



# Assumption English School

## Secondary One Registration Information Kit

2025

## 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.*

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**.

### 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

## 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
HOD English Language	Ms Meenatchi D/O Ramasamy	SH English Literature	Ms Natalie Han
HOD Mathematics	Mr Kenny Sng	SH Chinese Language	Mrs Ong-Yew Gui Mei
HOD Science	Mr Dennis Wang Yingquan	SH Malay Language	Mr Suhaimi Bin Sahmat
HOD Humanities	Ms Raine Seah	LH Science	Ms Lim Zi Xin
HOD Craft & Technology	Mr Taufeeq Affandey	SH History	Ms Feline Tong Yin Sze
HOD CCE	Mr Ng Shi Han	SH Aesthetics	Ms Camille Koh Eng Guan
HOD PE & CCA	Mr Balbinder Singh	SH Student Management	Mr Desmond Wong
HOD Info-Comm Technology	Ms Chan Siming	SH Student Leadership	Ms Denise Lee
School Staff Developer	Mrs Chong-Kee Chay Hoon	SH Info-Comm Technology	Mr Tang Kok Bin
Year Head (Upper Sec)	Ms Tan Wee Lin	SH Student Wellbeing	Ms Fasiah Bte Rahmat
Year Head (Lower Sec)	Ms Sheryl Kaur	Assistant Year Head	Ms Goh Kai Xin

### Secondary One Team

Designation	Name
Assistant Year Head (Sec 1)	Ms Goh Kai Xin
Secondary 1 Student Management Teacher	Ms Nurin Huda
Form Teacher – 1 Vincent	Ms Zhou Jie
Form Teacher – 1 Vincent	Ms Goh Kai Xin
Form Teacher – 1 Adolphus	Ms Yee Yunn Kymn
Form Teacher – 1 Adolphus	Ms Valerie Co
Form Teacher – 1 Raymond	Ms Azra
Form Teacher – 1 Raymond	Ms Sarah Ong Jia Qi
Form Teacher – 1 Emmanuel	Mdm Sumiate
Form Teacher – 1 Emmanuel	Ms Dieh Ye Woon
Form Teacher – 1 Noel	Mr Tang Kok Bin
Form Teacher – 1 Noel	Ms Estella Tan
Form Teacher – 1 George	Ms Wang Lee Keow
Form Teacher – 1 George	Ms Meera
Form Teacher – 1 John	Ms Lilian Li
Form Teacher – 1 John	Mr Ong Kong Sing

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

### ADMINISTRATIVE MATTERS ON SECONDARY ONE REGISTRATION

#### 1. ONLINE E-REGISTRATION FORM

Students enrolling in Secondary One in 2025 **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://go.gov.sg/aes2025sec1> or via this QR code by 5 pm on 18 December 2024.



Students intending to appeal to another school are still required to complete this form. In the meantime, you will need to attend school at AES. Should your appeal be successful, please notify the AES General Office promptly.

#### 2. PURCHASE OF BOOKS AND UNIFORM

We kindly request parents to purchase books and uniforms either online via <https://asenciobookshop.sg/> or directly at the school bookshop. To ensure a smoother and more convenient process, we strongly encourage **online orders** with options for **self-collection** at the AES bookshop or home delivery.



Please note that the required books and stationery items for the different streams (G1, G2, G3) are already indicated in the booklist.

Online orders must be completed by **21 December 2024** to ensure timely fulfilment. Kindly be informed that the school bookshop accepts **CASH payments only**.

The school bookshop operating hours are as follows:

Monday to Thursday 8.30 am to 3 pm	Friday 8.30 am to 2.30 pm
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Dates of Sales	Remarks
19, 20, 23, 26, 27 Dec	26, 27, 30 Dec (Self-collection for Online orders)

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

Textbooks will only be required from 7<sup>th</sup> January, Tuesday onwards.

Parents who are driving to school to buy or collect books will be directed to park at the basketball court beside the football field. Our security staff will guide the parents to the parking site.

