

DAMAI

SECONDARY SCHOOL



Personal Particulars

Name: _____ Class: _____

NRIC No.: _____ Date of Birth: _____

Email: _____

Home Address: _____

Home Telephone No.: _____ Mobile No.: _____

CCA: _____

In case of emergency, please notify:

1) Name: _____

Relationship: _____

Contact No.: _____

Or

2) Name: _____

Relationship: _____

Contact No.: _____

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School History and Philosophy

Damai Secondary School is established in 2018 from a merger of Bedok North Secondary School (established in 1981) and Damai Secondary School (established in 1994). The new school functions from the existing premises at Damai Secondary. Ms Chan Wan Siong was appointed Principal-designate of this new school with effect from 26 April 2017. She joined the school effective 15 December 2017.

The first batch of students at the new Damai Secondary School comprises secondary two and secondary three students from both the merging schools. The first cohort of secondary one students joined the school on 2 January 2018.

Damai Secondary School aims to nurture students into upright citizens who are determined to do their best always to fulfil their purpose in life in a meaningful way. The school will create opportunities for students' growth and development laying a strong foundation for them to build their future upon. Together, members of the school community will forge a new identity with an emerging school culture and ethos. Concerted efforts by all parties involved in creating a conducive environment for teaching and learning, as well as for growth and development for staff and students will provide the impetus for the school's journey ahead. Every individual has a role to play and a purpose in life. The school will provide students with opportunities to discover themselves through their studies, interaction and engagement with others (peers, teachers as well as the wider community), active participation in school activities and programmes, application of values and skills learnt in authentic settings, and reflections on lessons learnt. We believe everyone has the capacity to contribute to the good of society and make a positive difference in everything they do. Imbued with the right values and a positive attitude towards learning and life, students will be able to make informed decisions on the paths they should take upon completion of their studies at Damai Secondary School.

School Song

By the edge of Reservoir
Damai Secondary standing tall
We may come from different homes,
As one, we will never walk alone

Strive for excellence in all we do
With care, passion and staying true
Together we build our future,
With hope, passion and resolute

Head, heart and hands we offer,
Let us build our Singapore
May our vision lead us towards
A life of meaning and purpose

May our vision lead us towards
A life of meaning and purpose

Lyrics by: Mr Chua Lek Hong

School Crest



The emblem of the school crest is a blazing beacon, consisting of three digits of a hand (representing Bedok North Secondary School) and two letters, 'DS' (representing Damai Secondary School). It symbolises the historical merger of the two schools in 2018.

The **three digits** also symbolise our school motto – Aspire, Explore and Achieve.

The **beacon** represents the school's commitment to serve as a guiding light to students and to brighten their paths by helping them to create a purposeful and meaningful life. This is achieved by leading students to acquire the right moral values, discover their interests and talents and to do their best.

School Vision, Mission, Motto and Values

School Vision

A Purposeful and Meaningful Life

School Mission

To imbue students with the right moral values, journey with them on their exploration to discover themselves, their interests and talents, and nurture them to always do their best.

School Values

Integrity

Being upright in character

Respect

Honours others and self with dignity

Resilience

Having the ability to cope with and overcome adversities and challenges

Service

Being willing to contribute to the good of society

School Motto

Aspire, Explore, Achieve

Aspire	Develop a strong, steadfast belief and confidence in self to maximise own potential
Explore	Seize opportunities to explore and discover strengths, interests and talents
Achieve	Cultivate values, attitudes and skills to empower self to achieve goals and realise potential

School Strategic Thrusts

Strategic Thrust 1

Laying the foundation for life-long growth and development

The learning needs of different segments of students are catered for and students are equipped with the necessary knowledge and skills to enable them to progress in their education.

Students are imbued with the right moral values which instils in them the instincts to become useful citizens.

Strategic Thrust 2

Unlocking the passion in the journey of self-discovery

Students are offered opportunities for self-discovery – interests, talents – as well as authentic learning experiences that enrich their lives through a range of programmes and activities under the co-curriculum (which includes CCA, Student Leadership, VIA, ALP and LLP.)

Strategic Thrust 3

Building a team of Professional and Competent Staff

Staff learning and school needs are met through the staff professional learning and development programme.

Staff are meaningfully engaged.

Staff well-being is promoted.

Strategic Thrust 4

Fostering strategic partnerships in support of student development

Enriching learning experiences for students are provided for through proactive selection of and collaboration with selected partners.

List of Key Personnel

S/n	Name	Designation	Email Address
1	Ms Chan Wan Siong	Principal	Chan_wan_siong@schools.gov.sg
2	Mrs Santha Sreekumar	Vice-Principal	santha_sukumaran@schools.gov.sg
3	Mrs Oh Wee Ming	Vice-Principal	Chan_wei_ming@schools.gov.sg
4	Mr Too Meng Ngee	VP (Admin)	Too_meng_ngee@schools.gov.sg
5	Mdm Sulina Bte Abas	HOD/EL & Lit	Sulina_abas@moe.edu.sg
6	Mdm Koh Meng Geok	HOD/MTL	Koh_meng_geok@moe.edu.sg
7	Mdm Seow Peng Peng	HOD/Math	Seow_peng_peng@moe.edu.sg
8	Mr Syed Aliff	HOD/Science	Syed_aliff@moe.edu.sg
9	Ms Denise Lavinia Selvakumar	HOD/Humanities	Denise_lavinia_selvakumar@moe.edu.sg
10	Ms Hester Oh	HOD/Aesthetics	Oh_bee_Leng_hester@moe.edu.sg
11	Mdm Soraya Suleiman	HOD/Craft & Tech	Soraya_suleiman@moe.edu.sg
12	Mr Ng Zhi Xian	HOD/PE&CCA	Ng_zhi_xian@moe.edu.sg
13	Mdm Lam Chen Peng	HOD/ICT	Lam_chen_peng@moe.edu.sg
14	Ms Lee Ley Har	HOD/CCE	Lee_ley_har@moe.edu.sg
15	Mrs Joanne Wong	HOD/Discipline	Ng_swee_mun@moe.edu.sg
16	Mrs Jackie Chan	Year Head/US	Neo_ai_ling_jackie@moe.edu.sg
17	Mr Ng We Keat	Year Head/LS	Ng_we_keat@moe.edu.sg
18	Mdm Haliza Haiyon	SSD	Halizon_haiyon@moe.edu.sg
19	Mdm Siti Haryani Bte Ramlan	LH/EL	Siti_haryani_ramlan@moe.edu.sg
20	Ms Yong Mong Li	SH/E Lit	Yong_mong_li@moe.edu.sg
21	Ms Nur Sahira Bte Ramlee	SH/ML	Nur_sahira_ramlee@moe.edu.sg
22	Mdm Chin Pei Kee (Mrs Lee)	SH/Math	Chin_pei_kee@moe.edu.sg
23	Mr Thong Ching Guan	SH/Physics	Thong_ching_guan@moe.edu.sg
24	Ms Lenny Marlina	SH/Science	Lenny_marlina@moe.edu.sg
25	Mdm Imelda Norazlina Bte Zulkefle	SH/Geography	Imelda_norazlina_zulkefle@moe.edu.sg
26	Mrs Ng Swee Wah	SH/PE	Teo_swee_wah@moe.edu.sg
27	Mr Lim Jing Kai	SH/Discipline	Lim_jing_kai@moe.edu.sg
28	Ms Carissa Loraine Ng	SH/NE&VIA	Ng_wei_yin_carrissa@moe.edu.sg
29	Miss Nurmin Bte Ahmad	SH/CCE (Acting)	Nurmin_Ahmad@moe.edu.sg
30	Mr Tan Kia Hock	SH/ICT	Tan_kia_hock@moe.edu.sg
31	Mr Lim Zhenghong	SH/ICT (Acting)	Lim_zhenghong@moe.edu.sg
32	Miss Nur Diyana Bte Osman	AYH/US	Nur_diyana_osman@moe.edu.sg
33	Mdm Goh Ai Lian	LT/Chemistry	Goh_ai_lian@moe.edu.sg
34	Ms Tan Chwee Kim	ST/EL	Tan_chwee_kim@moe.edu.sg
35	Mrs Yiow Yee Ling	ST/CL	Yap_yee_ling@moe.edu.sg
36	Mr Amir Mizra	ST/ML	Amir_mizra@moe.edu.sg
37	Mrs Chan Hwee Chin	ST/POA	Ong_hwee_ching@moe.edu.sg
38	Ms Rossana Bte Ros	ST/History	Rossana_ros@moe.edu.sg
39	Mrs Joy Shinchi	ST/CCE	Joy_shinchi@moe.edu.sg
41	Mrs Jan Yap	ST/Learning Needs	Tan_shook_yin@moe.edu.sg

Student Management and Discipline

A) School Rules and Regulations

All students are expected to exercise self-discipline and abide by the school rules and regulations at all times – within and outside the school. Students must project a positive image of a Damian by upholding the school values - **Integrity, Respect, Resilience and Service.**

A high standard of discipline is expected of all students. Any student who witnesses anyone doing things detrimental to the school, himself/herself or other school mates, must bring it to the attention of his/her teacher or staff of the school immediately.

