



Vision: Be a light in society, enriching lives with love, hope and joy.

Values: Love, Integrity, Growth, Honour, Teamwork (LIGHT)

SAMS/Admin(P)/2025/098

30 December 2025

2026 Term 1 Letter (Secondary)

WELCOME MESSAGE BY PRINCIPAL

Dear Parents and Guardians

Welcome back to a new school year, one filled with meaningful opportunities for growth and discovery! Learning is an adventure, offering moments of both struggle and joy for our Saints. Some may struggle to find joy in learning, while others experience joy as they overcome the challenges during learning. Regardless of which path our Saints find themselves on, the essential ingredient is the active engagement and authentic contribution of every Saint.

The first challenge to learning is taking ownership. It is tempting for our Saints to hope that knowledge will be given to them easily, seeking direct answers without much effort put in. But to own their learning is to be self-directed, making sense of what they are learning on their own. This may require our Saints to read further, ask questions to clarify, or practice more till it makes sense. Let's support our Saints to be **Active Learners** by embracing this process.

Another challenge is learning to adapt. Our Saints will encounter learners who are different from the way they learn in their various classes. The ability to learn alongside others fosters idea exchange and broadens their perspectives when our Saints keep an open mind. Meaningful contributions from each one will help them to learn faster, wider and deeper. Let's encourage our Saints to be **Contributing Learners**.

The final challenge our Saints may face is learning to stay focused. There are countless things vying for their attention, making it increasingly difficult not to be distracted from what truly needs to be learnt. Exercising discipline through the establishment and practice of routines help our Saints manage their impulses and remain focused on what is important. Such routines may include helping them to be proactive in their efforts, begin with the end in mind, and putting first things first. Let's guide our Saints to consistently apply these habits of **Responsible Learners**.

Together, let us embrace the principles of being active, contributing and responsible to make this year's adventure in learning a truly enriching one for both our Saints and ourselves.

Blessed New Year!

I. Student Development

1. School Terms 2026

Please note the important dates regarding school terms in 2026 in the table below:

School Term	Day & Dates
1	* Mon 5 Jan to Fri 13 Mar
2	Mon 23 Mar to Fri 29 May
3	Mon 29 Jun to Fri 4 Sep
4	Mon 14 Sep to Fri 20 Nov

* All Secondary 1 students need not report to school on 2 Jan 2026 (Friday).

Parents are kindly requested to refrain from taking your child away from school during term time as that will affect his/her learning and development. Should there be any special unforeseen circumstances that arise, please write to the school to seek advice.

2. Orientation Programme (Term 1, Week 1)

The purpose of our Orientation Programme is to allow our students to ease into the significant changes that they will personally encounter. Changes include new physical spaces, new relationships (school staff, external vendors and peers), new routines and the enhanced rigour and complexity of the secondary curriculum. Hence, the orientation programme caters time and space for staff and students to develop a trusting relationship with one another, the provision of information, practicing routines and a taster of the regular time-table. A copy of the orientation programme can be found on our school website. The regular curriculum will commence from **12 Jan 2026, Monday** and all students will be dismissed according to their respective class time tables.

3. Developing self-agency, discipline and responsibility

a. Punctuality and Attendance

Reporting time is **7.40 am on all days at the Assembly Room**. Please ensure that your child/ward is in school at least 10 minutes earlier to account for possible traffic congestion and the need to independently place his/ her mobile-phone in the handphone lockers provided.

We also seek your support to monitor your child's/ward's attendance and ensure he/she is not absent from school without valid reasons. Your child's/ward's absence should be substantiated with medical certificates, unless otherwise approved due to valid reasons or special circumstances (please email the Form Teacher beforehand when possible).

b. School Attire

Students are to report in the new SAMS Secondary polo shirt and bermuda every day. No name tag is required to be sewn on the school uniform. Dark coloured or white-based shoes (without bright colours and outlandish design) and complementary black or white socks are the official footwear. For purchase of school uniforms, please refer to our website for more details.

4. Dismissal and Transport

a. School Dismissal Time

Unlike the Primary School, Secondary school dismissal times may not be consistent throughout the week. Please refer to your child's/ward's time-table for the respective dismissal times. However, every Friday, dismissal time will be at 12:30 pm.

b. Transport

Unlike the Primary School, there is no provision of school bus services for Secondary school students. Parents are strongly encouraged to develop the competencies of independent travel with their child/ward.

