

8 January 2018



Dear Parents / Guardians,

A Blessed New Year to you! The following information is for your planning and support. Thank you for your continuous support and we look forward to a fruitful year of home-school collaboration for your child's learning and development in 2018.

## **STUDENT DEVELOPMENT**

### **For Your Action**

#### **1) 2018 Book List**

We have enclosed the 2018 Book List in **Annex B**. The class teacher has indicated on the list the required learning materials to be purchased for your child. Please pay the exact amount for the materials to your child's class teacher by **12 January (Friday)**.

#### **2) Sale of Uniform in School**

All new students need to be in the appropriate school uniform by **15 January (Monday)**. The school uniform supplier (Jeep Sing Fashion) will be selling the school uniform at the Canteen on the following Mondays in Term 1:

|                 |                                      |
|-----------------|--------------------------------------|
| Dates (Mondays) | 8 January / 29 January / 26 February |
| Time            | 11.30am – 1.30pm                     |

#### **3) Co-Curricular Activities**

All co-curricular activities (CCAs) will begin on **2 February (Friday)**. CCAs are conducted during curriculum time for students in AM Love, Peace, Hope, Kindness, Victory and Glory levels on Fridays: **8.00am – 10.00am** (AM session) / **3.00pm – 4.30pm** (PM session). Students are to be in their PE or CCA attire on CCA days.

In addition to the regular CCAs, the following CCAs are available as a 2<sup>nd</sup> CCA outside curriculum hours for students who wish to gain exposure in other areas.

| SN | CCA           | Criteria of Selection                       |
|----|---------------|---|
| 1  | Choir         | Able to pass the audition                   |
| 2  | Swimming      | Able to swim 50m independently (any stroke) |
| 3  | Athletics     | Able to run 50m independently on the track  |
| 4  | Boys' Brigade | NIL   |

Students who would like to join a 2<sup>nd</sup> CCA (optional) are subjected to selection and have to adhere to the requirements set by the CCA. Please indicate in the form for 2<sup>nd</sup> CCA (**Annex A-2**) if you would like to have your child join a 2<sup>nd</sup> CCA. Please note that parents will have to arrange their own transport for their child to attend the 2<sup>nd</sup> CCA. The try-out date will be on **23 February (Friday)**.

#### **4) School Fees**

School fees can be paid from the student's Edusave Account and/or Post-Secondary Education Account (PSEA) if he/she is a Singapore Citizen as noted in the table below.

|                      | School Fees per month | Amount Deductible from     |                                   |
|----------------------|-----------------------|----------------------------|-----------------------------------|
|                      |                       | Edusave                    | PSEA / GIRO / Cash                |
| <b>MID Programme</b> | \$20.00               | Maximum \$13.50 per month  | From \$6.50 to \$20.00 per month  |
| <b>ASD Programme</b> | \$200.00              | Maximum \$193.50 per month | From \$6.50 to \$200.00 per month |

5) **Updating of Pupil's Particulars**

The school needs to update the personal particulars of all students. Please check through, update the necessary amendments on the attached Pupil's Particulars Form and submit the updated Form to the Class Teacher by **12 January (Friday)**.

**Important dates/Changes in schedule**

6) **12 January - Presbyterian Educational Council (PEC) Dedication Service cum Staff Dinner 2018**

The school will close early at 5.00pm on **12 January (Friday)** and all PM students will be dismissed at 4.30pm.

7) **26 January / 9 February - Initial Individual Educational Plan (IEP) Meeting**

The Initial IEP Meeting is a crucial platform where our teachers share and discuss with parents the educational plan for their children at the start of the school year.

| Class Level                        | Initial IEP Meeting Date   | Meeting Time   |
|------------------------------------|--|--|
| Kindness, Victory, Glory & AM Love | <b>26 January (Friday)</b><br><b>NO SCHOOL for these classes</b> | 7.00pm – 9.00 pm (Light refreshments will be served at 6.30pm) |
| Joy, Peace, Hope & PM Love         | <b>9 February (Friday)</b><br><b>NO SCHOOL for these classes</b> |  |

A letter with more information on the meeting will be given to the parents through their child. Please respond promptly by returning the reply slip to the Class Teacher. We seek your co-operation in not bringing young children or infants for the meeting as the school will not provide any childcare service on that day. Please note that there will be no school on the day of your child's IEP.

8) **15 February - Chinese New Year Celebration**

The school will have a combined celebration on **15 February (Thursday)**. The school will function **from 8.00am to 10.00am**. If your child is not taking school bus to/from school, kindly look into the transport arrangement for your child on that morning. School will resume on, 20 February (Tuesday).

9) **2 March - Staff Development Day**

There will be a Staff Development Day on **2 March (Friday)**, as such there will be no school for students on that day.

**Upcoming Activities**

10) **Youth Hub – For AM Session Students and PM Session Kindness Students Only**

The Youth Hub provides a safe environment for students to relax and have fun with their schoolmates before/after school. There are also staff on duty to supervise and befriend the students. Do encourage your child to join the Youth Hub activities. If your child is taking school bus and wants to join the Youth Hub activities, please inform the school bus drivers and ensure that alternative fetching arrangements are made.

