

**JUYING SECONDARY SCHOOL**

# **Student Handbook 2022**



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# SCHOOL PHILOSOPHY

“Oysters are known for their ability to draw sediments, nutrients and algae in and over their gills to create shiny, beautiful pearls. Likewise, we wish for Juying to be our students’ oyster. We are a nurturing family for students of all abilities and backgrounds as we believe that every student is unique and every student can learn. We aspire to enhance and amplify the individual talents of all students, and develop them to be life-long learners with strength of character, such that they may, like pearls, shine and illuminate any organisation they may enter in the future.”

## **O** pportunities for all

*(home for students of all abilities and backgrounds)*

## **Y** earning for lifelong learning

*(every student can learn)*

## **S** tudent-centred

*(every student is unique)*

## **T** alent development

*(enhance and amplify the individual talents of all students)*

## **E** mpowerment

*(the students, like pearls, shine & illuminate any organisation they may enter in future)*

## **R** ight values (R<sup>2</sup>IGHT) inculcation

*(develop them to be persons with strength of character)*

# SCHOOL VISION

*A gracious community of lifelong learners  
with strength of character*

# SCHOOL MISSION

*Inspiring Learning. Inculcating Values. Impacting Lives*

To prepare JYians to be future-ready and useful citizens by inculcating values and inspiring in them a passion for learning.

# SCHOOL CREST



## THE KEY

stands for the letter J and symbolises the key for success

## THE BOOK SPINE EDGE

stands for the letter Y and symbolises knowledge

## THE GEARS

stands for the letter S and symbolises technology and harmony

# SCHOOL MOTTO

*Together We Will Succeed*

# SCHOOL COLOURS

**YELLOW** symbolises brightness, hope and success

**BLUE** symbolises confidence, loyalty and stability

# The Singapore 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.

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.

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 five stars stand for the nation's ideals of democracy, peace, progress, justice and equality.



# National Coat of Arms



The National Coat of Arms or State Crest consists of a shield emblazoned with a white crescent moon and five white stars against a red background. Red is symbolic of universal brotherhood and equality of man, and white signifies pervading and everlasting purity and virtue. The five stars stand for the nation's ideals of democracy, peace, progress, justice and equality. Supporting the shield are a lion on the left and a tiger on the right. Below the shield is a banner inscribed with the Republic's motto, *Majulah Singapura*. The lion represents Singapore itself and the tiger, the island's historical links with Malaysia.

## National Pledge

### 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.

## National Anthem

The National Anthem, together with the National Flag and the State Crest, reflects Singapore's identity as a nation. The anthem echoes the enduring hope and spirit of Singaporeans to make progress. It rallies us together to succeed. The National Anthem was written in the wake of nationalism during 1956-57. Its composer, the late Encik Zubir Said, had written it on the basis of two words, "*Majulah Singapura*", which means "Onward Singapore". It was launched on 3 December 1959 together with the National Flag. Upon Singapore's independence in 1965, "*Majulah Singapura*" was adopted as the republic's national anthem.

# Our National Anthem

***Majulah Singapura  
Onward Singapore***

*Mari kita rakyat Singapura*

*Come, fellow Singaporeans*

*Sama-sama menuju bahagia*

*Let us progress towards happiness together*

*Cita-cita kita yang mulia*

*May our noble aspiration bring*

***Berjaya Singapura***

*Singapore success*

*Marilah kita bersatu*

*Come, let us unite*

*Dengan semangat yang baru*

*In a new spirit*

*Semua kita berseru*

*Let our voices soar as one*

***Majulah Singapura***

*Onward Singapore*

***Majulah Singapura***



# School History

Juying Secondary School was founded in December 1994 with the appointment of Mrs Lee Yin Ling as its pioneer principal. With an initial Secondary One cohort on 12 June 1995, the students and teachers moved into the present premises, then a partially retrofitted building, formerly occupied by Jurong Institute.

During the first few years, our emphasis was on setting up working systems that were effective and clear to the staff. At the same time, teachers strived to build up instructional programmes that catered to the students' abilities and to add value to their academic achievements. This was strongly supported by strict discipline and a responsive care programme. The school was officially opened by Mr Peter Chen, Senior Minister of State for Education and MP for Hong Kah GRC, on 18 July 1997.

In June 1999, a building extension project gave the school additional structures of a new classroom block and an IT block of two computer laboratories and three IT resource rooms. This made it possible for the school to go single session. Juying Secondary School also went through Repairs and Repainting Programme in June 2000 and November 2004.

The school underwent the Programme for Rebuilding and Improving Existing schools (PRIME) project from December 2009 to July 2012. Among its upgraded and modern facilities are the spectacular Dance Studio with floor to ceiling glass windows, an Indoor Sports Hall, a synthetic Soccer Field and an amphitheatre.

## *Juying Secondary Virtual Tour*





# School History

In 2015, the school celebrated its 20th Anniversary and in conjunction with the celebration of SG50, ex-staff from the pioneer generation were also invited to the special event.

Ms Grace Ng served as the second principal of Juying Secondary School (1999 - 2004), followed by Mr Abdul Harris (2005 - 2012), Mr Seet Tiat Hee (Dec 2012 - Dec 2017) and Mdm Soh Beng Mui (from Dec 2017).

Juying Secondary School is now into its 27<sup>th</sup> year and is proud to make a difference in our students' educational experience through a holistic and enriching curriculum that strives to bring out the best in every JYian.

