



BARTLEY SECONDARY SCHOOL

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28 March 2025

Dear Parents / Guardians,

Greetings and best wishes for a good year ahead!

Welcome back to a new school term. The following are some updates on our events and important notices:

UPDATES ON TERM 1

1. SECONDARY 1 ORIENTATION PROGRAMME AND PARENT ENGAGEMENT

- 1.1 The year kickstarted with the Sec 1 Orientation Programme from 02 Jan to 08 Jan 2025. The team bonding activities played an especially vital role in fostering unity among students who came from different primary schools. Through the 'Thriving Through Transition' workshop, students also had the opportunity to hear how to manage their transition from primary school to secondary school and learn techniques to better manage their emotions. Furthermore, the Orientation Programme offers an opportunity for Form Teachers to deepen their connections with their new form class. Through active participation in these activities alongside students, teachers forged meaningful teacher-student relationships, creating a more cohesive and supportive learning environment.
- 1.2 The Sec 1 Parent Engagement and CCA Open House held on 11 Jan 2025 also provided opportunities for Form Teachers to engage parents and lay the groundwork for stronger parent-teacher partnership to support students. Through the CCA Open House, students and parents were able to explore the CCAs offered in school, and make more informed choices of CCAs that they were interested in.

2. SECONDARY 3 PARENT ENGAGEMENT

Parents of Sec 3 students attended a Parent Engagement session on 21 Feb 2025. The session included sharing from the school's Education and Career Guidance Counsellor about the post-secondary pathways available to students following the students' national exams, and HOD/PE&CCA and Year Head about the students' upcoming Outward Bound School experience in Term 3. It was also an opportunity for Secondary Three Form Teachers to meet with parents/guardians of their students.

3. SECONDARY 4 & 5 PARENT ENGAGEMENT

Parents of Sec 4 and 5 students attended a Parent Engagement session on 17 Jan 2025. Speakers from different institutions shared about post-secondary education options. This included the sharing of Junior College (JC) pathway by Nanyang Junior College, Polytechnic education pathway by Nanyang Polytechnic and Nitec and Higher Nitec (3 Year) programme by the Institute of Technical Education. The talk provided parents with the latest updates to post-secondary pathways and was beneficial for both parents and students to chart the way forward for their final year of study.

4. BSS STEM PLAYGROUND CHALLENGE

The STEM Playground Challenge 2025 was held in school from 10 to 11 Mar 2025, offering students an engaging hands-on learning experience organised by the Singapore Science Centre and the James Dyson Foundation. One of the key highlights was the Ph-antom Ship Challenge, where students designed and built a chemical-powered boat using a recycled

plastic bottle. Through a simple yet fascinating chemical reaction, they propelled their boats across the water, reinforcing their understanding of chemistry, engineering, and sustainability. To extend the learning experience beyond school, parents were encouraged to bond with their child/ward at home by participating in the STEM Playground Challenge during the March holidays. Additionally, Pure Science students attended the Singapore Science and Engineering Fair (SSEF) Public Visit Day on 12 Mar 2025, where they explored cutting-edge STEM projects and took part in interactive activity booths hosted by industry partners. This exposure provided valuable insights into scientific research, innovation, and potential STEM career pathways.

NOTICES FOR TERM 2

5. COMMITMENT TO EXCELLENCE – SELF-DISCIPLINE

- 5.1 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 that of their less-disciplined peers.
- 5.2 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.
- 5.3 To nurture our students as Disciplined Learners, the school will be starting “Homework Club”, an after-school programme to provide structured time for students who are frequently experiencing difficulties with timely homework submission. Your child/ward will be placed in ‘Homework Club’ with on-site teacher supervision on either Mondays (3.00pm to 4.30pm) or Wednesdays (3.30pm to 5.00pm). You will be notified by your child’s/ward’s subject teacher if he/she is required to attend this after-school programme.

6. ATTENDANCE AND PUNCTUALITY

- 6.1 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 up to a **maximum of 10 letters** from parents/guardians to account for their child’s/ward’s absence from school. Please take note that these letters are not accepted for your child’s/ward’s absence from School Weighted Assessments or National Examinations.
- 6.2 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.
- 6.3 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.

