



# A Warm Welcome to Swiss Cottage

We nurture students to Think, Care and Lead with P.R.I.D.E.  
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# Administrative Briefing

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# Orientation Package

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# Briefing Outline

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- Orientation Package
- Sec 1 Orientation Programme
- Mother Tongue Languages
- Financial assistance
- Closing matters

# Orientation Package

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## Section A

- Booklist (by stream) with information on operating days and hours
- Uniform sales order form cum sales schedule
- Sec 1 Orientation Programme
- Notes for 1<sup>st</sup> Week of School
- CCA information & FAQs

# Orientation Package

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## **Section B (Forms)**

**(to be submitted to FTs by first day of school, 2 Jan 2019)**

- Student Details Form
- Student Medical Record Form
- Edusave\_SO\_Form\_SPMIM
- School Family Education Needs Assessment Form

**(to be submitted by 31 Jan 2019)**

- Online Consent for Dental Services

# Orientation Package

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## Section B (Forms)

- Financial Assistance Application Form (by 2 Jan 2019)
- Parent Support Group (PSG) Membership Registration (optional)

# Orientation Package

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## Other Forms

- Application to Offer a Higher Mother Tongue Language for EXPRESS students (**submission by 27 Dec 2018, 1700 hrs**)
- Letter of offer to take higher level subjects for NA/NT students (to be submitted preferably today)





# Orientation Programme

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# SEC 1 Orientation (2, 3 and 4 Jan)



- Reporting time: 0715 hrs (*Assembly will begin at 0730 hrs sharp*)
- Venue: School Hall
- Attire: Swiss school uniform
- Things to bring (on 2 Jan):
  - ✓ Orientation Package
  - ✓ Completed forms (submit to OG teacher)
  - ✓ Writing materials
  - ✓ Drinking water
  - ✓ **One set of Swiss PE attire/ Primary school PE attire**
  - ✓ Pocket money for recess

# SEC 1 Orientation (3, 4, 5, 6 Jan)



Date	Programme	Time
2 January (Wednesday)	Sec 1 Orientation	0715 – 1730 hrs
3 January (Thursday)	Sec 1 Orientation	0745 – 1645 hrs
4 January (Friday)	Sec 1 Orientation, CCA Orientation, Campfire	0720 – 2030 hrs
	Meet the Parents Session	1900 hrs



# Mother Tongue Languages

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# Higher Mother Tongue Languages

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# Higher Mother Tongue (Express Stream)



- MOE will offer students who are eligible to study Higher Mother Tongue
- Students would have received Form A, titled “**APPLICATION TO OFFER A HIGHER MOTHER TONGUE LANGUAGE**” from the OG teacher
- Form A **must be** completed and submitted to the General Office **by today or no later than 27 Dec 2018, 1700 hrs**
- For students who are appealing for **admission** to other schools should still submit Form A to us
- Students who are eligible and have confirmed taking HMTL would only need to purchase HMTL textbooks, no need to purchase Express MTL books.



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# Third Languages

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# Third Languages



- Students who are eligible and have applied to study a Third Language would know the outcome of their application from their OG Teacher.
- List of students who are successful in their third Language application is on the notice board.
- Successful applicants have to register at the MOE Language Centres or Zonal Centres where they have been posted to on **28 Dec 2018 (Friday) from 0830 – 1700 hrs**
- **Failure to register would mean that you do not wish to accept the offer**





For students who are taking foreign languages in-lieu of Mother Tongue Languages in primary school OR if you have further queries regarding MTL, please proceed to the booth in front of the General Office for clarifications.



# Financial Assistance

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# Financial Assistance Scheme (FAS)

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## Students whose FAS have been approved

- Approach staff at LT1 to endorse/make copies of the approved letter
- Upon endorsement, student may proceed to purchase books/uniforms

## Those who have yet to apply

- Complete the Application Form in the Orientation Package
- Submit to General Office together with supporting documents by 2 Jan 2019
- Results of FAS applications would be made known earliest on 29 Dec 2018 after 1200 hrs (if applied by 20 Dec 2018).
- For other enquiries, please check with staff at LT1
- Do not buy books and uniforms until approval is given

**Note: There will be no reimbursement if purchase is done before approval is granted**

# Financial Assistance: Eligibility



	MOE FINANCIAL ASSISTANCE	SAC FINANCIAL ASSISTANCE
Status	Singapore Citizens	Singapore Citizens
Gross Household Income	Equal or less than \$2,750	Equal or less than \$4,000
Per capita income	Equal or less than \$690	Equal or less than \$1000



# Closing Matters

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# Concessionary Travel

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- Students can continue to use their Primary School Smart Cards (SSCs) for concessionary travel **till end April 2019**
- A new Secondary Level School Smart Card will be issued subsequently



