



BARTLEY SECONDARY SCHOOL

10 JALAN BUNGA RAMPAI SINGAPORE 538403

TEL: 62889013 FAX: 62805595

Email: bartley_ss@moe.edu.sg

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 1 PARENT ENGAGEMENT & CCA OPEN HOUSE

10.1 The school is organising the Sec 1 Parent Engagement & CCA Open House on **Sat 06 Jan 2024, 8.30am to 12.30pm**, as highlighted in the Information Sheet for Sec 1 Posting. A reminder about this event had been sent via PG on 03 Jan 2024. Your child's/ward's Form Teachers will be present to meet you. The school will also be conducting briefings about Full Subject-Based Banding as well as the various school programmes and selection of CCAs. We strongly encourage parents/guardians to set aside time to attend this session.

10.2 All Sec 1 students must attend the activity. Parents are strongly encouraged to attend the session so that you are informed about school programmes and policies, meet your child's/ward's form teachers and find out what each CCA has to offer so that you can guide your child on making an informed choice.

11. PERSONALISED DIGITAL LEARNING PROGRAMME FOR SEC 1

Every Sec 1 student will be equipped with a personal learning device (PLD) which is theirs to keep. There will be regular usage of PLD in and out of classroom for learning. We are in the midst of procurement and are targeting distribution by end of Term 2, 2024. More details, such as co-payment, schools' selected device, acceptable user policy and learning routines, would be shared with parents/guardians on **Sat 20 Jan 2024, 8.30am to 9.45am**.

12. SEC 1 OUTDOOR ADVENTURE LEARNING CAMP

The Sec 1 students will be attending the cohort Outdoor Adventure Learning Camp between 05 and 08 Feb 2024 as part of the National Outdoor Adventure Experience Masterplan and an extension of the PE curriculum. Through this 4D3N residential camp, students will participate in a variety of activities to nurture their confidence and resilience as well as forge a sense of camaraderie with their peers through common challenging experiences. This Sec 1 camp is a key student development programme and builds our students' readiness for their MOE-OBS Challenge which they would undertake at Sec 3. A briefing for the Sec 1 Camp will be conducted for parents/guardians on **Sat 20 Jan 2024, 9.45am to 11.00am**.

13. 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.

14. SIMPLYGO SCHOOL SMART CARD (SSC)

14.1 All students entering Sec 1 in January 2024 will be issued with a new secondary level School Smart Card.

14.2 While Sec 1 students are waiting for their secondary level SSCs to be ready, your child/ward can continue to use his/her primary level SSCs for concessionary travel till end April 2024. Students can still purchase the Bus Concession Pass (BCP) using their primary level SSCs, but they would need to purchase the BCP for secondary school students.

14.3 With effect from year 2024, all Sec 1 students will be issued with the SimplyGo SSC, an initiative introduced by the Land Transport Authority in 2021 to bring more ease and convenience to commuters by providing an e-payment option for transit. Parents/students would be able to pair the SimplyGo SSC to the SimplyGo app and perform top-ups, purchase monthly concession pass, view the travel history and spendings and get notified on fare charges while on the go. While the card balance and trip fares will no longer be displayed on bus readers and fare gates, parents/students can continue to view card balances and perform top up at the top-up kiosks located in MRT stations and bus interchanges.

15. ENROL YOUR CHILD/WARD FOR SCHOOL-BASED HEALTH & DENTAL SERVICES

15.1 The Health Promotion Board (HPB) will conduct health screenings, immunisations and dental checks for your child. These services ensure the protection of your child's health and allow for early detection of health issues.

15.2 Human Papillomavirus (HPV) Vaccination is offered to eligible Sec 1 and 2 female students to protect them against cervical cancer. It is fully subsidised and parental consent is required before administering the HPV Vaccination.

15.3 **Your consent is needed** for your child to receive these important vaccination and dental services. Please follow the steps below:

- i) Access Consent Portal at <https://go.gov.sg/hpb-ccp>
- ii) Update your child's/ward's medical condition(s)
- iii) Indicate "Yes" or "No" to both consents (Vaccination & Dental)

15.4 If you do not wish for your child to undergo HPB's health screening in school, please write to Contact_YPS@hpb.gov.sg

15.5 Thank you for your partnership with HPB in giving our children a healthier start in life.

16. UPDATING OF INFORMATION VIA STUDENT DETAILS FORM

- 16.1 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.
- 16.2 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.



- 16.3 The SDF portal can be accessed via desktop computers or mobile devices such as laptops and mobile phones.
- 16.4 We seek your help to complete the submission by **22 Jan 2024**.
- 16.5 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.
- 16.6 Please contact us at bartley_ss@moe.edu.sg or 6288 9013 if you encounter any problems in accessing the portal.