| Day      | Date                   | Time            | Targeted Classes               |                                   |
|----------|------------------------|-----------------|--------------------------------|-----------------------------------|
| Mondays  | 15, 22, 29 January     | 1.00pm – 4.00pm | Victory 1 to 4<br>Glory 1 to 3 |                                   |
|          | 5, 12, 26 February     |                 |                                |                                   |
|          | 5 March                |                 |                                |                                   |
| Tuesdays | 16, 23, 30 January     |                 | 1.00pm – 4.00pm                | Kindness 1 to 4<br>Victory 5 to 7 |
|          | 6, 13, 20, 27 February |                 |                                |                                   |
|          | 6 March                |                 |                                |                                   |

|            |                        |                      |                                   |
|------------|------------------------|----------------------|-----------------------------------|
| Wednesdays | 17, 24, 31 January     |                      | Kindness 1 to 4<br>Victory 5 to 7 |
|            | 7, 14, 21, 28 February |                      |                                   |
|            | 7 March                |                      |                                   |
| Thursdays  | 18, 25 January         |                      | Victory 1 to 4<br>Glory 1 to 3    |
|            | 1, 8, 22 February      |                      |                                   |
|            | 1, 8 March             |                      |                                   |
| Fridays    | 19 January             | 10.00am –<br>11.30am | Kindness 5 to 8                   |
|            | 2, 9, 23 February      |                      |                                   |
|            | 9 March                |                      |                                   |

#### 11) National Library Board Molly Bus Visit

The NLB Molly Bus is coming to GOS for the monthly book-borrowing exercises on the following dates. Students will visit and borrow books from the Molly Bus during curriculum hours on those days.

| Molly Bus Visits |             |
|------------------|-------------|
| Tuesdays         | Thursdays   |
| 16 January       | 18 January  |
| 20 February      | 22 February |
| 20 March         | 22 March    |

Please remind your child to bring his/her library membership card to enjoy the borrowing of interesting books.

#### 12) IMDA Lab on Wheels

The IMDA Lab on Wheels is coming to GOS on **1 February (Thursday)** and **2 February (Friday)**. It aims to ignite the young's passion for tech via engaging and experiential activities such as coding games, robotics, 3D technologies, electronics, programming of drones and experimenting with wearables. More details will be released nearer the dates for the classes involved.

#### 13) WPLN Assessment

The following students will take their WPLN Assessment (Modules: Reading, Listening, Speaking, Writing and Numeracy) on the following dates:

| Dates                    | Class Involved                        | WPLN Assessment & Modules                     |
|--------------------------|---------------------------------------|---|
| 9 February<br>(Friday)   | Identified students from<br>Glory 2&3 | Numeracy and Literacy (Reading)               |
| 12 February<br>(Monday)  | Victory 1 & 2                         | Numeracy and Literacy ( Listening & Speaking) |
| 13 February<br>(Tuesday) |                                       | Literacy (Reading & Writing)                  |
| 26 February<br>(Monday)  | Victory 3 & 4                         | Numeracy and Literacy ( Listening & Speaking) |
| 27 February<br>(Tuesday) |                                       | Literacy (Reading & Writing)                  |

- *More details will be released nearer the dates for the classes involved.*

#### 14) 15 Year Old Milestone Camp

As part of GOS character development program, this camp planned for the 15 year old students has the following objectives of helping them grow in self-awareness, self-regulation and self-confidence. It also aims to help them to learn and demonstrate school values such as responsibility and perseverance. It will be held on **7 to 9 March**, the venue will be confirmed at a later date.

### 15) 16 Year Old Immersion Trip

The immersion trip away from Singapore is also part of GOS character development program. It aims to further nurture the values of respect and love as they will be exposed to a different culture. It will be held on **8 to 9 March**. More details will be given at a later date.

## Important School Information

### 16) School Rules

The Discipline Mentors (DMs) have briefed all the students on our school values (i.e. love, respect, responsibility, perseverance, integrity) and school rules. We seek your active support to enable your child to demonstrate the school values and abide by the rules. We will appreciate if you can review the school rules (as attached in **Annex A**) with your child. It is essential that you and your child are fully informed of the school's disciplinary standards regarding appropriate behaviour for a safe and productive school year. Please feel free to contact the DMs or your child's class teacher if you have any questions about the school rules and expectations.

### 17) Vocational Education – For 13-18 year old Students Only

Vocational Education (Voc Ed) lessons will begin on **11 January (Thursday)**. Lessons for MID classes will be held on different days for the respective levels from **1.00pm to 4.30pm** (Year 2-6) and **9.45am to 11.45am** (Year 1). Parents of children from the Love classes will be informed regarding the Voc Ed Programme for their child. Please note that the Voc Ed lessons are part of the school curriculum and attendance is **COMPULSORY**. Students who miss their lessons without valid reasons will face disciplinary actions. As this is a very important aspect of preparing your child for his/her future, we seek your full cooperation in ensuring that your child attends **ALL** the Voc Ed lessons regularly.

