

# 2024 Secondary 2 Parents Engagement Session

27 Jan 2024 (Saturday)



NEW TOWN SECONDARY SCHOOL

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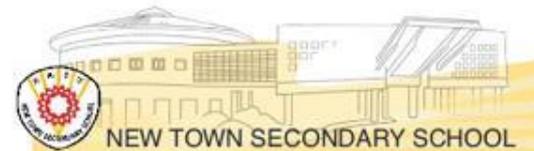
# Programme Outline

- Principal's address
- Level focus
- School programmes
  - Internationalisation Programme
  - ECG Experience Week
  - Applied Learning Programme
  - NTSS ASPIRE! Programme
  - CAPTSLAM
- Subject allocation exercise
  - Promotion criteria
  - Timeline
- Support at home
- Q&A
- Session with FTs

# Principal's Address

Principal: Mr Ari Manickam

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**5** Aspects which will be of interest to you....

**Our Philosophy, Motto and Direction**

School discipline tone

**School Programmes**

**Academic results**

**Teachers**

# Our Philosophy

**Everyone Is Unique,  
All Can Succeed**



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**Our Motto**

**To Forge Better Lives**



# Our Vision

## Confident Learners and Caring Leaders for a Better Tomorrow.

### Confident Learners

New Towners are **lifelong learners, resilient in their pursuit of knowledge, skills, and experiences** for personal growth. They will **grow into discerning individuals and effective communicators, driven by a sense of purpose and optimism** for the future.

### Caring Leaders

As **leaders of self and others**, New Towners are able to **make responsible decisions to positively influence** family, school, community, and the nation.



**5** Aspects which will be of interest to you....

Our Philosophy, Motto and Direction

**School discipline tone**

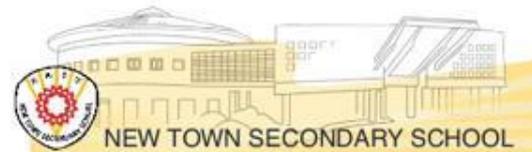
School Programmes

Academic results

Teachers

VALUES

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# Our School Values

## Respect

We value every individual and treat them with respect.

## Integrity

We do what is right even when no one is looking.

## Care

We build a supportive environment where individuals feel valued, respected, and cared for.

## Resilience

We recognise that failures and challenges are opportunities to develop a growth mindset.

## Self-Discipline

We manage our time effectively and prioritise tasks to meet deadlines.

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# Our Expectations of Newtowners

<https://sites.google.com/moe.edu.sg/ntss-shb/home>

Refer to e-Student  
handbook for  
school rules,  
expectation and  
consequences.



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# As a Self-Discipline Newtowner.....

## LEARN

to cultivate a  
POSITIVE LEARNING ATTITUDE



**L**isten attentively



**E**ncourage each other  
in learning



**A**sk relevant questions and  
answer appropriately



**R**espect self and others



**N**ever give up, do your  
best!



New Town Secondary School

## CLEAN

for a  
POSITIVE LEARNING ENVIRONMENT



**C**lear all litter



**L**ease all windows  
and doors open



**E**rase the whiteboard



**A**rrange tables  
and chairs



**N**eatly place bags  
under table



New Town Secondary School

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# School's Mobile Phone Policy

- To ensure that students stay focused during lessons, they are required to place their handphones in their bags and ensure that the handphones are switched off or in silent mode.
- Handphones may be used during recess, lunch and after school, and only at the canteen and foyer areas. If a student violates this rule, the device will be confiscated for a week and parents/ guardians will have to come to school to claim the item.

# As a Self-Discipline Newtowner.....

## ZERO Tolerance to Bullying.

Bullying: repeated or persistent behaviours intended to cause hurt, distress or humiliation.



# As a Self-Discipline Newtowner.....

## ZERO Tolerance to Bullying.

- What can we do to create a caring and enabling school environment?
- What can we do to be an Upstander and not a Bystander?

# Vaping

Vaping, like traditional cigarettes is **harmful** and can lead to **lifelong addiction**. E-cigarettes contain harmful substances such as nicotine, benzene and formaldehyde.

Sale, purchase, use, advertisement or possession of vape (including vape refills) is **prohibited** by law in Singapore, **regardless of age**.

**Keep your child Vape-free**

**Why SHOULD parents take note?**

Globally, there is a worrying trend on the uptake of e-cigarettes, especially among youth. The promotion of e-cigarettes to the young has resulted in an exponential increase in the number of young people using e-cigarettes in other countries.

While there are still ongoing health effects of e-cigarettes, existing evidence shows that the harmful chemical composition within e-cigarettes pose many health risks to their users and non-users.

**What are E-cigarettes?**

E-cigarettes have many names and are sometimes called 'e-cigs', 'vapes', 'vape pens', 'mods', or 'Electronic Nicotine Delivery Systems' (ENDS). They are battery-operated devices that mimic the act of regular smoking by heating a liquid to generate an aerosol, which is inhaled by users, through a mouthpiece and exhaled as a visible vapour. E-cigarettes contain nicotine, a highly addictive substance that can affect brain development in youth.

There are also many cancer-causing substances such as formaldehyde, benzene (produced when heated), and heavy metals such as lead.

**How to identify an e-cigarette?**

E-cigarettes come in a variety of shapes and sizes, some look like traditional tobacco products like cigarettes, cigars and pipes, while others resemble everyday items like USB flash drives and pens. This should not be confused with heated tobacco products (HTP), also known as Heat Not Burn products, which consist of a small tobacco stick that is heated electronically, rather than burned.

**What can you do as a parent?**

- Talk to your teen on the harmful effects of smoking and vaping.
- Monitor your child's online activities.
- Look out for these products at home.
- Advise your child to dispose of e-vaporisers and accessories if they possess any.
- Contact Health Sciences Authority (HSA), Health Promotion Board (HPB) or School for advice.

**How do children obtain e-cigarettes if they are illegal?**

Telegram Instagram TikTok

**Common hiding places:**

**All e-cigarettes and their related accessories are prohibited in Singapore:**

- Regardless of age, it is an offence to purchase, use or possess these products in Singapore. Offenders can be fined up to \$2,000.
- It is also an offence to advertise, import, distribute, sell, offer for sale or possess for sale these products in Singapore. Offenders can be fined up to \$10,000 or face an imprisonment of up to 6 months, or both for first time offenders.