5. Class names and Form Teachers

The L.I.G.H.T. values of St. Andrews Mission School will be retained as the class names of our classes. The letter "S" will precede all class names (e.g. S1 Love, S1 Integrity)

We will have one class for 2026 until further additional student admissions.

Class	Form Teachers
S1 Love	Ms Lim Li Feng & Mr Francis Ng Hun Boon
S1 Integrity	TBC (when cohort size increase)

6. Co-Curricular Activity (CCA)

Due to the small cohort size of the inaugural batch of Secondary students, SAMS (Secondary) will start with one modular-based CCA. CCA will be conducted during curriculum time on Fridays.

7. Chapel Attendance

As a faith-based school, one period of 'Chapel' (30 minutes) will be allocated in the time-table. All students are invited and encouraged to participate in Chapel. Due to the small cohort size, the chapel experience will be more informal, focusing more on developing trusting relationships so that the chaplaincy team can be an integral part of the support network for our students as they step into their adolescence.

If you choose to opt out of Chapel for your child, please inform the Form Teacher and an opt-out form will be provided for you to complete. Your child will be assigned a space for independent work during Chapel.

8. Outward Bound Singapore (OBS) Day Event and other Key Events

As part of long-term partnership-development with Outward Bound Singapore (OBS), our staff and students will be having an outdoor activity with OBS on 30 January. Besides allowing our students to have new concrete experiences, we would also like to strengthen social-emotional learning through such platforms. OBS may require parents to complete a pre-event registration form.

A listing of other key events occurring in Term 1 can be found in Annex A

II. Student Management

9. The secondary school years at SAMS would be a crucial window of educating our students what are socially safe, appropriate behaviours and positive work habits. Post-secondary, our society would have unspoken expectations of adherence to social norms. We are putting in place a Student Discipline framework that will serve to explicitly teach our students socially acceptable behaviours. When deemed necessary, school consequences may be applied for the good of the child.

10. Handphone and Personal Learning Devices (PLDs) Usage Policy

The Ministry of Education (MOE) announced on 30 Nov 2025 enhanced measures to cultivate healthier screen use habits among students. From Jan 2026, students' devices will be kept in designated storage areas or school bags during school hours. Only where necessary and by exception, the use of smartphones will be allowed. Taking into consideration the deficits of social interaction in Autism, we want to promote more, not less, social communication among our students. We have installed handphone lockers (with number lock) near the classrooms and all students are expected to keep their handphones in the lockers **throughout the day before morning assembly** commences. Students will retrieve their handphone from the locker only before they leave the school. For these reasons, your child's handphone will be withheld for the day if they are inappropriately used or used without permission. Your support in this area would be greatly appreciated.

When students receive their PLDs in the later part of the year, the following should be adhered:

- Devices should be charged fully before the start of each school day
- During recess or lunch breaks, the devices are to be **kept in the classrooms**
- PLDs should be used primarily for learning and we urge parents to manage their screen time at home judiciously

III. Academic Curriculum

11. Curriculum Framework

Our curriculum design is geared towards empowering and enabling our students to be ready for their next phase of life. We subscribe to the learning outcomes of living independently, learning continuously and working meaningfully. Hence, we want to provide a holistic, joyful, authentic and enriching educational experience for all our students. For more details on our secondary curriculum framework, please visit our website.

12. Blended Learning / Home-Based Learning (HBL)

In this digital, diverse and rapidly-changing world, Blended Learning has become a key feature of the school experience to develop students' ability to be self-directed, passionate and lifelong learners. To support Blended Learning, regularly scheduled HBL Days will complement teaching and learning in schools. SAMS will commence HBL in Term 2 and more details will be shared in the next Term Letter.

13. National Digital Literacy Programme (NDLP) / Personal Learning Device (PLD)

The National Digital Literacy Programme (NDLP) was launched in 2020 to equip students with the digital literacies to be future-ready. Like all other secondary schools, Blended Learning will be supported by the use of educational technology such as the Singapore Student Learning Space (SLS) and by device provisioning. In collaboration with MOE, SAMS will commence device provisioning of a Personal Learning Device (PLD) when the school's ecosystem is ready. There will be further updates on this in time to come.

