



BARTLEY SECONDARY SCHOOL

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11 Sep 2024

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 2024, 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. In addition to the parade by our Uniformed Groups (UGs) and performances by our teachers and the Choir, the game segment involving both teachers and students was a highlight, engaging everyone while also providing valuable knowledge about Singapore. The concert concluded with a National Day singalong session, which truly elevated the celebratory atmosphere.

Beyond these celebrations, we are committed to fostering a spirit of care and compassion among our Bartleyans to help make Singapore stronger. As part of this effort, Bartleyans contributed food items for our Food Donation Drive and took part in packing these donations for our beneficiaries—a tangible way of showing our care for the community.

2. TEACHERS' DAY CELEBRATIONS

Teachers' Day is a special occasion to celebrate and appreciate our teachers. The day began with a concert in the hall, where the Student Councillors organised various fun games, and students delighted everyone with their wonderful performances. We also extended our gratitude to the non-teaching staff, acknowledging the vital role they play in our students' growth and development.

Following the concert, the Class Chairpersons led the class activity segment, taking on the responsibility of organising games and preparing the class party. This was a fantastic opportunity for teachers and students to enjoy themselves and strengthen their bond as a class.

NOTICES FOR TERM 4

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. ATTENDANCE AND PUNCTUALITY

- 4.1. 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).
- 4.2. 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.
- 4.3. 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.
- 4.4. Please note that your child/ward will be considered late for school should he/she arrive at the class or assembly area after 8.15 am on Mondays and 7.45 am on other weekdays (Tuesdays to Fridays). 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 9.30am on days that your child/ward is absent from school.

5. STUDENT WELL-BEING AND DEVELOPING GOOD HABITS

- 5.1. 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.
- 5.2. The school continues to remain vigilant to manage communicable diseases expeditiously. We seek the support of parents/guardians to ensure that your child/ward maintains good personal hygiene and exercises social responsibility. If your child/ward is unwell, please advise him/her to rest at home and seek medical attention. We would appreciate if you could keep your child's/ward's Form Teacher informed. Your child/ward can hand the medical certificate to his/her Form Teacher upon returning to school.

5.3. 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.

5.4. 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.

6. **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.

7. **NATIONAL EXAMINATIONS AND FAREWELL ASSEMBLY FOR GRADUATING CLASSES**

7.1. The GCE 'N'/'O' Level Examinations will take place during the following periods:

- GCE 'N' Level: 09 Sep to 19 Sep, 30 Sep to 08 Oct 2024
- GCE 'O' Level: 02 Oct, 07 Oct, 10 Oct, 15 Oct to 11 Nov 2024

Students will continue to attend school according to the class timetable except for days that they have examinations. This will allow our teachers to provide academic support for them. The last reporting date for graduating students will be

- Fri 27 Sep 2024 for Sec 4N classes and
- Fri 04 Oct 2024 for Sec 4E & 5N classes.

7.2. The Sec 4N students had received their result slip on 28 Aug 2024 and were earlier reminded about the post-secondary options available to them through the ECG Counsellor's briefing. The Sec 4E/5N students will receive their result slip on 23 Sep 2024 and attend a similar briefing by the ECG Counsellor.

7.3. The school will continue to organise the Supervised Study Programme from 09 Sep to 03 Oct 2024 between 5.00pm and 7.00pm for graduating students who wish to stay back for consultations with subject teachers and self-study.

7.4. The school will be organising a farewell assembly for all Sec 4 & 5 students on Fri 27 Sep 2024. We wish all our graduating Bartleyans all the very best for their national examinations!

8. **SEC 3 SUBJECT OPTION EXERCISE**

All Sec 2 students will have to submit their subject options for the Upper Sec (Sec 3 & 4) course between 22 and 23 Oct 2024. The results of their allocated subject combinations will be released on 01 Nov 2024 on the school website. More details will be shared with parents nearer the date.

9. END-OF-YEAR EXAMINATIONS 2024 FOR SEC 1 TO 3

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

- Sec 1 & 2: 27 Sep to 08 Oct 2024
- Sec 3: 26 Sep to 08 Oct 2024

We seek your support to supervise your child/ ward in his/ her revision and ensure that he/ she prepares himself/ herself adequately for the examinations. CCA activities will stand down temporarily from Term 4 Week 1 to allow students to focus on their examination preparations.

9.2 Students are strongly encouraged to keep themselves well as they prepare for the examinations. If they are unwell and are unable to take an examination, they must provide a medical certificate.

