

## Welcome to West Spring Secondary School.

### Secondary One (2024) Registration & Selection of Subjects

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## **1. Sec 1 Registration (21 Dec 2023)**

- All students are to **register online** starting **from 10 am on 21 December 2023 until 22 December 2023, 12 pm**. However, if the portal is available any earlier before 6 pm, parents will receive a Parents Gateway message informing parents of the portal being ready for use.
- Log onto the school website: <https://westspringsec.moe.edu.sg/> and click on the announcement "Sec 1 2024 E-Registration" and follow the instructions to register.
- The link is may also be accessed here: Sec 1 Registration Portal <https://enroll.edmension.com/>
- Please ensure that you enter all the necessary details in the form.
- All students do not need to physically report to their posted secondary schools after receiving their Sec 1 Posting Results.

## **2. Subject Based Banding (SBB): Offering subjects at a more demanding level (G1, G2, G3)**

- There will be an online SBB Briefing Session held via Zoom Meeting on 21 Dec 2023.
- Students and parents should attend the session scheduled at **12 pm on Thursday 21 Dec 2023**.
- The Zoom ID and Passcode provided below.

### **Topic: WSSS 2024 Sec 1 Subject Options Briefing**

[Offering Subjects at More Demanding Level]

Time: Dec 21, 2023 12:00 PM Singapore

Join Zoom Meeting

<https://moe-singapore.zoom.us/j/86850998060>

Meeting ID: 868 5099 8060

Passcode: 336931

(a) How do I know if my child qualifies for other subject levels?

- Log into the portal [www.edmension.com](http://www.edmension.com) on 21 Dec 2023 (available latest by 6 pm) If your child qualifies to offer subjects at a more demanding level for any subject, you will see a section titled "Subject-Based Banding Acceptance Form".
- Subjects offered to your child at a more demanding level will be listed in this section.
- Only students who qualified for SBB will see this section on Student Hub.
- In the Subject-Based Banding Acceptance Form, you will see the option to select subjects at different levels (G1, G2, G3)
- Indicate your choice from the options for each offered subject (if more than one).

### **3. Higher MTL (HMTL) and Third Language**

#### **(A) Higher Mother Tongue Language (HMTL)**

##### **i. What is the criteria to be eligible for HMTL?**

- An overall PSLE Score of 8 or better or
- An overall PSLE Score of 9 to 14 (inclusive); and attain
  - ❖ AL 1 / AL 2 in MTL or
  - ❖ Distinction / Merit in HMTL

##### **ii. What should I do if I am eligible and want to accept the offer for HMTL?**

Log in to the Sec 1 registration Portal and accept the offer.

##### **iii. What should I do if I want to appeal to take HMTL?**

Please fill up the form for HMTL Appeal Form in the Sec 1 Registration Portal. Outcome will be announced on the first day of school. Please do not buy the books before the outcome is announced.

##### **iv. Where will the HMTL lessons be held?**

- Higher Chinese – West Spring Secondary School
- Higher Malay – Bukit Panjang Government High School
  - Day and time is not confirmed yet.
  - Sec 1 & 2 HML students will still attend ML lessons during curriculum time besides attending HML lesson at BPGH on every Monday afternoon.
- Higher Tamil – Jurong West Secondary School
  - Day and time is not confirmed yet.
  - HTL students will have free period during MTL lessons.

Students are strongly encouraged not to choose CCA which has the same training day as their HML or HTL lesson so as to avoid clashes.

Do note that books for Higher Malay and Higher Tamil/ Tamil are not sold in the West Spring Secondary Bookshop. Instead, they can be purchased at the venue of the HMTL lessons.

#### v. What are the benefits for taking HMTL?

- A student who obtains a grade of A1 to C6 for both English and HMTL at the GCE O Level Exam and qualifies for admission to a JC/MI will be given a concession of two points in his/her application to the JC/MI of his/her choice.

#### vi. What do I have to take note of for taking HMTL?

**To ensure students' well-being, students should at least pass the End-Of-Year examinations at Sec 1 and Sec 2 and cope well for all other subjects to continue HMTL in the following year.**

- When HMTL students are in Sec 3, they will have to take the GCE O Level MTL Exam in Sec 3 year end. If students did not score distinction for GCE O Level MTL Exam in Sec 3, they may consider dropping HMTL and retaking MT in Sec 4. In Sec 4, HMT students will take the GCE O Level HMTL Exam.
- Students cannot take both the MTL & HMTL exam in the same year in Sec 4 but it is compulsory for them to take MTL or HTML at Sec 4.

