

MANJUSRI

SECONDARY SCHOOL



智行茲願

Key Information for

Sec. 3

Parents/Guardians

Meet-The - School Session

Welcome to Manjusri Secondary School! We thank you for taking time off to attend the Meet-the-School session. We look forward to a fruitful partnership with you in your child's/ward's education.

Time	Programme Outline
1800	Registration outside General Office Booth Interaction with Key Personnel outside MPH
1830	Address by Principal, Mr Sim Chong Boon
1900	Parents Gateway Briefing, HOD ICT, Mr Joseph Tan
1915	Parents Support Group Sharing
1930	FT – Interaction in Sec 3 Classrooms
2010	Booth Interaction with Key Personnel outside MPH
2030	End of Session

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MJR School Executive Committee

School Leaders	
Principal	Mr Sim Chong Boon <i>sim_chong_boon@schools.gov.sg</i>
Vice-Principal (Student Development)	Ms Heng Wei Shan <i>heng_wei_shan@schools.gov.sg</i>
Vice-Principal (Learning)	Mr Ho Ming Da <i>ho_mingda@schools.gov.sg</i>

Key Personnel (Student Development)	
Year Head, Lower Secondary	Mrs Cheryl Phang <i>lee_jia_min_cheryl@moe.edu.sg</i>
Assistant Year Head, Lower Secondary	Mr Michael Han <i>han_ah_teck@moe.edu.sg</i>
Year Head, Upper Secondary	Mr Tan Poh Pin <i>tan_poh_pin@moe.edu.sg</i>
Assistant Year Head, Upper Secondary	Ms Ada Chen <i>chen_chen_b@moe.edu.sg</i>
HOD, Character and Citizenship Education	Ms Jerene Ang <i>ang_siew_ching_jerene@moe.edu.sg</i>
Subject Head, Character and Citizenship Education	Mr Tan Thiam Meng <i>tan_thiam_meng@moe.edu.sg</i>
HOD, Discipline	Mrs Poh – Ng Chooi Choo <i>poh_chooi_choo@moe.edu.sg</i>
Level Head, Discipline	Mr Izham Bin Sidek <i>izham_sidek@moe.edu.sg</i>

Key Personnel (Learning)	
HOD, English	Mdm Norwita Bte Mohamed Ariff <i>norwita_mohamed_ariff@moe.edu.sg</i>
Subject Head, Literature	Mdm Wi Kar Lin Magdelene <i>wi_kar_lin_magdelene@moe.edu.sg</i>
HOD, Mother Tongue	Mdm Ong Lay Pheng <i>ong_lay_pheng_a@moe.edu.sg</i>
Subject Head, Mother Tongue	Ms Cheong Wai Heng Madeleine Subject Head, Mother Tongue
HOD, Mathematics	Mrs Pak – Yap Wei Ling Evelyn <i>yap_wei_ling_evelynn@moe.edu.sg</i>
Subject Head, Mathematics (Ag)	Mdm Lee Li Yun <i>lee_li_yun@moe.edu.sg</i>
HOD, Science	Mr Mohd Ibrahim Bin Mohd Samsudin <i>mohammed_ibrahim_md_samsud@moe.edu.sg</i>
Subject Head, Chemistry (Ag)	Mr Amit Kumar Sharma Amber <i>amit_kumar_sharma_amber@moe.edu.sg</i>
HOD, Humanities	Mrs Anna Ong <i>phang_anna@moe.edu.sg</i>
HOD, Craft and Technology	Mr Teo Kok Siong, Ken <i>teo_kok_siong@moe.edu.sg</i>
Subject Head, FCE	Mrs Chan – Tan Chiew Bee Yvonne <i>tan_chiew_bee_yvonne@moe.edu.sg</i>
Subject Head, Aesthetics	Mrs Teh – Tay Hwee Cheng Angeline <i>tay_hwee_cheng@moe.edu.sg</i>
HOD, Physical Education and Co-Curricular Activities & Aesthetics	Mdm Catherine Sim <i>sim_mui_keow@moe.edu.sg</i>
HOD, Information and Communications Technology	Mr Tan Hong Yak Joseph <i>tan_hong_yak@moe.edu.sg</i>
Subject Head, Data Management	Mr Ting Kok Thiam <i>ting_kok_thiam@moe.edu.sg</i>
School Staff Developer	Mr Yang Wenjun Stanley <i>yang_wenjun_stanley@moe.edu.sg</i>