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Registration Day briefing slides  
will be uploaded to school website at

<http://www.swisscottagesec.moe.edu.sg>



# Purchase of books & Uniform

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# Sale of Books



- For **sales schedule of books**, please refer to the Book List found in the Orientation Package

Days	Opening Hours	Remarks
20-28 December (Mon – Fri only)	0800 – 1500 hrs	Closed on Sunday & Public holiday
22 and 29 December (Sat)	0900 – 1230 hrs	
From 2 Jan 2019 onwards	0900 – 1500 hrs (Mon – Fri)	

# Sale of School Uniform & P.E. Attire



For **sales schedule of uniform and PE attire**, please refer to the Orientation Package

Days	Opening Hours	Remarks
20 Dec (Thurs)	0730 – 1500 hrs	Closed on Sunday & Public holiday
21 Dec (Fri)	0900 – 1400 hrs	
26 - 28 Dec (Wed – Fri)	0900 – 1500 hrs	
29 Dec (Sat)	0900- 1230 hrs	
2 Jan 2019 onwards	0900 – 1500 hrs	

# Purchase of Books and School Attire

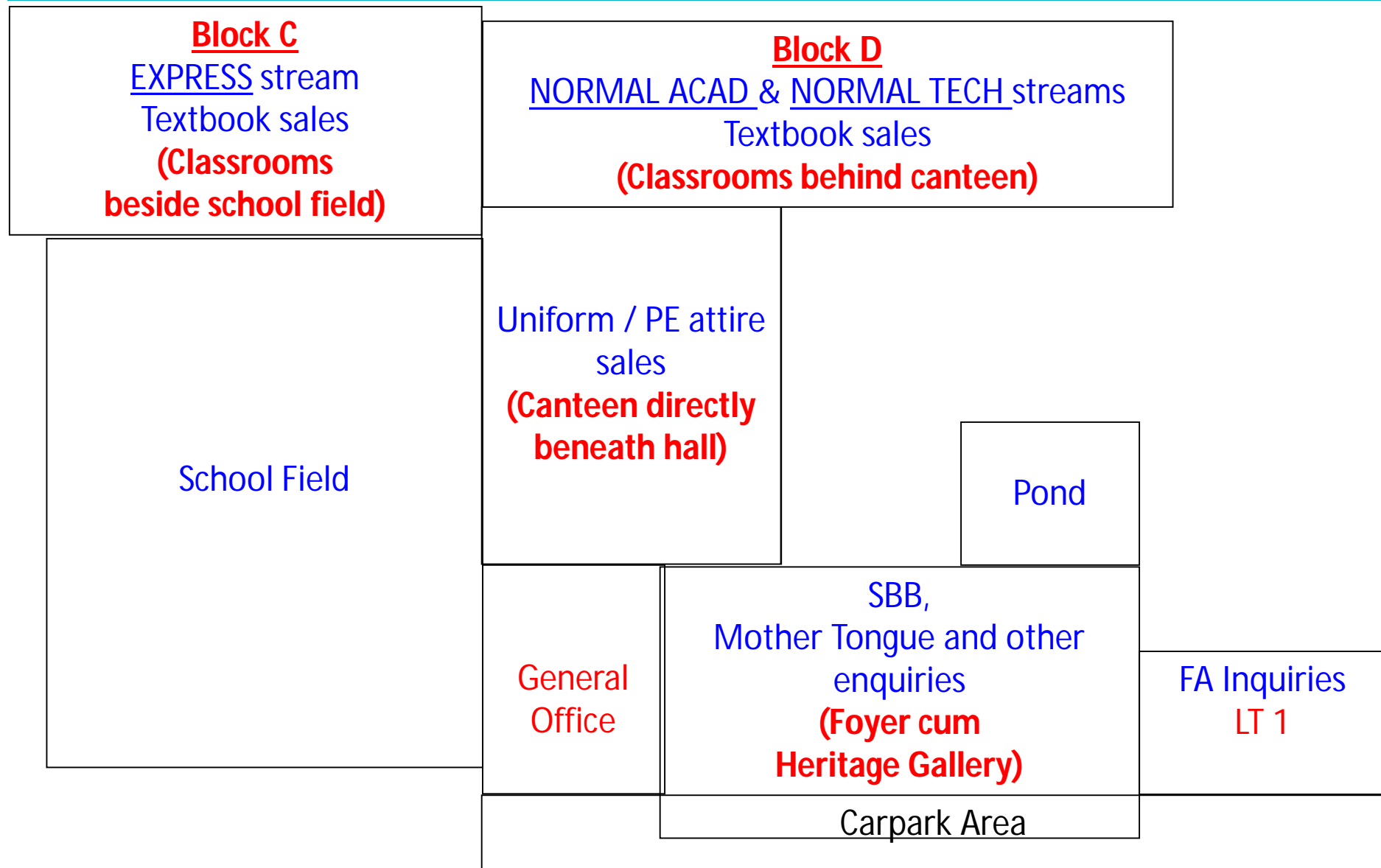
## - Things to Note

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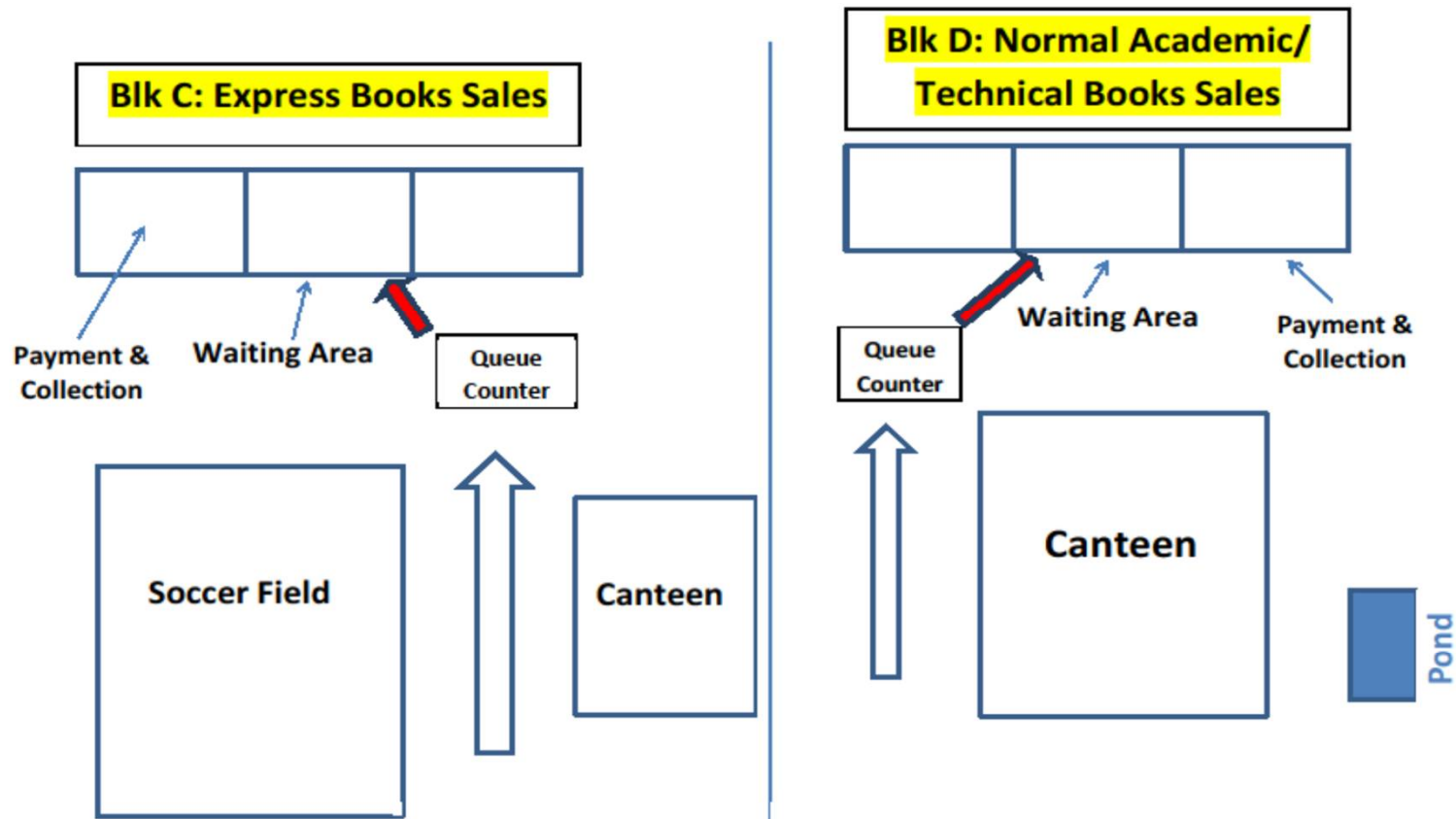


- Only cash, cheque or PayLah! payment
- Estimated cost of books and uniforms are \$400 and \$150 respectively
- Nearest ATM machine is Home Team NS opposite the school (POSB only) and Bukit Gombak MRT station (10 mins walk) for major banks
- Estimated time for books and uniforms purchase today is 2-3 hours inclusive of waiting time
- Higher Mother Tongue (HMT) students in secondary schools need not purchase additional MT books

