



CHIJ KATONG CONVENT

346 Marine Terrace, Singapore 449150

KC/G/01/2023

6 January 2023

Dear Parents/ Guardians

Happy New Year to you and your loved ones! We started the first week of school with programmes and activities for the girls to know the school, their teachers, and friends better, and we hope this eases their transition into the new school year. We are excited to share our theme for 2023 – Love One Another (John 13:34), through which the girls can grow to be better persons: caring for one another and developing a sense of service to the school and the community. Anchored by the KC PIER values of **P**erseverance, **I**ntegrity, **E**xcellence, and **R**espect, we also hope to see the girls grow in their love for learning and putting in their best effort in all that they do.

In this letter, we will be sharing information and updates on school matters, as well as upcoming events in Term 1.

1. Staff Updates

We wish to express our heartfelt appreciation to the following staff who have left KC and wish them all the best in their endeavors:

- Mrs Hilda Thong
- Ms Priscilla Humphries
- Mr Alex Lim
- Ms Lim Shi Ying
- Mrs Chan Liying
- Mr Winston Chiang
- Mr Brian Lee
- Mr Tan Tze Wei
- Ms Debra Scully
- Ms Petrina Seow
- Ms Mardiah Jamaludin
- Ms Goh Cheng Gek
- Ms Rashida Bee Abdul Hameed

We extend a warm welcome to the following permanent staff:

- Ms Ang Yen Ling, HOD CCE
- Mr Loh Jing Hui, Year Head
- Ms Heather Teo, SH Art
- Mr Prabhu Gobi Nathan, Biology Teacher
- Ms Pamela K Samales, Math Teacher
- Ms Aqilah Sha'aban, School Counsellor
- Ms Vanessa Cheang, Receptionist
- Mdm Fouzia Khatoun Yamin Khan, Technical Support Officer

2. Communications between School and Parents/ Guardians

We want our girls to be more independent and responsible, hence information and instructions on school programmes will be communicated directly to the girls. If they are unsure about anything, we encourage them to take the initiative to find out from their teachers and friends. For information that pertains to parents/ guardians, we use the following channels to keep in touch with you:

a. Parents Gateway

Parents Gateway (PG) is the main channel for dissemination of information as well as for you to give consent for your daughter(s)/ ward(s)' participation in selected school programmes.

b. Parents page on school website

You may also access the Parents page on the school website (under The KC Village tab) for information such as class timetable and assessment matters, which would also have been shared through PG.

URL: <https://www.chijkatongconvent.moe.edu.sg/the-kc-village/parents>

c. E-Student Journal

You may refer to the e-student journal on the school website (under The KC Experience tab) for important information such as school rules, school programmes, and assessment and promotion criteria. Do go through the information with your daughter(s)/ ward(s) and approach the school should you have queries.

URL: <https://www.chijkatongconvent.moe.edu.sg/the-kc-experience/student-journal-2023>

d. Communication with Staff

Parents/ Guardians who need to communicate with school personnel may email, call or meet with them. The communication protocols are outlined to respect teachers' rights to rest and private time. I seek your support in caring for our staff as they do their best to teach and care for the girls.

Mode of Engagement	Protocol	Remarks
Email	3 working days for replies	<ul style="list-style-type: none"> Email of teachers will be shared by T1W3. For urgent matters, please call the General Office.
Phone calls	During office hours: 7.30am to 5.45pm	
Meetings (Face to Face or Virtual)	By appointments	

e. Connect with us

Do follow us on social media (under The KC Village tab) to be plugged in on exciting updates!

Facebook: <https://www.facebook.com/CHIJKatongConventSG>

Instagram: <https://www.instagram.com/chijkatongconvent>

3. Administrative Matters

a. Personal Data Protection Act (PDPA)

The school documents events and programmes with photographs and videos, which could be published on the school's official media platforms and publications (both online and hard copy). If you have any concerns about the use of photographs and videos of your child/ ward, please email us at chijktcs@moe.edu.sg

4. Safety & Security Matters

a. Personal Social Responsibility

To ensure that the school remains a safe place for teaching and learning, students who are unwell are reminded to seek medical attention and stay away from school. Students are also reminded to follow MOH protocols if they are close contacts of persons infected with Covid-19.

b. Road Safety

Drop Off

You may drive into the school to drop off your daughter/ ward between 6.45am and 7.15am. After 7.15am, please allow your daughter/ ward to alight from the vehicle safely and promptly outside the school. For inclement weather, you may drive into the school to drop off your daughter/ ward. Together with LTA and SPF, we discourage drivers from making a right turn when exiting the school onto Marine Terrace between 6.45am and 7.15am.