Secondary 3 Form Teachers and Subject Teachers

Class	Form Teachers	
3A	Mr Sulaiman <i>sulaiman_zainal@moe.edu.sg</i>	Mdm Serene Tee <i>tee_beng_lian@moe.edu.sg</i>
	Subject Teachers	
	English	Ms Eileen Ong
	Mother Tongue	Mdm Yong Tann Lee (CL), Mdm Rose (ML)
	Mathematics	Mr Jason Chua and Mdm Serene Tee
	Science	Mdm Muna and Mr Sulaiman
	CPA	Mr Ting Kok Thiam and Mdm Tan Hsiao Wey
	Social Studies	Mr Hafiz and Mdm Ernie
	D&T	Mr Andrew Ang
	EBS	Mdm Tan Hsiao Wey and Mr Max Lim
PE	Mr Izham, Mr Ya'acob, Ms Siti Raudha	

Class	Form Teachers	
3NI	Mr Daniel Tay <i>tay_tse_min_daniel@moe.edu.sg</i>	Ms Amira <i>amira_begum_abdul_naseer@moe.edu.sg</i>
	Subject Teachers	
	English	Mdm Ahadiyah
	Mother Tongue	Mdm Ong Lay Pheng, Ms Pan Ping, Ms Tee Pei Pei (CL) Ms Amira, Mdm Ellia, Ms Siti Ainun(ML) <i>*3B and 3C are banded for Mother Tongue class</i>
	Mathematics	Mrs Cheng Ai Keow (Exp Maths) Mr Ting Kok Thiam, Mr Daniel Tay, Mdm Mah Phooi Yee (NA Maths) <i>*3B and 3C are banded for NA Maths classes</i>
	Science(P,C)	Ms Nisa (Phy), Mrs Cheryl Phang (Bio) Mdm Toh Lee Wah (Chem)
	HUM(SS,GE)	Mdm Jurana (SS), Mr Hafiz (HE) and Mdm Ernie (GE)
	POA	Mr Lee Zhong Shun
	PE	Mr Ya'acob

Class	Form Teachers	
3N2	Mr Marcus Liew <i>liew_pok_ming_marcus@moe.edu.sg</i>	Mdm Atiqah <i>nur_atiqah_abdul_fattah@moe.edu.sg</i>
	Subject Teachers	
	English	Ms Michell Foo
	Mother Tongue	Mdm Ong Lay Pheng, Ms Pan Ping, Ms Tee Pei Pei (CL) Ms Amira, Mdm Ellia, Ms Siti Ainun(ML) <i>*3B and 3C are banded for Mother Tongue class</i>
	Mathematics	Mrs Cheng Ai Keow (Exp Maths) Mr Ting Kok Thiam, Mr Daniel Tay, Mdm Mah Phooi Yee (NA Maths) <i>*3B and 3C are banded for NA Maths classes</i>
	Science(P,C)	Mr Joseph Tan (Phy), Mdm Atiqah (Bio) Ms Trina Chang (Chem)
	HUM(SS,GE)	Mr Kain Sng (SS), Mr Hafiz (HE) and Mdm Ernie, Mr Andy Kwek (GE)
	Art	Mr Marcus Liew
	D&T	Mr Ken Teo
PE	Mr Izham and Mr Max Lim	