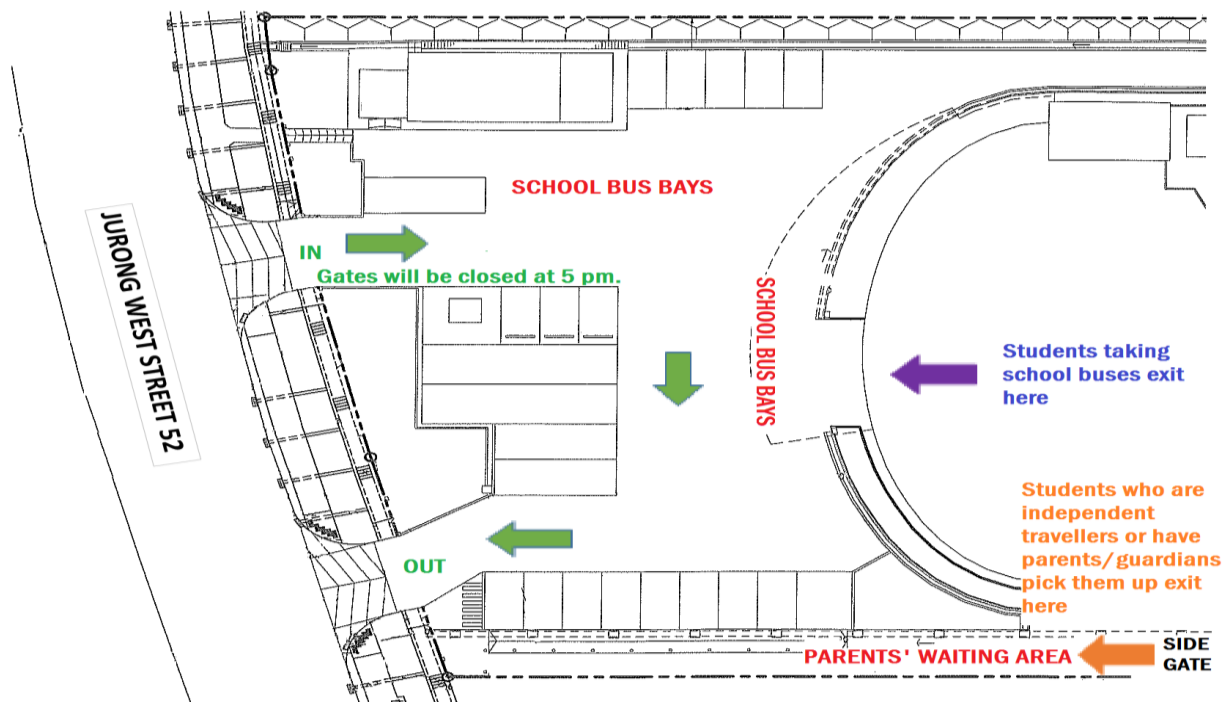
### 18) Daily Dismissal Procedures

Parents fetching their children after school are urged to be in school on time as the teachers need to oversee other matters after school dismissal and may not be able to supervise your child beyond the dismissal time. We seek your cooperation in this matter.

Kindly note the following procedures for daily dismissal:

| By School Bus  |   |
|--|---|
| AM Session   | All students will be dismissed <u>from the side gate</u> excluding those taking the school buses. To avoid congestion and delay in the movement of the many school buses, parents are not allowed to park near the entrance foyer of the school at all times. |
| PM Session   | Students taking the school buses will be dismissed <u>from the main entrance foyer</u> . To avoid congestion and delay in the movement of the many school buses, parents are not allowed to park near the entrance foyer of the school at all times.          |
| By Car   |   |
| Parents fetching their children by car are to park their car and go to the 'Parents' Waiting Area' ( <b>side gate</b> ) to fetch their children personally. <u>Please do not ask your child to walk across the school carpark to where your car is parked as it is very dangerous for your child in view of the movement of the cars and school buses.</u> |   |
| The school gate will be closed at <b>5.00pm</b> daily. Besides the school buses, <b>NO</b> vehicles will be allowed to enter the school carpark after 5.00 pm. The school gate will only be reopened after all the school buses have left.   |   |
| By Other Modes of Transport  |   |
| All parents fetching their children are to wait at the 'Parents' Waiting Area' ( <b>side gate</b> ). No parents will be allowed to wait at the main entrance foyer of the school building.   |   |

We seek your understanding and co-operation in this matter as our main rationale is the safety of all children attending Grace Orchard School. The following map shows the movement of the students during PM session dismissal.



**19) Communication with Parents via Mass SMS**

The school may need to communicate with parents via mass SMS during emergency situations or emergency-related exercises. Please notify the school in writing if you object to the school sending such SMS messages to your personal handphones.

**20) Communication with Teachers**

Parents may communicate with teachers via the following ways:

|                         |  |
|-------------------------|--|
| Student Diary           | Please check the Student Diary daily as it is the main communication channel between teachers and parents. Your child’s class teacher will note down in the Diary important information/actions for your personal attention. |
| School mainline         | +65 6561 9128  |
| WhatsApp / SMS messages | Please note that the teachers are not obligated to give parents their personal contact number. If given, it would be a mutual arrangement between parents and teachers.  |

For emergency matters during curriculum time, please contact the school mainline as the teachers are having lessons and may not be able to respond promptly.

Please note that response to emails, WhatsApp and text messages received **between 6.00pm and 7.30am** will only be given on the following working day. We seek your understanding in this matter as our staff need to have their personal time and space.

**21) Student Group Personal Accident Insurance Policy**

All registered students of Grace Orchard School are covered under the Student Group Personal Accident Insurance Policy. The insurance can help parents cover some medical expenses that may be incurred if their children are injured while participating in school activities.

Listed below are the revised benefits and terms in the Student Group Personal Accident Insurance policy currently in force – for your necessary attention:

|   |   |
|---|---|
| a) Name of Insurer  | Federal Insurance Company   |
| b) Medical expenses limit   | \$7,500 per student (Note: Medical expenses limit for registered Chinese physician – \$150 per student) |
| c) Sub limit for outpatient expenses  | \$500 per accident  |
| d) Sub limit for inpatient (hospitalization) expenses   | \$7,000 per accident  |
| e) Accident death & permanent disablement benefits  | \$25,000 per student  |
| f) <b>20% co-payment requirement for parents</b> on each and every medical expenses claim submitted (i.e. the insurer will reimburse only up to 80% of all approved medical expenses incurred.) |   |

The medical expenses claim form is available from the General Office. The claim form with the original medical receipts must be submitted to school within 14 days from the date of the accident. If you have any further query about the above insurance policy, please contact the school Admin Executive at 65619128 ext. 106 or [info@go.edu.sg](mailto:info@go.edu.sg) (via email).

We wish all Chinese parents and students a Blessed Lunar New Year and to the rest of you a joyous holiday.

Thank you.



