



BARTLEY SECONDARY SCHOOL

10 JALAN BUNGA RAMPAI SINGAPORE 538403

TEL: 62889013 FAX: 62805595

Email: bartley_ss@moe.edu.sg

12 September 2023

Dear Parents / Guardians,

I would like to extend a warm welcome back to school. I hope you and your child have had a restful and enjoyable break.

As we progress into the final term of 2023, I seek your continued support so that we can continue to provide our children with the best possible learning experience in a safe and conducive manner.

In this letter, I would like to provide you with some updates on our school events in Term 3 as well as important notices for the upcoming Term 4.

UPDATES ON TERM 3

1. NATIONAL DAY CELEBRATIONS

We commemorated our nation's birthday with a series of lessons and activities. Other than celebrating our independence with a parade by our Uniformed Groups (UGs) and performances by our Performing Arts Groups and UGs, students also took part in a mass dance. The concert ended with the National Day singalong session which certainly brought the celebrations to a high.

Besides the celebrations, we also endeavour to bring our Bartleyans together to build a spirit of care and compassion to make Singapore stronger. Bartleyans contributed food items for our Food Donation Drive. They then packed these items and wrote encouraging messages to our beneficiaries. This is our way of showing our care for our community.

2. TEACHERS' DAY CELEBRATIONS

Teachers' Day is a day when we celebrate and appreciate our teachers. This year, the Class Chairpersons took on the responsibility of helming the class activity segment. They planned the games and took charge of preparing the class party. It was a good opportunity for teachers and students to have fun and bond as a class. This was followed by the concert segment in the hall. The Student Councillors came up with many fun games and students put up wonderful performances. We also showed our gratitude to the non-teaching staff as they also play an important role in our students' growth in school.

3. CCA ACHIEVEMENTS

Our Football Division 'C' boys entered the League 3 National School Games finals. They fought hard but fell to a 2-0 defeat. Nevertheless, our students put up a good fight to earn the second placing in League 3 and learnt valuable lessons in the process.

NOTICES FOR TERM 4

4. STUDENT WELL-BEING AND DEVELOPING GOOD HABITS

4.1 We will continue to promote the well-being of our students through guiding them to build a sense of positivity and resilience. We also highlighted that the students should interact respectfully and graciously with one another as members of the Bartley family. We encourage parents to work with us, reiterating to our children the importance of respectful interactions, a growth mind-set and cultivating healthy habits such as

bringing their care pack, which should include an oral digital thermometer, mask and sanitiser, daily.

- 4.2 It is also important that our students practise responsible use of their mobile devices and Personal Learning Devices (PLDs). We would like to highlight that teachers expect mobile phones to be kept away during curriculum time and other school programmes, including CCA. Any use during these times must be with explicit permission from the teacher-in-charge. The PLDs are also to be used only for learning purposes. We emphasised to our students that mobile devices and PLDs should not be used for undesirable activities. We will continue to educate our students to be safe and responsible users of technology and would like to work closely with parents/guardians to manage device usage. Parents/Guardians could refer to pages 22 to 27 for our Acceptable Use Policy (AUP) Agreement in the Student Organiser distributed at the start of the school year.
- 4.3 The digital environment is very much a part of our students' lives. As a school, we endeavour to provide a positive learning environment and encourage all our students to be positive peer influences. We seek support and assistance from parents/guardians to actively supervise and monitor your child's/ward's use of mobile devices and online platforms to ensure these are used meaningfully and healthily.

