



2 January 2025

Dear Parents/Guardians of Secondary 4/5 Students,

WELCOME TO TERM 1 2025

1. On behalf of the school and staff, we extend a very warm welcome to you in 2025! We hope that you have spent a meaningful and restful year-end holiday with your teen.
2. Bowen has been recognised for our Culture of Care for Students and Staff, Holistic Development of Students, and Curriculum Customisation. Leveraging these strengths, we have refreshed our strategic plan to take us into the future of education. Going forward, we will seize growth opportunities to further enhance the distinctiveness of the Bowen Experience. Our team looks forward to providing active learning experiences enabled by technology, promoting interdisciplinary thinking, as well as enabling student voice and agency.
3. 2024 was another good year, with Bowenians achieving success in various ways. Highlights included celebrating continued excellence for national examinations, but more importantly, our students have been Doing Well for themselves by Doing Good for others, and were recognised at various platforms such as Channel NewsAsia and Schoolbag.sg. We are most proud of them. Your continued strong support for school directions and initiatives will enable us to sustain these positive student outcomes, and is much appreciated.
4. As we embark on the new school year, we would like to provide you with key updates for Term 1 for our Sec 4/5 students.

A. Update on Health Matters, Temperature-taking Exercise & First Week of School

5. The school continues to prioritise student health and remains vigilant in checking in on student well-being. Your support is also crucial towards keeping Bowen a safe environment for students. Please remind your teen to practice good personal hygiene (e.g. washing/sanitising hands) and exercise personal and social responsibility. While mask-wearing is no longer required in a school setting, it remains an effective way to minimise the risk of infectious disease transmission. Students who prefer wearing masks are welcome to continue doing so.
6. If your teen is unwell, please ensure he/she stays at home and seeks medical attention if necessary. Do also inform his/her Form Teachers (FTs). If your teen is recovering from respiratory-related illness, please encourage him/her to exercise social responsibility (e.g. by wearing a mask, minimising social interactions). Social responsibility will be crucial in preventing any infectious disease outbreak in schools. In the event your teen has to miss school, his/her learning will be supported. FTs will assign a buddy to update your teen on lessons and collect his/her learning materials. Please encourage your teen to be proactive in finding out on what he/she has missed from his/her buddy.
7. In Term 1, all schools will be conducting a temperature-taking exercise on **Wed 15 Jan**. We would appreciate it if you could help remind your teen to bring a working thermometer on **Tue 14 Jan** for checking, and for use on **Wed 15 Jan**. Do also encourage your teen to continue bringing a thermometer to school so that he/she can monitor his/her health whenever necessary.
8. To ease the transition back to school, please take note that the dismissal time for your teen for the first week of school will be as follows:

Level	Thu 2 Jan	Fri 3 Jan
Sec 2-5	12.30pm	12.30pm

Students are to report to school by 7.30am.

9. The school's back gate along Hougang Avenue 2 will be opened from 6.30am to 7.29am for students to enter school. Students can continue to access the back gate when leaving school during dismissal.

B. Secondary 4/5 Form Teachers

10. To forge stronger school-home partnerships, we are pleased to introduce our team of Sec 4/5 FTs and share their email contacts below. Most of the 2024 Sec 3 FTs have followed up the cohort to 2025. If you wish to contact FTs by telephone, you may call the school General Office (6385 9466) and request for their extension number.

