



COMMONWEALTH SECONDARY SCHOOL
Nurturing Champions of Today and Leaders of Tomorrow

3 January 2017

Dear Parents/Guardians of Sec 5 Students,

EDUCATION AND CAREER GUIDANCE (ECG) ACTIVITIES (TERM 1 WEEK 1)

To equip your child/ ward to make informed decisions regarding his/her post-secondary education and career, the school has organized a 3-day programme to enable him/her to:-

- gain greater self-awareness of his/her strengths;
- gain insights into how to use his/her strengths to achieve academic success; and
- explore career options that match his/her strengths.

2. Details of the 3-day programme are as follows:-

Date	Key Activity	Time / Venue of Assembly	Time / Venue of dismissal
4 Jan	StrengthsFinder workshop	0730 / AVA Rm 2	1600 AVA Rm 2
5 Jan	<ul style="list-style-type: none">• Guided tour of Ngee Ann Polytechnic School of Design and Environment• Visit to Ngee Ann Polytechnic Open House	0730 / AVA Rm 2	1330 / Ngee Ann Polytechnic (NP) <i>Note: After dismissal, students are free to visit the NP Open House until it closes at 6pm</i>
6 Jan	<ul style="list-style-type: none">• Guided tour of Singapore Polytechnic School of Design / School of Digital Media and Infocomm Technology• Visit to Singapore Polytechnic Open House	0730 / Hall	1330 / Singapore Polytechnic (SP) <i>Note: After dismissal, students are free to visit the SP Open House until it closes at 6pm</i>

Note: Lunch and refreshments are not provided. No return transport will be provided.

3. The cost of the programme for each student is \$80, of which the school will subsidise 50%. For students on the MOE/SAC Financial Assistance Scheme, the school will subsidise the total cost of the programme. Please note that should your child be absent from the programme without an official medical certificate or other valid reason, you will have to bear the full cost of the programme.

4. Cheques should be made payable to 'Commonwealth Secondary School'. If you wish to pay through Edusave, please complete the Edusave Withdrawal Form.

5. Please fill in the attached acknowledgement form and Edusave form, if applicable, and submit them to the child's/ward's Class Mentor by **4 Jan 2017**.

6. If you require any assistance, or if you have any questions or clarifications, please contact Mrs Wong Sok Foon at 6560 6866 (ext. 116) or email her at wong.sokfoon@commonwealthsec.moe.edu.sg.

Thank you.

AARON LOH
Principal

ACKNOWLEDGEMENT
FORM

EDUCATION AND CAREER GUIDANCE (ECG) ACTIVITIES (Term 1 week 1)

I, _____ (*name of *parent/guardian*), of IC No. _____,
***father / mother / guardian** of _____ (*name of*
***child/ward**) of Sec 5 Normal Academic, acknowledge receiving and understanding
the notification of the ECG Activities (Term 1 week 1).

(Signature)

** delete as appropriate*

APPLICATION FOR
WITHDRAWAL OF FUNDS FROM EDUSAVE ACCOUNT

Principal
Commonwealth Secondary School

EDUCATION AND CAREER GUIDANCE (ECG) ACTIVITIES (TERM 1 WEEK 1)

Amount required from Edusave Account: S\$40.00

Pupil's Name : _____

Index No: _____

Identification No.: _____

Class: _____

1. Please note that S\$40.00 will be set aside in your child's/ward's* 2017 Edusave account to pay for the cost of programme.
2. I undertake to make the payment in cash/cheque if there are insufficient funds in my child's/ward's* Edusave account to meet the payment.

Please indicate your choice by putting an "X" in the corresponding box:

I wish to withdraw S\$40.00 from my above-named child's/ward's* Edusave account for payment of the abovementioned programme.

"Withdrawal of funds from Edusave account will only be completed tentatively by the end of March 2017"

Signature of Father/Mother/Guardian

Date