Mrs Lisa Goh  
Principal

## 2018 TERM 1 SCHOOL CALENDAR

| DATE  | EVENT / ACTIVITY   | REMARKS   |                  |                                   |                  |   |                |                                      |             |                             |             |   |
|---|--|---|------------------|-----------------------------------|------------------|---|----------------|--------------------------------------|-------------|-----------------------------|-------------|---|
| 11 January  | Start of Vocational Education (Voc Ed) lessons   | As per schedule given                                   |                  |                                   |                  |   |                |                                      |             |                             |             |   |
| 12 January  | Submission of the following items to Class Teacher: <table border="1" data-bbox="336 315 1083 618"> <tr> <td>1. Acknowledgement Slip – Letter to Parents Term 1-2018</td> <td><b>Annex A-1</b></td> </tr> <tr> <td>2. Form for 2<sup>nd</sup> CCA**</td> <td><b>Annex A-2</b></td> </tr> <tr> <td>3. Payment (exact amount) for new learning materials (Book List 2018)</td> <td><b>Annex B</b></td> </tr> <tr> <td>4. Payment for Healthy Meals - Fruit</td> <td>As attached</td> </tr> <tr> <td>5. Pupil's Particulars Form</td> <td>As attached</td> </tr> </table> | 1. Acknowledgement Slip – Letter to Parents Term 1-2018 | <b>Annex A-1</b> | 2. Form for 2 <sup>nd</sup> CCA** | <b>Annex A-2</b> | 3. Payment (exact amount) for new learning materials (Book List 2018) | <b>Annex B</b> | 4. Payment for Healthy Meals - Fruit | As attached | 5. Pupil's Particulars Form | As attached | <b>For parents'/ guardians' attention and action</b><br><br>**Complete and submit the Form for 2 <sup>nd</sup> CCA only if you want your child to join a 2 <sup>nd</sup> CCA. |
| 1. Acknowledgement Slip – Letter to Parents Term 1-2018               | <b>Annex A-1</b>   |   |                  |                                   |                  |   |                |                                      |             |                             |             |   |
| 2. Form for 2 <sup>nd</sup> CCA**                                     | <b>Annex A-2</b>   |   |                  |                                   |                  |   |                |                                      |             |                             |             |   |
| 3. Payment (exact amount) for new learning materials (Book List 2018) | <b>Annex B</b>   |   |                  |                                   |                  |   |                |                                      |             |                             |             |   |
| 4. Payment for Healthy Meals - Fruit                                  | As attached  |   |                  |                                   |                  |   |                |                                      |             |                             |             |   |
| 5. Pupil's Particulars Form   | As attached  |   |                  |                                   |                  |   |                |                                      |             |                             |             |   |
|   | PEC Dedication Service cum Staff Dinner 2018   | <b>PM students dismiss at 4.30pm</b>                    |                  |                                   |                  |   |                |                                      |             |                             |             |   |
| 26 January  | Initial IEP Meeting for Kindness, Victory, Glory & AM Love classes (7.00pm – 9.00pm)   | <b>NO SCHOOL for these classes</b>                      |                  |                                   |                  |   |                |                                      |             |                             |             |   |
| 29 January  | Sale of School Uniform   | 11.30am to 1.30pm                                       |                  |                                   |                  |   |                |                                      |             |                             |             |   |
| 1 & 2 February  | IMDA Lab on Wheels   | During curriculum time                                  |                  |                                   |                  |   |                |                                      |             |                             |             |   |
| 2 February  | Start of CCA sessions  | All except PM Love and Joy classes                      |                  |                                   |                  |   |                |                                      |             |                             |             |   |
| 9 February  | WPLN Assessment  | Identified Glory 2 & 3 students                         |                  |                                   |                  |   |                |                                      |             |                             |             |   |
|   | Initial IEP Meeting for Joy, Peace, Hope & PM Love classes (7.00pm – 9.00pm)   | <b>NO SCHOOL for these classes</b>                      |                  |                                   |                  |   |                |                                      |             |                             |             |   |
| 12 & 13 February  | WPLN Assessment  | For Victory 1 & 2 students                              |                  |                                   |                  |   |                |                                      |             |                             |             |   |
| 14 February   | Total Defence Day  | During curriculum time                                  |                  |                                   |                  |   |                |                                      |             |                             |             |   |
| 15 February   | Chinese New Year Celebration – Combined School Event from 8.00am to 10.00am  | <b>Students to be in school by 7.30am</b>               |                  |                                   |                  |   |                |                                      |             |                             |             |   |
| 16 to 19 February   | Public Holiday and Scheduled School Holiday – Chinese New Year   | NO School for students                                  |                  |                                   |                  |   |                |                                      |             |                             |             |   |
| 26 & 27 February  | WPLN Assessment  | For Victory 3 & 4 students                              |                  |                                   |                  |   |                |                                      |             |                             |             |   |
| 26 February   | Sale of School Uniform   | 11.30am to 1.30pm                                       |                  |                                   |                  |   |                |                                      |             |                             |             |   |
| 2 March   | Staff Development Day  | NO School for students                                  |                  |                                   |                  |   |                |                                      |             |                             |             |   |
| 7 to 9 March  | 15 Year Old Milestone Camp   | Only Victory 4 to 7                                     |                  |                                   |                  |   |                |                                      |             |                             |             |   |
| 8 to 9 March  | 16 Year Old Immersion Trip (Malacca)   | Only Victory 1 to 3                                     |                  |                                   |                  |   |                |                                      |             |                             |             |   |
| 12 to 18 March  | Term 1 School Holidays   |   |                  |                                   |                  |   |                |                                      |             |                             |             |   |
| <b>Term 2 will begin on 19 March 2018.</b>                            |  |   |                  |                                   |                  |   |                |                                      |             |                             |             |   |