Class	Form Teachers	
3N3	Mrs Ng <i>mah_phooi_yee@moe.edu.sg</i>	Mr Ya'acob <i>yaacob_b_abu_bakar@moe.edu.sg</i>
	Subject Teachers	
	English	Mr Tan Thiam Meng
	Mother Tongue	Mdm Ong Lay Pheng, Ms Pan Ping, Ms Tee Pei Pei (CL) Ms Amira, Mdm Ellia, Ms Siti Ainun(ML) <i>*3B and 3C are banded for Mother Tongue class</i>
	Mathematics	Mrs Cheng Ai Keow (Exp Maths) Mr Ting Kok Thiam, Mr Daniel Tay, Mdm Mah Phooi Yee (NA Maths) <i>*3B and 3C are banded for NA Maths classes</i>
	Science(P,C)	Mr Sulaiman (Phy), Mr Ibrahim (Bio) Ms Vanessa Low (Chem)
	HUM(SS,GE)	Mrs Anna Phang(SS), Mr Hafiz (HE) and Mdm Ernie(GE)
	F&N	Mrs Yvonne Chan and Ms Amirah
	D&T	Mr Ken Teo
PE	Mr Ya'acob	

Class	Form Teachers	
3D	Mr Amit <i>amit_kumar_sharma_amber@moe.edu.sg</i>	Ms Ng Imei <i>ng_imei@moe.edu.sg</i>
	Subject Teachers	
	English	Mdm Magdalene Wi and Mrs Heng-Chong Lai Kar
	Mother Tongue	Ms Bao BingQing (HCL) Ms Tan Shi Jia, Ms Ng Imei, Ms Loi Wee Kin, Ms Tee Pei Pei <i>*Students are banded across EXP CL</i>
	E.Maths	Mrs Evelyn Pak
	A.Maths	Mrs Evelyn Pak
	Hum(SS,GE or HE)	Mr Sim Jie Kai (SS), Ms Wan Shi Ting (GE), Mr Kain Sng (HE)
	Physics	Ms Ada Chen
	Biology	Mrs Cheryl Phang and Mr Stanley Yang
	Chemistry	Mr Amit and Mr Qamarul
PE	Mr Izham	

Class	Form Teachers	
3E	Ms Trina Chang <i>chang_wan_yi_trina@moe.edu.sg</i>	Mr Kain Sng <i>sng_peng_han@moe.edu.sg</i>
	Subject Teachers	
	English	Ms Alexandra Pang
	Mother Tongue	Ms Bao BingQing (HCL) Ms Tan Shi Jia, Ms Ng Imei, Ms Loi Wee Kin, Ms Tee Pei Pei <i>*Students are banded across EXP CL</i> Mdm Ellia (ML)
	E.Maths	Mdm Lee Li Yun
	A.Maths	Mdm Lee Li Yun
	Hum(SS,GE or HE)	Mr Kain Sng (SS), Mdm Yong Chai Leng (GE), Mr Kain Sng and Mr Hafiz (SS)
	Physics	Mrs Wendy Tan
	Chemistry	Ms Trina Chang
	PE	Mr Izham and Mr Bryan Kang

Class	Form Teachers	
3F	Ms Norazlin norazlin_bte_normin@moe.edu.sg	Ms Bao Bing Qing bao_bingqing@moe.edu.sg
	Subject Teachers	
	English	Mdm Norwita and Ms Michell Foo
	Mother Tongue	Ms Bao BingQing (HCL) Ms Tan Shi Jia, Ms Ng Imei, Ms Loi Wee Kin, Ms Tee Pei Pei <i>*Students are banded across EXP CL</i> Mdm Ellia (ML)
	E.Maths	Mdm Mah Phooi Yee and Ms Goh Pei Shan
	A.Maths	Mdm Mah Phooi Yee and Ms Goh Pei Shan
	Hum(SS, GE or HE)	Mr Hafiz, Ms Wan Shi Ting and Mr Sim Jie Kai (SS) Ms Jurana (HE), Mrs Yong Chai Leng(GE)
	Science (Physics)	Mr Joseph Tan
	Science (Chemistry)	Mdm Toh Lee Wah and Ms Norazlin
	Science (Biology)	Ms Ibrahim
	Lit	Mdm Magdelene Wi
	Art	Mrs Angeline Tay
	F&N	Mrs Yvonne Chan and Ms Amirah
	POA	Mr Lee Zhong Shun
PE	Mr Max Lim	

