



BARTLEY SECONDARY SCHOOL

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19 March 2024

Greetings and best wishes from Bartley Secondary School!

Welcome back to a new school term. The following are some updates on our events and important notices:

UPDATES ON TERM 1

1. T.E.A.M (TOGETHER EVERYONE ACHIEVES MORE) DAY FOR SECONDARY 1

Our Secondary 1 students went through an orientation programme in the first week of Term 1 which was crucial in helping them transit from primary school to a new learning environment. Helmed by the senior students, the activities aim to familiarise students with the school, teachers, classmates, and the overall expectations of secondary education. Students were introduced to the school facilities through an amazing race. They actively engaged in icebreakers and tele-matches organised by our student leaders. Additionally, they had the opportunity to meet key staff members with whom they will closely work with to support their holistic development. These sessions also provided them with valuable insights into school policies, including rules, co-curricular activities, and counselling support, ensuring a smooth transition into the school's environment. By addressing these aspects, the orientation helped students feel more comfortable, confident, and prepared for the challenges and opportunities that lie ahead in their secondary education journey where 'Together Everyone Achieves More (T.E.A.M)'!

2. SEC 1 OUTDOOR ADVENTURE LEARNING CAMP

As part of the National Outdoor Adventure Education Master Plan, the school organised the Outdoor Adventure Learning Camp for Sec 1 students. This camp marked one of the exciting initiations of students' journey into secondary school, offering an unforgettable blend of camaraderie, adventure, and self-discovery. From the moment students arrived at the Labrador campsite, the organiser orchestrated a seamless series of activities designed to break the ice and forge bonds among them, creating an immediate sense of unity. The days were filled with a diverse range of activities, each carefully curated to cultivate teamwork, resilience, and a spirit of exploration. Outdoor challenges pushed students out of their comfort zones, encouraging them to embrace the unfamiliar and discover the strengths within themselves and their newfound friendships. Under the starlit sky, the campfire became the heart of students' collective experience as they shared laughter and forged connections that transcended the boundaries of cliques or backgrounds. As students bid farewell to the campsite, they carried with them not just memories of adventure but a foundation for the enduring friendships and memories that would shape their secondary school years.

3. MOTHER TONGUE LANGUAGE FORTNIGHT

3.1 The 2024 MTL Fortnight was held between 26 Feb and 08 Mar 2024 with the objective to engage students in the learning of their respective MTL through interactive and experiential learning in cultural and language activities.

3.2 Our Chinese Language students participated in making handicrafts such as Chinese door locks, paper rolling bookmarks and Xiang Nan. They also learnt wushu and played diabolo as well as Chinese chess. Our Malay Language students learnt Silat, performed Dikir Barat and created a vlog. They also tried out paper ketupat weaving and played traditional games. The Tamil Language students were engaged in poetry workshop, played Tamil traditional games and took part in an ICT quiz. This year, the girls also learnt the Karagam dance and the boys played Paraiyaatam drums. Overall, students

were very positive about the experience and immersed themselves in authentic learning of their MTL through the activities.

4. **BSS STEM WEEK**

The BSS STEM Week, held from 04 to 08 Mar 2024, aims to spark students' interest in Science, Technology, Engineering, and Mathematics by showcasing the real-world relevance of STEM learning and its role in understanding the world. The week kicked off with an exciting experiment during the school assembly, designed to captivate students with science and connect it to their lessons. Students took part in a hands-on activity, building their own cotton reel tanks and snagged a limited-edition STEM Week badge, designed by Siti Syarifah from 4E4. Additionally, Secondary 3 students attended the Singapore Science and Engineering Fair (SSEF) Public Day, diving into the world of STEM professions and potential careers. The School of Engineering from Temasek Polytechnic (TP) specially brought the enchantment of STEM to life with captivating discovery lessons in our school campus, featuring everything from creating Geogebra applets to exploring the wonders of augmented reality for 3D human body dissection. The TP booth display also excited students with line tracking robots and LED light cubes, just to name a few. The Secondary 2 students also collaborated to crack a STEM challenge, flexing their mathematical muscles to determine the height of the school's flagpole. The STEM week was a whirlwind of excitement, learning, and inspiration, showcasing the limitless possibilities of STEM in a way that was both fun and professional.

NOTICES FOR TERM 2

5. **COMMITMENT TO EXCELLENCE – SELF-DISCIPLINE**

5.1 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.

5.2 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.