## 2018 年第一学段行事历

| DATE                             | EVENT / ACTIVITY  | REMARKS                 |        |                 |        |                                  |      |                      |    |             |    |   |
|----------------------------------|---|-------------------------|--------|-----------------|--------|----------------------------------|------|----------------------|----|-------------|----|---|
| 1 月 11 日                         | 职能教育训练课程开始  | 请参考职能教育行程表              |        |                 |        |                                  |      |                      |    |             |    |   |
| 1 月 12 日                         | 提交以下表格、付款给老师：<br><table border="1" data-bbox="336 331 1082 600"> <tr> <td>1. 此家长信之回应表格</td> <td>附件 A-1</td> </tr> <tr> <td>2. 申请第二课外活动表格**</td> <td>附件 A-2</td> </tr> <tr> <td>3. 购买 2018 新学习材料之付款<br/>(请交付准确数额)</td> <td>附件 B</td> </tr> <tr> <td>4. 费用缴交：学校健康餐饮计划- 水果</td> <td>附件</td> </tr> <tr> <td>5. 学生个人资料表格</td> <td>附件</td> </tr> </table> | 1. 此家长信之回应表格            | 附件 A-1 | 2. 申请第二课外活动表格** | 附件 A-2 | 3. 购买 2018 新学习材料之付款<br>(请交付准确数额) | 附件 B | 4. 费用缴交：学校健康餐饮计划- 水果 | 附件 | 5. 学生个人资料表格 | 附件 | 请家长 / 监护人注意并及时采取行动。<br><br>**如果你要孩子参加第二课外活动，才须填写此表格 |
| 1. 此家长信之回应表格                     | 附件 A-1  |                         |        |                 |        |                                  |      |                      |    |             |    |   |
| 2. 申请第二课外活动表格**                  | 附件 A-2  |                         |        |                 |        |                                  |      |                      |    |             |    |   |
| 3. 购买 2018 新学习材料之付款<br>(请交付准确数额) | 附件 B  |                         |        |                 |        |                                  |      |                      |    |             |    |   |
| 4. 费用缴交：学校健康餐饮计划- 水果             | 附件  |                         |        |                 |        |                                  |      |                      |    |             |    |   |
| 5. 学生个人资料表格                      | 附件  |                         |        |                 |        |                                  |      |                      |    |             |    |   |
|                                  | 基督教长老会教育理事会献心礼及员工聚餐   | 下午班学生的放学时间将提前至下午 4.30   |        |                 |        |                                  |      |                      |    |             |    |   |
| 1 月 26 日                         | 2018 新学年个人教育计划家长会 – Kindness, Victory, Glory & AM Love (晚上 7.00 到 9.00)   | 班级学生没有上课                |        |                 |        |                                  |      |                      |    |             |    |   |
| 1 月 29 日                         | 校服销售  | 上午 11.30 至下午 1.30       |        |                 |        |                                  |      |                      |    |             |    |   |
| 2 月 1 日至 2 日                     | IMDA Lab on Wheels  | 在上课期间举行                 |        |                 |        |                                  |      |                      |    |             |    |   |
| 2 月 2 日                          | 课外活动开始  | 所有班级，PM Love 与 Joy 班级除外 |        |                 |        |                                  |      |                      |    |             |    |   |
| 2 月 9 日                          | WPLN 考试   | Glory 2 & 3 班级中的部分学生    |        |                 |        |                                  |      |                      |    |             |    |   |
|                                  | 2018 新学年个人教育计划家长会 – Joy, Peace, Hope & PM Love (晚上 7.00 到 9.00)   | 班级学生没有上课                |        |                 |        |                                  |      |                      |    |             |    |   |
| 2 月 12 日至 13 日                   | WPLN 考试   | Victory 1 & 2 班级学生      |        |                 |        |                                  |      |                      |    |             |    |   |
| 2 月 14 日                         | 全面防卫日   | 在上课期间举行                 |        |                 |        |                                  |      |                      |    |             |    |   |
| 2 月 15 日                         | 农历新年全校联合庆祝会 (上午 8.00 至 10.00)   | 所有学生必须于上午 7.30 前抵达学校    |        |                 |        |                                  |      |                      |    |             |    |   |
| 2 月 16 日至 19 日                   | 农历新年公共假日、既定学校假期   | 学生没有上课                  |        |                 |        |                                  |      |                      |    |             |    |   |
| 2 月 26 日至 27 日                   | WPLN 考试   | Victory 3 & 4 班级学生      |        |                 |        |                                  |      |                      |    |             |    |   |
| 2 月 26 日                         | 校服销售  | 上午 11.30 至下午 1.30       |        |                 |        |                                  |      |                      |    |             |    |   |
| 3 月 2 日                          | 学校职员进修日   | 学生没有上课                  |        |                 |        |                                  |      |                      |    |             |    |   |
| 3 月 7 日至 9 日                     | 15 岁里程碑营会   | Victory 4 to 7 学生       |        |                 |        |                                  |      |                      |    |             |    |   |
| 3 月 8 日至 9 日                     | 16 岁马六甲浸濡之旅   | Victory 1 to 3 学生       |        |                 |        |                                  |      |                      |    |             |    |   |
| 3 月 12 日至 18 日                   | 第一学段学校假期  |                         |        |                 |        |                                  |      |                      |    |             |    |   |
| <b>第二学段于 3 月 19 日开学。</b>         |   |                         |        |                 |        |                                  |      |                      |    |             |    |   |



