



## BARTLEY SECONDARY SCHOOL

10 JALAN BUNGA RAMPAI SINGAPORE 538403

TEL: 62889013 FAX: 62805595

Email: bartley\_ss@moe.edu.sg

05 Jan 2026

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. A copy of the letter will also be available through our school website.
- 1.2 The school uses the Parents Gateway (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, Apple App Store or Huawei App Gallery. You can then perform a simple one-time onboarding process by accessing the system using your SingPass.

For iOS	For Android	For Huawei

- 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://www.bartleysec.moe.edu.sg/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 We congratulate our Vice Principal, Mr Aloysius Ting, on his appointment as Principal of St Patrick's School. We would like to thank Mr Ting for his many contributions and wish him well for his future undertakings.
- 2.2 We would also like to welcome our new Vice Principal, Mr Koh Kai Hong, and Vice Principal (Administration), Ms Saima Hanif. We are excited to have Mr Koh and Ms Saima join the Bartley community and look forward to their contributions.



*Disciplined Learners. Principled Leaders. Compassionate Contributors.*

### **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/school-rules-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 in line with MOE's enhanced measures to promote healthier screen use, the use of smartphones/smartwatches will not be allowed during school hours, including recess, co-curricular activities (CCA) and supplementary/enrichment/remedial lessons, etc. Mobile phones should be kept away during curriculum time and other school programmes, including CCA and supplementary/enrichment/remedial lessons. Any use during these times must be with explicit permission from the teacher-in-charge.
- 5.3 The PLDs should only be used 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/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. SCHOOL OPERATING HOURS & TURNSTILE OPENING HOURS**

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	
Tues		1.15 pm – 6.00 pm
Wed		
Thurs		5.30 pm – 6.30 pm
Fri		12.45 pm – 6.00 pm

Please take note that the rear gate is closed during weekends and school holidays. Students will enter the school campus through the main gate on Saturdays and during school holidays.

## **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 morning assembly begins at 7.45 am. He/She is required to report his/her attendance to his/her Form Teachers thereafter so that the attendance record can be updated accurately. 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 and can improve academic learning in languages. 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. Starting Week 3, students taking the Mother Tongue Language (MTL) are allowed to read their MTL books during odd weeks. Otherwise, all students should read English language books before morning assembly begins. Students may borrow storybooks from the school library if they do not have one.

**10. 2026 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 to 3 students will receive a personalised timetable based on their subject combinations. In addition, the school will have ‘Learners for Life’ Day on specific Fridays during the course of the year for all Sec 1 to 5 students. On these days, students will have, Home-Based Learning (HBL) to learn independently at home and to be more self-directed in their learning. If they are required to return to school for cohort activities on LfL Days, parents/guardians will be informed.
- 10.2 The ‘Learners for Life’ Day initiative will commence in Term 1 for all Sec 1 to 5 students, starting 23 Jan 2026. The dates for ‘Learners for Life’ Day can be found in **Annex B** and will be published on our school website calendar at <https://www.bartleysec.moe.edu.sg/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.gov.sg/content/student/en/preu.html>

**12. SEC 1 PARENT CONFERENCE & CCA OPEN HOUSE (10 JAN 2026, 8.30AM TO 12.30PM)**

- 12.1 The school is organising the Sec 1 Parent Conference & CCA Open House on Sat 10 Jan 2026, 8.30am to 12.30pm. Your child’s/ward’s Form Teachers will be present to meet you.
- 12.2 All Sec 1 students must attend the activity. Parents/Guardians are strongly recommended to set aside time to attend the session with your child/ward. At the Conference, you will receive information about the school policies and curriculum, Full Subject-Based Banding, as well as interact with your school leaders and key personnel.

