



MONTFORT SECONDARY

50 Hougang Avenue 8 Singapore 538785
<https://montfortsec.moe.edu.sg>
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2023 SECONDARY ONE REGISTRATION AND ADMISSION MATTERS

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1. REGISTRATION AND ADMISSION MATTERS

Students are **not required** to physically report to Montfort Secondary School for registration in December. Communication to parents will be done via Parents Gateway (PG) or email (for parents/guardians without PG access). However, if you have questions regarding (i) Subject-Based Banding and/or (ii) Mother Tongue Languages, you may send in your queries through email to:

For Subject-Based Banding	For Mother Tongue Languages
Mdm Rachel Tang (tang_yau_khee@schools.gov.sg)	Ms Sim Siew Ngoh (sim_siew_ngoh@schools.gov.sg)
and	
Ms Su Huimin (su_huimin@schools.gov.sg)	

Alternatively, you may come on 22 December 2022 between 8 am and 12 pm to enquire at the General Office in school.

All Secondary 1 students are expected to report to school on 3 January 2023. Students who are unable to do so due to valid reasons should inform the school to confirm that they are taking up the place in the school.

2. STUDENTS OFFERED SUBJECTS AT A MORE DEMANDING LEVEL (SUBJECT BASED BANDING (SBB))

Students posted to the Normal (Academic) or Normal (Technical) course may be offered to take subjects at a more demanding level, if they meet the SBB eligibility criteria. For these students, a letter will be sent to parents via PG or email on 21 December 2022. Parents can accept the offer by giving consent via PG or return a signed form via email. All parents are to indicate their options by **23 December 2022**. Please download your child's/ward's booklist (as outlined in point 5 below) after you have indicated your options.



3. MOTHER TONGUE LANGUAGES

Students who are exempted from Mother Tongue need not re-apply for exemption. However, a copy of the official letter of exemption from MOE needs to be submitted to the Class Mentors by the first week of school.

Students taking French, German, Japanese, Thai, Arabic, Burmese as Mother Tongue in lieu of official MT (Chinese, Malay, Tamil) in primary schools need not re-apply. They are to continue with their private lessons. However, a copy of the official letter of confirmation from MOE needs to be submitted to the Class Mentors by the first week of school. Students who wish to be on the waiting list for admission to MOE Language Centre (MOELC) to study French, German or Japanese need to submit a new application. The application form can be obtained from the HOD of Mother Tongue Languages.

Students offering a non-Tamil Indian Language (Bengali, Gujarati, Hindi, Punjabi and Urdu) in primary schools need not re-apply. They are to continue with their lessons with the Community Groups.

Secondary One Express students who are found suitable to take up Higher Chinese Language will be offered via Parents Gateway (PG) or email (for parents/guardians without PG access). However, if you have questions, you may send in your queries through email to the HOD of Mother Tongue Languages.

4. APPEALS AND DISCRETIONARY ADMISSIONS

Appeal to **transfer in** to Montfort Secondary School (Discretionary Admissions)

- You **do not need to come in person** and may submit your appeal via this link (<https://go.gov.sg/appeal-transfer-in-montfort-sec>).
- The school will contact parents whose appeal is successful by **30 December 2022, 12 pm**.
- Please note that students who wish to appeal for a school transfer may submit their appeals but are likely to be unsuccessful if they have not met the cut-off point for the respective courses in this year's Secondary One Posting to Montfort Secondary School.



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Request for school **transfer out** of Montfort Secondary School due to serious medical reasons and severe physical impairments.

- You **will need to submit your appeal in person** through Montfort Secondary School by **22 December 2022, 12 pm.**
- Complete the transfer request form which is obtainable from Montfort Secondary School General Office.
- Attach a valid medical letter and relevant supporting document to the form.
- MOE will call parents to inform them on the outcome of appeal.

5. SALE OF TEXTBOOKS, STATIONERY & ALTERNATIVE UNIFORM BY THE SCHOOL BOOKSHOP

Parents are strongly encouraged to purchase textbooks, stationery and alternative uniform online. Students are allowed to wear the alternative uniform on Thursdays and Fridays. However, it is not compulsory and students who do not have the alternative uniform may wear the usual school uniform on those days.

Booklists can be downloaded from the school website.

Parents may place an order online at:

- Link: <https://dyeducation.net>
- Click on 'Montfort Secondary School'
- Password: 668888

Parents may opt for:

- Home delivery Service (fee applicable) [Recommended]
- Self-collection at the school's bookstore

The supplier will get in touch with you to confirm the delivery date or self-collection date.