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### 3. FIRST DAY OF SCHOOL (2<sup>nd</sup> JANUARY 2025, THURSDAY) AND CLASS ALLOCATION

Reporting time for 2<sup>nd</sup> January 2025 is **7.40 a.m.** The venue for morning assembly will be in the Seminar Room at Level 1. The Student Leaders of the Secondary 1 Orientation Programme will guide them to the Seminar Room. 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 should email the school ([aes@moe.edu.sg](mailto:aes@moe.edu.sg)) 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 are required to attend the Orientation Programme on 2<sup>nd</sup>, 3<sup>rd</sup>, and 6<sup>th</sup> January 2025. This programme is designed to ensure a smooth transition from primary to secondary school for your child/ward.

The programme will be conducted in the school and aims to help our new AssumptionKnights connect with their peers while experiencing the vibrant and dynamic spirit of our school community. Through a series of engaging activities held within and around the school premises, your child/ward will become familiar with the school's routines, procedures, and environment.

Further details about the programme will be shared in a separate document via Parents Gateway.

### 5. SCHOOL SMART CARD (SSC)

Students can use their Primary level School Smart Card (SSC) for concessionary travel until end-April 2025. 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 2025 through their Form Teachers.

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## 6. SCHOOL UNIFORM

Secondary One students may wear their primary school attire (including PE attire for PE lessons) for the first two weeks of Term One, to allow more time for the changeover to AES attire.

All students are expected to wear the proper school uniform at all times while in school, 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 required to purchase name tags, which should be neatly ironed onto the area above the pocket of their uniform shirts. Additionally, a school tie is mandatory for formal events. Students are encouraged to learn how to tie the school tie independently.

## 7. LOCKER ARRANGEMENT

Each student will be allocated a locker to store their personal belongings, including their mobile devices. The student locker has an inbuilt number lock mechanism. Students will be taught to set their own locker number on the first week of school.

## 8. MOTHER TONGUE LANGUAGES

### (a) Tamil Language (TL)

Please note that Tamil Language (TL) lessons are **not** conducted in AES. Students offering TL are required to register for and attend weekly lessons at Chua Chu Kang Secondary School Tamil Language Centre. Registration is on 6 January; between 2.30 p.m. 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 9 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 timed practice 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]**

Please note that the Non-Tamil Languages (NTIL) lessons are **not** conducted in AES. Students who are taking NTIL will go to designated schools for their lessons. Parents are to contact BTTSAL via telephone call at contact number: 6875 0164 or email: [admin1@bttisal.com](mailto:admin1@bttisal.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://bttisal.com/index.php>.

- Hindi: 6294 1358/6293 3449
- Urdu: 6338 2710
- Gujarati: 6345 2257
- Punjabi: 6299 6440
- 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 to check their application results with Ms Yew at [yew\\_gui\\_mei@moe.edu.sg](mailto:yew_gui_mei@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 Ms Yew via email.

If applicants are unsuccessful and would like to put up an appeal, please contact Ms Yew via 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 Ms Yew in the first week of school via their Form Teachers or you may email it directly to Ms Yew.

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## 9. 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 over to the Form Teacher on the first day of school.

## 10. ABSENCE FROM SCHOOL

If your child/ward is feeling unwell and unable to attend school, we kindly ask that you inform their Form Teacher via email. This helps us to monitor attendance while ensuring your child/ward's well-being remains our priority.

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.

## 11. 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 at <https://studentgpa.incomegroupins.com.sg/#/>



## 12. STUDENT DENTAL SERVICE

Parents must give consent for the children to receive free dental checks and basic dental treatments. Please proceed to <https://consent.hpb.gov.sg/> to give consent for your child to be provided with dental services.





### 13. 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 (ELDDS)</li><li>• Young Montfortian Associates (YMA)</li></ul>

Secondary One students will have the opportunity to explore and participate in various CCAs during the trials.

Kindly note that all Catholic students will join the YMA as a second CCA.

Further information will be provided in 2025.

