



DESIRED OUTCOMES OF EDUCATION

The Desired Outcomes of Education (DOE) are attributes that educators aspire for every Singaporean to have by the completion of his formal education.

These outcomes establish a common purpose for educators, drive our policies and programmes, and allow us to determine how well our education system is doing.

Students schooled in the Singapore Education system embody the Desired Outcomes of Education. They have a good sense of self-awareness, a sound moral compass, and the necessary skills and knowledge to take on challenges of the future.

They are responsible to their family, community and nation. They appreciate the beauty of the world around them, possess a healthy mind and body, and have a zest for life.

In sum, we aim for every student to be:

A **confident** person who has a strong sense of right and wrong, is adaptable and resilient, knows himself, is discerning in judgment, thinks independently and critically, and communicates effectively;

A **self-directed learner** who takes responsibility for his own learning, who questions, reflects and perseveres in the pursuit of learning;

An **active contributor** who is able to work effectively in teams, exercises initiative, takes calculated risks, is innovative and strives for excellence; and

A **concerned citizen**, who is rooted to Singapore, has a strong civic consciousness, is informed, and takes an active role in bettering the lives of others around him.

SCHOOL VISION, MISSION, VALUES & STUDENT CREED

Vision

A community of lifelong learners, future-ready leaders, and active citizens.

Mission

A vibrant and caring school where students are nurtured to strive towards their full potential.

Values

Integrity

Respect

Responsibility Resilience

Compassion

Student Creed

I am unique and worthy.

Within me lies the power to be the best that I can be.

I look forward to each day, with a sense of purpose;

To be a wholesome individual with robust character;

Willing to work hard, learn, and care for others.

My future can be what I want it to be.

With resilience I will succeed.

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SCHOOL CREST



The school crest is a unique symbol of our identity as students and staff of Loyang View. White symbolises purity while the blues represent trust and responsibility. It comprises three core elements:

Three figures in an embrace - school, parents and students working hand in hand to achieve our school vision.

Pixelated sun rays in the background - the rise of the digital age in the future.

A tree that is made up of the three figures and the sun rays - continuous growth of skills and knowledge.

SCHOOL SONG

Verse 1

Marching to the beat of our nation's drum
We strive towards our calling
To be a school that upholds
Our nation's pride and glory

Chorus

Loyang View, a happy school we are
Where every life is touched, and every moment treasured
It's a name we honour in word and deed
We dare to face each challenge
Learning to serve and lead

Verse 2

Friends of all races we embrace
With hearts beating as one
Steadfast in character
With minds that are enlightened

Chorus

Loyang View, a caring school we are
Where every life is touched, and every moment treasured
It's a name we honour in word and deed
We dare to face each challenge
Learning to serve and lead

Within us lies the power
To make our dreams come true

SCHOOL RULES & REGULATIONS

To Discipline is to Care

Loyang View students are expected to exhibit the school values of Integrity, Respect, Responsibility, Resilience and Compassion in their words and actions.

The school aims to inculcate the school values in all students.

As such, an action is considered an offence when it is not in line with the school values. This translates to the following rules and regulations.

1. Flag Raising Ceremony

- 1.1. Students must report to school punctually for the morning flag-raising ceremony and morning attendance-taking at the parade square.
- 1.2. Students who are Singapore citizens must show due respect to the symbols of our nation: Our President, State Flag, National Anthem and The Pledge.
- 1.3. Students who are Singapore citizens must sing the National Anthem and take the Pledge with the right fist placed over the heart.
- 1.4. All students will recite the student creed with their right hand raised.
- 1.5. The school song will be sung during morning assembly on Tuesdays.

2. Attendance

- 2.1. Punctuality must be observed when reporting for school, lessons, examinations and any school activity. The reporting time for attendance-taking is 7.50 am on Mondays to Fridays. Those who report after 7.50 am will be considered late for school.
- 2.2. Leaving the school compound during school hours must be approved with written permission of the Principal or the Vice-Principal.
- 2.3. Absenteeism from school and CCA:
 - 2.3.1 A medical certificate must be produced on the day a student returns after his/her absence from school or CCA.

- 2.3.2 Letters from parents will only be accepted on a case-by-case basis.
- 2.3.3 All absenteeism without valid reasons will be treated as truancy.
- 2.4. Absenteeism from examinations and tests:
 - 2.4.1 A medical certificate must be produced on the day a student returns after his/her absence.
 - 2.4.2 No mark will be given if a student is absent without a valid reason.

3. Attire

- 3.1. Students are expected to be appropriately and neatly attired.
- 3.2. The school uniform, which consists of the school shirt/blouse or the school polo t-shirt, together with a pair of shorts, trousers or skirt, is to be worn in the proper manner whenever a student comes to school and at all school-related activities, including those held during the school vacation or beyond the school premises.
- 3.3. Students are to wear the prescribed school uniform. Modifications to the uniform, such as the following, are not allowed:
 - 3.3.1 Skirts must be at knee level and not shortened at the hems or folded from the waistband.
 - 3.3.2 Trousers must not be tapered at the ends, and they must be long enough to cover the ankle. The trousers may be altered to the appropriate length only.
- 3.4. Shorts/Trousers/Skirts which are deemed to be unacceptable will need to be changed.
- 3.5. All shirts/polo t-shirts/t-shirts are to be neatly tucked into the shorts/long trousers/skirts at all times.
- 3.6. Only the school windbreaker is allowed as outerwear.
- 3.7. The school badge must be worn on the left collar of the shirt/blouse.
- 3.8. School PE attire can only be worn during physical education lessons and CCA. The current year's class t-shirts are allowed on specified school occasions.
- 3.9. Plain low-cut black canvas shoes with black shoelaces must be worn at all times. Sandals and slippers may only be worn if the student has a relevant medical certificate.

3.10. Plain white socks are to be worn above the ankles at all times.

4. Grooming

4.1. Hair must not be tinted or dyed.

4.2. For male students:

4.2.1 Hair length must be appropriate, neat and short. The overall hair appearance should be simply styled and well-kept. No fanciful haircut is allowed.

4.2.2 Hair at the sides must not touch the ears. The fringe must not fall below the eyebrows, and hair at the back must be above the collar.

4.2.3 Students must be neat in appearance and clean-shaven. Facial hair is not allowed.

4.2.4 Jewellery or fashion accessories must not be worn.

4.3. For female students:

4.3.1 Shoulder-length hair or hair touching the collar must be neatly tied and pinned up at all times.

4.3.2 The fringe must not fall below the eyebrows.

4.3.3 Hair should be tied up in a ponytail or simple plaits.

4.3.4 Only black hair accessories are allowed.

4.3.5 Only a pair of small and plain ear-studs is allowed to be worn in the earlobe.

4.4. Nails must be short, clean and free of nail polish.

4.5. Make-up is not allowed.

4.6. Spectacle lenses and contact lenses must not be tinted.

4.7. No form of body piercing or body art will be allowed.

5. Classroom Expectations

- 5.1. Greet and thank teachers at the start and end of every lesson.
- 5.2. Cooperate with teachers during lessons to ensure teaching and learning can take place.
- 5.3. Leaving the classroom without a permission pass from teachers is not allowed during lesson. This is except for recess and lunch break.
- 5.4. Keeping the classroom clean and in good condition is the responsibility of all students.
- 5.5. Being punctual for lessons is expected.
- 5.6. All files, books and personal learning devices must be brought home at the end of each school day.
- 5.7. All students are to put their mobile phones in their lockers during school hours, including recess and lunch breaks. Students are not allowed to use their mobile phones during school-based activities, including CCAs and after school activities. Misuse of mobile phones would lead to the confiscation of students' phones.
- 5.8. Students are advised not to bring valuables to school and/or not leave their personal belongings, including their personal learning devices, unattended at all times. They are responsible for the security of their personal belongings.