**For support on Quitting:**

1 800 4 20 200  
HPB\_SMOCKETS\_CENTRE@hpb.gov.sg/HSA\_TTB@hpa.gov.sg

Frequency	Consequence
1 <sup>st</sup> time	<ul style="list-style-type: none"> <li>• Serious offence, Conduct Grade: Poor</li> <li>• School-home conference</li> <li>• Caning for boys</li> </ul>
2 <sup>nd</sup> time	<ul style="list-style-type: none"> <li>• Serious offence, Conduct Grade: Poor</li> <li>• Referral to Health Science Authority</li> <li>• Penalty of a monetary fine and/or 6 months jail for the offence</li> </ul>

**5** Aspects which will be of interest to you....

Our Philosophy, Motto and Direction

School discipline tone

**School Programmes**

Academic results

Teachers

# 2024: Timetable Structure with for Lower Secondary (LS)

Period	Time	Monday	Tuesday	Wednesday	Thursday	Friday
0	0740 – 0800	Morning Assembly	Morning Assembly	Morning Assembly	Morning Assembly	Morning Assembly
1	0800 – 0830					
2	0830 – 0900					
3	0900 – 0930		Recess 1		Recess 1	Recess 2
4	0930 – 1000	Recess 1	Recess 4	Recess 1	Recess 4	Recess 4
5	1000 – 1030	Recess 4	Recess 2	Recess 4	Recess 2	Recess 3
6	1030 – 1100	Recess 2	Recess 3	Recess 2	Recess 3	Recess 1
7	1100 – 1130	Recess 3		Recess 3		
8	1130 – 1200					
9	1200 – 1230		Lunch 2		Lunch 4	
10	1230 – 1300		Lunch 1		Lunch 2	CCA
11	1300 – 1330		Lunch 3		Lunch 1	
12	1330 – 1400		Lunch 4	HBL (even fortnights) /alternate enrichment weeks	Lunch 3	
13	1400 – 1430					
14	1430 – 1500					
15	1500 onwards	AAC	CCA		AAC	



# Blended Learning

## Home-Based Learning

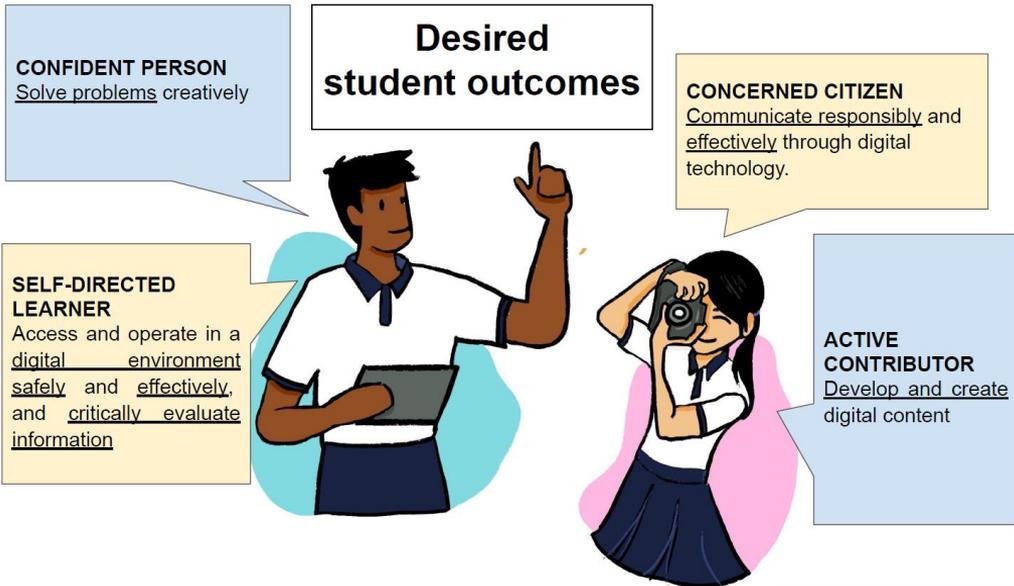


## NTSS **ASPIRE!** Programme



Opportunities to

- **discover** and **pursue their interests** through **self-directed learning** and **exploration beyond the curriculum**
- **reflect** on their learning experiences
- **showcase** and celebrate learning.
- develop the **emerging 21st Century Competencies (21CC)** to become **confident persons** and **self-directed learners**



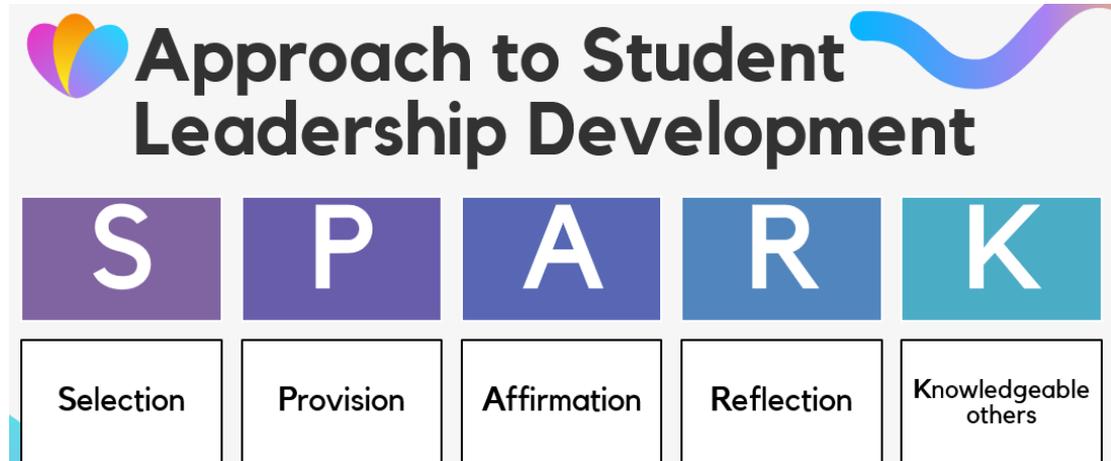
# Applied Learning Programme

Digital Communicators, Change Makers

# Learning for Life Programme

Every Newtowner, a confident and compassionate student leader

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# Co-Curricular Activities

- CCAs complete the school experience
- CCAs provide **authentic platforms** for students to develop skills, acquire knowledge, and to practice values and soft skills
- It is important that your child **turns up for CCA sessions regularly** and participates actively.



# Strategies for academic **SUCCESS**

**Focus... Clarify**

**Conducive place**

**Consistent work**

**Good balance**

**Parental Support**

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# Strategies for academic **SUCCESS**



Adopt the **Growth Mindset**

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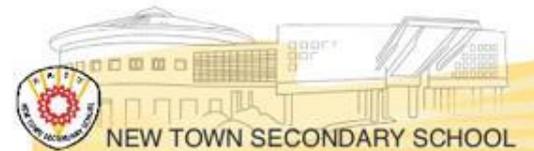
# Communicating with Teachers

- In line with Ministry of Education's Five-Day Work Week, parents are advised that teachers can be contacted **during weekdays between 7:30am and 6pm.**
- All teachers' **email addresses are available on the school website** for parents' convenience. Parents can also contact the **General Office (tel. 6775 4140)** for further assistance.

