



# Assumption English School

## Secondary One Registration Information Kit

2024

## About Assumption English School

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### 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.

### 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

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**.

## AES Executive Committee and Secondary One Teachers

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### EXCO MEMBERS

Principal	Mr Toh Kim Yong Vincent	Vice-Principal	Ms Wong Ker Sin
Vice-Principal	Mr Tan Weiming Brian	Vice-Principal (Administration)	Mr Quek Ser Hiang
School Staff Developer	Mr Loh Choong Seng	SH Special Projects	Mr Alam Bin Naser
HOD English Language	Ms Phay Ee Lyn	SH English Literature	Ms Natalie Han
HOD Mathematics	Mrs Chong-Kee Chay Hoon	LH Mathematics	Mr Kenny Sng
HOD Craft & Technology	Mr Taufeeq Affandey	SH Aesthetics	Ms Camille Koh Eng Guan
HOD Mother Tongue	Ms Siti Noordiana Bte Sulaiman	SH Chinese Language	Ms Yew Gui Mei
HOD Science	Mr Dennis Wang Yingquan	SH Geography	Ms Raine Seah
HOD CCE	Mr Ng Shi Han	SH Student Management	Mr Desmond Wong
Year Head	Ms Tan Wee Lin	SH Info-Comm Technology	Mr Tang Kok Bin
Year Head	Ms Sheryl Kaur	SH Student Wellbeing Operations Manager	Ms Fasihah Bte Rahmat Mr Arumugam Kaliappan

### Secondary One Team

Designation	Name
Year Head	Ms Sheryl Kaur
Level 1 Academic Supervisor	Mr Lee Wung Yew
Level 1 Student Management Teacher	Mr Muhammad Sadik
Form Teacher – 1 Vincent	Mr Jared Tan Hong Jie
Form Teacher – 1 Vincent	Ms Siti Aisyah
Form Teacher – 1 Adolphus	Mr Arnold Teo Kun Ho
Form Teacher – 1 Adolphus	Ms Shannon Low
Form Teacher – 1 Raymond	Mr Pavethren s/o Kanagarethinan
Form Teacher – 1 Raymond	Ms Cythnia Wong Lin Yun
Form Teacher – 1 Emmanuel	Mr Leet Tagore
Form Teacher – 1 Emmanuel	Ms Nurin Huda
Form Teacher – 1 Noel	Mdm Toh Yoke Chee
Form Teacher – 1 Noel	Ms Ng Wen Xin
Form Teacher – 1 George	Ms Huang Meiting
Form Teacher – 1 George	Ms Adeline Tay

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

## Important Administrative Information

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### ADMINISTRATIVE MATTERS ON SECONDARY ONE REGISTRATION

#### 1. ONLINE REGISTRATION

Students enrolling in Secondary One in 2024 do not need to report to their posted secondary school after receiving their posting results.

All Secondary One students posted into AES should register through the parents/guardians via the online form <https://form.gov.sg/654d98609520f100128d84b2> or via this QR code.



#### 2. PURCHASE OF BOOKS AND UNIFORM

Parents should purchase books and uniforms through <https://asenciobookshop.sg/> or directly at the school bookshop. For online orders, they should be made **by 23<sup>rd</sup> December**. The school bookshop is opened from Mondays to Friday from 9.00 a.m. to 3.00 p.m.



Please refer to **Annex A** for the book list.

Textbooks will be required from 5<sup>th</sup> January, Friday onwards.

#### 3. FIRST DAY OF SCHOOL (2<sup>nd</sup> JANUARY 2024, TUESDAY) AND CLASS ALLOCATION

Reporting time for 2<sup>nd</sup> January 2024 is **7.40 a.m.** The venue for morning assembly will be in the School Hall at Level 4. The dismissal time for 2<sup>nd</sup> January will be **2.20 p.m.**

Information on Class Allocation will be put up outside the General Office at Level 1.

Students who are **unable to report** to the school **on the first day of school** due to valid reasons can call or email the school to confirm that they are taking up the place, and the school will be able to reserve the place for them.

#### 4. SECONDARY ONE ORIENTATION PROGRAMME

All Secondary One students will need to attend the Orientation Programme from 2<sup>nd</sup> to 4<sup>th</sup> January 2024. This is part of the school's efforts to provide your child/ward a smooth transition from their primary to secondary school. The venue of the programme will be in the school.