6. School Compound and Properties

- 6.1. The HOD room, staff rooms and staff toilets are out of bounds to students at all times.
- 6.2. The science laboratories, computer laboratories, and other special rooms can only be used by students under the supervision of a teacher.
- 6.3. Students are to observe the following rules at all times in the canteen:
 - 6.3.1 Students must queue according to the demarcations indicated in an orderly manner when purchasing their food or drinks.
 - 6.3.2 Students are to return all plates and utensils to the designated returning points.
 - 6.3.3 Students are to keep the tables and benches clean.
 - 6.3.4 All food and drinks must be consumed within the canteen.

- 6.4. Fire extinguishers, fire hose reels and fire alarms are strictly for emergency use only.
- 6.5. Damage or misuse of school properties must be reported immediately to the teachers or Operations Manager (OM) at the General Office.
- 6.6. Mobile phones must not be used to take photos or record videos, unless permission is given by the school authorities.

6.7. Restricted items

The following items are restricted, and must not be brought into school:

- 6.7.1 Lighters, matchsticks, and any inflammable items.
- 6.7.2 Poker cards and any card games.
- 6.7.4 Chewing gum.
- 6.7.4 Any other items communicated by the school to students from time to time.
- 6.7.5 All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which is used or intended to be used to cause harm to others.

7. Serious Offences

The following are serious offences. As such, offences listed below will not be tolerated by the school and strict disciplinary procedures will be taken against students who commit these offences.

7.1. Attendance:

- 7.1.1 Leaving school grounds without permission
- 7.1.2 Truancy

7.2. Open defiance

7.3. Damage/Infringement to Property and Resources:

- 7.3.1 Cybersecurity violations
- 7.3.2 Trespassing and unauthorised access
- 7.3.3 Vandalism
- 7.3.4 Arson

- 7.4. Dishonest Behaviour:
 - 7.4.1 Cheating in assessments
 - 7.4.2 Forgery
 - 7.4.3 Scams and Frauds
 - 7.4.4 Theft

- 7.5. Hurtful Behaviour:
 - 7.5.1 Bullying (cyber, physical, social, verbal)
 - 7.5.2 Gangsterism
 - 7.5.3 Fighting
 - 7.5.4 Assault

- 7.6. Sexual Misconduct:
 - 7.6.1 Pornography
 - 7.6.2 Sexual harassment
 - 7.6.3 Sexual exploitation
 - 7.6.4 Sexual abuse/assault
 - 7.6.5 Other forms of sexual misconduct

- 7.7. Substance Abuse:
 - 7.7.1 Alcohol
 - 7.7.2 Inhalant
 - 7.7.3 Smoking
 - 7.7.5 Vaping (with/without etomidate)
 - 7.7.5 Drugs

- 7.8. Others
 - 7.8.1 Disruptive behaviour
 - 7.8.2 Gambling
 - 7.8.3 Possession of weapons or weapon-like items
 - 7.8.4 Other serious offences

Note: The Principal/Vice-Principal and Student Wellbeing Committee reserve the right to make additions, amendments to the rules and actions taken.

CONDUCT DURING EXAMINATIONS

1. All students are to line up outside the examination room 15 minutes before the start of each paper.
2. All students are to be punctual. Students who late will not be given additional time for the examination.
3. All students are to be seated according to the seating plans provided. Students will change their seats only if instructed by the invigilator.
4. All students are to leave all bags, books, files or any unauthorised materials at the front of the classroom or at the back of the school hall. Students found in possession of any unauthorised materials will be considered to have retained them for the purpose of cheating and will face serious disciplinary action.
5. Students are not allowed to borrow any items from other candidates during the examination under any circumstances.
6. Students are to use only writing papers, drawing papers and graph papers provided by the invigilators.
7. Students are responsible for checking that they have been provided the correct question paper. They should inform the invigilator immediately if:
 - 7.1 They have been provided the incorrect question paper.
 - 7.2 The question paper provided does not have the number of questions and/or printed pages specified on the front page.
 - 7.3 The materials stated on the question paper have not been issued.
8. Students are not allowed to leave their seats during the examination. If they need assistance, they should raise their hands and wait for the invigilator to attend to them.
9. At the end of the examination, students are to remain seated quietly while the papers are being collected. They will be allowed to leave only when all answer scripts have been collected and accounted for.

10. Students may not leave the examination room before the end of each examination paper.
11. Students may not visit the toilet within the first 30 minutes and the last 15 minutes of the duration of each examination paper.
12. Examination Misconduct is a serious offence. The following are examples of examination misconduct. The list is not exhaustive and other instances of dishonesty and malpractice may be considered by the school at its discretion:
 - 12.1 Obtaining unauthorised access to examination materials.
 - 12.2 Bringing unauthorised material into the examination room.
 - 12.3 Possession of communicative devices such as handphones, iPods, smart watches, etc.
 - 12.4 Use of calculator or other means of arriving at an answer when it is not allowed.
 - 12.5 Collusion or attempt at collusion (communication) with other students during examinations.
 - 12.6 Copying from another student.
 - 12.7 Disruptive or annoying behaviour in and around the examination room.
 - 12.8 Failure to abide by the instructions of the invigilator.
 - 12.9 Impersonation.
 - 12.10 Plagiarism.
 - 12.11 Failure to follow the conditions of supervision designed to maintain the security of examinations.
 - 12.12 Inclusion of offensive or obscene material in scripts or Coursework.
 - 12.13 Failure to acknowledge sources in Coursework projects.
 - 12.14 Submission of another person's work as one's own.
13. Consequences of Examination Misconduct may include:
 - 13.1 Zero marks for single or all subjects.
 - 13.2 Suspension from school.
 - 13.3 Barring from remaining examinations.
 - 13.4 Caning.
 - 13.5 Conduct grade given 'Fair'.
14. When the use of dictionaries or text is permitted, students must ensure that only approved dictionaries or texts are used. The dictionaries or texts must be

free from any notes. If students are unsure, they should seek clarification from the subject teacher.

15. The following guidelines are to be adhered to in the use of scientific calculator in examinations:
 - 15.1 The calculator must be silent, with a visual display only.
 - 15.2 The working condition of the calculator is the responsibility of the student and a fault in the calculator cannot be used as a reason for seeking special consideration for the user.
 - 15.3 Dictionaries and Calculators must not be borrowed from other students in the course of the examination for any reason.
 - 15.4 External storage media, e.g., card, tape, and plug-in modules, must not be in the possession of students during the examination.
 - 15.5 Unauthorised materials, e.g., instruction leaflets, formulae printed on the lid or cover of a calculator or similar materials, must not be in the possession of students during the examination.
 - 15.6 Programmable calculators are not allowed.
 - 15.7 Calculators with permanent features of a programmed kind are not allowed, e.g., calculators capable of numerical integration, numerical differentiation, and/or expressing in irrational number form.
 - 15.8 Calculators with special communication features are not allowed, e.g., calculators with the capability of communication features via infra-red or Bluetooth with other machines.
 - 15.9 Calculators with capabilities for storing and displaying visual and verbal information are not allowed.
16. Students are not allowed to remove any used or unused paper from the examination room.
17. Students who are absent from any paper must produce a Medical Certificate from the doctor or valid documentation. This is to be submitted to the form teacher on the next day the student returns to school, failing which, the student may be given a zero for that particular paper. Letters of excuse from parents/guardians will not be accepted.
18. Students with long, unkempt or coloured hair, or who are not in proper school attire, will not be allowed to sit for the examination.