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) (e.g. medical certificate) 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 We also seek parents'/guardian's understanding that the school strongly discourages students to travel overseas during school term time except for compassionate reasons or for national representation at endorsed international competitions. If there is a critical need to travel overseas, we seek parent's/guardian's assistance to contact the school as early as possible to apply for approved absence for your child/ward.

6.3 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.

- 6.4 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. **STUDENT WELL-BEING AND DEVELOPING GOOD HABITS**

- 7.1 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.
- 7.2 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.
- 7.3 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.

8. **KEY ACTIVITIES IN TERM 2**

The key school activities scheduled for Term 2 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.

9. **LEARNERS FOR LIFE DAY (LFL) FOR SECONDARY 1**

- 9.1 The school will commence Learners for Life (LFL) Day for Sec 1 students from late Term 2 to Term 3. This initiative seeks to prepare our students to adapt to a blended mode of learning which is increasingly prevalent at post-secondary education institutions. To provide parents/guardians with more information about LFL Day, please refer to **Annex B**. The commencement date for the first LFL and subsequent LFL dates will be communicated to parents through Parents Gateway. Lesson instructions will be disseminated via the school website under Latest Announcements.
- 9.2 Another significant part of LFL Day is the component of Student-Initiated Learning (SIL). This component seeks to nurture our students as passionate learners as they are given the autonomy to select learning activities they are interested in and chart their own learning pace and directions. To help parents/guardians understand LFL Day, a handy parent guide is attached with this letter for your reference (**Annex C**).
- 9.3 To better prepare the students for LFL Day, your child/ward will be guided by his/her Form Teacher to plan his/her learning schedule. We encourage parents/guardians to partner us in guiding and monitoring our students to grow as independent and self-regulated learners in a safe environment.

10. TERM 1 PROGRESS REPORT

10.1 Students will receive their Term 1 Progress Report by Term 2 Week 2. Some of your child/ward's teachers may want to meet up with you to discuss your child/ward's progress. They will contact you to make the necessary arrangements.

10.2 When your child/ward gives you the Progress Report, we would deeply appreciate if you could use the opportunity to discuss his/her progress, and to plan how he/she could do better for the upcoming assessments together.

11. WEIGHTED ASSESSMENT SCHEDULE

11.1 The Term 2 Weighted Assessment Schedule can be found on the school website under Latest Announcements. You would also have received the information via PG.

11.2 If a student is unwell on the day of an assessment, he/she has to consult a doctor and get a medical certificate for the day of absence. The medical certificate must be submitted to the Form Teacher immediately when the student returns to school. Upon receipt of the medical certificate, the status of the assessment grade will be reflected as "MC". Proration of marks, based on the other weighted assessments for the year, will be computed and reflected in the progress report accordingly. Only medical certificates issued by doctors registered with the Singapore Medical Council are accepted.

11.3 A student without a medical certificate or a valid reason will be given zero mark for the paper that he/she has missed. Letters from parents will not be accepted. This is to maintain the authenticity of the test/examination papers and to ensure fairness for all students who have prepared and sat for the papers. While there is no retest or make-up test, students who are absent from the WAs/ examination will be given the paper for practice when he/she returns to school.

11.4 Please visit the school website for more details regarding the school's assessment policy.

12. 73TH SCHOOL ANNIVERSARY & COMMENDATION DAY 2024

The school will be organising Commendation Day on Fri 10 May 2024, 3.30pm to 7.30pm, to recognise and celebrate the achievements of our students who have excelled in their academic and co-curriculum pursuits in 2023. Throughout the week (06 – 09 May 2024), the outstanding students for each level will receive their awards during the morning assembly. This will culminate in the final award ceremony on 10 May 2024 afternoon. All Sec 1 and 3 Chairpersons and all Sec 2 and 4 students are expected to attend the ceremony. Students in the Uniformed Groups, Performing Arts Group and Be Brave Programme will also be showcasing their skills and talents at the event. Parents/Guardians will receive a notification through a letter or Parents Gateway to keep you informed of your child's/ward's participation in the event.

13. BSS COMMUNITY DAY

The BSS Community Day would take place on Thu 23 May 2024. On that day, you will get the opportunity to meet with your child/ward's teachers to find out more about your child/ward's progress and discuss the steps forward. We strongly encourage you to set aside time to attend this meeting. More details of the event will be given to you nearer to the date to book the timeslot to meet your child's/ward's teachers.