### 14. TELECOMMUNICATION DEVICES

The use of telecommunication devices, as well as earphones and headphones, is strictly not allowed in school and should be kept in the lockers at the start of the school day. The handphone 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.

### 15. 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** (<https://www.assumptionenglish.moe.edu.sg/>) as well as on **Parents Gateway**.



After you have received your school posting, Assumption English School should be automatically reflected on the Parents Gateway app and you will be able to receive notifications regarding administrative and financial matters. Parents will also be able to use this app to stay updated on the school's programme and activities. If you have two or more children and they are in different schools, you will be able to receive notifications for all your children on the same PG App. We strongly encourage all parents to download and use the PG App to stay updated on the school's programme and activities. Consent for activities will also be requested through Parents Gateway.

For simpler, more straightforward information, students are expected to update their parents directly.

To verify your child/ward's participation in enrichment programmes or CCAs, you may contact the respective teacher-in-charge or the school directly.

Student-Parent-Teacher Conference (SPTC) is held at the end of every semester to provide feedback on the development and progress of your child/ward.

We invite you to follow our school's Instagram account, **@aes\_manna**, to stay updated on the latest school activities and happenings.



## 16. 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.



## 17. STUDENT WELL-BEING MATTERS

Students moving from primary to secondary school are entering a new phase of life. Learn about common challenges and how to help your child with the transition at

<https://www.moe.gov.sg/secondary/transition-to-secondary>

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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 parents who have missed the FAS approval in their child's/ward's primary school and/or parents who meet the eligible criteria and wish to apply, you can do so via one of the following methods:

1. Submit via eFAS (<https://go.gov.sg/moe-efas>)
2. Download the MOE FAS application form (<https://www.moe.gov.sg/financial-matters/-/media/files/financial-matters/moe-fas-application-form.pdf>).  
Submit the completed form via the school's email address.
3. Collect a copy from the general office and submit the completed form directly back to us.

### **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 & SCHOOL BILLS**

A brief introduction of school fees, miscellaneous fees & school bills.

1. **School fees** (also known as MOE bill) are set by MOE and go towards government revenue. These fees are different for Singapore Citizens, Singapore Permanent Residents, and international students.
2. **Miscellaneous fees** are set by MOE but go towards individual schools' budgets and operating expenses. The same rate applies to all students, regardless of nationality.
3. **School bills** are set by the school for payment to the engaged vendors/suppliers.

Payment for the fees/bills can be made via GIRO arrangement, SingPost Mobile App, SAM Web or Kiosks.

For details on other payment modes, please refer to <https://www.moe.gov.sg/financial-matters/fees>.

Please complete the e-form should you wish to opt for GIRO arrangement.

1. **eGIRO** (<https://www.moe.gov.sg/financial-matters/fees/egiro>)

MOE mandates online submission via eGIRO. The school will not be collecting any hardcopies. Parents may refer to the user guide for eGIRO in **Annex B**. MOE will update you on the outcome of your GIRO application via email.

Parents who have an existing GIRO arrangement are encouraged to apply for **GIRO Option**.

**What is a GIRO Option?**

**GIRO Option** is payment for school bills e.g. enrichment programmes, class t-shirt, cca-related expenses, etc., whereas GIRO, is monthly payment for school fees and single-tier miscellaneous fees.

2. **GIRO Option** (<https://go.gov.sg/moe-giro-option>)

**School Fees and Miscellaneous Fees Table for Secondary Level students in 2025.**

Nationality	School Fees (per month) \$	New Single-Tier Miscellaneous Fees (per month) \$	Total (per month) \$
Singaporean Students	5	20	25
Permanent Residents	620		640
International Students (ASEAN)	1030*	20*	1050*
International Students (Non -ASEAN)	2050*		2070*

\* Fees subjected to GST

Reference: <https://www.moe.gov.sg/news/press-releases/20231018-revised-school-fees-for-non-citizens-in-government-and-government-aided-schools-for-2024-to-2026>

**Types of Deductions**

Besides school and miscellaneous fees, the same GIRO arrangement will also be extended to cover your child's/ward's payment of enrichment programmes, school charges and deduction of national examination fees (GCE Examinations), where applicable.