19. Students are not allowed to bring any unauthorised electronic, communication, entertainment or gaming devices capable of capturing, storing, displaying and/or transmitting or receiving visual, audio or verbal information into the examination premises.
20. Examples of prohibited devices include (but are not limited to) mobile phones, cameras, tablets, earphones/earpieces (wired or wireless), fitness trackers, smart wrist watches/glasses, pen with image capturing capabilities, game console or music player.
21. Students with irregular attendance may be barred from sitting for the examination.
22. No correction fluid/tape is allowed for the examination.
23. Students are not allowed to consume any form of food or drinks in the examination room.
24. Students who disregard any of the above rules or whose conduct during the examination causes annoyance to other students may be suspended from the whole examination.

GRADING OF EXAMINATION SUBJECTS

Secondary 1-3

G3		G2		G1	
Grades	Marks	Grades	Marks	Grades	Marks
A1	75 & above	1	75 & above	A	75 & above
A2	70 – 74	2	70 – 74	B	70 – 74
B3	65 – 69	3	65 – 69	C	60 – 69
B4	60 – 64	4	60 – 64		
C5	55 – 59	5	50 – 59	D	50 – 59
C6	50 – 54				
D7	45 – 49	6	0 – 49	E	0 – 49
E8	40 – 44				
F9	39 & below				

Secondary 1 & 2 Common Curriculum Subjects

Grade Descriptor (with abbreviation)	Mark Range
Proficient (PF)	70-100
Competent (CP)	60-69
Developing (DV)	50-59
Beginning (BG)	49 and below

Secondary 4/5

4 Express & 5 Normal (Academic) Course		4 Normal (Academic) Course		4 Normal (Technical) Course	
Grades	Marks	Grades	Marks	Grades	Marks
A1	75 & above	1	75 & above	A	75 & above
A2	70 – 74	2	70 – 74	B	70 – 74
B3	65 – 69	3	65 – 69	C	60 – 69
B4	60 – 64	4	60 – 64		
C5	55 – 59	5	50 – 59	D	50 – 59
C6	50 – 54				
D7	45 – 49	6	0 – 49	E	0 – 49
E8	40 – 44				
F9	39 & below				

GRADING OF NON-EXAMINATION SUBJECTS

Grades

- A Has very good knowledge and skills in the subject
- B Has good knowledge and skills in the subject
- C Has adequate knowledge and skills in the subject
- D Has some knowledge and skills in the subject

IN-SCHOOL PROGRESSION

Secondary 1 - 3

Throughout their secondary school education, students can take subjects at three subject levels, known as G1, G2, G3 (G stands for General), mapped from today's N(T), N(A) and Express standards respectively. Students will have the flexibility to adjust their subject levels at appropriate junctures, based on their strengths, interests and learning needs. Students will subsequently access programmes and post-secondary pathways based on their various subjects and subject level combinations.

PSLE Score	Posting Groups	Indicative level for most subjects at start of Sec 1
4-20	PG3	G3
21 and 22	PG2 or PG3	G2 or G3
23 and 24	PG2	G2
25	PG1 or PG2	G1 or G2
26-30 (with AL 7 in EL and MA)	PG1	G1

Promotion Criteria to Sec 5N(A)

The promotion criteria from Sec 4N(A) to Sec 5N(A) are as follows:

- $EL \leq 5$
- $ELMAB3 \leq 19$
(ELMAB3 refers to the aggregate score of EL, Mathematics and best 3 subjects at the N-Level Examinations)
- All subjects used in the computation of the ELMAB3 aggregate must be of at least an N-level grade 5.

CO-CURRICULAR ACTIVITIES (CCAS)

Co-Curricular Activities (CCAs) are a key component of students' holistic education. Through CCA, students discover their interests and talents, as well as develop their character, learn values, social emotional competencies and skills to prepare them for future challenges. CCA brings students from diverse backgrounds together. By learning and interacting with one another, students develop friendships and deepen their sense of belonging to the school and community. CCA is compulsory for all secondary school students.

CCA Grouping

In Loyang View, we strive to support our students to pursue their talents and interests in a CCA offered in our school. There are 4 categories of CCAs. These are:

Clubs & Societies	Performing Arts
<ol style="list-style-type: none">1. Eco Club2. Info-Comm Club	<ol style="list-style-type: none">1. (English) Drama2. Modern Dance3. Symphonic Band
Sports & Games	Uniformed Groups
<ol style="list-style-type: none">1. Basketball (Boys)2. Floorball (Boys)3. Netball (Girls)4. Rock-Climbing (Boys and Girls)5. Shooting (Boys and Girls)	<ol style="list-style-type: none">1. Boys' Brigade2. Girl Guides3. National Cadet Corps (NCC)4. National Police Cadet Corps (NPCC)

Selected students may also participate in Cluster CCAs offered at our cluster schools.

- Bowling – Hai Sing Catholic School
- Fencing – Pasir Ris Crest Secondary School

CCA GRADING SYSTEM

LEAPS 2.0 is a framework to recognise secondary school students' holistic development.

Students will be recognised with levels of attainment in four domains: Participation, Achievement, Leadership and Service.

Recognition of Students' Level of Attainment

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 (JC/Poly/ITE).

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">• At least Level 2 in three domains;• At least Level 2 in one domain and at least Level 3 in another domain; or• At least Level 4 in one domain.
Fair	Student's attainment in co-curricular will not translate into any bonus points.

The levels of attainment for each LEAPS component are given in the next pages:

PARTICIPATION

Level 1	Level 2	Level 3	Level 4	Level 5
Participated in any CCA for 2 years with at least 75% attendance for each year	Participated in any CCA for 3 years with at least 75% attendance for each year	Participated in any CCA for 4 years with at least 75% attendance for each year	Participated in any CCA for 5 years with at least 75% attendance for each year	
		Participated in any CCA for 3 years with at least 75% attendance for each year and demonstrating exemplary conduct and active contribution	Participated in any CCA for 4 years with at least 75% attendance for each year and demonstrating exemplary conduct and active contribution	Participated in the same CCA for 5 years with at least 75% attendance for each year
			Participated in the same CCA for 4 years with at least 75% attendance for each year	Participated in the same CCA for 4 years with at least 75% attendance for each year and demonstrating exemplary conduct and active contribution

SERVICE

Level 1	Level 2	Level 3	Level 4	Level 5
At least 24 to less than 30 hours of service	At least 30 to less than 36 hours of service	At least 36 hours of service		
	Completed at least one VIA project that impacts the school or community	Completed at least two VIA projects that impact the school or community		
		Completed at least 24 hours of service and at least one VIA project that impacts the school or community	Completed at least 24 hours of service and at least two VIA projects that impact the school or community	Completed at least 24 hours of service and at least one student- initiated VIA project that impacts the community beyond the school and at least one other VIA project

LEADERSHIP

	Level 1	Level 2	Level 3	Level 4	Level 5
School-based Leadership Opportunities	Completed 2 leadership modules of at least 3 hours each	Class Committee Committee for student-initiated or student-led projects, approved by school (or equivalent)	Class Chairperson Student Councillor Peer Support Leader Committee for school-wide events Chairperson/ Vice-Chairperson for student-initiated or student-led projects, approved by school (or equivalent)	Senior Student Councillor Chairperson/Vice-Chairperson for school-wide events (or equivalent)	Executive Committee of Student Council / Prefectorial Board (or equivalent)
		Lower Sec CCA Committee (or equivalent)	Lower Sec CCA Executive Committee Upper Sec CCA Committee (or equivalent)	Upper Sec CCA Executive Committee (or equivalent)	CCA Captain/ Chairperson (or equivalent)
National Youth Achievement Award		NYAA Bronze	NYAA Silver		
Uniformed Groups (Rank)	Lance Corporal (or equivalent)	Corporal Patrol Second Assistant Patrol Leader (or equivalent)	Sergeant Patrol Leader (or equivalent)	Staff Sergeant Assistant Company Leader Senior Patrol Leader (or equivalent)	Warrant Officer Master Sergeant Station Inspector Troop/ Company Leader (or equivalent)

