



SECONDARY 1

REGISTRATION



WELCOME TO PSS



PUNGGOL SECONDARY SCHOOL 培道中学

51 Edgefield Plains, Singapore 828870 Tel: 6489 7851 Fax: 6489 7859

Website: www.punggolsec.moe.edu.sg

WELCOME MESSAGE

Dear Parents/Guardians,

A warm welcome to Punggol Secondary School!

This package has been prepared to help you understand our school better, including our policies and procedures, as we partner with you to make your child's/ward's secondary school journey enriching and meaningful.

There is no need for physical registration at the school premises. This package contains all the essential information needed to complete your child's/ward's registration at Punggol Secondary School for 2026.

Please sign up for the Parents Gateway App (**refer to instructions on page 5**), which is our main communication platform with parents.

Our school leaders will be holding a parent engagement session for all Secondary One parents/guardians on Friday, 9 January 2026, from 5.45pm to 7.00pm at the school. Parents/Guardians are invited to stay for the Secondary One Orientation Week concert following the session. Further details will be sent via Parents Gateway closer to the date.

Should you require any further clarification, please contact Secondary One Year Head, Mr Zulkefli Abd Shukor or Assistant Year Head, Mr Royce Teo, at 6489 7851.

You may also email them at Zulkefli_b_abd_shukor@schools.gov.sg or royce_teo_jian_xing@schools.gov.sg.

We look forward to partnering with you and your child/ward on this exciting journey ahead.

With warmest regards,
Principal and Staff of Punggol Secondary School



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PRINCIPAL'S MESSAGE TO SECONDARY 1 STUDENTS OF YEAR 2026

Dear Secondary One Punggolites,

Welcome to Punggol Secondary School (培道中学)! You are about to embark on an exciting and significant chapter of your life as a student. Your secondary school years will prove pivotal as you discover your strengths and talents, identify areas for growth, and explore your passions and interests. Throughout this journey, you will cultivate strong values that will empower you to be an active contributor to the community. Such an endeavour requires dedication and perseverance from you.

When you invest your time and energy purposefully, you will experience rewarding outcomes. Through active engagement in school programmes, whether academic pursuits, sporting activities, creative arts, or community service, you will develop adaptability and self-directedness, and grow from strength to strength. The teachers and staff will be your mentors and guides. Treat them with respect and work alongside them to unlock your fullest potential. We are open to hearing your thoughts and addressing any concerns that you may have. Our commitment is to foster a vibrant and nurturing environment that supports your growth and development.

The future is yours to shape and you hold the power to determine the path you will take. Embrace every opportunity, rise to every challenge, and strive for excellence. We believe in you, and we cannot wait to see you become the best version of yourself!

With warmest regards,

Ms Valerie Tng
Principal



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OVERVIEW OF SECONDARY ONE REGISTRATION PROCESS

| Step | To-do list for Parents | Action by |
|------|---|-------------------------------|
| 1 | Update your contact details on Parents Gateway (PG) and turn on notifications. | 19 Dec 2025 |
| 2 | Click 'yes' on your child/ward's acceptance into Punggol Secondary School. | 19 Dec 2025 |
| 3 | Download the following documents on PG: 1) Secondary 1 registration booklet 2) Submit your child/ward's t-shirt size for Sec 1 Orientation Week | 19 Dec 2025 |
| 4 | Only for parents of students (in PG1 or PG2) who meet the eligibility criteria to offer subjects at a more demanding level: (For more info, refer to Pg 11 on Subject-Based Banding) Respond to the Subject Based Banding offer on PG. | 26 Dec 2025 |
| 5 | All parents: Log in to Parents Gateway from Fri, 26 Dec 2025, 9am, to: a) Download 2026 Punggol Sec Sch e-handbook b) Find out about your child/ward's Sec 1 class allocation c) Complete your child/ward's medical declaration for Secondary One Orientation Week d) Submit RSVP for Secondary One Parents Engagement Session on 9 Jan 2026 | 30 Dec 2025 |
| 6 | Attend the Secondary One Parents Engagement Session (if you have RSVP) | 9 Jan 2026 |
| 7 | Application for lockers (Refer to page 15) | From 17 Jan 2026 |
| 8 | Application for Financial Assistance Scheme | Anytime on the school website |



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COMMUNICATION WITH PARENTS – Parents Gateway

The Parents Gateway (PG) Mobile App is an initiative by the Ministry of Education to facilitate communication between the school and parents on administrative and financial matters. Parents will also be able to use this app to stay updated on the school's programmes and activities. If you have two or more children and they are in different schools, you will be able to receive notifications for all your children on the same PG App.

