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Ref No: S03/2017

6<sup>th</sup> Jan 2017

Dear Parents and Guardians,

Welcome to the new school year! 2017 will be an exciting year for Haig Girls' School as we move back to the upgraded campus at Koon Seng.

### **Staff Updates**

We warmly welcome the following colleagues to the HGS family:

- Mrs Jeya Lawrence - Level Head, English Language;
- Mrs Sunita Singh - English Language teacher;
- Mdm Marhanie Binte Kamarudin - English Language and Mathematics teacher;
- Ms Michelle Woo - receptionist.

As we warmly welcome our new colleague, we also bid a fond farewell to the following colleagues and thank them for their contributions to the school:

- Mrs Constance Loke;
- Miss Nur Khairin Nadzirah;
- Miss Syazwani Binte Ashraff;
- Ms Helimmi; and
- Mdm Siti Saleha

We are also pleased to announce the appointments of the following staff wef 1 January 2017.

- Mrs Clara Kang - Level Head, Science
- Mrs Eng Yoke Lye - Assistant Year Head (P5 level)
- Mrs Nikki Lin - Subject Head, Citizenship Education

### **Celebrating Learning and Achievements**

#### 2016 Primary School Leaving Examination (PSLE) Results

Our heartiest congratulations to our P6 cohort of 2016, parents and staff for our school's commendable PSLE results. Besides demonstrating academic excellence, our pupils also demonstrated all-round excellence with exemplary conduct, resilience and attitude towards learning.

- 100% of all pupils passed PSLE.
- The percentage passes for all Standard subjects are at or above the national average and the percentage distinction (A/A\*) for English, Mathematics, Science and Chinese are above national average.
- The percentage passes for all Foundation Subjects are 100%, above the national average and percentage distinction (Grade1) for Foundation English, Malay and Science are above national average.
- 82% of all pupils and 87.5% of pupils who took 4 Standard (4S) subjects were eligible to opt for the Express course at the Secondary level.
- 13% of all pupils and 14% of 4S pupils had an aggregate score of 250 and above.
- 12% of our pupils were offered places via Direct School Admission.

### School and Pupil Achievements

We are also pleased to share with you the school's environment awards and the achievements of our pupils in the language arts, performing and visual arts, Maths, Information and Communication Technology and sports. We are proud of our pupils who have given their best and demonstrated our school values, including pupils who have taken part in various competitions and have not won awards. We would also like to express our heartfelt appreciation to our teachers and instructors for their dedication and hard work, and to all parents for their support and involvement. Highlights of our key achievements in Term 4, 2016, are in Annex A. Please note that the classes listed in Annex A refer to the 2016 classes of our pupils.

### **Teachers' Professional Contributions**

Our staff conducted professional sharing and lesson demonstrations of our school's good practices and innovative programmes at a range of cluster, zonal, national and international platforms. Details are at Annex B. We received positive feedback about the quality of the professional sharing and lesson demonstrations conducted. We are proud of our teachers' commitment to professional development and their contributions to the education fraternity.

We would like to congratulate the following officers for the awards they have received from the Ministry of Education in recognition of their professional excellence:

- Mrs Lim Li Li (Vice Principal) – 2016 National Day Award Commendation Medal;
- Mdm Samsiah bte Mohamed Amin (Teacher) – 2016 National Day Award Long Service Medal

### **Revised School Hours in 2017**

As informed in our earlier notification to you in November 2016, school hours for the year 2017 will be revised as follows:

**Monday to Thursday:** 7.30 a.m. to 1.40 p.m.  
**Friday:** 7.30 a.m. to 12.40 p.m.

These changes aim to support the holistic development of our pupils and to facilitate their meaningful participation and development in after-school activities.

Punctuality - All pupils should be punctual for school and should be in school by 7.30am for the flag-raising ceremony. This is in line with our school value of 'Commitment', and the responsible behaviour expected of our pupils.

Pre-assembly Programmes - The school has a range of interesting pre-assembly morning programmes from 7.20am to 7.30am. to engage and benefit our pupils who come to school early. These programmes will begin from the week of 9 Jan 2017 onwards.

<b>Day</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Pre Assembly Programme</b>	321 Read	Admin Period	Mass Workout	Gratitude Thursday	Arts Alive

After-school Activities - The schedule of after-school activities has also been streamlined to minimise clashes between CCAs/ D3T2s and remedial lessons. More details of the weekly afternoon schedule are available in Annex C.

Kindly note that the dates of commencement of after-school activities are as follows:

Art Club and Art D3T2	Term 1 Week 2, 9 <sup>th</sup> Jan onwards
Remedial & Stretch Lessons for Primary 6	Term 1 Week 2, 11 <sup>th</sup> Jan onwards
All other CCAs and D3T2	Term 1 Week 3, 16 <sup>th</sup> Jan onwards
Remedial for other levels	Term 1 Week 6, 8 <sup>th</sup> Feb onwards

Students identified for remedial and stretch lessons will be informed through their subject teachers.