## Juying Secondary 25th Anniversary Video *"Many Stories, One Juying"*



# School Song

*As children of the Juying family  
Joyous and youthful  
We are zealous to learn  
Determined to succeed  
We forge forward with an iron will  
To establish ourselves and to support others*

*Heroes of virtue and of strength  
We meet and we uphold the  
Motto of our school  
Together We Will Succeed*

*As members of our Nation, Singapore  
Honest and faithful  
We are eager to serve and ready to give  
We team up as a group of heroes  
To strengthen ourselves and to support others*

*Heroes of virtue and of strength  
We meet and we uphold the  
Motto of our school  
Together We Will Succeed*

*Together We Will Succeed*



# School Values

## RESPECT

*Being courteous and sensitive to the feelings of others*

## RESPONSIBILITY

*Being accountable for my actions*

## INTEGRITY

*Being honest and truthful*

## GRATITUDE

*Being grateful for what I have*

## HUMILITY

*Being kind and being modest*

## TENACITY

*Having the grit and determination to succeed*



# School Rules

## Introduction

The Student Development Team looks into the emotional, moral, social and cognitive development of the child, while the Student Management Committee looks at all matters pertaining to student management in school. Together, the team determines the standard of conduct for the school and manages the consequences for misbehaviour. The school rules below set the standards and boundaries of acceptable behaviour with clear and logical rationales. This is to ensure a safe and conducive teaching and learning environment for all JYians who understand and believe in upholding the school values and rules.

## Attire

The school uniform fosters a sense of identity amongst all JYians and is one of the strongest representations of the school. As a member of the Juying family, it is important that all JYians respect the school uniform and wear it smartly with pride at all times, within and outside the school premises. It is also important for JYians to understand and recognise that for every lesson or occasion, there is an appropriate attire and dress code to follow.

- 1.1 Students are to wear the prescribed school uniform and modification to the uniform is not allowed.
- 1.2 The school uniform consists of the champagne coloured top, dark blue bottoms, white socks, black shoes (fastened by laces or Velcro tapes).
- 1.3 Students are to report to school every Monday to Thursday in the school uniform. Students are allowed to report to school in the half uniform consisting of PE T-shirt, JYian Cohort Polo T-shirt or CCA T-shirt with dark blue bottoms every Friday.
- 1.4 Students are to wear the PE attire during PE lessons. The PE attire consists of the school PE T-shirt, school PE shorts, white socks and black shoes. Students can remain in their PE T-shirt with dark blue bottoms after PE lessons.
- 1.5 Students are only allowed to wear slippers or sandals with written authorisation on medical grounds from the doctor.
- 1.6 Students are only allowed to wear religious ornaments with proper authorisation from the school. However, the religious ornaments should not be exposed at all times when worn.

## Acceptable Attire

### School Uniform

1. The School Polo Tee is to be tucked in neatly at all times.
2. White socks with black shoes (fastened by laces or Velcro tapes) are to be worn.
3. For boys, the school pants are not to be tapered.
4. For girls, the hem of the school skirts are to be at kneecap level.



Upper Secondary Boys



Lower Secondary Boys



Upper and Lower  
Secondary Girls

### PE Attire for Year 2022

- Secondary 1: Green (Atlas)
- Secondary 2: Red (Everest)
- Secondary 3: Yellow (Rockies)
- Secondary 4/5: Blue (Andes)



Upper and Lower  
Secondary Boys



Upper and Lower  
Secondary Girls



## Grooming

Every JYian is responsible for his or her own grooming and outlook. Creating a good first impression is critical and it is therefore paramount that JYians present themselves well at all times and consciously maintain good grooming as a form of respect for themselves and others.

- 2.1 Male students are to keep their hair short and neat. It must be short at the front and above the eyebrows, short by the sides and above the ears, and sloped at the back and above the collar.
- 2.2 Male students' hair must not be in any flamboyant styles. These include Mohawk style and undercut or curtained style, where the sides are extremely short and the fringe or the top is much longer.
- 2.3 Male students must be clean-shaven and neat in appearance.
- 2.4 Female students are to keep their hair neat and tidy. The fringe must be above the eyebrows, and if the hair at the back is longer than the collar, it must be tied up neatly or plaited. Only black hairpins, rubber bands and simple hair bands are allowed.
- 2.5 Fancy hair styling, dyeing, highlighting, bleaching, tinting and hair extensions are not allowed.
- 2.6 Students can wear simple, prescribed spectacles or non-coloured contact lenses. Coloured or pupil-enlarging contact lenses are not allowed.
- 2.7 Fingernails must be kept short and clean. No coloured or polished fingernails is allowed.
- 2.8 All forms of jewellery are not allowed, except for a pair of simple black, silver or gold ear-studs (diameter of 5mm or less) for female students. Fanciful designs and ear sticks are not allowed. All other forms of body piercing are not allowed.
- 2.9 Tattoos and any other forms of body paintings, permanent or temporary, are strictly not allowed on any part of the body.

## Acceptable Hairstyle



Hair is to be short and neat without touching the collar, ears and eyebrows.



Hair is to be neat and tidy. Fringe is to be above the eyebrows. If the hair at the back is longer than the collar, it must be neatly tied up or plaited. Only black hairpins, rubber bands and simple hair bands are allowed.

## **Attendance & Punctuality**

Every JYian is responsible for his or her own learning and development and must, therefore, take ownership. All JYians should attend school every day and punctually unless due to valid medical or personal reasons. The Morning Assembly, which includes the flag-raising ceremony and the English Reading Programme (ERP), is considered the first period of the day and helps the students get ready mentally and physically for a good day of learning ahead.