ACHIEVEMENT

	Level 1	Level 2	Level 3	Level 4	Level 5
Representation	Represented class / house / CCA at intra-school event ⁷	Represented school / external organisation at local / international events for 1 year	Represented school / external organisation at local / international event for 2 years	Represented school / external organisation at local / international event for 3 years or more Represented UG HQ at international event	Represented Singapore Schools at local / international competition Represented Singapore at international event endorsed by national bodies Represented National Project of Excellence at local / International concert Represented MOE at local / international event Represented UG HQ at international competition
Accomplishment			Represented school / external organisation at local / international event and achieved the following (for 1 year): Top 4 (or equivalent) team placing Top 8 (or equivalent) individual placing Gold/Silver/ Bronze/Merit award / certification (or equivalent) SYF Arts Presentation	Represented school / external organisation at local / international event and achieved the following (for 2 years or more): Top 4 (or equivalent) team placing Top 8 (or equivalent) individual placing Gold/Silver/ Bronze/Merit award / certification (or equivalent) SYF Arts Presentation	Represented Singapore Schools/ National Project of Excellence/MOE at local / international competition OR Represented Singapore at international event, endorsed by national bodies AND achieved the following: Top 4 (or equivalent) team placing Top 8 (or equivalent

			Certificate of Distinction /Accomplishment SYF Art Exhibition Certificate of Recognition (Special Mention) /Recognition Presented original research paper / project accepted at the platform	Certificate of Distinction /Accomplishment SYF Art Exhibition Certificate of Recognition (Special Mention) / Recognition Presented original research paper / project accepted at the platform	Individual placing Gold/Silver/ Bronze award / certification (or equivalent) Presented original research paper / project accepted at the platform
Uniformed Groups Achievement Badges	Bronze Badge (or equivalent)	Silver Badge (or equivalent)	Gold Badge (or equivalent)	Best Unit Cadet / Outstanding Cadet Award by UG HQ (or equivalent)	Top Award for each UG (e.g. Camp Pinnacle Badge, President's Guide Award, Chief Commissioner's Award)

Levels Of Attainment – Examples

Example A: Student has attained a minimum Level 3 in all four domains and at least Level 4 in one domain (Participation). Hence, the student's co-curricular attainment is recognised as Excellent.

Domain	Description of Attainment	Level
Participation	Participated in the same CCA for 4 years with at least 75% attendance for each year	4
Achievement	Represented school at local competition / conference / festival / exhibition for 2 years	3
Leadership	Committee for school-wide events	3
Service	Completed at least 24 hours of service and at least one VIA project that impacts the school or community	3

Example B: The student has attained a minimum of Level 1 in all domains with at least Level 2 in three domains. Hence, the student's co-curricular attainment is recognised as Good.

Domain	Description of Attainment	Level
Participation	Participated in any CCA for 3 years with at least 75% attendance for each year	2
Achievement	Represented class / house / CCA at intra-school event	1
Leadership	Class Committee	2
Service	Completed at least one VIA project that impacts the school or community	2

Example C: The student has attained a minimum of Level 1 in all domains, with at least Level 2 in one domain (Achievement) and Level 3 for another domain (Participation). Hence, the student's co-curricular attainment is recognised as Good.

Domain	Description of Attainment	Level
Participation	Participated in any CCA for 4 years with at least 75% attendance for each year	3
Achievement	Represented school at local competition / conference / festival / exhibition for 1 year	2
Leadership	Lance Corporal (NCC)	1
Service	Completed at least 24 to less than 30 hours of service	1

Example D: The student has not met the criteria for a Good co-curricular attainment. Hence, the student's co-curricular attainment is recognised as Fair.

Domain	Description of Attainment	Level
Participation	Participated in any CCA for 4 years with at least 75% attendance for each year	3
Achievement	Did not represent class / house / CCA / school in any event	0
Leadership	Completed 2 modules on leadership	1
Service	Completed at least 24 to less than 30 hours of service	1

AWARDS & RECOGNITION

Edusave Awards

Edusave Awards are given by the government annually to Singaporean students to enhance educational opportunities and motivate students to excel in schools in academic and non-academic domains. The two broad categories of Edusave Awards are:

a) Non-academic Awards

- Edusave Character Award
- Edusave Awards for Achievement, Good Leadership & Service (EAGLES)

b) Academic Awards

- Edusave Scholarship
- Edusave Merit Bursary
- Edusave Good Progress Award

Edusave Character	Recipients	Award Quantum	Notification
Edusave Character Award (ECHA)	Students who demonstrate exemplary values and personal qualities through their behaviour and actions. This is given to up to 2% of Singaporean Students.	\$500	Eligible students will be selected by schools. Awardees will be notified by post in late November.
Edusave Awards for Achievement, Good Leadership and Services (EAGLES)	Students who demonstrate leadership qualities, offer good service to community and schools, and excel in non- academic activities. Students must also pass the school exams and have good conduct. This is given to up to 15% of Singaporean students.	\$350	Eligible students will be selected by schools. Awardees will be notified by post in late November.
Edusave Scholarship	Students within top 10% of each level and course academically and who have good conduct.	\$500	Students who are eligible for the award will be notified by post in late November.

Edusave Merit Bursary	Students within top 25% of each level and course academically, have good conduct and gross household income below \$5,000 per month (or per capita income of below \$1,250).	\$350	Students who are nominated for the bursary will receive an application form by post in late November. If your household income is below \$5,000 (or per capita income of below \$1,250), you can complete the application form and submit the form to the community centre/club nearest to your house, by early December. Successful applicants will be notified by post in December/ January.
Edusave Good Progress Award	Students within top 10% based on academic improvement and have good conduct.	\$200	Students who are eligible for the award will be notified by post in early December.

ADMISSION CRITERIA TO JUNIOR COLLEGES

The 2-year Pre-U course is offered only in Junior Colleges (JC). To be eligible for admission to a JC course, applicants must satisfy the criteria specified in Table 1:

Table 1: Eligibility Criteria for Admission to Junior Colleges

Aggregate Range for L1R5 (excludes bonus points) <i>For details on computing the aggregate, please refer to Table 3</i>	Meet Requirements as specified in Table 2?	
	Yes	No
≤15	Eligible	Eligible for Conditional Admission
16-20		Eligible for Conditional Admission only if students have grades of 'A1' or 'A2' in all the R5 subjects

Table 2: Requirements on Core Subjects

Subject	Requirement
English Language	A1 to C6
Mother Tongue Language *: <ul style="list-style-type: none"> Chinese Language, Malay Language, Tamil Language <u>OR</u> Higher Chinese Language, Higher Malay Language, Higher Tamil Language <u>OR</u> Chinese Language 'B' Syllabus (CLB), Malay Language 'B' Syllabus (MLB), Tamil Language 'B' Syllabus (TLB) 	A1 to D7 A1 to E8 Merit or Pass
Mathematics <ul style="list-style-type: none"> Mathematics <u>OR</u> Additional Mathematics 	A1 to D7 A1 to D7

* Official Mother Tongue Languages refer to Chinese Language (CL), Malay Language (ML) and Tamil Language (TL) taken at the Singapore-Cambridge GCE 'O' Level Examination.

