



20 October 2016

**Secondary 3 Normal (Academic) Extended Curriculum 2016**

Dear Parents/Guardians,

1. Our school will be conducting the Sec 3N Extended Curriculum from **1 to 9 Nov 2016** with lessons commencing from **8 am to 1215 pm**. The aim is to help our students build important study skills and close learning gaps so that they are better prepared for academic work at Sec 4.
2. Given that the Sec 3 Normal (Academic) students are on a two-year course, attendance is therefore critical and we expect students to **be punctual and complete all assignments**. As attendance is compulsory, students are expected to produce medical certificate if he/she is not well to attend any of the session.
3. On 3 November (Thursday), your child/ward will be going on a Learning Journey to the Lifelong Learning Institute.

The main objective of the Learning Journey is:

- To empower students to take charge of their personal career planning and development

Your child/ward will also attend a workshop, ranging from Career Awareness, Interview Skills, Goal Settings to Communication and Public Speaking. The details are as follows:

**Date: 3 November, Thursday**

**Time leaving school: 8am (1-way transport is provided)**

**Venue: Lifelong Learning Institute, 11 Eunos Road**

**Dismissal time: 11.30am**

Please note that your child/ward will be dismissed directly from the venue. The nearest MRT station is Paya Lebar.

4. At AI, we believe that every student has the potential to achieve and excel. We seek your fullest support for this meaningful academic support program the school is providing.
5. Thank you for your continued partnership in this educational journey for your child / ward.

Yours sincerely

Ms Chew Ing Lim  
Principal



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**Acknowledgement Slip (to be passed to the Moral Class Leader on 25 Oct 2016)**

I, \_\_\_\_\_ (name of parent/guardian), parent/guardian of  
child/ward \_\_\_\_\_ (name of child/ward) of class 3N\_\_\_\_ hereby  
noted the content of this letter. I can be contacted at \_\_\_\_\_ (mobile no/ home no.)