

1 July 2019



Dear Parents / Guardians,

Thank you for your partnership and participation in the learning and development of your child.

## **STUDENT DEVELOPMENT PROGRAMME**

### **For Your Action**

#### 1) **Mass Temperature-taking Exercise**

The school will be conducting the mass temperature-taking exercise on **Wednesday, 3 July**. All students must bring their own digital thermometer to school on the day of exercise. Student may purchase the digital thermometer at \$3.20 and/or a battery at \$0.20 at the general office.

#### 2) **Online Submission of Consent for Immunisation and Medical Information**

Health Promotion Board – School Health Service (SHS) will be conducting the **Annual Health and Dental Check** in school for our students (age 7 to 16) in term 4. Prior to the SHS school visit in October, parent/guardian of those aged **7, 11, 13 years old** will need to give consent and update the medical information of your child by **Friday, 30 August 2019**. This will help SHS make the necessary precautions for students with medical conditions (e.g. bleeding condition, drug allergy) prior to immunisation. Please refer to the attached letter from HPB for details.

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

The school uniform supplier (Jeep Sing Fashion) will be selling the school uniform at the Canteen on the following Mondays in Term 3:

Dates (Mondays)	29 July	26 August
Time	10.30am – 1.30pm	10.30am – 1.30pm
Lunch Hour	12.15pm – 12.45pm (no sale of uniform during lunch hour)	

### **For New Student only**

#### 4) **2019 Book List**

We have enclosed the 2019 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 **Friday, 5 July**.

#### 5) **Issuance of student's cards**

Students who join the school in term 3 will be receiving an envelope through the class teacher that contains the followings:

Description of cards	Replacement fees of Lost Card
School Smart Card (Ezlink Concession Card) Primary / Secondary	\$21.10 (Please proceed to any TransitLink office for replacement)
Developmental Disability Registry (DDR) Identity card	\$1.00
Note for parents/guardians:	Please <b>acknowledge the receipt</b> of the cards once you have received the cards as mentioned above from the class teacher. The school is not responsible of any misplaced and loss of card.

## **Important dates**

### 1) **4 to 6 July – 13 & 14-year-old Milestone Camps**

The 13-year-old milestone camp aims to develop our students in the areas of self-identity, self-management and self-leadership skills. In addition, they will also develop teamwork as they are given opportunities to work and collaborate with others in fun and engaging activities. This camp is co-organized with Camp Challenge and will be held at Camp Challenge Sembawang.

The 14-year-old milestone camp is jointly organized with Special Olympics Asia Pacific (SOAP). Campers will stay overnight at the Sarimbun Scout Camp. The inclusive camp aims to develop the CCE values of love and respect through a series of social interactive activities. It also aims to build a greater sense of community belonging for our students as they will be paired with mainstream school buddies of the same age throughout the camp.

The camps are planned with intentional learning opportunities for your child/ward as they grapple with adolescence. Both milestone camps are compulsory for our students between the ages of 13-14 years old. We hope you will encourage and support your child/ward as they take up the challenge of participating in them.

### 2) **5 July – SAF & Youth Day Celebration (AM only)**

SAF & Youth Day will be celebrated on 5 July, Friday. It aims to honour the youth in our school and recognize their talents with the theme “GOS got talent”.

### 3) **6 July - National Education Show (For 11-year-old students)**

The theme of this year’s NE Show is “Our Singapore”. All 11-year-old students will attend the NE Show on Saturday, 6 July. More details will be given through the class teacher. The objectives of the NE Show are as follows:

- To appreciate the significance of National Day
- To develop group spirit among students and commitment to our community and nation

### 4) **Individual Transition Planning (ITP)**

#### I) Victory 1 to Victory 3

The Educational Goals summary will be sent back to you on Tuesday, 9 July. Please sign on the Educational Goals summary and return it to the class teachers by **Thursday, 11 July 2019**. A duplicate copy of the Educational Goals summary will be given to you after signing.

#### II) Glory classes

ITP meeting 2 for Glory classes will be held this term. During this meeting, we will update the progress and review the goals set during ITP meeting 1. The ITP meeting days are listed below.

<b>ITP Meeting Schedule (8.00am – 4.00pm)</b>	
Tuesday, 16 July 2019	Glory 1 and students selected for S2W programme
Thursday, 18 July 2019	Glory 2

### 5) **23 to 26 July – Prefects Training Program (Leadership Camp)**

All prefects aged 15 and above, will be attending this 4D3N camp conducted by Outward Bound School (OBS). The camp will be specially customized for our student leaders to enhance their learning experience through a series of outdoor challenges and confidence-building activities.