Attire

Every Damaian must wear the school uniform with pride. The school uniform must be worn as prescribed and modification to the uniform is not allowed. (See page xx for details of the school uniform and PE attire.

- The school shirt/blouse must be neatly tucked into the school shorts/pants/skirt.
- Shirt/blouse sleeves and trousers should not be folded up.
- Skirts should be knee-length and not be folded at the waist.
- The school collar pin must be worn on the left collar when students are in full uniform.
- Students may wear white or black canvas school shoes or sports shoes (no colour restrictions). Wearing of flip flops/sandals or other footwear is prohibited except on medical grounds.
- Students are allowed to put on half-uniform – PE T-shirt with school shorts/pants/skirt on days when they have PE lessons.
- Permission must be sought for the design of class T-shirts, if any. Class T-shirts can only be worn on selected occasions with approval from the school.

Grooming

- Short, neat and tidy hairstyle with natural colour. No outlandish hairstyle, tinting, dyeing, highlighting/colouring of hair.
- Hair at the front must be above the eyebrows.

- Girls: Long hair below the collar must be tied up neatly with simple hair accessories that are black or dark brown. A pair of small plain ear studs, one on each ear lobe, is allowed.
- Boys: Hair at the back should not touch the shirt collar. There must be a distinct and gradual slope. Hair at the sides must not touch the ears. No side-burns are allowed. Facial hair such as moustache or a beard is not allowed. The face is to be clean-shaven. Ear studs/earrings/ear sticks are not allowed.
- Fingernails must be kept short and unvarnished.
- Fanciful spectacle frames, tinted glasses or coloured contact lenses are not allowed.
- Tattoos, body studs, rings, bangles or wristbands of any colour or kind are not allowed.
- Students with unacceptable hairstyles or coloured/dyed hair will be barred from lessons. Parents will be asked to come to the school to take them home. The Conduct Grade for these students may be 'Fair'.

Attendance and Absence from School

- Attendance in school is compulsory. Students are required to attend all activities planned for them – lessons after school, CCA training sessions, enrichment courses, learning journeys, school events – unless certified medically unfit for school or excused due to valid reasons.
- Parents/guardians must inform the General Office when their child/ward is not able to report to school by 7.30am
- Absence from school must be covered by a medical certificate or a letter of excuse (maximum of two per Semester) from parents/guardians which must be submitted to the Form Teacher the following working day. Absence without valid reasons is deemed 'Truancy' and students will face the due consequences (see Offences and Consequences.)
- Students are expected to complete the homework assigned by the teachers during the period of absence. It is the responsibility of the students to make appointments with the subject teachers concerned for consultation. They must attend make-up lessons, if required.

Punctuality

- Students must be punctual for all school activities.

- Students who are not present at the respective venues by 7.30am, for the flag-raising ceremony every morning, will be considered late of school.
- Late-coming is an offence, and offenders will be dealt with accordingly.

Flag-raising Ceremony at Morning Assembly

- Students will assemble at the designated location in a single line according to their Class Index No. as a class.
- Students who are Singapore Citizens must sing the National Anthem and take the Pledge with their right fist placed over their heart.
- All students must stand at attention when the command is given at the start of the ceremony.
- Students must sing the National Anthem and School Song, and recite the Pledge with pride.
- Students must remain silent and pay attention when announcements are being made.
- Upon dismissal, students are to walk briskly to the designated venues for their lessons.

Appropriate attitude towards learning

- Students are expected to be prepared for lessons. They must have the essential materials needed for the lesson. They must stay focussed and participate actively during lessons. They must not disrupt the lessons or affect the teaching and learning processes in any way.
- Students must seek the teacher's permission before leaving the classroom.
- Students are to move quickly from one venue to another so that lessons could begin punctually and curriculum time is optimised.
- Students are to complete their assignments and submit them as expected. Any request for extension of deadline must be made with the teacher concerned.

Snack Break

- Students are given the privilege to eat during the Snack Break. They are allowed to eat dry finger food (eg bun, dry fruit, sandwich), and they clean up the classroom after the break.

Recess

- Students must exercise consideration and refrain from making excessive noise during recess. They must not loiter along the corridors, which may affect the lessons going on in the other classes.
- Students must queue up to purchase their food. They are not to make purchases for others who did not queue up.
- Students should display good table manners while consuming their food.
- After eating, students must return the utensils and crockery into the designated bins. They must clear the tables of any food remains and ensure that the canteen is kept clean for others to use.
- After recess, students are to walk briskly to the designated venues for the next lesson.

Behaviour on school grounds

- Students should move around the school in a quiet and orderly manner.
- Students are not allowed to play ball games in the classrooms or any part of the school premises not designated for sports and games.
- Students are not allowed to cycle within the school grounds. All personal mobile devices must be properly stored away at designated locations.

Use of school property

- Students should use school property (eg ICT facilities, equipment, learning resources, devices) with care.
- Permission must be sought for loan of school property, and students must do their best to ensure that the condition of items on loan to them is well-maintained. Students will bear the cost of damage, theft or loss due to negligence and face disciplinary action in accordance to the school's discipline policy.
- Defects or damages to school property must be reported to the teachers in charge or the General Office, where appropriate, immediately.
- Students must keep the school facilities (eg Classrooms, library, computer laboratories, science laboratories etc) clean and tidy after use.

- Lights, fans/air-conditioners and other electrical appliances or devices must be switched off after use or when the class leaves the room for lessons elsewhere.
- Students must exercise consideration for others and keep the toilets clean. They must flush the toilet after use, not waste toilet paper or make the floor wet.

Personal belongings

- Students are advised not to bring valuables to school. They are responsible for the security of their personal belongings, and they must ensure that these are not left unattended.
- Students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like items which may be used or intended to be used to cause harm to others.
- The following items are strictly prohibited as well: chewing gum, cigarettes, lighters, hazardous chemicals, non-educational card games, pornographic materials, sharp objects. Prohibited items will be confiscated and parents/guardians will be required to come to the school for a meeting with the school management.
- Personal electronic devices (PEDs) such as handphones, ipods, tablets, laptops, cameras, can only be used during recess and after school curriculum hours.
- Students are accountable for the safe-keeping of the PEDs. All PEDs must be kept safely in the school bag during curriculum time, unless permission is granted by the teacher, or the PED is required as a resource tool for the lesson and contributes to the learning process.
- Students must exercise responsibility in using the PEDs.
- Charging of PEDs in school is not allowed.
- The school reserves the right to check any PED brought to the school.
- Violation of any rule in the use of the PED will result in the confiscation of the item. Parents/Guardians may be required to come to the school to collect the confiscated item.
- Students are to report any loss of personal belongings in the school to the teachers in charge or the General Office immediately.

Use of Technology and Social Media

- Students are accountable for all activities conducted via their own account.
- Students are responsible for the security of their account IDs and Passwords. They should not share these with anyone.
- Students should not use their accounts for any illegal or unethical activities. These include posting online remarks that are racially and religiously insensitive, vulgar and/or offensive, disruptive of public order and intentionally causing emotional distress/harm to others. Students should also not post or share any indecent, obscene, pornographic, defamatory, material/message that offends and cause distress to others. Threats, harassment, embarrassment, impersonation and intimidation to others are chargeable offences under the Singapore Legal System. The school will take action against such offenders.
- Students should not use school-owned computing devices for any online trade - buying and/or selling of goods and services.
- Students should not use devices to store, modify or create content (eg documents, presentations, pictures, videos) that is pornographic or defamatory in nature.
- Students should not access, download, copy or share any copyrighted materials (such as pictures, videos, music) without explicit permission from the owner.
- Students should not own, copy or share software in an unauthorised or illegal manner.
- The rights of all materials and data created using the school's ICT facilities and resources are jointly owned by the school the student creators.

Acknowledgement by Student and Parent

The school reserves the right to record and retain data on school-owned devices and/or accounts issued by the school for investigation or evidence. Violation of any policies, rules or administrative procedures may result in a temporary suspension or revocation of student's account. The student may face disciplinary action in accordance to the school's discipline policy.

Student: I understand and will abide by the Agreement.

Name of Student: _____ Class: ____ Date: _____

Parent/Guardian: I have read the Agreement with my child. I will ensure that my child/ward abide by the terms in the Agreement.

Name of Parent/Guardian: _____

Signature: _____ Date: _____

Permission to leave school during school hours

- Students who need to leave the school during school hours due to valid reasons (such as medical appointment and piano examination) must submit the relevant document or parents/guardians' letter of request to the Form Teacher on the day itself. They must obtain and exit slip from the General Office and present it to the security at the guard post.
- In the event of an unforeseen circumstance or emergency, students are to report to the General Office to seek approval from the School Leaders for early departure from school.

Travel Declarations

- Students must submit their travel declarations before they go on overseas trips during the school vacation.
- For travel applications during term time, permission must be sought from the School Leaders.