**13. PERSONALISED DIGITAL LEARNING PROGRAMME FOR SEC 1 (07 FEB 2026, 9.00AM TO 10.30AM)**

Every Secondary 1 student will be equipped with a PLD to facilitate regular learning both in and out of the classroom. These devices are intended for the students to keep and will be managed via a Device Management Application (DMA) to ensure a safe digital environment. We are targeting the distribution of the PLDs by the end of Term 2, 2026. Please look out for a message via Parents Gateway, which will seek your consent for the purchase of the Personal Learning Device (PLD), the installation of the MOE Device Management Application (DMA) and the accompanying applications as part of the Personalised Digital Learning Programme (PDLP). Additionally, we invite all Sec 1 parents and guardians to join us for a briefing on Saturday, 07 Feb 2026, from 9:00 am to 10:30 am, where we will share the school’s selected device, the Acceptable Use Policy, and learning routines.

**14. PARENTS’ SUPPORT GROUP AND GET-TO-KNOW-YOU MEETING (07 FEB 2026, 11.00AM TO 1.00PM)**

- 14.1 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, please join our WhatsApp group via this link: <https://go.gov.sg/bsspsg> or scan the QR code below.



- 14.2 The **Bartley PSG** will be organising a **Get-To-Know-You meeting on Sat 07 Feb 2026, 11.00am 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 you may highlight your interest to attend the meet-and-greet via this link: <https://tinyurl.com/3pmu3k6k>. 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 the Parent Support Group at 6288 9013 ext 214.

**15. SEC 3 PARENT ENGAGEMENT AND OUTWARD BOUND SCHOOL (OBS) BRIEFING (23 JAN 2026, 6.00PM TO 9.00PM)**

There will be a parent engagement session on Fri 23 Jan 2026 for all parents/guardians of Sec 3 students. 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. Parents/Guardians will also receive updates about post-secondary education options after completing the new Singapore-Cambridge Secondary Education Certificate examinations in 2027. At the same meeting, we will also be conducting a briefing for the OBS which all Sec 3 students will have the opportunity to participate in in the last week of the June holidays. The session will be from 6.00pm to 9.00pm.

**16. SEC 4 & 5 PARENT ENGAGEMENT AND TARGET SETTING (06 FEB 2026, 6.00PM TO 9.00PM)**

- 16.1 There will be a parent engagement session on Fri 06 Feb 2026. The purpose of the session is to connect with parents in the new school year and to share some key programmes for our graduating cohort. Parents/Guardians will also receive updates about post-secondary education options after completing the GCE 'N' and 'O' Level Examinations. The session will be from 6.00pm to 9.00pm.
- 16.2 Please be informed that we will be arranging to meet all parents/guardians for Sec 4 & 5 students on Fri 27 Mar 2026 to provide timely updates about your child's/ward's academic progress together with the release of Term 1 Progress Report.

**17. 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.

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

- 18.1 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. The information will be crucial to inform us about your child's/ward's medical and learning needs and for us to remain in contact with you.
- 18.2 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.



- 18.3 The SDF portal can be accessed via desktop computers or mobile devices such as laptops and mobile phones.
- 18.4 We seek your help to complete the submission by **31 Jan 2026**.
- 18.5 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.
- 18.6 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.

**19. 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>.

**20. 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/bartleysecsg>) 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.

**21. CONCLUSION**

- 21.1 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.
- 21.2 We request for you to acknowledge the receipt of this letter via Parent Gateway (PG) by Fri 9 Jan 2026. 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, 9 Jan 2026. 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).

