



COMMONWEALTH SECONDARY SCHOOL
Nurturing Champions of Today and Leaders of Tomorrow

19 March 2018

Ref: CWSS/2018/01-admin/s3E

Dear Parents/ Guardians of Sec 3/7

PAYMENT FOR LEARNING RESOURCES AND ENRICHMENT PROGRAMMES

1. 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.	Reading Programme	Straits Times digital subscription to help students in their oral and essay writing by building up their general knowledge	\$24.00	Singapore Citizen students will use their edusave to pay for this amount
ii.	Outward Bound School	This is an outdoor experiential 5 days 4 nights Multi-School Youth Navigators' programme. It aims to develop deeper social-emotional competencies through shared experiences.	\$50.00	Singapore Citizen students will use their edusave to pay for this amount
iii.	Purchase of passport photos	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: \$74.00	
			Cash/ Cheque: \$4.00	
Total for Singapore Permanent Resident student and Non-citizen students			Cash/ Cheque: \$78.00	

3. The total amount can be paid either by cash/ cheque and edusave. For students who are Singapore citizens, we noted that the 'Standing Order for Use of Edusave Account' has been submitted in the beginning of the year. Hence the amount of \$74.00 will be deducted from your child/ ward's edusave account directly.

4. 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 2018

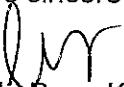
5. Please advise your child to hand the cash/ cheque to the **General Office** on **Monday 2 April 2018, between 2.10 p.m. and 3.30 p.m.**

6. Students who are under the MOE/ SAC Financial Assistance Scheme do not need to pay.

7. If you have further queries on the payment, please contact our Administration Manager, Ms Jasmine Neo at **6560-6866**.

Thank you

Yours sincerely,



Mr Ng Boon Kiat
Principal