Class	Form Teachers	
3G	Ms Jurana jurana_abdul_rahim@moe.edu.sg	Ms Tan Shi lia tan_shi_jia@moe.edu.sg
	Subject Teachers	
	English	Mrs Heng – Chong Lai Kar
	Mother Tongue	Ms Bao BingQing (HCL) Ms Tan Shi Jia, Ms Ng Imei, Ms Loi Wee Kin, Ms Tee Pei Pei <i>*Students are banded across EXP CL</i> Mdm Ellia (ML)
	E.Maths	Mdm Neo Chai Meng and Mr Ting Kok Thiam
	Hum(SS, GE, HE)	Mr Sim Jie Kai (SS) Mdm Jurana (HE), Mdm Yong Chai Leng(GE)
	Science(Physics)	Mrs Wendy Tan
	Science(Chemistry)	Mdm Toh Lee Wah
	Science(Biology)	Mr Ibrahim
	POA	Ms Tan Ai Hua
	F&N	Mrs Yvonne Chan and Ms Amirah
	Art	Mrs Angeline Teh
	PE	Mr Izham and Mr Bryan Kang

Students' Emotional & Learning Support Team

School Counsellor	Kalaiselvan Poniah Ponrajah <i>kalaiselvan_poniah_ponrajah@moe.edu.sg</i>
School Counsellor	Ms Soh Hwee Min <i>soh_hwee_min@moe.edu.sg</i>
AED (Learning & Behavioural Support)	Ms Lyne Lim <i>lim_gek_ching_lyne@moe.edu.sg</i>
Student Welfare Officer	Ms Julia Ho <i>ho_julia@moe.edu.sg</i>

Overview of Key Cohort Programmes in 2019

Semester One	
Term 1	
25 Jan	Meet the School
25 Feb – 6 Mar	Level Test 1
15 Mar	E-Learning Day
Term 2	
12 Apr	37 th School Anniversary
30 Apr	Road Run
6 – 16 May	Level Test 2
31 May	MYE PTI
Semester Two	
Term 3	
8 Aug	National Day Celebration
14 – 22 Aug	Level Test 3
30 Aug	Olympics @ MJR Teachers' Day Celebration
Term 4	
2 -11 Oct	End of Year Examinations
25 Oct	EOY PTI

Education Career Guidance

The Education and Career Guidance Education (ECG) Programme at Manjusri Secondary School serves to help our students discover their strengths, interests and career aspirations, as well as explore potential post-secondary education pathways. As such, we have the following ECG programmes lined up for your child/ward to provide them full support in their journey of self-discovery.

Types of programmes	Brief description of ECG programmes
Customised for various streams	<p><u>Sec 3A-3C</u></p> <ul style="list-style-type: none"> • ITE Immersion Programme—This programme exposes your child/ward to the various programmes offered by the ITE, the opportunities for further education and the ITE campus. For Normal Academic students, this programme will equip them with a better understanding of the Polytechnic Foundation Programme (PFP) and Direct-Entry-Scheme to Polytechnic Programme (DPP). • Elective Module—This programme provides students with hands-on experience in a STEM-related (<u>S</u>cience, <u>T</u>echnology, <u>E</u>ngineering, <u>M</u>ath) industry of their choice. In addition, students will participate in learning journeys to various organisations to better understand the industry they have expressed interest. <p><u>Sec 3D-3G</u></p> <ul style="list-style-type: none"> • ECG Learning Journeys—These learning journeys coordinated by MOE allow students to gain deeper understanding of industries that are experiencing growth, such as the healthcare industry. Students will also be informed of how their subject combination and post-secondary choices are aligned to helping them realise career aspirations in specific industries. • Job Shadowing—Students can also participate in this programme where they are attached to professionals in various industries and better understand the work of a professional in the respective fields.
For all students	<ul style="list-style-type: none"> • ECG Lessons—All Sec 3 students will attend ECG lessons that will familiarise them with the various post-secondary education pathways and how they can match their choice to their strengths, interests and career aspirations. • ECG Counselling—Students who require individualised advice can also seek help from Ms Samantha Woo, the ECG Counsellor.

Dear Parents / Guardians,

Introduction to Parents Gateway

Parents Gateway is a mobile app specially designed for parents. Developed by MOE and GovTech, the app allows parents to engage closely with schools, receive information and perform a range of administrative functions including providing consent for your children to participate in school activities.