9.3 Wed 09 Oct 2024 and Thu 10 Oct 2024 will be designated as Marking Day and Wed 16 Oct 2024 will be set aside for Results Processing. Students are not required to report to school on these two days.

9.4 Students will be provided feedback about their examination performance on 17 Oct, 18 Oct and 21 Oct 2024. They will also check their scripts on those three days. It is important for students to be present during script-checking days.

10. POST-EXAM STUDENT DEVELOPMENT ACTIVITIES FOR SEC 1 TO 3

10.1 Following the completion of End-of-Year Examinations, the school will be organising student development activities and key briefings for Sec 1 to 3 students between 11 Oct and 15 Oct 2024 and between 22 and 25 Oct 2024. All students are expected to continue to attend school for lessons until Fri 25 Oct 2024 unless they are unwell. Absence from school must be accompanied with valid reasons. A separate notification letter with detailed schedule will be provided to parents by 10 Oct 2024.

10.2 CCA activities would resume after the End-of-Year Examinations. The CCA schedule will be provided to the students and parents/guardians by 11 Oct 2024.

11. BRIDGING PROGRAMME FOR SEC 1 & ACADEMIC FOUNDATION PROGRAMME FOR SEC 3

The school will be organising Bridging Programme and Academic Foundation Programme between 28 Oct and 07 Nov 2024 for Sec 1 and 3 students. These programmes aim to close the learning gaps necessary 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 these lessons must be accompanied with valid reasons. Parents/Guardians whose child/ward is required to attend these lessons will receive a notification letter with detailed lesson schedule by 25 Oct 2024.

12. 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.moe.sg, 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>.

13. 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. 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.

14. CONCLUSION

14.1. 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**.

14.2. We request for you to complete and return the acknowledgement form (**Annex B**) via your child/ward's Form Teacher by Mon 16 Sep 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.

14.3. 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 4 & 5
Key Activities for Term 4, 2024**

S/No	Date	Activity	Remarks
1.	9 - 19 Sep	GCE 'N' Level Written Examinations (Window 1)	Refer to Personal Entry Proof for details
2.	9 Sep – 3 Oct	Supervised Study Programme (SSP)	Sec 4 & 5s may revise independently in the school canteen from 5 - 7 pm, Mon-Thur only.
3.	10 Sep	GCE N-Level EL Syllabus A, and Basic MTL Listening Comprehension Exam	Students not taking the examination will be dismissed from school at 12.45pm.
4.	12 Sep	GCE N-Level EL Syllabus T and GCE N-Level MTL Syllabus A Listening Comprehension Exam	Students not taking the examination will be dismissed from school at 12.45pm.
5.	25 Sep	GCE O Level MTL B Oral (Year End) Examination	
6.	27 Sep	Sec 4 & 5 Farewell Assembly, and Last day of school for 4N	Last three periods of Friday, 27 Sep. For students in 4E5 - 4E9.
7.	30 Sep - 8 Oct	GCE N Level Written Examinations (Window 2)	Refer to Personal Entry Proof for details.
8.	2 Oct	GCE O Level Practical (Chem)	Pure Chemistry
9.	4 Oct	Last day of school for 4E5N	
10.	7 Oct	GCE O Level Practical (Physics)	Pure Physics
11.	10 Oct	GCE O Level Practical (Combined Sciences)	
12.	11 Oct	Deadline to withdraw from Poly EAE	For students from 4E1-4E4 and 5E1 who were accepted into the Poly EAE.
13.	15 Oct	GCE O Level Practical (Biology)	Pure Biology
14.	16 Oct	GCE O Level EL Listening Comprehension Exam	
15.	17 Oct - 11 Nov	GCE O Level Written Papers	Refer to Personal Entry Proof for details
16.	12 Nov	Graduation Lunch (for invited students only)	As communicated at the start of the year, this is for students with Conduct Grade of Good or better, and no serious offences this year.
17.	16-18 Dec	Expected release of GCE N-level results	Students from 4E5-4E9 should be present to better understand their post-secondary options upon receipt of their results.
18.	10-14 Jan	Expected release of GCE O-level results	Students from 4E1-4E4 and 5E1, as well as students from 4E5-4E7 taking OOS subjects, should be present to better understand their post-secondary options upon receipt of their results.

ACKNOWLEDGEMENT & CONSENT FORM

From:

The Parent/Guardian* of _____ (Sec _____)

2024 Secondary 4 and 5 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