



02 January 2026

Dear Parents/Guardians,

**I) General Matters**

**Welcome**

1. We warmly welcome everyone back to school for Term 1 of 2026. We hope that all of you have had a restful and enjoyable break with family and friends. We would also like to extend a warm welcome to the parents and students of our new Secondary 1 cohort.

**Reporting Time and Dismissal Time**

2. All students are to report to school by 7.30am before we commence with morning assembly.

3. The dismissal time for the different levels and streams are indicated in the table below:

Classes	Mon	Tue	Wed	Thur	Fri
	2.30pm	2.30pm	2.30pm	2.30pm	12.30pm
All Levels	3.00 pm – 6.00 pm CCA		3.00 pm – 6.00 pm CCA		3.00 pm – 6.00 pm CCA # refer below

**CCA Schedule**

Day	Time	CCA Groups Involved
Monday	3.00 pm – 6.00 pm	Physical Sports Visual Performing Arts Clubs & Societies
Wednesday	3.00 pm – 6.00 pm	Physical Sports Visual Performing Arts Uniformed Groups* Clubs & Societies
Friday	3.00 pm – 6.00 pm	# Only when necessary and CCA teacher will inform students and parents in advance

*\*Uniformed Groups may have additional camps and HQ programmes. Details will be provided via PG letters.*



### **Key Events for Term 1, 2026**

4. Listed below are the key events and their respective dates.

<b>Date</b>	<b>Event</b>	<b>Participants / Remarks</b>
Fri 2 Jan & Mon 5 Jan	GRC Induction Days	All students
Mon 5 Jan – Wed 7 Jan	Sec 1 Orientation Programme	Sec 1 students
Thu 8 Jan	Polytechnic Open House	Sec 4 & 5 students
Mon 12 Jan	Start of CCA	Sec 2 & above
Fri 16 Jan 3.00 – 6.00 pm	Sec 1 CCA Open House	Sec 1 students
Fri 16 Jan (In-School) 5.30 pm – 7.30 pm	Sec 1 Parent Teacher Meeting	Sec 1 students & parents
Fri 16, 30 Jan, 13*, 27 Feb	Blended Learning Days	Sec 2 & above (* Special BL package for all levels)
Tue 3 Feb	Class Leaders' Training	Sec 1-5 Class Leaders
Fri 6 Feb	Submission of CCA Option Form	Sec 1 students
Mon 16 Feb	Chinese New Year Celebration	All students
Tue 17 Feb – Wed 18 Feb	Chinese New Year	Public Holiday
Mon 23 Feb – Fri 27 Feb	MTL Fortnight Week	MTL students
Fri 27 Feb (Webinar) AM	Sec 2 & 3 Parents Meeting	Sec 2 & 3 students & parents
Fri 13 Mar (In-School) 8.00 am – 12.30 pm	Sec 4/5 Parent Teacher Meeting	Sec 4/5 students & parents
Thu 12 Feb	Total Defence Day	All students
Mon 26 Jan – Fri 27 Feb	Weighted Assessment 1	All students *in-curriculum assessment (subject teachers will inform students WA dates)
Tue 10 Mar	NRIC Registration	Sec 3 students
Sat 14 Mar - Sun 22 Mar	March Holidays	School holidays
Sat 21 March	Hari Raya Puasa	Public holidays
Mon 23 March	Hari Raya Puasa	School holidays



### **Parent Teacher Meetings (PTM)**

5. In fostering greater partnership with parents, we would like to invite you to join us for the 2026 PTMs.

<b>Level</b>	<b>Date</b>	<b>Key Aspects</b>
Sec 1	Fri 16 Jan 5.30pm – 7.30pm In-School	<ul style="list-style-type: none"> <li>• Sec 1 Programmes</li> <li>• CCA matters</li> <li>• Meet-and-Greet with Character Coaches</li> </ul>
Sec 2	Fri 27 Feb AM Online	<ul style="list-style-type: none"> <li>• Sec 2 programmes</li> <li>• 2027 Sec 3 Subject Combination</li> </ul>
Sec 3	Fri 27 Feb AM Online	<ul style="list-style-type: none"> <li>• Sec 3 programmes</li> </ul>
Sec 4/5	Fri 13 Mar 8.00am – 7.30pm In-school	<ul style="list-style-type: none"> <li>• Sec 4/5 programmes</li> <li>• Post Secondary Education Pathways</li> </ul>

### **Health and Safety**

6. Please ensure that your child brings a working thermometer to school. You are reminded not to send your child/ward to school if they are unwell or have flu-like symptoms. Please bring them to consult a doctor instead, and update your child's Character Coaches with the relevant MC. Let's continue to practise good personal hygiene, and exercise social responsibility at all times.