We would like to invite you to download the free Parents Gateway mobile app on your mobile phone (available on iOS and Android platforms only) and perform a simple one-time onboarding process. Please refer to the step-by-step guide on the next page.

From 1 February 2019, parents who are onboard Parents Gateway will receive information via the mobile app. For this transition period, we will continue to issue hardcopy letters to parents who are yet to come onboard Parents Gateway.

Should you have any questions, please contact Mr Joseph Tan at tan_hong_yak@moe.edu.sg.

We look forward to your support to enhancing your child's/ward's educational experiences through improved communications. Thank you very much!

Instructional Guide

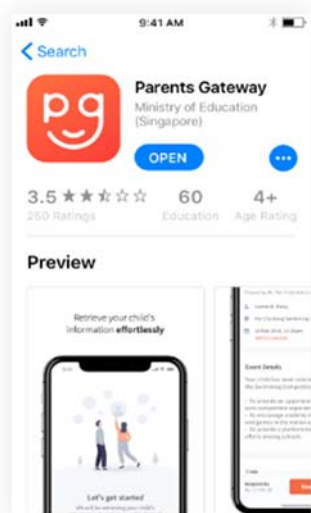
Step 1 – SingPass Registration and 2FA Setup

SingPass 2-Step Verification (2FA) is required for on-boarding. If you have not registered for a SingPass or have not set up the 2FA, please visit the SingPass website (<https://www.singpass.gov.sg>), or scan the QR codes below to do so. Should you require further assistance, please contact SingPass Helpdesk at 6643-0555.



Step 2 – Download Parents Gateway Mobile App

- a. Open the Apple App Store or Google Play Store app on your mobile phone.
- b. Search for the 'Parents Gateway' mobile app, or scan the QR code below.



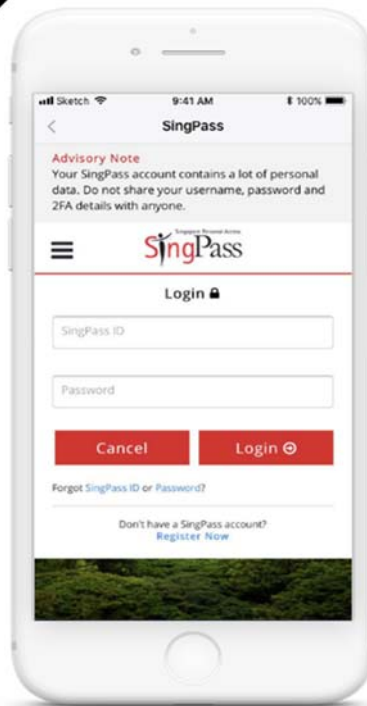
- c. Download and install the app onto your phone.
- d. Enable '**Allow Notifications**' to receive push notifications.

Note: Supported OS Versions - **Android 6.0 or later & iOS 9.1 or later**

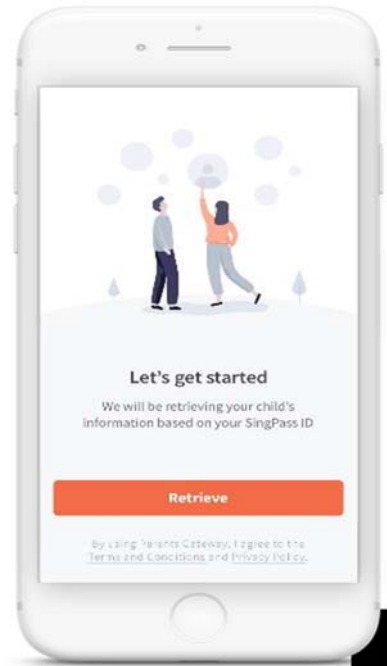
1. Tap on "Log in with SingPass"