- 3.1 Students are to assemble at the assembly place - MPH / Parade Square / Classrooms, and be ready for the flag-raising ceremony by 7.30 a.m. every morning.
- 3.2 A melody will be played at 7.30 a.m., for the singing of the National Anthem and reciting of the Pledge. Should students fail to arrive at the Foyer by the end of the melody, they are considered as late for school.
- 3.3 Students are to stand at attention throughout the flag-raising ceremony. Students who are Singapore citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist over the heart.
- 3.4 Students are to ensure that they have proper reading materials every morning for the ERP and should start reading the moment they are at the assembly ground.
- 3.5 Absence from school must be supported by a valid medical certificate or other valid documents. The certificate or documents is/are to be submitted within the next two school days to the Form Teacher upon return to school, failing which the absence will be considered as truancy and relevant consequences will be meted out.
- 3.6 Late-comers are to report to the General Office for necessary documentation before proceeding to class.
- 3.7 Students are to attend all lessons punctually and be in the designated classroom at all times during curriculum time.
- 3.8 Students who need to leave school early with valid reasons are to obtain approval from the School Leaders at the General Office. Proper documentation are to be duly completed. The school reserves the right to demand proof of valid reasons from the student.

## **Behaviour Within The School Premises**

The school is a common space for all JYians to learn and play together. JYians must learn to share the school facilities and be responsible when utilising them. Cleanliness is everybody's business - all JYians must help keep the school clean. Everyone has a part to play in ensuring a conducive and safe environment for all to enjoy and grow as one Juying family.

- 4.1 Movement from classroom to classroom must be done quietly and in an orderly manner.
- 4.2 Students are to switch off all lights, fans and electrical equipment when vacating the classroom.
- 4.3 Rooms and corridors are to be kept neat and tidy at all times.
- 4.4 Eating and drinking (except plain water) outside the School Canteen are not allowed except during the allocated snack break.
- 4.5 Students may make purchases from the canteen or bookshop vendors only during recess and outside curriculum time.
- 4.6 Students are to queue orderly when buying food or drinks.
- 4.7 Students are to return all cutlery, plates and cups to the collection point after consumption of food. Tables should be cleared of leftovers and any other rubbish.
- 4.8 All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which can be used or intended to be used to cause harm to others.
- 4.9 Students must show proper care and regard for school property and the property of others, and keep the school premises clean.
- 4.10 Smoking and chewing gum are not allowed in the school premises.
- 4.11 Students who deface or damage school property will be charged for any repairs or replacement costs in addition to the consequences stipulated in the offence management guide.
- 4.12 The school reserves the right to ask the student to leave the school premises for inappropriate behaviour.

## **Behaviour Outside The School Premises**

As part of a gracious community, JYians should be considerate and respectful to others in public. JYians should also be responsible in upholding the image and reputation of the school.

- 5.1 Students should not loiter or gather in public areas before or after school hours. Public areas include HDB void decks and shopping malls.
- 5.2 Students must not display any inappropriate behaviour that may tarnish the image of the school, such as creating a scene or misbehaving in public.



## Use of Handphones

The school strongly discourages all JYians from bringing their handphones to school as it is a source of distraction and not an absolute necessity. Handphones are expensive items, for which not all students can afford the monthly subscription, and are subjected to theft and envy. Besides, handphones can be subjected to abuse if not used appropriately.

Students can be contacted via the school office phone or they can use the school office phone to contact their parents in times of emergency. However, the school recognises that some parents may want their child to bring his/her handphone to school for some good reasons. Hence, the school is prepared to allow students to bring their handphones to school subject to the following rules:

- 6.1 Handphones are to be treated as valuable items (like wallets) which are to be kept by the students at all times.
- 6.2 Handphones are to be switched off or put on silent mode during lessons/CCA.
- 6.3 Use of handphones is allowed in the School Canteen only. Students should use their handphones responsibly.
- 6.4 All students should be respectful and mindful of the common space in the School Canteen and turn off the volume of their handphones so as not to disturb others around them.
- 6.5 Students should highlight to teachers if they observe that there are students spending too much time on their handphones and may have addiction issues. They should also highlight to teachers if there are students visiting undesirable websites.
- 6.6 Handphones can be used during lessons upon the teacher's permission and instructions.
- 6.7 Handphones are not to be in the students' possession during tests and examinations. If not, they will be deemed as cheating during tests and examinations.

Parents/guardians who wish for their child/ward to bring a handphone to school may wish to purchase only a simple 'entry model' phone. They are strongly discouraged from purchasing phones with the latest features. This will minimise replacement cost in case of loss or damage.

Students caught violating the above rules would have their handphones confiscated for the day until 5.30 p.m. A parents' conference will be arranged for repeat offenders. In addition, the student needs to sign a Letter of Undertaking to commit to responsible use of handphones in school.



## Offences in School

MINOR OFFENCES	DISCIPLINARY ACTIONS
Littering	Corrective Work Close Monitoring Counselling Daily Reporting Detention Home involvement Warning
Improper attire and grooming	
Late-coming	
Not doing assignments	
Skipping classes	
Using vulgar language	

MAJOR OFFENCES	DISCIPLINARY ACTIONS
1. ATTENDANCE	Behavioural Contract Caning (1 to 3 strokes) Compensation Corrective Work Counselling Close Monitoring Detention Expulsion Home involvement Police assistance Public apology Referral/ Agencies Suspension Transfer out Warning
2. MISCONDUCT	
3. THEFT/ DAMAGE OF PROPERTY	
4. OTHER SERIOUS OFFENCES	

### NOTE:

1. Schools have the autonomy to decide if suspension should be in-school or out of school.
2. For major offences of greater severity, male students may be caned while female students may be required to do corrective work or be suspended.
3. The school reserves the right to mete out appropriate consequences if a student is behaving in any way which is detrimental to the moral tone of the school.