5. ATTENDANCE AND PUNCTUALITY

- 5.1. For students to do well in school, it is important that they attend school regularly and punctually so that they do not miss out on the lessons and teachers' instructions. We seek the support from parents/guardians to monitor your child's/ward's attendance in school. We highly value the learning time in school with our students. If there is a critical need to take your child/ward out of school during school hours or term time, kindly contact your child's/ward's Form Teacher or Year Head for further discussion.
- 5.2. Students who are absent from school are to submit the relevant document(s) excusing their absence on the day they return to school. Students who fail to submit the document(s) supporting their absence within 5 working days of their return to school may face disciplinary action. **Per semester**, the school will accept up to a **maximum of 4 days of absence** covered by parents'/ guardians' letter(s).
- 5.3. It is also important for students to participate actively in CCA so that they have a full learning experience. We seek continued support from parents to ensure that your child comes for school and CCA regularly and punctually.
- 5.4. Please note that your child/ward will be considered late for school should he/she arrive at the class or assembly area after 8.15am for Monday and 7.45 am for Tuesday to Friday. He/She will be directed to report his/her attendance at the General Office. An SMS will be sent to the registered official guardian by 9.30 am on days that your child/ward is absent from school.

6. SCHOOL SAFETY

The school will continue to monitor the weather conditions (e.g. heat, haze) as we implement our school curriculum, programmes and activities. Daily reminders are given to students to ensure they monitor their physical well-being and remain hydrated. Students are also asked to approach their teachers or the General Office if they feel unwell during their time in school or during activities. Students should also inform their teachers if they are ill with flu-like symptoms or COVID-19.

7. **KEY ACTIVITIES IN TERM 4**

The key school activities scheduled for Term 4 can be found in **Annex A**. We seek your cooperation in ensuring your child/ward's participation in and/or preparation for the various activities the school has planned for them.

8. **EARLY SCHOOL DISMISSAL FOR SEC 1 TO 3, 4E & 5N**

The school will have early dismissal on Tue 12 Sep and Wed 20 Sep 2023 for all Sec 1 to 3, 4E & 5N students at 1.15pm in preparation for the GCE 'N' Level Listening Comprehension Examinations.

9. **END-OF-YEAR EXAMINATIONS 2023 FOR SEC 1 TO 3**

The End-of-Year Examinations for Sec 1 to 3 will commence in October as follows:

- Sec 1 & 2: 05 Oct to 12 Oct 2023
- Sec 3: 03 Oct to 12 Oct 2022

As part of our collaborative effort with you in developing and nurturing your child/ward, we would be grateful if you could supervise your child/ward in his/her revision, and ensure that he/she prepares himself/herself adequately for the examinations.

Following the completion of End-of-Year Examinations, the school will be organising student development activities and key briefings for the students. All students are expected to continue to attend school for lessons until Fri 27 Oct 2023 unless they are unwell. Absence from school must be accompanied by valid reasons. A separate notification letter with more details will be sent to parents at a later date.

Fri 13 Oct 2023 will be Marking Day and Wed 18 Oct 2023 will be set aside for results processing. Students are not required to report to school on these two days.

10. **BRIDGING PROGRAMME FOR SEC 1 & ACADEMIC FOUNDATION PROGRAMME FOR SEC 3**

The school will be organising academic support programmes between 30 Oct and 09 Nov 2023 for Sec 1 and 3 students. These programmes aim to close the learning gaps identified for building the students' foundation in learning in preparation for the following academic year. All identified Sec 1 and Sec 3 students are expected to attend the lessons in this programme unless they are unwell. Absence from school must be accompanied by valid reasons. Parents will receive a notification letter with more details by Wed 25 Oct 2023.

11. **PARENTING RESOURCES**

We appreciate the challenges of parenting and would like to introduce parenting resources to you. MOE has launched a parenting-focused Instagram account, @parentingwith.moesg, as part of MOE's efforts to engage and partner parents. MOE hopes to connect with parents better via the account by sharing tips and MOE resources, celebrating the ups and downs of your parenting journey, and growing with you as a community by inspiring and supporting each other through shared experiences. Do follow the account, share your experiences and invite your parent friends into this community. You may also find more useful parenting resources through MOE Parent Kit available at <https://www.moe.gov.sg/parentkit>.