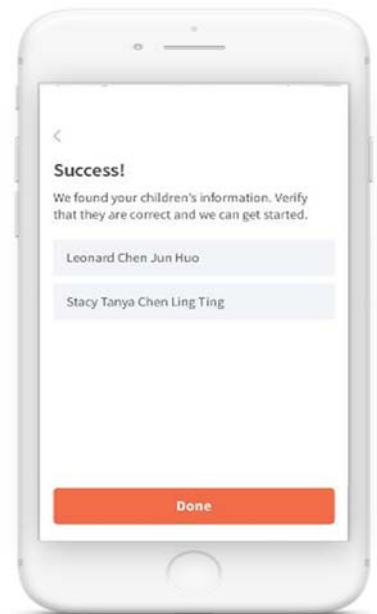
2. Log in with your SingPass (2FA)



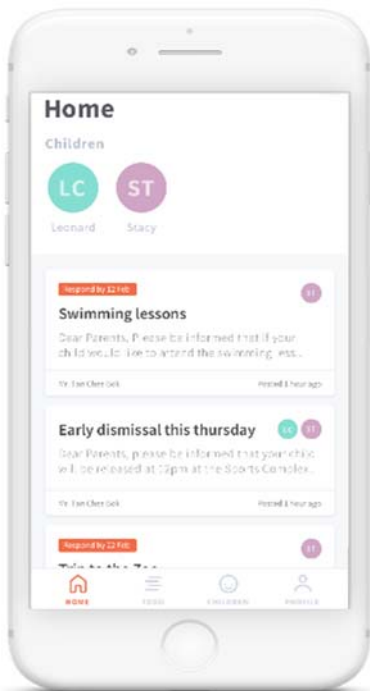
3. Tap on "Retrieve" to retrieve your child(ren)'s information



4. Tap on "Done" to complete on-boarding



5. You should see your child(ren)'s school announcements and activities (if any)



5-Day MOE-OBS Secondary 3 Programme

The 5-Day MOE-OBS Secondary 3 Programme from 11 March to 15 March 2019 is MOE's National Outdoor Adventure Education Masterplan to develop ruggedness, resilience, and build cohesion amongst our youths. Students will be grouped into different watches (groups). The activities for each watch group may differ, although the learning outcomes are designed to be comparable.

A sample of the learning activities for a watch (group) is as follows:

Day	Events
Day 01	<ul style="list-style-type: none"> • Ice Breakers Games • Team Building Activities Outdoor Skills • Camping Ethics
Day 02	<ul style="list-style-type: none"> • Morning Circle • Belay Practice & High Ropes Course • Team-based Problem Solving Activities
Day 03	<ul style="list-style-type: none"> • Morning Circle • Adventure Heritage Trail • Single or Multi-Mode¹ Expedition
Day 04	<ul style="list-style-type: none"> • Expedition Circle • Single or Multi-Mode Land/Sea Expedition
Day 05	<ul style="list-style-type: none"> • Peer Affirmation Circle • Goal Setting • Commitment Activity • Final Debrief

Some FAQs on OBS:

1. What is the objective of MOE-OBS Sec 3 Programme?

Through the programme, Secondary 3 students from different schools will learn to work together with peers from diverse background, harnessing each other's strengths to overcome challenges in the outdoors and in turn develop life skills such as resilience and ruggedness.

2. What is the cost of the Programme?

The Programme is heavily subsidised by the Government. Students will co-pay \$50 each for the Programme (in Phase 1 & 2 only).

3. Are students required to go for medical screening prior to participation in the Course?

All students are required to be certified fit by a medical doctor to attend the 5-Day Course.

4. What are some of the expedition modes the students may experience?

There are various modes of expedition and some examples include trekking, kayaking, sailing and cycling. Please note that this list is not exhaustive. Students will experience one or more of these modes depending on the watch (group) that the student is in.

5. What safety measures are in place for students?

Activities are carefully designed and constantly supervised by qualified and experienced OBS instructors who have undergone an extended period of rigorous training, skills and safety certification including Wilderness First Aid. Some of the safety measures put in place would include providing appropriate instructor to student ratio (1 instructor to 12-16 students) and having a robust safety monitoring system and evacuation plan in case of emergency.

6. What are the sleeping arrangements for this Course?

Students will be sleeping in tents as the Course is journey-based. Sleeping arrangement within the campsite will be separated by gender. Activities are expected to cease by 2200hrs and the instructors will conduct a last check. Instructors will be camping within close proximity of the camping area.