### (B) Tamil Language (TL)

#### Does West Spring offer Tamil Language?

- Students who are taking Tamil Language (TL) are to attend their lessons at Chua Chu Kang Secondary School (CCKSS) on either Monday or Thursday in the afternoon. (subject to changes)
- Students who take TL are to register at CCKSS when school reopens (more details will be provided when school reopens)

### (C) Non-Tamil Indian Language (NTIL)

#### Do I need to re-apply for NTIL if I had obtained approval in P6?

- P6 students with approval from MOE to offer NTIL (i.e. Bengali, Gujarati, Hindi, Punjabi and Urdu) **are not required to re-apply in Secondary one.**
- It is **compulsory** for NTIL students to register at one of the approved NTIL community groups [CG: Bangla Language and Literary Society, Bangladesh Language and Cultural Foundation, Singapore Gujarati School Limited, DAV Hindi School, The Hindi Society (Singapore), Singapore Sikh Education Foundation, Urdu Development Society

(Singapore)] and attend NTIL lessons with these CGs.

#### (D) Taking MT at a Less Demanding Level(LDL)

##### What is the criteria to be eligible for taking MT at a LDL?

- P6 students who have met the below PSLE MTL grade criteria can choose to offer MTL at level they prefer.

Indicative Level of Most Subjects at S1	PSLE AL for MTL	PSLE Foundation MTL Grade	Options to Offer MTL at a Less Demanding Level
G3	AL 6	AL A	G2
	AL 7-8	AL B-C	G1 or G2
G2	AL 7-8	AL B-C	G1

- Students who are interested to know more about the application for taking MT at LDL. please email [teo\\_chu\\_yue@moe.edu.sg](mailto:teo_chu_yue@moe.edu.sg).

#### (E) In lieu of MTL

##### Foreign Languages (French/German/Japanese) & Asian

##### Languages (Arabic/Burmese/Thai)

##### Do I need to re-apply for subjects in lieu of MTL?

- P6 Students with approval from MOE to offer the above-mentioned in lieu of MTL **are not required to re-apply**. Applications for a change of language from AsL/FL to Chinese/ Malay/ Tamil/ NTIL will not be accepted from the secondary level.
- Students are required to learn the AsL/FL **privately** at the secondary and pre-university levels. Students are required to provide documentation (e.g. marked assignment, result slip, payment receipt) to the school to show that they are learning AsL/FL regularly.

##### Can I apply to attend AsL/FL lessons at Ministry of Education Language Centre (MOELC)?

- Vacancies of AsL/FL lessons at MOELC are limited and priority will be given to Singaporeans.
- If students would like to be on the waiting list to be considered for admission to the MOELC, they may submit an application form which can be obtained from the school general office. Should vacancies arise at MOELC, students will be informed through their school to sit for a readiness test. Admission to MOELC is subject to students passing the test. Students who have not been notified to sit for the readiness test or did not pass the test are required to continue with their private study arrangements.

**(F) Third Languages (Asian Languages – MSP/CSP/BI/Arabic)****How can I appeal for Third languages (Asian Languages)?**

You may obtain the appeal form from the school general office and submit to the office when school reopens.

**Where are the lessons conducted?**

Lessons are conducted in the afternoon once a week at the following schools:

- Malay Special Programme (MSP) – Bukit Batok Sec School
- Chinese Special Programme (CSP) – Clementi Town Sec School
- Bahasa Indonesia (BI) / Arabic– MOE Language Centre (Bishan)

**What are the benefits of Third Language?**

- A student who obtains a grade of A1 to C6 for MSP/CSP/BI at the GCE O Level Exam and qualifies for admission to a JC/MI will be given a concession of two points in his/her application to the JC/MI of his/her choice.
- A student who offers CSP/MSP/BI in the GCE O Level Exam will be allowed to use the respective CSP/MSP/BI grade in lieu of a Humanities subject grade for admission to the JC/MI.

Note: Other third languages are French/German/Japanese/Spanish. These third languages are for pupils who are ranked among the top 10% of the PSLE cohort and who have a special ability in languages.

**(G) Total Exemption from MTL****Do I need to re-apply for exemption from MTL?**

P6 students with approval from MOE for TOTAL EXEMPTION from MTL ie not offering any language in lieu of MTL **are not required to re-submit a new application** in Secondary one.

**Can I apply for Total Exemption from MTL?**

- For students who have been away from our education system for some years or join our education system mid-stream may apply for exemption of MTL. MTL exemption may also be granted under exceptional circumstances such as when a student suffers from severe learning disability such as dyslexia.
- The application for Exemption from MTL form can be collected from the school General office.

Parents/Students are to fill in the application form and submit to General Office by end of week 1 term 1.

#### **4. Appeal to Transfer In/ Out**

##### **(a) Non-medical cases**

###### **1. Transfer Out**

Do I need to register with the school if I want to appeal for another school?

- Yes, you still need to register the student with our school. Thereafter, you may proceed to contact the new school that you want to appeal to.

###### **2. Transfer In**

How to appeal for my child to transfer to West Spring Secondary School?

- Firstly, you will need to register your child with the school you are posted to.
- Thereafter, call our school (68920369) and complete the School Transfer Appeal Form (via Form SG) by **27 December 2023, 12pm**.
- **The link of the transfer form is as follows: <https://go.gov.sg/wsssappeal>**
- Your child's PSLE score must meet the school's cut-off point (COP) of that posting year.

