



ST. GABRIEL'S SECONDARY

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IMPORTANT INFORMATION FOR YEAR 2018 SEC 1 INTAKE

Reporting on 1st Day of School – Tuesday, 2nd January 2018

- Students are to report to the school parade square by 7.20 am in PE attire (**primary school's PE attire is allowed for the Orientation Programme**).
- Do also bring along a water bottle and some money for lunch
- For international students, **please submit** a copy of the following documents to your form teacher.
 - Student's Pass or Dependent's Pass
 - Parent's Employment Pass or Parent's Passport

Sec 1 Orientation Programme

- ❖ The objectives of the programme are to allow students to
 - build rapport with their new classmates and Orientation Group Leaders (OGLs)
 - familiarise students with the school and ease them into our Gabrielite culture
 - impart our school values through activities conducted
- ❖ The **Sec 1 Orientation Programme** will be carried out over four days – on Tuesday, 2 January to Friday, 5 January 2018. The dismissal times are as follows:

Date	Time of Dismissal
Tuesday, 2 January	4 pm
Wednesday, 3 January	6 pm
Thursday, 4 January	6 pm
Friday, 5 January	9.30 pm after the camp fire

- School PE-attire (T-shirt and shorts) are to be worn for the Orientation Programme. Primary school PE-attire may be worn for students who are unable to obtain the prescribed PE attire.
 - Please also note that on Thursday, 4 January, students must bring along a change of PE-attire and a face towel in view of the wet activities that has been planned for them.
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Sec 1 Campfire and Information Session on Subject-based Banding for Sec 1 NA/NT Parents/Guardians

- Parents are encouraged to attend the campfire which will be held in the school hall on **Friday, 5 January**. Do note there is an information session from 6.30 pm to 7.00 pm at AVA room on Subject-based Banding for Sec 1NA/NT parents/guardians whose child/ward is presently not emplaced on this programme.
- The campfire will begin at 7.15 pm and end at 9 pm. As the students will be having their dinner at 6 pm, parents are encouraged to have their dinner before participating in the campfire. There will be some food sold in the school canteen. There will be limited parking spaces in school. Please park at the HDB carpark opposite the school if there is no available lots in school.

Facilitating the transition in Secondary School

- **Parent Talk**

Parents of Sec 1 students are encouraged to attend the series of talks arranged by Family matters @ School Program to help them better understand the struggles of their child. These talks will be beneficial to all parents especially to those who are first time parents of students entering secondary school. The first talk cum workshop on 'Managing Changes in Sec 1 students' will be held on Friday, 5 January from 4.30 pm to 7.00 pm. Parents of Sec 1 NA/NT students who are attending this parenting talk cum workshop will be excused from 6.30 pm onwards to make time for the Information session on Subject-based Banding (for Sec 1 NA/NT parents/guardians whose child/ward is presently not emplaced on this programme) as detailed earlier under section on 'Sec 1 Campfire and Information Session on Subject-based Banding for Sec 1 NA/NT Parents/Guardians'.

- **Parent Teacher Meeting**

There are 2 Parent Teacher Meeting (PTM) sessions scheduled for parents of Secondary 1 students. More information will be released on a later date.

1. 9 March 2018 (Friday)
 2. 25 May 2018 (Friday)
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CCA Fairs

- All parents/guardians are invited to attend the following:

Date	Time	Event
Wednesday, 3 Jan 2018	3.30 pm to 5.45 pm	Sports CCAs Selection Trials
Thursday, 4 Jan 2018	2.45 pm to 4.45 pm	Sports CCAs Selection Trials & Performing Arts CCA Fair Infocomm Club
Friday, 5 Jan 2018	2.45 pm to 5.15 pm	Uniformed Groups (UGs) CCA Fair

SNAAPP

School Notification and Attendance App (**SNAAPP**) is a notification system adopted by St. Gabriel's Secondary School to disseminate class or school-based information to parents and notify parents if their child is absent from school or late for school. Please follow the instructions below to download the app and register for more effective communication between the school and the parents. Refer to Annex A for more details.

School Programmes

School Hours

- Except for Thursdays, school starts at **7.25 am sharp**. Students will have to **assemble in** the parade square once the signature tune is activated at 7.20 am.
 - On Thursdays, school starts at **8.25 am** and the signature tune will be activated at 8.20 am. Any student not in line with their class **in** the parade square for assembly and flag raising ceremony is considered late. It is **every Gabrielite's responsibility** to be punctual and this is a basic form of respect for the school community. There will be penalty for late coming. Parents are urged to ensure that their child is punctual to school.
 - Parents who drive your child to school are to ensure that the child reaches school by **7.15 am** so as to avoid congested traffic outside the school area and to be considerate to other residents who are leaving for work.
 - **Late comers must report to the Study Area (before 8 am) or General Office for their attendance to be captured for the day.**
 - All students will have their attendance captured on an online portal SNAAPP.
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Parents are advised to activate the app on your phone so that you can be informed if your child is late for the day.