6) **24 July – Racial Harmony Day**

Racial Harmony Day will be celebrated during our assembly on 24 July. It aims to help students appreciate diversity and our school values of ‘Love’ for others and ‘Respect’ for the different cultures within Singapore. All students are strongly encouraged to wear their ethnic costumes on that day.

7) **8 August – National Day Celebration**

Date	Thursday, 8 August 2019
Time	7.30am – 10.00am (Combined whole-school celebration)
Theme	Our Singapore
Student’s Attire	Red t-shirt with school PE shorts or school PE attire
Objectives	<ul style="list-style-type: none"> <li>To expose students to the history and different cultures of Singapore</li> <li>To supply and activate background knowledge about the country they are living in</li> <li>To foster friendship and solidarity among students within and across levels through shared activities</li> <li>To engage students in fun and authentic learning experiences</li> <li>To optimise relevance and value and authenticity of learning</li> </ul>
Note to Parents	All students will be dismissed from school at <b>10.00am</b> on that day. Please take note of the dismissal time if you are fetching your child.

8) **5 September – Teachers’ Day Celebration**

Date	Thursday, 5 September 2019
Time	7.30am – 10.00am (Combined whole-school celebration)
Student’s Attire	School uniform
Objectives	<ul style="list-style-type: none"> <li>To provide a meaningful platform for students to honour and appreciate the teaching staff</li> <li>To celebrate and reinforce the school’s emphasis of a positive teacher-student relationships amongst all staff and students</li> </ul>
Note to Parents	All students will be dismissed from school at <b>10.00am</b> on that day. Please take note of the dismissal time if you are fetching your child.

**Upcoming Activities**

1) **Youth Hub – For Kindness, Victory and Glory 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 the 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
Monday	15, 22, 29 Jul 5, 19, 26 Aug 2 Sep	10.00 - 11.30am	Kindness 5 - 7
		1.00 - 4.00pm	Victory 1 - 3 & Glory 1 - 2
Tuesday	9, 16, 23, 30 Jul 6, 13, 20, 27 Aug 3 Sep	1.00 - 4.00pm	Victory 1 - 3 & Glory 1 - 2

Thursday	11, 18, 25 Jul 1, 15, 22, 29 Aug	1.00 - 4.00pm	Kindness 1 - 4 & Victory 4 - 7
Friday	12, 19, 26 Jul 2, 16, 23, 30 Aug	1.00 - 4.00pm	Kindness 1 - 4 & Victory 4 - 7

2) **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 these days. Please remind your child to bring his/her library membership card.

Molly Bus Visits	
Tuesdays	Thursdays
16 July	18 July
30 July	1 August
13 August	15 August

3) **9 to 10 July – IMDA Lab On Wheels**

The IMDA Lab on Wheels 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. Kindness & Victory classes will be scheduled to attend.

4) **Learning Journeys**

Learning journeys are planned for students as an extension of their learning beyond the classroom. Students from the respective levels will participate in the following learning journeys. They will be conducted during curriculum time:

Day/Date	Time	Classes	Site Venue
Thursday, 11 July	10am – 11.30am	Love 1 – 5	Mobility Park @ Ng Teng Fong Hospital
	2pm – 3.30pm	Peace 4 – 5	

5) **26 July - Digital Inclusion Festival**

IMDA is organising an inaugural Digital Inclusion Festival to prepare everyone from young to old and persons with or without special needs to be digitally ready as part of the SMART nation initiatives. GOS is sending from the Victory classes to attend workshops to learn about accessibility features of the mainstream devices to enjoy greater convenience and independence. More details will be released nearer the dates for the classes involved.

6) **Community Chest Sharity Day (PM Love classes only)**

Date	Wednesday, 14 August 2019
Time	8.00am – 2.00pm Students will be dismissed from school at 2.30pm
Venue	Supertree Grove, Gardens by the Bay
Notes to Parent	Students who are not attending the event do not come to school on that day. More details will be provided in early July.

7) **Play Inclusive 2019**

Play Inclusive is a sports event organised by SportsSG & Special Olympic Singapore. It allows students from mainstream schools and SPED schools to train and play together, thus building friendship and understanding. Come support our unified teams that will play against in badminton, basketball, soccer and floorball competitions.

