

23 October 2024

Dear Parents/Guardians of Secondary Three Students,

### UPDATES FOR END OF TERM 4 2024

Thank you for all your support throughout the year. As we come to the end of 2024, we would like to share the following information/resources for the year-end school holidays as well as information for 2025 that will be useful to you and your teen.

#### A. Managing Usage of Electronic Devices

1. Please refer to the Parents Gateway (PG) notification sent on **Tue 22 Oct** for more information on the new MOE Device Management Application (DMA) for your teen's Personal Learning Device (PLD) and a guide to support you in managing their device use.
  - Kindly be reminded that the new MOE DMA will be deployed remotely to your teen's PLD on **Mon 28 Oct** for those previously on Default or Option A After-School DMA Parent options. Please ensure that your teen's PLD is switched on and connected to the Internet after **12 noon** on **Mon 28 Oct**, for at least 30 minutes that day. The icon for the new DMA application will appear on his/her PLD upon successful installation.
  - With the deployment of the new MOE DMA, we will be seeking parents'/guardians' support to indicate your choice of After-School DMA Parent Option for the new MOE DMA.
  - More information on the After-School DMA Parent Options as well as instructions to indicate your option will be provided by mid-November via PG. We seek your understanding that changes to your preferred After School DMA Parent Option will only take effect in January 2025.
2. While the new MOE DMA will better support your teen in using his/her PLD responsibly, we also seek parents'/guardians' continued support in managing your teen's usage of electronic devices. Please step in strongly to help your teen develop self-discipline to avoid long hours on their devices. **Harmful habits such as excessive screen time and addiction to gaming / social media can develop over a short period of time. Once these habits are formed, it will be difficult for parents/guardians and teachers to break them.**
  - Keep up your daily monitoring of their usage of electronic devices.
  - Have purposeful conversations with your teen about appropriate use of and time spent on electronic devices to help him/her understand why you may need to limit their use. In addition, prolonged use during the school holidays will also make it difficult to reduce the usage when the new school term starts in 2025.
  - Help them to spend a balanced amount of time on other areas like reading, physical fitness or even volunteer work.
3. Do reinforce **Cyber Wellness** and actively guide your teen to navigate cyberspace safely. Tips on how you can care for his/her cyber wellness and digital literacy at home can be found in the MOE Parent Kit on [Raising a Digitally Smart Child \(www.moe.gov.sg/parentkit\)](http://www.moe.gov.sg/parentkit). Check-in on your teen regularly about whether he/she is experiencing Cyberbullying, and step in if necessary.

## **B. Keeping Safe and Fit and Well**

4. With the start of the holidays, we have reminded students to **spend their time meaningfully**, keep safe and stay away from undesirable influences or activities (e.g. long hours on the Internet, 'outside friends' that may be negative influences). To prevent our teens from becoming victims of crime, we urge them to always take care of their belongings, stay alert to their surroundings, and avoid uncomfortable situations with strangers. Your strong guidance can ensure that he/she makes the best use of the holidays safely. For more information on how you can help keep your teen safe, please refer to the joint advisory by SPF and other agencies sent together with this letter via PG.
5. **Physical activity** helps children grow, maintain a healthy weight and have fun. Please encourage your teen to work towards the daily goal of 10,000 steps a day. For ideas on how to help your family eat healthily, get active and reduce screen time, please visit [Healthhub \(Live Healthy\)](#).
6. **Vaping at any age, and underaged smoking is illegal.** All e-cigarettes, cigarettes and types of e-vaporisers are harmful and can adversely affect your teen's health and your family. Youths who are caught using or possessing such products will be reported to the Health Sciences Authority.
7. Please check-in on your teen regularly about his/her **mental well-being** and support him/her as necessary. Tips on building mental wellbeing of children and youth can be found via this link: [Healthhub \(MindSG\)](#). Should you require urgent assistance, please contact the Mental Health Helpline at 6389 2222 or Samaritans of Singapore at 1800 221 4444.

## **C. Travel Declaration**

8. A travel advisory for the year-end school holidays was sent on Fri 18 Oct via PG. To ensure schools continue to be a healthy and safe environment for all, we require parents/guardians to make a travel declaration for your teen **only if he/she intends** to travel during the holidays.
9. To make a travel declaration for your teen via PG, go to **[SERVICES >, DECLARE TRAVELS]**. Please declare your teen's travel plan(s), indicating both the country and city of travel, and any city of transit, by **Fri 25 Oct**. Only one parent/guardian is required to make the declaration. If your teen is not travelling during the holidays, no action is required.
10. When planning your travel, please refer to [ICA Website \(Entering, Transiting and Departing\)](#) for more information and updates. If there is a change in travel plan(s) after declaration (e.g. change in travel date(s)/destination), please submit a new travel declaration via PG. If travel plan(s) are cancelled, please inform the school as well.

