list-style-type: none"> <li>• Leadership: <ul style="list-style-type: none"> <li>- Have assumed leadership appointments in core activities recognised by MOE</li> </ul> </li> <li>• Achievement: <ul style="list-style-type: none"> <li>- Have represented BLS in competitions, exhibitions, conferences or performances recognised by MOE</li> </ul> </li> <li>• Service: <ul style="list-style-type: none"> <li>- Have rendered to the school or community and completed a minimum number of hours and/or projects of service to BLS</li> </ul> </li> </ul> </li> </ul>	\$350
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Students' overall academic results for the year are calculated based on their academic performance throughout the entire year. Refer to **Assessments** for more information on the components.

### **Nomination and monitoring**

A list of tentative nominees will be published at the end of Terms 1, 2 and 3. The list serves to motivate students to work to maintain their nomination or to improve in areas required for them to get their nomination.

The penultimate set of nominations will be published at the beginning of Term 4 with the final list endorsed after the release of End-of-Year results, and interview with the respective panels.



# CCA-Centricity in BLS

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## *Building family, affiliation and values through CCAs*

In Boon Lay Secondary School, our students are grouped into CCAs under the charge of the CCA mentors (CCAM). The CCA-centric structure necessitates the CCA mentors to play the pivotal role which is significant in helping each student to realize their potential. In BLS, the CCAM's role is multi-faceted. Each CCAM's role is not confined to the areas of his/her CCA but also include the students' academic well-being as well as their growth as a person. Following the school's mission to care and guide every child to achieve their aspirations as well as to inculcate the right values in him/her to contribute to his/her family, community and nation, the CCAM act as an extended family member to bring out the greatness in each one of them so that they will be passionate learners and leaders.

A CCAM in BLS is deployed as such that he/she is in-charge of a particular level. He/She will follow his/her level until the students graduate from the school. This is to enable the CCAMs have greater understanding of the students under their charge so that they can develop the students better.

To fulfil this role, CCA mentors must establish the appropriate relationship with his/her students; this encourages them to turn to him/her for advice and guidance. The closeness of this relationship will enable the CCA mentors to build up his/her class as a cohesive unit which will in turn determine the order and tone of the school and ultimately its success in the implementation of its programmes.

### **Purpose of CCA (taken from MOE "The Co-Curricular Activities (CCA) Programme")**

The CCA programme provides students with a platform to discover their interests and talents. Well-organised and implemented, they can fuel in the individual a life-long love for a particular activity, be it a sport or a musical pursuit. This helps the individual to lead a balanced life in adulthood.

Students progressively develop CCA-specific knowledge, skills, values and attitudes through sustained participation in any of the CCA groups. CCA also offer excellent platforms for students to learn core values, social and emotional competencies and the emerging 21st Century Competencies.

All CCA emphasises social interaction by providing common space for friendships and social integration amongst students of diverse backgrounds. Through CCA, students develop a sense of identity and belonging to the school.

CCA teachers enable all students to have active and meaningful CCA participation when they provide a balanced, inclusive and diverse CCA programme which caters to a broad spectrum of interests and talents.

The roles of the CCA teacher are Leader, Facilitator, Manager, Mentor and Active Learner.

## Types of CCAs available in BLS

BLS offers CCAs from the 4 main groups – Sports & Games, Visual & Performing Arts, Uniformed Groups and Clubs & Societies. Students MUST choose a CCA from one of these 4 groups.

## CCAs available in BLS for 2023

<b>SPORTS &amp; GAMES</b>	BADMINTON (BOYS & GIRLS)	BASKETBALL (BOYS)	NETBALL (GIRLS)			
<b>VISUAL &amp; PERFORMING ARTS</b>	CONTEMPORARY DANCE (BOYS & GIRLS)	MALAY DANCE (BOYS & GIRLS)	CONCERT BAND (BOYS & GIRLS)	CHINESE ORCHESTRA (BOYS & GIRLS)	CHOIR (BOYS & GIRLS)	MUSICAL THEATRE (BOYS & GIRLS)
<b>UNIFORMED GROUPS</b>	NATIONAL CADET CORP (LAND)(BOYS)	NATIONAL POLICE CADET CORPS (BOYS & GIRLS)	NATIONAL CIVIL DEFENCE CADET CORPS (BOYS & GIRLS)	ST JOHN BRIGADE (BOYS & GIRLS)	BOYS' BRIGADE (BOYS)	
<b>CLUBS &amp; SOCIETIES</b>	CYBERACE (BOYS & GIRLS)	AUDIO & VISUAL AIDS (BOYS & GIRLS)				

## LEAPS 2.0 DOMAINS

LEAPS 2.0 is a framework to recognise secondary school students' holistic development. Students will be recognised with levels of attainment in four domains: Participation, Achievement, Leadership and Service.