B) Discipline Management and Consequences for Misbehaviour

Students must be responsible for their conduct and behaviour and abide by all school rules and regulations at all times. Students who failed to do so will be dealt with and be subjected to consequences meted out in accordance with the nature of the offence and its seriousness.

Offences	Description	Consequences
Level 1 Minor	Skipping lessons, CCA, enrichment programmes, assembly, school activities	<ul style="list-style-type: none"> • Verbal warning • Detention • Parents to be informed
	Being disruptive during lessons	
	Improper attire and grooming	
	Late-coming (less than 3 times)	
	Littering	
	Misdemeanours eg using PEDs during curriculum time, causing disturbances, being rude, disrespectful	
	Tardiness in completing / submitting assignments	
Level 2	Level 1 Minor Offences repeated – 3 counts	<ul style="list-style-type: none"> • Counselling • Detention / corrective work order • Meeting with parents • Conduct Grade: Fair
	Late-coming: 4 – 7 times	
	Smoking/possession of tobacco products	
Level 3 Major	Level 1 Minor Offences – 4 or more counts	<ul style="list-style-type: none"> • Counselling • Detention / corrective work order • Suspension from CCA where appropriate
	Late-coming: 8 times and more	
	*Cheating in assessments/examinations and/or breach of exam rules and regulations	
	Open defiance and/or rudeness	

Offences	Description	Consequences
	Tarnishing school image through unacceptable acts, conduct or behaviour	<ul style="list-style-type: none"> • Meeting with parents • *Zero marks will be awarded for the paper/subject • Conduct Grade: Poor
	Truancy/absence without valid reasons	
	Alcohol/drug/inhalant abuse	<ul style="list-style-type: none"> • Counselling/referral to external agencies
	Bullying/cyberbullying	
	Gambling	
	Forgery/impersonation	<ul style="list-style-type: none"> • In-house school suspension or home suspension
	Gangsterism/fighting/assault/extortion	
	Possession of pornographic materials, weapons, tobacco products and/or all illegal items	<ul style="list-style-type: none"> • Meeting with parents • Police assistance where necessary • Conduct Grade: Poor
	Engaged/involved in acts of sexual misconduct	
	Arson	
	Theft	
	Vandalism	
	Arrested /summon by the Police or other law enforcement agencies eg Customs, NEA	
	Other serious offences not listed above eg trespassing, illegal gathering, harassment	

C) Conduct Grade

Students are expected to abide by all the school rules and regulations, and uphold school values at all times. They are to be present in school every day (unless with valid reasons); be punctual for school; maintain healthy relationships with their school mates; be respectful; be responsible in managing their academic studies as well as take part actively in CCA and school organised programmes and activities.

A student's Conduct Grade will be assigned towards the end of the Semester by the Form Teacher(s) and a selected subject teacher as well as the CCA teacher i/c. The following guide will be used:

Conduct Grade	Descriptors (in addition to the above-mentioned qualities)
Excellent	Consistently behaves in an exemplary manner <ul style="list-style-type: none">• is always courteous and respectful• is <u>always dependable</u>; does things well on his/her own• shows <u>very clear</u> sense of right and wrong through speech and action
Very Good	Consistently behaves well <ul style="list-style-type: none">• is always courteous and respectful• is dependable; does things well on his/her own <u>most of the time</u>• show <u>clear</u> sense of right and wrong through speech and action
Good	Behaves well most of the time <ul style="list-style-type: none">• is courteous and respectful <u>most of the time</u>• is dependable; does things well on his/her own most of the time• shows sense of right and wrong through speech and action <u>most of the time</u>.
Fair	Minor offences (refer to Offences and Consequences)
Poor	<ul style="list-style-type: none">• Latecoming (≥ 8 times)• Major offences (refer to Offences and Consequences)

D) School Values and Personal Quality Rubrics

School Values	What it means	Qualities
Integrity	Being upright in character	<ul style="list-style-type: none"> • Admits his/her mistakes • Shows honesty in interactions with others • Displays moral courage in withstanding negative peer pressure and/or pointing out wrongdoing
Respect	Honours others and self with dignity	<ul style="list-style-type: none"> • Demonstrates consideration for others • Shows empathy in thought and action • Weighs his/her words carefully before speaking/responding to others
Resilience	Having the ability to cope with and overcome adversities and challenges	<ul style="list-style-type: none"> • Ensures that all tasks (academic and CCA) assigned are completed to the best of his/her ability within given timeline • Displays determination to overcome challenges and perseveres despite setbacks • Is able to deal with disappointments in a mature and sensible manner
Service	Being willing to contribute to the good of society	<ul style="list-style-type: none"> • Takes the initiative to help his/her peers and those in need • Shows care and concern to others • Puts others' needs before his/her own • Actively contributes to the good of the community through his/her actions

Standards	Criteria
Demonstrates very strongly	Upholds the school values at all times and demonstrates all the qualities in each category
Demonstrates strongly	Upholds the school values and demonstrates most of the qualities in each category
Demonstrates adequately	Demonstrates the qualities to an adequate level
Demonstrates to some extent	Tries to uphold the school values usually
Not observed	Does not demonstrate the qualities as expected

E) School Uniform and PE Attire

Students in full school uniform



Students in half-school uniform



Students in PE attire



- Girls: Long hair below the collar must be tied up neatly with simple hair accessories that are black or dark brown. A pair of small plain ear studs, one on each ear lobe, is allowed.
- Boys: Hair at the back should not touch the shirt collar. There must be a distinct and gradual slope. Hair at the sides must not touch the ears. No side-burns are allowed. Facial hair such as moustache or a beard is not allowed. The face is to be clean-shaven. Ear studs/earrings/ear sticks are not allowed.



F) Student Well-being

We strive to bring out the best in every student throughout their years in Damai by providing a nurturing, motivating and supportive environment. The following are in place to ensure the well-being of our students.

1. Academic Support

The school has in place academic programmes to support students with additional learning needs. These include afternoon remedial programmes as well as 1-to-1 or small group consultations with teachers. Students are strongly encouraged to proactively approach their teachers for the necessary support as and when needed.

2. Financial Support

The school arranges and manages financial assistance for needy Singaporean students and students are encouraged to approach the school if they require financial support.

MOE Financial Assistance Scheme - MOE-FAS

Students, who are Singapore Citizens, and in need of financial support are strongly encouraged to apply for MOE Financial Assistance through the school. Application for MOE FAS is open all year round and application forms can be obtained from the General Office. Students can submit the duly completed forms together with the required supporting documents to the General Office for processing. The school will inform the student and parent/guardian on the outcome of the application.

NEU PC Plus Programme

Students on MOE FAS and others from low income may be eligible to apply for assistance through the Info-Communications Development Authority's (IDA) NEU PC Plus programme to own a brand new computer at an affordable price. Please visit www.ida.gov.sg/neupc or call IDA at 6211 3815 for more details.

3. Social and Emotional Support

The school has Counsellors to meet the social, emotional and developmental needs of students. They provide counselling support to both individual students and small groups. Students are encouraged to approach the counsellors on their own as part of the walk-in service provided if there is a need. The school may refer students for counselling support to address their needs.

G) Useful Helplines

Police	999
Fire and Ambulance	995
Bedok Reservoir Neighbourhood Police Post	1800-443-9999

Who to call for help?

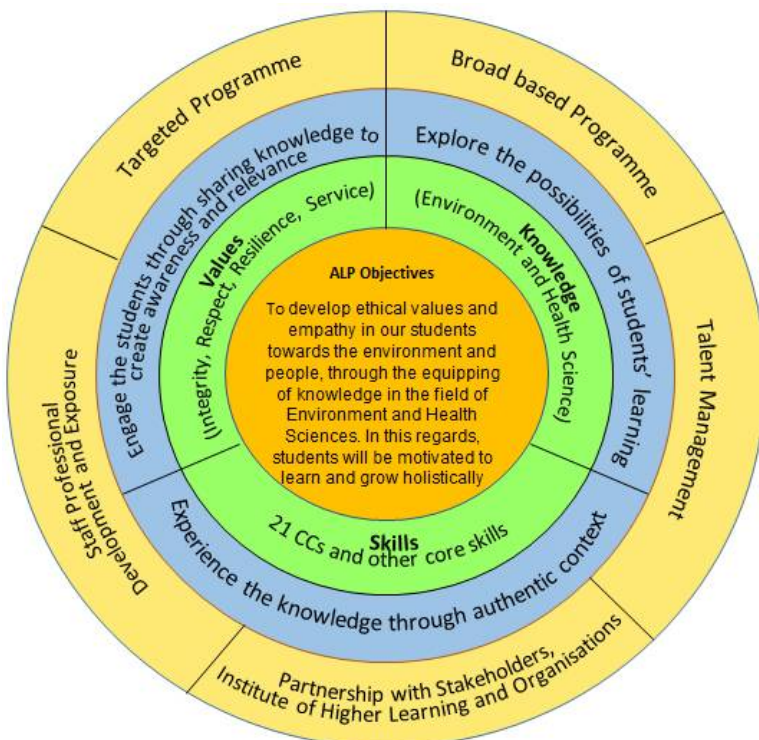
These are counselling hotlines and social work agencies that offer help to youths:

- Trans Family Services (Bedok) 6449-0762
 - Thye Hua Kwan Family Service Centre (Bedok) 6449-1440
Provides services such as counselling, family life education, children and youth programmes and elderly services.
 - Samaritans of Singapore (SOS) 1800-221-4444
Provides emotional support to people who have difficulty coping during a crisis, who are thinking of committing suicide or are affected by a suicide (24 hours)
 - Touchline 1800-377-2252
 - Help123 (help123.sg) 1800-6123-123
Get help for gaming addiction, internet-related issues and information on youth programmes
 - Pregnancy Crisis Service 6339-9770
Supports anyone who may be facing an unwanted, suspected or unexpected pregnancy (24 hours)
 - Babes 8111-3535
Teenage unplanned pregnancy crisis helpline (24 hours)
 - CHAT Community Health Assessment Team 6493-6500
Provides free mental health checks for those who are 16 to 30 years old. 6493-6501
 - IMH Emergency Hotline 6389-2222
Urgent intervention for those who are facing a mental health crisis (24 hours)
- ### Useful Websites
- National Youth Council (NYC): www.nyc.gov.sg
 - eCitizen: www.ecitizen.gov.sg
 - eCounselling: www.eC2.sg

Academic Programme

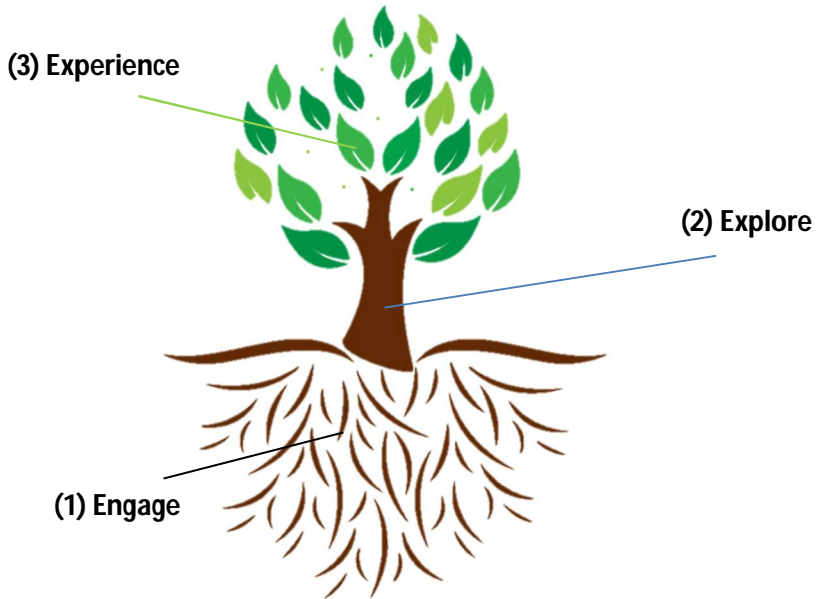
A) Science, Technology, Engineering and Mathematics (STEM) Applied Learning Programme (ALP): Environment and Health Sciences

Damai's Science Technology Engineering Mathematics Applied Learning Programme, or STEM ALP, aims to (i) inculcate empathy in the students through design thinking, (ii) hone students' 21st century competencies and innovative spirit through authentic learning experiences and tinkering with technology, and (iii) strengthen students' awareness of major environmental issues and the impacts on health locally and globally. These objectives are encapsulated in the STEM ALP framework below, which outlines the programme's core outcome of developing our students into "motivated and holistic individual through the inculcation of ethical values and empathy towards the environment and people, as well as the equipping of knowledge in the field of Environmental Health Sciences", which aligns to the Damai's broader mission.



To achieve these objectives, the school is guided by a '3E' approach, namely

- **Engaging** the students, through sharing knowledge and issues that are relevant and have an impact on them;
- **Exploring** the possibilities of their learning; and
- **Experiencing** the knowledge through authentic contexts to develop empathy.



Based on this 3E approach, the school has developed a unique curriculum which incorporates specific lesson modules that expose students to concepts in environment and health science context as well as a design thinking project that provides students the opportunity to synthesize the knowledge they have obtained from the lesson modules and embark on an ideation process towards the resolution of an issue related to environment and health sciences. Damai's STEM ALP curriculum is augmented by our partnerships with industry and institutions of higher learning which in turn provide our students with additional authentic learning opportunities.

B) Homework Policy

Definition of homework

1. Homework refers to any learning activity that students are required by the school to complete outside of curriculum time.

Objectives of homework

2. Homework, when used appropriately, can improve students' academic ability, study skills and disposition towards learning. When used inappropriately or excessively, however, homework can impact negatively on students' achievements and motivation, and reduce their access to other activities that teach important life skills.

3. Effective use of homework can enable students to:

- (a) retain knowledge better;
- (b) be more skilful in application of skills and concepts;
- (c) deepen their conceptual understanding;
- (d) develop good study habits and skills, such as time management, self-evaluation and self-direction; and
- (e) take greater ownership and responsibility for independent learning.

4. Judicious use of homework allows teachers to:

- (a) consolidate learning that has taken place in class;
- (b) check for students' understanding and progress, so as to provide timely feedback, intervention and support; and
- (c) review effectiveness of lesson.

5. Homework also provides parents with:

- (a) timely information on the learning progress of their child; and
- (b) opportunity to be involved in child's learning.

General considerations for setting homework

Quantity of Homework

6. In giving homework, the school will take into consideration the following:

- (a) The amount of homework should be age-appropriate;
- (b) There is a point of diminishing returns to giving more homework and homework overload can have detrimental effects on learning;

(c) Assignment of homework will be regulated and coordinated across subjects/departments to avoid homework overload. Classes will make use of the Homework Planner to track the homework assigned and the deadline for submission.

(d) There are competing demands for students' time (e.g. CCA, competitions, enrichment classes, tests, examinations). There will be no more than three tests a week and homework will not be due for submission a day before common tests and/or examinations.

(e) Students need a balanced life, with adequate time for family bonding, social activities, personal interest(s) and sleep; and

(f) As a guide, if homework is to be given during the school holidays and weekends, the daily homework load should not be more than 50% of the daily load given during the school week.

Quality of Homework

7. Homework given should be well designed to bring about the intended learning outcomes. It should:

(a) be interesting and purposeful;

(b) involve active and thoughtful work;

(c) be meaningful and related to class teaching;

(d) be explicit and clearly defined so that students clearly understand what is required of them;

(e) be within the students' capabilities and developmental readiness;

(f) involve the use of only material resources that are known to be readily available to students; and

(g) be differentiated, where possible, to meet the different needs and abilities of students.

Feedback for Homework

8. Homework should be properly checked, with timely feedback, interventions and support given. To some extent, the quality of homework is only as good as the quality of feedback and interventions given by teachers.

Roles and responsibilities of stakeholders

9. Educators, parents and learners all play an important role in ensuring that homework serves its intended purposes.

10. Teachers should:

- (a) Design appropriate and meaningful homework;
- (b) Set realistic deadlines for submission of homework;
- (c) Establish and communicate clear expectations to students on the purpose and procedure of homework;
- (d) Coordinate with other teachers of the class on the frequency and quantity of homework to be given;
- (e) Check homework and provide timely feedback to students;
- (f) Provide timely intervention and support to students; and
- (g) Engage parents on homework matters and provide them with information pertaining to students' learning progress.

11. Students should:

- (a) Understand the purpose of homework and what is expected of them;
- (b) Keep track of homework instructions and deadlines;
- (c) Manage time well to ensure that homework is completed and submitted on time;
- (d) Give his/her best effort in completing homework; and
- (e) Review feedback from teachers on homework submitted.

12. Parents should:

- (a) Create a home environment conducive for studying and completion of homework;
- (b) Supervise and provide support for child's learning;
- (c) Reinforce good study habits and attitudes;
- (d) Be mindful not to overload the child with out-of-school activities; and
- (e) Work in partnership with teachers to support child's learning and development

C) School Examination Rules and Regulations

Students are expected to familiarise themselves with all pertinent information with regard to the examination and to adhere to all examination rules and regulations. They are to be in proper school attire when sitting for the examination.

Before the examination

- Students must assemble in their classes at the respective venues at least 10 minutes before the start of the paper.
 - Students who are late to school with no valid reasons will not be given extra time.
 - Students who are late due to valid reasons such as MRT breakdown or massive traffic jam, will be managed by the Examination Committee separately.
- Students are to remain silent once they enter the examination venue.
- Students are to be seated according to their class Index numbers as specified in the examination floor plan.
- Students are to bring their own materials (such as stationery, approved calculators, approved Mother Tongue Language dictionaries, construction sets or paint) necessary for the paper. No one is allowed to borrow any item or stationery from others while the examination is in progress.
- Students are not allowed to use correction fluid or correction tape on the examination paper / answer scripts. Students are also not allowed to use pens with erasable ink to write their answers.
- Students must not take any book, notes, or unauthorised materials into the examination venue. Any such item found on the student, on or under the student's desk will be taken to mean that the item is intended to dishonest use, whether or not the student actually uses it. It will be deemed as attempting to cheat, and the student will face the consequences accordingly.