14. FIRST WEEK OF JUNE TERM BREAK

There will be supplementary lessons for Sec 1 students offered to take subject(s) at More Demanding Level at the mid-year juncture, and Sec 4 & 5 students between 28 May and 31 May 2024. If your child/ward is scheduled to return for academic lessons and/or CCA training, a notification letter will be provided to you prior to the start of the activity.

15. **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>

16. **REMINDER TO PARENTS**

16.1 E-vaporisers are illegal in Singapore. Under the Tobacco (Control of Advertisements and Sale) Act, the possession, use or purchase of e-vaporisers carries a maximum fine of \$2,000. It is also an offence to import, distribute, sell or offer for sale e-vaporisers and their components. Any person convicted of such offences is liable to a fine of up to \$10,000, or imprisonment of up to six months or both for the first offence, and a fine of up to \$20,000, or imprisonment of up to 12 months or both for the second or subsequent offence. All prohibited tobacco items will be seized and confiscated.

16.2 MOE takes a firm stand against vaping. Vaping is categorised as a serious offence. When students are caught using or in possession of e-vaporisers, the prohibited product will be confiscated and their parents will be informed. The schools will report the offender to HSA and also manage vaping-related offences through existing disciplinary frameworks. These include taking school-based disciplinary actions, such as suspension or caning (for boys). Students caught vaping will also be placed on cessation support programmes where counsellors will guide them through their cessation journey to effect long-term behavioural change.

16.3 Parents have an important part to play in their children's education. There are resources and relevant information that parents can access on Parent Hub. Parents are encouraged to have a serious conversation with their children about vaping to prevent it from becoming a life-long habit. More information about the harms of vaping is available on Parent Hub at <https://go.gov.sg/parent-hub-vaping>.

Source: MOH-HSA press release on 'Multi-Agency Effort to Step up Vaping Enforcement and Education', dated 19 Dec 2023

17. **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>.

18. **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.

19. CONCLUSION

- 19.1 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**.
- 19.2 We request for you to complete and return the acknowledgement form (**Annex D**) via your child/ward's Form Teacher by Friday, 29 Mar 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.
- 19.3 We look forward to a fruitful and meaningful Term 2 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 1
Key Activities for Term 2, 2024**

| S/No. | Date | Activity | Remarks |
|-------|----------------------------|---|---|
| 1. | To be confirmed | Issuance of Term 1 Result Slip | <ul style="list-style-type: none"> To be issued by Term 2 Week 2 For parent/guardian's signature and conversations with child/ward |
| 2. | 25 Mar | Shadow Puppetry Workshop (Enrichment) | <ul style="list-style-type: none"> Sec 1 G1 English Language students 3pm to 5.30pm |
| 3. | 26 Mar 02 Apr 08 Apr | History Learning Journey to National Museum | <ul style="list-style-type: none"> 26 Mar – G3 History (1C1 to 1C7) 02 Apr – G1 & G2 History (1C1 to 1C3) 08 Apr – G1 & G2 History (1C4 to 1C7) 2.45pm to 5.30pm |
| 4. | 29 Mar | Good Friday | Public Holiday |
| 5. | 10 Apr | Hari Raya Puasa | Public Holiday |
| 6. | 15 Apr | Leadership Training | <ul style="list-style-type: none"> All Student Leaders 3.30pm to 5.30pm |
| 7. | 19 Apr | T.E.A.M. Day | Activity will be held during curriculum time |
| 8. | 22 Apr | Bartley Scholars Programme (BSP) Termly Meeting | <ul style="list-style-type: none"> Sec 1, 2 and 3 BSP students 2.45pm – 3.45pm AVA |
| 9. | 01 May | Labour Day | Public Holiday |
| 10. | 10 May | Commendation Day | <ul style="list-style-type: none"> Student performers and helpers, award winners, Class Chairpersons 12.45pm to 6.30pm (estimated) Details will be provided via notification letter or Parents Gateway |
| 11. | 14 May | Inter-Class Games | <ul style="list-style-type: none"> Sec 1 students (selected) 3pm – 5.30pm |
| 12. | 16 May | CCA Photo-taking | <ul style="list-style-type: none"> CCA time; schedule will be given. |
| 13. | 22 May | Vesak Day | Public Holiday |
| 14. | 23 May | Community Day | <ul style="list-style-type: none"> Parent-Teacher Meeting More details will be released through your child/ward & PG at a later date. |
| 15. | 24 May | Last Day of Term 2 | Lessons as per normal |
| 16. | 28 May | Leadership Training for Class Leaders | <ul style="list-style-type: none"> Domain Leaders, Peer Support Leaders and Class Chairpersons Information will be given to the students by the respective teachers in charge |
| 17. | 29 May | Leadership Training for Student Council and CCA Leaders | <ul style="list-style-type: none"> Student Councillors and CCA Leaders Information will be given to the students by the respective teachers in charge |
| 18. | 25 May - 23 Jun | School Vacation | Parents/Guardians who are making travel plans for your child/ward are required to submit travel declaration via PG. |