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6. SALE OF PE ATTIRE, SCHOOL UNIFORM, NAME TAG, APRON, SCHOOL SOCKS AND SHOES BY SHIRLEY SEASON WEAR

Parents/Guardians are strongly encouraged to purchase the PE attire, school uniform, name tag, apron, school socks and white shoes online at:

Link : <http://www.shirleyuni.com>
Uniform Supplier : Shirley Season Wear
Address : Northstar 7030 Ang Mo Kio Ave 5, #04-55 (Lift Lobby 1), S(569880)
Telephone : 62804917
Opening Hours : January to November - 12 pm to 6 pm
(Closed on Sundays/Public Holidays)
December - 12 pm to 6 pm (DAILY)

Shirley Season Wear will also be in school for exchanges or last-minute purchases on:

Dates of Sales	Opening Hours	Venue
Thursday, 5 January 2023 Friday, 6 January 2023	10 am to 1 pm	Canteen

7. SCHOOL ATTIRE AND GROOMING

Name tags are to be purchased from Shirley Season Wear. Please submit the name tags order form online. Name tags are to be sewn approximately 2 cm directly above the shirt pocket. For alternative uniforms, name tags are to be sewn directly above the school crest.



Students are to maintain a general appearance of neatness and positive image at all times.

- Hair and fingernails must be short. Hair must not be dyed.
- School uniform must be neatly tucked in.
- Only white-based canvas school shoes or track shoes are permitted. They must be at least 70% white without bright neon colours. White socks must be worn above the ankle.



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8. FIRST DAY OF SCHOOL

Date	Tuesday, 3 January 2023
Reporting time	7.30 am
Venue	School Hall (The orientation group information will be sent to you through PG or email by 28 December 2022)
Attire	Montfort Secondary School PE Attire (Students who have not purchased the secondary school PE attire by then may report in primary school PE attire.)

9. SECONDARY ONE ORIENTATION PROGRAMME

All Secondary One students will attend the “Secondary One Orientation Programme” to help them make a smooth and pleasant transition to Montfort Secondary School. The Orientation Programme will be held in the first week from the 3 - 6 January 2023. Please see table below for an overview of the Orientation Programme.

	3 Jan (Tue)	4 Jan (Wed)	5 Jan (Thu)	6 Jan (Fri)
Reporting Time	7.30 am	7.30 am	7.30 am	7.30 am
Reporting Venue	School Hall	Classroom	Classroom	Classroom
Dismissal Time	1.30 pm	5 pm	5 pm	9 pm
Activities	Team-building games	Team-building games Bouldering experience CCA Experience	Team-building games Bouldering experience CCA Experience	Team-building games Campfire Night (Dinner will be provided)
Attire	Montfort Secondary School PE Attire (Students who have not purchased the secondary school PE attire by then may report in primary school PE attire.)			
Things To Bring	Small bag to carry essentials and valuables during activities. Water bottle Small towel Stationery Money for recess and lunch breaks Personal medication (if required)			



Parents are invited to attend the Campfire Night. Please see the details below.

Date: Friday, 6 January 2023

Time: 7pm to 8.30pm (students will be dismissed at 9pm)

Venue: School Quadrangle

10. SECONDARY ONE PARENTS SYMPOSIUM

As part of the school's efforts in fostering close partnership with parents, we will be organizing the Secondary One Parents Symposium and Meet-and-Greet with Class Mentors on the evening of Friday, 3 February 2023. More information will be sent through PG in the second week of school.

11. CURRICULUM AND SCHOOL HOURS

The school operates on a five-day work week. Your child's timetable will be available at the end of the first week of school.

School starts at 7.40 am. Students are advised to be in school by 7.30 am, 10 minutes before school start time. Wednesday mornings are teachers' professional development time, hence school starts at 8.40 am. Students are to report by 8.30 am on Wednesdays.

Day	Reporting time	Dismissal Time	Attire
Monday	7.30 am	Follow timetable	School Uniform & School tie
Tuesday			School Uniform
Wednesday	8.30 am		Alternative Uniform or School Uniform
Thursday	7.30 am	12.30 pm	
Friday			

Home-Based Learning days take place fortnightly on Fridays starting from 27 January 2023. Students do not report to school but learn at home on Home-Based Learning Days. Students will be briefed further on the details of Home-Based Learning.

The school may also operate on Saturdays for some Co-Curricular Activities (CCAs) and important school functions.