Class	Form Teachers	Email
4 Sapphire	Ms Hu Shuangxi Ms Jean Cai	hu_shuangxi@schools.gov.sg cai_junting@schools.gov.sg
4 Peridot	Ms Kavitha Ms Melissa Chong	kavitha_a@schools.gov.sg chong_huilin_melissa@schools.gov.sg
4 Amethyst	Mrs Chua Shi Hui Mr Mohd Irsyad	chua_shi_hui@schools.gov.sg mohamad_irsyad@schools.gov.sg
4 Ruby	Ms Angie Goh Mrs Sandra Lim	goh_see_ngee@schools.gov.sg teo_cai_ling_sandra@schools.gov.sg
4 Kunzite	Mr Ken Foo Mrs Wong Swee Keng	foo_sea_win@schools.gov.sg woon_swee_keng@schools.gov.sg
4 Larimar	Mr Justin Chong Mdm Ng Gek Hwa	justin_chong_jin_fatt@schools.gov.sg ng_gek_hwa@schools.gov.sg
4 Emerald	Mr Muhd Noor Hairil Mr Poon Zi Li (Term 1) Mrs Serene Goh (Term 1) Mdm Joyce Toh (from Term 2)	muhammad_noor_hairil_muhammad@schools.gov.sg poon_zi_li@schools.gov.sg serene_goh@schools.gov.sg toh_lin_lee_joyce@schools.gov.sg
5 Eudialyte	Mrs Sim Sook Fen Ms Suraiya	loh_sook_fen@schools.gov.sg suraiya_izharul@schools.gov.sg

11. The contact details (work email and telephone number) of your teen's subject teachers are also available on our school website. Teachers will generally be contactable by telephone during office hours. If you email our teachers, they will aim to reply you within 3 working days. We seek parents'/guardians' understanding that teachers may wish to keep their handphone numbers private.

12. The Year Head for Sec 4/5 is Ms Estelle Chong (estelle_chong_chyi_shin@schools.gov.sg).

C. Key Parent Engagement Platforms

13. In the course of your teen's 4-5 years in Bowen, we will be meeting parents/guardians at briefings / Meet-the-Parent Sessions (MPS). Separate letters providing more information on these sessions will be issued at a later date.

Date	Levels
Thu 13 Mar	Sec 4/5 MPS (4-6pm)
Fri 30 May	Sec 1-5 Full Day MPS (one-to-one meetings with FTs)

D. Bowen FIESTA (Start of Year) 2025

14. Our annual **Bowen FIESTA** (Fun, Interactive, Educational and Structured Activities) will be conducted in Week 1. Bowen FIESTA for Sec 4/5 students will comprise:

- **Open Houses to Polytechnics**
The Open Houses will help students to have a better understanding of post-secondary pathways and courses, discover their interest in a particular field of study, and work towards it.
- **StrengthsFinder and Education and Career Guidance (ECG) Workshop**
This workshop aims to help Secondary 4 students:
 - Identify and discover their strengths, gain confidence and self-awareness on how their strengths can help them to succeed in school and life;
 - Apply practical strategies and actions they could take based on their strengths to help them to develop their full potential and succeed in school and in life; and
 - Identify job tasks that may energise them with reference to their strengths and start planning their post-secondary and career journey.
- **Personal Effectiveness Workshop**
This workshop aims to help students reflect upon their learning strategies and provide students with skillsets such as time management, stress management and how to encourage and tap on one another's strengths that allow them to better cope with the demands of this academic year.
- **Team bonding Programme at Action Motion (HomeTeamNS Bedok Reservoir)**
This programme offers Secondary 5 students opportunities to participate in hands-on simulations that enhance problem-solving skills and strengthen synergy. It also aims to ignite the spirit of achievement, encouraging students to strive for performance excellence. Through engaging and challenging activities, the programme builds trust and collaboration while fostering life skills such as team bonding, character building and self-esteem.
- **AForte Applied Learning Modules (ApLM@Schools)**
This programme aims to expose students to careers that they may be interested to pursue and to provide them with an opportunity to experience actual practices used in the industries. Please refer to Annex A for more details.

Calendar View of Weeks 0 and 1

Week	Mon	Tue	Wed	Thu	Fri
0 (1 - 3 Jan)			Public Holiday	First Day of School Programme (All levels)	Lessons according to timetable
<i>Please refer to dismissal time for the different levels as shown in Section A above.</i>					

