



BARTLEY SECONDARY SCHOOL

10 JALAN BUNGA RAMPAI SINGAPORE 538403

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05 Jan 2024

Greetings and best wishes for a good year ahead!

On behalf of the staff at Bartley Secondary School, I would like to extend a warm welcome to you and your child/ward. We are looking forward to forming a meaningful partnership with you in the coming years to enable our children to grow as learners and leaders and achieve their best.

1. COMMUNICATION WITH PARENTS

- 1.1 It is our practice to write to parents/guardians at least once a term to update you on school events and developments. You will receive the letter through your child/ward. A copy of the letter will also be available through our school website and Parents Gateway (PG) mobile app.
- 1.2 The school uses the PG mobile app, an initiative by MOE, to communicate our latest announcements, activities and programmes to parents/guardians. Using this app, parents/guardians are able to give consent to school activities and receive updates on Administrative and Financial Matters.
- 1.3 Parents/Guardians who have not signed up for Parents Gateway are highly encouraged to do so by downloading the Parents Gateway mobile app on your mobile phone using the QR code provided below, or download it from the Google Play Store or Apple App Store. You can then perform a simple one-time onboarding process by accessing the system using your SingPass.



- 1.4 Besides the termly letters, parents/guardians are also able to stay informed of our school's major activities and events through our school website calendar at <https://bartleysec.moe.edu.sg/information/students/school-calendar>.
- 1.5 We observe a five-day work week. Our General Office is closed on Saturdays and activities on Saturdays are minimised. If there is a need for parents and students to contact teachers, please do so between 7.30am and 6.00pm on school days.

2. YEAR HEAD AND FORM TEACHERS

- 2.1 The school has a Year Head system to address the needs of our students better. The Year Head is a Key Personnel who looks into the development and well-being of students of a particular level. He/She works closely with the level's form and subject teachers to build relationships with and understand the needs of individual students. Where appropriate, he/she will customise the implementation of the school's student development programmes.
- 2.2 The list of Year Head and Form Teachers for your child/ward is in **Annex A**. Should you have queries about your child/ward's education and/or development, please feel free to contact the Year Head as well as the Form Teachers.

3. COMMITMENT TO EXCELLENCE – SELF-DISCIPLINE

- 3.1 At Bartley, we would like to nurture our children to be self-disciplined individuals who are able to monitor and control their own behaviour. Studies have shown that students who possess a strong sense of self-discipline not only perform better academically, but also behave better, have fewer absences, and do homework more regularly than that of their less-disciplined peers.
- 3.2 The school rules, which can be found on the school website (<https://www.bartleysec.moe.edu.sg/information/students/school-rules-n-regulations/>), are meant to help our students to develop self-discipline, as well as create a conducive, safe and orderly environment in school where learning can take place effectively. Please take some time to go through the school rules with your child/ward, so that he/she can work on his/her Commitment to Excellence accordingly.

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 healthy habits, respectful interactions and a growth mindset.
- 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 the school webpage (<https://www.bartleysec.moe.edu.sg/information/students/acceptable-use-policy/>) for our Acceptable Use Policy (AUP) Agreement.
- 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. SCHOOL OPERATING HOURS & TURNSTILE OPENING HOURS

5.1 A typical school day will end by 5.45 pm (latest) from Monday to Wednesday and Friday (if there are additional classes/activities), and 6.00 pm on Thursday. Do ensure your child/ward goes home immediately after school so that he /she will have time to rest, have dinner with family, and revise/complete homework.

The operating hours for the turnstile at the school rear gate are as follows:

Day	Morning	Afternoon
Mon	6.45 am – 8.15 am	2.45 pm – 6.00 pm
Tues	6.45 am – 7.45 am	2.45 pm – 6.00 pm
Wed		2.15 pm – 6.00 pm
Thurs		5.30 pm – 6.30 pm
Fri		12.45 pm – 6.00 pm

6. ATTENDANCE AND PUNCTUALITY

6.1 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. 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).

6.2 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.

6.3 Please note that your child/ward will be considered late for school should he/she arrive at the class or assembly area after 7.45 am. 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.

7. APPEARANCE & ATTIRE

Students are to groom themselves properly to uphold the image of a student and Bartleyan. The expected daily school attire is indicated in the table below:

Day	Attire
Monday	Girls: School blouse with school skirt Boys: School shirt with school bermudas/long pants
Tuesday to Friday	Girls: School Polo-Tee with school skirt Boys: School Polo-Tee with school bermudas/long pants

Plain white canvas shoes and plain white socks (at least 2 fingers above ankle) must be worn.

8. MORNING PROGRAMME: CLASS CONNECT TIME

8.1 In Bartley, we have a customised programme where we seek to enable students to foster their love for reading, as well as connect with their teachers every morning.