Non-Tamil Indian Languages (viz. Bengali, Gujarati, Hindi, Punjabi and Urdu) and Asian/Foreign Languages (viz. Arabic, Burmese, French, German, Japanese and Thai) approved by the Ministry of Education in lieu of an Official Mother Tongue Language could be considered as Mother Tongue Language in deciding admission eligibility.

Table 3: Computation of Aggregate L1R5 for JC Course

L1	First Language	English/Higher Mother Tongue
R5	Relevant Subject 1	<ul style="list-style-type: none"> Humanities/Higher Art/ Higher Music/ Malay (Special Programme)/Chinese (Special Programme)/Bahasa Indonesia
	Relevant Subject 2	Mathematics/ Science
	Relevant Subject 3	<ul style="list-style-type: none"> Humanities/Higher Art/Higher Music/ Mathematics/Science/Malay (Special Programme)/ Chinese (Special Programme)/Bahasa Indonesia
	Relevant Subjects 4 & 5	Any GCE 'O' Level subjects excluding CCA and Religious Knowledge

Note (Aggregate Types):

1. Grades for both Higher Mother Tongue Language (viz. Higher Chinese, Higher Malay and Higher Tamil) and Mother Tongue Language (viz. Chinese, Malay and Tamil) cannot be used in the same aggregate computation.
2. “Merit” and “Pass” grades for the Mother Tongue ‘B’ Syllabus (viz. Chinese ‘B’, Malay ‘B’ and Tamil ‘B’) cannot be used for the computation of aggregate points.
3. Bonus points are awarded for CCA attainment, language grades and school affiliation. They are deducted from the O-Level gross aggregate score to compute the net aggregate score based on any of these types:

Types of Bonus Points	No. of Bonus Points
CCA Grade: Excellent	2
CCA grade: Good	1
English and Higher Mother Tongue Language grade: A1 to C6	2

Direct School Admission — Junior Colleges (DSA-JC) JC1 and Equivalent

DSA-JC is an admission exercise to allow JCs/Institutions to select some Secondary 4/5 students for admission to JC1 based on their achievements and talents before the GCE ‘O’ Level examination results are released. The DSA-JC is to provide students an opportunity to demonstrate a more diverse range of achievements and talents in seeking admission to a JC/Institution. For more information on DSA-JC, please visit MOE website: <https://www.moe.gov.sg/post-secondary/admissions/dsa>

ADMISSION CRITERIA TO POLYTECHNICS

To be eligible for consideration for admission to a course in a polytechnic, applicants must obtain 26 points or better for the net ELR2B2 aggregate score except for the Diploma in Nursing where the requirement is 28 points or better while meeting the minimum entry requirements of the course.

Details in <https://www.moe.gov.sg/coursefinder>.

Aggregate Type		ELR2B2: For Polytechnic Courses			
		ELR2B2 -A	ELR2B2-B	ELR2B2-C	ELR2B2-D
EL		English			
R2	1st Group of Relevant Subjects	<ul style="list-style-type: none"> • Art/Art & Design • Business Studies • Combined Humanities • Commerce • Commercial Studies • Economics • Geography • Higher Art • Higher Music • History • Intro to Enterprise Dev • EL Literature • MTL Literature • Media Studies • Music 	<ul style="list-style-type: none"> • Elementary Mathematics • Additional Mathematics 		
	2nd Group of Relevant Subjects	<ul style="list-style-type: none"> • Additional Math • Art / Art & Design • Business Studies • Chinese • Combined Humanities • Commerce • Commercial Studies • Creative 3D Animation • Design & Technology • Design Studies • Economics • Food & Nutrition • Geography • Higher Art • Higher Chinese • Higher Malay • Higher Music • Higher Tamil • History • Intro to Enterprise Dev • Malay • Mathematics • Media Studies/Music • Literature in English • Literature in Chinese • Literature in Malay • Principles of Accounts • Tamil 	<ul style="list-style-type: none"> • Art / Art & Design • Business Studies • Combined • Humanities • Commerce • Commercial Studies • Economics • Geography • Higher Art • Higher Music • History • Intro to Enterprise Dev • Literature in English • Literature in Chinese • Literature in Malay • Literature in Tamil • Media Studies (Eng) • Media Studies (Chi) • Music • Principles of Accounts 	<ul style="list-style-type: none"> • Addn Combined Science • Additional Science • Biology • Biotechnology • Chemistry • Combined • Science • Computer Studies • Creative 3D Animation • Design & Technology • Engineering Science • Food & Nutrition • Fundamentals of Electronics • General Science • Human & Social Biology • Integrated Science • Physics • Physical Science • Science (Chem, Bio) • Science (Phy, Bio) • Science (Phy, Chem) 	<ul style="list-style-type: none"> • Addn Combined Science • Additional Science • Art / Art & Design • Biology • Biotechnology • Chemistry • Combined Science • Computer Studies • Creative 3D Animation • Design & Technology • Design Studies • Engineering Science • Food & Nutrition • Fundamentals of Electronics • General Science • Higher Art • Human & Social Biology • Integrated Science • Media Studies (Eng) • Media Studies (Chi) • Physics • Physical Science • Science (Chem, Bio)
B2		Best 2 other subjects excluding CCA			

POLYTECHNIC EARLY ADMISSIONS EXERCISE (POLY EAE)

Poly EAE is an aptitude-based admissions exercise that allows students to apply for and receive conditional offers for admission to polytechnics prior to receiving their final grades. Students are admitted based on their aptitudes and interests, apart from academic grades, thus allowing a wider range of talents to be recognised. All five polytechnics participate in Poly EAE.

Each polytechnic course has its own selection criteria. In considering your application, the polytechnics will consider your aptitudes for and interests in the specific courses that you are applying for. As part of the selection process, applicants may need to submit portfolios and undergo interviews and aptitude tests. Students with exceptional talents in areas such as leadership, community service, sports and arts may also be considered through Poly EAE.

Successful applicants under the Poly EAE will be given conditional offers before taking their GCE O-Level examination. For the conditional offer to be confirmed, the student must meet the baseline criteria for polytechnic admission, as well as other minimum entry requirements specific to the course that the student has applied for.

The conditional offer for a place in the polytechnic through Poly EAE will be automatically confirmed upon release of the GCE O-Level examination results if the student has met the stipulated requirements. Students with confirmed Poly EAE offers will not be eligible to take part in the Joint Admissions Exercise (JAE), Joint Polytechnic Admissions Exercise (JPAE), or other polytechnic admissions exercises. Students are expected to honour the commitment to their choice of polytechnic and the course under the EAE.

For more information on EAE, please visit MOE website:

<https://www.moe.gov.sg/post-secondary/admissions/poly-eae>

POLYTECHNIC FOUNDATION PROGRAMME (PFP)

The Polytechnic Foundation Programme (PFP) is a one-year programme that offers a practice-oriented curriculum taught by polytechnic lecturers, to better prepare polytechnic-bound N(A) students for entry into the relevant Polytechnic Diploma courses. This is an alternative to the Sec 5 year. PFP students are given provisional places in diploma programmes, subject to them passing all modules in the one-year PFP. The requirement to pass all modules ensures that students continue to work hard during their PFP year and are well prepared for polytechnic studies. Students who apply effort should have no difficulties in meeting the requirement.

Students will need a gross ELMAB3 score of 12 points or less, excluding CCA bonus points, for the N-Level examinations. There will also be specific requirements based on students' preferred courses.