Date	24 & 25 August 2019 (Saturday & Sunday)
Time	9.00am – 6.00pm (TBC)
Venue	Singapore Sports Hub, OCBC Arena

## 8) Physical Education (PE) Fitness Assessment

A PE Fitness Assessment will be conducted in August for ALL students (except for Joy and PM Love students). The purpose of the fitness assessment is primarily to allow our students to be aware of their fitness level and to increase their fitness. The assessment includes the following:

Date	Component	Target Area
29 & 30 August	12 minutes Cooper Run	Aerobic capacity
	Modified Curl Up	Abdominal strength and endurance
	Isometric Push Up	Upper body strength and endurance
	Seated Push Up	Upper body strength and endurance
	Wall Sit	Lower body strength and endurance

## Important School Information

### 1) School Rules

We seek your active support to enable your child to demonstrate the school values and abide by the school rules (as attached in **Annex A**). 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.

### 2) 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.

### 3) Communication with Teachers

Parents may communicate with teachers via the following ways:

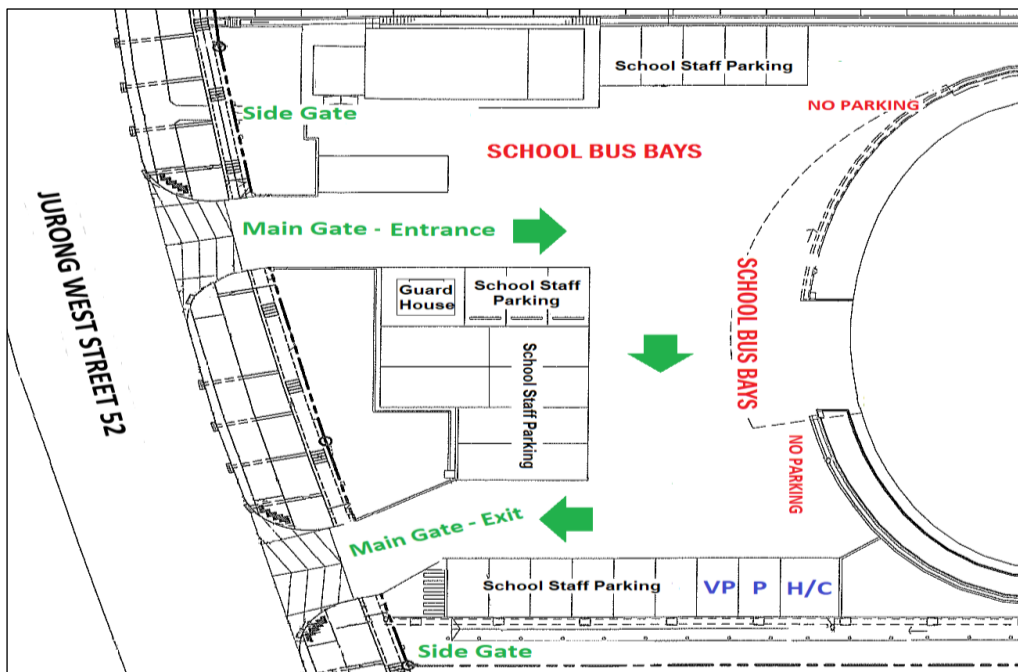
Student Diary	Please check the Student Diary daily as it is the main communication channel between teachers and parents. Your child's class teacher will note down in the Diary important information/actions for your personal attention.
School mainline	+65 6561 9128
WhatsApp / SMS messages	Please note 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's 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 **after office hours** may 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.

### 4) School Gate Policy

School security is crucial to the provision of a safe environment for the education of our students. Please note the following:



### A. School Gate Opening Hours

The Main Gates will be closed at all times except the following opening hours:

Entrance Main Gate Opening Hours	<b><u>IMPORTANT NOTE:</u></b> <b>No parking is allowed for parents at all times.</b>
<b>From 6.30am to 7.45am</b>	<u>For AM Session Arrival</u> Parents can only drop-off their children at the foyer.
<b>From 11.30am to 1.00pm</b>	<u>For PM Session Arrival</u> Parents can drop-off their children at the foyer.
<b>From 4.30pm to 5pm</b>	<u>For AM Session Dismissal</u> Parents can only drive in <b>at 12.45pm</b> , after the last school bus has left, to fetch their children at the foyer.
<b>From 5.30pm to 6.00pm</b>	<u>For school buses fetching PM Session students</u> The Entrance Gate will be opened <b>ONLY for the school buses</b> to park and fetch the students.
	<u>For AM Vocational Education Dismissal</u> Parents, who have indicated this mode of transport to the Voc Ed Dept, can drive in to fetch their children.
	<u>For PM Session Dismissal</u> Parents can drive in to fetch their children. Please note that the school will close at 6.00pm.

