



# ASSUMPTION ENGLISH

A Montfortian Gabrielite Education Institution

## Secondary One Registration Information Kit

**2026**

## About Assumption English School

### HISTORY

Assumption English School was founded in 1953 by Brother Vincent, a Gabrielite Brother as one of the three components of Boys' Town. It was then known as Boys' Town English School.

By 1955, Boys' Town English School was established as a single session, full school with classes from Primary One to Secondary Four. In 1955, the School presented its first batch of students for the School Certificate Examination.

In 1973, the Secondary section of CHIJ Bukit Timah merged with Boys' Town English School and the school became a Co-educational Catholic mission School.

The school took on the name of Assumption English School in honour of our Lady, Mother Mary, the Patroness of the Brothers of St Gabriel. Our patron saint is St Louis Marie de Montfort who said: *Those whom the world rejects must move you the most.*

Education is a journey of self-discovery where students discover their talents, clarify their values and form their moral compass. AES creates an ethos that cares and challenges our AssumptionKnights to become learners and leaders who demonstrate **Fortitude, Mastery and Charity**.

### SCHOOL MOTTO

“Labor Omnia Vincit”

Through Work Achieve Success

### MISSION STATEMENT

To educate the whole person in the Montfortian spirit of learning, charity and love

### VISION STATEMENT

Men and Women of Character and Learning, in the Service of God and Community

### CHRIST VALUES

Compassion

Humility

Respect

Integrity

Sense of Responsibility

Trust

## Secondary One Teachers 2026

Designation	Name
Year Head (Lower Sec)	Ms Sheryl Kaur
Secondary 1 Student Management Teacher	Mr Neville Teo Soong Hee
Form Teacher – 1 Vincent	Ms Rossellini Tan Yeling
	Mr Sng Chin Seng
Form Teacher – 1 Adolphus	Ms Toh See Min Stefanie
	Ms Shereen Ling Hsueh Li
Form Teacher – 1 Raymond	Ms Joy Liu Tongrui
	Mrs Ong Hsia Li
Form Teacher – 1 John	Ms Siti Mardia Binte Abu Samah
	Mdm Cynthia Wong Lin Yun
	Mr Jared Tan Hong Jie
Form Teacher – 1 Emmanuel	Ms Teo Sin En
	Mr Pavethren S/O Kanagarethinam
Form Teacher – 1 Noel	Mr Nor Mohammad Bin Isa
	Ms Shannon Low Shi Ting
Form Teacher – 1 George	Ms Suann Sim
	Ms Adeline Tay Hui En
	Ms Lim Tze Xin

For all enquiries, please contact the school at **6572 9100** or email us at [aes@moe.edu.sg](mailto:aes@moe.edu.sg).

## **ADMINISTRATIVE MATTERS**

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### **1. ONLINE REGISTRATION**

Secondary One students posted to Assumption English School are **not** required to report to school upon receiving their posting results.

Parents or guardians are required to complete the online registration via this link [\*\*2026 Secondary One Registration \(AES\)\*\*](#).

### **2. CLASS ALLOCATION and FIRST DAY REPORTING**

Information on class allocation will be made available on 29 December 2025 via the Parents Gateway app. Class allocation will also be displayed outside the General Office at Level 1 on the first day of school.

At Assumption English School, form classes are named after former Principals, including Montfort Brothers, (Vincent, Adolphus, Raymond, John, Emmanuel, Noel, and George) to honour their legacy and the school's Catholic, Montfortian heritage.

Students who are unable to report to school on the first day due to valid reasons are required to inform the school via email at [aes@moe.edu.sg](mailto:aes@moe.edu.sg).

### **3. SCHOOL HOURS**

School starts at 7.40 am daily, except on Wednesdays. Students are expected to report to the school hall at level 4 before 7.40 am, failing which they will be considered late.

Wednesdays are late start days, and school begins at 8.40 am in the school hall.