For more information on PFP, please visit the joint portal of the polytechnics:

<https://www.moe.gov.sg/post-secondary/admissions/pfp>

ITE EARLY ADMISSIONS EXERCISE (ITE EAE)

ITE EAE/EAEP is an aptitude-based admissions exercise that allows students to apply and receive conditional offers for admission to ITE based on their aptitude and interest, prior to receiving their final Nitec, GCE N- or O Level examination results. It allows ITE greater flexibility in selecting students on a broader measure of criteria other than academic grades, thus allowing a wider range of talents to be recognised. ITE can admit up to 15% of their annual intake through ITE EAE full-time courses, where interests, aptitude and strengths in the field are particularly important, e.g., nursing, community care and courses related to information technology and design and media. This is to ensure that students admitted through their academic grades will continue to have access to ITE full-time courses.

For more information on ITE EAE, please visit MOE website:

<https://www.ite.edu.sg/admissions/full-time-courses/early-admissions-exercise>

STANDARD OPERATING PROCEDURES FOR EMERGENCY

Exercises at Loyang View Secondary School

Objectives

To ensure that

1. All action groups are immediately mobilised.
2. There is minimum injury to life.
3. External agencies are called to take over and put the situation under control.
4. School returns to its routine as soon as possible.

Mobilisation

In the event of an emergency exercise, the school bell will ring continuously for one minute, signalling the start of the exercise outlines below:

- Students are to move to the assembly area (school field) in an orderly manner and in the quickest possible time.
- Students must follow teachers' directions at all times.
- All students must be with their classes and subject teacher when moving to the assembly area.
- Team leaders of action groups will set up their stations and be on standby for instructions.

Attendance Taking

Students should be present for attendance taking at the assembly area. Attendance-taking should follow the sequence below:

Students > Class Chairman > Teachers > Attendance Group IC > Team Leader, Assembly & Search Group > Operations Centre

USE OF SCHOOL FACILITIES

Safety Rules for Art Rooms

1. Students must always be accompanied by a teacher. Entry without teacher presence is not allowed.
2. Do not run.
3. Handle electrical items (hair dryers, hot glue guns, lightboxes, etc.) with care. Switch them off after use, unplug before leaving, and report faults immediately to your teacher.
4. Sharp tools are to be issued only by teachers during lessons and must be returned properly after use.
5. Use carving tools and cutting materials only under teacher supervision. Keep a firm grip when carving and return tools after use.
6. Handle chemicals and fixatives carefully. Wear gloves, apron, and mask when spraying.
7. Report any faulty or damaged equipment to your teacher immediately.
8. Report all injuries, however minor, immediately to your teacher.
9. When in doubt, always ask your teacher.

Safety Rules for Nutrition & Food Science Rooms

1. Students must always be accompanied by a teacher. Entry without teacher presence is not allowed.
2. Wear an apron and school (covered) shoes during practical sessions.
3. Long hair must be plaited or tied; nails must be kept short and clean.
4. Do not run.
5. Wash and dry hands thoroughly before handling food. Dry hands before using electrical appliances.
6. Clean all surfaces and utensils before and after use.
7. Handle sharp tools, appliances, glassware, and hot items with extreme care. Pot and pan handles should face inward to prevent accidents.
8. Lift lids of hot pots and steamers away from your face. Stand back when opening ovens or microwaves to avoid scalding.

9. Sharp tools are to be issued only by teachers during lessons and must be returned properly after use.
10. Use separate chopping boards and utensils for raw and cooked food to prevent cross-contamination.
11. Clean spills immediately to prevent slips or falls.
12. Keep chairs away during practical sessions to prevent tripping hazards.
13. Keep combustible materials away from stoves. Do not leave cooking unattended.
14. Report any faulty or damaged equipment to your teacher immediately.
15. Report all breakages or accidents immediately to your teacher.
16. Report all injuries, however minor, immediately to your teacher.
17. When in doubt, always ask your teacher.

Safety Rules for Design & Technology (D & T) Workshops

1. Students must always be accompanied by a teacher. Entry without teacher presence is not allowed.
2. Wear school (covered) shoes during practical sessions.
3. Long hair must be plaited or tied.
4. Do not wear long-sleeved shirts, watches, rings, or jewellery.
5. Do not run.
6. Do not operate machines or appliances unless instructed and supervised by a teacher. Ensure hands are dry and proper footwear is worn.
7. Handle sharp or pointed tools with care. Report all injuries, however minor, immediately to your teacher.
8. Do not use blunt, worn-out, or faulty tools. Report them to your teacher immediately.
9. Always use the correct tool for the job and return it to its proper place after use. Clean the work area after each session.
10. When operating machinery, only one student is allowed inside the Safe Zone (yellow box) at any one time.
11. Report any faulty or damaged equipment to your teacher immediately.
12. Report all injuries, however minor, immediately to your teacher.
13. When in doubt, always ask your teacher.

Safety Rules for Science Laboratories

The school laboratory is a place for students to carry out scientific experiments and investigations. To avoid accidents in the laboratories, safety regulations and laboratory rules must be strictly adhered to by students. Students must be familiar with the laboratory rules and conscientiously observe these rules when they are in the laboratories.

1. Do not enter or work in the laboratories unless a teacher is present.
2. The Science Preparation Rooms are strictly out of bounds to students.
3. Long hair should be tied back to avoid any interference with laboratory work.
4. Eating and drinking are strictly prohibited in the laboratories.
5. Students are expected to work thoughtfully and purposefully when they are in the laboratories. Running, shouting and/or unruly behaviour are strictly prohibited at all times.
6. No chemicals or apparatus are to be taken out of the laboratory.
7. Used chemicals or materials are to be returned or disposed of according to the instructions of the teacher.
8. The furniture in the laboratories is to be kept clean at all times. Check the cleanliness and condition of the furniture at the beginning of the lesson. Report any unusual marking or vandalized apparatus to the teacher immediately. The workbench and the sink must be clean at the end of every experiment.
9. Students are not allowed to change their seats without the permission of the teacher.

Safety Precautions during Practical Sessions

10. Materials and apparatus should only be handled and used with the teacher's approval. Unauthorised usage of these items and experiments is strictly prohibited.
11. Students are expected to follow instructions given by the teacher at all times. When in doubt, never proceed with the experiment. Seek clarification from the teacher immediately.
12. Chemicals are not to be tasted, sniffed or touched with bare hands at all times. Any spillage of chemicals must be reported to the teacher immediately.
13. Use the correct amount of chemicals and/or materials (e.g. litmus papers, filter paper) as instructed by the teacher.

14. Make sure that the labelling on the container is exactly the same as the name of the chemical required. Unlabelled chemicals should not be used. Unlabelled containers should be reported to the teacher immediately.
15. Do not use the same spatula or dropper to take chemicals from different containers. When using a dropper to add a reagent into a test tube, do not put the dropper into the test tube. This is to avoid contamination of the chemical or reagent.
16. Chemicals, once removed from the bottles, must not be put back into the bottles.
17. Always wear safety goggles when mixing, heating and handling chemicals or when there is a risk of injury to the eye.
18. Hold the test tube firmly during heating using a test tube holder. The test tube holder should be clamped about 3 cm from the mouth on the test tube. Do not point the mouth of the test tube towards yourself or your friends when heating chemicals.
19. Before and after an experiment, check all apparatus and glassware. Report any cracked, broken glassware or faulty apparatus to the teacher immediately. Broken glassware must be disposed of into the bin for broken glassware at the back of the laboratory.
20. After an experiment, apparatus and/or glassware must be cleaned, arranged neatly in the tray provided and returned to their proper places.
21. Never use flammable liquids (those that catch fire easily, e.g., ethanol, methylated spirit) near a naked flame. Any flammable liquid that is required for heating must be placed in a water bath or as instructed by the teacher.
22. Pipetting should only be carried out using a pipette filler. Improper usage may cause the pipette to crack or break.
23. Do not stand on a stool or bench top when conducting an experiment or topping up solution into an apparatus. If you cannot reach the top of the glassware or apparatus, place them on a stool or floor.
24. Electrical wirings of equipment must be kept away from naked flames and heaters. Areas around electrical equipment should be kept dry and where appropriate, kept far away from water.
25. If chemicals accidentally get into your mouth, spit it out and gargle with plenty of water. Similarly, if any harmful or corrosive chemical (e.g., acid, alkali) touches your eye, skin or clothing, wash AT ONCE with plenty of water. Report the incident to the teacher immediately.
26. Wash your hands thoroughly after every practical lesson to avoid contamination.
27. Any accident or injury (e.g., cuts, burns, scalds), however minor, must be reported immediately to the teacher.