## **School Safety Matters**

### Road Safety

To ensure the safety of our students and other road users, minimise inconvenience to nearby residents, and to maintain free access to emergency vehicles, we would appreciate your strong support in observing the following measures:

1.	Parking in School	<ul style="list-style-type: none"> <li>• Due to the limited number of parking lots, car parking in the school compound is strictly for staff only.</li> <li>• Please use the public car parks in the vicinity when visiting the school.</li> </ul>
2.	Dropping off or picking up your daughter(s)/ ward(s)	<p>Parents are only allowed to drive into the school to</p> <ul style="list-style-type: none"> <li>• drop off their daughters/ wards in the mornings from 6.45 am to 7.25am</li> <li>• pick up their daughters/ wards 15 minutes after school dismissal time, when the school buses have left the school compound.</li> </ul>
3.	Driving within the school compound before 7.30am and after school dismissal	<p>Please adhere to the following school safety guidelines:</p> <ul style="list-style-type: none"> <li>• Drive in through Gate 1, drop your daughters off at the designated drop off point, and drive out through Gate 5. Cars will have to turn left towards Still Road in the mornings from 7am to 7.30am.</li> <li>• Ensure that your daughter alights briskly from the vehicle so that traffic is not held up during arrival and dismissal time.</li> <li>• Adhere to a speed limit of 15km/h within the school compound. See <u>Annex D</u> for a map of the Traffic Flow in School.</li> <li>• You may also drop your daughters/wards off at Gate 3 along Tembeling Rd or Gate 4 along Everitt Rd.</li> </ul>

### Access to the School

Safety is of utmost importance to all at HGS. We strive to ensure that we provide a safe and secure environment for all pupils and staff.

- All visitors (including parents and guardians) are required to sign in and out with the security guards at Gate 2 where you will receive a visitor's pass.
- After receiving the pass, visitors will need to report to the General Office so that our staff can attend to your needs.
- Please do not go directly to the classroom or staff room to look for teachers or pupils.

### Pupils Going Home on Their Own

For the safety of our pupils, when pupils are not taking the school bus home or are not attending CCA / remedial / D3T2 / enrichment lessons, we would appreciate that

parents/guardians inform the bus driver and/or teacher in charge directly. Please assist to remind your child/ward that she should go home immediately after school and not visit their friends without your prior permission. If your child/ward does not take the school bus, please ensure that she, especially if she is in P1-2, goes home with an authorized adult.

#### Picking up Pupils after Dismissal

Parents and caregivers who would like to pass their child/ward her lunch are allowed to enter the school from Gate 2 either at least 15 minutes before school dismissal or 10 minutes after school dismissal. You may wait along the corridor for your child/ward to collect their lunch. We would however like to remind parents/guardians that, given the space constraints in the canteen, we seek your kind understanding not to stay in the canteen after you have passed your child/ward her lunch. This will encourage our pupils to be independent as they learn to eat and finish their lunch on their own.

### **Character and Citizenship Education (CCE)**

#### Values and Leadership Qualities

At Haig Girls' School, we place an emphasis on character education and leadership development. Our teachers have gone through with our pupils the character values and leadership qualities we would like to nurture in them. These are spelt out in the 2017 Student Handbook and are displayed on posters in the pupils' classrooms. Please reinforce the key points with your child/ward when teachable moments arise and provide feedback to her in the appropriate section of the Student Handbook.

#### Keep Singapore Clean Movement

The Keep Singapore Clean Movement is a national rally call to make Singapore a Big Bright Spot. The purpose of the movement is to encourage all pupils to:

- be advocates for a cleaner and greener Singapore
- internalise the values of care and responsibility to the school, environment and community

In Haig Girls' School, we have a variety of programmes for students to play their part in this movement. Every morning, students will pick up litter in the school hall or parade square after using it. During recess, classes have been rostered for canteen cleaning. At the end of the day, five minutes has been set aside for classroom cleaning. In addition, the different levels will also be adopting various areas of the school to keep clean. We, as a school, hope that all students and staff will work together to keep the school clean.

#### Gratitude Thursdays

As part of nurturing appreciation, the school has set aside time to encourage our pupils to take a moment to reflect about the people or things for which they are grateful for. Gratitude Thursdays will take place every alternate week, starting from Term 1 Week 2. Pupils will reflect on a question and pen their reflections in their handbook. They will also write on a Vitamin G(ratitude) voucher to express their gratitude to someone and give the voucher to the recipient before the next Gratitude Thursday. We invite you and your family to join us in this programme by writing notes of gratitude to one another.

#### Co-Curricular Activities (CCAs)

Our school adopts the Head-Heart-Hands cum 2E-2R approach to Character and Citizenship Education (CCE) that involves Explicit Teaching (Head), Role-Modelling and Reflection (Heart) and Experience (Hands). CCAs are essential platforms for the holistic development of our pupils and serve as opportunities for discovery of our pupils' talents. Through CCAs, pupils pick up lifelong skills of working with others and leadership. Hence, we encourage every P3 - P6 pupil to be enrolled in a CCA. Please see Annex E for more detailed information about the CCAs.

## **Responsible Use of Social Media**

We expect all pupils to use social media responsibly. Pupils are expected to adhere to netiquette and respect other users. We would like to seek all parents' cooperation to collaborate with the school in ensuring that pupils' interaction and participation on social platforms are supervised.