### B. No Parking in The School Carpark

- i. Only the school staff and visitors with scheduled appointments can park in the school carpark.
- ii. Visitors are to park in the yellow lots. However, that should the yellow lots be full, visitors are to park their cars at the public car park at the nearby HDB car parks.
- iii. Drive-in is allowed during the school arrival and dismissal time for parents to send and fetch their children.
- iv. All visitors must heed the directions of the security officers when parking in the school premise.
- v. The engine of all parked vehicles must be turned off according to the Environmental Protection and Management (vehicular-emissions) Regulations. Failure to comply may lead to a report to the NEA for further actions.

**C. Sign-in at the Security Post**

- i. All visitors with scheduled appointments to meet staff must register at the Security Post upon entering the School.
- ii. A Visitor Pass will be given. Visitors must clip on and display the Pass visibly at all times. He/She must return the Pass to the Security Post at the foyer before leaving the school.
- iii. Visitors are to wait at the visitors’ bench outside the General Office for the staff whom they have an appointment with. Visitors are not allowed to walk around in the school premise unaccompanied by a school staff.

We seek your understanding and cooperation in complying with the School Gate Policy as we work towards making Grace Orchard School a safer and more secured place of learning and work for our students and staff.

**5) Daily Dismissal Procedures**

Parents fetching their children after school are urged to be in school on time in view that the teachers may not be able to supervise your child beyond the dismissal time as they may need to attend to other matters after school dismissal. We seek your cooperation in this matter. Please note the following procedures for daily dismissal:

<b>Daily Dismissal Procedures</b>	
By School Bus	All students taking school transport will be dismissed at the foyer at 12.30pm for AM Session and 5.00pm for PM Session.
By Car	Parents can drive in and fetch their children at the foyer from 12.45pm to 1.00pm for AM Session students and after 5.30pm for PM Session students, after the last school bus has left the school carpark. The school will close at 6.00pm.
By Other modes of transport	<ul style="list-style-type: none"> <li>• Students, who are independent travellers or being fetched by parents via other modes of transport e.g. taking public bus, will be dismissed at the side gate with covered walkway at 12.30pm for AM Session students and 5.00pm for PM Session students.</li> <li>• Parents can wait for their children at the Parents’ Waiting Area at the side gate.</li> <li>• No cars are allowed to park or wait in the school car park.</li> </ul>

**6) 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:

Name of Insurer	Federal Insurance Company
Medical expenses limit	\$7,500 per student (Note: Medical expenses limit for registered Chinese physician – \$150 per student)
Sub limit for outpatient expenses	\$500 per accident
Sub limit for inpatient (hospitalization) expenses	\$7,000 per accident
Accident death & permanent disablement benefits	\$25,000 per student
<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 6561 9128 ext.108 or [info@go.edu.sg](mailto:info@go.edu.sg) (via email).

We look forward to working closely with you to help your child achieve his/her learning and development goals for Term 3.

Thank you.

A handwritten signature in black ink, appearing to be 'Mrs Lisa Goh', written over a circular stamp or mark.