# Focus for 2024

Year Head: Mr Eric Yue

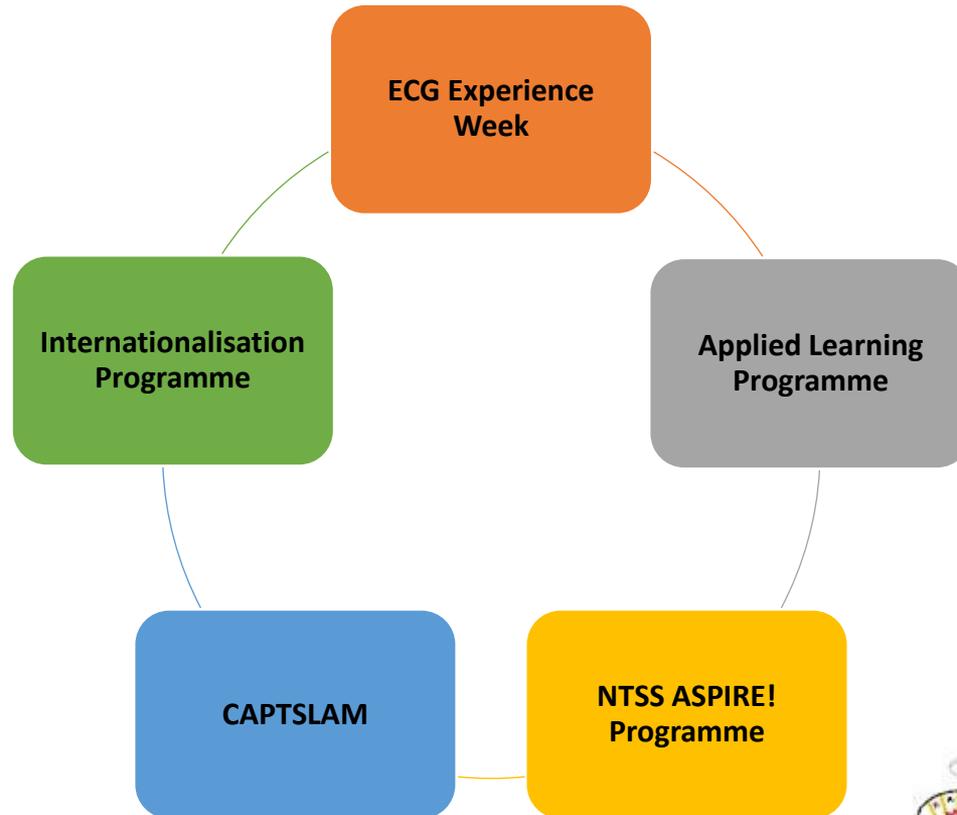
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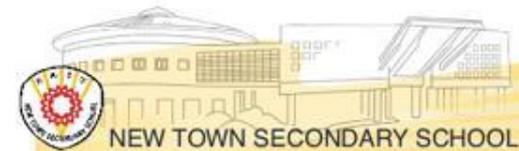
# Focus for the Year

Level	Theme
Secondary One	Building Foundations
Secondary Two	Exploring Possibilities
Secondary Three	Harnessing Strengths
Secondary Four/Five	Pursuing Aspirations

# Exploring Possibilities – School Programmes



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# ECG Experience Week

- Activities include
  - **Applied Learning Modules @ School**
  - **Creative Thinking Skills Workshop**
  - Student Leadership Workshop
  - Learning Journey to museum
  - Mother-Tongue Fortnight

# NTSS **aspire!** Programme

- Component of HBL days where time is set aside for students to pursue their own interests and learn outside the curriculum
- Encourage students to be more curious and self-directed in learning

# NTSS **aspire!** Programme

<b>arts &amp; Aesthetics</b>	Learn a new language (e.g., foreign languages, sign language), play new musical instruments (e.g., piano, ukulele), work on projects related to visual arts, crafts, and design (e.g., scrapbooking, hand lettering)
<b>sports &amp; Wellness</b>	Learn about different types of sports (e.g., how to improve physical and mental health, including topics on food and nutrition (e.g., different types of diets)
<b>personal Development and Leadership</b>	Learn about ways to improve personal effectiveness, self-leadership, time management, better study skills and develop good habits.
<b>Innovation through Digital Literacy Skills*</b>	Develop digital competencies as outlined in the EdTech Masterplan 2030, including learning to code, programme, develop apps or use other digital platforms and tools to connect, collaborate and contribute in a safe and responsible way (e.g., cyberwellness)
<b>Research &amp; Inquiry</b>	Research and delve deeper into various subjects in Science, Technology, Engineering, Arts and Mathematics (STEAM) and propose innovative solutions or ideas.
<b>Environment &amp; Sustainability</b>	Learn about sustainable practices and engage in environmental projects

# Secondary 1 & 2

Term	Key Activities
1	<p><b>Week 3</b> (one morning after FRC): Common briefing for Sec 1 – 3 classes in hall or via Zoom</p> <p><b>Week 4 (HBL#1)</b>: Complete <i>Know Yourself</i> tool on “Learning Styles” on <i>My SkillsFuture</i> student portal; Complete an All Ears survey form on their preferred learning styles and indicate 2-3 areas of interests</p> <p><b>Week 6 (HBL#2)</b>: Submission of Proposals via All Ears Survey Form</p> <p><b>Week 10 (HBL#3)</b>: Students will refine their proposals based on feedback or start their ASPIRE project.</p>
2	<p><b>Weeks 2, 6 &amp; 10 (HBL#4-6)</b>: Students will work on ASPIRE project and post their responses to reflection questions on the class Padlet. They can also read their classmates’ posts and comment.</p>
3	<p><b>Weeks 2 &amp; 5 (HBL#7-8)</b>: Students will work on ASPIRE project and post their responses to reflection questions on the class Padlet. They can also read their classmates’ posts and comment.</p> <p><b>By the end of Term 3</b>: Selection of projects for showcase in T4</p>
4	<p><b>Week 6/7</b>: Showcase of ASPIRE Projects</p>



# Internationalisation Programme: Learning beyond Singapore

- Provides an opportunity for **authentic learning** and a way to **broaden students' learning experiences** through **interactions with peers beyond Singapore**.
- Programme: 2D1N Cultural Immersion Trip
- Destination: Johor, Malaysia
- Period: 4 – 8 Nov 2024
- Highlights: Immersion programme at local school, Educational Learning journey
- Parent's information/consent via PG: End of Term 2 or Start of Term 3 2024
- Parent's Briefing: Sep 2024 (Tentative)
- **Note**: Ensure passport validity of 6 months before departure (Nov 2024 – May 2025)



# CAPTSLAM: Leadership Programme

- CAPTSLAM (College of Alice and Peter Tan, Student Leadership Action Mentorship) is a collaboration with NUS to develop our potential CCA leaders.
- **Identified CCA leaders** will embark on this programme at the end of Sec 2, where they will be guided by the undergraduates from CAPT to **develop their leadership skills**
- The mentoring programme will start with an **introduction in early September**, with the weekly sessions taking place in October and November period at CAPT (just across the road in University Town)



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**ALP@NTSS**

Digital Communicators, Change Makers

# Applied Learning Programme

SH/Aesthetics: Ms Siow Xing Yu

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**Digital  
Communication  
Literacies**