## 2018 KALENDER SEKOLAH UNTUK PENGGAL PERTAMA

| TARIKH            | ACARA / ACTIVITI   | CATATAN  |                        |
|-------------------|--|--|------------------------|
| 11 Januari        | Permulaan kelas Vocational Education (Voc Ed)  | Mengikut jadual yang diberikan   |                        |
| 12 Januari        | Hantar perkara-perkara berikut ke guru:  | <b>Perhatian Untuk ibu bapa / para penjaga</b><br><br>**Anda perlu isi borang untuk CCA yang kedua jika anak anda mahu mengambil CCA kedua |                        |
|                   | 1. Surat Pengakuan – Surat kepada ibu bapa penggal pertama 2018                                    |  | <b>Annex A-1</b>       |
|                   | 2. Borang untuk CCA pilihan kedua**  |  | <b>Annex A-2</b>       |
|                   | 3. Bayaran (mengikut jumlah) untuk bahan - bahan pembelajaran (Book List 2018)                     |  | <b>Annex B</b>         |
|                   | 4. Bayaran untuk Buah Buahan – Makanan Sihat   |  | Dilampirkan pada surat |
|                   | 5. Borang butiran pelajar  | Dilampirkan pada surat   |                        |
|                   | PEC Perkhidmatan dedikasi dan makan malam untuk para kakitangan 2018                               | <b>Murid kelas petang akan pulang pada jam 4.30 petang</b>   |                        |
| <b>26 Januari</b> | Penemuan Awal – (IEP) Untuk kelas Kindness, Victory, Glory & AM Love (7.00malam – 9.00malam)       | <b>Tiada sekolah untuk murid kelas tersebut</b>  |                        |
| 29 Januari        | Jualan pakaian seragam sekolah   | 11.30 pagi - 1.30 petang   |                        |
| 1 & 2 Februari    | ‘IMDA Lab on Wheels’   | Waktu kurikulum  |                        |
| 2 Februari        | Permulaan sesi CCA   | Untuk semua kelas kecuali kelas PM Love dan Joy  |                        |
| 9 Februari        | Peperiksaan WPLN   | Sesetengah murid dari kelas Glory 2 & 3  |                        |
|                   | Penemuan Awal – (IEP) Untuk kelas Joy, Peace, Hope & PM Love (7.00 malam – 9.00malam)              | <b>Tiada sekolah untuk murid kelas tersebut</b>  |                        |
| 12 & 13 Februari  | Peperiksaan WPLN   | Untuk kelas Victory 1 & 2  |                        |
| 14 Februari       | Hari Pertahanan Awam   | Waktu kurikulum  |                        |
| 15 Februari       | Perayaan Tahun Baru Cina – Acara digabungkan bagi sesi pagi dan petang dari 8.00 pagi - 10.00 pagi | <b>Semua murid laporkan diri ke sekolah sebelum jam 7.30 pagi.</b>   |                        |
| 16 - 19 Februari  | Cuti Umum dan Cuti Sekolah – Tahun Baru Cina   | Tiada sekolah untuk semua murid  |                        |
| 26 Februari       | Jualan pakaian seragam sekolah   | 11.30 pagi - 1.30 petang   |                        |
| 26 & 27 Februari  | Peperiksaan WPLN   | Untuk kelas Victory 3 & 4  |                        |
| 2 Mac             | Hari Pembangunan Kakitangan  | Tiada sekolah untuk semua murid  |                        |
| 7 - 9 Mac         | Kem Milestone untuk murid 15 tahun   | Untuk kelas Victory 4 - 7  |                        |
| 8 - 9 Mac         | ‘Immersion Trip’ ke Melaka untuk murid 16 tahun  | Untuk kelas Victory 1 - 3  |                        |
| 12- 18 Mac        | Cuti Sekolah Penggal pertama   |  |                        |

***Penggal kedua akan bermula pada 19 Mac 2018.***

## **SCHOOL RULES**

### **1. GENERAL CONDUCT**

- Show respect to and obey school authority, e.g. principal, teachers, students, prefects, monitors, and non-teaching staff.
- Be considerate to others.
- Be polite and well-behaved at all times.
- Queue up orderly at the canteen for meals.
- Return all utensils to the correct place after eating in the canteen.

### **2. ATTENDANCE AND PUNCTUALITY**

- Students are to attend school, classes, CCAs and other school activities punctually and regularly.
  - Each student should not exceed 10 days of unexcused absence in a year as missing school for that many days would mean missing more than half a year of school for a 10-years school duration.
- If a student is unable to attend school or any school-related event, a medical certificate or parent's letter is required to be submitted the next school day.
  - Parents are requested to inform the office or class teachers before the school reporting time.
  - Should a student still be unwell following an MC and needs to rest for the 2nd or 3rd day following an MC, a parent letter is allowed.
  - A maximum of 5 parent letters for the PM Session and 3 parent letters for the AM Session in an academic year is accepted. Letters submitted following the given number allowed will be considered invalid. Each parent letter could cover up to 2 days of absence.
- Students are to participate in swimming and travelling lessons. These lessons are conducted as part of the curriculum.
- The school will issue a letter to the parents/guardians when their child has 3 total unexcused absence in a semester.
- After a total of 5 unexcused absence in a semester a parent meeting may be called for by the school to address the underlying reasons for absence.
- If the student has 10 or more unexcused absences in a semester despite given warnings and supports, the school may mete out more serious disciplinary action.
- Should a student need to be withdrawn from school, his/ her parents or guardian must write to the school stating the date and reason for the withdrawal, at least four (4) weeks before the date of the said withdrawal.

### **3. RELEASE OF STUDENTS**

- Students are only to be picked up by caregivers whose names have been given to the school at the start of the year.
- Parents need to notify the teachers or school if they have arranged for their children to be picked up by others apart from the names given to the school.
- Students are not allowed to leave the school premises during the school hours without the early dismissal form duly endorsed by the Principal. In the Principal's absence, the HOD/ programme heads will endorse the form. The caregiver is expected to pick the student up.