Timetable

- The timetable runs on a weekly basis from Monday to Friday.
- As recess is scheduled in late morning, all students are advised to have a hearty breakfast before coming to school.
- On days when students have PE during the first two periods of the day, they should have an earlier breakfast and take lighter and easily digestible food.
- Parents can refer to the school website for updates and details to their child's timetable

After School Activities

CCAs

- The majority of Co-Curricular Activities (CCAs) will be conducted on weekday afternoons. CCAs are an integral part of our education system and play a vital role in the all-round development of students by complementing the academic programme. CCAs are therefore given equal importance as academic subjects and attendance for CCA is taken seriously.
- Skipping CCA sessions is regarded as a serious infringement of school rules similar to that of skipping classroom lessons. Medical certificates (MCs) and relevant valid documents will have to be produced as proof of valid absence. Students may be given a 'Fair' or 'Poor' Grade for their conduct for persistent absenteeism from their CCA.

Note: Please refer to the School Website for the list of CCAs and their Training Schedules.

Remedial/Supplementary/Enrichment Programmes

Students are sometimes requested to attend the following after school's dismissal time:

- Remedial and/or supplementary lessons
- Enrichment Programmes
- Visits/Learning Journeys

Parents/Guardians are strongly advised to give priority to these programmes and be prepared for flexibility in the arrangement and planning of their sons/wards' private lessons/tuition (if any).

Leaving School Early

A student will only be granted permission to leave school before dismissal time when deemed absolutely necessary. The procedure for leaving school early is as follows:

Before day of leave:

- Seeking prior permission from Form Teachers to leave early before actual day;
- Showing documentary proof or written request from the parents/guardians, to the Form Teacher/Subject teacher, before permission can be granted.
- Form teachers will inform subject teachers of student's leave.

On day of leave (to be used for all urgent leave cases as well):

- Show documentary proof to subject teacher to seek permission to leave from subject teacher;
- Class Chairman will accompany student to report to the General Office for registration to leave school early;
- Office staff will call parent/guardian for confirmation;
- Parent/guardian must go to the General Office to sign out in Log Book before leaving school with son/ward.

(Note: Students not feeling well are not allowed to leave school on their own before dismissal time. Parent/guardian must pick students up personally.)

School Fee And Miscellaneous Fees

Students who have been paying their School Fees via GIRO and/or 2nd tier Miscellaneous Fees using their Edusave accounts (applicable to Singapore citizens only) in primary schools will continue to do so with the prior arrangement. There is no need to re-apply for this arrangement.

Cash paying students are strongly encouraged to use GIRO. Students who have not applied to use their Edusave accounts (applicable to Singapore citizens only) to pay for the 2nd tier Miscellaneous Fees are strongly encouraged to apply for it. Application forms can be obtained from the General Office.

Standing Order For Use Of Edusave Account

Students (applicable to Singapore citizens only) who have applied for the Standing Order For Use Of Edusave Account where a one-time authorisation was obtained from their parents/guardians to pay for 2nd tier miscellaneous fees by MOE and/or enrichment programme charges incurred in their primary schools will continue to do so with the prior arrangement. There is no need to re-apply for this arrangement.

Students who have not applied for the Edusave Standing Order For Use Of Edusave Account will have to pay cash. Parents/guardians are strongly encouraged to apply for the Standing Order. Application forms and the FAQ for parents/guardians on The Edusave Scheme can be obtained from the General Office.

School Smart Card

Sec 1 students can continue to use their Primary Level School Smart Cards (SSCs) for concessionary travel till end Apr 2018. While waiting for their Secondary level SSCs to be ready, the students can purchase the Bus Concession Pass (BCP) for Secondary School students using their Primary Level SSCs to enjoy the concessionary travel rate.

Group Personal Accident (GPA) Insurance for Students

The Ministry of Education has insured all MOE-registered students under the **Master Contract for Group Personal Accident (GPA) Insurance for Students** awarded to NTUC Income Insurance Co-operative Ltd. Please refer to the leaflet from NTUC Income enclosed for details of the benefits of the GPA insurance, claims handling procedure and contact persons (NTUC Income's zone representatives).

Photo-taking

Sec 1 students will have their photograph taken by the school appointed photographer on Monday, **15 January 2018**. Students are to wear the school ties for the photo-taking session. The cost of \$5 for the passport size photographs (8 pieces) will be collected by the photographer on the day of photo taking.

School Rules and Regulations

Please refer to the School Handbook, pages 71 - 79 for the detailed School Rules and Regulations.

Travel Declaration

Sec 1 students are required to notify the school if they have travelled overseas during the November/December school holidays. No action is required if the student had not left Singapore during this period. The student's travel declaration must be submitted by parents/guardians by completing the travel declaration form via <http://tinyurl.com/SGSstraveldeclare> before **31 December 2017**.

Parents' Contact Details Update

Kindly update your contact details via this URL <https://tinyurl.com/y8srrvlp> by **31 December 2017** to facilitate communication in case of emergency.