The free app will bring several benefits, including:

- Provide parents with timely information about school events.
- Enable parents to perform a range of functions including giving consent for school activities.
- Reducing usage of paper and decreasing environmental impact.

Step 1: Download the Parents Gateway app



Google Play Store



https://play.google.com/store/apps/details?id=com.moe.pgp&hl=en_SG

Apple iTunes Store



<https://itunes.apple.com/sg/app/parents-gateway/id1267198708?mt=8>

Step 2: Login with your SingPass

Reset your password or apply at <https://www.singpass.gov.sg/>

Step 3: One time setup

Tap on "Retrieve" to download your child's details and class allocated.

Welcome onboard, you are now able to view announcements and give consent for school activities. Please switch on the PG notification on your handphone to receive timely updates from MOE and the school.

To ensure that you receive timely updates on school programmes and activities, please enable the push notification on your PG app.



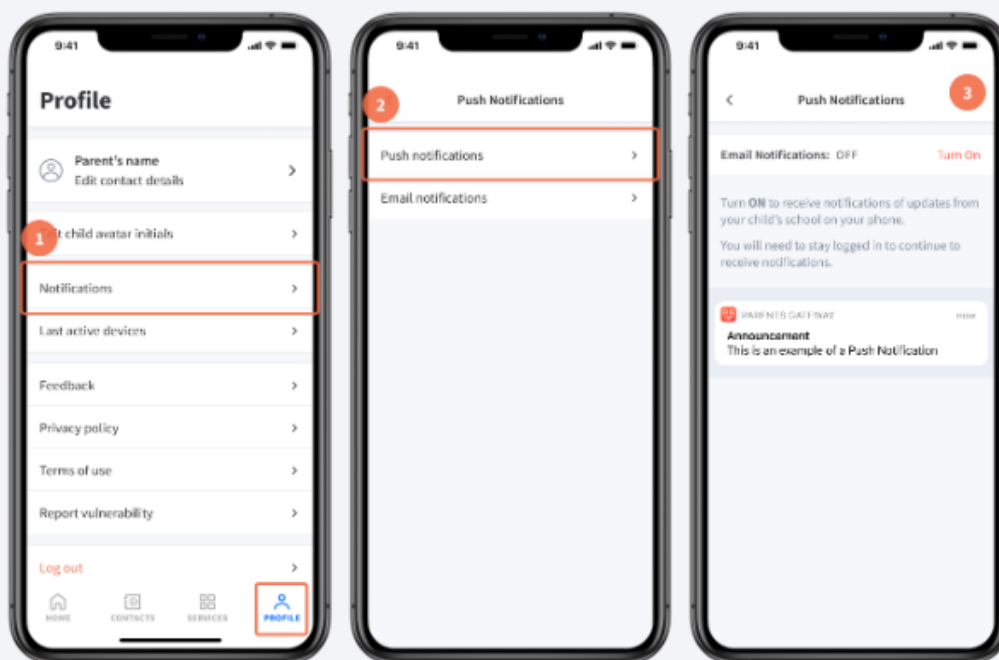
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The push notification feature on the phone needs to be enabled.

1. Go to 'Profile' > 'Notifications'
2. Tap on 'Push Notifications'
3. If 'Push Notifications' is 'OFF', tap 'Turn On' to enable it





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SCHOOL HISTORY AND BACKGROUND

Punggol Secondary School (培道), formerly known as Pei Dao Secondary School, started its operations at its new premises in Punggol New Town when its predecessor was relocated in January 2001. Being the first school in Punggol, it was named after the new town. The school retained its Chinese name because of its strong emphasis on character development.

The school's history dates back to 1957 when it was first started in Oxley Rise as Singapore Girls' Vocational School by a group of progressive-minded educators. In 1958, the school was renamed Singapore Girls' Vocational High School. In 1976, the school was re-sited to Toa Payoh East. The building, costing \$4 million, was fully sponsored by private businessmen and organisations. In 1978, the school started offering instruction in both Chinese and English and became co-educational. It was re-named Pei Dao Secondary School. In 1986, the school became a government school.