8.2 We believe that reading is an integral part of learning. We strive to enable all our students to develop a passion for reading and learning. Our target is for each student to finish reading 10 books this year. Students taking the Mother Tongue Language (MTL) are allowed to read their MTL books during odd weeks. All students should read English language books during even weeks. Students may borrow storybooks from the school library if they do not have one.

9. LEARNING MANAGEMENT SYSTEMS (LMS)

Your child/ward will access two online portals for the purpose of teaching and learning. It would be ideal for parents/guardians to monitor and engage your child/ward in learning independently from home while maximising the usage of these portals. Here are the main LMS used in the school:

- ✓ Student Learning Space (for all subjects)
 - <https://vle.learning.moe.edu.sg/login>
- ✓ My Skills Future (for Education & Career Guidance)
 - <https://www.myskillsfuture.sg/content/student/en/secondary.html>

10. SEC 4 & 5 PARENT ENGAGEMENT AND TARGET SETTING

There will be a parent engagement session on **Fri 12 Jan 2024, 6.45pm to 8.45pm**. The purpose of the session is to connect with parents in the new school year and to share some key programmes for our graduating cohort. There will also be presentations by ECG counsellor and representatives from the polytechnic and ITE to speak about post-secondary pathways. A notification has been sent to parents onboard Parent Gateway on 02 Jan 2024.

11. 'LEARNERS FOR LIFE' DAY

The 'Learners For Life' Day initiative will commence in Term 1 for all Sec 2, 3, 4 and 5 students. The dates for 'Learners for Life' Day can be found in **Annex B** and will be published on our school website calendar at <https://bartleysec.moe.edu.sg/information/students/school-calendar>. Lesson instructions will be disseminated via the school website.

12. KEY ACTIVITIES IN TERM 1

The key school activities scheduled for Term 1 can be found in **Annex B**. 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.

13. UPDATING OF INFORMATION VIA STUDENT DETAILS FORM

13.1 The Ministry of Education (MOE) would like to request for an update of your information and your child's/ward's information via the Student Details Form (SDF) for the purpose of providing educational services to your child/ward in MOE schools.

13.2 Please submit the information through the SDF portal via this URL: <https://pg.moe.edu.sg/forms/sdf> or scan the QR code below. Parents/Legal Guardians may login to the SDF portal using your Singpass account to submit your information and information of your child/ward. Authorised Caregivers can only submit your own information.



13.3 The SDF portal can be accessed via desktop computers or mobile devices such as laptops and mobile phones.

13.4 We seek your help to complete the submission by **22 Jan 2024**.

13.5 You may also wish to know that the SDF portal will be accessible till the last day of Term 4 for you to provide timely updates of your information and/or your child's/ward's information.

13.6 Please contact us at bartley_ss@moe.edu.sg or 6288 9013 if you encounter any problems in accessing the portal.

14. 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>.

15. 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. 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.

16. CONCLUSION

16.1 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**.

16.2 We request for you to complete and return the acknowledgement form (**Annex C**) via your child/ward's Form Teacher by Friday, 12 Jan 2024. 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. We also invite you to visit our school website and social media sites at Facebook (www.facebook.com/OfficialBartleySecondarySchool), Twitter (<https://twitter.com/bartleysecsg>) and Instagram ([@bartleysecondaryschool](https://www.instagram.com/bartleysecondaryschool)) to see updates about the school. Do note that

16.3 We look forward to a fruitful and meaningful Term 1 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

2024 Secondary Four and Five Contacts of Form Teachers

Bartley Secondary School
10 Jalan Bunga Rampai Singapore 538403
Tel: 6288 9013 Fax: 6280 5595
Email: bartley_ss@moe.edu.sg