During the examination

- No eating is allowed in the examination venue. Students may bring along a water bottle and drink water in a non-disruptive manner.
- Students must listen to the instructions by the invigilator attentively and abide by the instructions. They must also read the instructions on the examination paper carefully.

- Students must inform the invigilator immediately when:
 - they have received the wrong examination paper
 - the printing in the examination paper is not clear
 - the examination paper has missing pages.
- Students are not to start writing until they are told to do so.
- Students are required to write their name, Index No and class on the examination paper and every page of the answer script clearly.
- Students may ask the invigilator for any clarification when doubts arise with regard to the question paper, but must be aware that the invigilator will not answer any question that may compromise the integrity of the examination.
- They must be absolutely no communication between the students. No hand gestures or signs, or any form of communication is allowed. Offenders will be treated as 'cheating in an examination'.
- Students should be prepared to sit through the entire duration of the paper. They may ask for permission to visit the toilet if the need arises. However, no permission will be granted within the first 30 minutes and the last 30 minutes of the examination, unless there is an emergency.
- Students must stop writing immediately when told to do so at the end of the examination. Failure to do so is breach of examination rules and regulations and will be treated as a cheating case.

After the examination

- Students must remain silent and seated when the examination papers and answer scripts are being collected.
- Students must return all used or unused writing paper.
- Students are not allowed to leave the examination venue until the invigilator gives the instruction.
- Students are to ensure cleanliness before leaving the examination venue.
- Students are to leave the examination venue quietly so as not to affect the rest of the students whose examination may still be in progress.

Use of Scientific Calculators and Dictionaries

- Students are only allowed to use the approved calculator models/dictionaries listed in the Singapore Examination and Assessment Board website www.seab.gov.sg or the school website.

- Students sitting for O- or N(A)-level Paper 1 Mother Tongue Language may use the approved dictionaries.
- Students are not allowed to share the use of calculators or dictionaries during the examination.
- Calculators and electronic dictionaries used during the examination must be silent and battery operated. Any external features or instructional leaflets are prohibited and must not be taken into the examination venue.
- Dictionaries used must not have any annotations on any of the pages.
- Students who do not adhere to the rules on the use of scientific calculators and dictionaries will be deemed to have breached the examination rule and may be subjected to the penalty meted under cheating cases.

All students to note:

- A student may be prohibited from taking the examination or expelled from the examination venue if he/she misbehaves during the examination.
- A student will be give zero mark if he/she commits any of the following offences:
 - Has in his/her possession (within the examination premises including waiting or quarantine rooms) any unauthorised electronic, communication, entertainment or gaming devices capable of storing, displaying and/or transmitting visual, audio or verbal information;
 - Has in his/her possession any unauthorised equipment or material even if he/she does not intend to use it;
 - Communicates or attempts to communicate with any other candidate/person inside or outside the examination venue;
 - Commits or attempts to commit any act of dishonesty such as cheating;
 - Obtains or attempts to obtain unfair assistance on the examination material, or offers or attempts to offer unfair assistance to others before, during or after the examination;
 - Exhibits improper conduct during the examination

- Fails to comply with any other instruction related to the examination or failing to stop writing when told to do so by the invigilator.
- A student who is deemed to have cheated during an examination will be awarded a 'Poor 'for his/her Conduct Grade.
- Students who are absent from an examination due to illness are required to submit the original medical certificates to their Form Teachers as soon as possible. Parents/guardians' excuse letters are not acceptable, unless there is an emergency and School Leaders will manage it on a case by case basis.

D) Assessment Guidelines and Academic Grading System

Secondary 1 to 3 Express, Normal (Academic) and Normal (Technical)

Semester	Continual Assessment (CA)	Semestral Assessment (SA)	Total
1	25%	-	25%
2	15%	60%	75%
Total	40%	60%	100%

Modular subjects in Sec 1 and 2 (Food and Consumer Education, Design & Technology)

Semester	Continual Assessment (CA)	Total
1 and 2	100%	100%

Sec 1 to 4 Express / Sec 5 N(A)

Grade	%	Description
A1	75 and above	Demonstrates very good understanding of the subject
A2	70 - 74	
B3	65 - 69	Demonstrates good understanding of the subject
B4	60 - 64	
C5	55 - 59	Demonstrates adequate understanding of the subject
C6	50 - 54	
D7	45 - 49	Demonstrates elementary understanding of the subject
E8	40 - 44	
F9	39 & below	Has not met the minimum requirements for the subject

Sec 1 to 4 Normal (Academic)

Grade	%	Description
1	75 and above	Demonstrates very good understanding of the subject
2	70 - 74	
3	65 - 69	Demonstrates good understanding of the subject
4	60 - 64	
5	50 - 59	Demonstrates adequate understanding of the subject
U	49 & below	Has not met the minimum requirements for the subject

Sec 1 to 4 Normal (Technical)

Grade	%	Description
A	75 and above	Demonstrates very good understanding of the subject
B	70 - 74	
C	60 - 69	Demonstrates good understanding of the subject
D	50 - 59	Demonstrates adequate understanding of the subject
U	49 & below	Has not met the minimum requirements for the subject

E) Promotion Criteria

Express Course

	Met minimum Attainment Level: Pass in EL and a pass in <i>overall percentage of all subjects combined</i>	Not Met Minimum Attainment Level		
Sec 1E	Promoted to Sec 2E	Laterally transferred to Sec 2N(A)		
Sec 2E	Promoted to Sec 3E	Laterally transferred to Sec 3N(A)		
	Met Minimum Attainment Level: <i>Grade 6 or better in EL and 2 other subjects</i>	Not Met Minimum Attainment Level		
		Met Advancement Criteria: <i>Grade 6 or better in 5 subjects</i>	Not Met Advancement Criteria	
			At or above maximum age	Below maximum age
Sec 3E	Promoted to Sec 4E	Advanced to Sec 4E	Laterally Transferred to Sec 4N(A)	Retained at Sec 3E

Normal (Academic) Course

	Met Minimum Attainment Level: <i>Grade 5 or better in -EL and 2 other subjects OR -4 subjects</i>	Met Minimum Attainment Level AND Lateral Transfer Guidelines: <i>Minimum of 70% in the overall percentage of all subjects combined</i>	Has Not Met Minimum Attainment Level	
			At or above maximum age	Below maximum age
Sec 1N(A)	Promoted to Sec 2N(A)	Laterally Transferred to Sec 2E	Advanced to Sec 2N(A)	Retained at Sec 1N(A)
Sec 2N(A)	Promoted to Sec 3N(A)	Laterally Transferred to Sec 3E	Advanced to Sec 3N(A)	Retained at Sec 2N(A)
Sec 3N(A)	Promoted to Sec 4N(A)	-	Advanced to Sec 4N(A)	Retained at Sec 3N(A)

Normal (Technical) Course

	Met Minimum Attainment Level: <i>Grade D or better in 2 subjects, one of which should be EL or Mathematics</i>	Met Minimum Attainment Level AND Lateral Transfer Guidelines: <i>Minimum of 70% in the overall percentage of all subjects combined</i>	Not Met Minimum Attainment Level	
			At or above maximum age	Below maximum age
Sec 1N(T)	Promoted to Sec 2N(T)	Laterally transferred to Sec 2N(A)	Advanced to Sec 2N(T)	Retained at Sec 1N(T)
Sec 2N(T)	Promoted to Sec 3N(T)	Laterally transferred to Sec 2N(A)	Advanced to Sec 3N(T)	Retained at Sec 2N(T)
Sec 3N(T)	Promoted to Sec 4N(T)	Laterally transferred to Sec 3N(A)	Advanced to Sec 4N(T)	Retained at Sec 3N(T)

F) Admission to Junior College/Pre-U/Polytechnics/ITE

Junior College

1. At least a C6 in English Language.
2. At least a D7 in Second Language or at least an E8 in Higher Mother Tongue.
3. At least a D7 in Mathematics or Additional Mathematics.
4. Aggregate of at not more than 20 points for these six subjects:
 - a. First Language (English or Higher Mother Tongue)
 - b. One Humanities subject (Literature, Geography, Social Studies & History elective or Social Studies & Literature elective).
 - c. One Science / Maths subject.
 - d. One Humanities / Maths / Science subject.
 - e. Any other two GCE 'O' Level subjects except CCA. However, CCA bonus points can be used to give pupils an advantage in gaining admission to a junior college of their choice.

Millenia Institute

1. At least a C6 in English Language.
2. At least a D7 in Second Language or at least an E8 in Higher Mother Tongue..
3. At least a D7 in Mathematics or Additional Mathematics.
4. Aggregate of not more than 20 points for these five subjects:
 - a. First Language (English or Higher Mother Tongue)
 - b. Two subjects from the Humanities, Science and Maths.
 - c. Any other two, including those outside the Humanities, Sciences and Maths.

CCA can be considered a relevant subject.

