



BARTLEY SECONDARY SCHOOL

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25 Mar 2026

Dear Parents / Guardians,

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

UPDATES ON KEY ACTIVITIES IN TERM 1

1. SECONDARY 1 ORIENTATION PROGRAMME AND PARENT ENGAGEMENT

1.1 The year kickstarted with the Secondary 1 Orientation Programme from 2 Jan to 8 Jan 2026. 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 opportunities to learn how to manage their transition from primary school to secondary school, and to learn techniques to better manage their emotions. Furthermore, the Secondary 1 Orientation Programme offered an opportunity for Form Teachers to deepen their connections with the students in 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 Secondary 1 Parent Engagement and CCA Open House held on 10 Jan also provided opportunities for Form Teachers to engage parents and lay the groundwork for stronger parent-teacher partnerships 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 Secondary 3 students attended a Parent Engagement session on 23 Jan 2026. The session included sharing by the school's Education and Career Guidance Counsellor about the post-secondary pathways available to students under the new Full Subject-Based policy. HOD/PE&CCA and Year Head provided a briefing about the students' upcoming Outward Bound School experience scheduled to take place in the last week of the June holidays. Parents were able to clarify their doubts, and it was an opportunity for Secondary 3 Form Teachers and parents/guardians to meet.

3. SECONDARY 4/5 PARENT ENGAGEMENT

Parents of Secondary 4 and 5 students attended a Parent Engagement session on 6 Feb 2026. Speakers from different institutions provided information about post-secondary education options. This included the presentation of the Junior College (JC) pathway by National Junior College, the Polytechnic education pathway by Nanyang Polytechnic and the Higher Nitec programme by the Institute of Technical Education. The talks were beneficial for both parents and students to chart the way forward for their final year of study.



NOTICES FOR TERM 2

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 develop self-discipline, as well as to 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. ATTENDANCE AND PUNCTUALITY

- 5.1 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 lessons and teachers' instructions. Students who are absent from school are to submit the relevant document(s) supporting their absence upon their return to school. Students who fail to submit the document(s) within 5 school days of their return to school may face disciplinary action. **Per year**, the school will accept up to a **maximum of 10 days of absence** covered by parents'/guardians' letter(s).
- 5.2 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/ward attends school and CCA regularly and punctually.
- 5.3 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.

6. STUDENT WELL-BEING AND DEVELOPING GOOD HABITS

- 6.1 We will continue to promote the well-being of our students through guiding them to build a sense of positivity and resilience. In 2026, we will commence and close each school term with curated student development activities for all levels. Hence, in Term 1, besides the Orientation Programme for Sec 1, the school organised the 'Start the Year Well' programme for Sec 2 to 5.
- 6.2 We also emphasise the building of prosocial skills, starting with the 'Transition Well' programme for Sec 1 between 23 Jan and 06 Mar 2026. All students should interact respectfully and graciously with one another as members of the Bartley family. We encourage parents/guardians to work with us, reiterating to our students the importance of healthy habits, respectful interactions and a growth mindset.
- 6.3 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 mobile phones must 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 can refer to the school webpage (<https://www.bartleysec.moe.edu.sg/acceptable-use-policy/>) for our Acceptable Use Policy (AUP) Agreement.

6.4 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.

7. 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.

8. SEC 1 OUTDOOR ADVENTURE LEARNING CAMP

As part of the National Outdoor Adventure Experience Masterplan and an extension of the PE curriculum, the Secondary 1 students will be attending the cohort Outdoor Adventure Learning Camp between 24 and 26 Mar 2026. Through this 3D2N residential camp, students will participate in a variety of activities to nurture their confidence and resilience as well as forge a sense of camaraderie with their peers through common challenging experiences. The camp is a key student development experience and builds our students' readiness for their MOE-OBS Challenge which they would undertake at Secondary 3. A briefing for the Secondary 1 Camp was conducted for parents/guardians on Fri 27 Feb 2026.

9. SEC 2 TO 5 T.E.A.M (TOGETHER EVERYONE ACHIEVES MORE) DAY

'Together Everyone Achieves More' (T.E.A.M.) Day was incepted in 2023 to foster class spirit and team bonding, with the understanding that everyone goes further when they work as a team. Given the favourable feedback from students, the school continued with T.E.A.M. Day this year by starting the term with a series of group-based challenges. Students and Form Teachers had to collaborate and coordinate with one another to meet their game objectives. This term's T.E.A.M. Day will be held on 24 Mar 2026. Details had been provided through Parents Gateway on 17 Mar 2026.