At its new premises, Punggol Secondary School started with 186 students in five Secondary One classes and 12 teachers in 2001. To date, the school has grown to a population of about 1300 students. We offer a range of academic subjects and CCAs to cater to our students' differing interests and needs

You may find out more about our school by clicking these links:

<https://punggolsec.moe.edu.sg/our-school/school-crest-history-and-song>

<https://punggolsec.moe.edu.sg/our-school/school-identity>



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SCHOOL PHILOSOPHY

Education is a journey of self-discovery where students discover their strengths, weaknesses, talents and form their moral compass.

SCHOOL VISION

Future-ready Punggolites who are active contributors

SCHOOL MISSION

To nurture a vibrant community of self-directed and adaptable Punggolites, grounded in values

SCHOOL VALUES

Propriety, Righteousness, Integrity, Self-respect (礼义廉耻)

SCHOOL MOTTO

Achievers with Character



Achievers with Character



Vibrant Community



Future-ready Punggolites



Active Contributors



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ATTENDANCE AND PARTICIPATION

Students are required to be in school punctually every day. In general, the school hours are:

| Day | Start of Morning Assembly | Venue of Morning Assembly | Dismissal Time |
|-----------|---------------------------|---------------------------|--|
| Monday | 7.30am | School hall | Dismissal timing dependant on each student's individual timetable. |
| Tuesday | | School hall | |
| Wednesday | | Quadrangle | |
| Thursday | | Quadrangle | |
| Friday | 9.00am | Classroom | 12.20pm |

Secondary One students are expected to wear the polo t-shirt with the school skirt or pants on Monday. Students can wear either the polo t-shirt or PE t-shirt with their skirt or pants from Tuesday to Friday.

Your child/ward will receive his/her individual timetable in the first week of the school year from his/her form teacher.

CCAs are usually held on Mondays, Wednesdays and/or Fridays and end by 6pm.

Students can only fully benefit from the school's curriculum by actively participating in all school activities including Co-curricular Activities (CCA), Values-in-Action (VIA), Learning Journeys (LJ), enrichment programmes, as well as school events and celebrations such as the Speech and Awards Day, National Day Celebrations and cross-country.

The school takes a serious view of students' attendance and participation in learning. Any absence from school must be supported with a medical certificate. A maximum of two letters from parents are allowed per semester for valid absences from school. However, please note that letters from parents will **NOT** be accepted as valid reasons for absence from school-based assessments.

Please refer to the link below for the periods of school terms and holidays in 2026:
<https://www.moe.gov.sg/news/press-releases/20250730-school-terms-and-holidays-for-2026>

For details on School Rules, Code of Conduct and other school matters, please download the student e-handbook from PG from 26 December onwards.



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CURRICULUM MATTERS

Secondary One Subject Combination:

| G3 | G2 | G1 |
|--------------------------------------|-------------------------|-----------------------------|
| English Language | English Language | English Language |
| Mother Tongue Languages | Mother Tongue Languages | Mother Tongue Languages |
| Mathematics | Mathematics | Mathematics |
| Science | Science | Science |
| History | History | Social Studies* |
| Geography | Geography | Humanities Exposure Modules |
| Literature | Literature | - |
| Common Curriculum Subjects | | |
| Design & Technology | | |
| Food & Consumer Education | | |
| Art & Craft | | |
| Character and Citizenship Education* | | |
| Music* | | |
| Physical Education* | | |

*Non-examinable subjects



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APPLICATION FOR EXEMPTION FROM MOTHER TONGUE LANGUAGE or APPLICATION FOR FOREIGN LANGUAGE

Students who wish to apply for exemption from mother tongue language or apply for a foreign language, please direct your queries to Mr Eng Siang Yong, Head of Department/Mother Tongue Languages at siang_yong_eng@schools.gov.sg or via phone at 64897851.