S/No.	Class	Form Teachers	Ext.	Email
1.	4E1	Ms Siti Ramziyani	221	Siti_Ramziyani_Ramdzan@schools.gov.sg
2.		Ms Rachel Eng	237	Eng_Baoling_Rachel@schools.gov.sg
3.	4E2	Mr Kenneth Chin	225	Chin_Wei_Li_Kenneth@schools.gov.sg
4.		Ms Yuen Yuet Wan	244	Yuen_Yuet_Wan@schools.gov.sg
5.	4E3	Mr Tan Chee Keong	226	Tan_Chee_Keong_a@schools.gov.sg
6.		Ms Cezanne Choo	246	Cezanne_Choosha_Min@schools.gov.sg
7.		Mr Kamil Kassim	273	Kamil_Kassim@schools.gov.sg
8.	4E4	Ms Yang Yanjia	230	Yang_Yanjia@schools.gov.sg
9.		Mr Benjamin Goh	225	Goh_Wen_Xuan_Benjamin@schools.gov.sg
10.	4E5	Mdm Pang Swee Lee	262	Pang_Swee_Lee@schools.gov.sg
11.		Mr Farshad Chand	234	Farshad_Chand_Feroz_Chand@schools.gov.sg
12.	4E6	Ms Zaihana Ahmad	245	Zaihana_Ahmad@schools.gov.sg
13.		Ms Ng Li Ya	266	Ng_Li_Ya@schools.gov.sg
14.	4E7	Mdm Kartini Yayit	221	Kartini_Yayit@schools.gov.sg
15.		Mr Allen Yeo	238	Yeo_Neng_Jun_Allen@schools.gov.sg
16.	4E8	Mr Muhd Syafiq Subair	261	Muhammad_Syafiq_Subair@schools.gov.sg
17.		Mdm Nadia Rosli	291	Nadia_Rosli@schools.gov.sg
18.	4E9	Mr Khoo Ghim Soon, Edward	263	Khoo_Ghim_Soon@schools.gov.sg
19.		Mr Randy Chia	223	Chia_Boon_Ling_Randy@schools.gov.sg
20.	5E1	Ms Maisarah Haron	271	Maisarah_Haron@schools.gov.sg
21.		Mr Seak You Liang	264	Seak_You_Liang@schools.gov.sg
22.	Year Head	Mr Tan Ken Jin	219	Tan_Ken_Jin@schools.gov.sg

Note: You may reach your child's/ward's subject teachers through the following means:

- Email Form Teachers (FTs) so that they would also be kept informed of your child's/ward's matters and can assist to link you up with the subject teacher concerned.
- Go to <http://bartleysec.moe.edu.sg/our-school/our-staff> to access email addresses of teachers if you know the name of the teacher.
- Contact the General Office for more enquiries.

**Secondary Four and Five
Key Activities for Term 1, 2024**

S/No.	Date	Activity	Remarks
1.	5 Jan	Preparation for CCA Open House	Selected students to prepare for CCA Open House.
2.	6 Jan	Sec 1 Parent Engagement and CCA Open House	Selected students to help in CCA Open House.
3.	10 Jan	MOE Temperature-Taking Exercise	<ul style="list-style-type: none"> All students are to have a functional thermometer on this day. All new incoming Sec 1 students will be issued with a digital thermometer before this day. Should the thermometer malfunction in the future, students under FAS can do a one-to-one exchange with our admin staff. Your child/ward is highly encouraged to bring his/her thermometer daily and may place it in the hygiene pack that was mentioned in our communication earlier.
4.	11 Jan	CCA 1 st training session	<ul style="list-style-type: none"> CCA session from 3 to 6pm (latest) Students to check-in with CCA teachers on official release time.
5.	12 Jan	Sec 4/5 Parent Engagement & Target Setting	<ul style="list-style-type: none"> Time: 6:45 – 8:45 pm Parents/caregivers and students are to attend.
6.	23 Jan	Learners for Life Day	Home-based Learning for Sec 2-5 students.
7.	5 Feb	Public Speaking, Social Etiquette and Social Awareness Workshop	Held during curriculum hours
8.	9 Feb	Chinese New Year Celebration	All students will report at the usual timing and will be dismissed at 10.45am.
9.	12 Feb	Chinese New Year	Public Holiday
10.	13 Feb	Chinese New Year	School Holiday
11.	19-23 Feb	Sec 4 MTL Oral Exam	<ul style="list-style-type: none"> 4E4N4T5N & 4Syll 'B' students Time: 3.00pm to 6.00pm
12.	23 Feb	Learners for Life Day	Home-based Learning for Sec 2-5 students.
13.	26 Feb – 6 Mar	MTL Fortnight Programme	<ul style="list-style-type: none"> All students taking MTL will participate in a range of cultural activities after school. More details will be provided via PG.
14.	5 Mar	Learners for Life Day	Home-based Learning for Sec 2-5 students
15.	9-17 Mar	March School Holiday	Parents/Guardians who are making travel plans for your child/ward are required to submit travel declaration via PG.

Notes:

- Students who require additional academic support may be requested by subject teachers to stay back for remedial sessions on a case-by-case basis. We seek your advance understanding on this matter.
- Parents/Caregivers may be interested to note that Junior Colleges and Polytechnics hold their Open Houses in early January. Your child/ward will be given opportunities to research the institutions and will be encouraged to discuss with you on the possibilities of attending some of these events.

ACKNOWLEDGEMENT & CONSENT FORM

From:

The Parent/Guardian* of _____ (Sec _____)

2024 Secondary 4 & 5 Principal's Letter (Term 1)

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