



## 2026 SECONDARY ONE ONBOARDING BRIEF

### Table of Contents

PART	DESCRIPTION	PAGE
1	General Information	2
2	Bus Services / Alternative Routes to School	2
3	First Day of School	3
4	Curriculum And School Hours	4
5	Booklist and Sale Of School Attire	4
6	School Attire And Grooming	4
7	Absence From School	5
8	Report Book	5
9	School Fees and Miscellaneous Fees	6
10	Free Dental and Health Screening	6
11	School Smart Card (SSC)	6
12	Insurance	6
13	Praise And Grace Journal	7
14	Student Welfare	7



## 1. GENERAL INFORMATION

Students are **not required** to physically report to Montfort Secondary School for registration. Communication to parents will be done via Parents Gateway (PG) or email (for parents/guardians without PG access). If you have questions regarding (i) Subject-Based Banding, (ii) Mother Tongue Languages, and/or (iii) Co-Curricular Activities (CCA), you may send in your queries through email to:

For Subject-Based Banding	For Mother Tongue Languages	For Co-Curricular Activities
Ms Su Huimin (su_huimin@schools.gov.sg)	Ms Sim Siew Ngoh (sim_siew_ngoh@schools.gov.sg)	Mr Whelan Chen (whelan_chen_jianming@schools.gov.sg)
Ms Norazidah (norazidah_abdol_aziz@schools.gov.sg)		Mr Caleb Wong (wong_yong_zhao_caleb@schools.gov.sg)
Ms Fong Mei Yi (fong_mei_yi@schools.gov.sg)		

## 2. BUS SERVICES / ALTERNATIVE ROUTES TO SCHOOL

Bus Services: 74, 88, 88A, 101, 147, 147A, 161

Nearest MRT Station: Hougang (NEL)

For the safety of our staff and students, please drop off and pick up your child/ward at the school foyer or in the area near the school foyer where your child/ward can exit the vehicle safely and walk directly into the footpath. For security reasons, the carpark area near the canteen, fitness area, and D&T/Science lab blocks are not accessible to parents and visitors. We appreciate your cooperation in using only the designated drop-off zone.



### **School Gate Opening and Closing Hours**

Parents/guardians are requested to fetch your child/ward from the security counter at dismissal time.

Our school gates are open during the following hours throughout the school term:

Gate	Monday to Thursday	Friday	Saturday
Front Gate	6.30 am – 6.30 pm		Closed
Back Gate	6.30 am – 8.00 am		
	1.15 pm – 6.00 pm (Exit only through turnstile)	12.30 pm – 6.00 pm (Exit only through turnstile)	

### **3. FIRST DAY OF SCHOOL**

All Secondary 1 students are expected to report to school on 2 January 2026 (Friday). Students who are unable to do so due to valid reasons (e.g., medical leave) should inform the school to confirm their placement in the school.

Date	2 January 2026 (Friday)
Reporting Time	7.30 am
Venue	School Hall
Attire	School PE Attire (Students who have not purchased the school PE attire by then may report in primary school PE attire.)
Things To Bring	<ul style="list-style-type: none"><li>- Stationery</li><li>- Water bottle</li><li>- Sufficient money for recess</li><li>- Storybook for reading</li><li>- Personal medication (if required)</li></ul>
Dismissal Time	12.30 pm

\*The Orientation Programme and Orientation Group information will be sent through PG or email by 26 December 2025. The Orientation Programme will take place on 2, 5 and 6 January 2026, and lessons will start on 7 January 2026.



#### 4. CURRICULUM AND SCHOOL HOURS

Your child's/ward's timetable will be available by Tuesday, 6 January 2026. School starts at 8.00 am daily. Students are encouraged to be in school by 7.45 am to commence their reading.

Day	Reporting time	Dismissal Time	Attire
Monday	8.00 am	Follow timetable	School Uniform & School Tie
Tuesday			School Uniform
Wednesday			Alternative Uniform or
Thursday			School Uniform
Friday		12.30 pm	

**Home-Based Learning (HBL)** days are scheduled on Tuesdays on even weeks in Terms 1, 2, 3 and 4. Students do not report to school but continue with their learning at home. Further details on HBL would be shared with students in the first week of school.