IV. Safety and Administrative Matters

14. Canteen /Dietary Matters

On certain days, a lunch period may be allocated in the time-table due to the longer school hours. In order to meet the dietary needs of teenagers and to mitigate the nation-wide issue of a shortage of canteen vendors, our secondary students will be accompanied by secondary school staff to the adjacent coffee-shop (less than 5 minutes walking distance) for their **lunch**. The average cost of a basic meal at the coffee-shop should not exceed \$7.00 (inclusive of food and a drink). Therefore, on days with lunch, please provide your child with slightly more cash. Recess will still be in the school canteen.

SAMS is currently exploring different options of food provisioning for all our students and we will update you once we have reached agreement with potential partners.

15. Finance Matters - School Fees

The school strongly encourages all parents to sign up for GIRO for the payment of school fees.

New / Transferred Students

For new or transferred students, please complete and submit the hardcopy GIRO form to the General Office.

Existing Students

For existing students (i.e. students transiting from SAMS Primary to SAMS Secondary), kindly inform the General Office if you wish to change your existing GIRO standing order for the payment of school fees.

GIRO deduction date for school fees

Please note that GIRO deductions will take effect from January 2026 for all students. Parents are advised to ensure that there are sufficient funds in the designated bank account by the 15th of each month, as school fees will be deducted on the 20th of every month.

Students who are not on GIRO will be required to pay their school fees via bank transfer or PayNow. For more enquiries, please contact the general office at 6334 1539 or email to enquiry@sams.org.sg

16. PDPA Policy

Singapore's Personal Data Protection Act (PDPA), enacted in 2012, establishes a data protection law which governs the collection, use and disclosure of individuals' personal data by organisations. Please note that photographs and videos may be taken at school organised events of our students and our visitors (e.g. parents/guardians) for use in school publicity materials. If you have any concerns, please approach the Admin Office. For more details or information on PDPA, please visit our website.

17. Temperature Taking Exercise

A mandatory temperature-taking exercise is usually held after a long school term break. This routine exercise aims to ensure that all Singapore schools are prepared to activate any temperature-taking regime promptly if the need arises. Having a personal oral digital thermometer is encouraged as the exercise presents an authentic opportunity to practise living-skills of taking responsibility and care for one's own health. We will inform our students when temperature taking exercise will take place once we are given notice by the Ministry of Education (MOE).

V. Home-School Partnership

18. S1 Parents' Engagement

We have scheduled for more than one Parent-Teacher conference in Term 1 as we believe in the importance of a strong home-school relationship and partnership right from the start. Please take note of the following:

- 1) Welcome to SAMS - 5 January (Monday), Time: 7:40 - 8:30 am (At SAMS)
- 2) Home visits for new SAMS students only (between Week 5 to 8, to be scheduled by Form Teachers)
- 3) Open house (7 February 2026). While this event caters mainly to prospective primary school students, you are invited to join us if you are new to SAMS
- 4) End of Term Parent's Briefing cum Parent-Child Teacher Conference (On site, 13 March)

19. Individual Transition Plan

As students transit from primary to secondary school, families may begin thinking about what lies ahead after secondary school years. Individual Transition Planning at SAMS starts typically at 13 years old/Secondary 1 and supports students and families in exploring future possibilities and taking gradual, meaningful steps towards life beyond secondary school.

Guided by the Ministry of Education (MOE), the school's Transition Planning Coordinator (TPC) works closely with families to develop a shared vision for each student's future. This is captured in the Individual Transition Plan (ITP), which is created using a person-centred approach and supports planning for post-secondary pathways and future possibilities. The ITP is reviewed yearly to ensure that plans continue to reflect each student's strengths, interests and evolving needs.

At St. Andrew's Mission School (SAMS), transition planning is guided by our mission to maximise each student's potential and develop active members of society, and our vision to enrich lives with love, hope and joy.

For the Secondary 1 school year:

- Students will be guided to explore their strengths, interests, needs and aspirations during 'World of Work' lessons.
- An ITP briefing for parents will be conducted at the end of Term 1 (Annex A)
- Family Envisioning Meetings (FEMs) will be held in Term 2 and Term 3
- Information gathered from these engagements will contribute to the development of your child's Individual Transition Plan (ITP)

We look forward to working closely with you as partners in supporting your child's transition journey. Together, we aim to build a meaningful, hopeful and purposeful future for every student.