# School Curriculum

## Lower Secondary

<b>EXPRESS (G3 LEVEL)</b>	<b>NORMAL ACAD (G2 LEVEL)</b>	<b>NORMAL TECH (G1 LEVEL)</b>
<b>Exminable Subjects</b>	<b>Exminable Subjects</b>	<b>Exminable Subjects</b>
English Language	English Language	English Language
Mother Tongue Language	Mother Tongue Language	Mother Tongue Language
Mathematics	Mathematics	Mathematics
Science	Science	Science
Geography	Geography	Computer Applications
History	History	Design & Technology
Literature	Literature	Food & Consumer Education
Design & Technology	Design & Technology	
Food & Consumer Education	Food & Consumer Education	
Art	Art	
<b>Non-Exminable Subjects</b>	<b>Non-Exminable Subjects</b>	<b>Non-Exminable Subjects</b>
Character & Citizenship Education	Character & Citizenship Education	Character & Citizenship Education
Physical Education	Physical Education	Physical Education
Music	Music	Music
Passion Programme	Passion Programme	Social Studies
		Art
		Passion Programme

# School Curriculum

## Upper Secondary

<b>EXPRESS</b>	<b>NORMAL ACAD</b>	<b>NORMAL TECH</b>
<b>Exminable Subjects</b>	<b>Exminable Subjects</b>	<b>Exminable Subjects</b>
English Language	English Language	English Language
Mother Tongue Language	Mother Tongue Language	Mother Tongue Language
Mathematics	Mathematics	Mathematics
Combined Humanities (Social Studies & Geography) or (Social Studies & History) or (Social Studies & Literature)	Combined Humanities (Social Studies & Geography) or (Social Studies & History)	Computer Applications
Pure/ Combined Science (Chemistry & Physics) or (Chemistry & Biology)	Combined Science (Chemistry & Physics) or (Chemistry & Biology)	Science
<b>Elective Examinable Subjects</b>	<b>Elective Examinable Subjects</b>	<b>Elective Examinable Subjects</b>
Approved Foreign Language	Approved Foreign Language	Elements of Business Studies
Art	Art	Mobile Robotics
Principles of Accounts	Principles of Accounts	
Design & Technology	Design & Technology	
Food & Nutrition	Food & Nutrition	
Additional Mathematics	Additional Mathematics	
<b>Non-Exminable Subjects</b>	<b>Non-Exminable Subjects</b>	<b>Non-Exminable Subjects</b>
Character & Citizenship Education	Character & Citizenship Education	Character & Citizenship Education
Physical Education	Physical Education	Physical Education
Passion - VIA Programme	Passion - VIA Programme	Social Studies
		Passion - VIA Programme

# Information Technology

All JYians should own a personal learning device (PLD) which will be used to facilitate an environment that encourages personalised learning.

The use of the personal learning device for teaching and learning aims to:

- Support the Development of Digital Literacies
- Support self-directed and collaborative learning
- Enhance Teaching and Learning

The school has the following facilities for teaching and learning:

- Computer Lab 1: 41 Laptops
- Computer Lab 2: 43 Laptops
- Computer Lab 3: 43 Laptops and 1 Laser Monochrome printer
- Computer Lab 4: 41 Laptops and 1 Laser Monochrome printer
- IT Resource Rooms 1 & 2: 15 Laptops
- IT Resource Room 3: 10 Apple iMac Computers and 80 iPads
- Design & Tech Idea Room 1: 15 Laptops

All computer labs and IT rooms are equipped with the latest software and high-speed internet connection to ensure the best educational experience possible.

## Rules for Computer Labs

1. JYians are not allowed to enter or work in the lab/room unless a teacher is present.
2. All bags are to be placed at the front of the lab.
3. JYians should report any vandalism discovered at the start of the lesson immediately to the teacher.
4. Unless told otherwise, students should login using their own windows account and they are not to share their password with anyone.
5. JYians are not allowed to surf the internet, play games, install programmes or do any printing unless instructed or given permission by the teacher.
6. JYians are not to bring or consume food in the lab/room.
7. JYians are to take care of the lab/room by doing the following:
  - Keep the workstation neat and tidy at all times
  - Scan external media (Memory Cards, Thumbdrives, etc) for viruses before using
  - Do not move any equipment from its original position
  - Turn off the main power at the end of the lesson
  - Computer keyboard, mouse and chair are to be pushed in and kept neatly before leaving the lab/room.

# Assessments

## Marks Computation

LEVEL	TERM 1	TERM 2	TERM 3	TERM 4	TOTAL
Sec 1	10%	15%	15%	60%	100%
Sec 2	10%	15%	15%	60%	100%
Sec 3	10%	15%	15%	60%	100%
Sec 4/5	N.A.	100%	N.A.	100%	N.A.

## Sec 1 - 4 Express / Sec 5 Normal Academic Stream

LEVEL	MARKS (%)	DESCRIPTORS
A1 A2	≥ 75 70 - 74	Demonstrates <b>very good understanding</b> of the subject
B3 B4	65 - 69 60 - 64	Demonstrates <b>good understanding</b> of the subject
C5 C6	55 - 59 50 - 54	Demonstrates <b>adequate understanding</b> of the subject
D7 E8	45 - 49 40 - 44	Demonstrates <b>elementary understanding</b> of the subject
F9	≤ 39	Has not met minimum requirements for the subject

## Sec 1 - 4 Normal Academic / Normal Technical Stream

GRADES		MARKS (%)	DESCRIPTORS
NA	NT		
1	A	≥ 75	Demonstrates <b>very good understanding</b> of the subject
2	B	70 - 74	
3	C	65 - 69	Demonstrates <b>good understanding</b> of the subject
4		60 - 64	
5	D	50 - 59	Demonstrates <b>adequate understanding</b> of the subject
U (ungraded)		≤ 49	Has not met minimum requirements for the subject