7. You may drive your child to school in the morning but please be reminded to drive slowly and exercise caution around and within the school campus.

### **Student Well-Being – Lockers**

8. Every student will be given a locker for them to safekeep their Personal Learning Device (PLD), handphone and other personal items. The locker is complimentary. Please help to ensure that your child has a padlock for their personal locker. They are encouraged to obtain a number lock with at least a 4-digit combination.

### **School Handphone and Digital Devices Policy**

9. In accordance with the Ministry of Education's directive, all personal digital devices are strictly prohibited during school hours (7.30 am to 5.00 pm) including during CCAs, remedials, or other official school functions. All personal digital devices (e.g. smartphones, smart watches, iPad) must be kept in their locker.



### **Parents Gateway – Student Absent Notification**

10. The Student Absence feature on Parents Gateway (PG) has been rolled out in 2026, allowing parents to submit reasons for their child's absence and upload medical certificates and supporting documents via the PG application. The user guide and FAQ were issued on 32 December 2025 and parents are advised to review these materials and familiarise themselves with the feature.

### **Photography and Media Release Content**

11. Photographs or video recordings of students or their legal guardians may be taken during school activities and events such as classroom lessons, CCAs, school camps, or school concerts. School may use and publish these photographs and/or recordings in school publications, the school's website, social media channels, or other communication platforms.

## **II) Academic Matters**

### **Full Subject-Based Banding**

12. Our students are grouped in mixed form classes, comprising students from all courses of study. Students will attend lessons with their form classes for the following subjects: Character and Citizenship Education, Music, Physical Education and for Lower Secondary Art, Design & Technology as well as Food and Consumer Education.

13. For other academic subjects, namely English, Mother Tongue Languages, Mathematics, Science, and the Humanities, students will be attending lessons based on their subject classes. These subject classes will be organised based on their respective course levels N(T)/G1, N(A)/G2 and Express/G3.

14. The common learning experience through the mixed form classes creates a valuable setting for students to mingle, build meaningful friendships, and appreciate different perspectives. With Full SBB, we are moving towards one secondary education, with many subject bands to better meet our students' learning needs. This is part of the broader shift in our education system to recognise the strengths and interests of our children, and to help them build their confidence and develop intrinsic motivation to learn for life.

### **Blended Learning Days**

15. Blended Learning (BL) aims to nurture self-directed and independent learners who are passionate and intrinsically motivated. BL days comprise a mix of curriculum coverage and will be conducted on selected Fridays. Please refer to the key events table on page 2.

16. On BL days, students are to learn from home. For the Sec 1 classes, students will continue to report to school on these days for lessons until they receive their personal learning devices.

### **Revised Assessment Policy**

17. In line with MOE's announcement of the removal of Mid-Year Examinations (MYE) for secondary schools from 2023 onwards, we have done a review of our assessment policy.



18. With the removal of the MYE, Formative Assessment (e.g. daily work, projects, performance tasks, homework etc.) plays an important role in informing students about their learning progress and in identifying learning gaps to address. Our students' performance in Formative Assessment helps teachers to evaluate the students' readiness for Summative Assessments - Weighted Assessments (WAs) and End-of-Year Examination (EYE).

19. WA1 for all levels will be conducted within curriculum time from Term 1 Week 4 to Term 1 Week 8. Subject teachers will inform students of the WA1 dates. CCAs will continue as scheduled. We seek your partnership and support in supervising your child/ward closely as he/she prepares for his/her assessment.

### **III) Student Development Matters**

#### **Key personnel overseeing student holistic development.**

20. To ensure the quality of school experience for our students including their pastoral care and socio-emotional support, the Student Development Team led by our Year Heads (YHs) will work closely with Heads of Departments (HODs), Character Coaches (CCs) and the Multi-Skilled Team (MST). We will partner you in this holistic development journey for your child.