The objective of this programme is to allow our new students to interact with fellow AssumptionKnights to experience the youthful vitality of the school. There will be activities held in and around the school premises to familiarise your child/ward with the general routines and procedures, as well as to give him/her a better orientation of the new environment. Details of the programme will be provided in a separate document.

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## 5. SCHOOL SMART CARD (SSC)

Students can use their Primary level School Smart Card (SSC) for concessionary travel until end-April 2024. Students may purchase the Bus Concession Pass (BCP) for secondary school using their Primary level SSC. The new Secondary level SSC will be issued before end-April 2024 through their Form Teachers.

## 6. SCHOOL UNIFORM

Secondary One students are allowed to wear their Primary School uniforms until 5<sup>th</sup> January 2024 if they are unable to purchase the AES uniform by then. Thereafter, all students are expected to be in proper Assumption English School uniform.

When in school, all students are expected to be always in proper school uniform (including during the school holidays).

Please note the attire requirements for the school week.

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 also required to purchase name tags. The name tag is to be sewn above the pocket of the uniform shirt. A school tie is required for formal events.

## 7. MOTHER TONGUE LANGUAGES

### (a) Tamil Language (TL)

Students offering Tamil Language (TL) are required to register for and attend weekly lessons on their own in Chua Chu Kang Secondary School Tamil Language Centre. Registration is on any day between 4 January to 5 January; between 2.30 to 5.30 p.m. TL lessons are conducted once a week after school from 3.00pm to 6.00pm. TL lessons will start from 8 January 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 yearly 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.

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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]**

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 1358/62933449
- Urdu: 6338 2710
- Gujarati: 6345 2257
- Punjabi: 62996440
- 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 check their application results with HOD MTL of AES via contact number: 65729120/ 65729100 or email at [siti\\_noordiana@moe.edu.sg](mailto:siti_noordiana@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 the HOD MTL of AES via the above-mentioned contact number or email.

If applicants are unsuccessful and would like to put up an appeal, please contact the HOD MTL of AES via the above-mentioned contact number or 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 the Head of Department MTL of AES in the first week of school via their Form Teachers or email at [siti\\_noordiana@moe.edu.sg](mailto:siti_noordiana@moe.edu.sg)

## 8. REPORT BOOKS

The Secondary School Report Book is a reference for your child/ward's academic performance every term and semester. It is part of the book list and can be purchased at the school bookshop. The report book is to be handed in to the Form Teacher on the first day of school.

## 9. ABSENCE FROM SCHOOL

Should your child/ward fall ill and be unable to come to school, please inform his/her Form Teacher. This would help us in monitoring our students' attendance.

All absences from school (including CCA) must be substantiated by a medical certificate or a letter of explanation from the parent/guardian with supporting documents attached. The documents must be submitted to the Form Teacher/CCA Teacher immediately upon returning to school. Failure to do so may be considered as a form of truancy from school.

## 10. 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. Parents/guardians are encouraged to submit insurance claims online. Alternatively, parents/guardians may also submit insurance claims by completing the Claim Form. Claim Forms are available in the General Office. All submissions must be accompanied by original receipts.



## 11. STUDENT DENTAL SERVICE

Parents must give consent for the children to receive free dental checks and basic dental treatments. Please proceed to <https://childconsent.hpb.gov.sg/> (or scan the QR code on the right) to give consent for your child to be provided with dental services.



## 12. CO-CURRICULAR ACTIVITY (CCA) POLICY AND LIST OF CCAS

Participation in CCA is compulsory. **Students are required to pursue one CCA.** More information is available at <https://www.assumptionenglish.moe.edu.sg/student-development/ccas/permalink/>

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</li><li>Green Club</li><li>Young Montfortian Associates (YMA)</li></ul>

All Secondary One students will get to try out the different CCAs during the Orientation Programme.

Catholic students will join the YMA as a second CCA.

### 13. TELECOMMUNICATION DEVICES

The use of telecommunication devices, as well as earphones and headphones, is strictly not allowed in school and can only be used if permitted by a subject teacher for educational purposes. Please contact the school at **6572 9100** if you wish to look for your child/ward urgently.

### 14. COMMUNICATION BETWEEN SCHOOL AND PARENTS/GUARDIANS

Assumption English School believes in engaging our parents as partners to support school strategic directions and initiatives. Important school information and announcements will be put up on the school website as well as on **Parents Gateway**. Do download the Parents Gateway application from the Apple App Store or Google Play Store.