# Layout Map (Ground Level)

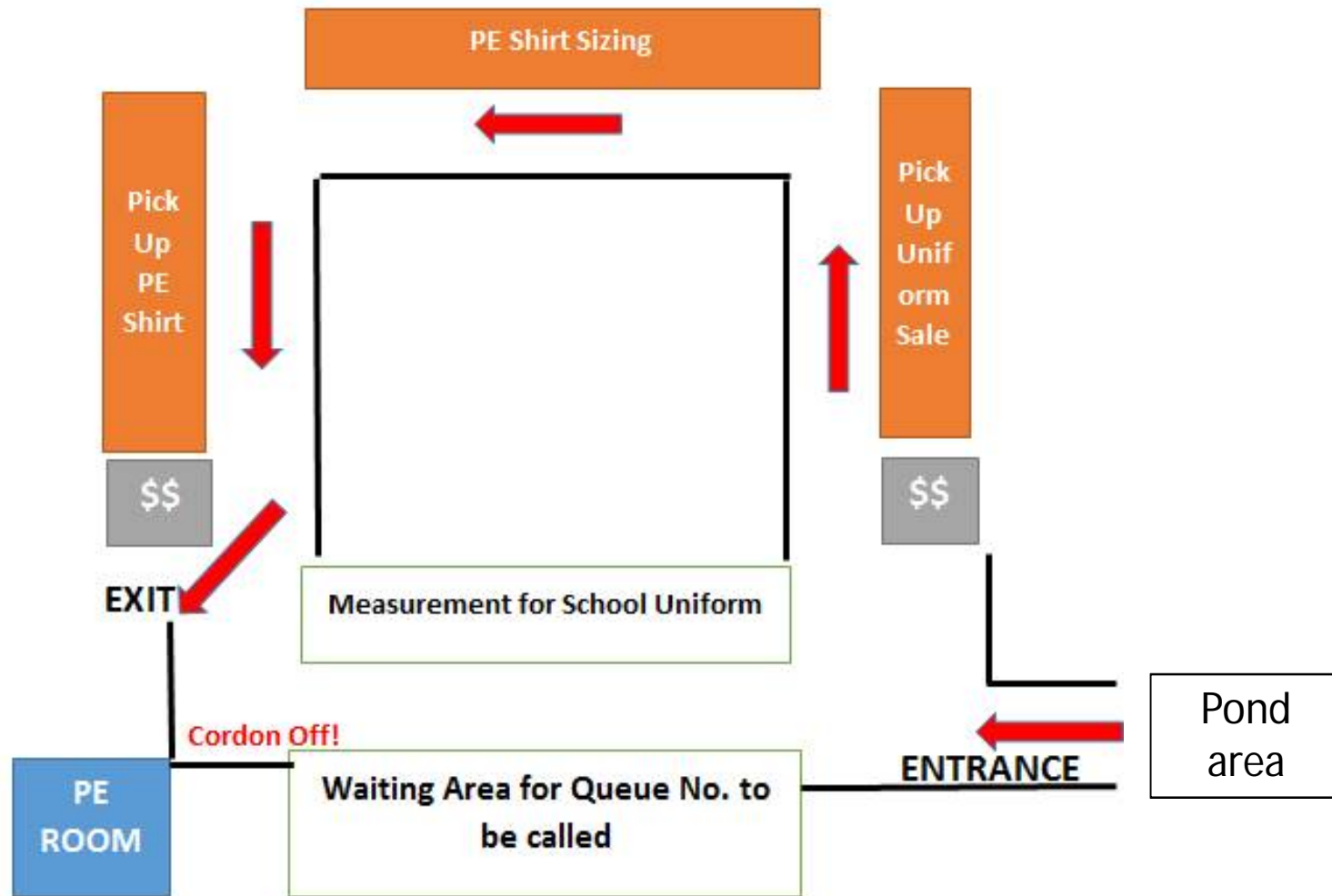


# Purchase of Books



**Book Sales Flowchart**

# Purchase of School Uniform & P.E. Attire





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OGs 1, 2, 5 and 6, head to the canteen to purchase uniform/ PE attire.

OGs 3, 4 and 7, head to the classrooms to purchase books



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Students who have yet to register, please remain in the hall and your queue number will be called shortly.

For those who have registered, you may head down to purchase your uniforms and books.





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Amendment:

Contents of Orientation Package

Item #10:

Parents @ Swiss Membership Registration  
is in WHITE instead of blue.



HAPPY  
*Holidays*

*Bella*



# Thank you!

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