## **D. Issuance of Report Books, Meet-the-Parents and 2025 Booklist**

11. The issuance of report books will be on **Fri 25 Oct**. Students will be collecting their report books from their Form Teachers (FTs) during school curriculum hours.
12. Parents are not required to meet FTs, but if you would like to speak with them, please contact FTs directly. If your teen is unable to collect his/her report book on **Fri 25 Oct**, he/she may collect the report book at the school's General Office from **Mon 28 Oct** during office hours (8.00am – 5.00pm).
13. A copy of the 2025 booklist will be made available by **Fri 15 Nov** via the school website at <https://bowensec.moe.edu.sg/> (under 'School Information' → 'Level Matters'). More information on the Purchase of Textbooks and Uniforms will be sent separately to parents/guardians via PG by **Fri 15 Nov**. Parents will be able to place their orders online and arrange for items to be delivered at their convenience. Alternatively, in-person collection at school is also possible by appointment (please book a collection slot when ordering).



14. Students who are applying or have applied for MOE FAS for 2025 should not purchase textbooks or uniforms before they are informed of the outcome of their FAS application. If textbooks/uniforms are ordered and payment is made before the FAS application is approved, the school will be unable to facilitate any refund even if the FAS application is approved. The General Office (GO) will contact successful applicants from mid-November to collect the 'Approval of FAS for 2025 Letter'. There is no need to come to school regarding status of FAS application until contacted by our GO.

**E. CCA Activities during School Holidays and Student Protected Time**

15. Teachers may ask students to return to school for CCA activities during the school holidays and they will be notified by their CCA teachers. To allow our students more time and space to rest and recharge, Student Protected Time will be from **Wed 20 Nov to Sun 15 Dec** (both dates inclusive) during which there will not be any school activities (e.g. no CCA activities).

**F. Nominations for Teacher Awards**

16. The school would like to invite parents/guardians to show your appreciation to teachers who have impacted your teen in one way or another through the following nominations:
- The President's Award for Teachers (PAT) pays tribute to experienced teachers for their role in moulding the future of our nation. These teachers are role models for the teaching profession as they demonstrate a deep passion for teaching, and they inspire both their students and peers through their words and deeds.
  - The Outstanding Youth in Education (OYEA) recognises young teachers who have shown admirable passion for teaching, and commitment to inspiring and nurturing their students. These teachers personify youthful idealism, energy and enthusiasm, and inspire both their students and peers through their words and deeds. Educators who are 35 years old and younger are eligible for the award.
17. Nominations for PAT 2025 and OYEA 2025 are **now open** and will close on **Fri 10 Jan 2025**.
18. We would like to invite you and your teen to submit your nomination(s) for one or more deserving teacher(s) by clicking on the URLs or scanning the QR codes below. Your nomination(s) will be a wonderful source of encouragement for the teacher(s).

PAT 2025	OYEA 2025
<p data-bbox="360 1547 708 1581"><a href="https://go.gov.sg/pat2025">https://go.gov.sg/pat2025</a></p>  <p data-bbox="469 1906 600 1921"><a href="https://go.gov.sg/pat2025">https://go.gov.sg/pat2025</a></p>	<p data-bbox="900 1547 1267 1581"><a href="https://go.gov.sg/oyea2025">https://go.gov.sg/oyea2025</a></p>  <p data-bbox="1008 1906 1139 1921"><a href="https://go.gov.sg/oyea2025">https://go.gov.sg/oyea2025</a></p>

### G. First Day of School and Bowen FIESTA 2025

19. 2025 timetables will be available on the school website on **Mon 30 Dec 2024** (subject to change). Parents will also be notified through PG.
20. The first day of **2025 Term 1** is **Thu 2 Jan 2025** (Term 1 Week Zero). Students are expected to report to school by 7.30am, appropriately attired in full school uniform (without tie) and with proper grooming. The first day of school will consist of Cohort Talks and Form Teacher Time to prepare students for the new school year. Students are required to bring stationery, water and money for recess.
21. School will be dismissed at **12.30pm** on **Thu 2 Jan** and **Fri 3 Jan**. There will be no afternoon activities on these two days. This is to help all levels ease into the new school year at a comfortable pace and for the school to welcome our new Sec 1 students into the Bowen family. Students are also reminded to bring their materials for lessons, which will begin on **Fri 3 Jan**.
22. For an invigorating start to 2025, students can look forward to our **annual start of year Bowen FIESTA** (Fun, Interactive, Educational and Structured Activities) which will be conducted during Term 1 Week 1 in 2025 (**6 – 10 Jan 2025**). More details will be provided in the Term 1 2025 Letter to Parents.

Wishing you a meaningful and well-spent year-end holidays with your teen.

Yours faithfully,



Mr Loh Chih Hui  
Principal

#### **Use of photographs and video images**

Photographs or video images of students, parents and visitors may be taken during school activities and events such as classroom lessons, enrichment activities, CCA activities, camps, etc. The school may use and publish such photographs or video images in school publications, the school's website, social media channels, or other communication channels.