Dismissal times vary across classes and will be indicated in your child's timetable.  
On Fridays, lessons end at 12.40 pm for all students.

Dismissal times and days may vary for different CCAs. This information will be made available upon confirmation of CCA.

#### **4. PURCHASE OF BOOKS AND UNIFORM**

Parents are required to purchase books and uniforms either online via the school's official bookshop website (<https://asenciobookshop.sg/>) or in person at the school bookshop. To ensure a smoother and more convenient process, parents are strongly encouraged to place orders online with home delivery.

The required textbooks and stationery for the different posting groups (G1, G2, G3) are clearly indicated in the booklist. Parents may place orders once posting results are released.

To ensure a smoother and more convenient process, the school strongly encourages parents to opt for online orders via home delivery. Online orders must be completed by 20 December 2025, 11.59 pm, to ensure timely fulfilment.

The school bookshop accepts **cash and/or PayNow only**.

Operating hours are Monday to Thursday from 9.00 am to 3.00 pm, and Friday from 9.00 am to 2.30 pm.

Dates of sales are **19, 22, 23, 26, 29, and 30 December 2025**.

Please refer to the [school website](#) for the Secondary 1 booklist. Textbooks will only be required from 7 January 2026 onwards.

#### **5. SCHOOL UNIFORM and ATTIRE**

Secondary One students may continue wearing their primary school uniform, including PE attire for PE lessons, until they receive their AES school attire as there may be delays in uniform collection due to the distributor's schedule.

Students are required to place orders and purchase personalised name tags from the school bookshop.

Name tags are to be sewn or ironed above the school crest on all formal uniform shirts.

Attire requirements are as follows:

Mondays to Thursdays: Full-Uniform (School shirt and shorts (boys) / culottes (girls))

Fridays: Half-Uniform (PE T-shirt or class T-shirt with shorts (boys) / culottes (girls))

Students are expected to be in proper school uniform at all times while in school, including during school holidays.

## 6. SECONDARY ONE ORIENTATION PROGRAMME

The Secondary One Orientation Programme begins on the first day of school and runs from **2 to 6 January 2026, excluding the weekend.** Students are to report to the seminar room for morning assembly.

The programme is designed to support a smooth transition from primary to secondary school. Through structured and engaging activities within and around the school, students will become familiar with school routines, procedures, the school environment, and their new classmates.

Key details are as follows:

Day/Date	Friday, 2 Jan	Monday, 5 Jan	Tuesday, 6 Jan
Reporting Time	7.40 am	7.40 am	7.40 am
Dismissal Time	12.40 pm	12.40 pm	5.00 pm
Attire	Half Uniform (PE T-shirt with school bottoms) Students who did not manage to purchase the AES school uniform can report in their primary school half-uniform.		
Things to bring (Put all these items into a small bag)	<input type="checkbox"/> Water Bottle <input type="checkbox"/> Thermometer <input type="checkbox"/> Enough Money for Recess & Lunch on Tuesday <input type="checkbox"/> PE shorts or primary school PE shorts <input type="checkbox"/> Story book / Reading materials <input type="checkbox"/> Writing materials & a notebook		

There will be no lessons during the orientation programme. Students are not required to bring textbooks or workbooks.

Parents are invited to attend the **CCA Briefing and CCA Fair on Tuesday, 6 January 2026, from 2.20 pm to 5.00 pm.** This session will allow you and your child to learn more about the range of CCAs offered. The day will conclude with the **Knighting Ceremony**, where your child will be formally welcomed as an AssumptionKnight in to the AES family.

## **7. CO-CURRICULAR ACTIVITY (CCA)**

Participation in CCA is **compulsory**. Every student is required to take part in one CCA.