Week	Mon	Tue	Wed	Thu	Fri
1 (6 – 10 Jan)	Lessons according to timetable	Lessons according to timetable	Sec 4 Sapphire/ Peridot/Amethyst /Ruby: StrengthsFinder and ECG Workshop Dismissal at 12.30pm.	Sec 4 Sapphire/ Peridot/Amethyst /Ruby: Open House at Nanyang Polytechnic (NYP) One-way transport will be provided. Dismissal at 12.30pm.	Sec 4 Sapphire/ Peridot/Amethyst /Ruby and Sec 5 Eudialyte: Personal Effectiveness Workshop Dismissal at 12pm.
			Sec 5 Eudialyte: Team bonding Programme at Action Motion (HomeTeamNS Bedeok Reservoir) Two-way transport will be provided. Dismissal at 12.30pm.	Sec 5 Eudialyte: Open House at Temasek Polytechnic (TP) Two-way transport will be provided. Dismissal at 12.30pm.	
			For selected students: Learning Journey at Lifelong Learning Institute (2pm to 5pm) Dismissal at 5.30pm.		
			4 Kunzite/ Larimar/ Emerald: AForte Applied Learning Modules (Refer to Annex A)		

15. A Consolidated Notification on Term 1 activities/programmes was sent to you via Parents Gateway (PG) on **Mon 30 Dec**. Please submit your consent via PG by **Fri 3 Jan**. We seek your understanding that your teen may not be able to participate in the abovementioned activities if we do not receive the consent by the given date.

E. 2025 Home-based Learning

16. Since 2021, secondary schools have embarked on Blended Learning (BL), which is a mix of home-based and in-school activities that leverage on both online and offline approaches to learning. The objective of BL is to nurture self-directed, independent and intrinsically motivated learners.

In Bowen, the Blended Learning experience includes a student-initiated learning component called *BowenExplore!* on Home-Based Learning (HBL) Days where students explore their interests and passions and learn beyond the formal curriculum. Many students have found it a meaningful learning experience.

This year, the school will continue to have regular HBL days starting **Fri 31 Jan**. Please refer to the table below for the HBL schedule for 2025. An Info-Sheet with more details on HBL will be sent via PG at a later date.

Term	Levels	Week/Day
1	S1-5	<ul style="list-style-type: none"> W4 Fri 31 Jan W7 Wed 19 Feb W9 Wed 5 Mar
2	S1-5	<ul style="list-style-type: none"> W2 Wed 2 Apr W4 Wed 16 Apr W6 Wed 30 Apr W8 Wed 14 May
3	S1/2/4/5 S1-5	<ul style="list-style-type: none"> W1 Wed 2 July (S3 will be away for Outdoor and Adventure Camp) W3 Tue 15 Jul to Thu 17 Jul <p><i>Note: The GCE N-Level Oral Examinations will take place over three full days. Secondary schools will conduct HBL for all levels.</i></p>
4	S1-3	<ul style="list-style-type: none"> W5 Wed 15 Oct

F. Assessment and Criteria for Progression

17. In recent years, MOE has introduced several policy changes under the Learn for Life movement to nurture our students to be confident and resilient learners. Since 2023, all schools have removed mid-year examinations for all levels as part of ongoing efforts to inculcate the joy of learning in our students. Sec 4/5 will have Term Assessments (TA) in Terms 1 and 2 and Preliminary Examinations in Terms 3 and 4. TAs will take the form of either Pen-and-Paper (PP) tests or Alternative Assessments (AA).
18. More information on assessment matters will be sent to parents/guardians via PG at a later date. Information on all academic matters including assessment will also be available in the e-Student Handbook (see Section H below).

G. Updates on School Attire

19. Please refer to the updated guidelines below for the school's dress code for the various days of the week.

Day	Timing	Attire
Mondays	7.30am – 9.00am	Bowen Smart Formal Attire <u>with</u> school tie
	After 9.00am	1. Smart Casual Attire <u>OR</u> 2. Smart Formal Attire <u>without</u> tie

Tuesdays - Thursdays	7.30am onwards	1. Smart Casual Attire <u>OR</u> 2. Smart Formal Attire <u>without</u> tie
Friday (Dress-Down Day)	7.30am onwards	CCA T-shirt, Class T-shirt, PE T-shirt and formal school bottoms (skirt/shorts/pants)
Daily (Optional)	1.30pm onwards	PE T-shirt and formal school bottoms

20. For more information on school attire (e.g. visual representation on the School Attire guidelines), please refer to the 2025 e-Student Handbook or “School Matters” section on the school website.