SUBJECT BASED BANDING (SBB)

Students who do well for subjects such as **English Language, Mother Tongue Languages, Mathematics and/or Science** at the PSLE may be offered to take the subject(s) at a more demanding level if they meet the eligibility criteria based on PSLE grades.

| Eligibility criteria for <u>English Language, Mathematics, Science, Mother Tongue Languages</u> | | | |
|--|----------------------------|------------------------------|-----------------------------------|
| Posting Group | PSLE Standard grade | PSLE Foundation grade | Option to offer subject at |
| PG2 | AL 5 or better | - | G3 |
| PG1 | AL 5 or better | - | G2 / G3 |
| | AL 6 | AL A | G2 |

Parents will be notified via Parents Gateway if their child/ward is offered any SBB subject(s). Please respond on Parents Gateway by clicking 'Yes' or 'No' for SBB Offer via PG by 26 December 2025, 12pm.

Please see the attached slides for FSBB information.

PROGRESSION TO SECONDARY TWO

To help ease the transition of students from primary to secondary school and provide time for them to adjust to the secondary school curriculum, there is no academic requirement for Secondary One students to progress to Secondary Two.



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FINANCIAL MATTERS

SCHOOL FEES

Parents/Guardians who pay their child/ward's school fees through GIRO are to note that deductions are made on the 26th of each month. School fees for January will only be deducted together with the February fees. Please ensure that there are sufficient funds in your bank account to avoid cases of unsuccessful deduction.

| Nationality | Monthly School Fee | Monthly Single-Tier Miscellaneous Fee | Monthly Total Fee |
|-----------------------|---------------------------|--|--------------------------|
| Singapore PR | S\$680 | S\$20 | S\$700 |
| IS (ASEAN) | S\$1,090 | S\$20 | S\$1,110 |
| IS (Non-ASEAN) | S\$2,190 | S\$20 | S\$2,210 |

If your child/ward was not on the GIRO scheme in primary school, please complete the GIRO Application Form at the school general office. Parents can also sign up for eGIRO through the Parents Gateway app which is linked to MOE-DBS Portal hosted at MOE website: <https://www.moe.gov.sg/financial-matters/fees/egiro>

If your child/ward was not on the Edusave scheme in primary school, please complete the Edusave Standing Order Form at the school general office.



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FINANCIAL ASSISTANCE SCHEME (FAS)

Assistance rendered includes waiver of school fees, provision of textbooks in the approved textbook list, school uniform and school shoes, as well as transport and meal allowances. Students who have already applied for FAS through their primary schools should bring their FAS approval letter to collect the books and uniform on the stipulated dates in the book list. For students who wish to apply for FAS hereafter, they may apply online via <https://go.gov.sg/moe-efasgga> or via QR code:



Eligibility criteria for MOE's financial assistance: Monthly gross household income not exceeding \$4000 per month or per capita income not exceeding \$1000.

SAFETY MATTERS

ROAD SAFETY

All students are to use the pedestrian crossings and overhead bridges when crossing roads. They are expected to observe the road safety rules.

STUDENTS ARRIVING IN SCHOOL BY PRIVATE TRANSPORT

Parents/Guardians who are driving their child/ward to school are requested to alight them outside the school premises, at the designated areas marked out by cones to facilitate a smooth flow of traffic. Our security guards will be available to assist you further.

During wet weather, we will allow parents/guardians to drive into the school premises so that students can alight at the sheltered porch.

EARLY DEPARTURE FROM SCHOOL

When a student falls ill in school, the parent/guardian will be informed to bring the student to see a doctor. Students are required to inform their form teachers and the receptionist if they are unwell. Early departures from school are recorded and an acknowledgement letter from the parents/guardians or medical certificate must be given to the school on the following day.



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ADMINISTRATIVE MATTERS

STUDENT E-HANDBOOK

The school student e-handbook will be used as a form of reference throughout your child/ward's secondary education in Punggol Secondary School. Parents/Guardians and students are advised to refer to the e-handbook regularly especially for matters concerning school rules and policies.

SCHOOL BOOKS & UNIFORM

School textbooks and stationery, as well as the PE t-shirts, shorts, and socks can be purchased from the School Bookshop (Overseas Associates Pte Ltd) located near the canteen. The operating hours of the Bookshop (during curriculum time) will be from 7.30 am – 3.00 pm, from Mondays to Thursdays and 7.30 am – 2.00 pm on Fridays (Closed on Public Holidays).