7. STUDENT WELL-BEING AND DEVELOPING GOOD HABITS

- 7.1 We will continue to promote the well-being of our students through guiding them to build a sense of positivity and resilience. We also highlighted 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.
- 7.2 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 emphasised 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 could refer to the school webpage (<https://www.bartleysec.moe.edu.sg/acceptable-use-policy>) for our Acceptable Use Policy (AUP) Agreement.
- 7.3 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. To guide our students to be responsible users of technology, we will be teaching Cyberwellness through our CCE lessons. 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.

8. KEY ACTIVITIES IN TERM 2

The key school activities scheduled for Term 2 can be found in **Annex A**. 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.

9. 2025 TERM 1 PROGRESS REPORT (SECONDARY 1 TO 3)

- 9.1 As a follow-up to our Parent Gateway (PG) notification on 21 Mar 2025, the students have been handed their Term 1 Progress Report on 24 Mar 2025. Some of your child/ward's teachers may contact you to discuss your child/ward's progress. If you would like to contact your child's/ward's teachers, please call the school at 6288 9013. You can also send an email to your child's/ward's teachers.
- 9.2 When your child/ward gives you the Progress Report, we would deeply appreciate if you could use the opportunity to discuss his/her progress, and to plan how he/she could do better for the upcoming assessments together. You are required to sign to acknowledge the Term 1 Progress Report. Please return the report book and Term 1 Progress Report to the school through your child's/ward's Form Teacher by Fri 04 Apr 2025.

10. WEIGHTED ASSESSMENT SCHEDULE

- 10.1 The Term 2 Weighted Assessment Schedule can be found on the school website under Assessment Matters (<https://www.bartleysec.moe.edu.sg/assessment-schedule>). You will be receiving the information via PG as well.
- 10.2 If a student is unwell on the day of an assessment, he/she has to consult a doctor and get a medical certificate for the day of absence. The medical certificate must be submitted to the Form Teacher immediately when the student returns to school. Upon receipt of the medical certificate, the status of the assessment grade will be reflected as "MC". Proration of marks, based on the other weighted assessments for the year, will be

computed and reflected in the progress report accordingly. Only medical certificates issued by doctors registered with the Singapore Medical Council are accepted.

10.3 A student without a medical certificate or a valid reason will be given zero mark for the paper that he/she has missed. Letters from parents will not be accepted. This is to maintain the authenticity of the test/examination papers and to ensure fairness for all students who have prepared and sat for the papers. While there is no retest or make-up test, students who are absent from the WAs/ examination will be given the paper for practice when he/she returns to school.

10.4 Please visit the school website for more details regarding the school's assessment policy (<https://www.bartleysec.moe.edu.sg/assessment-plan-and-policy>).

11. **COLLECTION OF PERSONAL LEARNING DEVICE (PLD)**

11.1 Sec 1 students will receive their PLD on Wed 09 Apr 2025, 3.00pm and 5.00pm. To facilitate the collection, your child/ward must bring his/her EZ Link card to verify the collection when issued with their PLDs.

11.2 The purchase of the PLD includes a one-for-one exchange policy for manufacturer defects within **7 days** of collection. Please retain the original packaging if an exchange is required. Information regarding After-School Device Management Application (DMA) Parent Options and device specifications will be shared via PG.

12. **SINGAPORE YOUTH FESTIVAL**

Students in the performing arts CCA will be taking part in the Singapore Youth Festival (SYF) Arts Presentation this year. The table of SYF performance dates are indicated in the table below.

Table 1: SYF Performance Date

| CCA | Date | Time | Venue |
|--------------|-------------------|--------|----------------------------|
| Concert Band | Tue 01 Apr 2025 | 4.10pm | Singapore Conference Hall |
| Choir | Mon 14 Apr 2025 | 1.50pm | SOTA Concert Hall |
| Guzheng | Mon 21 April 2025 | 2.00pm | Singapore Conference Hall |
| Modern Dance | Mon 28 April 2025 | 2.26pm | University Cultural Centre |

13. **SECONDARY 4 & 5 CCA STAND-DOWN**

As the Sec 4 & 5 students are preparing for their national examinations, their CCA programme will conclude on Thu 24 Apr 2025, with the exception of the following students:

Table 2: Details of CCA stand-down dates beyond 24 Apr

| CCA | Remarks |
|---|--|
| Modern Dance | SYF Performance Date on 28 Apr 2025 |
| Selected students from Performing Arts CCA performing in the Commendation Concert | Commendation Day Concert on 09 May 2025 |
| Football | B Division League Round: 01 – 17 Apr 2025 Quarter-Finals: 28 Apr – 09 May 2025 Semi-Finals/Finals: 12 – 23 May 2025 |

14. SECONDARY 3 ECG FAIR AND ITE EXPERIENCE

14.1 All Sec 3 students will be heading to the Sands Expo and Convention Centre on Fri 04 Apr 2025 for their ECG fair experience to find out more about possible career opportunities available to them. Students will report to school by 7.30am and will leave for the Convention Centre after morning assembly. They will return to school by 12.45p.m.

14.2 Students in the Sec 3 Normal Academic Stream (i.e. 3R5 – 3R7) will visit ITE College East on Wed 21 May 2025 for their ITE Experience. Students will report to school by 7.30am and leave for the experience after morning assembly. The programme at ITE will take place from 9.00am to 4.30pm. Students will return to school by 5.30pm.

14.3 Further details will be shared with all parents and guardians via PG.

15. ITE EXPERIENCE FOR SECONDARY 2

Sec 2 students who are offering mainly G1 subjects will visit ITE College East on Thu 15 May 2025 for their ITE Experience. Students will report to school by 7.30am and leave for the experience after morning flag-raising. The programme at ITE will take place from 9.00am to 4.30pm. Students will return to school by 5.30pm. A PG notification will be sent to the parents/guardians of selected students nearer the activity date.

16. SECONDARY 4E/5N 'O' LEVEL MOTHER TONGUE LANGUAGE PRELIMINARY EXAMINATION

There will be a 'O' Level Mother Tongue Language Preliminary Examination for Sec 4E/5N students (inclusive of Sec 4 Syllabus B) on Fri 25 Apr 2025. They are to report to school at 7.30am and the examination will take place in the hall. They are required to wear their school uniform and bring along their NRIC for the examination.

17. COMMENDATION DAY 2025

The school will be organising Commendation Day on Fri 09 May 2025, 3.30pm to 7.30pm to recognise and celebrate the achievements of our students who have excelled in their academic and co-curriculum pursuits in 2024. Throughout the week (05 – 08 May 2025), the outstanding students for each level will receive their awards during the morning assembly. This will culminate in the final award ceremony on 09 May 2025 afternoon. All Sec 1 and 3 Chairpersons and all Sec 2 and 4 students are expected to attend the ceremony. Students in the Uniformed Groups and Performing Arts Group will have the opportunity to showcase their skills and talents at the event. Parents/Guardians will receive a notification through PG to keep you informed of your child's/ward's participation in the event.

18. SECONDARY 2 PARENT ENGAGEMENT AND SUBJECT OPTION BRIEFING

All Sec 2 students will participate in the Subject Option Exercise in October 2025 to select their Sec 3 subject combination after the release of the End-of-Year Examination results. There will be an online briefing for all parents/guardians of Sec 2 students on Fri 16 May 2025 evening, 6.30pm to 9.00pm. During the online briefing, the available subject options and the various course requirements will be shared with parents. All Sec 2 students are advised to attend this briefing together with their parents. More details about the briefing will be provided through a separate notification letter and PG.

19. NRIC BIOMETRIC REGISTRATION FOR 15 YEAR OLD STUDENTS

Under the National Registration Regulations, all Singapore Citizens and Permanent Residents are required to register for their NRIC in the year they attain the age of 15. The Immigration Checkpoints Authority (ICA) will conduct a biometric enrolment in Bartley Secondary School on Tue 13 May 2025. To ensure that your child's/ward's biometrics are enrolled smoothly, please complete the registration online by Tue 6 May 2025. Details for the online registration will be provided through PG at least two weeks before the enrolment exercise.

20. BARTLEY ROAD RUN

The school will be organizing the annual Bartley Road Run on Thu 29 May 2025 from 7.30am to 11.00 am at the 100PLUS Promenade located in Singapore Sports Hub. Further details will be shared with all parents and guardians via PG in May 2025.

21. BSS COMMUNITY DAY

21.1 The **Sec 4 & 5 Community Day** will be held on **Fri 28 Mar 2025**. A PG notification about the meeting was sent earlier on 04 Mar 2025.