**Co-Curricular Activities (CCAs)** takes place on Mondays, Wednesdays and/or Fridays. The CCA teachers would inform your child/ward on his CCA days.

#### 5. BOOKLIST AND SALE OF SCHOOL ATTIRE

Information on the booklist and sale of school attire can be found on the school website:  
<https://www.montfortsec.moe.edu.sg/students/sec-1-onboarding/sec-1-onboarding/>

#### 6. SCHOOL ATTIRE AND GROOMING

The school has three sets of attire: a) full uniform b) alternative uniform and c) school PE attire. They are to be worn on the following days:

Monday and official school functions	Full uniform with school tie
Tuesday and Wednesday	Full uniform
Thursday and Friday	Full uniform or Alternative uniform

Students are to wear the prescribed school uniform and modification to the uniform is not allowed. The school PE attire should only be worn for PE lessons and CCA. All students are expected to change back into their uniform after PE lessons. (See table above for uniform guidelines.)



The name tag must be sewn directly above the shirt pocket on the uniform and above the crest on the Alternative uniform. (See images below.)



All students are to maintain a general appearance of neatness and positive image at all times.

- a. School full uniform must be neatly tucked in at all times.
- b. Only white-based canvas school shoes or track shoes are permitted. They must be at least 70% white. No bright neon colours.
- c. White socks must be worn above the ankle at all times.
- d. Sandals or slippers are not allowed to be worn in and around the school at all times and on all days.

Students must not use tinted lenses (contact lenses or glasses) unless for medical reasons supported by medical officer certification.

Students must not wear jewellery or any form of ostentatious adornment/accessories (bracelets, rings, necklaces, chains, friendship bands, wristbands, studs, earrings/straws/sticks or personal accessories).

## 7. ABSENCE FROM SCHOOL

If your child/ward is unable to attend school due to valid reasons (e.g., medical leave), please contact either his Class Mentor or the General Office (Tel: 6510 7070). Kindly submit the medical certificate through PG, or to the Class Mentors upon his return to school.

## 8. REPORT BOOK

Please purchase the report book from the school bookshop. Students should hand in the report books to their Class Mentors by 9 January 2026 (Friday).



## 9. SCHOOL FEES AND MISCELLANEOUS FEES

All information regarding your child's/ward's school and miscellaneous fees is available on the MOE website, including current rates, how to set up eGiro/Giro payments, and payment deadlines. For your convenience, you can scan the QR code to go straight to the information you need.



<https://for.edu.sg/schfee>

## 10. FREE DENTAL AND HEALTH SCREENING

The Health Promotion Board (HPB) provides free health and dental screening for your child/ward at different times during the year. Once HPB confirms their visit dates to our school, we will notify parents of the scheduled appointments and send further details through Parents Gateway (PG).

Please note that your electronic consent is required before each screening date. The consent link will be sent to you via PG along with the appointment details.

## 11. SCHOOL SMART CARD (SSC)

Your child/ward will receive his new Secondary School Smart Card through his Class Mentors in April 2026. In the meantime, your child/ward can continue using his Primary SSC for concessionary travel until the end of April 2026.

## 12. INSURANCE

Your child/ward is covered under the Group Personal Accident (GPA) Insurance plan. You can find complete information about the coverage and benefits on the NTUC INCOME website. Simply scan the QR code for quick access to these details.

Should you need to make a claim, please visit the same website to submit your claim online.



<https://for.edu.sg/insurance>



### **13. PRAISE AND GRACE JOURNAL**

The Praise and Grace Journal is a reference for school rules, routines and procedures. Students and parents/guardians are required to read them carefully. The Praise and Grace Journal will be issued to your child/ward after the Orientation Programme, and students are expected to bring it to school daily.

### **14. STUDENT WELFARE**

The school provides counselling, financial assistance, dental service and health screening. Please approach the General Office if your child/ward requires these student services. For student counselling, you may wish to contact our school counsellor directly.

Ms Silver SK School Counsellor <a href="mailto:selvarani_kunasela@schools.gov.sg">selvarani_kunasela@schools.gov.sg</a>	Ms Siti Nur Sa'iidah School Counsellor <a href="mailto:siti_nur_saiidah_othman_a@schools.gov.sg">siti_nur_saiidah_othman_a@schools.gov.sg</a>
---	---