Mrs Lisa Goh  
Principal



## 2019 TERM 3 SCHOOL CALENDAR

DATE	EVENT / ACTIVITY	REMARKS	
1 July	Sale of School Uniform	10.30am to 1.30pm	
3 July	Temperature Taking Exercise for all classes	Students need to bring their thermometer	
4 to 6 July	Milestone Camps	For all 13 & 14-year-old students	
5 July	Submission of the following items to Class Teacher:	<b>For parents'/ guardians' attention and action</b>	
	1. Acknowledgement Slip – Letter to Parents Term 3 2019		<b>Annex A-1</b>
	2. Payment (exact amount) for new learning materials (Book List 2019) – New student		<b>Annex B</b>
	3. Application for Withdrawal of Funds from Edusave Account/ PSEA Account (for school fees deduction) – New student		<b>Annex C</b>
	SAF & Youth Day Celebration	AM students only	
6 July (Sat)	National Education (NE) Show	For all 11-year-old students	
8 July	Scheduled School Holiday – Day after Youth Day	NO School for students	
9 & 10 July	IMDA Lab On Wheel	More details will be released later	
11 July	Learning Journey: Mobility Park @Ng Teng Fong Hospital	Love 1 – 5 & Peace 4 – 5 classes	
16 July	ITP Meeting	Glory 1 & Selected students for S2W programme	
18 July		Glory 2 students	
23 to 26 July	Prefects Leadership Camp	For all prefects 15-years and above	
24 July	Racial Harmony Day	Lessons as usual	
26 July	Digital Inclusion Festival	Victory 1 – 7 classes	
29 July	Sale of School Uniform	10.30am to 1.30pm	
8 August	National Day Celebration – Combined event from 7.30am to 10.00am	All students must report to school by 7.30am	
9 August	Public Holiday – National Day	NO School for students	
12 August	Public Holiday – Hari Raya Haji		
14 August	Community Chest Sharity Day 2019	PM Love classes only	
24 & 25 August	Play Inclusive 2019	For selected students in Basketball, Badminton and Soccer CCA only	
26 August	Sale of School Uniform	10.30am to 1.30pm	
29 & 30 August	PE Fitness Assessment	For ALL students	
5 September	Teachers' Day Celebration – Combined event from 7.30am to 10.00am	All students must report to school by 7.30am	
6 September	Scheduled School Holiday - Day after Teachers' Day	NO School for students	
7 – 15 September	Term 3 School Holiday	NO School for students	
Term 4 will begin on 16 September 2019 (Monday).			
1 October	NRIC Registration	For 15-year-old students	

## 2019年第三学段校历

日期	事项 / 活动	备注						
7月1日	校服销售	上午 10.30 至下午 1.30						
7月3日	体温测量	学生须带温度计						
7月4日至 7月6日	里程碑营会：友谊营会	所有 13 和 14 岁的学生						
7月5日	提交以下表格、付款给老师： <table border="1" data-bbox="306 376 1074 674"> <tr> <td>a. 此家长信之回应表格</td> <td>附件 A-1</td> </tr> <tr> <td>b. 申请学费补助（由教育储蓄金 Edusave 户口和 PSEA 户口） - 新生</td> <td>附件 B</td> </tr> <tr> <td>c. 购买 2019 新学习材料之付款 （请交付准确数额）- 新生</td> <td>附件 C</td> </tr> </table>	a. 此家长信之回应表格	附件 A-1	b. 申请学费补助（由教育储蓄金 Edusave 户口和 PSEA 户口） - 新生	附件 B	c. 购买 2019 新学习材料之付款 （请交付准确数额）- 新生	附件 C	请家长 / 监护人注意并及时采取行动。
a. 此家长信之回应表格	附件 A-1							
b. 申请学费补助（由教育储蓄金 Edusave 户口和 PSEA 户口） - 新生	附件 B							
c. 购买 2019 新学习材料之付款 （请交付准确数额）- 新生	附件 C							
	SAF 和青年节庆祝活动	所有上午班的学生						
7月6日	国民教育表演（星期六）	所有 11 岁学生						
7月7日	原定学校假期 - 青年节后一天	学生没有上课						
7月9日至 7月10日	多媒体 流动实验室	更多详情将于稍后发布						
7月11日	学习之旅：黄廷芳综合医院的交通公园	班级: Love 1 – 5 和 Peace 4 – 5						
7月16日	ITP 见面会	班级: Glory 1 和						
7月18日		班级: Glory 2						
7月23至 7月26日	学生领袖营会	所有 15 岁以上的学生领袖						
7月24日	种族和谐日	正常上课						
7月26日	科技融合节	班级: Victory 1 – 7						
7月29日	校服销售	上午 10.30 至下午 1.30						
8月8日	国庆日庆祝活动 – 全校联合活动（早上 7.30 至 10.00）	所有学生得于早上 7.30 前抵校						
8月8日	公共假日 – 国庆日	学生没有上课						
8月12日	公共假日 – 哈芝节							
8月14日	公益关爱相助日 2019	所有下午班的 Love 学生						
8月24日至 8月25日	融合性运动比赛 2019	仅适用于篮球、羽毛球和足球课外活动的选定学生						
8月26日	校服销售	上午 10.30 至下午 1.30						
8月29日至 8月30日	体能测验	所有学生						
9月5日	教师节庆祝活动 – 全校联合活动（早上 7.30 至 10.00）	所有学生得于早上 7.30 前抵校						
9月6日	原定学校假期 – 教师节	学生没有上课						
9月7至15日	第三学段学校假期	学生没有上课						
第四学段于 9 月 16 日（星期一）开学。								
10月1日	身份证登记	所有 15 岁学生须登记						