Learners for Life (LFL) Day

The COVID-19 pandemic has showed us that it is important for our children to be able to plan their own learning and adapt to different modes of learning. This is why MOE is implementing Home-Based Learning (HBL) as a regular feature of schooling, where our children will learn through blended learning, with a mix of home-based and in-school activities, both online and offline. There will also be a Student-Initiated Learning (SIL) component, where time and space will be provided for our children to pursue their own interests in and outside the curriculum.

At Bartley Secondary School, Learners for Life Days are scheduled regularly to complement in-person schooling, starting in Term 1 for all students except for Secondary One students, which will commence in Term 2.

During Learners for Life Day, learning will take place at home. They will retrieve instructions on their learning activities for that day via the school website. However, students who require a conducive learning environment and/or additional learning support will be permitted to return to school on HBL Day. More information will be provided separately to this group of students via their form teachers.

What takes place on Learners for Life Day?

On Learners for Life Day, your child/ward will be expected to spend 4 hours learning their assigned subjects. The subjects featured are based on the timetable for that day. Your child/ward's subject teachers will be contactable on Learners for Life Day should your child/ward face any difficulties. They will also follow up on your child/ward's learning and provide feedback when he/she returns to school.

In addition, your child/ward will be spending 1 hour on SIL. Your child/ward may use this time to pick up a new hobby or find out more about a topic learnt in class. Your child/ward's form teachers will guide him/her to choose a suitable SIL activity, as well as to develop an SIL Activity Plan detailing what he/she plans to do. We will be seeking your assistance to acknowledge your child/ward's SIL Activity Plan for each term. Do note that activities conducted outside of home/school, and higher risk activities carried out within the home (e.g. cooking/baking) will require parent/guardian supervision.

How can I support my child/ward's learning on Learners for Life Days?

We encourage parents/guardians to talk to their child/ward about their learning progress and well-being on Learners for Life Days. This will enable your child/ward to maintain a positive outlook towards learning. Parents/guardians may also consider the following to set their child/ward up for success:

1. A self-directed learner takes charge of his/her own learning. Encourage your child/ward to plan out their day and follow up on their assignments.
2. A resilient and intrinsically motivated learner does not give up easily. Let your child/ward attempt assignments on their own and seek help from others if needed.
3. A curious learner often goes beyond the textbook to explore the world and derives fulfilment in the process. Allow your child/ward to have a say in what they want to explore, especially for SIL, and give them space to discover new areas of interest.

Should you have further questions on LFL Day, please contact us at bartley_ss@moe.edu.sg.

Experiencing Blended Learning (BL) with Our Children!



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What could Blended Learning look like for your child? And how can you support them on their Home-Based Learning (HBL) days?



A Unique Blend of Learning

- In 2020, the pandemic showed us that it is important for our children to be adaptable learners as learning from home became a reality.
- One of the ways we will help our children achieve this is to introduce Blended Learning as a key part of the schooling experience for our Secondary School and JC/MI students.

What do we hope to achieve through Blended Learning? We want to...



Nurture self-directed and independent learners



Develop passionate and intrinsically-motivated learners

- One key aspect of our Blended Learning approach is the integration of HBL Days as a regular feature of the schooling experience to complement teaching and learning in schools.

What will an HBL Day look like? In a nutshell, it will...



Engage students in learning the curriculum using less structured approaches than a typical school day, to provide flexibility for students to practise self-directedness in planning and managing their learning.



Engage students in different modes of learning.



Provide about an hour of dedicated time and space for student-initiated learning (SIL), where students can explore their interests and learn outside the curriculum.

Different Schools, Different Strokes



- Each school's Blended Learning plans may be different as schools have the flexibility to design learning experiences suited for their students' learning needs.
- Schools can decide on the day on which HBL is to be conducted, and the subjects and topics to be featured on each HBL Day.

Showing your Support

You can support your child by encouraging them to be responsible for their learning and take note of what piques their curiosity!