Pick-up

For dismissal pick-up within the school, you may drive into the school only after 3.00pm. Waiting or parking in school is not allowed. Vehicular flow and the pick-up/drop-off point are indicated in the map in Annex A.

Student Pedestrians Safety

We seek your help to remind your daughter/ ward to use the pedestrian crossings at Marine Terrace. There is a zebra crossing in front of Ngee Ann Primary School and another zebra crossing near the junction of Marine Parade Road and Marine Terrace, both of which are slightly more than 50m away from the school gate.

c. Visiting the School

The school puts in place the following guidelines for visitors to ensure the safety of students and staff:

Visitor Appointments

Please make a prior appointment with the school personnel you plan to meet and register at the security counter upon arrival. If you are driving, our security officers will advise you if there are available parking lots in the school. Otherwise, we seek your understanding to park at the public carpark opposite the school.

Parents'/ Guardians' Access Areas

Parents'/ Guardians are requested to keep to the lower foyer and the bookshop (refer to Annex A for the locations). During term time, you may visit the bookshop between 2.00pm and 3.30pm. There shall be no access to other areas of the school unless arrangements have been made for you to do so.

5. KC Parent-Teacher Support Group

The KC Parent-Teacher Support Group (PTSG) comprises a teacher representative and parents who are passionate about being involved in their daughters' school experiences and supportive of school efforts in nurturing the KC girl. More information will be shared with Sec 1 parents/ guardians during the Sec 1 Parent Engagement Session on 25 Jan 2023.

6. Key School Events in Term 1

CCAs take place on Wednesdays (3.00pm - 5.30pm) and Fridays (3.00pm to 6.00pm). The respective CCA teachers will inform you if there are special arrangements.

Independent Learning Days (ILD) take place fortnightly for all levels. Students do not report to school on ILD but engage in learning tasks set by teachers. ILD also provides a platform for Student-Initiated Learning (SIL) where students explore topics of interests individually or in groups.

Date	Event	People involved
4 Jan	Beginning of Year Mass	All students
6 Jan	CCA Fair	Sec 1 students & CCA Leaders
	Sec 1 & 3 Level Camp Briefing for Parents (online)	Sec 1 & 3 parents
11 Jan	School-wide Temperature Taking Exercise <ul style="list-style-type: none"> • Sec 1 students will be issued a personal thermometer. • Sec 2 to 5 students are to bring their personal thermometers for the exercise. 	All students
11, 13, 18, 25 Jan	Sec 1 CCA Trials & Auditions	Sec 1 students
16 Jan	ILD #1	All students
20 Jan	Chinese New Year Celebration (School Dismissal at 12 pm)	All students
25 Jan	Sec 1 Parent Engagement Session (online)	Sec 1 parents
28 Jan	N & O-Level Art Coursework Briefing for Parents (online)	Parents whose daughters are offering N & O-Level Art
31 Jan	ILD #2	All students
1, 2, 3 Feb	Sec 1 & 3 Camp (Residential)	Sec 1 & 3 students
	Sec 2, 4 & 5 Camp (Non-residential)	Sec 2, 4 & 5 students
9 Feb	Sec 3 Parent Engagement Session (online)	Sec 3 Parents
22 Feb	ILD #3	All students
9 Mar	Honours Day	All students
	Issuance of Result Slips	All students
10 Mar	ILD #4	All students
	Meet-the-Parents Session	Parents/ Guardians of all levels
20 Mar (1 st day of Term 2)	Sports Day	All students

correct as of 6 Jan 2023

Please call the General Office at 6448 6433 or email chijktcs@moe.edu.sg should you have any queries.

I look forward to our partnership in 2023.

Yours sincerely



Mrs Tan Mei Chuen
Principal

VISITOR MOVEMENT - GUIDE TO LOCATIONS