H. e-Student Handbook

21. All students will receive the 2025 e-Student Handbook by the middle of Term 1 via their Student ICON emails. The Handbook will include important information such as school rules, the school calendar, curriculum hours, and progression criteria.

I. Bowen Device (HP) Policy

22. With the availability of Personal Learning Devices and lockers for all students, they will be required to keep their handphones or any other electronic devices in their lockers during curriculum hours (which includes recess, CCA, etc.). Students can retrieve and use their handphones after curriculum hours/school dismissal at the canteen or foyer only.

23. Given the ubiquitous nature of technology, we hope that this practice will encourage our students to develop self-regulation in using technology wisely, “Disconnect to Connect” with their peers, reduce screen time, as well as prevent damage to, loss or theft of their devices. It will also allow them to better leverage their Personal Learning Devices as the main tool for learning without distractions from social media, game notifications and chats during curriculum time.

24. The school will be reminding students on the device policy and we believe that our students will be able to abide by it. However, there may be consequences (e.g. confiscation of handphone) should students be found flouting the rules.

25. The school seeks parents/guardians’ support for the policy and help our students to use technology responsibly and appropriately. Should you need to contact your teen during curriculum hours due to any urgent matters, please contact the General Office at 6385 9466.

J. School Attendance and SMS Notification for Absenteeism

26. Attendance at school and school-related activities (e.g. CCA, Sports Day, enrichment days, etc) is compulsory to ensure students’ holistic development and continuity of learning. Students who are absent must submit a valid medical certificate (MC) or a letter from parents with valid reasons to the relevant teacher(s) immediately upon their return to school after their absence.

27. To ensure regular attendance, parents/guardians are encouraged to excuse their teens from school through parent’s/guardian’s letters only for valid reasons such as unforeseen family circumstances. Thus, the school will only accept **up to 5 letters per semester**. If the student is unwell, we advise them to seek medical attention and be excused from school through a MC.

28. Students should not be travelling overseas during term time unless due to extenuating reason(s). Ongoing assessments may be impacted if student is absent from school without valid reason (e.g. no MC). For information on “School Terms and Holidays for 2025”, please visit <https://www.moe.gov.sg/news/press-releases/20240812-school-terms-and-holidays-for-2025>
29. Parents/guardians (i.e. primary contact person) will receive a SMS notification from school by 10.00am if your teen is absent from school. Kindly ensure your handphone number is updated in the school system through the Student Details Form (see Section K below).
30. Should you need to verify your teen’s attendance, please contact the General Office or his/her FTs at 6385 9466.

K. Student Details Form

31. A Student Details Form (SDF) will be sent to parents/guardians via PG. Please confirm that the information is up-to-date and respond online by **Fri 24 Jan**. For parents/guardians not onboard on PG, a hardcopy will be passed to you through your teen for verification. Should there be any changes, please update the form (indicate in red ink) and return it to FTs through your teen. As the form contains sensitive information, please remind your teen to keep the form safe and hand it to his/her FTs as soon as possible.

L. Term 1 Key Programmes, Events and Holidays

32. After Bowen FIESTA, lessons will resume as per timetable from **Mon 13 Jan**. Here are 2025 Term 1 highlights for Sec 4/5 students:

Date	Programmes/ Events	Remarks
Thu 16 Jan	StrengthsFinder and Education & Career Guidance (ECG) Workshop	Make-up session for selected students. 2.30pm-6pm (A separate PG notification will be sent to parents/guardians should there be a change in timing).
Tue 28 Jan	Chinese New Year Celebration	Dismissal Time at 10.00am.
Wed 29 Jan	CNY Public Holiday	-
Thu 30 Jan	CNY School Holiday	Face-to-Face lessons resume on Mon 3 Feb as Fri 31 Jan will be HBL for Sec 1-5.
Fri 31 Jan	Home-Based Learning (HBL) for Sec 1-5	Students will need to log into SLS by 8.00am for check-in and attendance taking.
Mon 3 Feb to Thu 27 Feb	Sec 1-5 Term Assessment 1	A separate letter on the schedule of the Term Assessments will be issued at a later date.
Thu 6 Feb & Thu 13 Feb	Personal Effectiveness Workshop for Sec 4N and selected students who missed earlier session.	Held in school from 3.30pm – 5.00pm. A separate PG notification will be sent to parents/guardians should there be a change in timing.
Mon 10 Feb	Total Defence Day NE Commemoration	Held during school hours.
Mon 10 Feb	Geography Fieldwork for Sec 4 Amethyst	A separate letter will be issued at a later date.