### **4. DAILY ASSEMBLIES**

- Observe the flag raising and lowering ceremonies with dignity and respect.
- Assemble punctually and in an orderly manner for the ceremony.
- Students who are Singapore citizens must sing the National Anthem and take the pledge.
- Students will take the pledge with the right fist placed over the heart.

## 5. CLASSROOM CONDUCT

### 5.1. Respect Your Teachers

- Hand in your assignments on time.
- Be courteous, attentive and obedient.
- Stand up to greet the teacher before the lesson and thank him/ her after the lesson.
- Seek permission from the teacher if you have a valid reason to leave the classroom.

### 5.2. Maintain a Conducive Environment for Learning

- Keep the classroom clean and tidy at all times.
- Consumption of food should only be done in the canteen.
- Show consideration to others by keeping the noise level low.

### 5.3. Demonstrate Responsible Behaviour

- Do not enter any classrooms during recess.
- Remove all books from the classroom after school.

## 6. ELECTRONIC GADGETS

Students are not encouraged to bring electronic gadgets to school. If however there is a need to do so for various reasons, kindly note the following:

- Electronic gadgets such as mobile phones and mp3 players should not be used in school or during school activities held out of campus at all times, except under teacher supervision.
- In case of emergencies, Parents are advised to call the school office at 6561 9128 if they wish to contact their children during curriculum hours.
- These gadgets will be confiscated if students are seen using them and only released upon the parent's collection at the office.
- The school shall not be held responsible for the loss of any such personal electronic gadget.

## 7. ATTIRE AND APPEARANCE

- There should be no modification to the prescribed school uniform.
- School T-shirts are allowed only during PE/ CCA and other specified school functions.
- Students must be in their school uniform within the school compound even after official school hours.
- All students to wear only low-cut, white canvas shoes or predominantly white-based track shoes with white socks.
- Ensure your hairstyle meets the school's requirements. Extreme/ outlandish hairstyle and use of hair colouring or gel are strictly not allowed. Hair length for boys must not touch the ear or collars. All fringes for boys and girls must not cover the eyebrow. Fancy styling, sideburns, ducktails, undercut, high-shaven sides are not allowed. Refer to photos in student diary of acceptable hairstyles.
- Keep your nails short and clean.
- Jewellery, friendship bands, ankle bands, nail colouring and make-up are not allowed. Only black, dark blue and dark brown coloured hair bands/ clips are allowed.
- Girl: Simple and inexpensive ear studs on girls are acceptable. Female students may wear one pair of small, plain, identical ear studs (not bigger than 4mm in diameter) or transparent ear sticks; one on each lower end of the earlobe. Multiple ear rings or ear sticks are not allowed. Any other form of body piercing is also not allowed. Repeated offenders will have their items confiscated.
- Boys: Are not allowed to pierce ears or any other parts of the body, nor wear earrings/ear studs or any other form of piercing. Repeated offenders will have their items confiscated.
- Students are not allowed to sport tattoos. Those caught will be sent to wash off for non-permanent markings, or be required to go to their own doctors for removal of permanent markings.
- Spectacle frames should be plain and the lenses are not to be tinted. Coloured or any form of cosmetic contact lenses, and non-prescription glasses are not allowed.

**Please return this Acknowledgement Slip to the Class Teacher by Friday, 12 January 2018**

**ACKNOWLEDGEMENT SLIP – LETTER TO PARENTS (TERM 1 – 2018)**

Dear Class Teacher,

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_  
(Name of parent/guardian) (Name of child/ward)

of \_\_\_\_\_ have received and read the letter given by the school on 8 January 2018.  
(Class)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Complete and return this section to the Class Teacher by Friday, 12 January 2018 only if you want your child to join a 2<sup>nd</sup> CCA. The try-out date will be on 23 February (Friday).**

**FORM FOR 2ND CCA (Optional)**

I would like my child \_\_\_\_\_ (name) of \_\_\_\_\_ (class) to be considered for a 2nd CCA.

- Athletics** (Saturday mornings) (**AM/PM session**)
- Choir** (Fridays, 3.00pm – 4.30pm) (**AM session only**)
- Swimming** (Fridays, 8.00am – 10.00am) (**PM session only**)
- Boys' Brigade** (Fridays, 8.00am – 10.00am) (**13 years old only**)

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Grace Orchard School BOOK LIST 2018

Name of student: \_\_\_\_\_ Class Teacher: \_\_\_\_\_ ( )