##### **(b) Medical Cases**

How to appeal for my child to transfer to West Spring Secondary School?

- Parents must bring all the supporting medical documents to support the appeal and complete the appeal form physically in the POSTED SCHOOL. All appeals through the posted secondary school must be completed on **21 December 2023, from 9am to 12pm**.

##### **Appeal by DSA Students**

DSA students successfully allocated to their DSA schools **will not be allowed to transfer to another school**. They are expected to honor their commitment to the allocated DSA school for the entire duration of the programme.

## **5. Purchase of Books and Uniform**

Please refer to booklist generated at <https://wsss.edmension.com/> before purchasing based on your choices of subjects where applicable.

### (a) Purchasing Books and Uniform

- For the purchase of books and uniforms, please click on to the link: <https://asenciobookshop.sg/> in the school website.
- Parents are required to register an account before proceeding with the online purchase.
- Parents are encouraged to order the books & uniform online and choose the option home delivery (S\$10.80) or self-collection in school by appointment.
- If you do not want to purchase the books from the school's vendor, you can generate the book list from the registration portal or collect a hardcopy of the booklist from the schools' General Office.
- **For FAS students, the books and uniform can only be purchased in school.**

Opening date(s) and time(s) in school for the sales of books and uniform

- Online purchases (with delivery) from 21 December till 23 December 2359 hours.
- Walk in purchases: please refer to the table below

### **Walk in Purchase in Dec 2023:**

<b>Dates of Sales in School</b>	<b>Operating Hours</b>
21 to 22 December 2023	0900 - 1530
26 to 29 December 2023	0900 - 1530
Thereafter, the bookshop will be open from 0700 to 1500 hours on school days.	
To ensure your safety and well-being, only one parent is allowed to accompany your child for self-collection or walk-in purchase at the school bookshop. We seek your understanding and cooperation. Thank you!	

- Online purchases of books and uniform are to be made **by Saturday, 23 December 2023 to receive the items before school starts in 2024.**
- Students opting for Higher Mother Tongue are encouraged **not** to make purchases of books while awaiting approval and confirmation from the school.
- For students who are able to offer subjects at a more demanding level (subject levels: G1, G2, G3) refer to the individualised booklist at <https://wsss.edmension.com/> for purchases of the books based on your selection of subjects.

## **6. Financial Assistance Scheme**

If FAS has been approved at primary 6, you may bring the letter of approval to the General Office at West Spring Secondary School to collect the voucher for book and uniform purchases (MOE FAS).

If not, to apply for FAS:

- Please collect the hard copy Application forms through the General Office.
- Upon submission of form and supporting documents, the approval can be ready within 5 working days.
- **Submit the form to the school through the General Office by 5 January 2024.**
- You can refer to the FAS Pamphlet for the income criteria on the MOE website.

## **7. Important Details and First Week Program**

a. You may check your child's allocated class through Parent's Gateway from 2 Jan 2024.

b. The students will undergo an orientation program from 2 Jan 2024 to 5 Jan 2024.

They are to report to school by 7.20 am in school and will be dismissed by 2.15 pm on from 2 Jan to 5 Jan. The exception is on 4 Jan when parents are invited along with to attend CCA Orientation and will be dismissed at 4.30 pm.

The students' time table (Applicable from 8 Jan 2024 onwards as Orientation is held from 2 to 5 Jan 2024) will be posted on the school website.

c. Attire for the first week

All Sec One students are to report in PE Attire for the first week. For students who are unable to purchase the school PE Attire in time, they can report in their Primary School PE Attire.



**For Parents: Parents' Engagement, Principal Address and CCA Orientation  
(Thursday 4 Jan 2024)**

Parents are invited to come to West Spring Secondary School from 10 am to 4.30 pm on **4 Jan 2024**. The program is as follows:

<b>Time</b>	<b>Program</b>	<b>Venue</b>
1000 to 1200	Parents Workshop about Transition: "From Tweens to Teens" (Note: Child is undergoing another separate program in their form classrooms)	School Hall
1200 to 1300	Lunch with your Child (Parents may join your child for a meal at the school canteen and/or the nearby market)	School Canteen
1300-1400	Principal and Key Personnel Briefing for Parents Only (Note: Child is undergoing another separate program in their form classrooms)	School Hall
1415-1630	CCA Orientation Classes will be grouped for a tour to the various CCA Booths	School Hall Indoor Sports Hall School Foyer

**Summary of Student Reporting and dismissal times for Orientation Week**

<b>Date</b>	<b>2 – 5 Jan 2024, Tuesday to Friday</b>
Reporting & Dismissal Time	7.20 a.m. – 2.15 p.m.  Except Thursday (4 Jan) - dismissal estimated 5 p.m.
Reporting Venue	Students to report at the first level of the Indoor Sports Hall (ISH) according to their classes.