Registration policy of social media platforms (such as Facebook, Twitter and Instagram) specifies that these platforms are meant for those aged 13 and above. Hence, the school **will not** be using these social media platforms to interact with pupils. We have adopted other more age-appropriate platforms such as Google sites and our Learning Management System for communication and educational purposes.

All pupils under 13 are **not** allowed to set up their own Facebook, Twitter or Instagram accounts. If your family has set up a Facebook, Twitter and/or Instagram account, we seek your cooperation to supervise your daughter's use of these social media platforms.

## **Use of Handphones**

As stated in our Student Handbook, pupils must switch off their mobile phones during **all** school activities to ensure that our pupils stay focused in their learning. They can only use their mobile phones in the canteen and near school gates before and after school hours. Handphones will be confiscated from pupils who break these rules and we will contact parents/guardians to retrieve their handphones from the school's general office. We seek all parents' cooperation in reinforcing the responsible use of handphones among our pupils. Parents who need to contact their daughters urgently during curriculum hours can contact the school's General Office.

## **Health Related Matters**

### Personal and Social Responsibility

We would like to remind pupils and parents of the importance of personal and social responsibility.

- All pupils are reminded to maintain a high standard of personal hygiene, including washing one's hands with diligence. We will ensure sufficient washing facilities with soap for pupils' use. We would also like to seek the cooperation of all parents and guardians to work closely with the school to reinforce good hygiene habits at home.
- If your child is unwell, she should not be in school and should see a doctor. Please ensure that your child has fully recovered with official clearance from the doctor before returning to school.

### Healthy Snack Days

On Monday to Thursdays, when school hours end at 1.40pm, there will be a healthy snack break at 12.05pm. Kindly ensure that your child/ward brings a fruit or healthy snacks on these days. Healthy snack options include sandwiches, low fat yoghurt, fresh fruit, dried fruit or nuts. These items are healthier compared to popular snacks such as cookies, crisps, chips and candies. Please purchase snacks for your child with the Healthier Snack Symbol (HSS) introduced by the Health Promotion Board (HPB).

We are encouraging our pupils to practice healthy eating habits in their daily lives. We encourage all parents to ensure that this is reinforced at home so that your child is able to develop healthy eating habits at an early age.

## **School-Parent Partnership**

Our school believes that parents are our partners and a meaningful collaboration with our parents supports our pupils' holistic development. We would like to partner you to

develop your child holistically and bring out the best in her. You can support your child in various ways:

Care for Personal Belongings	<ul style="list-style-type: none"> <li>• Pupils are responsible for their own personal belongings and should avoid bringing valuables or excessive amounts of money to school.</li> <li>• Please help to inculcate in them the habit to pack their school bags daily and ensure that they have the necessary materials needed for school the next day</li> </ul>
Support at home	<ul style="list-style-type: none"> <li>• Please provide a quiet home environment for your child to focus on her studies and complete her homework.</li> <li>• Do praise your child's good efforts and progress, and not only her successes. Do not dwell on mistakes and academic marks.</li> <li>• Encourage her to strive for improvement.</li> <li>• Give your child the confidence to seek help from her teachers.</li> <li>• Please see <u>Annex F</u> for our Homework Policy.</li> </ul>
Parent Support Group	<p>If you wish to contribute to the school and learning of all pupils, please join the HGS Parents Support Group (PSG) to</p> <ul style="list-style-type: none"> <li>• volunteer for the school's activities,</li> <li>• get to know other parents and</li> <li>• be a part of the strong support network.</li> </ul>

Communication - We believe that communication among parents, pupils and teachers is critical in assuring pupil success. Please see below for the various channels of communication with the school.

Form Teachers/ Subject Teachers	<p>You will receive an introduction letter from your daughter's/ward's Form Teachers by the end of the first week at school. In the letter, they will indicate the names of the subject teachers of the class, their email addresses and how you may contact them.</p> <p>You may also access our teachers' email addresses in our school website.</p>												
Year Heads/ Assistant Year Heads	<p>For each level, there are Year Heads or Assistant Year Heads who will work closely with level teachers to oversee the holistic development and well-being of pupils in the level.</p> <table border="1"> <tr> <td>Year Head (Upper Primary and overseeing P6)</td> <td>Mdm Raihana Email: raihana_beevi_mohd_yunoos@moe.edu.sg</td> </tr> <tr> <td>Assistant Year Head (overseeing P5)</td> <td>Mrs Eng Yoke Lye Email: wong_yoke_lye@moe.edu.sg</td> </tr> <tr> <td>Year Head (Lower Primary &amp; overseeing P4)</td> <td>Mdm Tng Shoo Ling Email: tng_shoo_ling@moe.edu.sg</td> </tr> <tr> <td>Assistant Year Head (overseeing P3)</td> <td>Ms Nikki Yeo Email: yeo_yu_nian_nikki@moe.edu.sg</td> </tr> <tr> <td>Assistant Year Head (overseeing P2)</td> <td>Ms Angeline Guay Email: guay_lay_lee_angeline@moe.edu.sg</td> </tr> <tr> <td>Assistant Year Head (overseeing P1)</td> <td>Ms Sylvianne Devajothi Email: sylvianne_devajothi@moe.edu.sg</td> </tr> </table>	Year Head (Upper Primary and overseeing P6)	Mdm Raihana Email: raihana_beevi_mohd_yunoos@moe.edu.sg	Assistant Year Head (overseeing P5)	Mrs Eng Yoke Lye Email: wong_yoke_lye@moe.edu.sg	Year Head (Lower Primary & overseeing P4)	Mdm Tng Shoo Ling Email: tng_shoo_ling@moe.edu.sg	Assistant Year Head (overseeing P3)	Ms Nikki Yeo Email: yeo_yu_nian_nikki@moe.edu.sg	Assistant Year Head (overseeing P2)	Ms Angeline Guay Email: guay_lay_lee_angeline@moe.edu.sg	Assistant Year Head (overseeing P1)	Ms Sylvianne Devajothi Email: sylvianne_devajothi@moe.edu.sg
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Assistant Year Head (overseeing P1)	Ms Sylvianne Devajothi Email: sylvianne_devajothi@moe.edu.sg												
School	<p>You may also leave a message with our staff at the General Office: Tel: 63440293 or Email: haigirlssch@moe.edu.sg Website: <a href="http://haigirls.moe.edu.sg/">http://haigirls.moe.edu.sg/</a></p>												