# Preparation for Examinations

## Important Study Principles

- Take good notes - jot down key ideas and phrases.
- Allocate study time regularly for each subject. Do not do last-minute work.
- Do all assignments given to you. This is a good practice for examinations and good reinforcement of lessons that are taught.
- Ask for help if you face difficulties. Consult your teachers and friends. Do not leave any doubts or question on lessons unanswered. Lessons are conducted in progressive steps. If you do not understand an earlier concept, you will most likely not be able to cope with the next chapter. Ask questions when in doubt before it is too late.
- Form study groups. Discuss your lessons and help one another. However, do not turn this session into a chit-chat session.
- Exercise regularly, have sufficient sleep, eat wisely and put aside time for relaxation. A healthy mind and body help you to concentrate better and study more effectively.
- Do not study continuously without a break. For every one hour of study, give yourself fifteen minutes of rest. In this way, your mind will stay fresh and you will study better.

## Effective Study Methods and Habits

Below are some points to help you study more effectively.

- **Place Habit**
  - Always have a fixed place to study so that your mind is conditioned to start work immediately. A study table with a comfortable chair is ideal.
  - Do not lie on the bed to study.
- **Time Habit**
  - You should choose wisely the most quiet and conducive hours to study.
  - If you have fixed your hours to study, all other activities should revolve around the study time and not replace it.
- **Personal Timetable**
  - You should develop a personal timetable. When planning one, bear in mind the need to balance work, recreation and rest.

# Preparation for Examinations

- **Making The Most Out Of Your Reading**
  - Study the title carefully.
  - Look out for words in italics or in bold print.
  - Circle or underline key words or facts.
  - Try to give your own title to each paragraph.
  - Pause to absorb and reflect on what you have read.
  - Try to formulate questions on what you have just read.
  - Read different books on the same topic.
  - Memorise key points (visualise, draw pictures, use mnemonics and mind maps to help you memorise).
  - Check glossary and index for references.
  - Scan through to see the 'Big Picture', followed by a more detailed reading for indepth study, i.e. use SQ3R method (Scan, Question, Read, Recall and Review)
  - Review occasionally with one or more friends.
  - Write your own notes/summaries on study cards (see below).
- **Study Cards**
  - Just reading is not enough. You will recall very little later on. It is important to make it visual and jot down points and notes as you read.
  - Write your points on Study Cards. This is useful when you revise for your examinations as you can carry them around with you during 'waiting time'.

# Preparation for Examinations

## Examinations Rules and Regulations

1. The desks and chairs in the classroom must be arranged in single columns and rows.
2. All students must report to the hall/classroom 25 minutes before the start of each paper. They are to leave their pencil cases open for teachers to check before being allowed to enter the hall or classroom.
3. Students are warned NOT to bring in unauthorised materials (eg. Notes, handphones, electronic devices etc.) into the examination venue.
4. No student is allowed to sit for any paper if he/she reports for the examination more than 30 minutes later than the start of the paper, unless permission is obtained from the Principal.
5. Writing paper will be provided. Students must bring all other materials such as pens, pencils, rulers, erasers, geometrical instruments, calculators, etc. Borrowing of materials is not allowed.
6. The use of correction fluid or correction tape is not allowed.
7. Students must write their name, register number and class clearly on the cover page as well as on every sheet of paper used. The question number must be clearly indicated on the left hand margin.
8. Students must read the instructions carefully before answering the questions.
9. Students must write answers on both sides of the writing paper.
10. When in the examination venue, students are NOT allowed to communicate with one another.
11. Students must spend the full duration of the time set for the papers. They will not be allowed to leave the hall / classroom until all papers are collected at the end of the paper.
12. Students must stop writing when the instruction to stop writing is given. All students must be seated and maintain silence whilst the invigilators collect the scripts.
13. Students may go home at the end of the last paper of the day.
14. Cheating is a serious offence. Any student caught cheating or conspiring to cheat will be severely dealt with by the school.

# Criteria for End-of-Year Promotion

Course & 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 English Language and a pass percentage in the average for all subjects	
Sec 1NA	Grade 5 or better in (a) English Language and 2 other subjects or (b) 4 subjects	Minimum of 70% in the overall percentage of all subjects combined. Deemed to be suitable and ready to manage a more academically demanding course by teachers.
Sec 1NT	Grade D or better in 2 subjects, one of which should be English Language or Mathematics	Minimum of 70% in the overall percentage of all subjects combined. Deemed to be suitable and ready to manage a more academically demanding course by teachers.
Sec 2E	Pass in English Language and a pass percentage in the average for all subjects	
Sec 2NA	Grade 5 or better in (a) English Language and 2 other subjects or (b) 4 subjects	Minimum of 70% in the overall percentage of all subjects combined. Deemed to be suitable and ready to manage a more academically demanding course by teachers.
Sec 2NT	Grade D or better in 2 subjects, one of which should be English Language or Mathematics	
Sec 3E	Grade 6 or better in English Language and 2 other subjects	
Sec 3NA	Grade 5 or better in (a) English Language and 2 other subjects or (b) 4 subjects	
Sec 3NT	Grade D or better in 2 subjects, one of which should be English Language or Mathematics	
Sec 4NA	Grade 5 or better in English Language AND aggregate of 19 points or less in English Language, Mathematics and best 3 subjects	

# Criteria for Entry to Tertiary Institution

The admission criteria for Junior Colleges, Centralised Institutes and Polytechnics are provided below.