20. Communication

There are two official channels for communication between parents/guardians and school. They are:

i) SAMS-SMS (Qoqolo App)

- Class level or individual messages between teachers and parents
- Class level updates from teachers to parents
- Evaluation reports of students
- Booking of Parents-Teachers Conference

A user ID and password will be emailed to you in due course

ii) Email

- Informing Form Teachers of absence from school without Medical Certificate/valid reasons
- Advanced notice to Form Teachers of absence from school for valid reasons

The emails of all the Secondary School Staff can be found at the end of this Term Letter.

As communication platforms have been made available, teachers are not obligated to give their personal mobile phone numbers to parents and any provision of such is at the sole discretion of the teacher. We seek your understanding on this.

21. Daily Routine Consistency

We seek your co-operation to reinforce predictable school routines at home, especially regarding sleep and morning preparation. Predictable transitions between home and school are essential for a good day.

22. Parents' Support Group

We would like to extend the existing strong partnership between parents/guardians and school into our Secondary School as well. However, we would like to define the scope of this partnership in the context of the needs of adolescence. We will update and engage all parents once we are ready.

IV. Staff Updates

20. Secondary School Staff

We welcome the following who will play a contributing role in SAMS (Secondary).

No	Name	Role/Designation	Subject (Secondary)	Email
1	Mr Lucas Teo Zhi Liang	School Staff Developer	Geography, Humanities Exposure	zhiliang_teo@sams.org.sg
2	Ms Janice Tay Siew Mei	Head (Student Development)	Physical Education	janice_tay@sams.org.sg

3	Ms Ginny Koh	Transition Planning Coordinator	Nil	ginny_kohjm@sams.org.sg
4	Mr Loh Chee Wei	Discipline Master	Nil	cheewei_loh@sams.org.sg
5	Mr Paul Heng Boon Tong	Head (Vocational Education)	World of Work, Math	paul_heng@sams.org.sg
6	Ms Loretta Lee Siew Yong	Year Head (Lower Secondary)	English	loretta_lee@sams.org.sg
7	Ms Nah Ser Yen	Head (English)	English	seryen_nah@sams.org.sg
8	Ms Jocelyn Teo Ching Fang	Head (Science)	Science	jocelyn_teo@sams.org.sg
9	Ms Lim Li Feng	Teacher	Science CCE/SEL	lifeng_lim@sams.org.sg
10	Mr Kenneth Loke Chee Keong	Lab Technician	Science	cheekeong_loke@sams.org.sg
11	Mr Francis Ng Hun Boon	Teacher	Physical Education, CCE/SEL	hunboon_ng@sams.org.sg
12	Ms Katrina Wong Tsz Yee	Teacher	World of Work	katrina_wong@sams.org.sg
13	Mr Alex Teo Poh Seng	Teacher	Math	To be confirmed
14	Ms Joy Tan Xie Zhu	Teacher	History	joy_tan@sams.org.sg

We welcome you to the SAMS family and look forward to a structured and successful **Term 1**. Thank you for your continued dedication and collaboration.

Sincerely,

Veronica

Veronica Ho

Principal

SAMS Important Dates and Key Events for Term 1

Please note the following important dates for your calendar:

Week	Date	Event	Time / Details
0	2 Jan (Fri)	Non schooling day for Secondary School students	
1	5 Jan (Mon)	First Day of School, start of Orientation Week for Sec 1	Refer to Website for Orientation Programme
2	12 Jan (Mon)	Start of regular curriculum	Dismissal time is subjected to time-table
4	30 Jan (Fri)	Sec 1 Outward Bound Singapore (OBS) Experience	During curriculum time. More information will be sent separately
5	7 Feb (Sat)	SAMS Open House	For prospective students and new parents
7	16 Feb (Mon)	Chinese New Year Celebrations	Dismissal is at 10:30am Students are encouraged to come in red-top with school bottoms or ethnic attire.
7	17-18 Feb (Tue-Wed)	Chinese New Year Holiday	School Holidays
8	23 Feb (Mon)	Total Defence Day Commemoration	During curriculum time
10	13 Mar (Fri)	Sec 1 Parents Meeting cum Parent Child Teacher Conference (PCTC)	Face to face at SAMS. Appointment slots will be arranged. Focus: Personal Learning Device, Individual Transition Plan, S1 Camp