We seek your kind understanding if teachers are not able to return your calls immediately as they are conducting lessons or after-school activities. Unless it is an emergency, we do not expect our teachers to respond to parents' emails or text messages which are sent on weekends and public holidays and between 6pm-7am.

### **Change of Address, Phone Number or Email Addresses**

The school has a central database for all pupil information. Please notify the form teacher as soon as possible regarding changes to home, office, emergency phone numbers, addresses, email addresses and other relevant information. This is vital to ensure ongoing and prompt correspondence with parents. Should you have any question or concern regarding the procedures for the new school year, please do not hesitate to contact us.

### **Absence from School**

Regular school attendance is critical to a child's learning. Hence pupils must be present on all school days. If you are considering taking your child away during term time, please think about it carefully and discuss your plans with your child's form teacher as your child should not miss lessons unless there is a valid reason. Please write to seek the Principal's permission at least one week in advance should your child need to be excused due to official commitments such as external competitions and exams. If your child is ill, your child should submit a medical certificate or a note from you on your child's return to school.

We look forward to your support as our partners-in-education in the holistic development of your daughters. Thank you.

Yours faithfully,

Ms Lo Yen Nie  
Principal

## Celebrating Learning and Achievements

Highlights of our key achievements in Term 4, 2016, are shown in the tables below. Classes listed refer to the 2016 classes of our pupils.

### Language Arts

Malay Language	Soliloquy Malay Drama Competition	Consolation Prize	Nadyn Zara Binti Mohamed Shafie, 4 Grace Sophia Adelina Binte Noor Sukhairan, 4 Humility
		Participation Prize	Sharifah Khadijah Binte Syed Mustafa Alsagoff, 5 Charity
	Teater Pelajar Malay Drama Competition	Best Actress Award	Iman Misha Binte Muhammad Herman, 5 Humility
		Champion Team	Sheikha Aliyah Binte Sheikh Abdul Sattar San'ani, 4 Kindness Sharifah Khadijah Binte Syed Mustafa Alsagoff, 5 Charity Iman Misha Binte Muhammad Herman, 5 Humility Khairah Binte Aminuddin, 5 Humility Nadya Atiqah Binte Shazlee, 5 Humility Rausyan Ara Binte Mahmud, 5 Humility Rasyiqah Binte Mohamad Hidayat, 5 Kindness
		Champion School	Haig Girls' School

### Mathematics & Science

Mathematics	2016 International Competitions and Assessments for Schools (Mathematics)	High Distinction	Isabelle Goh Yee Shuen, 3 Kindness
		Distinction	Amelia Pao Tse Teng, 2 Charity Aanya Haralalka, 2 Charity Looi Ee Xin (Zheng Yuxi), 2 Grace Alisha Ashirgade, 2 Joy Zee Chiang, 3 Grace Gan Yi Xuan Kaelyn, 3 Joy Ngoh Shuen Ying Ariel, 3 Joy Lee Tse Yee Megan, 4 Grace Lee En Jia, Calista, 4 Humility Amanda Pao Yuen Teng, 5 Charity Shah Diya Raja, 5 Charity Nakano Ruka, 5 Grace Yong Kye Qin, 6 Joy Makhijani Yashita, 6 Kindness
	National Mathematical Olympiad of Singapore 2016	Silver	Eng Yan Leng, Charlotte, 5 Charity
		Bronze	Liu Jiaqi, 5 Charity Syayenne Binte Syariman, 5 Charity Aisyah Nur Humyra Binte Mohamed Riduan, 5 Grace Cao Shiqi, 5 Grace



