



Assumption English School

Secondary One Information Kit

2022

About Assumption English School

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

EXCO MEMBERS

Principal	Mr Kwok Chin Poh Benjamin		
Vice-Principal	Ms Wong Ker Sin	Vice-Principal (Administration)	Mr Quek Ser Hiang
School Staff Developer	Mr Loh Choong Seng	HOD CCE	Mr Ng Shi Han
HOD English Language	Ms Phay Ee Lyn	LH Mathematics	Mr Kenny Sng
HOD Mathematics	Mrs Chong-Kee Chay Hoon	SH Chinese Language	Ms Yew Gui Mei
HOD Craft & Technology	Mr Taufeeq Affandey	SH Geography	Ms Raine Seah
HOD Mother Tongue	Ms Siti Noordiana Bte Sulaiman	SH Student Management	Mr Desmond Wong
HOD PE & CCA	Mr Ong Thiam Heng Gary	SH Info-Comm Technology	Mr Tang Kok Bin
HOD Science	Ms Chye Hui Ting Sharlene	SH Special Projects	Mr Lim Cher Han
HOD Humanities	Ms Tang Shien Yin	Administration Manager	Ms Tay Mei Xia
Year Head	Ms Tan Wee Lin	Operations Manager	Mr Arumugam Kaliappan
Year Head	Mr Dennis Wang Yingquan		

Secondary One Teachers Contact Details

Designation	Name	Email address
Year Head	Mr Dennis Wang	wang_yingquan@schools.gov.sg
Level 1 Academic Supervisor	Mr Lee Wung Yew	lee_wung_yew@schools.gov.sg
Level 1 Student Management Teacher	Ms Siti Nur Nabilah	siti_nur_nabilah@schools.gov.sg
Form Teacher	Ms Wong Yuen Yu	wong_yuen_yu@schools.gov.sg
Form Teacher	Mr Daniel Chow	chow_yi_xian_daniel@schools.gov.sg
Form Teacher	Ms Dilys Han	han_huixuan_dilys@schools.gov.sg
Form Teacher	Ms Siti Mardia	siti_mardia_abu_samah@schools.gov.sg
Form Teacher	Mr Leet Tagore	leet_tagore@schools.gov.sg
Form Teacher	Ms Ng Wen Xin	ng_wen_xin@schools.gov.sg
Form Teacher	Ms Camille Koh	koh_eng_guan@schools.gov.sg
Form Teacher	Ms Valerie Chan	chan_zhi_jia@schools.gov.sg
Form Teacher	Mr Nor Isa	nor_mohammad_isa@schools.gov.sg

For general enquiries, please contact the school at **6572 9100** or email us at aes@moe.edu.sg.

Important Administrative Information

ADMINISTRATIVE MATTERS ON SECONDARY ONE REGISTRATION

1. ONLINE REGISTRATION

In light of the COVID-19 situation, students enrolling in S1 in 2022 are not required to physically report to their posted secondary school on the next working day following the release of S1 Posting Results.

All Secondary One students posted into AES should register through the parents/guardians via the online form <https://form.gov.sg/5fdef7fa895957001173e9fd> or via the QR code.



2. PURCHASE OF BOOKS AND UNIFORM

Parent/Guardians are to proceed to book a slot for books and uniform for purchases from 23rd to 30th December. Parents should book a slot at <https://aesappointment.eventbrite.sg> or via scanning the QR code on the right.

Books and uniform purchase are also available online and will continue to be available when school reopens. Please refer to **Annex A** for the details and book list.



Textbooks will be required from 7th January, Friday.

3. FIRST DAY OF SCHOOL (4th JANUARY 2022, TUESDAY) AND CLASS ALLOCATION

Reporting time for 4th January 2022 is **7.30 a.m.** The venue for morning assembly will be in the students' respective classrooms at Level 4. The dismissal time for 4th January will be **12.40 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 4th to 6th January 2022. 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 is attached in **Annex B**.