For bonus points and further details, please refer to the MOE website

Polytechnic Diploma Programme (after GCE 'O' Level examination)

To be eligible for consideration for admission, Sec 4 Express / 5N(A) students must obtain 26 points or better for the net ELR2B2 (English Language, 2 relevant subjects and best 2 other subjects including CCA bonus points) and meet the minimum course specific entry requirements.

Polytechnic Foundation Programme (after GCE 'N' Level examination)

To be eligible to apply for the PFP, Sec 4N(A) students must obtain:

- i. **ELMAB3 (English, Maths, Best 3 subjects) raw aggregate score of 11 points or better** (excluding CCA bonus points) at the GCE 'N' Level examination; and
- ii. the subject-specific requirements (refer to respective Polytechnic websites for the latest information)

Student Development and Co-curriculum Programme

A) Character and Citizenship Education (CCE)

The Total Curriculum in Damai Secondary School comprises the Curriculum and the Co-Curriculum. Through the Total Curriculum, students receive a holistic education which provides them with balanced development across the moral, cognitive, social-emotional, physical and aesthetics domains.

The Co-Curriculum is integral to the holistic development of students. Through the Co-Curriculum, Damaians are provided with varied and authentic opportunities to develop their character and citizenry. The curriculum is anchored on values which determine Damaian's beliefs and attitudes towards life, the people around him and the world at large. The curriculum will equip Damaians with the right attitude, knowledge and skills, developing each student to be a self-directed learner, a confident person, a concerned citizen and an active contributor.

The Co-Curriculum (CCP) is aligned to MOE's direction for 21st Century Competencies and Student Outcomes. The CCP which anchors on **school values and 21st century core values (R3ICH)**, provides Damaians with **a nurturing school experience** through the explicit teaching of knowledge & skills for character, citizenship and student leadership development. Damaians will also enjoy **a vibrant school experience** through experiential learning in the key domains of Co-curricular Activities (CCAs), Learning for Life Programme (LLP) through Water Sports, Values-In-Action (VIA), Aesthetics, Level-wide Enrichment and Lifeskills Programmes. The Character & Citizenship Education (CCE) lessons and these learning experiences are mapped out to allow a broad, varied and developmental approach towards acquiring the school's defined values, attitude, knowledge and skills, hence, achieving the various level outcomes. The holistic development of Damaians is well-supported by **building strong teacher-student relationship, home and community engagement**. The Student Development Team oversees the Co-Curriculum, providing the guidance and support to staff in working together towards achieving the school's outcome of **a Purposeful and Meaningful Life**.

SCHOOL VALUES AND 21st CENTURY CORE VALUES

The school anchored values are school values and the 21st century core values, R3ICH. The values will be taught in a progressive and spiral manner, reaching out to all the domains of a Damaian's secondary education. These values will also be taught in relation to another, and their definitions are as follows:

	Values	Expected Outcome
School Values	Integrity	A student who is upright in character.
	Respect	A student who honours others and self with dignity.
	Resilience	A student who has the ability to cope with and overcome adversities and challenges.
	Service	A student who is willing to contribute to the good of society.
21st Century Core Values [R3ICH]	Respect	A student who believes in his own self-worth and the intrinsic worth of all people.
	Responsibility	A student who recognizes that he has a duty to himself, his family, community, nation and the world, and fulfils his responsibilities with love and commitment.
	Resilience	A student who has emotional strength and perseveres in the face of challenges. He manifests courage, optimism, adaptability and resourcefulness.
	Integrity	A student who upholds ethical principles and has the moral courage to stand up for what is right.
	Care	A student who acts with kindness and compassion. He contributes to the betterment of the community and the world.
	Harmony	A student who seeks inner happiness and promotes social cohesion. He appreciates the unity and diversity of a multi-cultural society.

A NURTURING SCHOOL EXPERIENCE THROUGH CHARACTER AND CITIZENSHIP EDUCATION

Character and Citizenship Education (CCE) lessons aim to provide a nurturing school experience. It focuses on developing the moral well-being of our students by helping them acquire and live by the values that guide them to make appropriate choices and determine their behavior and attitude towards themselves, others and the environment. This includes lessons on Sexuality Education, Education and Career Guidance and Cyber Wellness.

In Damai Secondary School, our students are also given leadership knowledge and skills during CCE lessons, giving them the self-confidence, the ability to work as a team, to lead and to influence positively.

Citizenship Education is conducted regularly during CCE lessons, building in our students a sense of citizenry. These lessons are taught in a developmental manner, reaching out to all domains when Damaians complete their secondary education.

Three overarching big ideas of Identity, Relationships and Choices are the core concepts in these lessons to enable students to develop key understanding of the issues.

Character, Citizenship & Leadership	3 BIG Ideas	Domains
Character & Leadership (CL) Citizenship Education (CE) Sexuality Education (SEd) Education and Career Guidance (ECG) Cyber Wellness (CW)	Identity	Self / Family
	Relationships	School
	Choices	Community
		Nation/World

Note: Please refer to the school website for full details on the Character and Citizenship Education.

B) Co-curricular Activities (CCA) and LEAPS 2.0

Co-curricular Activities play a key role in the holistic development of our students. The framework for CCA is anchored in the values of developing students' interests for life-long recreational activities and broadening students' experiences.

- It is compulsory for every student to take part in one CCA.
- Students may participate in a second CCA if he/she is a school representative in the activity.
- Students may opt for a change of CCA at the beginning of each academic year. However, this does not apply to students in the Uniformed Groups (UG) and the Symphonic Band, which are mandatory CCAs.
- Students must:
 - obtain parents' endorsement of their participation in CCA;
 - attend CCA regularly and, be fully participative throughout the CCA sessions; and
 - inform the teachers-in-charge if they need to be excused from CCA sessions due to medical or other valid reasons.

Recognition of Students' Level of Attainment under LEAPS 2.0

At the end of the graduating year, students' co-curricular attainment will be recognised according to Excellent/Good/Fair. The level of attainment will be converted to a bonus point(s) which can be used for admission to Junior Colleges/ Polytechnics/ Institutes of Technical Education.

Co-Curricular Attainment	Details
Excellent (2 Bonus Points)	Student who attains a minimum Level 3 in all four domains with at least a Level 4 in one domain.
Good (1 Bonus Point)	Student who attains a minimum Level 1 in all four domains with any one of the following: <ul style="list-style-type: none">i. At least Level 2 in three domains;ii. At least Level 2 in one domain and at least Level 3 in another domain; oriii. At least Level 4 in one domain
Fair	Student's attainment in co-curricular will not translate into any bonus points.

Please refer to the school website for details on the different LEAPS 2.0 domains and examples on bonus points attainment.

C) Learning for Life Programme (LLP)

The school's Learning for Life Programme '**Character, Citizenship and Leadership Development through Water Sports**' aims to develop character, citizenship and leadership through various water sports activities and experiential learning experiences.

The LLP is aligned to the school's vision and mission of developing students who lead purposeful and meaningful lives guided by strong moral values and a spirit to explore their interests and talents. By integrating the approaches in CCE, leadership development and water sports courses, students will learn and develop through connecting the water sports experiences with the implicit and explicit values learnt in the CCE and leadership programmes. These values will also be reinforced constantly through the PE programme and CCAs.

Character and Leadership Development

The LLP develops the character and leadership competencies at each level with age-appropriate activities.

In the water sports segment, students are equipped with swimming skills to boost their water confidence in Secondary One. After which, they will develop their first water sports skills during their Kayak 1-Star Award course in Secondary Two. In Secondary Three, they learn to work with one another during the Dragon Boat Orientation Programme. These three water sports are offered as level-wide programmes to ensure that the students are equipped with the basic skills of managing a craft, water survival skills and water safety knowledge. The programme will allow the students to explore their interests in Secondary Four when they choose to learn from a range of water sports such as sailing, wind surfing, flow riding, stand-up paddling and scuba diving.

Character and leadership development starts in Secondary One when they participate in the Secondary One Orientation Camp. Apart from helping the Secondary One students ease through the transition, the camp is where they forge new friendships and bond with their peers and camp leaders and develop resilience through meaningful and engaging activities designed by

our very own Damaian camp leaders. When they progress to Secondary Two, they embark on their Secondary Two Adventure Camp where they will explore and understand their personal strengths through the various challenging activities. In Secondary Three, the students embark on their Outward Bound School journey where they develop resilience, respect, empathy and compassion through outdoor adventure learning.

Citizenship Development

In Secondary Three, students will partake in the clean-up of the waterways along the Kallang River (currently known as Marina Reservoir). This activity is extremely meaningful as our students apply the skills they learnt from their Kayak 1-Star Award to contribute to the conservation of the environment. This will imbue in them a strong sense of responsibility and service to the preservation of Singapore’s water resource.