For the sale of textbooks and uniform, please refer to the links below and the sale dates listed in the booklists:

| | |
|-----------------|---|
| Sale of books | https://www.punggolsec.moe.edu.sg/punggolites/book-lists-2026/ |
| Sale of uniform | https://punggolsec.moe.edu.sg/purchase-of-uniform/ Secondary One students are required to wear the polo t-shirt on Mondays and when they have to represent the school in official events. Students are allowed to wear their polo t-shirt or PE t-shirt with their skirt or pants from Tuesday to Friday. Students are required to wear the PE t-shirt for Physical Education (PE) lessons for greater comfort. *2026 Secondary One students are allowed to wear their primary school uniforms from 2 to 8 January if they have not purchased their Punggol Secondary School uniform. |



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PROVISION OF SCHOOL LOCKERS

With students bringing their Personal Learning Devices (PLD) to school, they can safely store them, along with other belongings like books, files and wallets, in the school lockers provided by Kaichi Spacemaster Pte Ltd. Parents can register for the rental of the locker from **17 January 2026** onwards and make payment of **\$26/year** for the rental services directly to the vendor through this link: www.rent-a-locker.com.

The school locker uses a password to unlock the lock provided by the vendor and the password will be sent to the child/ward's registered email account (xxx@students.edu.sg) after payment is received.

For more details about the school lockers, click this link: [Rent a Locker](#)

HANDPHONE POLICY

Students will be required to store their handphones in designated lockers during Form Teacher time after morning assembly and will only be permitted to retrieve the handphones at the end of the school day. This measure aims to promote students to be more focused and engaged during their learning while cultivating healthy peer interactions. We seek your understanding to contact the General Office instead if you need to get in touch with your child/ward during curriculum time for urgent matters.

If students are caught using their handphones during curriculum hours, including break time, their devices will be confiscated. The students will have to serve a 30-minute detention at the end of the school day before they can get their handphones back. This measure is intended to serve as a deterrent and to reinforce the importance of respect for school rules.

While the school puts in place processes and structures to regulate handphone usage, we will also continue to educate and guide our students in developing healthy handphone usage habits. We appreciate your support in reinforcing these messages at home.



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PASSPORT PHOTOGRAPHS

The school has arranged for a photographer to take passport-size photographs for all Secondary One students.

| | |
|---------|--|
| Date: | 15 Jan 2026 (Thur) |
| Time: | Scheduled class slots |
| Price: | \$5 for 4 passport photographs (Exact cash payment to be made directly to the photography vendor.) |
| Uses: | Three photographs are required for student profiling, report book and CCA purposes. One photograph will be returned to the students for their personal use. |
| Attire: | Polo t-shirt with skirt/pants |

SCHOOL SMART CARD

Students are to use the same Primary School Smart Card (SSC) till they get their new Secondary School SSC before the end of Term 1.

REPORT BOOKS

The secondary school report books can be purchased from the bookshop and submitted to the form teachers. The Weighted Assessment/Examination result slips will be issued at the end of each term. Parents are to endorse the result slips and the report books are to be returned to the school for safekeeping.

INSURANCE

The school provides NTUC Student Protection Plan insurance coverage. To make a claim, please access the medical claims form via the NTUC online website <https://studentgpa.incomegroupins.com.sg/#/> and upload the original medical receipts within one year of the incident date.



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SECONDARY ONE ORIENTATION WEEK

All Secondary One students will participate in the Secondary One Orientation Week (SOOW) when they join the school. The objective of this programme is to help Secondary One students settle into the new environment of secondary school.

All Secondary One students are reminded to be **PUNCTUAL** on the first day of school:

| | |
|------------------|---|
| Day/ date: | 2 Jan 2026 (Friday) |
| Reporting time: | 7.20 a.m. |
| Reporting venue: | School hall (second floor) |
| Attire: | Punggol Secondary School PE t-shirt and shorts with white based school shoes. (For students who have yet to purchase their PSS uniform, they are allowed to report in their primary school uniform.) |
| Items to bring: | A small bag, notebook, stationery, water bottle, small towel, cash for meals during recess. |