7. What measures are in the place to ensure the safety of our female students?

The safety of participants is of utmost importance to MOE and OBS. In the event that female participants need to approach and share private matters, there will be female staff available during each Course. These can include duty staff or instructor. In terms of group allocation, we encourage a minimum of one-third minority gender within each watch as a start.

8. Is there insurance coverage for the students? What is the coverage?

Students attending the Course are covered by OBS insurance. The medical expenses (due to accident only) are covered up to a limit of \$5 000 per capita. Students on the Programme will also continue to be covered under the school's insurance cover, as this is part of the school's programme.

9. What happens if a parent urgently needs to reach his/her child in case of a family emergency?

Please contact the school 68424558 to speak to your child/wards FT / YH who will then call OBS.

MOE-OBS 5-DAY SECONDARY THREE PROGRAMME PACKING LIST

This is a guide to help you pack for your 5-day expeditionary course at OBS. The appropriate quantity is dependent on the course duration, programme activities and individual preferred needs. It is important to have comfortable gear that will last the duration of the course. *Military or camouflage-print attire are **not** encouraged.

TICK	ITEM		QUANTITY
<input type="checkbox"/>	T-shirts*	Long-sleeved (for sun protection and to minimise insect bites)	min. 3 - 4
<input type="checkbox"/>		Short-sleeved	min. 3 - 5
<input type="checkbox"/>	Shorts*	Suitable for physical activities	min. 3 - 4
<input type="checkbox"/>	Long pants*	Suitable for climbing activities/expeditions (three-quarter pants are not allowed and jeans are not encouraged)	min. 3 - 5
<input type="checkbox"/>	Undergarments	For personal hygiene	Sufficient
<input type="checkbox"/>	Towels	Hand (est. 30cm x 80cm) and bath towels (est. 60cm x 130cm)	min. 1 each
<input type="checkbox"/>	Shoes	Covered shoes for protection from underwater rocks, barnacles during sea/water activities	min. 1 pair
<input type="checkbox"/>		Covered shoes that are in good working condition, well cushioned for running and general outdoor/land activities	min. 1 pair
<input type="checkbox"/>		Sandals / Slippers for use during non-activity period, e.g. showering	min. 1 pair
<input type="checkbox"/>	Socks	Long enough to cover ankles to prevent blisters at heels	Sufficient
<input type="checkbox"/>	Personal protection	Insect repellent	Sufficient
<input type="checkbox"/>		Sun protection: Sunblock (SPF 30 or higher) and lip balm	
<input type="checkbox"/>		Others: Hat / cap and gloves	
<input type="checkbox"/>	Other personal items	Fork & spoon (non-disposable)	Sufficient
<input type="checkbox"/>		Essential Toiletries – incl. hand sanitizer, body powder or prickly heat powder, toilet roll (for camp out purposes), sanitary napkins for females only etc	
<input type="checkbox"/>		Torchlight & spare batteries	
<input type="checkbox"/>		Prescription medication e.g. inhaler, oral medication (all prescribed medication must be declared)	
<input type="checkbox"/>		Writing materials – small notebook & pen	
<input type="checkbox"/>		If applicable, spare spectacles (include spectacles retainers/hooks)	
<input type="checkbox"/>	Other equipment	1.5L water bottles: To contain drinking water e.g. reusable plastic	min. 3 bottles
<input type="checkbox"/>		Reusable bags: For keeping dirty/wet items and waterproofing purposes,	min. 5
<input type="checkbox"/>	Optional Items	Quick drying synthetic clothing for wet activities e.g. rash guard, short tights...etc	Sufficient
<input type="checkbox"/>		After-sun lotion, wrist-watch, sunglasses	
<input type="checkbox"/>		Personal first aid e.g. plasters, antiseptic cream, ointment	
<input type="checkbox"/>		Thin sleeping bag / mat	
<input type="checkbox"/>		Camera & spare battery (no charging facilities available)	
<input type="checkbox"/>	Cash	Small amount for souvenir purchases and personal travel	Sufficient

END