**Ability to lead,  
communicate  
and work with  
others**

# Digital Communicators, Change Makers

**Leaders who actively  
contribute to the society**

# Desired student outcomes

**CONFIDENT PERSON**  
Solve problems creatively

**CONCERNED CITIZEN**  
Communicate responsibly and effectively through digital technology.

**SELF-DIRECTED LEARNER**  
Access and operate in a digital environment safely and effectively, and critically evaluate information



**ACTIVE CONTRIBUTOR**  
Develop and create digital content



**2023: Telling a story in a single frame**  
Sec 1 students learnt about mobile photography techniques



**2024: Telling a story over multiple frames**  
Sec 2 students learning about animation techniques

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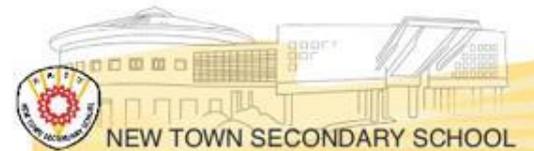
# Events in 2024

Timeline	Tier 1	Tier 2
T1	WK2 - 10 <b>Stop Motion ALP Animation Workshops</b> [6 hours per class] (During Art curriculum time)	WK6: <b>Launch of ALP “Our School Community / Priceless Moments” Photography Competition</b> (Sec 1-5) (Sign-up basis)
T2	WK10: <b>ALP “History &amp; Today” National Day Stop Motion Animation Competition</b> (Sec 2) (During cohort activity week) <i>(In conjunction with Learning Journey to National Museum of Singapore (T1W8) &amp; National Day celebrations)</i>	WK6: <b>Exhibition - ALP “Our School Community / Priceless Moments” Photography Competition</b> (Winning Entries) <i>(In conjunction with School Speech Day)</i>
T3	WK5: <b>Exhibition - ALP “History &amp; Today” National Day Stop Motion Animation Competition</b> (Winning Entries)	OFFICIAL (CLOSED) \ NON-SENSITIVE

# Subject Allocation Exercise

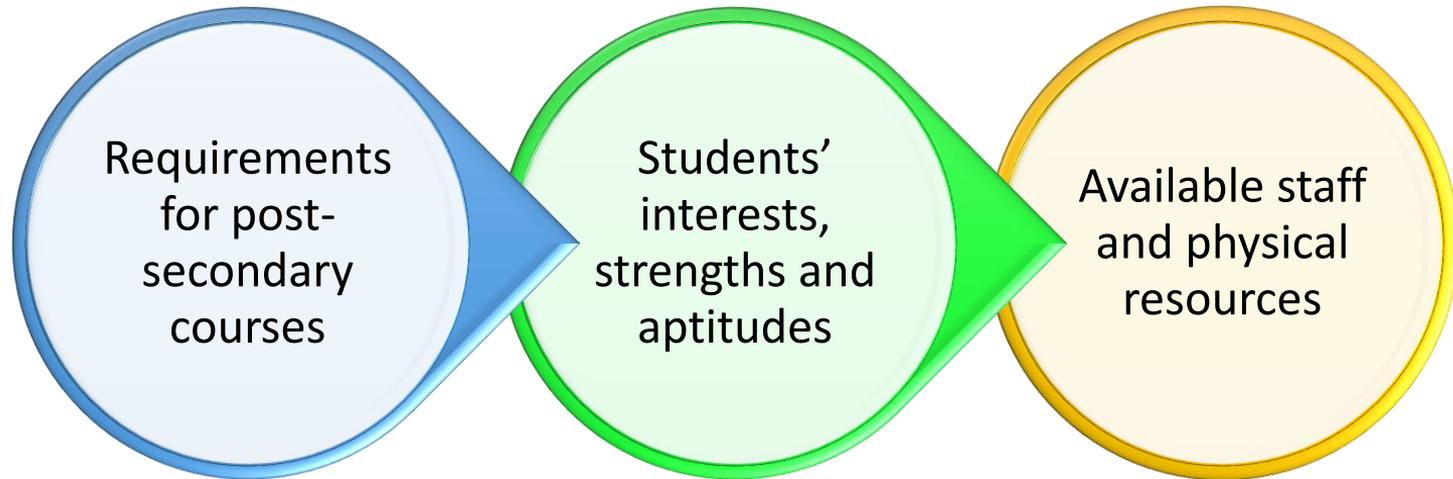
HOD/Science: Mr Evan Ng

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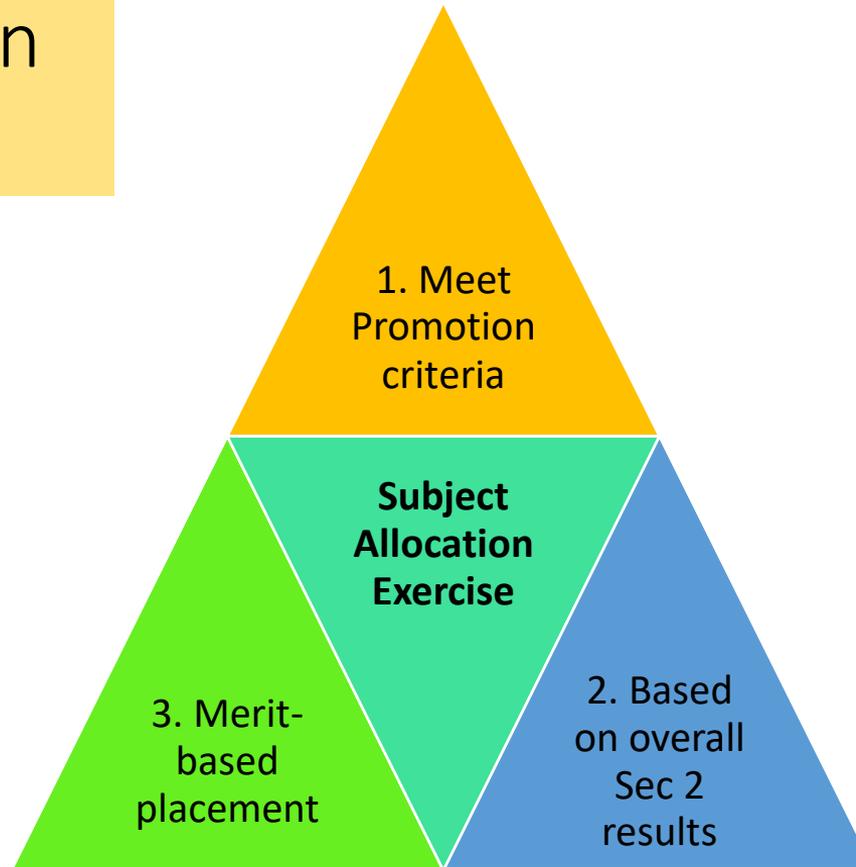


# Subject Allocation Exercise

- Subjects offered and combinations are reviewed annually based on:



# Subject Allocation Exercise



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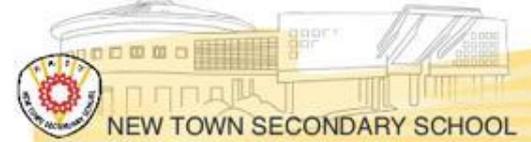
# Promotion Criteria (Sec 2 Express)