Alignment with School Vision, Mission & Values

Water Sports & Leadership Programme	School Values Focus	SE Competency	21st Century Skills
Sec 1 <ul style="list-style-type: none"> Swimming Orientation Camp 	Integrity Respect Resilience	Self-Awareness Self-Management	Civic Literacy Critical & Inventive Thinking
Sec 2 <ul style="list-style-type: none"> Kayak 1-Star Adventure Camp 	Integrity Respect Resilience	Self-Awareness Self-Management Social Awareness Relationship Management	Civic Literacy Critical & Inventive Thinking
Sec 3 <ul style="list-style-type: none"> Dragon Boat Orientation MOE-OBS Adventure Camp Waterways Clean Up 	Integrity Respect Resilience Service	Self-Management Social Awareness Relationship Management Responsible Decision Making	Civic Literacy, Global Awareness & Cross-Cultural Skills Critical & Inventive Thinking
Sec 4 <ul style="list-style-type: none"> Water Sports Electives 	Integrity Respect Resilience	Responsible Decision Making	Civic Literacy Critical & Inventive Thinking
Water Sports CCAs <ul style="list-style-type: none"> Canoeing Dragon Boat 	Integrity Respect Resilience Service	Self-Awareness Self-Management Social Awareness	Civic Literacy & Cross-Cultural Skills

Water Sports & Leadership Programme	School Values Focus	SE Competency	21st Century Skills
		Relationship Management Responsible Decision Making	Critical & Inventive Thinking
Inter-Class Events <ul style="list-style-type: none"> • Water Sports Carnival • Inter-Class Kayaking and Dragon Boat Competition 	Integrity Respect Resilience	Self-Management Social Awareness Relationship Management Responsible Decision Making	Civic Literacy & Cross-Cultural Skills Critical & Inventive Thinking

MOE and School-based Awards

A. MOE Awards

Type of Award	Criteria	Quota	Quantum
Edusave Scholarship Award	<ul style="list-style-type: none"> Top 10% of each level and course 	25% of enrolment by level and course	\$650
Edusave Merit Bursary Award	<ul style="list-style-type: none"> Top 11 to 25% of each level and course Gross Household Income below \$4,000 per month 		\$350
Good Progress Award	<ul style="list-style-type: none"> Top 10% of each level and course based on progress At least 10% improvement in rank 	10% of enrolment	\$200
EAGLES	<ul style="list-style-type: none"> Leadership qualities, service to community /school, excellence in CCA 	5% of Singapore Citizens	\$200
Edusave Character Award	<ul style="list-style-type: none"> Exemplary character and upholds school values 	5% of Singapore Citizens	\$500

Note: To be eligible, the Conduct Grade must be at least 'Good'.

B. School-based Awards

The school recognises students for their effort, resilience and hard work in their academic pursuits and celebrates their outstanding academic achievements by presenting them an Award at the school's annual Speech and Prize-Giving Day and Graduation Ceremony. Besides acknowledging and affirming student academic excellence, the school also recognizes character excellence with awards for students who demonstrate excellence holistically. The various Awards also seek to inspire and encourage Damaians to strive towards high levels of academic achievement and character excellence by having the awardees as positive role-models.

Academic Awards:

Name of Award	Level of Students	Eligibility Criteria
Subject Award	Sec 1 – 3 Express, N(A) & N(T) Courses of preceding year	Awardees should: <ul style="list-style-type: none"> have achieved the highest overall standing in the subject in the respective course; have demonstrated good conduct and attendance record
Level Award	Sec 1 – 3 levels of preceding year:	Awardees should:

Name of Award	Level of Students	Eligibility Criteria
		<ul style="list-style-type: none"> ▪ have achieved the highest overall standing in the respective level and course; and ▪ have demonstrated good conduct and attendance record.
Outstanding National Examination Performance Award	For O, N(A) & N(T) Level Examinations in the preceding year	<p>Awardees should:</p> <ul style="list-style-type: none"> ▪ have achieved academic excellence in the O, N(A) & N(T) Level Examinations; and ▪ have demonstrated good conduct and attendance record.
Overall Best Performance Award	For O, N(A) & N(T) Level Examinations in the preceding year	<p>Awardees should:</p> <ul style="list-style-type: none"> ▪ have achieved the highest overall standing in the O, N(A) & N(T) Level Examinations; and ▪ have demonstrated good conduct and attendance record.
Most Improved Student of the Level Award	Sec 1 – 3 levels of preceding year	<p>Awardees should</p> <ul style="list-style-type: none"> ▪ have made the greatest improvement within the year for each level; and ▪ have demonstrated good conduct and attendance record.
Student of the Level Award	Sec 1 – 3 levels of preceding year	<p>Awardees should:</p> <ul style="list-style-type: none"> ▪ have consistently demonstrated school values; and ▪ have demonstrated exemplary character and conduct in all areas including CCA.
Student of the Year Award	For O, N(A) & N(T) Level Examinations in the preceding year	<p>Awardees should:</p> <ul style="list-style-type: none"> ▪ have achieved academic excellence in the O, N(A) & N(T) Level Examinations; and ▪ have demonstrated exemplary character and conduct and a good CCA record.
Overall Best Performance Award	For O, N(A) & N(T) Level Examinations in the preceding year	<p>Awardees should:</p> <ul style="list-style-type: none"> ▪ have achieved the highest overall standing in the O, N(A) & N(T) Level Examinations; and ▪ have demonstrated good conduct and attendance record.
STEM-ALP Award (Certificate \$150 cash \$200 funds for STEM related expenses.)	Sec 2	<p>The award is offered to students with:</p> <ul style="list-style-type: none"> ▪ outstanding talents in science, technology, engineering, technology and mathematics (STEM); ▪ passion in health and/or environmental sciences; and ▪ strong interest in STEM.

School Safety and Security

A. Physical Education Guidelines

Attire and Belongings

- All students are to come for PE lessons in full PE attire, including students who are not feeling well or who have just recovered from illness. Only students on MC or long-term exemption are permitted to stay in school uniform.
- All students are required to bring a **filled water bottle of at least 500ml** for PE lessons. Diuretics such as tea or coffee are not allowed during PE lessons.
- Students should bring along their valuables and surrender them to the teacher for safekeeping before the start of the lesson.

Punctuality and Attendance

- All students present in school are to be physically present at the PE lesson. Class Sports and Games Manager must report attendance at the start of each lesson.
- Students are to report to the respective PE venue within **7 minutes of the bell signalling the end of the previous lesson.**

Safety

- Students who are not feeling well, on MC, or have just recovered from illness, may be excused from certain physical activities. These students will be given modified exercises or tasks and should **still report in PE attire and be engaged in the lesson.**
- Asthmatic students must bring their inhalers with them for PE lessons.
- All watches should be removed for contact activities.

Discipline

- All students should be gainfully engaged during the PE lessons.
- All students are to remain in the venue throughout the PE lessons. Any students who wish to leave the venue (filling water bottle, visit the toilet etc.) must seek permission from the teacher.
- Students are not to use hand phones or be engaged in other activities (e.g. homework, studying) during PE lessons. Students who are excused from PE lessons will be assigned specific tasks.
- Students should not use vulgarities at all times. Offenders will be removed from play and subject to disciplinary action.

B. Road Safety Rules and Advisory

Pedestrians

- Students coming to school by public transport (e.g. bus) are strongly encouraged to alight at the bus stop located in front of Block 717.
- Students coming to school by bus should enter by the side gates located next to the main gate.
- On rainy days, students can enter the school by the covered walkway. Students are to be vigilant about their personal safety when they cross the service road into Block 717 car park and the driveway at the school main gate.
- Students should use the pedestrian crossing at the roundabout under sheltered walkway to get to the parade square. Students are to follow the instructions of the security officer who is stationed to manage the traffic flow at the pedestrian crossing.
- Students should refrain from using mobile phones or other electronic devices when walking on or crossing the road.

Cyclists

- Cyclists are advised to put on safety gears such as helmet and gloves when they travel to school.
- Cyclists should also make themselves visible to other road users when they are cycling on the road.
- Cyclists are advised to plan their route of travel and to avoid cycling on the roads with heavy traffic condition.
- Cyclists should refrain from listening to music (e.g. with ear phones) when they are cycling.
- Cyclists should drop off to push their bicycle when they are at the pavement or the zebra crossing inside the school.
- Cyclists are to park at the designated bicycle parking lots located in school.
- Cyclists are advised to read the Road Safety Tips for cyclists on the School Safety noticeboard.

Vehicle Drop-Off

- Students who travel to school using private transport (e.g. passenger cars) are to alight at the designated drop-off points located next to the parade square.
- Students are to advise their parents to observe the speed limit of 15km/h at all times within the school premises.

- Students are advised to inform their parents to refer to the school website (<http://www.damaisec.moe.edu.sg>) for more details on the school's Traffic Management Plan and Guidelines on Road Safety in School for Vehicles, Pedestrians and Cyclists.