		Honorable Mention	Amanda Pao Yuen Teng, 5 Charity Cheong Raeanne, 5 Charity Emma Wen Xuan Hanson, 5 Charity Lim Tze You, 5 Charity Nuriya Fareed Kagda, 5 Charity Chung Jing Han, 5 Grace
Science	2016 International Competitions and Assessments for Schools (Science)	Distinction	Kayla Tan Kai Xin, 3 Humility Yashica Manesh Moolchandani, 3 Humility Gayathri Anand, 3 Joy Gan Yi Xuan Kaelyn, 3 Joy Isabelle Goh Yee Shuen, 3 Kindness Lee Lay Mun Elizah, 4 Charity Resham Rachhpal Singh, 4 Charity Asha Meredith Solomon, 4 Humility Chen Man Sum, 5 Charity Park Claire, 5 Charity Shah Diya Raja, 5 Charity Tan Jiexin, 6 Joy Yong Kye Qin, 6 Joy Alexandra Ci Hui Sing Scholefield A, 6 Joy Zhao Yufei, 6 Joy
		High Distinction	Jie'en Tan, 3 Kindness

### Performing & Visual Arts

Performing & Visual Arts	KK Music & Dance Festival 2016	Piano Grade 5 Romantic - Gold	Chen Jing, 1 Kindness	
		Piano Grade 6 Modern - Gold		
		Piano Grade 6 Romantic - Silver		
		Piano Grade 7 Romantic - Gold		
		Piano Duet Intermediate - Gold		
		Piano Duet Junior Modern - Gold		
		Piano Duet Junior Popular - Gold		
	6th Singapore Performers' Festival & Chamber Music Competition 2016	Piano Duet - Platinum		
		Piano Solo - Platinum		
	Little Talent Show by Explorer Kids @ Downtown East	Junior Dance – 1 <sup>st</sup> Runner Up		Julka Phoenix Lee-Zidov, 2 Charity
		Senior Dance – 3 <sup>rd</sup> Runner-Up (The Lovettes)		
	One Minute Talent Competition (Open Category) @ Deepavali Thiruvizha 2016	Champion		
I Love Performing - MyChina Channel	Finalist (The Lovettes)			

## Sports

Bowling	Intra School Bowling Competition	Junior Division – 1 <sup>st</sup> Place	Delaney Loh Yingqian, 4 Humility
		Junior Division – 2 <sup>nd</sup> Place	Lim Sze Suan, Reine, 3 Grace
		Junior Division – 3 <sup>rd</sup> Place	Meera Ameera Binte Abdul Razak, 4 Kindness
		Senior Division – 1 <sup>st</sup> Place	Shayna Lee, 5 Joy
		Senior Division – 2 <sup>nd</sup> Place	Ong Su Yin, 5 Grace
		Senior Division – 3 <sup>rd</sup> Place	Goh Jie Ying, 5 Grace
Track and Field	Challenger Sports Track and Field Invitational 2016	Girls 100m Under 9 Category – 3 <sup>rd</sup> Place	Tng Yue En, 2 Kindness
		Girls 100m Under 10 Category – 3 <sup>rd</sup> Place	Nakano Ayane, 3 Humility
		Girls Shot Put Under 11 Category – 4 <sup>th</sup> Place	Dasari Tanisha, 4 Grace
		Girls Long Jump Under 11 Category – 3 <sup>rd</sup> Place	Bhavna Gopikrishna, 4 Grace
		Girls 4 x100m Relay Under 11 Category – 4 <sup>th</sup> Place	Ananya Patil, 4 Charity Nur Insyirah Binte Muhammad Rizal, 4 Charity Bhavna Gopikrishna, 4 Grace Kovac Sophie Katie Yun, 4 Grace
	POSB PAssion Run for Kids 2016	800m Girls' Competitive (7 & 8 years old) 1st Runner-Up	Romanelli Emilia Anna, 2 Charity

**Celebrating Teachers' Professional Contributions****1. Arts Mentoring for Arts Teams in East Zone Primary Schools on 14 Oct 2016**

Ms Leu Yifang, HOD Aesthetics and Mdm Anwara, Lead Teacher, Art conducted a mentoring session for the arts key personnel, coordinators and teachers from Canossa Convent and Opera Estate Primary Schools to develop their arts education programmes and build arts education capabilities in EZ schools.

**2. Art Teaching Lab at the East Zone (EZ) Centre of Excellence for the Creative Arts@Haig Girls' School on 23 September 2016**

An Art Teaching Lab was conducted for 19 participants from 17 East Zone Schools to demonstrate possibilities of developing critical and creative thinking in art. Mdm Anwara, Lead Teacher/Art, conducted a Primary 5 Art lesson demonstration followed by a post-lesson discussion, facilitated by Master Teacher (Art) Mdm Victoria Loy from STAR. The Teaching Lab was well received by participants who were able to reflect deeply on their own practices.

**3. International Conference on Education and Psychology, 22- 23 September 2016**

Mdm Rita Zulkarnain Taha presented a paper on *Enhancing the Teaching of Oral and Reading Skills through the use of the 10M Aksara Program* at the International Conference on Education and Psychology, in Sabah, Malaysia.

