COMMONWEALTH SECONDARY SCHOOL
Nurturing Champions of Today and Leaders of Tomorrow

14 February 2017   Ref:CWSS/2017/01-admin/s1NA

Dear Parents/Guardians of Sec 1/3

PAYMENT FOR LEARNING RESOURCES AND ENRICHMENT PROGRAMMES (SEC 1 NORMAL ACADEMIC)

As part of the school's effort and commitment to provide an enriching and holistic learning experience for our students, a series of learning resources and enrichment programmes have been planned. While much of the cost of employing additional educational and administrative resources has been heavily subsidised by the school, a co-payment is necessary for some of these programmes/items.

2.   The school conducts 2 collection cycles (in February and August) for these non-MOE standard fees. For Semester 1, we will be collecting the expenses for:

No	Item	Description	Amount	Mode of Payment
i.	Drama in Curriculum	This is a 10-week programme to enhance students' understanding of literary texts through performance	$11.00	Singapore Citizen students may use their edusave to pay for this amount
ii.	Sec 1 level camp (4 to 6 Jan 2017)	Cohort camp which infused servant leadership qualities and school values	$26.00	Singapore citizen students may use their edusave to pay for this amount
iii	Online Mathematics portal	This portal complements the teaching of Mathematics through providing interactive activities. Lesson packages and homework will be uploaded onto this portal to support the child's learning. This is an annual amount.	$5.00	Cash/Cheque
iv	Level camp T-shirt	To instill camaraderie and identification within the level	$3.00	Cash/Cheque
v	House T-shirt	To instill camaraderie and identification within the houses and build school spirit.	$4.00	Cash/Cheque
No	Item	Description	Amount	Mode of

				Payment
vi	Passport Photo	To facilitate the application of School Smartcard and other official use, the school has engaged a vendor to make passport-sized photographs for your child/ward. This is a one-time amount.	$4.00	Cash/Cheque
	Total for Singapore Citizen student		**Edusave: $37.00 Cash/Cheque: $16.00**	
	Total for Singapore Permanent Resident student and Non-citizen students		**Cash/Cheque: $53.00**	

3.   The total amount can be paid either by cash/cheque and edusave. If payment is by cheque, please issue the amount to 'Commonwealth Secondary School'. At the back of the cheque, you should indicate the following:

- Your child's name
- NRIC
- Class
- Semester 1 collection 2017

4.   Please advise your child to hand the cash/ cheque together with Annex A to the **General Office** on **Thursday 23 Feb 2017, between 1.45 p.m. to 3.30 p.m.**

5.   Students who are under the MOE/SAC Financial Assistance Scheme are not required to submit Annex A as the fees will be fully subsidised by the school

6.   If you have further queries on the payment, please contact our Management Support Officer, Ms Pushpa at **6560-6866.**

Thank you

Yours sincerely,

Mr Aaron Loh
Principal

Annex A

The Principal
Commonwealth Secondary School

Payment for Learning Resources and Enrichment Programmes 2017
(Ref:CWSS/2017/01-admin/s1NA)
Sec 1 NA

Amount payable for Learning Resources and Enrichment Programmes 2017: $53.00

Pupil's Name : _____   Level/Class: _____

Identification No.: _____

Please indicate "Y" in the following boxes:

APPLICATION FOR WITHDRAWAL OF FUNDS FROM EDUSAVE ACCOUNT
(Applicable only to Singapore Citizen students. Please call the *Edusave hotline 62600777 to check your child's Edusave account balance.)*

I wish to withdraw **$37.00** from my above-named child's/ward's Edusave account for payment of the abovementioned programmes.

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.

AND

PAYMENT BY CASH/CHEQUE (payable to "Commonwealth Secondary School")
(Please write your child's/ward's name and class on the reverse side of cheque)

I wish to pay ****$16 / $53** for the abovementioned programmes in ****cash/cheque**

** - please delete accordingly

_____   _____
Signature of Father/Mother/Guardian   Date

<u>Note:</u>
Please submit this form together with your payment.