C. Special Room Safety Regulations

Art Room

- Students must not enter the Art Room(s) unless a teacher is present.
- No student is permitted to carry out any unauthorised work in the Art Room(s). The teacher's permission must be sought before a student can carry out his own work.
- No student is permitted to use any of the Art tools/ materials in the Art Room(s). The teacher's permission must be sought before a student can use the Art tools / materials.
- All students must wear protective eye-goggles to protect their eyes against any injury whenever there is any risk to the eyes.
- The use of spray paint, solvents (thinner, turpentine), spray adhesives and fixatives can only be used under the teacher's supervision. These will be conducted outside the Art Room(s).
- Female students with long hair should have their hair tied up neatly.
- Tools that are blunt, badly worn out, mushroomed or in poor condition must not be used, and must be reported to the teacher.
- Students must not take any art materials, tools or art works out of the Art room(s) without the permission of the teacher.
- All electrical switches (including the air-con) must be turned off and all doors should be locked before leaving the Art room(s) unattended for a period of time.
- Students must be told that any accident involving injury, no matter how trivial, must be reported to the teacher.
- A First-Aid Box is available in every Art Room for emergency use.
- All students must be familiar with the fire evacuation route(s).

Note:

- All students must be instructed on the rules concerning accidents or fire at the beginning of each term.

- They must also be told of the possible danger attending a certain operation and how best to avoid it and if it happens, how to seek for first aid.

Cookery Room

- Students must not enter the cookery room unless a teacher is present.
- No practical work is to be carried out without the presence of a teacher.
- Students must not take kitchen equipment out of the cookery room without the permission of the teacher.
- Every new group of students should be instructed on the lighting of the gas burner, grill and oven.
- Teachers will demonstrate on how to handle sharp equipment / electrical appliances.
- Extreme care should be taken when using sharp equipment / electrical appliances and fragile glassware.
- Students should not operate any electrical appliances unless they have been instructed on the correct use and safety precautions.
- Hands should be dry and appropriate footwear worn when students are using electrical appliances.
- Students should not run about in the cookery room to avoid accidents.
- Wipe off any oil spill immediately to avoid accidents.
- Students must be told that any accident involving injury, no matter how trivial, must be reported to the teacher and recorded.
- When operating cookers, all combustible materials e.g. paper towels; dish cloth etc. should be kept away. The cooker should not be left unattended when cooking.
- The grill / oven door should be kept slightly open when using the grill.
- The cooker should be kept clean and in good working condition.
- All cookers and ovens are serviced on an annual basis.
- Ensure windows are opened for proper ventilation while cooking or operating a gas stove.
- Students must put on an apron. Girls with long hair should have them plaited or tied up neatly.

Computer Laboratory

- Students are only allowed to enter the laboratory in the presence of a teacher.
- Bags are to be placed at the back / in front of the laboratory.
- Students are not allowed to take food / drinks into the laboratory.
- Students are to log-in with their username and password strictly for their use only. No sharing of accounts is allowed. In the event of log-in difficulties, please approach the teacher for assistance.
- Be responsible in the use of the computers. Practise cyber-wellness, and do not engage in conduct or activities that may infringe copyrights or other intellectual property laws.
- Internet use is limited to teacher-assigned activities or classwork. Personal internet use of chat rooms, instant messaging (IM), or email is strictly prohibited.
- Students are not allowed to install or download any software or game into the computer. No Internet/Intranet gaming activities are allowed.
- Do not personalise the computer settings (this includes desktop, screen saver, etc.)
- Wilful or intentional damage to the equipment in the laboratory will result in student disciplinary action. Students who are found guilty of such misconduct are liable for payment of the damages. Students are to inform the teacher of any faulty items that they may find.
- Respect the equipment. Do not remove or disconnect parts, cables, or labels.
- Students are not to bring in unauthorised storage devices, including thumb drives, memory cards, and portable hard disk, unless permission is given by their teachers.
- Do not print out materials from the computer for personal use.
- Students should keep the laboratory in good condition and ensure that the following are done before leaving:
 - Computer is properly shut down
 - Printer is switched off
 - Chairs are properly pushed in
 - Litter is disposed of properly

Science Laboratory

- Students are not allowed to enter the Science Laboratories without the presence of a teacher. Only enter or work in the Science laboratories when a teacher is present.
- Laboratory storerooms and preparation rooms are out of bounds to all students.
- Female students with long hair should have it tied back to avoid any interference with laboratory work.
- Eating and drinking are prohibited.
- Covered shoes should be worn in the laboratories at all times.
- Safety goggles should be worn whenever there is any risk of injury to the eyes eg during heating of substances.
- Protective gloves and clothing should be worn when handling hazardous materials.
- Ensure the safety of yourself and others in the laboratory at all times. Be mindful of where you stand in the laboratory, for example, never stand facing a test-tube that is being heated by the Bunsen burner.
- Report damaged equipment, breakages, accidents and spillage to the teacher immediately.
- Seek clarification from the teacher if instructions for an experiment are not thoroughly understood.
- Report unlabelled chemicals to the teacher immediately. Unlabelled chemicals should not be used.
- Work thoughtfully and purposefully. Playing around and other acts of carelessness are strictly prohibited.
- Only carry out activities or investigations that are authorized and supervised by teachers.
- Keep electrical wiring away from naked flames and heaters. Keep areas around electrical equipment dry and far from water.
- Inspect equipment used to handle or transfer hazardous materials for leaks, cracks and other forms of damage before use.
- Follow the correct procedures when handling equipment, for example, positioning of hand when using a pipette.
- Discard sharp waste objects such as needles, razors or pins in a sturdy puncture-proof container designated for sharps, not in waste-bins or trash bags.

- Be aware of the evacuation route in the event of emergencies such as an outbreak of fire.
- Be aware of the location and use of first aid and emergency facilities, such as emergency eye-washers, showers, first-aid boxes and fire extinguishers, in the laboratory.
- Chemicals or other materials must never be tasted unless you are specifically directed to do so by the teacher.
- Students should not take apparatus or chemicals out of the laboratory without the permission of a teacher.
- Wash hands thoroughly before leaving the laboratory, regardless of whether or not gloves were worn.

Technical Workshop

- Students are not allowed to enter the technical workshop without the presence of the teacher.
- No workshop practice is to be carried out by students without the presence of the teacher or workshop instructor.
- Always use the right tool for the right job and return it to its proper place after use.
- Extreme care should be exercised when handling sharp-pointed or sharp edged tools.
- Do not use tools that are blunt, badly-worn, mushroomed or in poor condition.
- Students should not operate machines unless they have been instructed on their correct use.
- All machinery should have safety-guards and protective gear.
- All faulty tools and machines must be reported immediately and an "Out of Order" sign must be prominently displayed on the machines.
- All students and workshop personnel should wear aprons or overalls during workshop practice.
- Shirts with long sleeves, watches, rings, bracelets and bangles should not be worn during workshop sessions.
- Every female student should wear a hair clip or headband to keep hair from becoming a hazard during workshop practice.
- Every workshop will have a first-aid box prominently displayed and easily accessible, with adequate supplies of medicine properly labelled.

- Injuries, no matter how slight, should be given first-aid treatment and the injured should be immediately sent for medical attention, if necessary.
- All accidents and injuries must be reported and recorded.
- Unauthorised persons are not permitted in the workshop.
- No eating is allowed in the workshop.
- Do not rush. Watch your steps while in the workshop.
- Do not talk or walk unnecessarily in the workshop.
- When in doubt, always ASK.
- Clean up the work area after each practical session.
- Put on safety goggles, face masks, or protective gloves in situations which require these respective protections.

Emergency Exercises

- **Lockdown Drill**

Objective: The main objective of a Lockdown Drill is to familiarise all staff and students to respond to an emergency lockdown in an orderly and calm manner.

Signals:

Warning Alarm: A coded message will be announced by the Principal.

All Clear: An ALL CLEAR announcement will be made.

Actions To Be Taken

1. Familiarise yourself with the lockdown drill.
2. When coded message is announced, students in the classroom will do the following:
 - 2.1. Stop work immediately and listen to further announcement(s).
 - 2.2. Lock doors, switch off all lights and fans and air conditioning units.
 - 2.3. Take cover.
3. NO ONE is permitted to leave the rooms until instructed to do so.

- **Emergency Evacuation Drill**

Objective: The main objective of an Emergency Evacuation Drill is to familiarise all staff and students to respond to an emergency alarm in an orderly and calm manner.

Signals:

- Warning Alarm: A PROLONGED ringing of the bell. An announcement to evacuate will be made by the Principal if evacuation is necessary.
- All Clear: An ALL CLEAR announcement will be made.

Actions To Be Taken

1. Familiarise yourself with the evacuation plan.
2. When the alarm is activated, students in the classroom will do the following:
 - 2.1. Stop work immediately and listen to the announcement(s).
 - 2.2. If evacuation is necessary, switch off all lights and fans and air conditioning units.
 - 2.3. Line up in twos and leave without delay under the supervision of the teacher.
3. Movement to the assembly areas must be quick, smooth and without panic.
4. No student is to remain in the building.
5. Form Teachers (FTs)/ covering (FTs) will take attendance at the assembly area. Students must observe SILENCE at the assembly area and listen to instructions.
6. NO ONE is permitted to leave the assembly area until instructed to do so.
7. The science laboratory technicians/ technical workshop instructors/ canteen vendors will switch off all gas/ electrical mains.
8. Teachers and students in Emergency Response Teams will report to their respective heads and assume duties.