For more information on MOE LEAPS 2.0, please refer to <https://www.moe.gov.sg/programmes/cca/leaps2-0>

### Participation

- 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 the progressive development of character, skills, knowledge and friendships, and will be accorded higher recognition.

### Service

- This domain recognises students' development as socially responsible citizens who contribute meaningfully to the community. Students will be recognised for the time they put into planning, service and reflection, when participating in a VIA project.

### Leadership

- 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.

## **Achievement**

- This domain recognises students' representation and accomplishment in co-curricular involvements beyond the classroom. Opportunities for representation and accomplishment present valuable learning experiences for students to learn discipline, resilience and develop their character. Students may represent the school or organisations endorsed by the school.
- Representation refers to being selected and endorsed by the school or an organisation endorsed by the school (e.g. the 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.

# Character and Citizenship Education (CCE)

*Building Character and Fostering Rootedness*

CCE in BLS seeks to provide an integrated approach to address our students' development of values, character, social-emotional well-being, and citizenship dispositions in a cohesive and holistic way. We seek to equip every student with knowledge, skills and values to develop them into confident leaders of empathy, who are guided by sound values, principles and actively contribute to the school, community and nation.

## Key Programmes

The components of CCE comprise of assembly programmes and CCE curriculum content areas (National Education (NE), Sexuality Education (SEd), Mental Health (MH), Education and Career Guidance (ECG), Cyber Wellness (CW) and Family Education (FE)). In the CCE curriculum, students are developed through the formal and informal curriculum with the following outcomes in mind:

- To foster in students greater self-awareness and social awareness;
- To develop skills in self-management, relationship management and responsible decision making;
- To assist students to make informed educational career decisions and better life choices;
- To develop skills in reflective learning;
- To facilitate inculcation of school's core values: Wisdom, Excellence, Respect and Honour;
- To develop emotional intelligence; and
- To inculcate a sense of rootedness to Singapore

Below are the programmes that BLS offers to inculcate values and develop students' character.

<b>CCE Lessons</b>	To inculcate values and build competencies in our students to develop them to be good individuals and useful citizens.	<ul style="list-style-type: none"> <li>✓ Experiential lessons on values and social and emotional competencies, including content areas namely, ECG, SEd, CW, MH, FE.</li> </ul>
<b>Education and Career Guidance (ECG)</b>	To allow students to explore education and career options, life skills and an appreciation for the value of all occupations through classroom learning, guidance and counselling and community experiences.	<ul style="list-style-type: none"> <li>✓ Briefings on Subject Combinations, DPA, PFP, DPP</li> <li>✓ Career Fairs</li> <li>✓ Experience ITE Programme</li> <li>✓ Applied Studies Experience and Industry Exposure Programme</li> <li>✓ Learning Journeys to Institute of Higher Learning (IHL)</li> <li>✓ MySkillsFuture student portal</li> </ul>
<b>Sexuality Education (SEd)</b>	To help students make well-informed decisions through the provision of age-appropriate	<ul style="list-style-type: none"> <li>✓ CCE Lessons</li> <li>✓ Empowered Teens (eTeens)</li> </ul>

	knowledge, acquire social and emotional skills and positive mainstream values and attitudes about sexuality.	
<b>Digital Citizenship / Cyber Wellness (CW)</b>	To equip students with lifelong socio-emotional competencies and sound values so that they can become safe, respectful and responsible users of Information and Communication Technology (ICT).	✓ Thematic lessons based on Cyber Use, Cyber Identity, , Cyber Relationships and Cyber Citizenship
<b>National Education</b>	To develop a national identity and cultivate a sense of belonging and rootedness to Singapore.	✓ Celebration of NE Commemorative Days ✓ Learning Journeys (on Singapore's culture & history, social and economic aspects)
<b>Environmental Citizenship</b>	To promote environmental awareness among staff and students, and to drive implementation of green activities to inculcate in all respect for environment and to make the school a greener place.	✓ Green School Modules ✓ Environmental Awareness (Earth Hour, Earth Day)
<b>Values-In-Action (VIA)</b>	To develop students, through learning experiences, to be socially responsible citizens who contribute meaningfully to the community, through the learning and application of values, knowledge and skills.  The following are some of the organisations that BLS has been working with: <ul style="list-style-type: none"> <li>▪ Down Syndrome Association (Singapore)</li> <li>▪ Fei Yue Community Service</li> <li>▪ Green Schools @ South West</li> <li>▪ MINDS</li> <li>▪ Whispering Hearts Family Service Centre</li> </ul>	✓ VIA through CCA platform