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12. FREE DENTAL CHECKS

Free dental checks are provided by Health Promotion Board for secondary school students. Please submit the online consent form for the dental checks using this link:

<https://childconsent.hpb.gov.sg/>.

13. ABSENCE FROM SCHOOL

Should your child fall ill and is unable to come to school, please inform his Class Mentor or call the General Office (Tel: 6510 7070). This will help us in monitoring our students' attendance. Kindly submit a medical certificate (MC) to the Class Mentor upon his return to school.

14. SCHOOL SMART CARD (SSC)

Students will be issued with new Secondary School Smart Card (SSC) through their Class Mentors in April 2023. While waiting for the Secondary SSC, students can continue to use their Primary SSC for concessionary travel till end April 2023.

15. COMMUNICATION BETWEEN SCHOOL AND PARENTS/GUARDIANS

Important school information and announcement will also be put up on the school website (<https://montfortsec.moe.edu.sg/>). If there are necessary and urgent updates, the school administration will communicate with parents/guardians via PG.

Please download and install MOE Parents Gateway (PG) app from App Store or Google Play onto your mobile smartphone. This will be the primary platform for communication with parents and guardians.



16. INSURANCE

All students are covered under the Group Personal Accident (GPA) Insurance plan. For a closer look at what the plan covers, or to submit a claim, go to <https://www.income.com.sg/group-personal-accident-for-students>.

17. BUS SERVICES / ALTERNATIVE ROUTES TO SCHOOL

Bus Services: 74, 74e, 88, 88A, 101, 147, 147A, 161
 Nearest MRT Station: Hougang (NEL)

For your child's/ward's safety and the safety of our students, please do not drop off or pick up your child/ward along the main road or at the school gate. Please drive into the school and drop off/fetch your child/ward directly at the school foyer or in the area near the school foyer where your child/ward can step out of the vehicle safely and move onto the footpath. Please do not drive into the area of carpark beside the canteen, fitness area, or the D&T/Science lab block. This part of the carpark is not open to public access for security reasons.

School Gate Opening and Closing Hours

All parents, relatives and domestic helpers should wait for students at the security counter to fetch your child/ward home at dismissal time. You should not go to the classrooms directly.

The opening hours of the school gate are:

Gate	Opening Hours		Saturday
Front Gate	Mon to Fri	6.30 am to 6.30 pm	Closed
	*Closed for morning assembly Mon, Tue, Thu, Fri – 7.40 am Wed – 8.40 am		
Back Gate	Mon, Tue	6.30 am to 7.40 am	
	Thu	2 pm to 3 pm	
	Wed	6.30 am to 8.40 am 2 pm to 3 pm	
	Fri	6.30 am to 7.40 am 12.30 pm to 1.30 pm	



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18. REPORT BOOK

The secondary school report book is a reference for your child/ward's academic performance. It can be purchased at the school bookshop and is to be handed in to the Class Mentors in the second week of school.

19. PRAISE AND GRACE JOURNAL

The Praise and Grace Journal is a reference for school rules, routines and procedures. Students and parents/guardians are required to read them carefully. It is also used as a study journal for your child/ward and a communication tool between parents and teachers. The Praise and Grace Journal will be issued to your child/ward after the Orientation Programme.

20. PHOTOGRAPHS

The school will arrange for passport-sized photographs of all Secondary One students to be taken. Photographs are required for Student Profiling.

21. STUDENT WELFARE

The school provides school counselling, financial assistance, medical screening and dental treatment services. Please approach the Class Mentors if you would like us to help.

Alternatively, you can also contact our school counsellors directly for counselling matters.

MS. SILVER SK

School Counsellor

Tel: 6883 6919

Selvarani_Kunasela@moe.edu.sg

MR. CLIFFORD LAM

School Counsellor

Tel: 6883 6919

Clifford_Lam_Jun_Ting@moe.edu.sg

MR. JIM BEK

School Counsellor

Tel: 6510 7065

Jim_Bek@moe.edu.sg



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22. SCHOOL FEES AND MISCELLANEOUS FEES (GIRO STANDING FORM)

Payment of school fees can be made at SingPost SAM payment channels include physical kiosks (SAM machines - <https://www.singpost.com/locate-us>), internet (SAM web: www.mysam.sg) and mobile application (SingPost SAM [from Apple App Store or Google Play Store]) or the General Office before morning assembly, during recess or after school. Please sign up for eGIRO at MOE website (<https://www.moe.gov.sg/financial-matters/fees/egiro>).