ICT MATTERS

Rules for Use of Computer Laboratories and ICT Equipment

1. Students should enter or work in the ICT rooms only when a teacher is present.
2. No food and drinks are allowed in the ICT rooms at all times.
3. Bags should be placed neatly at the front of the ICT rooms at all times.
4. Report any damage and irregularity to the teacher immediately.
5. Do not install any unauthorised software into the computers in the ICT rooms.
6. Students are not allowed to use the computers in the ICT rooms for purposes other than those allowed by the teachers.
7. Students are not allowed to bring storage devices into and out of the ICT rooms without the teacher's approval.
8. Students should not attempt to repair any computers on their own.
9. Any hardware malfunction should be reported to the teacher immediately.
10. Do not remove any equipment from the ICT rooms.
11. Push in all the chairs at the end of every lesson.
12. Students should not log into the school laptops using their own MIMS credentials.
13. Students are liable for damages incurred to ICT equipment if it was found that the equipment was damaged due to their negligence or wilful acts.

Personal Learning Device (PLD) in LVSS

At LVSS, students use the Apple iPad as their PLD. It allows for a seamless learning experience with existing teaching and learning technologies such as the Singapore Student Learning Space, Microsoft 365 and Google Suite, in addition to native Apple apps.

The iPad is a lightweight device that offers students convenient learning on-the-move and is relatively easy to use. A full charge of the battery typically allows students to use the iPad throughout the school day.

Each iPad comes bundled with the Apple Pencil and keyboard to maximise the affordances of the iPad as a learning tool. The bundle also includes 3 years of AppleCare+ coverage and insurance.

Funding and Financial Assistance

Use of Edusave

Students who are Singapore citizens can use their Edusave accounts to pay for the PLD.

A Singapore citizen student can use the available Edusave balance in his/her Edusave account to pay for the PLD after setting aside provision for payment of 2nd tier miscellaneous fees.

Alternatively, parents/guardians may choose to pay cash for the PLD. Please note that it is compulsory for all existing students on the MOE Financial Assistance Scheme (MOE FAS) to use their Edusave to pay for the PLD, after subsidies have been granted.

Financial Assistance

Students under MOE FAS for the year will automatically be subsidised for the PLD. For students on FAS, subsidies are available even if there is insufficient Edusave balance. The cash out-of-pocket will be a maximum of \$50.

Financial assistance is also available for Permanent Residents (PR), International Students (IS) and students who are currently not under the MOE Financial Assistance Scheme. Please contact the school at 6582 1727 or email loyangview_ss@moe.edu.sg for more information.

School Policy on Personal Learning Devices (PLDs) in LVSS

1. This policy set forth the responsible and acceptable use of the Personal Learning Devices (PLDs) in Loyang View Secondary School.
2. The use of PLDs and access to network and Internet services in school are strictly for teaching and learning purposes only. While students own their respective PLDs, the school governs their use of the PLDs and rights to access the networks and Internet services in school. This policy extends beyond school premises (e.g., students' home).
3. Students are responsible for the ethical use of the PLDs. The following actions are strictly prohibited:

- 3.1. Accessing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
- 3.2. Illegal Activities – Using PLDs to access networks and Internet services for any illegal activity or activity that violates other school rules;
- 3.3. Violating Copyrights – Copying or downloading copyrighted materials without the owners' permission;
- 3.4. Plagiarism – Representing as one's own work any materials (such as written assignments, posts, essays) obtained directly from the Internet without crediting the author/owner;
- 3.5. Jailbreaking – Any attempts to exploit Device Management Application's (DMA) vulnerabilities to remove software restrictions imposed by the school;
- 3.6. Misuse of Passwords/Unauthorised Access – Sharing password, using other users' passwords and/or accessing other users' accounts without permission;
- 3.7. Malicious Use/Vandalism – Any malicious use, disruption or harm to the school networks and Internet services, including but not limited to hacking activities and creation or uploading of malicious software;
- 3.8. Unauthorised Access to Chat Rooms/News Groups – Accessing chat rooms or news groups without clear approval from the supervising teacher; and
- 3.9. Cyber-bullying – Sending, forwarding, posting text or images publicly to hurt, embarrass, attack or defame the character of another person.
4. The school reserves the right to monitor all PLDs and internet activities by students through the DMA.
5. Students must take ownership of their PLDs and not leave them unattended and unsupervised at any times.
 - 5.1. PLDs must be taken back home daily after school. Students are not allowed to leave their PLDs in school (regardless of whether they are locked) overnight;
 - 5.2. PLDs should be locked securely inside the locker provided in each classroom when not in use; and
 - 5.3. The school will not be held responsible for any loss if students leave their PLDs in the school premises.

6. PLDs are to be used in school and classrooms strictly for teaching and learning purposes only.
 - 6.1. PLDs are intended for use in school daily. Students are to bring their PLDs for all lessons, unless specifically informed by their respective subject teachers;
 - 6.2. Students should mute the sound of their PLDs to avoid disruption during lessons. If sound is required, students should use their own headset/earpiece unless specifically informed by their respective subject teachers; and
 - 6.3. Students are not allowed to engage in social media apps or any forms of entertainment (e.g., online games or videos) during lessons.
7. Students must take care of their PLDs.
 - 7.1. Students must ensure PLDs are fully charged at home before bringing them to school daily;
 - 7.2. Students should not use the school's electrical power to charge their PLDs;
 - 7.3. Any damage to the PLDs should be reported to the School ICT Department promptly; and
 - 7.4. If the student's PLD is faulty, he/she may loan a PLD from school to ensure his/her learning is not interrupted.
 - 7.4.1. Student will be responsible for taking care of the PLD loaned from the school;
 - 7.4.2. Student will bear the cost of damage, theft, or loss of the school loaned PLD due to negligence; and
 - 7.4.3. A police case will be submitted in cases of theft or loss for any school loaned PLDs.

Device Management Application (DMA)

1. The MOE DMA helps to promote safe and responsible device use while allowing students to develop skills to navigate in an increasingly technology-driven world.
2. It will be installed on all PLDs to create a safer digital learning environment that supports both students' well-being and learning experience.

3. DMA has three components:

Mobile Device Management Service (MDM)	Classroom Management Service (CMS)	Usage Management Service (UMS)
Allows the installation of relevant apps for learning and helps support device security.	Helps the teacher manage the PLDs during lessons, and to easily share relevant apps, websites and lesson materials.	Protects students from harmful online content and sets helpful limits on the use of the PLD.