## Junior Colleges

To qualify for entry to JC the Aggregate for L1R5 must be less than 20 points

L1	First Language	English / Higher Mother Tongue
R5	Relevant Subject 1	Humanities
	Relevant Subject 2	Mathematics / Science
	Relevant Subject 3	Humanities / Mathematics / Science
	Relevant Subject 4	Humanities / Mathematics / Science / Other GCE O-Level subjects excluding CCA & Religious Knowledge
	Relevant Subject 5	Humanities / Mathematics / Science / Other GCE O-Level subjects excluding CCA & Religious Knowledge

## Centralised Institute

To qualify for entry to CI the Aggregate for L1R4 must be less than 20 points

L1	First Language	English / Higher Mother Tongue
R4	Relevant Subject 1	Humanities
	Relevant Subject 2	Mathematics / Science
	Relevant Subject 3	Humanities / Mathematics / Science / Other GCE O-Level subjects excluding CCA & Religious Knowledge
	Relevant Subject 4	Humanities / Mathematics / Science / Other GCE O-Level subjects excluding CCA & Religious Knowledge

## Polytechnic

Course Group	Architectural Technology Course L1R2B2	Business Related Course L1R2B2	Science- Based Course L1R2B2	Technology Course L1R2B2
L1	English			
1st group of relevant subjects R2	Elementary Mathematics Additional Mathematics			
2nd group of relevant subjects R2	Art Biology Combined Science Design & Technology Physics	Combined Humanities Geography History English Literature Principles of Accounts	Food & Nutrition Biology Combined Science Chemistry Physics	Chemistry Combined Science Design & Technology Physics
B2	Best 2 other subjects excluding CCA			

Refer to the Joint Admissions Exercise booklet for more details regarding course requirements.



# Criteria for Entry to Tertiary Institution

## Early Admission Exercise (EAE)

All final year secondary school students in the Express and Normal Academic streams can apply through EAE.

### Eligibility criteria for Early Admission Exercise (EAE):

- The EAE is an aptitude-based admission exercise that allows students to apply and receive conditional offers for admission to the polytechnics based on their aptitudes and interests, prior to receiving their final grades. It gives the polytechnics greater flexibility to select and admit students based on criteria other than their academic grades, thus allowing a wider range of talents to be recognised.
- All final year students who have registered to sit for the GCE O-level Examination, may apply for EAE.

### Eligibility criteria for 'O' level holders:

- A net ELR2B2 aggregate score of 26 points or better for the GCE O-level Examination; and
- Minimum entry requirements (MER) for their respective polytechnic courses. The MER for each polytechnic course can be found on the polytechnics' websites.

# Criteria for Entry to Tertiary Institution

## Institute of Technical Education

Course Group	Applied & Health Sciences	Engineering	Electronics & Info-Com Technology	Business & Services	Design & Media	Hospitality
<b>Minimum Pre-requisites</b>	<p>3 GCE 'N' Passes: Grade A-D or Grade 1-5 in Mathematics or Science** and two other subjects</p> <p><b>OR</b></p> <p>2 GCE 'O' Grades: Grade 1-8 in any two subjects</p> <p><i>**In lieu of Science, Mobile Robotics and Smart Electrical Technology subjects can be used for admission to these courses.</i></p>	<p>3 GCE 'N' passes (Grade A-D or Grade 1-5) in Mathematics and two other subjects</p> <p><b>OR</b></p> <p>2 GCE 'O' Grades (Grade 1-8) in any two subjects</p>	<p>GCE 'N' Passes: Grade A-D or Grade 1-5 in Mathematics or Science* and 2 other subjects</p> <p><b>OR</b></p> <p>GCE 'O' Grades: Grade 1-8 in any 2 subjects</p> <p><i>*Mobile Robotics and Smart Electrical Technology subjects can be used in lieu of Science for admission to this Higher Nitec course.</i></p>	<p>3 GCE 'N' passes (Grade A-D or Grade 1-5) in English Language and two other subjects</p> <p><b>OR</b></p> <p>2 GCE 'O' Grades (Grade 1-8) in any two subjects</p>	<p>3 GCE 'N' Passes (Grade A-D or Grade 1-5) in Mathematics or Science and two other subjects</p> <p><b>OR</b></p> <p>2 GCE 'O' Grades (Grade 1-8) in any two subjects</p>	<p>3 GCE 'N' passes (Grade A-D or Grade 1-5) in English Language and two other subjects</p> <p><b>OR</b></p> <p>2 GCE 'O' Grades (Grade 1-8) in any two subjects</p>
<p><b>Direct Entry Scheme to Polytechnic Programme (DPP)</b></p> <p><b>(2-YEAR HIGHER NITEC)</b></p>	<p>A total of 19 points or less for English Language, Mathematics and 3 other subjects (ELMAB3) in the GCE 'N' (A) examinations.</p> <p>For the ELMAB3 aggregate score, you must get:</p> <ul style="list-style-type: none"> <li>• Grade 1-4 in English Language</li> <li>• Grade 1-4 in Mathematics</li> <li>• Grade 1-5 in the 3 other subjects</li> </ul>					

Refer to the Joint Admissions Exercise booklet for more details regarding course requirements.

# CCA Matters

CCAs are an integral part of our students' holistic education. Through CCA, students discover their interests and talents while developing values and competencies that will prepare them for a rapidly changing world. CCA also promotes friendships among students from diverse backgrounds as they learn, play and grow together. Participation in CCA fosters social integration and deepens students' sense of belonging, commitment and sense of responsibility to school, community and nation.

## CCA Policy of Juying Secondary School

- Disciplinary actions will be taken against students who absent themselves from CCA activities without valid reason.
- Students will need to submit a medical certificate or a letter of explanation from their parent to the CCA teacher should they be absent from their CCA activity.
- Requests for CCA transfer are only allowed in Term 4 (Weeks 5 and 6) and are subject to school's approval.

