

WOODLANDS SECONDARY SCHOOL



**Secondary One Registration Day Booklet
General Information for Parents and Students
22 December 2022**

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WELCOME TO WOODLANDS SECONDARY SCHOOL

Dear Parents/Guardians,

Thank you for choosing Woodlands Secondary School as a school of your choice for your child/ward. Secondary School education is an important milestone in a student's educational journey. In the next 4/5 years, the school will provide a myriad of opportunities through the WDL Total Curriculum, to help our students explore and build their interests and strengths.



Our Vision

Every Woodlander a Gift to Society.

Our Mission

Nurturing Enduring Hearts and Creative Minds Ready to Serve Society.

Our Motto

Wisdom and Truth.

Our GR²EAT School Values

Growth

- I strive for continuous improvement.
- I have a positive attitude towards learning.
- I am adaptive to change.

Respect

- I conduct myself with pride and honour.
- I appreciate diversity.
- I contribute to the common good.

Resilience

- I have the will to overcome challenges.

Empathy

- I understand the feelings of others.
- I am sensitive to the needs of the people around me.
- I am compassionate towards family, peers, community and nation.

Appreciation

- I am thankful for what I have.
- I am grateful for the people who have helped me.
- I actively contribute to family, peers, the community and the nation.

Trustworthiness

- I am honest and dependable in word, thought and deed.
- I have the moral courage to do the right thing.



School Song

Woodlanders stand tall and proud
Honest in word, thought and deed
Pursue truth, knowledge, excellence
Persevere with dedication

Chorus:

Oh strong at heart are we Woodlanders
Loyal to school and country
Making Wisdom and Truth our goal
Our alma mater to cherish evermore

Sharing in sincerity
Forging bonds of friendship
Come on one and all let's strive and strive
For the honour of our dearest school

Chorus:

Oh strong at heart are we Woodlanders
Loyal to school and country
Making Wisdom and Truth our goal
Our alma mater to cherish evermore

Check out your new school song at our website:

<https://woodlandssec.moe.edu.sg/about-us/school-identity/>

Our School History

Woodlands Secondary School was established in 1982 as a Government co-educational school. We celebrated our 40th anniversary in 2022.

The founding Principal of the school encouraged every student to develop to his or her ability. She believed in the age old adage 'Mens sana in corpore sano' (sound minds in sound bodies) and this has shaped the way the school has grown over time, being student-centric in its approach and providing an all-round education for each and every Woodlander that passes through its doors. Over the years, the school has gathered the reputation of excellence in sports creating a niche for itself in football and sepak takraw, the uniform groups as well as the performing arts.

In 1999, Woodlands Secondary School became a single-session school and in 2003, the school underwent PRIME upgrading and was designated as an Innovation Centre for the cluster.

In 2012, the school celebrated its 30th anniversary and achieved the Singapore Quality Class (SQC) award. It also welcomed the addition of the Indoor Sports Hall as well as the synthetic turf field to the school facilities. Woodlands Secondary School was accorded Applied Learning Programme in Real Food, Real Science, and Learning for Life Programme in Active Global Citizens Programme in 2015.

In 2016, the school was accorded the School Distinction Award and 4 Best Practice Awards in Student All-Round Development, Teaching & Learning, Student Well-Being & Development and Character & Citizenship Education.

The school crafted a new vision, mission and set of values that was launched in 2018. The new vision 'Every Woodlander a Gift to Society' speaks of its aspiration of being a hope building school, a school that enables success for all.

General Office & Normal School Hours

General Office hours: 7.00 am to 5.00 pm

Normal school hours for Secondary 1 Students:

Day	Timing
Monday, Thursday	7.30 am to 2.45 pm
Tuesday	7.30 am to 5.45 pm** **CCA will commence from 2.45 pm to 5.45 pm. Please note that some CCAs may require students to stay beyond 5.45 pm. This does not include the additional CCA sessions mandated by other CCAs.
Wednesday	8.30 am to 3.20 pm
Friday	7.30 am to 12.45 pm

Morning assembly commences at 7.30am sharp. Students are to report to school punctually. The reporting time on Wednesday is 8.30 am.