4. DMA Options

- 4.1 Jamf is the designated DMA for the iPad.
- 4.2 It comes with 3 options to cater to the diverse learning needs of our students.
- 4.3 **During** school hours (6.30 a.m. - 5 p.m.), the Default Setting will apply to all.
- 4.4 **After** school hours (5 p.m. – 11 p.m.), parents/guardians have a choice to continue with the Default or opt for an Alternative Setting. The following table outlines the different level of restrictions, controls, and monitoring for the different DMA options **after** school hours.

After school hours (5 p.m. – 11 p.m.)

	Default Setting (Note: This will apply if no Alternative Setting is chosen)	Alternative Setting: Option A (DMA settings can be modified)	Alternative Setting: Option B (DMA will be inactive ¹ only after school hours)
	For parents/guardians who want their child's/ward's use of the device to be restricted only to teaching and learning, and who prefer to follow the Default Setting as set by the school for both during and after school hours.	For parents/guardians who prefer to take charge of the level of restrictions for their child's/ward's use of the device after school hours regulated by the DMA.	For parents/ guardians who do not want their child's/ ward's use of the device after school hours to be regulated by the DMA at all.
Protect child/ward from objectionable content	Web content filtering will include, but not limited to the following categories: <ul style="list-style-type: none"> • Violent/extremist content • Sexual/pornographic content • Gambling-related content 	Parents/Guardians will be able to include additional web content filtering by submitting a request to the school.	No content filtering after school hours.
Reduce distractions from learning through control of applications	Parents/Guardians and students will not be able to install additional applications.	<ol style="list-style-type: none"> 1. Parents/Guardians and/or students will be able to install additional applications after school hours. 2. Applications installed by parents/guardians and/or students after school hours will not be accessible during school hours. 3. Parents/Guardians can limit access to applications installed on the device. 	<ol style="list-style-type: none"> 1. Parents/Guardians and/or students will be able to install additional applications after school hours. 2. Applications installed by parents/guardians and/or students after school hours will not be accessible during school hours.

¹ No data will be collected after the school hours when the DMA is inactive.

	Default Setting (Note: This will apply if no Alternative Setting is chosen)	Alternative Setting: Option A 1. (DMA settings can be modified)	Alternative Setting: Option B (DMA will be inactive ² only after school hours)
Limit screen time	The school will define the specific hours during which the student can use the device.	2. Parents/Guardians can adjust their child's/ward's screen time by setting rules on the device ³ . 3. Parents/Guardians can determine the duration of use of specified applications.	No control over screen time.
Monitor child's / ward's cyber activities	Parents/Guardians will not be able to track their child's/ward's browser history.	Parents/Guardians will not be able to track their child's/ward's browser history via the parent account.	Parents/Guardians will not be able to monitor or control their child's/ward's use of the device through the DMA.
Provision of Parent Account	X	✓	X

Personal Learning Device (PLD) Sleep Mode (11 p.m. to 6.30 a.m.)

To support students' healthy sleep habits and provide necessary breaks from screen time, all Personal Learning Devices will automatically enter sleep mode during designated hours. This measure ensures students receive adequate rest and maintain a balanced relationship with technology use.

Sleep mode will be activated from 11 p.m. to 6.30 a.m. daily. During these hours, PLDs will be temporarily inaccessible for educational and recreational use.

We encourage families to establish consistent bedtime routines that align with these guidelines to promote optimal learning and wellbeing.

² No data will be collected after the school hours when the DMA is inactive.

³ During school hours, the screen time limits set by the school will override parents/guardians' settings.

GENERAL INFORMATION

Students may consult the following personnel for:

Financial assistance/Bursary	Administration Staff
Ezlink Card Application/Loss Foreign Student Pass Application	Administration Staff
Co-Curricular Activities (CCA)	Head – Physical Education & CCA
Foreign Language Application	Head – Mother Tongue Languages
Counselling	School Counsellors

School Information

School Code	3077
School Address	12 Pasir Ris Street 11 Singapore 519073
General Office	6582 1727
Fax Number	6581 0557
School website	www.loyangviewsec.moe.edu.sg
School email address	loyangview_ss@moe.edu.sg
School Facebook	www.facebook.com/loyangviewss
School Instagram	@loyangviewss
School Bookshop	Casco Educational Supply Pte Ltd Tel: 6748 3101 (Main Office)
School Uniform	Asencio Pte Ltd Tel: 67643102

Information for Parents

- School operating hours during School Term: Monday to Friday from 7 a.m. to 6 p.m.
- General office operating hours during School Term: Monday to Thursday from 7 a.m. to 5.30 p.m. and Friday from 7 a.m. to 5 p.m.
- Parents visiting the school are to report to the Security Post to receive a visitor's pass and then proceed to the General Office.

Parents who would like to meet any of our staff should call 6582 1727 to make an appointment prior to visiting the school.

HELPLINES

Name of Agency	Assistance & Services	Telephone no. & Operating hours	Website
National Family Service Centre (FSC)	Counselling support Community outreach	1800 8380100 65812159 (Pasir Ris) 67872001 (Tampines) Mon-Fri 9am to 6pm Sat 9am to 2pm	www.ncss.gov.sg
Samaritans of Singapore (SOS)	Suicidal crisis and intervention	1800 2214444 24 hours hotline	www.sos.org.sg
Care Corner	Counselling support Community outreach (Mandarin-speaking)	1 800 3535800 Mon-Fri 10am to 10pm	www.carecorner.org.sg
Touch Youth Services	Computer Gaming Addiction	63770122 Mon-Fri 10am to 10pm	tcs@touch.org.sg
Teen Challenge	Youth with delinquency issues	67937933/ 63965797 Mon-Fri 9am to 6pm	www.teenchallenge.org.sg
Association of Muslim Professionals (AMP)	Malay/ Muslim families in crisis	64163960 Mon-Fri 10am to 5pm	www.amp.org.sg
REACH (Response, Early Intervention & Assessment in Community Mental Health)	Learning and behavioural challenges	65877395 24-hour hotline	www.reachforstudents.com.sg
Child Guidance Clinic	Severe emotional & behavioural issues	63892000 24-hour hotline	www.imh.com.sg

Name of Agency	Assistance & Services	Telephone no. & Operating hours	Website
Smoking Quitline	Smoking Cessation	1 800 4382000 Mon-Fri 9am to 5.30pm Sat 8am to 1pm	www.hpb.gov.sg
SG Cares	Volunteering	65509595 Mon-Fri 9am to 5pm	www.sgcares.org
North East Community Development Council	Short-term financial and employment help	64244000 Monday – Friday 8.30am – 6.00pm	www.northeast.cdc.sg
Mental Health Helpline	Mental Health Crisis	63892222 24 hour hotline	www.imh.com.sg
DigitalAccess@ Home	Subsidised broadband and laptops/ tablets to lower-income households	IMDA hotline: 6377 3800 digitalaccess@imda.gov.sg	https://www.imda.gov.sg/how-we-can-help/digital-access-at-home
Mendaki@ Punggol	Community outreach for Malay/Muslim families	1 Punggol Drive, One Punggol #04-04 Singapore 828629 Operating Hours: Mon-Fri - 9am to 5pm Saturday, Sunday and Public Holidays - Closed	www.mendaki.org.sg

Message for Parents/Guardians

Throughout the year, the school carries out many activities and events that we are proud to share with the community.

We seek your understanding and consent to use photographs, images, or video footage of your child/children and yourself on our school website, social media platforms, feature walls, newsletters, and other school publications.

If you happen to spot any photo or video that you are not comfortable with, please contact us at loyangview_ss@moe.edu.sg or call our General Office at 6582 1727. Where possible, we will be happy to remove them.

Please be assured that these photographs and videos will not be shared with any third party without the individual's consent.

Thank you.