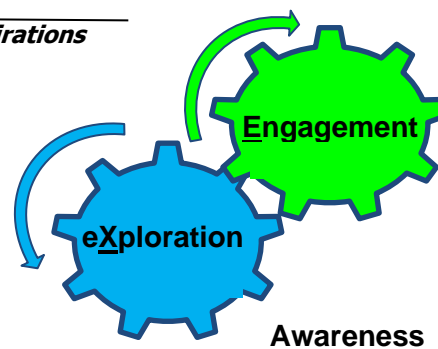
**Assessment:**

As part of the school's effort in promoting holistic education, we provide a qualitative assessment of each student through the personal qualities of the students. These personal qualities are pegged to our school core values and the assessment will capture the student's strengths as an individual, as well as the areas where he/she has displayed growing maturity or development.

# ECG Aspiration Programme

*Towards fulfilling aspirations*

Education and Career Guidance (ECG) in BLS takes reference from the ECG Developmental Model which focuses on three progressive phases: **Awareness**, **Exploration** and **Planning** (AEP). In line with the spiral progression of the ECG curriculum, different emphases of AEP are placed at different levels in response to the developmental needs of our students.



## Programme Outcomes:

In BLS, learning in the area of ECG aims to develop knowledge, skills and values that are necessary for our students to make informed and responsible choices on their education and career goals, so that they can lead a productive and meaningful life.

Through structured ECG lessons and authentic learning experiences, students will be able to:

- Understand their own education/career aspirations
- Develop positive attitudes towards work and learning
- Integrate the acquired knowledge, skills and values for personal development and life-long learning.

## ECG Experiences for students:

	Secondary 1	Secondary 2	Secondary 3	Secondary 4 and 5
<b>Key milestone in Secondary school</b>	--	<ul style="list-style-type: none"> <li>▪ Choosing a Subject Combination</li> </ul>	--	<ul style="list-style-type: none"> <li>▪ GCE 'O'/'N' Levels</li> <li>▪ Choosing a PSEI</li> </ul>
<b>ECG Developmental Model</b>	<b><i>Awareness</i></b>		<b><i>eXploration</i></b>	<b><i>Engagement</i></b>
	To understand one-self (interest, abilities and career aspirations) and the impact of external influences		To explore and investigate education pathways/courses and world of work.	To make decisions, formulate and act out plans to attain one's education/career goals.
<b>ECG programmes / activities</b>	--	<ul style="list-style-type: none"> <li>▪ 2NT Experience ITE Programme</li> <li>▪ ApLM@Poly</li> </ul>	<ul style="list-style-type: none"> <li>▪ 3NA Experience ITE Programme</li> <li>▪ ApLM@ITE</li> <li>▪ ApLM@Poly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Poly Open House</li> <li>▪ Day X program</li> <li>▪ EAE briefing and workshop</li> </ul>
		<ul style="list-style-type: none"> <li>▪ Industry Learning Journey</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Career of the Month to be shared during assembly platform and updates on ECG noticeboard</li> </ul>			
<b>Guidance and Counselling</b>	Education and Career Guidance counselling by ECG Counsellor (while all students have access to counselling service by ECG counsellor, structured sessions to be put in place for students in Upper Sec)			

# Aspiration-focused Programme

*In pursuit of interests or aspirations*

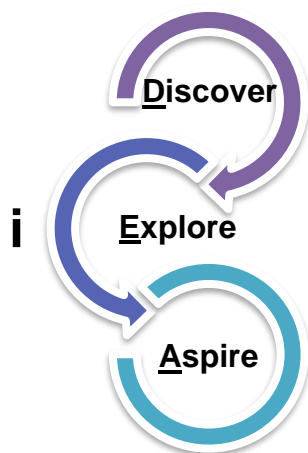
**Vision:** Aspiration-focused programme in BLS aims to help every student find their aspirations in life.

## Description of Programme & Key Outcomes:

In BLS, we strongly believe in supporting our students in the pursuit of their interests, and in working together with them towards their dreams and aspirations. Students will be exposed to a wide range of student development learning experiences and opportunities which will allow them to:

- Discover their strengths and talents;
- Pursue their interests and aspirations;
- Explore possible career pathways; and
- Build up a meaningful portfolio to support their aspirations.