## KALENDER SEKOLAH UNTUK PENGGAL KETIGA 2019

TARIKH	ACARA / ACTIVITI	CATATAN
1 Julai	Jualan pakaian seragam sekolah	10.30 pagi - 1.30 petang
3 Julai	Latihan pengambilan suhu badan	Pelajar perlu membawa alat termometer
4 to 6 Julai	Kem Pencapaian	Untuk murid 13 & 14 tahun sahaja
5 Julai	Untuk diberikan/pulangkan kepada guru	
	1. Surat pengetahuan – (Acknowledgement Slip) – surat term ibu bapa untuk Penggal 3	<b>Annex A-1</b>
	2. Pembayaran (jumlah tepat) untuk bahan pembelajaran baru (senarai buku 2019) – New student	<b>Annex B</b>
	3. Permohonan untuk pengeluaran dana dari akaun Edusave / PSEA akaun (untuk potongan yuran sekolah) – New student	<b>Annex C</b>
	Sambutan Hari SAF dan Hari Belia	Untuk murid AM sahaja
6 Julai (Sabtu)	Pertunjukan Pendidikan Kebangsaan (NE Show)	Untuk murid 11 tahun sahaja
8 Julai	Cuti Sekolah – Selepas Hari Belia	Tiada sekolah untuk semua murid
9 & 10 Julai	IMDA Lab On Wheel	Maklumat lanjut akan diberi kemudian
11 Julai	Perjalanan Pembelajaran ke Mobility Park	Untuk kelas Love 1 – 5 & Peace 4 - 5
16 Julai	Mesyuarat ITP	Untuk murid di kelas Glory 1 & murid tertentu dari program S2W
18 Julai		Untuk kelas Glory 2
23 - 26 Julai	Kem Kepimpinan Pengawas	Untuk semua pengawas 15 tahun keatas
24 Julai	Minggu Keharmonian Kaum	Sesi pembelajaran seperti biasa
26 Julai	Festival inklusi digital	Untuk kelas Victory 1 – 7
29 Julai	Jualan pakaian seragam sekolah	10.30 pagi - 1.30 petang
8 Ogos	Perayaan Hari Kebangsaan - Acara digabungkan bagi sesi pagi dan petang dari (7.30 pagi - 10.00 pagi)	Semua murid laporkan diri ke sekolah sebelum jam 7.30 pagi.
9 Ogos	Cuti Umum – Hari Kebangsaan	Tiada sekolah untuk semua murid
12 Ogos	Cuti Umum – Hari Raya Haji	
14 Ogos	Hari Komuniti Chest Sharity 2019	Untuk kelas PM Love sahaja
24 & 25 Ogos	Permainan Inklusi 2019	Untuk murid tertentu dari CCA bola keranjang, badminton dan bola sepak
29 & 30 Ogos	Ujian Jasmani Kesihatan	Untuk semua murid
5 September	Hari Guru – Acara digabungkan bagi sesi pagi dan petang dari (7.30 - 10.00 pagi)	Semua murid laporkan diri ke sekolah sebelum jam 7.30 pagi.
6 September	Cuti Sekolah – Selepas Hari Guru	Tiada sekolah untuk semua murid
7 – 15 September	Cuti sekolah penggal ketiga	Tiada sekolah untuk semua murid
<b>Penggal keempat akan bermula pada 16 September 2019 (Isnin).</b>		
1 Oktober	Pendaftaran NRIC	Untuk murid 15 tahun sahaja

## 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.

## 8. PROHIBITED ITEMS

- a. **Dangerous items** such as sharp instruments, metal sharp-edged objects (e.g. penknives, long scissors or metal rulers) and any object or instrument that can pose a danger, are not to be brought to school.
- b. **The other items include:**
  - I. Chewing gum and bubble gum
  - II. Cigarette, tobacco products, matches and lighters
  - III. Fizzy Drink
  - IV. Alcohol
  - V. Skateboard and e-scooter
  - VI. Pornographic materials
  - VII. Pirated or unlicensed materials

The above list is not exhaustive and the school reserves the rights to amend the list from time to time. Parents will be updated accordingly.