17. PARENTS' SUPPORT GROUP AND GET-TO-KNOW-YOU MEETING

- 17.1 Our school believes in forging a strong partnership with key stakeholders to support the school in delivering holistic education to our students. As part of our effort to develop effective partnerships with parents as partners in education, we would like to extend an invitation for you to join the Parent Support Group (PSG). The PSG provides a platform for parents to be more involved in school programmes to enhance your child's educational experience and connect with other parents. If you are keen to register, you may fill out the registration form (**Annex C**). Alternatively, you may register online via this link: <https://tinyurl.com/PSGBartleyonlineregistration>. If you are interested, you may also join the Bartley PSG Facebook via this link: <https://tinyurl.com/PSGBartley>.
- 17.2 The Bartley PSG will be organising a Get-To-Know-You meeting on **Sat 20 Jan 2024, 11.15am to 1.00pm**, to reach out to all parents with children in Bartley Secondary School. This will be an excellent opportunity for parents to network with fellow parents. We strongly encourage parents to attend this session and will be sending an invite for you to RSVP for the event. Lunch will be catered for parents who register to attend the session. For further information or queries, parents/guardians can contact Mdm Hamidah Salleh, HOD i/c for Parent Support Group at 6288 9013 ext 214.
- 17.3 There will be parenting workshops organised to support and equip parents with tips to enable our children to transit well into and thrive in their secondary school education and the adolescent phase of their lives. The first parenting workshop is targeted for parents

with Sec 1 students and it will be scheduled on **Sat 02 Mar, 8.30am to 10.30am**. More details will be provided nearer the date.

18. 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>.

19. 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 (@bartleysecondaryschool) 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.

20. CONCLUSION

20.1 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**.

20.2 We request for you to complete and return the acknowledgement form (**Annex D**) 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) to see updates about the school. Do note that

20.3 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 One 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 Address
1	1C1	Mr Kiong Yew Loon	231	kiong_yew_loon@schools.gov.sg
2		Ms Nurul Nadhirah Binte Abdul Hafiz	247	nurul_nadhirah_abdul@schools.gov.sg
3	1C2	Mr Lee Guo Sheng	241	lee_guo_sheng@schools.gov.sg
4		Ms Lim Yi Wei	249	lim_yi_wei@schools.gov.sg
5		Ms Dahlia Binte Abdul Samad	263	dahlia_abdul_samad@schools.gov.sg
6	1C3	Ms Nurul Ariqafitri	229	nurul_ariqafitri@schools.gov.sg
7		Ms Low Xin Yu	239	low_xin_yu@schools.gov.sg
8	1C4	Mdm Kiren Kaur Gill	243	kiren_kaur_gill@schools.gov.sg
9		Mr Han Yunhao	233	han_yunhao@schools.gov.sg
10	1C5	Ms Siti Rohaiza Bte Mohd Rafi'ee	292	siti_rohaiza_mohamed_rafiee@schools.gov.sg
11		Mrs Foo Ling Ling	235	tay_ling_ling@schools.gov.sg
12	1C6	Mr Louis Isack Kumar	232	isack_kumar_louis@schools.gov.sg
13		Miss Soh Cheng Wen	222	soh_cheng_wen@schools.gov.sg
14		Ms Brenda Teo Yan Ling	235	brenda_teo_yan_ling@schools.gov.sg
15	1C7	Ms Mehraj Begum Binti Kader Ghouse	228	mehraj_begum_kader_ghouse@schools.gov.sg
16		Mr Jason Pereira	273	jason_pereira@schools.gov.sg
17	Year Head	Mr Liu Kah Yang	211	liu_kah_yang@schools.gov.sg

*Classes are named with the school's CORE values.

(Courage for Sec 1, Optimism for Sec 2, Respect for Sec 3, Excellence for Sec 4 and 5)

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

- Email Form Teachers (FTs) so that they can also be kept informed of your child's/ward's matters and they will assist you to link 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 staff of General Office for more enquiries.