Students who arrive punctually can settle in for the school day. As such, it is **mandatory** for students to bring along an English language (EL) storybook that they can read after morning assembly.

*Please take note that there will be afternoon remediation for selected students in EL and Math on Mondays, Thursdays and Fridays.

Early Release/Absence from School

Should a student need to leave school during regular school hours, their parent, guardian, or relative may approach the General Office to submit an Early Release request, for authorisation by the school leaders. Students who have their early release approved must be accompanied by their parent, guardian, or relative before leaving the school premises.

If a student is unable to attend school because they are unwell, they must submit a medical certificate excusing them for their absence or a parent's letter explaining their absence. Please note that the School cannot accept more than 3 parent's letters **per term** for such absences.



School Dress Code

There are three main types of school attire:

1. Formal school attire (school shirt/blouse and school shorts/skirt)
2. Informal school attire (official school polo t-shirt and school shorts/skirt)
3. P.E. attire (P.E. t-shirt and P.E. shorts)

The school dress code is as follows:

Day	Attire
Monday	Strictly formal school attire. Do note that students are required to wear their school ties when they report to school.
Tuesday to Friday	Informal school attire (official school polo tee & skirt/shorts). Students who are not able to come in the informal school attire must come in formal school attire.

Please note that P.E. attire is worn exclusively for P.E. lessons.

Please also note that students are not allowed to leave school in P.E. shorts for reasons of modesty. Students in their P.E. attire must change into their school bottoms (skirt/shorts) when they leave school.

Co-Curricular Activities (CCA)

Sports & Games	Uniformed Groups	Performing Arts	Clubs & Societies
<ul style="list-style-type: none"> • Athletics • Badminton • Basketball • Football (Boys) • Football (Girls) • Netball • Sepak Takraw 	<ul style="list-style-type: none"> • Boys' Brigade (BB) • Girl Guides (GG) • National Cadet Corps (NCC) • National Civil Defence Cadet Corps (NCDCC) • National Police Cadet Corps (NPCC) 	<ul style="list-style-type: none"> • Choir • Concert Band • Chinese Dance • Malay Dance • English Language Drama & Debate Society (ELDDS) 	<ul style="list-style-type: none"> • Infocomm Club

Compulsory CCA Sessions: Tuesday, 2.45 pm to 5.45 pm.

Sec 1 CCA Orientation Events	Date	Timing
CCA Orientation Experience (Compulsory) Students will rotate by class between the different CCA presentations (schedule will be given at a later date)	10 & 17 Jan	3-5pm
Selection Trials- Sports and Performing Arts (optional) *advisable for those interested in sports to attend the trials For sports CCAs, only shortlisted students will be allocated the CCA	12 – 27 Jan (based on respective CCA schedule)	4 - 6pm
CCA Option Exercise (Students to select their CCA)	25 – 31 Jan	-
CCA Allocation Results	6 Feb, Mon	-
1 st CCA Session	7 Feb, Tues	2.45pm

Date (Day, Timing)	Programme Highlights	Attire
3 Jan (Tuesday, 7.30 am* to 3.40 pm)	Principal's Welcome Address	<ul style="list-style-type: none"> • Report in formal school attire (refer to page 9). • Bring your <u>PE attire</u> and <u>school tie</u> for the Amazing Race.
	Ice-Breakers and Team-Building led by our Peer Support Leaders (PSLs)	
	WDL's GR ² EAT Race	
4 Jan (Wednesday, 8.30 am* to 3.20 pm)	Transition & Motivation Workshop	<ul style="list-style-type: none"> • Polo T-shirt • Pants / Skirt
	Circle-Time with Form-Teachers	
5 Jan (Thursday, 7.30 am* to 2.45 pm)	Transition & Motivation Workshop	<ul style="list-style-type: none"> • Polo T-shirt • Pants / Skirt
	Circle-Time with Form-Teachers	
6 Jan (Friday, 7.30am to 6.30pm)	Station Games	<ul style="list-style-type: none"> • Polo T-shirt • Pants / Skirt • Bring your PE attire
	Prize Presentation (Lunch Break from 12.30pm to 2.30pm)	
	CCA Showcase (3pm – 5pm) Parents can join us from 4pm	
	Parents - Teacher Meeting (5pm – 6.45pm)	

*Please report to school by 7.30am on Tue 3rd Jan, Thu 5th Jan & Fri 6th Jan.