Important Contact Numbers

- General Office Tel.No: 6288 9470
- General Office Fax No: 6289 8615
- E-mail address: stgss@moe.edu.sg
- School website: <http://www.stgabrielessec.moe.edu.sg/>
- Year Heads' Contact: (ext. 114) chow_yew_kai@moe.edu.sg
(ext. 136) jane_han_chern_wern@moe.edu.sg

Class	Form Teacher 1	Form Teacher 2	Form Teacher 3
1E1	Ms. Mylene Tan (ext. 214)	Mdm. Hasnah (ext. 143)	
1E2	Ms. Angel Lai (ext. 143)	Ms. Siti Nurain (ext. 206)	
1E3	Mr. Sreetharan (ext. 209)	Ms. Crescentia (ext. 207)	
1E4	Ms. Khoh Li Ming (ext. 142)	Ms. Khairunnisa (ext. 134)	Ms. Amalina (ext. 206)
1N1	Ms. Koh Bid Ling (ext. 154)	Mr. Terence Lim (ext. 152)	
1N2	Ms. Rani Rama (ext. 135)	Mr. Zhang Huasheng (ext. 134)	
1T1	Ms. Mary Stevenson (to be confirmed)	Mr. Eng Chai Ming (ext. 145)	

Teachers' emails can be obtained from school website

Vendors

- School uniforms, PE attire and name tags are sold at:

Shirley Season Wear

Blk 266 Serangoon Central Drive #02-251

Singapore 550266

Tel: 6280 4917

(Students are allowed to wear their own black or dark blue shorts for PE lessons)

- School textbooks and school ties are sold at :
School Bookshop managed by **Casco Educational Supply Pte Ltd**. Please refer to the booklist for the schedule of sale of books. To contact School Bookshop during office hours, please call 6282 0401 or fax 6547 4305.

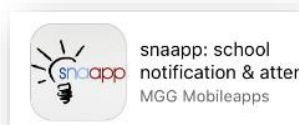
We warmly welcome all of Sec 1 students and parents to the Gabrielite family and look forward to a great start to 2018!

With Best Regards and God Bless.

.....
Mr. Stephen Chin

Principal

1 INSTALL & ACCESS



Download "snaapp: school notification and attendance app".



Play Store



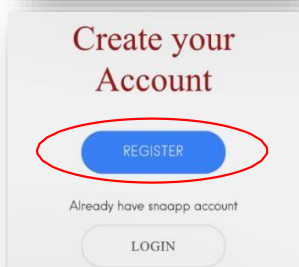
App Store

Enable notifications



Google Chrome

snaapp.mggsoftware.com/app

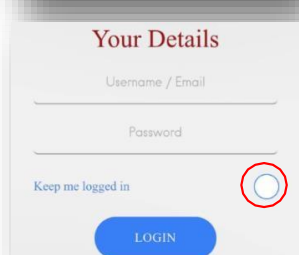


2 REGISTER & LOGIN

Username & Password:

Case-sensitive, 8-15 alphanumeric numbers, symbols allowed **-.#@*!?**

Fill in all blanks, including Last Name, Email and Mobile number.
Tick Keep me logged in to stay logged in.



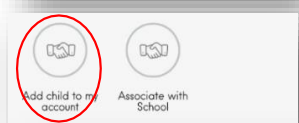
3 FORGET PASSWORD

Click "Forget password" to change password.

Snaapp will send an email with a link to key in new password.

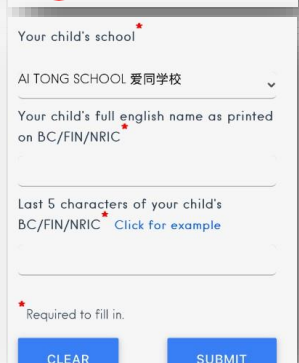
Please check your email's Inbox / Junk / Spam folders.

Please add noreply@mggsoftware.com contact into your email.



4 ADD CHILD

Click "Add child to my account" to register as parent of a child in snaapp.

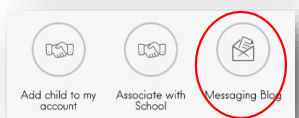


Fill in all the blanks in this order:

1. Child's School
2. Child's Name (as stated in your child's Birth Certificate/NRIC)
3. Child's Birth Certificate Number / NRIC last 5 characters (including last letter)

S9876543Z

T0123456A



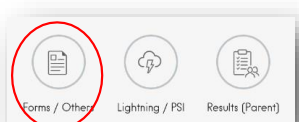
5 MESSAGING



Click "Messaging blog" to communicate with teachers.

There are 3 types of messages:

- 1 **Public Reply** (Reply all)
- 2 **Private Reply** (Reply teacher only)
- 3 **No Reply**



6 FORMS & LETTERS

Click "Forms / Others" to access forms parents need to submit.

Click on the form title, choose options, acknowledge and sign to submit.