School letters would be issued if there is a need to explain the rationale for main school activities or policies. These letters will be put up on Parents Gateway. However, when information is simple and direct, students are expected to keep parents informed. Acknowledgement forms for school activities will be printed on the school letterhead and will bear the signature of the Principal, parents are to give consent for the activities through Parents Gateway. Please feel free to contact the teacher-in-charge for clarification. If you do not have the respective teacher's contact number, kindly contact the General Office at **6572 9100**.

To verify if your child/ward has attended enrichment programmes or CCA, you can either contact the teacher-in-charge or the school.

Parent-Teacher Conferences will also be held at the end of every semester to provide feedback on the development and progress of your child/ward. You may also want to follow our school's Instagram account **@aes\_manna** to be updated of school activities.

### 15. TRANSPORT TO SCHOOL CAMPUS

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

Nearest MRT Station: Cashew MRT (Downtown Line)

For parents/guardians who are driving their child/ward to school, please turn off Upper Bukit Timah Road at the usual Boys' Town access road and alight the student at the drop-off point at the car porch.





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## **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 may have submitted their FAS applications through their primary school, hence, the school admins would only require a copy of the FAS approval letter from parents.

For new applications, parents may apply for Financial Assistance Scheme via eFAS online form (<https://form.gov.sg/64e2f8f73f582600139f54ac>) or hardcopy application form from the general office.

### **B) SCHOOL-BASED FINANCIAL ASSISTANCE SCHEME**

Students who do not meet the income limits for MOE FAS assistance but require financial assistance or students who need additional financial assistance can continue to seek school-based financial assistance from the school.

Please approach or contact our General Office at 6572 9100 for further enquiries.

### **C) SCHOOL FEES & MISCELLANEOUS FEES**

Payment of MOE bills and School Bills can be made at via GIRO, at the SAM machine or General Office. Please complete the following forms if there are changes from Primary School or if it is for a new application for your child/ward.

**1) eGIRO** – MOE mandates online submission via eGIRO. The school will not be collecting hardcopies.

Parents may refer to the user guide for eGIRO in Annex B. MOE will update you on the outcome of your GIRO application through email.

**2) GIRO Option** – Parents who have an existing GIRO should consider applying for GIRO Option.

GIRO Option is payment for school bills (e.g. enrichment programmes, class t-shirt, etc) whereas GIRO is payment for school fees and single-tier miscellaneous fees.

**3) Standing Order form for use of Edusave Account** (online submission) applicable for Singaporeans only.

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 programme charges incurred by your child/ward.

Students may have an existing Edusave account, however, parents might only have activated for Local enrichment programmes only. It would be best if parents apply for Local/Overseas to include future payments for local and overseas enrichment programmes (e.g. Internationalisation Trip).

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Here are the links to various forms:

1. eGIRO (<https://www.moe.gov.sg/financial-matters/fees/egiro>)
2. GIRO Option (<https://go.gov.sg/moe-giro-option>)
3. Standing Order Form for use of Edusave (<https://form.gov.sg/5be24a1bb3f842000fdc4e59>)

### **School Fees and Miscellaneous Fees Table for Secondary Level students in 2024.**

<b>Nationality</b>	<b>School Fees (per month) \$</b>	<b>New Single-Tier Miscellaneous Fees (per month) (from 1 Jan 2024) \$</b>	<b>Total (per month) \$</b>
Singaporean Students	5	20	25
Permanent Residents	560		580
International Students (ASEAN)	970		990
International Students (Non -ASEAN)	1910		1930

### **THINGS TO BRING ON 1<sup>ST</sup> DAY OF SCHOOL**

There are no lessons for the first 3 days of school, hence students do not need to bring any textbooks or workbooks. They will need to carry a small bag with these items.

- Water Bottle
- Thermometer
- Enough Money for Recess
- AES Report Book
- Story book
- Writing materials
- FAS Approval letter (if applicable)

### **DOCUMENTS FOR SUBMISSION by 5<sup>th</sup> January 2024**

- AES Report Book
- Application form for Interbank GIRO (for new applicants or changes from primary school)
- Edusave Standing Order Form (for new applicants or changes from primary school)
- Financial Assistance Form (if applicable)