Sports	Uniformed Groups	Performing Arts	Clubs & Societies
<ul style="list-style-type: none"><li>● Basketball</li><li>● Football (Boys)</li><li>● Floorball (Boys)</li><li>● Judo</li><li>● Softball (Girls)</li></ul>	<ul style="list-style-type: none"><li>● Girl Guides (Girls)</li><li>● National Cadet Corps (Sea) (Boys)</li><li>● National Police Cadet Corps</li><li>● Red Cross Youth</li></ul>	<ul style="list-style-type: none"><li>● Choir</li><li>● Concert Band</li><li>● Dance Ensemble</li></ul>	<ul style="list-style-type: none"><li>● English Language Drama &amp; Debate Society (ELDDS)</li><li>● *Young Montfortian Associates (YMA)</li></ul>

Secondary One students will have opportunities to explore various CCAs during the trial sessions.

\*Catholic students will also participate in Young Montfortian Associates as a second CCA.

The range of CCAs includes Sports, Uniformed Groups, Performing Arts, and Clubs and Societies.

More information is available at our [school website](#).

## **8. ARTS ELECTIVE PROGRAMME (AEP) AND MUSIC ELECTIVE PROGRAMME (MEP)**

Assumption English School does not offer AEP nor MEP. Interested Sec 1 students may apply for the course from **2 January to 15 January 2026**. Successful applicants will attend weekly lessons in the afternoon at the selected AEP or MEP Centre.

For more information, you may visit the [AEP Page](#) and [MEP Page](#) at the MOE website.

## **9. SCHOOL SMART CARD (SSC)**

Students may continue using their primary school level School Smart Card (SSC) for concessionary travel until end-April 2026. Students may purchase the Bus Concession Pass (BCP) for secondary school using their Primary level SSC.

The new Secondary level School Smart Card will be issued before end-April 2026 through their Form Teachers.

## **10. LOCKERS AND MOBILE DEVICES**

Each student will be allocated a personal locker located outside their form classroom. Lockers are fitted with an in-built number lock. Students will be guided on how to set their locker code during the first week of school.

There are also handphone lockers available at Level 1. Students are required to place their mobile devices in the designated handphone lockers before morning assembly. Please contact the school at **6572 9100** if you wish to look for your child/ward urgently.

## **11. MOTHER TONGUE LANGUAGES**

### **(a) Tamil Language (TL)**

Please note that Tamil Language (TL) lessons are **not** conducted in AES. Students offering TL are required to register for and attend weekly lessons at Chua Chu Kang Secondary School Tamil Language Centre, located at 31 Teck Whye Crescent, Singapore 688848.

**Registration is on 5 January (Monday) between 2.30 p.m. to 5.30 p.m at Chua Chu Kang Secondary School.**  
TL lessons are conducted once a week after school from 3.00pm to 6.00pm. TL lessons will start from 8 January (Thursday) onwards.

The TL information cum acknowledgement letter and lesson schedule will be given to students on the first week of school via their Form Teachers.

### **(b) Foreign/Asian Language in-lieu of Mother Tongue**

Parents are to ensure their child is enrolled for private studies - this is compulsory for students who are offering a Foreign/Asian Language in-lieu of the Mother Tongue subject (as per informed in primary school). Students will be required to sit for the timed practice and national examinations for the subject in secondary school. The school will register them to sit for the End of Year examination (Secondary 1 to 3), the Preliminary Examination (Secondary 4/5) and the 'O' or 'N' Level Examination. The marks/grade will be reflected in the students' end of year school results and 'O' or 'N' Level Examination results.

The information cum acknowledgement letter will be given to students via their Form Teachers in the first week of school; together with the application form to place their child on the waiting list for vacancy in MOE Language Centre (MOELC).

### **(c) (NTIL) Non-Tamil Indian Language [Hindi/Bengali/Urdu/Punjabi/Gujarati]**

Please note that the Non-Tamil Languages (NTIL) lessons are **not** conducted in AES. Students who are taking NTIL will go to designated schools for their lessons. Parents are to contact BTTSAL via telephone call at contact number: 6875 0164 or email: [admin1@bttsal.com](mailto:admin1@bttsal.com) or contact the respective numbers below to register their child for weekend lessons. It is a requirement for students to register for NTIL lessons in secondary school. More information can be found on the website: <https://bttsal.com/index.php>.