10. TERM 1 PROGRESS REPORT

10.1 Students will receive their Term 1 Progress Report on the following dates:

Date	Level
26 Mar 2026, Thursday	Secondary 2 and 3
27 Mar 2026, Friday	Secondary 4 and 5
31 Mar 2026, Tuesday	Secondary 1

10.2 When your child/ward hands you the Progress Report, we would deeply appreciate it 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 may also contact your child's/ward's subject teachers to discuss his/her academic progress.

11. WEIGHTED ASSESSMENT SCHEDULE

11.1 The Term 2 Weighted Assessment Schedule can be found on the school website under Latest Announcements from 26 Mar 2026 onwards. You will also be receiving the information via PG.

11.2 If a student is unwell on the day of an assessment, he/she must consult a doctor and obtain 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.

11.3 A student without a medical certificate or a valid reason for absence will be given zero mark for the paper that he/she has missed. Letters from parents/guardians 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.

11.4 Please visit the school website for more details regarding the school's assessment policy.

12. 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 26 Mar 2026 from 1 to 3pm. To ensure that your child's/ward's biometrics are enrolled smoothly, parents were asked to complete the registration online at go.gov.sg/icreg by 23 Mar 2026. Details for the online registration was provided through PG on 02 Mar 2026 with a reminder on 12 Mar 2026.

13. BSS COMMUNITY DAY FOR SECONDARY 4 & 5

13.1 The Secondary 4 & 5 Community Day will be held on 27 Mar 2026. Details for booking appointment with Form Teachers had been provided through Parents Gateway on 10 Mar 2026.

13.2 The objectives of this event are:

- **To address concerns and expectations early.** It is an opportunity for teachers and parents/guardians 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/guardians 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/guardians to support the effort of the school.

13.3 We look forward to meeting you on 27 Mar 2026.

14. TEMPERATURE TAKING EXERCISE

A temperature-taking exercise will be held on 1 Apr 2026. This exercise will allow students to be prepared to take their temperature during pandemics. Please ensure that your child/ ward has a working oral digital thermometer to be brought to school on that day. This will allow us to complete the exercise in a timely manner.

15. COLLECTION OF PERSONAL LEARNING DEVICE (PLD)

15.1 All secondary school students own a school-prescribed PLD to support and enhance their learning and develop digital skills. As such, Secondary 1 students will be issued with their own PLDs on 07 Apr 2026.

15.2 To facilitate the collection, students must bring their EZ Link cards to verify the collection when issued with their PLDs.

15.3 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.

15.4 Information regarding After-School Device Management Application (DMA) Parent Options and device specifications will be shared via Parents Gateway (PG).

16. SECONDARY 2 PARENT ENGAGEMENT AND SUBJECT OPTION BRIEFING

All Secondary 2 students will participate in the Subject Option Exercise in October 2026 to select their Secondary 3 subject combination after the release of the End-of-Year Examination results. There will be an in-person briefing for all parents/guardians of Secondary 2 students on 10 Apr 2026 afternoon, from 3.00pm to 6.00pm. During the briefing, the available subject options and the various course requirements will be shared with parents. Parents and their child/ward will have the opportunity to interact with Academic Heads and senior students to find out more about the different subject syllabuses and requirements. All Sec 2 students are required to attend this briefing with their parents/guardians. More details about the briefing will be provided through a separate notification letter and PG.

17. COMMENDATION DAY 2026

The school will be organising Commendation Day on 08 May 2026, from 2.45pm to 6.00pm to recognise and celebrate the achievements of our students who have excelled in their academic and co-curriculum pursuits in 2025. Throughout the week (04 – 06 May), the outstanding students for each level will receive their awards during the morning assembly. This will culminate in the final award ceremony on 08 May 2026. All Secondary 2, 4 and 5 students are expected to attend the ceremony. Students in the Uniformed Groups, Performing Arts Groups and Be Brave Programme will be showcasing their skills and talents at the event. Parents/Guardians of Sec 2, 4 and 5 students, as well as selected student performers and presenters, will receive a notification through a letter or Parents Gateway to keep you informed of your child's/ward's participation in the event.

18. BARTLEY ROAD RUN

The school will be organising the annual Bartley Road Run on 13 May 2026 from 7.30am to 11.30 am at the 100PLUS Promenade located at the Singapore Sports Hub. Further details will be shared with all parents and guardians via PG in May 2026.