5. SCHOOL SMART CARD (SSC)

Students can use their Primary level School Smart Card (SSC) for concessionary travel until end April 2022. 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 2022 through their Form Teachers.

6. SCHOOL UNIFORM

Secondary One students are allowed to wear their Primary School uniforms until 7th January 2022 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 in proper school uniform at all times (including during the school holidays).

Please note the attire requirements for each day (subject to changes)

Mondays & Wednesdays: Full-Uniform (School shirt and shorts (boys) / culottes (girls))

Tuesdays & Thursdays: Half-Uniform (PE T-shirt with 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.

7. MOTHER TONGUE LANGUAGES

Tamil Language (TL) - Students taking Tamil Language will register themselves at Teck Whye Secondary School for lessons at the Tamil Language Centre. Registration is on any day between 4 Jan to 5 Jan; timing is between 2:30-5:30pm. The TL schedule will be given to them on the first day of school via Form Teachers. TL lessons will start from 10 Jan.

Foreign/Asian Language - Parents are to ensure their child is enrolled for private studies (compulsory for students who are taking a Foreign/Asian Language in-lieu of Mother Tongue subject). The information/acknowledgement letter will be given on the first day of school together with the application form to place their child on the waiting list for vacancy in MOELC.

Non-Tamil Indian Language (Hindi/Bengali/Urdu/Punjabi/Gujarati) - parents are to contact BTTSAL (via phone: 6875 0164 or email : admin1@bttsal.com or contact the numbers below) to register their child for weekend lessons. More information can be found on <https://bttsal.com/index.php>.

Hindi : 6294 1358/62933449, Urdu : 6338 2710, Gujarati : 6345 2257, Punjabi: 62996440, Bengali : 6875 0164

8. REPORT BOOKS

The Secondary School Report Book is a reference for your child/ward's academic performance every term and semester. It can be purchased at the school bookshop and 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 when available. 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://assumptionenglish.moe.edu.sg/student-development/ccas>

Sports	Uniformed Groups	Performing Arts	Clubs & Societies
<ul style="list-style-type: none">BasketballFootball (Boys)Floorball (Boys)JudoSoftball (Girls)	<ul style="list-style-type: none">Girl Guides (Girls)National Cadet Corps (Sea) (Boys)National Police Cadet CorpsRed Cross Youth	<ul style="list-style-type: none">ChoirConcert BandDance Ensemble	<ul style="list-style-type: none">English Language Drama & Debate SocietyGreen ClubYoung Montfortian Associates (YMA)

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



A) MOE FINANCIAL ASSISTANCE SCHEME (MOE FAS)

This scheme aims to help financially needy Singaporean students in Government and Government-aided schools to meet basic schooling expenses. Please refer to the school's website for more information on the application of FAS.

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 (**Annex C**) if there are changes from Primary School or if it is for a new application for your child/ward.

- 1) GIRO - Application Form for Interbank GIRO for payment and refund of fees, enrichment programmes and charges
- 2) Edusave Deduction - Standing Order For Use of Edusave Account form 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.

School Fees and Miscellaneous Fees Table for Secondary Level students in 2022

Nationality	School Fees (per month) \$	Miscellaneous Fees (per month) \$	Total (per month) \$
Singaporean Students	5	20	25
Permanent Residents	440		460
International Students (ASEAN)	840		860
International Students (Non -ASEAN)	1600		1620

THINGS TO BRING ON 1ST DAY OF SCHOOL

- ☐ Writing Materials
- ☐ Water Bottle
- ☐ Thermometer
- ☐ Rag for wipe-down
- ☐ Hand Sanitiser
- ☐ Enough Money for Recess

DOCUMENTS FOR SUBMISSION

- ☐ AES Report Book (by 7th January 2022)
- ☐ Application form for Interbank GIRO (for new applicants or changes from primary school by 7th January 2022)
- ☐ Edusave Standing Order Form (for new applicants or changes from primary school by 7th January 2022)
- ☐ Financial Assistance Form (if applicable)