Date	Programmes/ Events	Remarks
Wed 19 Feb	Home-Based Learning (HBL) for Sec 1-5	Students will need to log into SLS by 8.00am for check-in and attendance taking.
Thu 27 Feb	Class Committee Workshop (Class Leaders & Peer Support Leaders)	Held in the afternoon. A separate PG notification will be sent to parents/guardians of students involved.
Fri 28 Feb	Mass Run for Sec 1-5 (AM)	A separate letter will be issued at a later date.
Mon 3 Mar to Fri 7 Mar	Bowen Care and Inclusion Week	Held during school hours.
Wed 5 Mar	Home-Based Learning (HBL) for S1-5	Students will need to log into SLS by 8.00am for check-in and attendance taking.
Fri 14 Mar	Issuance of T1 Result Slips	Held during school hours.
Sat 15 Mar to Sun 23 Mar	School Holidays	Students may be required to attend CCA activities or other programmes. Parents/guardians will be notified via PG beforehand. Student Protected Time will be on Thu 20 Mar to Fri 21 Mar during which no school activities will be held.

33. For regular updates on school programmes and the happenings in and around the school, please feel free to check our school website, and follow us on the school's official Facebook page at <https://www.facebook.com/bowensec> or our official Instagram account **@bowensec_official**.

Thank you for your support and for partnering us closely as we nurture our students to be future-ready Passionate Learners, Servant Leaders and Champions of Good.

Yours faithfully,



Mr Loh Chih Hui
Principal

Use of photographs and video images

Photographs or video images of students, parents and visitors may be taken during school activities and events such as classroom lessons, enrichment activities, CCA activities, camps, etc. The school may use and publish such photographs or video images in school publications, the school's website, social media channels, or other communication channels.

ANNEX A - AForte Applied Learning Modules (ApLM@Schools) for Sec 4K, 4L & 4E

1. Your teen will be attending a 3-day Applied Learning Module Programme on **8 – 10 January 2025** (Wednesday to Friday) at **8am – 2.30pm** on Wed to Thurs and **8am – 1.30pm** on Fri.
2. The aims of the programme are to expose students to possible careers that they may wish to pursue in the future, and to provide them an opportunity to experience actual practices used in the industries.
3. In 2024, your teen was given the opportunity to indicate his/her interests. After consolidation of choices, your teen will be attending one of the four Applied Learning Modules below:
 - Aeronautics Engineering
 - Beauty, Spa & Wellness
 - Food Culinary
 - IT (Digital Animation)
4. We will allocate modules taking into account students' choices, within the number of places offered by each module. Nonetheless, we will work with the students to make the most of their learning whichever module they are allocated.
5. The modules will be conducted based on the timing indicated above for all the three days. Students will report to school at 7.30 am as usual in school attire. The modules will be held in school and/or related external venue(s). More information will be provided to the students nearer the programme date. We seek your support in encouraging your teen to attend all three sessions and participate actively in all the activities. At the end of the modules, your teen will present/showcase what he/she has learnt, to practise his/her presentation skills. He/she will also receive a certificate of completion.
6. As MOE subsidises fully for the cost of the programme (estimated cost: ~\$220), students need not make any co-payment. Your teen's attendance for this programme is **compulsory**. Should he/she miss any of the sessions without a valid medical certificate, disciplinary action will be taken against your teen and he/she may be liable to pay the full course fee.
7. For more information about the Applied Learning Module programme, please contact Mrs Normala Chang (Head/ Student Management) at 6385-9466. Thank you.