19. MOE-OBS CHALLENGE PROGRAMME

19.1 As mentioned in Term 1 Letter to Parents/Guardians, all Secondary 3 students are scheduled to participate in the MOE-OBS Challenge (MOC) Programme between 22 and 26 Jun 2026. The MOC, co-designed by MOE and OBS, is part of the National Outdoor Adventure Education Masterplan and it seeks to enhance the holistic development of our students, fostering ruggedness, resilience, and cohesion amongst our youth. Your child/ward will have opportunities to work together with students from other schools to overcome various team challenges using the outdoors as the 'classroom'. Details about MOC had been sent to all parents/guardians on 15 Jan 2026 and presented through the briefing on 23 Jan 2026.

19.2 Students who are assessed to be unsuitable for the MOC will be required to attend a parallel programme conducted in school during the same period (22 to 26 Jun 2026). Further details will be provided for the relevant students separately.

20. FIRST WEEK OF JUNE TERM BREAK

There will be supplementary lessons for Secondary 1 students offered to take subject(s) at More Demanding Level at the mid-year juncture and identified Secondary 4 & 5 students between 03 Jun and 05 Jun 2026. Selected CCAs will also hold training sessions in the first week. 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.

21. USE OF MOBILE PHONES

21.1 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, storing the phones away during school hours (including lessons and school activities in the afternoon) 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. Students who are found to be using their mobile phones without permission will not be allowed to possess their phones during school hours for two weeks.

21.2 We recognise that the digital environment is very much a part of our students' lives. As a school, we want to create 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. At the same time, we would like to seek assistance from parents/guardians to actively supervise and monitor your child/ward's use of online platforms to ensure they are used meaningfully and healthily.

22. 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>

23. REMINDER TO PARENTS

23.1 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 fine of \$500 for those 18 and below for first time offenders. There will be a mandatory 3-month rehabilitation programme for second time offenders. 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 for non-etomidate vapes. Any person convicted of importing etomidate vapes will face imprisonment between 3 and 20 years and 5 to 15 strokes of the cane. All prohibited tobacco items will be seized and confiscated.

23.2 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.

23.3 Parents/guardians 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

24. 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 the MOE Parent Kit available at <https://www.moe.gov.sg/parentkit>.

25. STAYING CONNECTED WITH SCHOOL

We invite you to stay connected with us by visiting our school website and social media sites on Facebook (<https://www.facebook.com/OfficialBartleySecondarySchool>) and Instagram (@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.

26. CONCLUSION

26.1 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 Bartleyans as **Disciplined Learners, Principled Leaders** and **Compassionate Contributors**, grounded in our **C.O.R.E. values**.

26.2 We request for you to complete and return the acknowledgement form (**Annex B**) via your child/ward's Form Teacher by 31 Mar 2026. You may also submit your acknowledgement via Parents 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. We also invite you to visit our school website and social media sites at Facebook

(<https://www.facebook.com/OfficialBartleySecondarySchool>) and Instagram
([@bartleysecondaryschool](https://www.instagram.com/bartleysecondaryschool)) to see updates about the school.

26.3 We look forward to a fruitful and meaningful Term 2 with our students. Thank you for your continued support.

Thank you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Britta Seet', with a horizontal line extending to the right.

