



## BARTLEY SECONDARY SCHOOL

10 JALAN BUNGA RAMPAI SINGAPORE 538403

TEL: 62889013 FAX: 62805595

Email: bartley\_ss@moe.edu.sg

03 Jan 2025

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 can 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 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. FAREWELL & WELCOME

- 2.1 Our Vice Principal, Mrs Tan Chye Na, has retired on 31 Dec 2024 after more than 20 years of service to the school. We would like to thank Mrs Tan for her many contributions and wish her well for her future undertakings.
- 2.2 We would also like to welcome our new Vice Principal, Mr Aloysius Ting Poh Leong, who is posted to the school after completing his leadership course. We are excited to have Mr Ting join the Bartley community and look forward to his contributions.

### **3. YEAR HEAD AND FORM TEACHERS**

- 3.1 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.
- 3.2 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.

### **4. COMMITMENT TO EXCELLENCE – SELF-DISCIPLINE**

- 4.1 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 their less-disciplined peers.
- 4.2 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.

### **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 highlight 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 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 emphasise 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 may refer to the school webpage (<https://www.bartleysec.moe.edu.sg/information/students/acceptable-use-policy/>) for our Acceptable Use Policy (AUP) Agreement.
- 5.3 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.

## 6. SCHOOL OPERATING HOURS & TURNSTILE OPENING HOURS

6.1 A typical school day will end by 5.45 pm (latest) from Monday to Wednesday and Friday (if there are additional classes/activities), and by 6.15 pm (latest) on Thursday (during intensive training seasons for CCAs). 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 – 7.45 am	1.15 pm – 6.00 pm
Tues		
Wed		
Thurs		5.30 pm – 6.30 pm
Fri		12.45 pm – 6.00 pm

## 7. ATTENDANCE AND PUNCTUALITY

7.1 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 year, the school will accept not more than 10 parents' letters/ emails.**

7.2 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.

7.3 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.

## 8. 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.

**9. MORNING PROGRAMME: CLASS CONNECT TIME**

9.1 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.

9.2 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.

**10. 2025 SEMESTER ONE TIMETABLE & 'LEARNERS FOR LIFE' DAY**

10.1 The class timetable for Semester One is available for viewing through the school website: <https://www.bartleysec.moe.edu.sg/class-timetable/>. All Sec 1 and Sec 2 students will receive a personalised timetable based on their subject combinations. The school start time will also be standardised to 7.45am for Mondays to Fridays. In addition, the school will have 'Learners for Life' Day on a fortnightly basis for all Sec 1 to 5 students.

10.2 The 'Learners for Life' Day initiative will commence in Term 1 for all Sec 1 to 5 students. The dates for 'Learners for Life' Day can be found in **Annex B** and will be published on our school website calendar at <https://bartleysec.moe.edu.sg/information/students/school-calendar>. Lesson instructions will be disseminated via SLS. Students are expected to login to SLS and access their SLS planner for assigned lessons instructions for the day. Students can refer to this user guide to access the SLS planner: <https://www.learning.moe.edu.sg/student-user-guide/plan/access-planner/>

**11. 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>

**12. SEC 3 PARENT ENGAGEMENT AND OUTWARD BOUND SCHOOL (OBS) BRIEFING (21 FEB 2025, 6.30PM TO 9.00PM)**

There will be a parent engagement session on Fri 21 Feb 2025. The purpose of the session is to connect with parents in the new school year and to share some key programmes for our Sec 3 students. We will also be conducting a briefing for the OBS which all Sec 3 students will have the opportunity to participate in Term 3. The session will be from 6.30pm to 9.00pm.

**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. **UPDATING OF INFORMATION VIA STUDENT DETAILS FORM**

14.1 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.

14.2 Please submit the information through the SDF portal which can be accessed via this URL: <https://pg.moe.edu.sg/forms/sdf> or 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.



14.3 The SDF portal can be accessed via desktop computers or mobile devices such as laptops and mobile phones.

14.4 We seek your help to complete the submission by **31 Jan 2025**.

14.5 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.

14.6 Please contact us at [bartley\\_ss@moe.edu.sg](mailto:bartley_ss@moe.edu.sg) or 6288 9013 if you encounter any problems in accessing the portal. Thank you.

#### 15. **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>.

#### 16. **STAYING CONNECTED WITH SCHOOL**

We invite you to stay connected with us by visiting our school website and social media sites at Facebook (<https://www.facebook.com/OfficialBartleySecondarySchool>), X (formerly known as Twitter) (<https://x.com/bartleysecsq>) and Instagram ([@bartleysecondaryschool](https://www.instagram.com/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.

**17. CONCLUSION**

17.1 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/guardians to provide our children the best opportunities to learn and grow. We welcome parents to contact the school to discuss your concerns or provide your feedback.