* Please report to school by 8.30 am on Wed 4th Jan.

First Day of School

Please report to the Indoor Sports Hall (ISH) by 7.30 am on the first day of school (3 Jan 2023) in the formal school attire. Do approach any of our friendly student ushers at the school foyer for directions to the classrooms.

Please note that Secondary 1 students are only required to bring the following items during orientation:

1. Writing materials*
2. Water bottle
3. EZ-link card
4. Personal thermometer
5. Pocket money (recess and lunch)
6. Personal medication (if necessary)
7. Forms to be submitted to FTs (Forms will be given to students on 4 Jan)
8. English Language storybook
9. School tie (only on 3 Jan)
10. P.E. attire

However, **starting from the 9th of January**, students should ensure that they bring all their required textbooks as well. Timetables will be supplied through Parents Gateway.

List of items to be brought to school daily:

Dark blue/black pen, green pen, highlighter, pencil, eraser, ruler, scientific calculator, mathematical set, foolscap paper, English Language storybook, student EZ-link card, water bottle, personal medication (where necessary).

*Please be aware that the school bans students from bringing scissors, laser pointers or any item that may cause harm to others to school. We thank all parents for helping to keep our students safe.

Purchase of Books & School Uniforms

Please visit the following link to obtain the soft-copy of the booklist:

<https://woodlandssec.moe.edu.sg/resources/booklist/>

Please ensure that you are purchasing the correct books, e.g. SBB, HMT, etc. Do approach the HOD of Mother Tongue (MT) Mr Phua Poh Boon, if you would like to enquire about Higher Mother Tongue (HMT). You are strongly advised not to purchase MT materials before this, if you are unsure.

Mode of Purchase

- **Home Delivery:** Purchase online at www.pacificbookstores.com.
- **Self-Collection:** Place orders online via the website. Collection can be done at the school on stipulated dates given on the website. You are strongly encouraged to pre-order to avoid long queues and enjoy shorter waiting time. Payment is required upon order via VISA/ MASTERCARD / Debit Cards/ PayLah!/Paynow.
- **Walk-in:** You may purchase from the school bookshop on the dates stated below. Please take note that there may be a long queue with longer waiting time to be expected. Payment Modes accepted: Cash, PayLah, Paynow, NTUC (Back to School) & CDAC Voucher. *Please note that the vendor has ceased cheque payments with effect from 1 Jan 2016.

Item (Venue)	Date (Day)	Opening Hours
Uniforms* (F1-02/03, Level 1 Classroom) & Books (D1-02, Level 1 Classroom)	27/12/22 (Tue)	9 am to 3 pm
	28/12/22 (Wed)	
	29/12/22 (Thu)	
	30/12/22 (Fri)	

Important Note for FAS Beneficiaries!

If you are benefiting from the FAS, please ensure that you proceed to the General Office before collecting your books and uniforms. You will be required to present your FAS approval letter to the General Office staff and will receive a collection letter to authorise the collection of your books and uniform.

MOE Financial Assistance Scheme (For Singaporeans ONLY)

Income Criteria	
Gross Monthly Household Income	≤\$3,000 or below
Per Capita Income (total household income divided by no. of household members)	≤\$750 or below
Benefits	
School Fees	100% Subsidy
Standard Miscellaneous Fees	100% Subsidy
Textbooks	Free textbooks
School attire	Free school attire
Transport Subsidy	\$17 per month or up to \$204 per annum (If the FAS application approval is not from January, the transport subsidy will be pro-rated from the month after your application is approved to December of the same year)
Meal Allowances	\$3.50 per meal for 10 meals per school week

Please proceed to the school General Office (Level 1) if you wish to apply for the FAS. Application for Financial Assistance is year round but you are advised to do so as soon as possible to receive the full benefits. Application forms may be collected from the General Office.