21.3 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

**2026 Secondary 3  
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.	3R1	Mdm Teo Oi Mei	245	teo_oi_mei@schools.gov.sg
2.		Ms Pang Ru Mi	238	pang_ru_mi_a@schools.gov.sg
3.	3R2	Ms Siti Jamilah	249	siti_jamilah_juhari@schools.gov.sg
4.		Mr Lee Guo Sheng	241	lee_guo_sheng@schools.gov.sg
5.	3R3	Ms Siti Rohaiza	292	siti_rohaiza_mohamed_rafee@schools.gov.sg
6.		Mdm Yang Huiqin	231	yang_huiqin@schools.gov.sg
7.	3R4	Ms Mageshwari Sivasamy	266	mageshwari_sivasamy@moe.edu.sg
8.		Ms Lydia Ng	242	ng_jie_ying_lydia@schools.gov.sg
9.	3R5	Mr Ong Guan Kun	240	ong_guan_kun@schools.gov.sg
10.		Ms Ooi Liu Qi	247	ooi_liu_qi@schools.gov.sg
11.	3R6	Mrs Foo Ling Ling	235	tay_ling_ling@schools.gov.sg
12.		Ms Siti Mariam	227	siti_mariam_abdul_hakeem@schools.gov.sg
13.	3R7	Ms Siti Ramziyani	221	siti_ramziyani_ramdzan@schools.gov.sg
14.		Mr Allen Yeo	238	yeo_neng_jun_allen@schools.gov.sg
15.	Year Head	Ms Lee Siew Choo	274	lee_siew_choo_a@schools.gov.sg
16.		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 3**  
**Key Activities for Term 1, 2026**

S/No.	Date	Activity	Remarks
1.	02 – 07 Jan	Start the Year Well Programme (orientation)	<ul style="list-style-type: none"> <li>Students will report by 7.30 am and be dismissed at 12.45 pm.</li> <li>Refer to PG announcement sent on 30 Dec 2025 for more details.</li> </ul>
2.	07 Jan	CCA	<ul style="list-style-type: none"> <li>Students will report by 7.30 am in their CCA attire and be dismissed at 12.45 pm.</li> <li>This session will replace the Thursday session in the same week.</li> </ul>
3.	08 Jan	Lessons to begin according to timetable. There will be no CCA.	
4.	09 Jan	Lessons will follow Even Week (Friday) timetable	
5.	08 – 09 Jan	Profile Photo-Taking	All Sec 3 students
6.	10 Jan	Sec 1 Parent Conference & CCA Open House	For selected student helpers.
7.	18 Jan	BSP Arts Programme: Beauty and the Beast Musical	<ul style="list-style-type: none"> <li>BSP students who signed up</li> <li>12.30pm to 4pm</li> <li>MBS Sands Theatre</li> <li>Students will be dismissed directly from the theatre after the musical.</li> </ul>
8.	23 Jan	Learning Journey to Art SG	Sec 3 and 4 Art Students
9.	23 Jan	Learners for Life Day	Home-based Learning
10.	23 Jan	Sec 3 Parent Engagement & OBS Briefing	<ul style="list-style-type: none"> <li>Parents and students of Sec 3</li> <li>6.00pm to 9.00pm</li> </ul>
11.	02 Feb – 06 Mar	Weighted Assessment 1	
12.	06 Feb	Learners for Life Day	Home-based Learning
13.	16 Feb	Chinese New Year Celebration	<ul style="list-style-type: none"> <li>All students will report to school by 7.30am and will be dismissed after celebrations. The planned dismissal time is 11.00am.</li> <li>School attire.</li> </ul>
14.	17, 18 Feb	Chinese New Year	Public Holiday
15.	19 Feb	Lessons according to Even Week (Friday) timetable	
16.	20 Feb	Follow Even Week (Friday) timetable	
17.	24 Feb	Sec 3 OBS Medical Checkup	During curriculum time. Classes will be rostered through the day.
18.	06 Mar	Learners for Life Day	Home-based Learning
19.	09 Mar	Leadership Training for Domain Leaders	<ul style="list-style-type: none"> <li>All Domain Leaders</li> <li>3.30pm – 5.30pm</li> </ul>
20.	10 Mar	BSP Termly Meeting 1	<ul style="list-style-type: none"> <li>Sec 2 – 4 BSP students</li> <li>3.30pm – 4.30pm</li> <li>Report to the AVA room with PLD</li> </ul>
21.	14 – 22 Mar	March School Holiday	Parents/Guardians who are making travel plans for your child/ward are required to submit travel declaration via PG.

**ACKNOWLEDGEMENT & CONSENT FORM**

From:

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

**2026 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)

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Signature of Parent / Guardian

Date