17.2 We request for you to acknowledge the receipt of this letter via Parent Gateway (PG) by Fri 10 Jan 2025. Parents/Guardians who do not have a PG account may complete and return the acknowledgement form (**Annex C**) via your child/ward's Form Teacher by Friday, 10 Jan 2025. Should you have any questions or need any clarifications, please contact us at 62889013 or email: [bartley\\_ss@moe.edu.sg](mailto:bartley_ss@moe.edu.sg).

17.3 We look forward to a fruitful and meaningful Term 1 with our students. Thank you for your continued support as we work towards empowering all Bartleyans to be **Disciplined Learners, Principled Leaders** and **Compassionate Contributors**, grounded in our **C.O.R.E. values**.

Thank you.

Yours sincerely,



Ms Britta Seet  
Principal

**2025 Secondary Three  
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
1.	3R1	Mr Finian Seah	241	seah_yang_how_finian@schools.gov.sg
2.		Ms Ng Li Ya	266	ng_li_ya@schools.gov.sg
3.	3R2	Ms Wee Jing Yun	226	wee_jing_yun@schools.gov.sg
4.		Mr Randy Chia	223	chia_boon_ling_randy@schools.gov.sg
5.	3R3	Ms Yuen Yuet Wan	244	yuen_yuet_wan@schools.gov.sg
6.		Mr Chu Yan Long	247	chu_yan_long@schools.gov.sg
7.	3R4	Mr Edward Khoo	263	khoo_ghim_soon@schools.gov.sg
8.		Ms Sun Mengyi	230	sun_mengyi@schools.gov.sg
9.	3R5	Ms Zaihana Ahmad	245	zaihana_ahmad@schools.gov.sg
10.		Mr Seak You Liang	264	seak_you_liang@schools.gov.sg
11.	3R6	Mr Tan Chee Keong	226	tan_chee_keong_a@schools.gov.sg
12.		Ms Rachel Eng	237	eng_baoling_rachel@schools.gov.sg
13.	3R7	Mr Edmund Choo	266	edmund_choo_swee_teck@schools.gov.sg
14.		Ms Maisara Haron	271	maisarah_haron@schools.gov.sg
15.	3R8	Mr Muhammad Syafiq	261	muhammad_syafiq_subair@schools.gov.sg
16.		Ms Huang Wenyan	236	huang_wenyan@schools.gov.sg
17.	Year Head	Ms Lee Kia Li	262	lee_kia_li@schools.gov.sg

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 Three  
Key Activities for Term 1, 2025**

S/No.	Date	Activity	Remarks
1.	2-6 Jan	Start the Year Right Programme	All Sec 3 students
2.	7 Jan	CCA	All Sec 3 students
3.	8 Jan	Profile Photo Taking	All Sec 3 students
4.	10 Jan	Lessons to run on Even Friday timetable	
5.	11 Jan	Sec 1 Parent Engagement & CCA Open House	Selected students
6.	15 Jan	Temperature Taking Exercise	
7.	17 Jan	Learners for Life Day	Home-based Learning
8.	24 Jan	Learners for Life Day	Home-based Learning
9.	28 Jan	Chinese New Year Celebration	<ul style="list-style-type: none"> <li>● All students will report at the usual timing and will be dismissed at 10.45am</li> <li>● School attire</li> </ul>
10.	29 – 30 Jan	Chinese New Year	Public Holiday
11.	7 Feb	Learners for Life Day	Home-based Learning
12.	14 Feb	Leadership Training	<ul style="list-style-type: none"> <li>● All Domain Leaders</li> <li>● 2.30pm – 4.30pm</li> </ul>
13.	21 Feb	Learners for Life Day	Home-based Learning
14.	21 Feb	Sec 3 Parent Engagement and OBS Briefing	<ul style="list-style-type: none"> <li>● Sec 3 parents and students</li> <li>● 6pm – 8.30pm</li> </ul>
15.	24 Feb	Student Council Investiture Rehearsal	<ul style="list-style-type: none"> <li>● All student councillors</li> <li>● Teacher-in-charge will provide details to your child/ward</li> </ul>
16.	26 Feb	Student/Teacher-Led SIL Modules Session 1	<ul style="list-style-type: none"> <li>● Students who sign up</li> <li>● Dismissed by 5.30 pm (estimated)</li> </ul>
17.	5 Mar	Student/Teacher-Led SIL Modules Session 2	<ul style="list-style-type: none"> <li>● Students who sign up</li> <li>● Dismissed by 5.30 pm (estimated)</li> </ul>
18.	7 Mar	Learners for Life Day	Home-based Learning
19.	10 Mar	BSP Term 1 Meeting	Sec 2-4 BSP students
20.	12 Mar	OBS Medical Check	Sec 3 students
21.	17-21 Mar	March School Holiday	



**ACKNOWLEDGEMENT & CONSENT FORM**

From:

The Parent/Guardian\* of \_\_\_\_\_ (Sec \_\_\_\_\_ )

**2025 Secondary Three 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