



BARTLEY SECONDARY SCHOOL

10 JALAN BUNGA RAMPAI SINGAPORE 538403

TEL: 62889013 FAX: 62805595

Email: bartley_ss@moe.edu.sg

INFORMATION SHEET FOR SECONDARY ONE STUDENTS (2025)

1. REPORTING

- 1.1 Please ensure that your child/ward knows his/her assigned class.
- 1.2 Your child/ward needs to report to the school hall at Level 2 when the new school term begins on **Thursday, 2 January 2025 by 7.15 a.m.**

2. SECONDARY ONE ORIENTATION

- 2.1 There will be an orientation for all Secondary One students from Thursday, 2 January 2025 to Wednesday, 8 January 2025.
- 2.2 The dismissal time for the Orientation Programme will be as follows:
 - 12.45pm for 2 and 3 January 2025;
 - 1.15pm for 6 and 7 January 2025; and
 - 2.15pm for 8 January 2025.
- 2.3 Please ensure that your child/ward has sufficient cash and/or food for a 30-min recess break and a 30-min lunch break (for Wednesday, 8 January 2025) during the orientation period (and daily); for 2 breaks, we estimate a budget of between \$7 to \$10.
- 2.4 Students are required to report in Bartley's PE attire (PE T-Shirt & PE Shorts) during the orientation. For students who have yet to purchase/receive their uniform, they may wear their primary school PE attire.
- 2.5 Things to bring for orientation (and daily)

Notebook & stationery	to jot down any learning and reminders
English storybook	to cultivate good reading habits and be meaningfully occupied
32mm Padlock/Number Lock	to safekeep mobile phone in assigned locker in the classroom
Water bottle	to ensure hygiene for self and others while refilling from water-cooler
Sufficient cash and/or food	
Hygiene Pack (face mask, hand sanitizer, wet wipes)	optional

3. SECONDARY ONE PARENT ENGAGEMENT & CCA OPEN HOUSE

- 3.1 Secondary One Parent Engagement & CCA Open House will be held on **Saturday, 11 January 2025** from 8.30 a.m. to 12.30 p.m. More details will be sent out via Parents Gateway (PG) in the first week of school.
- 3.2 It is mandatory for all students to attend the Parent Engagement & CCA Open House. All parents/guardians are strongly encouraged to attend the Parent Engagement & CCA Open House as important information will be disseminated to you through this meeting.

4. APPEARANCE & ATTIRE (refer to school website for details)

4.1 Students are to groom themselves properly to uphold the image of a Bartleyan.

4.2 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
Tuesday to Friday	Girls: School Polo-Tee with school skirt Boys: School Polo-Tee with school bermudas

* Students will change into PE attire during PE lessons (2 days per week).

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

5. SCHOOL INFORMATION

5.1 All students should report to school 15 minutes earlier to settle down before the morning assembly takes place. The start time for all days will be 7.45am, while the dismissal time for each day may differ. Parents should take reference from the curriculum timetable, which will be uploaded onto the school website.

5.2 Parents/Guardians will be informed in advance should there be an extension to the dismissal time due to supplementary lessons/activities taking place.

5.3 All CCAs will be conducted every Thursday from 3.15 p.m. to 6 p.m.; some CCAs have a second training day.

- CCA Trials and Experience sessions for Secondary One students will begin from Term 1, Week 2.
- Details relating to the training days and end time for specific CCAs will be released during the Parent Engagement & CCA Open House (you may refer to the school website for the current schedule as a reference).
- Any changes with regards to the training day for CCA, and/or additional day(s) of training required will be made known by the respective CCA teacher-in-charge.

5.4 The daily operating hours (may not be applicable during school holidays) are for Gate 5 (nearest to Bartley MRT) are tentatively as follows.

Day	Operating Hours
Monday	6.45 a.m. to 7.45 a.m. 2.45 p.m. to 6.00 p.m.
Tuesday	6.45 a.m. to 7.45 a.m. 2.45 p.m. to 6.00 p.m.
Wednesday	6.45 a.m. to 7.45 a.m. 2.15 p.m. to 6.00 p.m.
Thursday	6.45 a.m. to 7.45 a.m. 5.30 p.m. to 6.30 p.m.
Friday	6.45 a.m. to 7.45 a.m. 12.45 p.m. to 6.00 p.m.

5.5 All visitors must report to the security check point to register and obtain a Visitor pass before proceeding to the General Office. The designated meeting area for visitors is outside the General Office. No visitors are allowed at the classroom blocks.

5.6 Parents/Guardians who drive are strongly encouraged to apply for a car decal at the school's General Office. This will allow you to park within the school premises while waiting for your child/ward's dismissal without obstructing the traffic flow outside the school compound.

For additional information about Bartley Secondary School and matters pertaining to Financial Assistance, please visit our school website at <http://www.bartleysec.moe.edu.sg/>