## Weekly Afternoon Schedule 2017

Monday 2.10pm- 5pm		Tuesday 2.20pm- 4.30pm	Wednesday 2.20pm- 4.30pm		Thursday 2.20pm- 4.30pm		Friday 1.20pm- 4.30pm
2.10pm- 3.30pm	Art Club* Badminton Gamelan Ensemble HGS Chorale Netball Red Cross Science Club	Ballet (2pm- 5pm) ^ Conversational CL and ML E2K Mathematics D3T2 Math Olympiad D3T2 Speech and Drama Enrichment Wushu (CCA) Public Speaking Enrichment  <i>The pupils will be informed of the dismissal time of each activity in early 2017</i>	2.20pm- 3.20pm	Remedial 1	2.20pm- 3.20pm	Remedial 1	<p align="center"><b><u>SEMESTER 1</u></b></p> Art D3T2 Badminton (School Team) ++ Bowling (School Team) Chinese Creative Arts D3T2 Creative Writing D3T2 + Science D3T2 Soccer D3T2 Info-comm D3T2 + Netball D3T2 Track and Field D3T2  <p align="center"><b><u>SEMESTER 2</u></b></p> Badminton (School Team) ++ Chinese Dance D3T2 Creative Writing D3T2 + Gamelan D3T2 Handbells D3T2 HGS Chorale D3T2 Indian Dance D3T2 Info-comm D3T2 + Modern Dance D3T2 E2K Science D3T2
3.35pm- 5pm	Brownies Chinese Dance Drama Club Handbells Ensemble Indian Dance Malay Cultural Club Modern Dance Soccer		3.30pm- 4.30pm	Remedial 2	3.30pm- 4.30pm	Remedial 2	
2.10pm- 5pm	Bowling**		<i>Pupils involved in remedial will be informed of their remedial slot by their Form Teacher in 2017.</i>	<i>Pupils involved in remedial will be informed of their remedial slot by their Form Teacher in 2017.</i>			

\* Art Club will run from 2.10pm to 4.10pm. Arrangements will be made for pupils who are involved in a second CCA (Mondays, 3.35pm- 5pm) to attend the second CCA accordingly.

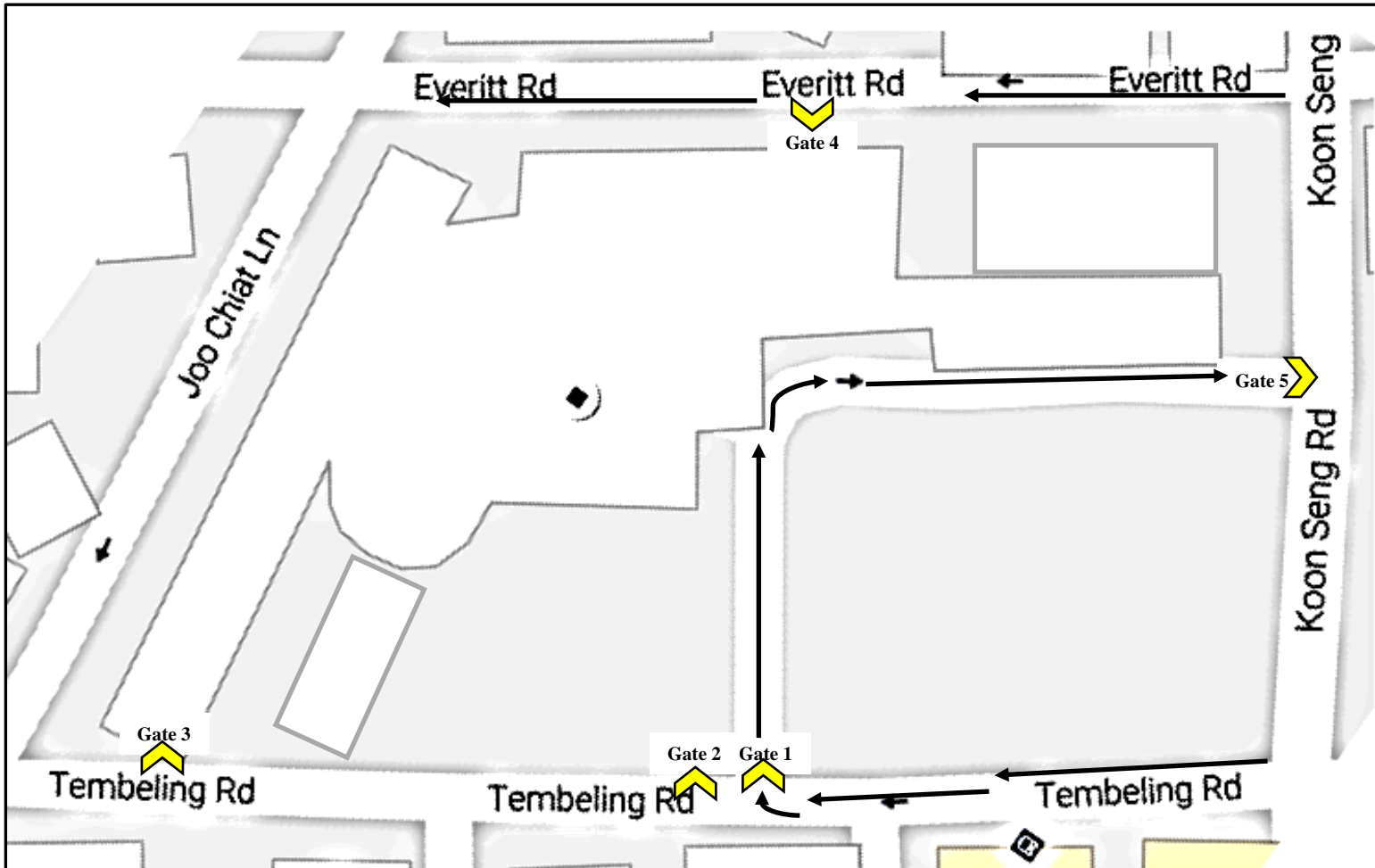
\*\* As Bowling CCA is conducted at an external venue, pupils involved in the CCA will not be able to join a CCA in the second slot (Mondays, 3.35pm- 5pm).