## LEAPS 2.0

LEAPS 2.0 is a framework to recognise secondary school students' holistic development. Students will be recognised based on levels of attainment in four domains.

<b>Participation</b>	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 progressive development of character, skills, knowledge and friendships, and will be accorded higher recognition.
<b>Service</b>	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.
<b>Leadership</b>	Recognition is accorded to students' who take charge of their 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.
<b>Achievement</b>	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.

# CCA Matters

At the end of the graduating year, students will receive their co-curricular attainment grades of Excellent, Good or Fair.

The level of attainment will be converted to bonus point(s) which can be used for admission to Junior Colleges/ Polytechnics/ Institutes of Technical Education (JC/Poly/ITE).

Co-Curricular Attainment	Details
<b>Excellent (2 bonus points)</b>	Student who attains a minimum Level 3 in all four domains with at least a Level 4 in one domain.
<b>Good (1 bonus point)</b>	Student who attains a minimum Level 1 in all four domains with any one of the following: i. at least Level 2 in three domains; ii. at least Level 2 in one domain and at least Level 3 in another domain; or iii. at least Level 4 in one domain.
<b>Fair</b>	Student's attainment in co-curricular activity will not translate into any bonus points.

# School Safety Framework

## **The School Safety Vision**

*A safe and secure school for all*

## **The School Safety Mission**

*To develop a safety culture conducive for teaching and learning*

## **School Safety Policy**

We, the staff and students, are committed to make Juying Secondary School a safe and secure place for teaching and learning.

We will always work with all stakeholders, parents, neighbourhood communities and government agencies to ensure the safety and security in our school.

We will identify and eliminate hazards in our school and minimise the risks in our activities. We will continually seek to improve the safety and security in our school.

## **Emergency Response - Lockdown / Evacuation**

1. When alerted of an intrusion incident in school that renders an emergency response, all staff and students must adhere to the **Run-Hide-Tell Principle** - to keep safe and for self-protection.
  - **Run:** The School Population at Incident Site is to run away to safe areas within the School premises, if escape is possible;
  - **Hide:** The School Population who is already in safe areas, will execute Lockdown procedure while those in the open areas are to move quietly and quickly into pre-identified safe rooms and also execute the Lockdown procedure once in these safe rooms;
  - **Tell:** Provide as much information of the Incident to the Police to expedite measures to manage the Incident.
2. **FIRE OUTBREAK:** A fire alarm will be sounded for 1- 2 minutes. Students should listen for announcements confirming details of the incident:
  - nature of incident (fire);
  - location of the fire (to know which areas to avoid); and
  - evacuation instructions.

Students should then move briskly but safely with their teachers to the Assembly Area for attendance-taking to ensure all are accounted for.



# School Safety Framework

## Laboratory Safety

1. Laboratory storerooms and preparation rooms are out of bounds to all students.
2. Long hair should be tied up neatly to avoid any interference with laboratory work.
3. Eating and drinking are prohibited in laboratories.
4. Students should seek clarification from the teacher if instructions for an experiment are not thoroughly understood. Students should not proceed with an experiment if in doubt.
5. Safety goggles must be worn whenever there is any risk of injury to the eyes.
6. Protective gloves and clothing must be worn when handling hazardous materials.
7. Hands must always be thoroughly washed before leaving the laboratory, regardless of whether gloves are worn.
8. Equipment used to handle or transfer hazardous materials must be inspected for leaks, cracks and other forms of damage before use.
9. Damaged equipment, breakages, accidents and spillage should be reported immediately to the teacher.
10. Unlabelled chemicals should not be used. Unlabelled containers should be reported to the teacher.
11. Chemicals or other materials must never be tasted unless specifically directed by the teacher.
12. Students should not take any apparatus or chemicals out of the laboratory without the permission of the teacher.
13. Unauthorised experiments are prohibited.
14. Pipetting should always be carried out using a pipette filler and never by mouth.
15. Sharp objects (such as needles, razors or pins) should not be discarded in waste-bins or trash bags.
16. Chemical and biological wastes must be disposed appropriately.

## Safety in Art Room

1. Always return art tools after use and clean up the work area.
2. Tools that are blunt, badly worn out, mushroomed or in poor condition must not be used.
3. Female students with long hair should tie it up neatly. Nails should be kept short and clean.
4. Do not enter the kiln room unless instructed to.
5. Do not operate the kiln unless instructed by teachers.
6. Never touch the outside of the kiln and the batik wax cooker without gloves. The surface may be extremely hot.
7. Do not rush into or run in the art rooms.

# School Safety Framework

## **Kitchen Safety & Sanitisation**

1. Every student should use the gas/electric cookers and electrical appliances such as electric mixer, grinder, blender, etc. as instructed. When in doubt, always ask.
2. When operating gas/electric cookers:
  - (i) All combustible materials; e.g. papers, towels, cloths, curtains, spray can, etc should be kept away.
  - (ii) Ensure there is proper ventilation in the kitchen at all times.
  - (iii) The cooker should not be left unattended when cooking.
  - (iv) The cooker should be kept clean and in good working order.
  - (v) All cookers, ovens and gas valves must be properly switched off when not in use.
  - (vi) Do not handle electrical points when the hands are wet.
  - (vii) Every student should wear an apron during practical food sessions.
  - (viii) Long hair should be plaited or tied. Nails should be kept short and clean. Fringes must be pinned up.
3. Keep the kitchen floor free from spills.
4. Do not run or play with the equipment in the kitchen.