21.2 The objectives of this meeting are:

- **To address concerns and expectations early.** It is an opportunity for teachers and parents to discuss potential concerns or expectations with regard to academic performance, behaviour, mental well-being or any other issues that might potentially affect their ability to manage their national examinations.
- **To strengthen communication.** Having these important conversations earlier ensure that there is plenty of time for both teachers and parents to reach out to each other to have open dialogue, fostering a collaborative environment where both parties can support the student's success.
- **Providing early intervention.** If there are any academic or behavioral challenges, meeting early gives time to implement intervention strategies for improvement and for parents to support the effort of the school.

21.3 The Sec 4 & 5 students were given a preview of their Term 1 Progress Report on Mon 24 Mar 2025. We look forward to meeting you on Fri 28 Mar 2025 to review your child's/ward's preparations for the national examinations.

21.4 The **BSS Community Day for Secondary 1 to 3** students would take place on **Fri 30 May 2025**. On that day, you will get the opportunity to interact with your child/ward's teachers to find out more about your child/ward's progress for Semester 1. We seek your understanding to set aside time for this important meeting. More details of the event will be given to you nearer to the date.

22. FIRST WEEK OF JUN TERM BREAK

There will be supplementary lessons for Sec 1 students offered to take subject(s) at More Demanding Level at the mid-year juncture, as well as Sec 4 & 5 students between 03 Jun and 06 Jun 2025. If your child/ward is scheduled to return for academic lessons and/or CCA training, a notification letter will be provided to you prior to the start of the activity.

23. USE OF MOBILE PHONES

Students are allowed to bring a mobile phone to school. However, they are expected to be responsible users. This includes taking personal care to safe keep their phones, keeping the phones away during lessons unless permission is given for use and monitoring their usage time. We will actively monitor and advise our students on the use of mobile phones. We seek your understanding that disciplinary consequences will be meted out to students who do not adhere to the school rules governing the use of mobile phones during school hours.

24. **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/secondary/help/ecg-resources.html>

25. **REMINDER TO PARENTS**

25.1 E-vaporisers are illegal in Singapore. Under the Tobacco (Control of Advertisements and Sale) Act, the possession, use or purchase of e-vaporisers carries a maximum fine of \$2,000. It is also an offence to import, distribute, sell or offer for sale e-vaporisers and their components. Any person convicted of such offences is liable to a fine of up to \$10,000, or imprisonment of up to six months or both for the first offence, and a fine of up to \$20,000, or imprisonment of up to 12 months or both for the second or subsequent offence. All prohibited tobacco items will be seized and confiscated.

25.2 MOE takes a firm stand against vaping. Vaping is categorised as a serious offence. When students are caught using or in possession of e-vaporisers, the prohibited product will be confiscated and their parents will be informed. The schools will report the offender to HSA and also manage vaping-related offences through existing disciplinary frameworks. These include taking school-based disciplinary actions, such as suspension or caning (for boys). Students caught vaping will also be placed on cessation support programmes where counsellors will guide them through their cessation journey to effect long-term behavioural change.

25.3 Parents have an important part to play in their children's education. There are resources and relevant information that parents can access on Parent Hub. Parents are encouraged to have a serious conversation with their children about vaping to prevent it from becoming a life-long habit. More information about the harms of vaping is available on Parent Hub at <https://go.gov.sg/parent-hub-vaping>.

Source: MOH-HSA press release on 'Multi-Agency Effort to Step up Vaping Enforcement and Education', dated 19 Dec 2023

26. **VEHICLE PARKING ALONG JALAN BUNGA RAMPAI**

We seek the assistance from parents/guardians to avoid parking along Jalan Bunga Rampai during school dismissal time. This could bring about inconvenience to the residents around the school. You may wait for your child/ward within the school campus carpark. There are also open space carpark lots along Joo Seng Road or outside the shophouses facing Upper Paya Lebar Road for your use when the school carpark lots are taken. We thank you for your understanding.

27. **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>.

28. 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>), Twitter (<https://twitter.com/bartleysecsg>) and Instagram (@bartleysecondarieschool) 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.

29. CONCLUSION

29.1 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 to provide our children the best opportunities to learn and grow. I welcome parents to contact the school to discuss your concerns or provide your feedback. Together, we can nurture every Bartleyan as **Disciplined Learners, Principled Leaders** and **Compassionate Contributors**, grounded in our **C.O.R.E. values**.