Promotion Criteria	Meet Requirement	
	Yes	No
Pass (50%) in English Language + Pass (50%) in overall percentage of all subjects combined	Promote to Sec 3 Express	Laterally transferred to Sec 3NA

# Promotion Criteria (Sec 2 Normal Academic)

Promotion Criteria	Meet Requirement		
	Yes	Yes + Meet Lateral Transfer Guidelines*	No
Pass (Grade 5 or better) in: <ul style="list-style-type: none"> <li>English Language + two other subjects</li> <li>or</li> <li>Four subjects</li> </ul>	Promote to Sec 3 Normal Academic	Lateral transfer to Sec 3 Express	Retain at Sec 2 Normal Academic

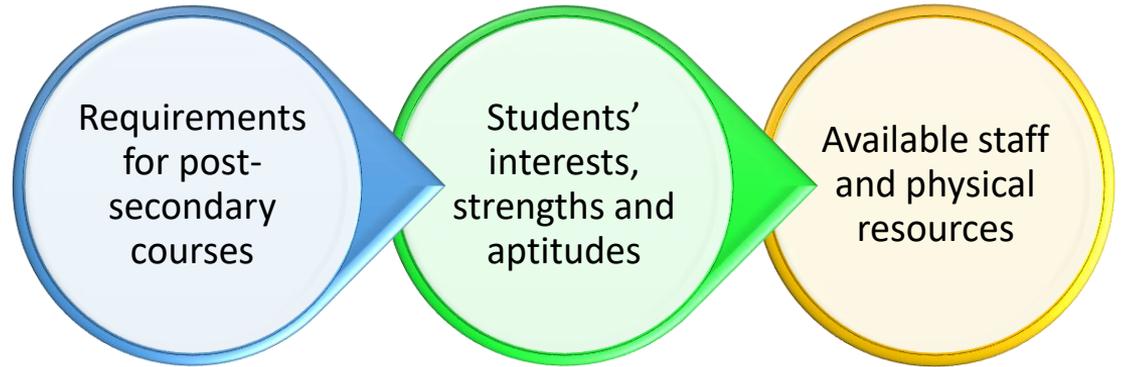
*\*70% or better for overall percentage of all subjects combined*



# Promotion Criteria (Sec 2 Normal Technical)

Promotion Criteria	Meet Requirement		
	Yes	Yes + Meet Lateral Transfer Guidelines*	No
Pass (Grade D or better) in: <ul style="list-style-type: none"> <li>Two subjects (one of which is English Language or Mathematics)</li> </ul>	Promote to Sec 3 Normal Technical	Lateral transfer to Sec 2 Normal Academic	Retain at Sec 2 Normal Technical

*\*70% or better for overall percentage of all subjects combined*



# Subjects Offered Previously

As a proxy based on 2024 Secondary Three cohort

# Subjects in 2024 Secondary Three Express

English Language	English Language	
Mother Tongue Language	Mother Tongue Language	
Elementary Math	Elementary Math	
Science	Pure Chem	SC(Phy/Chem) <u>or</u> SC(Chem/Bio)
Humanities	SS/Hist <u>or</u> SS/Geog	
6 <sup>th</sup> subject	Two elective subjects	
7 <sup>th</sup> subject		

Compulsory subjects



# Elective Subjects Offered to 2024 Sec 3 Express

## Pure Science

- Physics or
- Biology

## Coursework

- D&T
- NFS
- Art
- Art (EAP)
- Electronics

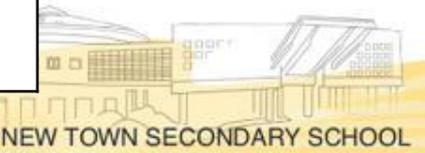
## Others

- Literature
- Additional Mathematics

# Subjects in 2024 Secondary Three Normal Academic

English Language	English Language
Mother Tongue Language	Mother Tongue Language
Elementary Math	Elementary Math
Science	SC(Phy/Chem) <u>or</u> SC(Chem/Bio)
Humanities	SS/Hist <u>or</u> SS/Geog
6 <sup>th</sup> subject	One elective subjects

Compulsory subjects



# Elective Subjects Offered to 2024 Sec 3NA

## Coursework

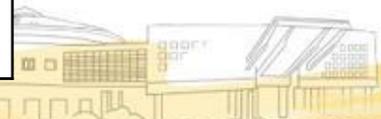
- D&T
- NFS
- Art

## Others

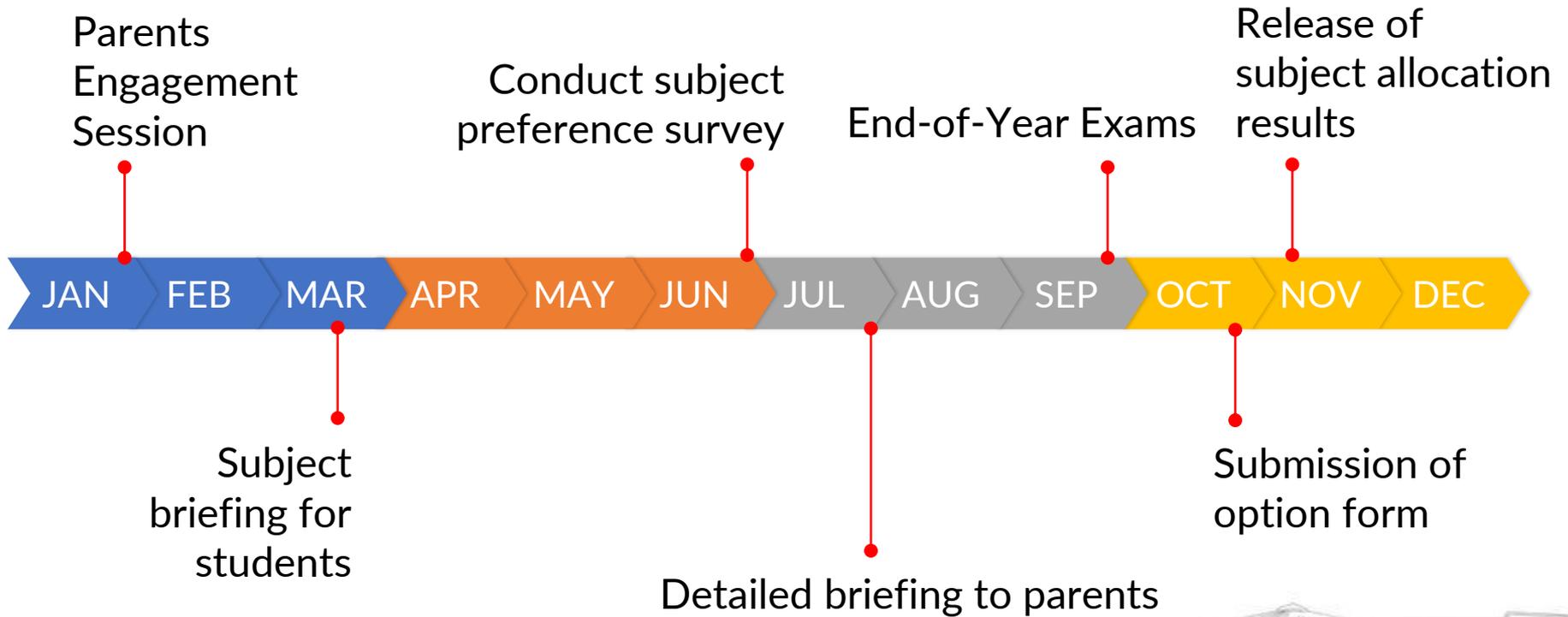
- Additional Mathematics

# Subjects in Secondary Three Normal Technical

English Language	English Language
Mother Tongue Language	Mother Tongue Language
Elementary Math	Elementary Math
Science	Science
CPA	Computer Applications
6 <sup>th</sup> subject	Smart Electrical Technology

