



JURONG WEST SECONDARY SCHOOL

61 Jurong West Street 65 Singapore 648348

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School Reference No: JWSS/2019/0079

1 February 2019

Dear Parents/Guardians

Secondary 1 Study Skills Workshop 2019

1. We are pleased to inform you that the school will be organising a Study Skills Workshop for all Secondary 1 students.
2. The details of the Study Skills Workshop are as follows:
 - Day & Date : Monday, 18 February 2019
 - Time : 2:30pm to 5:30pm
 - Venue : Jurong West Secondary School
3. The objectives of the Study Skills Workshop are for students to:
 - Learn effective time management skills that align with their learning styles.
 - Learn effective techniques to manage stress and uncertainty.
 - Learn to cope with the challenges faced during the transition from primary school to secondary school.
4. The cost of the Study Skills Workshop will be shared by both your child/ward and the school. Your child/ward is to pay \$11 via Edusave. Students without Edusave accounts or with insufficient funds in their Edusave accounts will pay in cash.
5. Please acknowledge receipt of this letter by signing the acknowledgement slip below and submitting it to your child/ward's Form Teacher by Thursday, 7 February 2019.
6. Please feel free to contact me at 62623593, ext 301, if you require any further details or clarification.
7. Thank you for your continued partnership with the school in the holistic development of your child/ward.

Yours sincerely

Mr Adrian Tan
Year Head, Secondary 1

===== Please detach here =====

Secondary 1 Study Skills Workshop Acknowledgement Slip

I, _____, parent/guardian of _____ of Class _____, hereby acknowledge your letter dated 1 February 2019 (Ref: JWSS/2019/0079). I acknowledge the withdrawal of \$11 from my child/ward's Edusave account as co-payment for the programme. I undertake to make the payment in cash if there are insufficient funds in my child/ward's Edusave account.

Signature of Parent/Guardian: _____

Date: _____