29.2 We request for you to complete and return the acknowledgement form (**Annex B**) via your child/ward's Form Teacher. You may also submit your acknowledgement via Parent Gateway (PG) for parents who have a PG account. Should you have any questions or need any clarifications, please contact us at 62889013 or email: bartley_ss@moe.edu.sg.

29.3 We look forward to a fruitful and meaningful Term 2 with our students. Thank you for your continued support as we work towards empowering every Bartleyan to be Disciplined Learners, Principled Leaders and Compassionate Contributors.

Thank you.

Yours sincerely,



Ms Britta Seet
Principal

Secondary 3
Key Activities for Term 2, 2025

| S/No. | Date | Activity | Remarks |
|-------|----------------|---|--|
| 1. | 24 Mar | Issuance of Term 1 Result Slip | For parent/guardian's signature and conversations with child/ward |
| 2. | 24 Mar – 4 Apr | MTL Fortnight | <ul style="list-style-type: none"> All Sec 1 to 3 students taking MTL will participate in a range of cultural activities planned after school. More details will be provided via PG announcement. |
| 3. | 28 Mar | Learners for Life Day | Home-based Learning for all students |
| 4. | 31 Mar | Hari Raya Puasa | Public Holiday |
| 5. | 2 Apr | Leadership Training | All Sec 1 to 3 domain leaders |
| 6. | 4 Apr | ECG Fair | <ul style="list-style-type: none"> All Sec 3 students Till 12.45pm Sands Expo and Convention Centre |
| 7. | 7 Apr | Sec 3 OBS Medical Check | Sec 3 students |
| 8. | 8 Apr | PISA Survey | Selected students |
| 9. | 11 Apr | Learners for Life Day | Home-based Learning for all students |
| 10. | 17 Apr | CCA Photo-taking | |
| 11. | 18 Apr | Good Friday | Public Holiday |
| 12. | 25 Apr | Learners for Life Day | Home-based Learning for all students |
| 13. | 1 May | Labour Day | Public Holiday |
| 14. | 9 May | Commendation Day | <ul style="list-style-type: none"> Student performers and helpers, award winners, Class Chairpersons 3pm to 6.30pm (estimated) |
| 15. | 9 May | Learners for Life Day | Home-based Learning for all students |
| 16. | 12 May | Vesak Day | Public Holiday |
| 17. | 13 May | NRIC Registration | <ul style="list-style-type: none"> 15-year old students |
| 18. | 13 May | Bartley Scholars Programme (BSP) Termly Meeting | <ul style="list-style-type: none"> Sec 2 and 3 BSP students 3.30pm – 4.45pm AVA |
| 19. | 16 May | Inter-Class Games | Sec 3 students (selected) |
| 20. | 16 May | CL CPES | Sec 3 CL students |
| 21. | 19 May | Upper Sec Geographical Investigation | Sec 3 Geography and Sec 4E/5N Humanities(Geography) students |
| 22. | 21 May | Experience ITE Programme | <ul style="list-style-type: none"> 3NA students ITE College East 9 a.m. – 4.30 p.m. |
| 23. | 23 May | Learners for Life Day | Home-based Learning for all students |
| 24. | 26 May | Class Photo-taking | |
| 25. | 29 May | Bartley Road Run | More details will be released through your child/ward & PG at a later date. |

| | | | |
|-----|----------------|---|---|
| 26. | 30 May | Community Day for Sec 1 – 3 | More details will be released through your child/ward & PG at a later date. |
| 27. | 2 Jun – 27 Jun | School Holidays | School Holidays |
| 28. | 3 Jun | Leadership Training for Student Leaders | <ul style="list-style-type: none"> • Domain Leaders, PSLs and Class Chairpersons • Information will be given to the students by the respective teachers in charge |
| 29. | 4 Jun | Leadership Training for Student Council | All Sec 2 and 3 Student Councillors |
| 30. | 6 Jun | Internship/Attachment with NYP/TP | Selected Sec 3 and 4 students |

ACKNOWLEDGEMENT & CONSENT FORM

From:

The Parent/Guardian* of _____ (Sec _____)

2025 Secondary 3 Principal's Letter (Term 2)

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