^ Ballet will be conducted over 4 time-slots.

+ Pupils may choose to attend Creative Writing or Info-comm D3T2 if they are not already involved in another Semester 1 D3T2 or School Team activity.

++ Badminton (School Team) will run for both Semesters

Traffic Flow in School



## Schedule for Co-Curricular Activities (CCA)

CCA	TEACHERS-IN-CHARGE	TIME	VENUE
1	Badminton Mr Michael Lee (i/c) Mdm Kaur Mrs Christina Hing	Mon 2.10pm – 3.30pm	Hall
2	Bowling Mr Kwok Yao Tsuan (i/c) Mdm Samsiah Mdm Hawa Mdm Hairunnisa bte Amzah Miss Farah Mdm Shakila	Mon 2.10pm – 5.00pm	To gather at foyer to go to Bowling Alley together
3	Netball Ms Ariel Goh (i/c) Miss Cheong Long Xin (i/c) Ms Angeline Guay Ms Zhang Ying Miss Sylvianne Devajothi	Mon 2.10pm – 3.30pm	Netball Court
4	Soccer Mr Muhamad Ansar Kamsan (i/c) Ms Radiah Bte Mohamed Ali Mr Muhammad Asyik Mr A Mahadevan	Mon 3.35pm – 5.00pm	School Field/ Netball Court
5	Wushu Mr Kwok Yao Tsuan (i/c) Mdm Toh Yok Ten	Tues 2.10pm – 3.30pm	Hall
6	Brownies Mdm Ang Chuay Yen (i/c) Mdm Loh Chu Imm Mdm Marhainie Mdm Noraini Riffin	Mon 3.35pm – 5.00pm	CCA Room 1
7	Red Cross Mrs Audrey Tang (i/c) Mrs Prema Subramaniam Ms Estee Tang	Mon 2.10pm – 3.30pm	CCA Room 2
8	Dance Club Chinese Miss Sharene Foo (i/c) Miss Chen Hsiang Yin	Mon 3.35pm – 5.00pm	PAL Room 1
9	Dance Club Modern Mdm Rachel Ng (i/c) Mdm Wu Tzu Yi	Mon 3.35pm – 5.00pm	PAL Room 2
10	Drama Club Ms Yeo Li Yen (i/c) Miss Rasyidah Idrus	Mon 3.35pm – 5.00pm	CCA Room 2
11	Gamelan Ensemble Mdm Sri Burdiasih (i/c) Term 1 Ms Long Peizhen (i/c) wef Term 2 Mdm Rita Zulkarnain Taha	Mon 2.10pm – 3.30pm	Band Room
12	Handbell Ensemble Miss Choo Poh Ying (i/c) Mrs Sunita Singh	Mon 3.35pm – 5.00pm	Band Room
13	HGS Chorale Mrs Nikki Lin (i/c) Miss Norasiken	Mon 2.10pm – 3.30pm	Music Room 1
14	Indian Cultural Dance Mrs Mabel Yeo–Adriadi (i/c) Mrs Jeya Lawrence Mrs Yong Siaw Choo	Mon 3.35pm – 5.00pm	Dance Room
15	Art Club Mdm Salinah Bte Misri (i/c) Mdm Anwara Khatun Mrs Jess Low Mdm Norwiyah Bte Balkiah	Mon (P5 - P6) 2.10 pm – 3.30pm Mon (P3 - P4) 2.10pm – 3.30pm	Art Room 1 Art Room 2
16	Malay Cultural Club Mdm Norah Nordin (i/c) Miss Mainura Bte Mawi	Mon 3.35pm – 5.00pm	CCA Room 3
17	Science Club Mdm Tan Khalidah Hani (i/c) Mdm Cindy Chiong	Mon 2.10pm – 3.30pm	Science Room 1