- Hindi: 6294 1358/6293 3449
- Urdu: 6338 2710
- Gujarati: 6345 2257
- Punjabi: 6299 6440
- Bengali: 6875 0164

#### **(d) 3rd Language Studies**

Students who have applied to offer 3rd Language Studies at the secondary school level with MOE in primary school are to check their application results with Ms Yew at [yew\\_gui\\_mei@moe.edu.sg](mailto:yew_gui_mei@moe.edu.sg) .

Successful applicants must register online at the respective zonal centre websites (MSP/CSP) or MOE Language Centre (FL/AL) to accept the offer by the stipulated deadline. Should successful applicants miss the registration deadline, please contact Ms Yew via email.

If applicants are unsuccessful and would like to put up an appeal, please contact Ms Yew via email.

#### **(e) Exemption from Mother Tongue Language**

Please note that Mother Tongue Language is a compulsory subject in secondary school. Unless an official exemption letter from MOE has been given to the student in primary school, every student is required to offer a Mother Tongue or NTIL or Foreign/Asian Language in-lieu of Mother Tongue subject in secondary school.

Students who have received the official exemption letter from MOE in primary school are to submit a copy of the original form to Ms Yew in the first week of school via their Form Teachers or you may email it directly to Ms Yew.

### **12. ABSENCE FROM SCHOOL**

Parents are to inform the Form Teacher via email if their child is unwell and unable to attend school. This helps us to monitor attendance while ensuring your child/ward's well-being remains our priority.

All absences, including those for CCAs, learning journeys, and school camps, must be supported by a medical certificate or a parent letter with supporting documents. These types of parent letters are capped at 2 per semester.

Medical certificates are to be uploaded via Parents Gateway under the Student Absence service. Parents will need to log in, go to the "Services" tab, select "Student absence," choose their child, pick the dates, enter the reason, and upload the MC as a document before submitting. Parents must have SingPass set up for onboarding.

Alternatively, documents may be submitted to the Form Teacher or CCA Teacher upon the student's return to school.

### **13. REPORT BOOKS**

The Secondary School Report Book is used to record the holistic development progress each term. It is included in the booklist and should be submitted to the Form Teacher.

### **14. GROUP PERSONAL ACCIDENT (GPA) INSURANCE FOR STUDENTS**

All students are covered by a Group Personal Accident (GPA) insurance plan, which includes journeys to and from school and any school-related activities. Claims may be submitted online via the [insurer's website](#) (<https://www.income.com.sg/studentgpa>)



### **15. HEALTH SCREENING AND DENTAL SERVICES**

Parents are required to **give consent** for the free health screening and basic dental services by completing [the online consent form](#) provided by the Health Promotion Board. (<https://consent.hpb.gov.sg/>)



### **16. COMMUNICATION WITH PARENTS/GUARDIANS**

Assumption English School values strong partnerships with parents. Key announcements and updates will be communicated via the [school website](#) and Parents Gateway. You may also refer to the [online school calendar](#).

To keep up with the latest school activities, follow our official social media accounts on Instagram **@assumptionenglishsch** and Facebook **Assumption English School**.



Parents are encouraged to download and actively use the Parents Gateway app to receive notifications, provide consent, and communicate with the school.

If you have two or more children and they are in different schools, you will be able to receive notifications for all your children on the same Parents Gateway App.

For simpler, more straightforward information, students are expected to update their parents directly.

To verify your child/ward's participation in enrichment programmes or CCAs, you may contact the respective teacher-in-charge or email the school directly at [aes@moe.edu.sg](mailto:aes@moe.edu.sg)

Student-Parent-Teacher Conference (SPTC) is held at the end of every semester to listen to the student's reflections and to discuss student's progress and development.