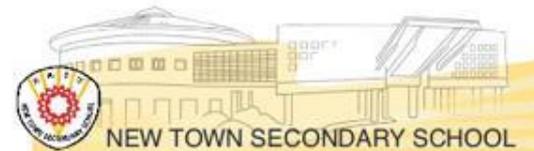


# Subject Allocation Exercise Timeline



# Support at Home

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# Engage your Child with SAFE and TAD



Support



Affirm



Familiarise



Empathise

**Talk to him/her**



**Ask questions, it's about him/her**

# TIPS TO HELP EASE TRANSITIONS



Support



Affirm



Familiarise



Empathise



# Support

- **Find out how your child's preferences are changing.**  
Show interest by asking open-ended questions.
- **Make a habit of chatting** at a fixed time each day  
E.g. Dinner time



# Affirm



- **Remember your child's strengths.**  
Build his/her self-esteem in those areas.

*E.g. "You seems to be doing exceptionally well in D&T!"*

- **Praise and affirm efforts in front of relatives and friends.**

*E.g. "She has been very focused in her studies this year."*

# Familiarise



- Find out **what type of post-sec institution and courses** he/she is interested in.
- **Excite** him/her about **opportunities** each course can lead him/her to.
- **Encourage** him/her to also spend time learning a new hobby or hone skills in outdoor sports.

# Empathise

- **Acknowledge your child's emotions.**  
*E.g. "You seemed anxious about the upcoming WAs. Are you coping well?"*
- **Encourage your child to share thoughts and feelings about themselves.**
- **Prioritise sufficient sleep.**



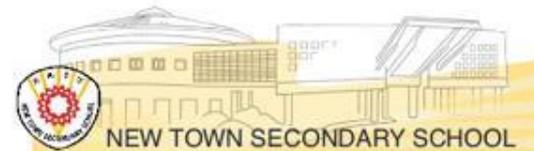
**Keep talking to him/her**



**Keep asking questions about him/her**

# Expectations of a Newtowner

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# 1. A Self-Disciplined Newtowner reports to school on time.

Reporting time to	Mon to Fri
FRC Venue (Parade Ground/Hall/Classrooms)	7.35 am  (After which, students will be considered <b>late</b> for school)
Flag Raising Ceremony	7.35 am
Start of 1 <sup>st</sup> period	8.00 am

# 1. A Self-Disciplined Newtowner reports to school on time.

## Punctuality

Daily Reporting Time



No. of times Late	Consequence
1 to 2	<ul style="list-style-type: none"> <li>Warning</li> </ul>
3 to 5	<ul style="list-style-type: none"> <li>Minor Offence, Detention</li> </ul>
6	<ul style="list-style-type: none"> <li>Minor Offence, Detention</li> <li>Conduct grade @ Good</li> <li>In-house reflection</li> <li>School-home conference</li> </ul>
7 and above	<ul style="list-style-type: none"> <li>Serious Offence, Detention</li> <li>Conduct grade @ Fair</li> <li>In-house reflection</li> <li>School-home conference</li> </ul>

Zero Late-coming Day  
 Recognition for a collective effort by the whole school to be punctual to encourage the good habit of being punctual.



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## 2. A Self-Disciplined Newtowner is responsible for his/her learning.

### Absence from school

- ❑ Must be covered by Medical Certificate (MC) or parent letters.

📄 **Hardcopy MC:**  
Submit to Form Teacher.

✉ **Digital MC:**  
Forward url to Form Teacher via sms or email.



*Please do not come to school  
and see a doctor if you are  
unwell!*

### Parent's Letter

- ❑ A max of **2 parent or guardian letters per semester** will be accepted.
- ❑ Any student who submits the **3<sup>rd</sup> letter** would be referred to the Student Management Committee.
- ❑ A student who submits a letter for absence that is rejected will have to serve detention and conduct grade would be affected

### Absence from exams and Weighted Assessments (WAs)

- ❑ **only** an MC is acceptable.
- ❑ Zero will be awarded to paper if there is no MC.

## 2. A Self-Disciplined Newtowner is responsible for his/her learning.

### Overseas Travel during Term Time



Students are **NOT ALLOWED** to take leave for overseas travel during the school term, otherwise it may be considered as **truancy (serious offence)**.



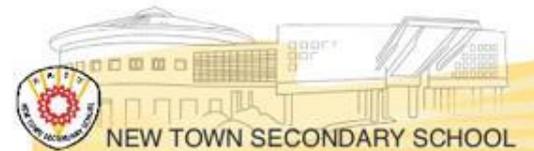
Parents / Guardians are to meet with Vice Principals to seek approval for overseas travel **before** making any travel arrangements. Inform Form Teachers (FTs) if there is such a need.

# Help-Seeking and Providing Support

- Changes can be overwhelming at times so do encourage your children to **seek help if they need a listening ear**
- **Every student is a peer supporter** and we want to encourage our students to develop great friendships so that they can support one another
- We also want to encourage our students to talk to **trusted adults** around them who are able to provide that helping hand
- In school, these will be their **Form Teachers (FTs)** and/or **Subject/CCA Teachers, Year Heads** and **School Counsellors**
- At the same time, we also want a **close partnership** with you, parents, so do alert us early if you have concerns regarding your child