Key Contact Information

Address: 11 Marsiling Road Singapore 739 111

Tel: 6849 4400

Fax: 6269 1774

School website: <https://woodlandssec.moe.edu.sg>

Email: wdl_ss@moe.edu.sg

Transport & Directions

Morning traffic can get congested, so students can take advantage of alternative routes to avoid heavy traffic.

Buses that stop at bus stops near the front gate:

Bus Stop Location	Bus Service
Woodlands Bus Interchange (Berth 6)	913, 913M, 913T
Marsiling MRT (entrance)	913, 913T

Students may also enter and exit the school through the school's electronic backgate (beside the school canteen). Note that students who intend to use the backgate should do so before 7.30 am as the backgate is locked from 7.30 am to the end of the school day. Also, students may only use the backgate after their thumbprints have been registered in the school system. The backgate is locked on weekends.

Parents' Gateway

Since 1st July 2019, the school has gone paperless in the dissemination of information, examination timetables, travel declarations and consent forms.

Parents/guardians are strongly encouraged to download and use the Parents Gateway mobile app to stay connected with the school. They can also update their contact details through the mobile app. A SingPass ID is required to use Parents Gateway.

User Guides

Please refer to the Parents Gateway document in the Registration Day Package for more information on how to set up your Parents Gateway mobile app and receive updates.

Alternatively, you may visit <https://pg.moe.edu.sg/#home> for more information.

Summary: 'Primary Going on Secondary. How Parents Can Help in the Transition.'

1. Let your child take the lead with their learning.

- ✓ Pushing your child to learn is tiring and not very effective.
- ✓ Make your child want to be the “boss” of their own learning.
- ✓ Set goals together with your child, and ask your child how they can achieve these goals.
- ✓ Get your child to set a plan from the start and to commit to it. The best students have a plan and stick to it. (Super important!)

2. Show your child how to plan their time well.

- ✓ Ensure that your child knows how to balance their responsibilities and their needs.
- ✓ Make sure your child knows how much time they should be spending on their homework and how much time they can spend on recreational activities.
- ✓ Help your child understand that you cannot get back the time you waste.

3. Ensure your child sleeps well, eats healthily and is active.

- ✓ Remember that a child who is sick cannot go to school, and a child who is unhappy will not be able to focus in school.
- ✓ Ensure your child feels healthy physically and good emotionally so that they can focus on school.
- ✓ Ensure that your child gets sufficient rest.
- ✓ Ensure that your child has their breakfast before starting their day in school.
- ✓ Ensure that your child leads an active lifestyle.

4. Be ready to listen to your child when they have something to say.

- ✓ Be alert to the signs that your child has something to say.
- ✓ Listen without judgement and discuss with them the ways you can help them.
- ✓ Let them know that you are willing to listen to them, and if you are busy, set a date and time to listen to them that you must keep.

5. Set reasonable boundaries for your child to respect.

- ✓ Make sure your child knows what is okay and what isn't okay for them to do.
- ✓ Let your child know, for example, how long and where they can use their mobile phones, what time they should be back home, and to know that they must ask for permission before going out with their friends.
- ✓ Allow some discussion with your child on what would be fair and help them to understand that the rules are there for their safety and well-being.
- ✓ Make sure your child understands that actions have consequences, and set out clear penalties for breaking agreed-upon rules.

Adapted from "Primary School Going on Secondary: How Parents Can Help in the Transition".

(<https://www.schoolbag.sg/story/primary-going-on-secondary-how-parents-can-help-in-the-transition.>)

Notes

Notes



**We look forward to
seeing you in school!**