- c. The school will carry out impromptu bag-checks to ensure that students do not bring prohibited items. Any prohibited items found will be confiscated by the school. Parents will be informed duly and be required to meet with the school personnel if such items are found.

**Please return this Acknowledgement Slip to the Class Teacher by Friday, 5 July 2019.**

**ACKNOWLEDGEMENT SLIP – LETTER TO PARENTS (TERM 3 – 2019)**

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 1 July.  
(Class)

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

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

For New student



Annex B

**APPLICATION FOR WITHDRAWAL OF FUNDS FROM  
EDUSAVE ACCOUNT / POST SECONDARY EDUCATION ACCOUNT (PSEA)  
FOR STUDENTS IN SPECIAL EDUCATION SCHOOLS**

Principal

**Grace Orchard School**

**USE OF EDUSAVE ACCOUNT / POST SECONDARY EDUCATION ACCOUNT (PSEA)  
FUNDS FOR SCHOOL FEES**

**MILD INTELLECTUAL DISABILITY (MID) / AUTISTIC SPECTRUM DISORDER (ASD)\*  
PROGRAMME**

Pupil's Name : \_\_\_\_\_

Level/Class : \_\_\_\_\_

Birth Certificate/NRIC No.: \_\_\_\_\_

2. I wish to authorise the school to withdraw S\$ \_\_\_\_\_ [**amount to be inserted by school**] from my above-named child's/ward's\* Edusave account / PSEA for payment of the above mentioned programme/fees. Thereafter the school shall be authorised to deduct full payment of school fees in the subsequent years.

3. I understand that the school will first deduct the amount from my child's/ward's Edusave account. If there is insufficient fund in the Edusave account, the school will then deduct any outstanding amount from my child's/ward's\* Post Secondary Education Account (PSEA).

4. I also undertake to make the payment in cash if there are insufficient funds in my child's/ward's\* Edusave account / PSEA to meet the payment.

\_\_\_\_\_  
Signature of Father/Mother/Guardian\*

\_\_\_\_\_  
Date

\* Delete whichever is not applicable

\*\* Pupil's Ident No. is written in this format: S(prefix) – 1234567(Birth Cert/NRIC No) – A(suffix)



**Grace Orchard School BOOK LIST 2019**

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

Class

**A) Textbooks / Workbooks**

	Subject	Title of Book	Unit Price	Quantity	Amount
SFE 3	English	Grammar Booklet Module 3	\$6.00		
SFM1 JFM1	Mathematics	Targeting Mathematics Workbook 1A Part 1	\$3.85		
SFM1,2 JFM2	Mathematics	Targeting Mathematics Workbook 1A Part 2	\$3.85		
SFM2,3 JFM3,4	Mathematics	Targeting Mathematics Workbook 1B Part 1	\$4.00		
SFM3 JFM3,4	Mathematics	Targeting Mathematics Workbook 1B Part 2	\$4.00		
SFM4 JFM5	Mathematics	Targeting Mathematics Workbook 2A Part 1	\$4.00		
SFM4 JFM5	Mathematics	Targeting Mathematics Workbook 2A Part 2	\$4.00		
SFM4 JFM6	Mathematics	Targeting Mathematics Workbook 2B Part 1	\$4.15		
SFM4 JFM6	Mathematics	Targeting Mathematics Workbook 2B Part 2	\$4.00		
SFM5	Mathematics	Targeting Mathematics Workbook 3A	\$8.80		
SFM5	Mathematics	Targeting Mathematics Workbook 3B	\$6.60		
SFM6	Mathematics	Targeting Mathematics Workbook 4A	\$7.80		
SFM6	Mathematics	Targeting Mathematics Workbook 4B	\$7.50		
SFM7	Mathematics	Targeting Mathematics Foundation Workbook 5A	\$7.70		
SFM7	Mathematics	Targeting Mathematics Foundation Workbook 5B	\$7.10		
				<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*	\$2.50			
--	A4 Magnetic White board*	\$4.00			
--	Colour pencils (12's)*	\$3.70			
				<b>Subtotal</b>	<b>\$</b>

<b>GRAND TOTAL (A + B)</b>	<b>\$</b>	<b>*</b>
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**\* Optional item**

**\*\* Please pay the exact amount to Class Teacher by Friday, 5 July 2019.**

**Thank you.**