



MONTFORT SECONDARY

50 Hougang Avenue 8 Singapore 538785

<https://montfortsec.moe.edu.sg>

montfort_ss@moe.edu.sg

+65 6510 7070

+65 6386 2804



2024 SECONDARY ONE REGISTRATION BRIEF

Table of Contents

PART	DESCRIPTION	PAGE
1	Registration	2
2	Bus Services / Alternative Routes to School	2
3	First Day of School	3
4	Curriculum And School Hours	3
5	Absence From School	3
6	Report Book	3
7	School Attire And Grooming	4
8	Locker Rental System	4
9	School Fees And Miscellaneous Fees	5
10	Free Dental Checks	5
11	School Smart Card (SSC)	5
12	Insurance	5
13	Praise And Grace Journal	5
14	Student Welfare	5



MONTFORT SECONDARY

50 Hougang Avenue 8 Singapore 538785

<https://montfortsec.moe.edu.sg>

montfort_ss@moe.edu.sg

+65 6510 7070

+65 6386 2804



1. REGISTRATION

Students are **not required** to physically report to Montfort Secondary School for registration. 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)
Ms Norazidah (norazidah_abdol_aziz@schools.gov.sg)	

2. BUS SERVICES / ALTERNATIVE ROUTES TO SCHOOL

Bus Services: 74, 74e, 88, 88A, 101, 147, 147A, 161

Nearest MRT Station: Hougang (NEL)

For the safety of our staff and students, please **only** drop off or pick up your child/ward 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 carpark area beside the canteen, fitness area, or the D&T/Science lab block as these areas are not open to public access for security reasons.

School Gate Opening and Closing Hours

All parents/guardians are requested to fetch your child/ward at the security counter during dismissal time.

The opening hours of the school gate are as follows:

Gate	Monday to Thursday	Friday	Saturday
Front Gate	6.30 am – 6.30 pm		Closed
Back Gate	6.30 am – 8.00 am		
	2.15 pm – 6.00 pm (Exit only through turnstile)	12.45 pm – 6.00 pm (Exit only through turnstile)	



3. FIRST DAY OF SCHOOL

All Secondary 1 students are expected to report to school on **2 January 2024 (Tuesday)**. Students who are unable to do so due to valid reasons (e.g., medical leave) should inform the school to confirm that they are taking up the place in the school.

Date	Tuesday, 2 January 2024
Reporting time	7.30 am
Venue	School Hall (The orientation group information will be sent to you through PG or email by 26 December 2023)
Attire	School PE Attire (Students who have not purchased the school PE attire by then may report in primary school PE attire.)

4. CURRICULUM AND SCHOOL HOURS

Your child's timetable will be available by the end of the first week of school. School starts at 8.00 am daily. Students are advised to be in school by 7.45 am.

Day	Reporting time	Dismissal Time	Attire
Monday	7.45 am	Follow timetable	School Uniform & School Tie
Tuesday			School Uniform
Wednesday			Alternative Uniform
Thursday			or School Uniform
Friday			
		12.30 pm	

Home-Based Learning (HBL) days will be scheduled on Tuesdays on even weeks in Terms 1, 2 and 3. Students do not report to school but continue with their learning at home on HBL days. Further details on HBL would be shared with students in the first week of school.

Co-Curricular Activities (CCAs) takes place on Mondays, Wednesdays and Fridays. The CCA teachers would inform your child/ward on his CCA days.

5. ABSENCE FROM SCHOOL

If your child/ward unable to attend school due to valid reasons (e.g., medical leave), please contact either his Class Mentor or the General Office (Tel: 6510 7070). Kindly submit the medical certificate to the Class Mentor upon his return to school.

6. REPORT BOOK

Please purchase the report book from the school bookshop. Students should hand in the report books to their Class Mentors.



7. SCHOOL ATTIRE AND GROOMING

Students are expected to wear their name tags on the school attire. Name tags can be purchased from Shirley Season Wear through its online order form.

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.

8. Locker Rental System

A vendor, Locker and Lock Placement Pte Ltd, has been appointed to offer a locker rental service for students. The lockers will be located at the ground level near the front gate. Students could access their lockers before and after school, and during their recess and lunch breaks.

The vendor's locker rental fee is priced at \$45 for the first year of rental, which includes the price of a padlock which would be given for your child's/ward's use. Subsequent year's rental fee is \$30.

Students can apply for locker rental by following the steps below.

The deadline for locker application is **31 January 2024**.

- Step 1:** Key in <https://for.edu.sg/montfortss-locker-application> in the web browser.
- Step 2:** On the first page of the application form, there are details on the payment process. Once payment is made, the receipt is to be uploaded to the form.
- Step 3:** Select 'Montfort Secondary School'.
Select 'new student' applying for the locker rental.
- Step 4:** Input the necessary information required in the form: student's full name, class, mobile number, telephone number, email address (parent), email address (student) if applicable. (Key in "2024 Sec 1" if the class is still unknown.)
- Step 5:** Students will receive information about their locker number and padlock pin through their registered email address.



MONTFORT SECONDARY

50 Hougang Avenue 8 Singapore 538785
<https://montfortsec.moe.edu.sg>
montfort_ss@moe.edu.sg
+65 6510 7070
+65 6386 2804

Should you need clarifications on any of the above matters, please do not hesitate to contact the Year Head, Ms Norazidah at norazidah_abdol_aziz@moe.edu.sg or call the school at 6510 7070.

9. SCHOOL FEES AND MISCELLANEOUS FEES

The payment mode for school fees and miscellaneous fees is made available at <https://www.moe.gov.sg/financial-matters/fees>.

10. FREE DENTAL CHECKS

Free dental checks are provided by Health Promotion Board for secondary school students. More details will be sent via Parent Gateway.

11. SCHOOL SMART CARD (SSC)

Students will be issued with their new Secondary School Smart Card (SSC) through their Class Mentors in April 2024. While waiting for the Secondary SSC, students can continue to use their Primary SSC for concessionary travel till end April 2024.

12. INSURANCE

All students are covered under the Group Personal Accident (GPA) Insurance plan. Further information on the insurance plan (including submission of claims is available on the following website:
<https://www.income.com.sg/group-insurance-for-schools-and-centres-and-moe/group-personal-accident-for-students>

13. 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. The Praise and Grace Journal will be issued to your child/ward after the Orientation Programme.

14. STUDENT WELFARE

The school provides counselling, financial assistance, medical screening, and dental treatment services. Please approach the Class Mentors or General Office if your child/ward requires these student services. For student counselling, you may wish to contact our school counsellors directly.

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