## 17. TRANSPORT TO SCHOOL CAMPUS

Bus Services: 67, 75, 170, 176, 178, 184, 961, 963, 970

The nearest MRT Station is Cashew MRT on the Downtown Line.

Parents driving their child to school, please turn off Upper Bukit Timah Road and alight the students at the designated drop-off point, as shown here.



Parents may accompany their child up to the school's foyer area.

Visitor access beyond designated entry points is restricted for security reasons.

## 18. STUDENT WELL-BEING MATTERS

The transition from primary to secondary school is a significant milestone. Resources and guidance on supporting students during this transition are provided in [Annex A](#), including practical tips to nurture social and emotional well being at home.

Learn about common challenges and how to help your child with the transition to secondary at this [page](#).

## 19. UPCOMING EVENTS

### i) REAL PROGRAMME (12 to 14 January, Monday to Wednesday)

All AssumptionKnights will participate in [the REAL Programme](#), which stands for Relevant, Engaging, and Authentic Learning. This is the school's signature programme designed to provide meaningful learning experiences beyond the classroom.

The Secondary One REAL Programme will take place from 12 to 14 January 2026. For Secondary One students, this signature programme is a three day, two night adventure camp at SAFRA Yishun Adventure Sports Centre. A camp briefing will be conducted for students on the morning of 6 January, Tuesday.

Parents are encouraged to assist your child in preparing the necessary items, as outlined in [Annex B](#). Further details will be communicated via Parents Gateway.

### ii) PARENT ENGAGEMENT (23 January, Friday)

All parents are warmly invited to attend a face to face Parent Engagement Session held in the school hall from 5.30 pm to 7.00 pm. This face to face session will provide an overview of the academic curriculum, student development programmes, and school practices, and will offer an opportunity for you to meet your child's Form Teacher.

## FINANCIAL MATTERS

### A) MOE FINANCIAL ASSISTANCE SCHEME (MOE FAS) (if applicable)

This scheme aims to help financially needy Singaporean students in Government and Government-aided schools to meet basic schooling expenses. Parents/Guardians may have submitted their FAS applications through their primary school; hence, the school administrator would only require **a copy of the FAS approval letter** from parents/guardians.

For parents/guardians who may have missed the FAS application in their child's/ward's primary school and/or parents who meet the eligible criteria and wish to apply, you can do so by submitting FAS application via eFAS (<https://go.gov.sg/moe-efasggas>)

For further enquiries, please contact the general office at 6572 9100.

### B) SCHOOL FEES, MISCELLANEOUS FEES & SCHOOL BILLS

A brief introduction to school fees, miscellaneous fees & school bills.

1. **School fees** (also known as MOE bill) are set by MOE and go towards government revenue. These fees are different for Singapore Citizens, Singapore Permanent Residents, and international students.
2. **Miscellaneous fees** are set by MOE but go towards individual schools' budgets and operating expenses. The same rate applies to all students, regardless of nationality.
3. **School bills** are set by the school for payment to vendors/suppliers/companies; for example, conducting enrichment programme, CCA attire, organising cohort camp, etc.

Payment for the fees/bills can be made via GIRO arrangement, SingPost Mobile App, SAM Web or Kiosks, etc.

For details on other payment modes, please refer to <https://www.moe.gov.sg/financial-matters/fees>.

Please complete the e-form should you wish to opt for GIRO arrangement.

1. **GIRO** (<https://www.moe.gov.sg/financial-matters/fees/egiro>)

MOE mandates submission of GIRO application via online submission i.e. eGIRO. The school will not be collecting any hardcopies. Parents/Guardians may refer to the user guide for eGIRO in **Annex B**. MOE will update you on the outcome of your eGIRO application via email.

Only parents/guardians who have an existing GIRO arrangement are encouraged to apply for **GIRO Option**.

What is a GIRO Option? What is the difference between GIRO and GIRO Option?