Class

**A) Textbooks / Workbooks**

|                  | Subject          | Title of Book   | Unit Price | Quantity        | Amount    |
|------------------|------------------|---|------------|-----------------|-----------|
|                  | PM English       | Grammar Module 1 (Booklet 1 & 2)                      | \$4.80     |                 |           |
|                  | AM English       | Grammar Module 2 (Booklet 1 & 2)                      | \$4.80     |                 |           |
|                  | AM English       | Grammar Module 3 (Booklet 1 & 2)                      | \$4.80     |                 |           |
|                  | AM English       | Grammar Module 4 (Booklet 1 & 2)                      | \$4.80     |                 |           |
|                  | PM English (DI)  | Reading Mastery Reading K Workbook A                  | \$17.60    |                 |           |
|                  | PM English (DI)  | Reading Mastery Reading K Workbook B                  | \$17.60    |                 |           |
|                  | PM English (DI)  | Reading Mastery Reading K Workbook C                  | \$17.60    |                 |           |
|                  | PM English (DI)  | Reading Mastery Reading 1 Workbook A                  | \$17.60    |                 |           |
|                  | PM English (DI)  | Reading Mastery Reading 1 Workbook B                  | \$17.60    |                 |           |
|                  | PM English (DI)  | Reading Mastery Reading 1 Workbook C                  | \$17.60    |                 |           |
|                  | PM English (HWT) | Handwriting without Tears: Letters and Numbers for Me | \$21.95    |                 |           |
| JFM1*<br>JFMP    | Mathematics      | Growing with Math Grade K Student Book                | \$13.40    |                 |           |
| SFM1<br>JFM1     | Mathematics      | Targeting Mathematics Workbook 1A Part 1              | \$3.85     |                 |           |
| SFM1,2<br>JFM2   | Mathematics      | Targeting Mathematics Workbook 1A Part 2              | \$3.85     |                 |           |
| SFM2,3<br>JFM3,4 | Mathematics      | Targeting Mathematics Workbook 1B Part 1              | \$4.00     |                 |           |
| SFM3<br>JFM3,4   | Mathematics      | Targeting Mathematics Workbook 1B Part 2              | \$4.00     |                 |           |
| SFM4<br>JFM5     | Mathematics      | Targeting Mathematics Workbook 2A Part 1              | \$4.00     |                 |           |
| SFM4<br>JFM5     | Mathematics      | Targeting Mathematics Workbook 2A Part 2              | \$4.00     |                 |           |
| SFM4<br>JFM6     | Mathematics      | Targeting Mathematics Workbook 2B Part 1              | \$4.15     |                 |           |
| SFM4<br>JFM6     | Mathematics      | Targeting Mathematics Workbook 2B Part 2              | \$4.00     |                 |           |
| SFM5             | Mathematics      | Targeting Mathematics Workbook 3A                     | \$8.65     |                 |           |
| SFM5             | Mathematics      | Targeting Mathematics Workbook 3B                     | \$6.40     |                 |           |
| SFM6             | Mathematics      | Targeting Mathematics Workbook 4A                     | \$7.60     |                 |           |
| SFM6             | Mathematics      | Targeting Mathematics Workbook 4B                     | \$7.30     |                 |           |
|                  |                  |   |            | <b>Subtotal</b> | <b>\$</b> |

**B) Exercise Books and Stationery (Compulsory Items as Indicated for Various Levels)**

| Subject            | Item to Purchase                        | Unit Price | Quantity | Amount          |           |
|--------------------|---|------------|----------|-----------------|-----------|
| --                 | School Diary                            | \$2.00     | 1        | \$2.00          |           |
| <b>English</b>     | 2" Arch File (Blue)*                    | \$2.60     |          |                 |           |
|                    | Single Line Exercise Book (small/wide)* | \$0.60     |          |                 |           |
| <b>Mathematics</b> | 2" Arch File (Red)*                     | \$2.60     |          |                 |           |
|                    | Square Exercise Book (small/big)*       | \$0.50     |          |                 |           |
| <b>Science</b>     | 2" Arch Files (Green)*                  | \$2.60     |          |                 |           |
| --                 | 1 set of 10 file dividers               | \$0.50     | 1        | \$0.50          |           |
| --                 | A4 size sheet protector                 | \$0.05     | 10       | \$0.50          |           |
| --                 | Whiteboard marker                       | \$1.35     | 2        | \$2.70          |           |
| --                 | Whiteboard marker refill                | \$0.80     | 4        | \$3.20          |           |
| --                 | A4 size clip board*                     | \$1.50     |          |                 |           |
| --                 | A4 White board*                         | \$2.70     |          |                 |           |
|                    |   |            |          | <b>Subtotal</b> | <b>\$</b> |

**GRAND TOTAL (A + B)****\$****\***\* *Optional item*\*\* *Please pay the exact amount to Class Teacher by Friday, 12 January 2018. Thank you.*

8 January 2018



Dear Parents / Caregivers

## HEALTHY MEALS IN SCHOOLS PROGRAMME (HMSP)- PAYMENT FOR FRUIT

Grace Orchard School (GOS) will continue with our ‘**Healthy Meals in Schools Programme**’ (HMSP) this year. This programme is an initiative started in 2017 by the Health Promotion Board (HPB) to promote healthy eating in our school. It aims to:

- increase awareness of healthy nutrition among school staff and students
- increase the consumption of fruits, vegetables and whole-grains,
- reduce the intake of high fat, salt and sugar.

One of the key initiatives that we have implemented according to HMSP guidelines is to include fruit into the meals. The school has fully subsidised the trial runs of the fruit pack given to all students in Term 3 and 4 last year.

This year, each GOS student will be provided with **a fruit daily**. The school will sponsor 50% of the cost of the fruit that your child will receive daily starting in mid-Jan. As such, you will only need to pay **S\$14 (50% of \$28) per Semester** for the daily provision of fruit. *Students on financial assistance receiving meal cards will have the cost of the fruits covered under the Grace Orchard School meal programme. No payment will be needed*

Finally, we hope that parents / caregivers will be able to partner the school to promote healthy eating among students. You can do so by preparing healthier meals at home – i.e. include fruits, vegetables and whole-grains in your dishes, to avoid deep-fried food, to use food products with the Healthy Choice Symbol and to reduce the consumption of sweetened beverages.

Please feel free to check with the school through your child’s class teacher if you have any queries on the above-mentioned Healthy Meals in Schools Programme. Also, if you have other interesting suggestions for healthier canteen meals, we will be most happy to further discuss them with you.

Warmest regards.

Mrs Lisa Goh  
Principal

-----Acknowledgement slip-----

**Healthy Meals In School Programme 2018 (HMSP)**  
(please submit to your class teacher by 12 Jan 2018, Friday)

Name of Student: \_\_\_\_\_

Class: \_\_\_\_\_

Amount paid: \_\_\_\_\_ (by cash/ cheque)

**Cross cheque to be made to ‘Grace Orchard School’**

*No payment needed for students on financial assistance receiving meal cards*