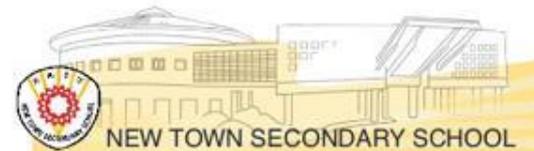
# Classroom Slides

OFFICIAL (CLOSED) \ NON-SENSITIVE

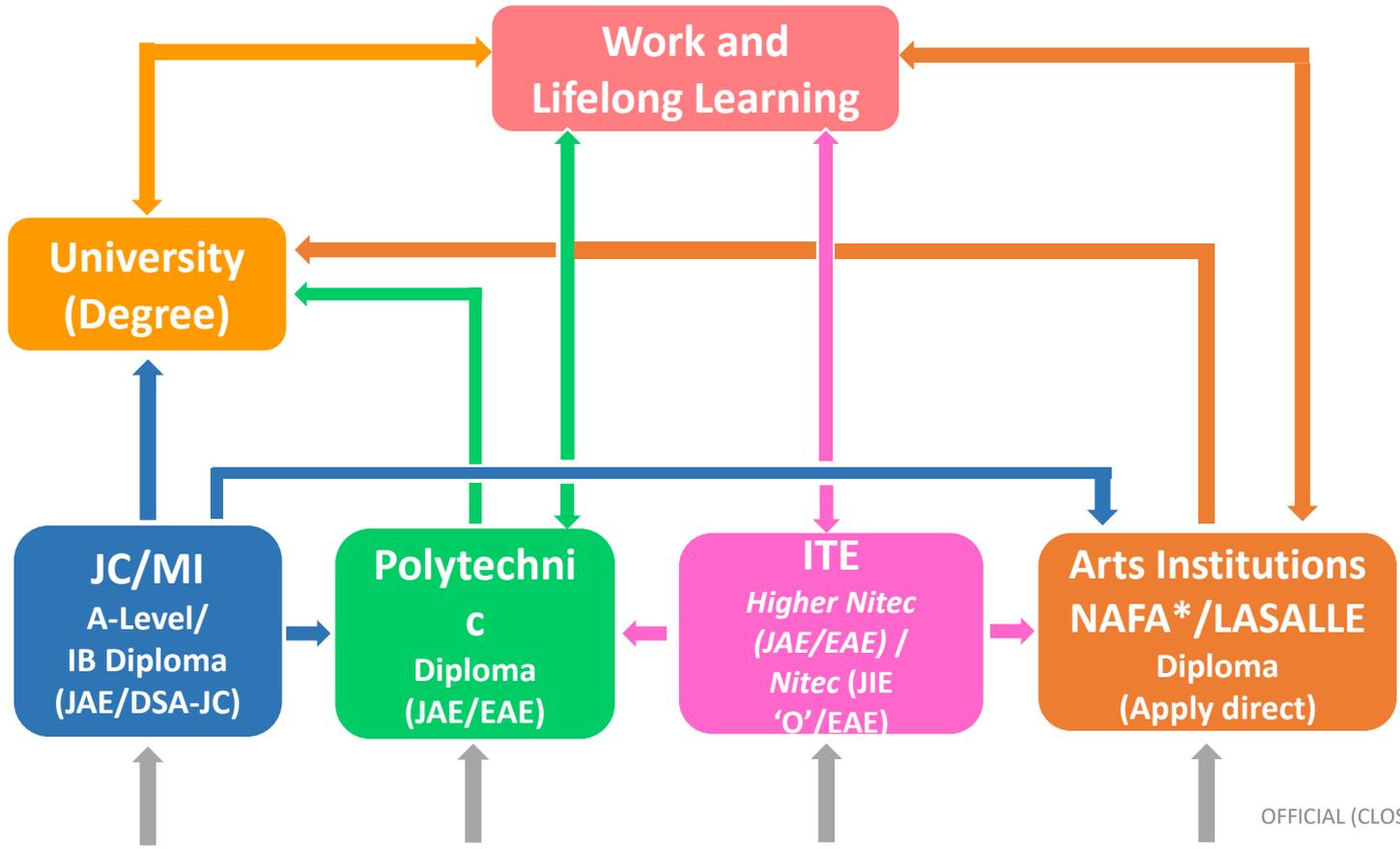


# General Post Secondary Pathway

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Express



Secondary School (GCE O-Levels)

**JAE:** Joint Admission Exercise  
**JIE:** Joint Intake Exercise

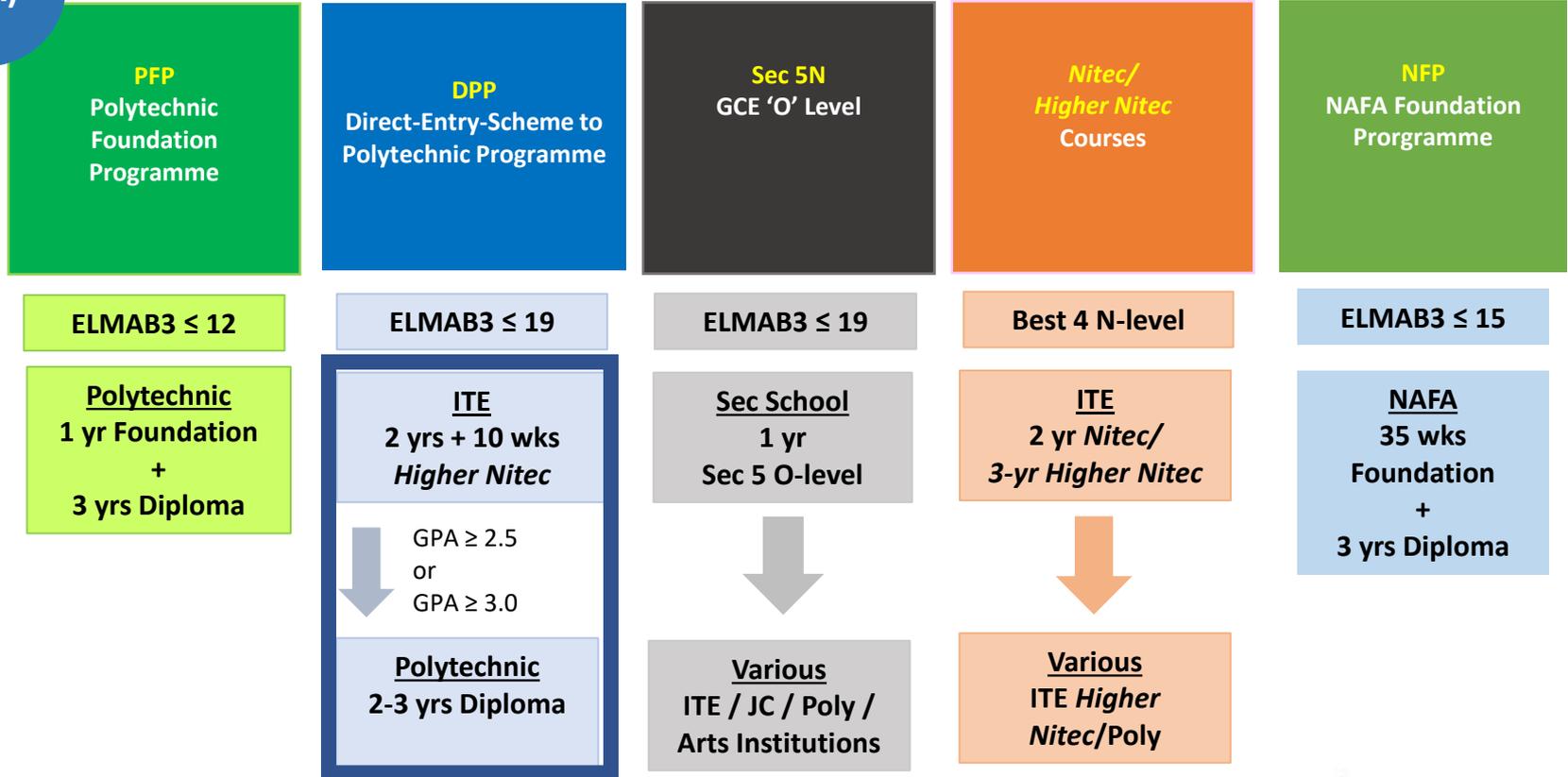
**EAE:** Early Admission Exercise (\*includes NAFA)  
**DSA-JC:** Direct School Admission-JC