**GIRO Option** is payment for **school bills** via GIRO deduction e.g. enrichment programme, class t-shirt, CCA-related expenses, etc., whereas GIRO, is monthly payment for **school fees** and miscellaneous fees, via GIRO deduction.

2. **GIRO Option** (<https://go.gov.sg/moe-giro-option>)

**School Fees and Miscellaneous Fees Table for Secondary Level students in 2026.**

Nationality	School Fees (per month) \$	Miscellaneous Fees (per month) \$	Total (per month) \$
Singaporean Students	5	20	25
Permanent Residents	680		700
International Students (ASEAN)	1090*	20*	1110*
International Students (Non -ASEAN)	2190*		2210*

Reference:  
<https://www.moe.gov.sg/news/press-releases/20231018-revised-school-fees-for-non-citizens-in-government-and-government-aided-schools-for-2024-to-2026>

\* Fees subjected to GST

**Types of Deductions**

Besides school and miscellaneous fees, the same GIRO arrangement will also be extended to cover your child's/ward's payment of enrichment programmes, school charges and deduction of national examination fees (GCE Examinations), where applicable.

## Scheduled Deduction Dates

The schedule for the various types of deductions are as follows:

School Fees	National Examinations Fees
26th of each month from February to December. If 26th is a weekend or public holiday, deduction will be made on the next working day.	You will be informed of the deduction dates and amount payable when your child/ward is taking part in these examinations.

For actual dates, please refer to the calendar in the MOE corporate website (<https://www.moe.gov.sg/calendar>).

## Deduction Code

The deduction code will be shown as “MOE” in the bank book or current account statement for the deduction of the above fees.

## Unsuccessful deductions

If GIRO deduction is unsuccessful, the outstanding amount will be added to the following month’s bill for GIRO deduction again. A bill will then be sent to you. Please refer to the bill for more information.

## Refunds

Any school fees overpaid by your child/ward will be used to offset future fees payable in the same academic year. Any amount in excess will then be refunded to this GIRO account by the end of the following month.

## Change of GIRO

Account If there is no change in the account holder, and the existing and new GIRO accounts are from either DBS or OCBC, the account holder may update the GIRO arrangement via the respective banks’ internet banking portals.

If there is a change in the account holder, the existing account holder will need to submit a Termination Form to the school to terminate the existing GIRO arrangement. The new account holder can then submit a new eGIRO application for processing. Refer to the instructions in the MOE corporate website (<https://www.moe.gov.sg/financial-matters/fees>).

## GIRO application process

Date of eGIRO application submission	Email notification of successful GIRO setup
By 25th of the month (January to October)	By the first week of the next month
By 25th November or December	By the first week of February

For example, if you have submitted the eGIRO application successfully by 25 January, you will receive an email notification by the first week of February.

## **Validity of GIRO Instruction**

This GIRO instruction will carry on if your child/ward remains in a Government or Government-Aided Secondary School or Junior College/Centralised Institute.

## **Other Information**

For any changes in address or guardianship, please inform the school as soon as possible for follow up. Please ensure that there are sufficient funds in your bank account if you are on GIRO arrangements.

## **D) EDUSAVE STANDING ORDER FORM (*for Singaporean Students only*)**

Parents who have activated their Edusave SO for **both Local and Overseas** in primary school, may skip this section.

The Standing Order for Use of Edusave Account form is to authorise the school to use your child's/ward's Edusave account to pay for 2nd tier miscellaneous fees and/or to co-pay for enrichment programmes.

