



BARTLEY SECONDARY SCHOOL

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

- 2.1 Students are to groom themselves properly to uphold the image of a Bartleyan.
- 2.2 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).*

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

3. SECONDARY ONE ORIENTATION

- 3.1 There will be an orientation for all Secondary One students from Thursday, 2 January 2025 to Wednesday, 8 January 2025.
- 3.2 Students will be dismissed at 12.45 p.m. on Thursday and Friday, 2 and 3 January 2025, 1.15pm on Monday and Tuesday, 6 and 7 January 2025, and 2.15 p.m. on Wednesday, 8 January 2025.
- 3.3 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.
- 3.4 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.
- 3.5 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)

4. SECONDARY ONE PARENT ENGAGEMENT & CCA OPEN HOUSE

- 4.1 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.
- 4.2 It is mandatory for all students to attend the Parent Engagement & CCA Open House. All parents/guardians are invited to attend the Parent Engagement & CCA Open House.

5. SCHOOL INFORMATION

- 5.1 All students should report to school 15 minutes earlier to settle down before the morning assembly takes place. The curriculum time for Secondary One students will be as follows:

Day	Timing
Monday	7.45 a.m. to 2.45 p.m.
Tuesday	7.45 a.m. to 2.45 p.m.
Wednesday	7.45 a.m. to 2.45 p.m.
Thursday	7.45 a.m. to 2.45 p.m.
Friday	7.45 a.m. to 12.45 p.m.

Note: timing does not include days with supplementary lessons/activities and CCAs

- 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/>