**Scheduled Deduction Dates**

The schedule for the various types of deductions are as follows:

School Fees	National Examinations Fees
26th of each month from February to December. If 26th is a weekend or public holiday, deduction will be made on the next working day.	You will be informed of the deduction dates and amount payable when your child/ward is taking part in these examinations.

You can find the GIRO deduction dates on the MOE calendar (<https://www.moe.gov.sg/calendar>) by filtering for "GIRO deductions".

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### **Deduction Code**

The deduction code will be shown as “MOE” in the bank book or current account statement for the deduction of the above fees.

### **Unsuccessful deductions**

If GIRO deduction is unsuccessful, the outstanding amount will be added to the following month’s bill for GIRO deduction again. A bill will then be sent to you. Please refer to the bill for more information.

### **Refunds**

Any school fees overpaid by your child/ward will be used to offset future fees payable in the same academic year. Any amount in excess will then be refunded to this GIRO account by the end of the following month.

### **Change of GIRO**

Account If there is no change in the account holder, and the existing and new GIRO accounts are from either DBS or OCBC, the account holder may update the GIRO arrangement via the respective banks’ internet banking portals.

If there is a change in the account holder, the existing account holder will need to submit a Termination Form to the school to terminate the existing GIRO arrangement. The new account holder can then submit a new eGIRO application for processing. Refer to the instructions in the MOE corporate website (<https://www.moe.gov.sg/financial-matters/fees>).

### **GIRO application process**

<b>Date of eGIRO application submission</b>	<b>Email notification of successful GIRO setup</b>
By 25th of the month (January to October)	By the first week of the next month
By 25th November or December	By the first week of February

For example, if you have submitted the eGIRO application successfully by 25 January, you will receive an email notification by the first week of February.

### **Validity of GIRO Instruction**

This GIRO instruction will carry on if your child/ward remains in a Government or Government-Aided Secondary School or Junior College/Centralised Institute.

### **Other Information**

For any changes in address or guardianship, please inform the school as soon as possible for follow up. Please ensure that there are sufficient funds in your bank account if you are on GIRO arrangements.

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#### **D) EDUSAVE STANDING ORDER FORM *(for Singaporean Students only)***

Parents who have activated their Edusave SO for **both Local and Overseas** in primary school, may skip this section.

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 programmes. Students may have an existing Edusave account, however, parents might have activated for Local enrichment programmes only. It would be best if parents reapply for Local and Overseas to ease future payment for enrichment programmes based in local or overseas (e.g. Learning Journey to Singapore Discovery Centre, Penang Internationalisation Trip, etc).

**Edusave Standing Order Application Form** (<https://form.gov.sg/5be24a1bb3f842000fdc4e59>)

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## FIRST DAY REPORTING DETAILS

### **THINGS TO BRING on 2<sup>nd</sup> January 2025**

Reporting date: 2nd January 2025 (Thursday)

Reporting time: 7.40 am

Venue: Seminar Room (Level 1)

Attire: Students can report in their Half Uniform or in their Primary School Half Uniform

Things to bring: There will be NO lessons during the orientation programme, hence students do not need to bring any textbooks or workbooks to school. They will need to carry a small bag with these items.

- Water Bottle
- Thermometer
- Enough Money for Recess
- AES Report Book
- PE attire or primary school PE attire
- Story book
- Writing materials & a notebook
- FAS Approval letter (if applicable)

More details will be included in the Orientation Programme, including daily dismissal time for 2nd, 3rd and 6th January 2025.

Parents/guardians may accompany your child/ward to the school's gates or drop-off your child/ward at the vehicular alighting point at the school's foyer. We seek your understanding that access for visitors, including parents/guardians, will be restricted beyond these entry points so as to maintain a safe and secure environment for our students.

### **DOCUMENTS FOR SUBMISSION by 6<sup>th</sup> January 2025, Monday.**

- 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)

Updated 17 December 2024