**Schedule for D3T2 (Discover, Develop and Dedicate your Talent Time)**

<b>D3T2</b>	<b>TEACHERS-IN-CHARGE</b>	<b>TIME</b>	<b>VENUE</b>
Math Olympiad / E2K	Mrs Charlotte Mok Miss Alice Tay Mrs Eng Yoke Lye	Tue 2.10pm – 3.40pm	Math Room
Information and Communication Technology	Miss Soo Sannah	Fri 1.30pm – 3.30pm	Computer Lab 1
Chinese Creative Arts	Mrs Yong Siaw Choo Mdm Wu Tzu Yi	Fri 1.20pm – 2.20pm	CCA Room 3
Handbells	Miss Choo Poh Ying Mdm Marhainie	Fri 1.20pm – 2.50pm	Band Room
Let's Act	Miss Rasyidah Idrus Ms Yeo Li Yen	Fri 1.20pm – 2.20pm	CCA Room 1
Gamelan	Ms Long Peizhen Mdm Rita Zulkarnain Taha	Fri 3.00pm – 4.30pm	Band Room
English Creative Writing	Mrs Grace Chia Ms Genevieve Wong Ms Ang Mui Sing	Fri 1.20pm – 2.40pm	CCA Room 2
Visual Arts	Mdm Anwara Khatun  Mrs Jess Low  Mdm Salinah Bte Misri Mdm Norwiyah Bte Balkiah	Mon (P5 & P6) 2.15pm – 4.15pm  Fri (P3 & P4) 2.15pm – 4.15pm  Fri (P1 & P2) 2.15pm – 4.15pm	Art Room 1  Art Room 3  Art Room 2
Science (D3T2)	Mrs Clara Kang (E2K)(P4)  Mr Ansar (E2K)(P5)  Mdm Evelyn Teo (D3T2,P6)	Fri (P4) 1.10pm – 3.10pm  Mon (P5) 2.10pm – 4.10pm  Fri (P6) 1.10 - 2.10 pm	Science Labs
HGS Chorale	Mrs Nikki Lin Miss Norasiken	Fri 1.30pm – 3.00pm	Music Room 1
Indian Cultural Dance	Mrs Mabel Yeo–Adriadi Mrs Jeya Lawrence	Fri 1.30pm – 3.00pm	Dance Room
Dance – Modern/Chinese	Miss Sharene Foo Miss Chen Hsiang Yin	Fri 1.30pm – 3.00pm	PAL Rooms
Track & Field	Ms Ariel Goh	Fri 1.20pm – 2.50pm	Indoor Sports Hall
Badminton	Mdm Candy Teo	Fri 1.20pm – 2.50pm	Hall
Soccer	Mr Muhammad Asyik	Fri 3.00pm – 4.30pm	School Field / Netball Court
Netball	Miss Cheong Long Xin	Fri 1.20pm – 2.50pm	Netball Court
Bowling	Mr Kwok Yao Tsuan	Fri 1.30pm – 4.30pm	Pupils to gather at Foyer to go to Bowling Alley

## Homework Policy

At Haig Girls' School, we believe that age-appropriate, manageable and meaningful homework is beneficial and supports our pupils' learning.

### Objectives of homework: Homework

- reinforces lessons taught in class and allows pupils to consolidate their learning, gain additional practice and apply concepts learnt;
- involving reading/research before lessons helps to nurture independent and self-directed learners;
- allows teachers to monitor pupils' understanding and progress so that they can provide timely intervention and feedback;
- provides parents/guardians with information on their child/ward's progress and opportunities to be involved in her learning.

The completion of homework also allows our pupils to take responsibility for their learning and cultivate important study habits and life skills such as time management and self-direction.

To ensure that homework is manageable for our pupils, our school has developed the following homework time norms per day:

Level	P1	P2	P3	P4	P5	P6
<b>No. of hours per day on average (from Mon - Fri)</b>	$\frac{1}{2}$ - 1 (i.e.: 2½ - 5h weekly)	1 - 1½	1½ - 2	1½ - 2	2 - 2½	2 - 3

*To give our pupils time for other pursuits over the weekend, we have not included weekends in the time norms. The completion of homework assigned on Fridays can be spread over the weekend.*

We seek parents/guardians' understanding if homework time norms are exceeded during the pre-exam period (especially for P6 classes), when practice papers are given.

**Homework Board** – To coordinate the daily homework load across subjects, every classroom has a homework board which will indicate the homework amount, the approximate time needed and the deadline for each subject. Pupils will record all assigned homework in the Student Handbook.

**Homework File** – Pupils will place all their homework (e.g. worksheets, exercise books, workbooks, practice papers) for each day in a homework file. Form teachers will provide pupils with more information pertaining to this homework file. Parents/Guardians need not purchase a new file and are welcome to reuse any existing file that fulfils the criteria of the homework file.

As part of our school's efforts to nurture self-directed learners and imbue our pupils with the school value of 'Commitment', we will remind our pupils to be self-disciplined and responsible in completing their homework independently and punctually. However, we do recognize that our pupils also need support and encouragement from their parents/guardians.

As our partners-in-education, we seek your support in the following matters:

- check your child/ward's homework file and acknowledge in the Student Handbook that you have taken note of the homework assigned;
- ensure that your child/ward has a quiet, conducive environment to complete her homework; encourage your child/ward to exercise self-discipline and complete her homework within the stipulated timeframe;
- school homework takes precedence over other work assigned by yourself or your child/ward's tutor, if she has one;
- if your child/ward has difficulty with her homework, do not give her the answers but guide her with questions and indicate on the homework 'assisted' so that the teacher knows the areas that your child/ward had difficulty with and can take steps to address it.

If your child/ward has a more intensive performing arts rehearsal or sports practice/competition schedule during a particular period of time, please inform the respective subject teachers about this. While our teachers will be flexible about homework deadlines for these exceptional cases, we encourage our pupils to manage their time well and seek the co-operation of parents/guardians to ensure that your child/ward balances her other commitments with her academic responsibilities.