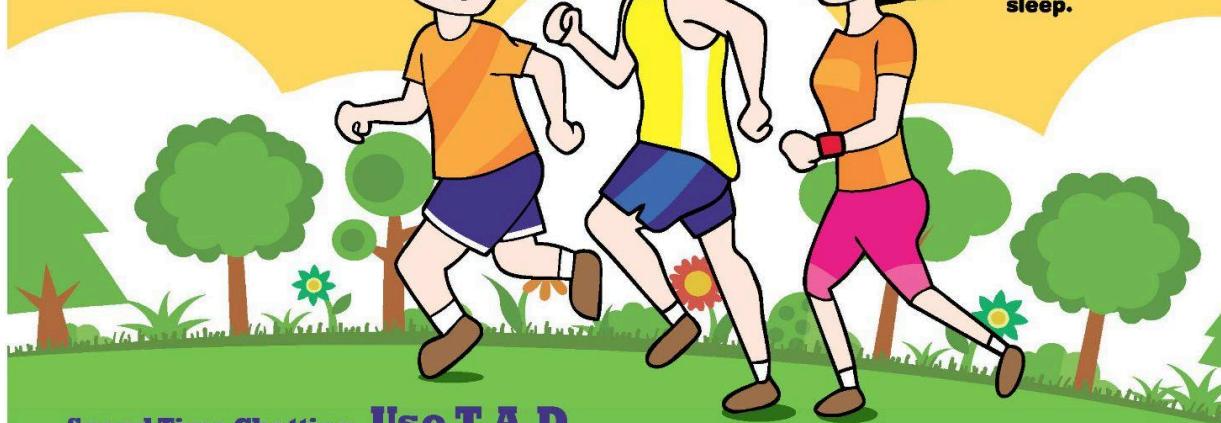
Students may have an existing Edusave account, however, parents might have activated for Local enrichment programmes only. It would be best if parents reapply for Local and Overseas to ease future payment for enrichment programmes based in local or overseas (e.g. Learning Journey to Singapore Discovery Centre, Penang Internationalisation Trip, etc).

**Edusave Standing Order Application Form** (<https://form.gov.sg/5be24a1bb3f842000fdc4e59>)

## Annex A: Students' Well-Being & Support

### Supporting your child's transition through **Secondary School**

Build a caring home environment to nurture the social and emotional skills of your child using these S.A.F.E. tips.



#### **SUPPORT**

- Find out how your child's preferences are changing. Show interest by asking open-ended questions.
- Make a habit of chatting at a fixed time each day.  
E.g. At dinner time.

#### **AFFIRM**

- Remember your child's strengths. Build his/her self-esteem in those areas.  
E.g. "You have the unique ability to get along well with people."
- Praise and affirm efforts in front of relatives and friends.  
E.g. "She is very helpful towards her grandparents."

#### **FAMILIARISE**

- Find out what secondary school life is like for students these days.
- Excite him/her about new experiences secondary school students can have.
- Encourage him/her to pick up a new hobby or hone skills in outdoor sports.
- Limit his/her time spent on digital devices.

#### **EMPATHISE**

- Acknowledge your child's varying emotions.  
E.g. "I understand you feel anxious about starting school without any of your old friends."
- Encourage your child to share thoughts and feelings about the new school.
- Prioritise sufficient sleep.

#### **Talk**

Talk about the different realities faced by teens these days compared to the past.  
E.g. How you communicated with friends without social media.

#### **Ask**

Ask about his/her thoughts and feelings on people and events around him/her or in the news.  
E.g. What are some ways of having wholesome fun? How does he/she feel about the different types of jobs that adults do?

#### **Discuss**

Discuss some acceptable boundaries with regard to the use of electronic devices.  
E.g. What are some rules for having a mobile phone (with or without a data plan)?

#### **QUICK TIPS**

- Listen attentively to understand what your child might be feeling and thinking.
- Avoid providing advice immediately when not asked.

These tips may be used with children of other ages too; it depends on each child's needs. Using these tips as your child journeys through the school years can help ease anxiety and worries, and build warmer and closer relationships at home.

Ministry of Education  
SINGAPORE



## Annex B: Packing List for Camp (12 - 14 January 2026)

### **ESSENTIALS IN DAY PACK**



## ESSENTIALS IN CAMP BAG