Ms Britta Seet
Principal

**Secondary 4 & 5
Key Activities for Term 2, 2026**

S/No.	Date	Activity	Remarks
1.	23 Mar	Hari Raya Puasa	Off-in-lieu for schools due to Public Holiday on Saturday
2.	24 Mar	TEAM Day	<ul style="list-style-type: none"> Study Skills & Stress Management Workshop Students will be dismissed at 1245h
3.	27 Mar	Community Day for Sec 4/5	Details were sent by respective Form Teachers via PG.
4.	27 Mar	Learners for Life Day	Home-based Learning for all students
5.	30 Mar	Sec 4 & 5 Course Advising Nanyang Polytechnic	<ul style="list-style-type: none"> Sec 4E1 to 4E7 and 5E1 students 1415h to 1730h (estimated)
6.	30 Mar	Sec 4 Learning Journey to Dorsett Hotels	<ul style="list-style-type: none"> Sec 4E8 1415h to 1730h (estimated)
7.	30 Mar, 06 and 08 Apr	Student Council Investiture Rehearsals	<ul style="list-style-type: none"> Sec 1 to 4 student councillors 1515h to 1800h Information will be given to the students by the respective teachers-in-charge
8.	30 Mar – 10 Apr	MTL Fortnight	<ul style="list-style-type: none"> All Sec 1 to 3 and selected Sec 4 students taking MTL will participate in a range of cultural activities planned after school. More details will be provided via PG announcement.
9.	01 Apr	Temperature Taking Exercise	<ul style="list-style-type: none"> All students are to have a functional oral digital thermometer on this day. A pre-temperature-taking exercise will be conducted at the start of the week. Your child/ward is highly encouraged to bring his/her thermometer daily and may place it in the hygiene pack that was mentioned in our communication earlier.
10.	03 Apr	Good Friday	Public Holiday
11.	09 Apr	CCA Photo-taking	During CCA; schedule will be given.
12.	10 Apr	Mother Tongue Mid-Year Examination	Students taking 4E/5NA MTL
13.	10 Apr	Learners for Life Day	Home-based Learning for all students
14.	13 Apr – 08 May	Non-Weighted Assessment 2	More details will be released through your child/ward & PG at a later date.
15.	15 Apr	Sec 4E/5N Nutrition and Food Science (NFS) Students Learning Journey to Greenloop Farms	<ul style="list-style-type: none"> All Sec 4E/5N NFS students 1430h to 1730h
16.	24 Apr	Lessons to run on Even Friday timetable	

17.	01 May	Labour Day	Public Holiday
18.	05 May	Commendation Day Rehearsal (Full Dress)	<ul style="list-style-type: none"> All students involved to be notified by respective teachers-in-charge 1530h to 1800h (estimated)
19.	06 May	English Language Oral Exam	<ul style="list-style-type: none"> 4E5, 4E6, 4E7 and 4E8 EL OOS students Reporting time and venue will be provided by respective EL teachers Students will be dismissed after their turn for the oral assessment
20.	08 May	Commendation Day	<ul style="list-style-type: none"> All Sec 4 & 5 students 1445h to 1800h (estimated)
21.	08 May	Learners for Life Day	Home-based Learning for all students
22.	11 May	English Language Oral Exam	<ul style="list-style-type: none"> 4E1 and 4E2 Reporting time and venue will be provided by respective EL teachers Students will be dismissed after their turn for the oral assessment
23.	13 May	Bartley Road Run	<ul style="list-style-type: none"> Venue: 100PLUS Promenade @ Singapore Sports Hub Time: 0730h to 1100h More details will be released through your child/ward & PG at a later date.
24.	14 May	VIA training for CCA leaders	Selected CCA leaders
25.	15 May	Inter-Class Games	Sec 4 students (selected)
26.	18 May	Sec 4/5 EAE write-up workshop	<ul style="list-style-type: none"> Sec 4E and 5N students who signed up 1400h to 1600h
27.	20 May	English Language Oral Exam	<ul style="list-style-type: none"> 4E3, 4E4, 4E8 and 5E1 Reporting time and venue will be provided by respective EL teachers Students will be dismissed after their turn for the oral assessment
28.	22 May	Learners for Life Day	Home-based Learning for all students
29.	25 May	Class Photo-taking	Curriculum time; schedule will be given.
30.	25, 26 and 29 May	Mother Tongue Language Intensive Lessons	Curriculum time
31.	25 May	Sec 4 and 5 Geographical Investigation	<ul style="list-style-type: none"> Sec Elective Geography students More details will be provided via PG announcement.
32.	25 May	Student/Teacher-Led SIL Modules Session 1	<ul style="list-style-type: none"> Students who sign up Dismissed by 1730h (estimated)
33.	26 May	Craft and Curiosity Carnival	
34.	27 May	Hari Raya Haji	Public Holiday
35.	28 May	TEAM Day	
36.	28 May	Issue report books	<ul style="list-style-type: none"> Sec 4 and 5 students

			<ul style="list-style-type: none"> For parent/guardian's signature and conversations with child/ward
37.	30 May to 28 Jun	School holidays	
38.	01 Jun	Vesak Day	Public holiday
39.	02 Jun	GCE O Level MTL, MTLB (mid-year) Written Exam	Selected Sec 3, 4 and 5 students
40.	03 – 05 Jun	Supplementary Lessons	Selected Sec 4 and 5 students who have been informed by their teachers
41.	03 – 05 Jun	Applied Learning Modules	<ul style="list-style-type: none"> Selected Sec 3 and 4 students More details will be released through your child/ward & PG at a later date.

ACKNOWLEDGEMENT FORM

From:

The Parent/Guardian* of _____ (Sec _____)

2026 Secondary 4 and 5 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