## **D&T Garage Safety**

1. Always use the right tool for the right job and return it to its proper place after use.
2. When in doubt, always ask.
3. Exercise extreme care when handling sharp-pointed or sharp-edged tools.
4. Stand behind the yellow line when your friend is using the machine.
5. Put on safety goggles, face masks, or protective gloves in situations which require these respective protections.
6. Wear aprons or overalls during practical sessions.
7. Long hair should be neatly tied up during practical sessions.
8. Clean up the work area after each practical session.
9. Do not use tools that are blunt, badly worn, mushroomed or in poor condition.
10. Do not handle electrical points when the hands are wet.
11. Do not wear long-sleeved shirts, school-ties, watches, rings, bracelets and bangles during practical sessions.
12. Do not rush or run in the garage.

# Student Services

## **School Bookshop**

- The opening hours are from 9.00am - 3.00pm (weekdays).
- Arrangements are made for the bookshop to open on certain dates during the end of the year holidays.

## **School Canteen**

- Students should keep the canteen clean and queue in an orderly manner.
- Students should return all plates and utensils after use.

## **Lost Property**

- Personal items that are found should be handed to the office. Owners of lost property can enquire at the office and make their rightful claim to the items.
- Check the Lost Items' Board next to the lift.

## **Purchase of School Attire**

- School uniforms, PE T-shirts, shorts, No. 1 Polo T-shirt and socks can be purchased from the school bookshop.

## **Printing Service**

- Students may approach the printing shop for printing services at a pre-determined cost.

# Financial Assistance

## Application for MOE Financial Assistance Scheme (FAS)

To qualify, the student must be a Singaporean citizen and must meet the following income criteria.

Gross Household Income	\$2,750 or below
OR	
Per Capita Income Per Capita Income = Total Household Income / No. of Household Members	\$690 or below

## Benefits

Item	Secondary Level
School Fees	Full waiver of \$5.00 per month
Standard Miscellaneous Fees	Full waiver of \$10.00 per month
Textbooks	Free textbooks
School Attire	Free school attire
Bursary	Not applicable
School Meals	\$2.90 per meal (up to 2 meals per day, via ez-link card)
Transport	Students taking public transport: \$180.00 transport credit per annum
Examination Fees	Full waiver of National Examination Fees (with effect from 01 April, 2015)

## How to Apply?

Application forms are available at the school. You can return the completed and signed form to the school and the school will inform you of the outcome.

## When to Apply?

Applications are open throughout the year.

## Supporting Documents Required

- Employed: Latest payslip or letter from employer and CPF Transaction Statement or Contribution History for past 12 months
- Self-employed: Latest Income Tax Notice of Assessment and CPF Transaction Statement or Contribution History for past 12 months
- Copies of NRIC of all household members

## Other Information

Parents/guardians with children in different schools, need to submit only one application form for all your school-going children to one of their schools.

# Edusave & School Awards

## **Edusave Character Awards (ECHA)**

The Edusave Character Award is given out to recognise students for demonstrating exemplary character and outstanding personal qualities through their behaviour and actions. Your child will be selected by his/her school for this award at the end of the year if he/she meets the criteria.

The value of the award is \$500 for Secondary 1 to 5, Pre-U 1 to 3, and Institute of Technical Education (ITE).

## **Edusave Scholarships for Secondary Schools (ESSS)**

For secondary school students in government or government-aided schools

If your child is studying in a government or a government-aided secondary school, and is among the top 10% of students of his/her level and stream in his/her school, he/she is eligible for the Edusave Scholarship for Secondary Schools. Your child will be selected by his/her school for this scholarship based on his/her overall school examination results for the year. The value of the award is \$500.

## **Edusave Awards for Achievement, Good Leadership and Service (EAGLES)**

If your child displays good leadership, service to community and schools or excellence in non-academic activities, he/she is eligible for the Edusave Award for Achievement, Good Leadership and Service. The award is given based on his/her achievement in co-curricular activities and contribution to community services over a one-year period.

The awards are given to a maximum of 10% of Singaporean students in every school, from primary 4 upwards. Your child will be selected by his/her school for this award at the end of the year if he/she meets the criteria. The value of the award is \$350 for Secondary 1 to 5.



# Edusave & School Awards

## **Edusave Merit Bursary (EMB)**

If your child is studying in either a Primary or Secondary school, Junior College/ Centralised Institute or Institute of Technical Education, and is not a recipient of any Edusave Scholarship stated above, he/she will receive an application form for the Edusave Merit Bursary if he/she is within the top 25% of each level and stream in his/her school.

If the gross monthly household income is not exceeding \$5,000 or per capita income is not exceeding \$1,250 (computed based on the gross monthly household income divided by the number of household members), you can submit the application form to the community centre near your home. The value of this award for each level is \$350 for Secondary 1 to 5.

## **Edusave Good Progress Award (GPA)**

If your child has made significant improvement in his/her academic performance, he/she is eligible for the Edusave Good Progress Award if he/she does not qualify for the Edusave scholarship or receive the Edusave Merit Bursary. The Good Progress Award is given based on the extent of his improvement in his/her school's overall examinations of the year, over the previous year.

The awards are given to a maximum of 10% of pupils in each level and stream in every school from Primary 2 onwards. Students in Primary 1 are excluded from the scheme as there is no basis for comparison. Your child will be selected by his/her school for this award at the end of the year if he/she meets the criteria. The value of the award is \$200 for Secondary 1 to 5.

## **Juying Secondary School Special Awards**

### **All Round Achievement Award**

Awarded to the top performing students in the GCE O-Level, NA-Level and NT-Level Examinations respectively for their outstanding academic performance and display of exemplary conduct and strong character.

### **I-STAR Achievement Award**

Awarded to the student with the best all-round achievement for each level, including academic, character and other contributions.

### **SAC Sec 1 Scholarship Award**

Awarded to the top 60 Primary 6 students who choose Juying Secondary as 1st choice.



**JUYING SECONDARY SCHOOL**

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