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The Secondary One Orientation Programme is as follows:

| SOOW 2026 - DISCOVERING & LEADING MYSELF | | | | | | |
|--|---|---|--|--|-----------------------|---|
| Time | Friday 2 Jan | Monday 5 Jan | Tuesday 6 Jan | Wednesday 7 Jan | Thursday 8 Jan | Friday 9 Jan |
| By 720 | School Reporting time | School Reporting time | School Reporting time | School Reporting time | School Reporting time | School Reporting time |
| 0730 - 0800 | Morning Assembly @ Hall by Principal | Morning Assembly @ Hall | Deputy Student Management Talk @ Hall (Whole School) P1 time | Morning Assembly @ Quadrangle by Principal | | Morning Assembly @ Classroom FT Time |
| 0800 - 0820 | FT -Time: Get to know students + Attendance Taking | FT -Time | | CCA Talk/YH Talk (20min) | | CCA Talk/YH Talk (20min) |
| 0820 - 0840 | | Ice Breakers + Brainstorm Class Identity (by Facils) | | | | |
| 0840 - 0900 | Sec 1 Talk @ Hall by Principal (0840-0920) | | | | | |
| 0900 - 0920 | | Mekan Cheer Competition + Recess | | | | |
| 0920 - 0940 | Intro to Facils, Canteen & Makan Cheer (by facils) | | | | | |
| 0940 - 1000 | | Class Competition Prep + Eco World's Tallest Hat Briefing | | | | |
| 1000 - 1020 | | | IP Lessons | IP Lessons | IP Lessons | |
| 1020 - 1040 | (Outdoor Venue) ICE-BREAKERS (SOOW) - 1h 20mins (by facils) | Amazing Race Briefing @ Hall by Head Facil/GM | | | | |
| 1040 - 1100 | | | | | | |
| 1100 - 1120 | Hall: 1A, 1B, 1C, 1D BB COURT: 1E, 1F 1H: 1G, 1H | Amazing Race (all classes) Session B (SOOW) - 2h 30mins (by facils) | | | | |
| 1120 - 1140 | | | | | | |
| 1140 - 1200 | FT Admin & Debrief (classroom) | | | | | |
| 1200 - 1220 | | | | | | |
| 1220 - 1240 | | | | | | |
| 1240 - 1300 | | Debrief by Facils (Classroom) | | | | Lunch |
| 1300 - 1320 | | Reflection in camp booklet & Debrief /Admin (by FTs) | | | | *Student are to have lunch in school, be back in class by 1pm.* |
| 1320 - 1340 | | | | | | Final Class Competition Prep - (by facils) |
| 1340 - 1400 | | | | | | Eco-World's Tallest Hat Show Prep |
| 1400 - 1500 | | | | | | Complete Class Deeo (by facils) |
| 1500 - 1600 | | | | CCA Talk (15mins) 1515-1530 | | Class Performance Preparation (by facils) |
| 1600 - 1700 | | | | CCA FAIR 1530 - 1600 | | Hall Setup & Concert Prep - (by game masters) (Hall) |
| 1700 - 1800 | | | | CCA FAIR 1630 - 1800 (by facils - non CCALs) | | Set up chairs for parent engagement Props and set up for concert |
| 1800 - 1900 | | | | | | *Muslim boys may return back at 2.30pm after |
| 1900 - 2000 | | | | | | Dinner with FTe (Sec 1s to retrieve their phones from the lockers before proceeding to the hall) |
| | | | | | | Parent Engagement Talk @ Hall / Classes standby in classrooms |
| | | | | | | SOOW Concert @ Hall - 1h - Facils/Gamemaster Performance (5min) - Class Performances (Video Montage Photos to be played while class is performing) (30mins) 3min per class - Eco Fashion Show (15min) - School Song Finale (5min) |

Please complete your child/ward's medical declaration on Parents Gateway for the Secondary One Orientation Programme from Friday, 26 Dec 2025 onwards.

Photographs or video images of your child/ward may be taken during school activities and events such as classroom lessons, CCA, school camps, or school concerts. The school may use and publish such photographs or video recordings in school publications, the school's website, social media channels, or other communication channels.

We look forward to your child/ward's participation in the Secondary One Orientation Programme.

You may also contact us at the following:

Telephone Number: 6489 7851

Email: punggol_ss@moe.edu.sg

Website: www.punggolsec.moe.edu.sg