12. **STAYING CONNECTED WITH SCHOOL**

We invite you to stay connected with us by visiting our school website and social media sites at Facebook (www.facebook.com/OfficialBartleySecondarySchool), Twitter (<https://twitter.com/bartleysecsg>) and Instagram (@bartleysecondarieschool) to see updates about the school. You can also view the school calendar of events published through our school calendar at <https://www.bartleysec.moe.edu.sg/information/students/school-calendar/>

We would like to inform parents/guardians that photographs or video images of students or their parents/legal guardians 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. If you have any concerns, please approach the school through your child's/ward's Form Teacher or Year Head.

13. CONCLUSION

13.1. We believe that it takes a community to nurture our young minds. A strong home-school partnership will contribute greatly to the child's success in school. Therefore, we hope to work closely together with parents to provide our children the best opportunities to learn and grow. I welcome parents to contact the school to discuss your concerns or provide your feedback. Together, we can nurture every Bartleyan as **Leaders for Others** and **Learners for Life**, grounded in our **C.O.R.E. values**.

13.2. We request for you to complete and return the acknowledgement form (**Annex B**) via your child/ward's Form Teacher by Fri 15 Sep 2023. You may also submit your acknowledgement via Parent Gateway (PG) for parents who have a PG account. Should you have any questions or need any clarifications, please contact us at 62889013 or email: bartley_ss@moe.edu.sg.

13.3. We look forward to a fruitful and meaningful Term 4 with our students. Thank you for your continued support as we work towards empowering every Bartleyan to be Leaders for Others and Learners for Life.

Thank you.

Yours sincerely,



Ms Britta Seet
Principal

**Secondary 3
Key Activities for Term 4, 2023**

S/No.	Date	Activity	Remarks
1.	12 Sep	GCE 'N' Level Listening Comprehension Exam [EL(NA) & BMTL]	Sec 3 students will be dismissed from school at 1.15pm.
2.	15 Sep – 16 Oct	CCA Stand Down	CCA will resume from Monday 16 Oct.
3.	20 Sep	GCE 'N' Level Mobile Robotics Paper 2 (for Sec 3 Mobile Robotics students)	For Sec 3 students taking Mobile Robotics. Students have been briefed on reporting times and venues. Students will continue with classes after the paper.
4.	20 Sep	GCE 'N' Level Listening Comprehension Exam [EL(NT) & MTL]	Sec 3 students will be dismissed from school at 1.15pm.
5.	3 – 12 Oct	End-of-Year Examinations	End-of-Year exam schedule and topics are available on the school website.
6.	13 Oct	Marking Day	Students do not need to report to school.
7.	18 Oct	Promotion Exercise Day	Students do not need to report to school.
8.	23 Oct	Sec 3 Inter-class Games	In school and during curriculum time.
9.	24 Oct	Sec 3 ECG programme	In school and during curriculum time.
10.	27 Oct	Last day of school/ TEAM Day	
11.	30 Oct – 9 Nov	Bridging & Academic Foundation Programme	Parents will receive a notification letter with more details by Wed 25 Oct 2023.
12.	7 Nov	2023 GCE 'O' Level MTL Written Papers 1 and 2	For Sec 3 students taking Higher MTL. Refer to entry proof for exam venue and timing.
13.	13 Nov	Deepavali	Public Holiday
14.	18 Nov	Open House	Students will be informed if they are required to assist.

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ACKNOWLEDGEMENT & CONSENT FORM

From:

The Parent/Guardian* of _____ (Sec _____)

2023 Secondary 3 Principal’s Letter (Term 4)

Thank you for keeping me informed regarding the above-mentioned.

We can be reached at the following contact numbers:

Name of Parent /Guardian*		
Relationship to Pupil	Father / Guardian *	Mother / Guardian *
Home Telephone No.		
Handphone No.		
Office No.		

**delete where appropriate*

Remarks (if any)

Signature of Parent / Guardian

Date