Secondary One
Key Activities for Term 1, 2024

S/No.	Date	Activity	Remarks
1.	6 Jan	Sec 1 Parent Engagement and CCA Open House	<ul style="list-style-type: none"> Students' participation is compulsory and to report in PE attire. Parents/Guardians are highly encouraged to be present to guide your child/ward in his/her selection of a suitable CCA and to better understand the school processes. Parents/Guardians will be led to the classroom by your child/ward and be seated by 8.20 am. Event is expected to end latest by 12.30 pm.
2.	9 – 10 Jan 15 – 16 Jan	CCA Trials & Auditions	<ul style="list-style-type: none"> More details will be provided on 6 Jan. Applicable only to Basketball, Volleyball, Netball, Football, Takraw, CurioSte, MERIT, Choir and Dance.
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.	18 Jan	CCA Experience 1 of 2	<ul style="list-style-type: none"> All Sec 1 students will be involved after school to attend 2 CCA experience sessions of their choice. Students will bring their PE attire to change on this day. Dismissal time is estimated to be at 6 pm.
5.	20 Jan	PDLP & OAL Camp Briefing for Sec 1 Parents	<ul style="list-style-type: none"> More details will be provided via PG announcement. PDLP: Personalised Digital Learning Programme OAL: Outdoor Adventure Learning
6.	25 Jan	CCA Experience 2 of 2	<ul style="list-style-type: none"> All Sec 1 students will be involved after school to attend another 2 CCA experience sessions of their choice. Students will bring their PE attire to change on this day. Dismissal time is estimated to be at 6 pm.
7.	29 Jan	Photo-Taking	Students are to be well-groomed and be properly attired in school uniform.
8.	1 Feb	Sec 1 First CCA Session	Dismissal time is estimated to be at 6 pm.
9.	2 Feb	Student Leadership Training	<ul style="list-style-type: none"> All selected student leaders Check details with respective domain leaders' teacher in-charge

S/No.	Date	Activity	Remarks
10.	5 – 8 Feb	Sec 1 Outdoor Adventure Learning (OAL) Residential Camp	Details have been provided during the briefing on 20 Jan and reminders will be sent via PG announcement.
11.	9 Feb	Chinese New Year Celebration	<ul style="list-style-type: none"> All students will report at the usual timing and will be dismissed at 10.45 am. Students are encouraged to come in Chinese New Year traditional costumes or decent red tops.
12.	12 Feb	Chinese New Year	Public Holiday
13.	13 Feb	Chinese New Year	School Holiday
14.	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.
15.	9 – 17 Mar	March School Holiday	<ul style="list-style-type: none"> Parents/Guardians who are making travel plans for your child/ward are required to submit travel declaration via PG.

Dear Parent/Guardian

Thank you for your keen interest to join the Parent Support Group (PSG).

Kindly fill out the details below and return the form to the General Office or your child/ward's Form Teacher. Our team will contact you upon receipt of the registration form.

Alternatively, you can register online via <https://tinyurl.com/PSGBartleyonlineregistration>

Please register / submit hardcopy form by **22 January 2024**.

We look forward to see you in the PSG!

Best regards,

BSS PSG Exco

Name	
Contact Number	(Home) _____ (Mobile) _____
Email address	
Name & Class of Child <i>If you have more than 1 child in Bartley, please write down their names & classes</i>	Name: Class:
	Name: Class:
	Name: Class:
Spoken Language(s) <i>You may tick more than one</i>	<input type="checkbox"/> English <input type="checkbox"/> Chinese <input type="checkbox"/> Malay <input type="checkbox"/> Tamil <input type="checkbox"/> Others:
Area(s) to assist <i>You may tick more than one</i>	I am interested to assist in: <input type="checkbox"/> Accompany students on Learning Journey / Field Trips / Values In Action (VIA) <input type="checkbox"/> Assist in student camps / enrichment programmes <input type="checkbox"/> Assist in school activities (Bartley Road Run, National Day, Racial Harmony Day etc)

	<input type="checkbox"/> Offer your company / related organisations for students' Work Experience Programme <input type="checkbox"/> Share knowledge and skill sets with students as part of after-school engagement or CCA (e.g photography, sewing, baking etc) <input type="checkbox"/> Share on your career for Education and Career Guidance (ECG) <input type="checkbox"/> Sponsorship (Please provide more details in the comment section) <input type="checkbox"/> Other: _____
Interests / Hobbies	<input type="checkbox"/> Photography and/or Photo Editing <input type="checkbox"/> Videography and/or Video Editing <input type="checkbox"/> Blogging / Vlogging <input type="checkbox"/> Cooking and/or Baking <input type="checkbox"/> Handicrafts (e.g.: Drawing, Painting, Crochet, Knitting, Sewing, etc.) <input type="checkbox"/> Performing Arts (e.g.: Sing, Dance, Play Musical Instruments, etc.) <input type="checkbox"/> Sports <input type="checkbox"/> Others: _____

Remarks / Other comments

Signature: _____

Date: _____

ACKNOWLEDGEMENT & CONSENT FORM

From:

The Parent/Guardian* of _____ (Sec _____)

2024 Secondary 1 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