For a start,



Understand what Blended Learning will look like for your child in his/her school when the details are shared by the school.



Talk to your child about their learning on HBL Days, e.g., simply asking them questions like "What was the most exciting thing that you learnt today?"

or

"Which do you enjoy and want to learn more about?" can spark deeper conversations.



Encourage your child to stay curious, stay focused and stay safe. They can seek out sources of information on their topics of interest and plan their HBL day schedules and check in with an adult (you or their teacher) when they want to try something new.



Suggest/share topics that might interest your child if they don't know where to start for their student-initiated learning.



Share tips with other parents, e.g., how to provide a more conducive environment for your child or reducing distractions.

As you support your teenager on his/her Blended Learning journey, know that...



You are not required to take leave or time off from work to be physically present to coach your child or to oversee his/her progress during HBL days.



HBL days are not meant for your child to take a break from learning, but instead to take a different approach to learning.



HBL days are not meant for more enrichment or tuition classes, but for your child to exercise self-directedness and self-discipline in his/her learning.

While BL may seem to be another stay-home day for your child, it is a step towards adapting our education system to inculcate independence in him/her and igniting his/her curiosity in this digital age. It is time to reimagine what learning can look like!

Stay tuned for more Parent Kits on Blended Learning to better support you and your child.



Parent Kit

Want more Parent Kits?

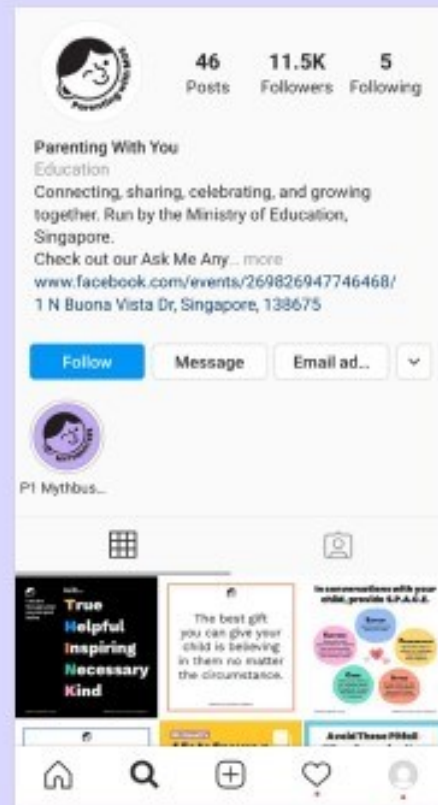
[Click here](#) to tell us what you'd like to see!

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We want to share more than parenting tips with you.

Check out our Instagram page for parents to connect and celebrate the ups and downs of parenting, share tips and stories on the parenting experience, and grow together.

Follow us [@parentingwith.moesg](#)



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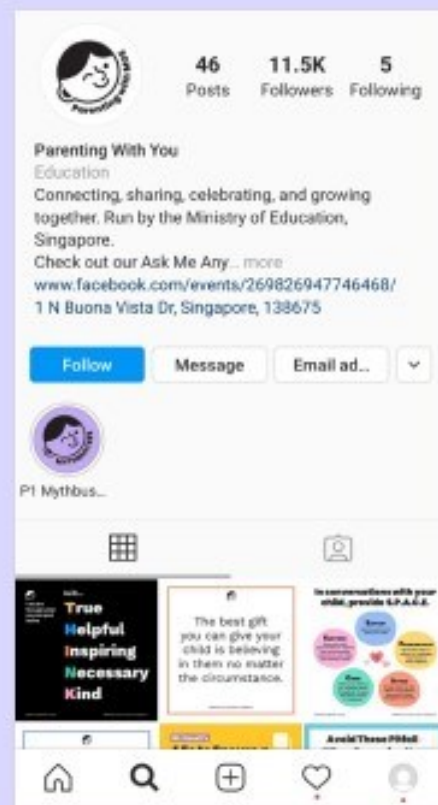
[Click here](#) to tell us what you'd like to see!

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We want to share more than parenting tips with you.

Check out our Instagram page for parents to connect and celebrate the ups and downs of parenting, share tips and stories on the parenting experience, and grow together.

Follow us [@parentingwith.moesg](#)



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ACKNOWLEDGEMENT & CONSENT FORM

From:

The Parent/Guardian* of _____ (Sec _____)

2024 Secondary 1 Principal’s Letter (Term 2)

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