<b>S/N</b>	<b>Appointment</b>	<b>Name</b>
1	Year Head 1 & Overall LS Year Head	Ms Mastura Ahmad
2	Year Head 2	Mr Andy Ng
3	Year Head 3	Mr Aathi Neelan
4	Year Head 4 & Overall US Year Head	Ms Karen Kim
5	Assistant Year Head 1	Mr Seow Yong Zhi
6	Assistant Year Head 2	Ms Khairunnisa
7	Assistant Year Head 3	Mr Goh Keng Teck
8	Assistant Year Head 4/5	Mr Shahul Hameed
9	School Counsellor	Ms Stella Kae
10	School Counsellor	Mr Donavan Teo
11	Lead Special Needs Officer	Mr Mohamad Faisal
12	Special Needs Officer	Ms Iziana Iskandar
13	Student Welfare Officer	Mr Zulkifli Mohamed Saat
14	ECG Counsellor	Ms Sherry Long Ai Sin

#### **Holistic Counselling Services**

21. As part of the school's support for students' holistic well-being, Holistic Counselling services may be provided to students who require additional support. With your consent, your child may be referred for counselling sessions in a safe and confidential setting to support their social-emotional development. Should you prefer to opt out of this service, please inform your child's Character Coaches (CCs).



**Polytechnic Open House for Sec 4 and 5 (Express and Normal Academic)**

22. Some of the polytechnics will be holding their Open House on Thu 8 Jan 2026. There will be a variety of talks to engage students on the various courses in the polytechnics and students are encouraged to check their websites and attend these sessions.

23. Transport arrangements have been made for all Sec 4/5 students to attend one Open House of their choice on Thu 8 Jan pm. Two-way transport will be provided. Your child / ward is expected to reach school around 5.30 pm. Students going to Singapore Polytechnic will depart earlier and will reach school around 4.00 pm. More information will be provided to students on the first day of school.

**Applied Learning Modules (ApLMs) for Sec 3 Cohort**

24. To support students as they explore their future career choices, Sec 3 students can sign up for Applied Learning Modules conducted at the polytechnics, ITEs and schools. These electives will help students discover their strengths and interests by giving students the opportunity to apply their learning to authentic learning contexts and to make sense of how their knowledge can be translated into real world applications. More information will be provided by the ECG team when the school term starts.

**IV) Other Matters**

**Staff Matters**

25. We warmly welcome the following colleagues who have joined us this year.

<b>S/N</b>	<b>Name of Staff</b>	<b>Appointment</b>	<b>Effective Date</b>
1	Mr Lau Chin Hang	Teacher, Biology and English Language	2 Jan 2026
2	Mdm Senthilnathan	Teacher, Tamil Language	2 Jan 2026
3	Ms Tan Yi Ler	UT, Music	2 Jan 2026
4	Mr Darryll Edmund	UT, Geography and English Language	12 Jan 2026
5	Ms Hannah Estelle	NIE Trainee, Chemistry and English Language	2 Jan 2026

26. We would like to thank the following staff who have left the school.

<b>S/N</b>	<b>Name of Staff</b>	<b>Appointment</b>	<b>Effective Date</b>
1	Ms Nurul Ain	HOD Humanities	16 Dec 2025
2	Mdm Seerin	Teacher, Nutrition and Food Science	2 Jan 2026
3	Ms Seri Hannah	Teacher, Art	2 Jan 2026
4	Ms Joanne Ler	Teacher, Music	2 Jan 2026
5	Mr Mohd Fadli	AED, Physical Education	2 Jan 2026



**Updates on BRD website and Instagram**

27. The school publishes relevant announcements on our school website and Instagram. Do access the school website at <http://broadricksec.moe.edu.sg/> and Instagram at [@BROADRICK\\_SEC\\_OFFICIAL](https://www.instagram.com/@broadrick_sec_official) for further announcements and updates.

28. I would like to thank you in advance for partnering us in the holistic development of your child/our students. My staff and I would like to wish you and your child/ward a happy, safe and fruitful year ahead.

Yours sincerely,



Mr Ng Tiong Nam  
Principal