Aspiration-focused programme in BLS is guided by the iDEA framework as summarised below.



Student-centric approach in the design of student development programmes in BLS.

Discover self, interests, strength and aspirations

Explore a range of student development programmes to support career exploration & pursuit of interests

Chart their own learning and build a meaningful portfolio to support Aspirations

Students will have the opportunity to experience a series of Aspiration-focused programmes which comprise:

- Applied Learning Programme
- Learning for Life Programme
- Student Development Modules
- STEAM modules

In order to better support our students in the pursuit of interest, aspirations and port-folio-building, interest-based Student Development modules will be introduced to students for them to learn new knowledge or skills, explore interests or career pathways, and build-up meaningful portfolios to support their progression to post-secondary institutions.

## Student Development Modules (SD Modules)

SD modules are specially designed modules to help students

- Learn new skills
- Discover interest
- Explore possible careers
- Work towards aspiration (exposure/portfolio)

The range of the different SD modules offered to students is encapsulated by the D.R.E.A.M.S. domains (as shown below). Students may choose which domain of SD module they would like to participate in to help them learn new knowledge and skills, and also to have a better idea of their dreams and aspirations.

<b>D.</b>	<b>R.</b>	<b>E.</b>	<b>A.</b>	<b>M.</b>	<b>S.</b>
<b>Digital and Infotech</b>	<b>Relations and business</b>	<b>Engineering, Science and Maths</b>	<b>Arts and Humanities</b>	<b>Media and Design</b>	<b>Sports</b>



# Learning for Life Programme – INSPIRE@BLS

*Exploring the arts and aesthetics*

The Learning for Life Programme (LLP) in the area of the Performing Arts inculcates in students a passion for lifelong learning through the Arts. Supporting the development of character and values, the programme also serves as a platform to develop in students the desire to give back to society through student-initiated community service projects based on the Arts.

## **Programme Outcomes:**

The LLP in BLS helps to contribute to the holistic development of our students, inculcating values, socio-emotional competencies and life skills which will allow them to be active contributors of the nation. The broad objectives of the programme are to:

- develop in students an appreciation of the arts
- enable students to develop skills in an art form of their interest
- inculcate values and build social-emotional competencies of students through their active participation in arts-related activities
- develop a passion towards lifelong learning
- foster creativity and imagination
- provide opportunities for students to express themselves through the arts
- provide opportunities for students to serve the community with their artistic talents and arts-related skills

## **Description of Programme & Key Activities:**

The LLP in BLS is organized in two tiers. In the Tier 1 programme, all students will be exposed to the following areas of the Performing Arts: Dance, Drama, Music and Visual Arts through specialized workshops and level excursions to arts-related exhibitions and performances. All students will also have the opportunity to participate in a showcase to learn what it means to be an engaged performer.

Students demonstrating a strong interest and passion in the Performing Arts will be encouraged to further pursue their interests through the Tier 2 programme. They will have opportunities to develop greater mastery of skills in their chosen art form, interact with professionals in the field and lead their peers in the planning of arts-related VIA projects.

# Applied Learning Programme

*Exploring interest in materials science*

The Applied Learning Programme (ALP) develops student interest in STEAM (science, technology, engineering, arts and mathematics) and helps students connect and apply academic knowledge and skills in authentic settings based on the theme Sustainability.

## **Programme Outcomes:**

Having a basic knowledge of STEAM will open up options for students to pursue courses and careers that are related to science, engineering, technology and design. Hence, the ALP is developed with the following objectives:

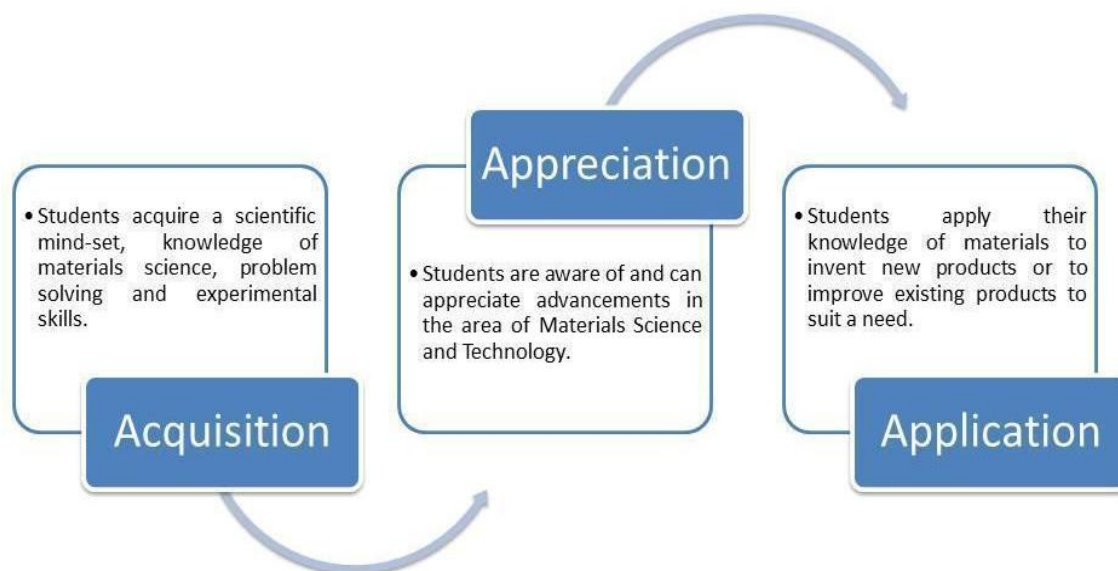
- To imbue in students a scientific mind-set and to equip them with foundational experimental skills
- To expose students to different areas of science and technology through hands-on activities
- To allow students to gain an understanding and appreciation of the scientific advancement in the area of STEAM

## **Description of Programme & Key Activities:**

The ALP in BLS is organised in two tiers. The Tier 1 programme is a 10 to 15 hour programme comprising a set of common modules for all Secondary 1 and 2 students. Through these modules, students acquire basic coding knowledge and develop STEAM-related skills, communication and collaborative skills, critical thinking and creativity.

Selected Secondary 1, 2, 3 students interested in pursuing their interest and developing their STEAM-related skills are identified for the Tier 2 programme, where they have opportunities to deepen and broaden their knowledge in the field and are challenged to apply their knowledge in projects and competitions. Students will also be invited for industry visits and have opportunities to interact with professionals in the field.

## Applied Learning Framework:



Our ALP curriculum is guided by our 3'A' Framework – **A**cquisition, **A**ppreciation and **A**pplication. Using an inquiry-based approach, students **acquire** (i) knowledge on a diverse range of materials through hands-on activities, group discussions, online research, as well as the (ii) problem solving and experimentation skills required for them to carry out sound scientific investigations. Through mini-research projects, students learn about the developments in the field of Materials Science, and at the same time develop an **appreciation** for the innovative use of materials in everyday life. Design challenges provide students with the opportunity to **apply** their knowledge and skills to improve on existing products or to invent new ones.

### Programme Summary (Tier 1):

Level	Module
Secondary 1	Introduction to sustainability, reverse engineering, solar car, code for fun, CAD
Secondary 2	Sustainability issue, innovation case studies, App making, final project

### Programme Summary (Tier 2):

Level	Module / Activity
Secondary 3	Tinkering Experiences, Learning journeys to HOD centre of building research, STEAM-related competitions

### Assessment:

Students will engage in self-reflection to identify their strengths and areas of improvement in the following domains - communication skills, collaborative skills, critical thinking and creativity. During lessons, students will also be tasked to provide constructive peer critiques on one another's presentations and performance as a project group.

# CCA-Centric Learning Beyond Boundaries

*Exploring diverse cultures*

The CCA-Centric Learning Beyond Boundaries (CCLBB) programme is Boon Lay Secondary School's global education programme. With its focus on promoting **responsible global citizenry, communication and collaboration**, CCLBB aims to develop the student into a/an:

1. **Self-Directed Learner** who interacts with others to construct knowledge, new understanding and ideas;
2. **Active Contributor** who is able to determine and effectively assume the role he/she will play in a group, and work in a respectful manner with others in a group setting to meet the group's goals as determined collectively by its members;
3. **Confident Person** who is able to demonstrate appropriate skills and behaviour to work together with people from a diverse range of backgrounds within and beyond Singapore;
4. **Concerned Citizen** who demonstrates awareness of Singapore's role in addressing issues in the global community.

## Available CCLBB trips:

1. China, Chongqing
2. China, Hangzhou
3. India, New Delhi
4. Thailand, Bangkok
5. Thailand, Loei
6. Japan, Kumamoto
7. Brunei, Bandar Seri Begawan
8. Malaysia, Selangor

## Student Eligibility

Application for trips is open to current Secondary 2 and 3 students from all streams. Selection into the CCLBB programme is highly competitive. Students should fulfil the following criteria:

1. Attain a conduct grade of at least "Good"
2. Demonstrate willingness to learn
3. Enjoy working in teams
4. Be reflective