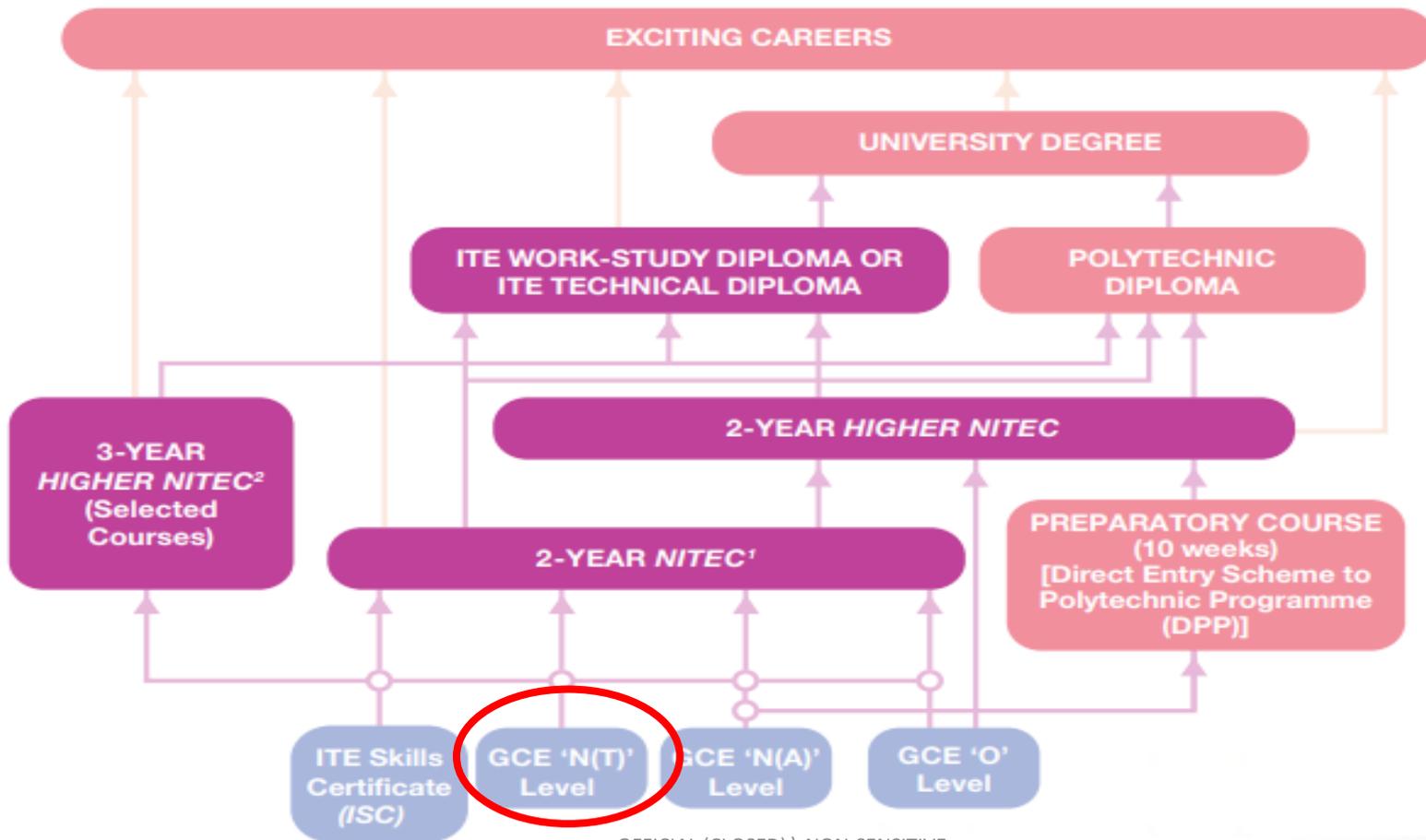
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N(A)

# Education Pathways available for students in 4N(A) Course



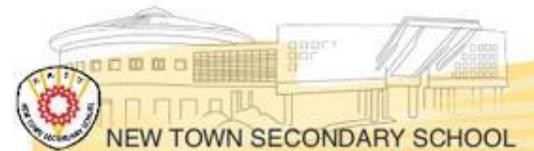
# Education Pathways available for students in 4N(T) Course



# **Subject Allocation Exercise:**

## **Prerequisite for 2024 Sec 3 Course**

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# Prerequisites for 2024 Sec 3 Express Subjects

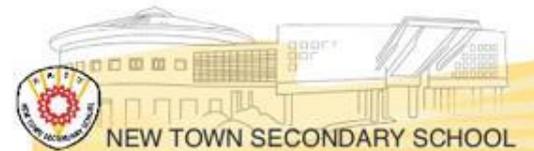
Sec 3 Subjects	Prerequisite Criteria (based on overall results)
Additional Mathematics	Attained at least <b>60%</b> in Mathematics
Art / Art EAP (Enhanced Art Programme)	Attained at least <b>50%</b> in Art Attained at least <b>50%</b> in Art + pass entrance exam
Design & Technology (D&T)	Attained at least <b>50%</b> in D&T
Nutrition & Food Science (NFS)	Attained at least <b>50%</b> in FCE
Electronics	Attained at least <b>55%</b> in Science
Pure Literature	Attained at least <b>50%</b> in Literature
Pure Sciences	Attained at least <b>65%</b> in Science

# Prerequisites for 2024 Sec 3 NA Subjects

Sec 3 Subject	Prerequisite Criteria (based on overall results)
Additional Mathematics	Attained at least <b>60%</b> in Mathematics
Art	Attained at least <b>50%</b> in Art
Design & Technology (D&T)	Attained at least <b>50%</b> in D&T
Nutrition and Food Science (NFS)	Attained at least <b>50%</b> in FCE

# Supporting your child/ward in the Subject Allocation Exercise

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# ECG Counsellor Contact Details

**Name:** Mr Teng, ECG Counsellor

**Email:** teng\_swee\_hoe@schools.gov.sg

**Venue:** Dance Studio (along HOD Staff room corridor, Level 2)

**Day:** Every Monday and Thursday

**Time:** 8am to 5pm

## How to make an appointment?

1. Fill up booking form via link/QR code: <https://go.gov.sg/ecgapptlink>
2. Email me directly (including phone/videocall options)  
(Note: state your name, school and class)
3. Go through your Teachers
4. Walk-in (if I am available)

