

18 November 2020



Dear Parent/Guardian of Students of 2021 Intake,

We welcome your child/ward to Grace Orchard School. Please take the time to go through this letter that contains important information for the new school term in 2021. In view of the COVID-19 situation, the school will send updates on the latest Safe Management Measures to parents/guardians before the start of Term 1, 2021.

GOS E-Newsletter (Nov 2020 Issue)

The bi-annual e-newsletter shares our recent school events and activities for Semester 2, 2020. Please access our latest e-newsletter via <https://go.edu.sg/newsletters-2/>.

FOR YOUR ACTION

1) Daily Temperature-Taking Exercise

The school will be conducting daily temperature-taking exercises as part of the Safe Management Measures in keeping the school safe for all. All students **MUST** bring their digital thermometer to school. Students may purchase the digital thermometer at \$3.00 and/or a battery at \$0.20 at the General Office.

2) Personal Hygiene Measures

The school also requires students to bring the following items for the upkeep of their personal hygiene:

- 1 wet-tissue pack to wipe their own thermometers after use (daily)
- 1 labelled ziplock bag/container to keep the thermometer if there is no casing
- 1 labelled ziplock bag or container to keep mask during PE lessons and recess.

3) Submission of a Printed Photo (Passport Photo Size, 35mm wide x 45 mm high without border)

A passport photo size of your child/ward is needed for the application of MOE Primary or Secondary School Smart Card (Concession Transitlink). The photo of your child/ward should:

- a) Be taken full face in GOS School Uniform;
- b) Be taken against white background;
- c) Present students' hair as neatly combed or tied up;
- d) Present the full head from top of hair to bottom of chin and center the head within the frame.

4) School Fees for January - March 2021

We strongly encourage you to pay the fees via GIRO. The school payment in Term 1 is on **26 February, Friday**. For parent/guardians who have not opted for GIRO deduction, or whose applications are unsuccessful, please pay the money to the General Office via cash/cheque (made payable to Grace Orchard School A/C 2).

The fees will be collected on a termly basis. The schedule of fees payment via GIRO/cash/cheque is as follows:

Programme	Nationality of Student	School Fee* (Monthly)	Supplementary Fee* (Monthly)	Total Fees (Monthly)	Date of GIRO Deduction / Cash / Cheque Payment
Autism Spectrum Disorder (ASD)	Singapore Citizen	\$113.50 (Payable via EPF / PSEA)	\$6.50	\$120.00	<u>Term 1</u> 12 March, Friday
	Singapore PR	\$193.50	\$6.50	\$200.00	
Autism Spectrum Disorder (ASD) Integrated	Singapore Citizen	\$13.50 (Payable via EPF / PSEA)	\$6.50	\$20.00	<u>Term 2</u> 14 May, Friday
	Singapore PR	\$13.50	\$6.50	\$20.00	<u>Term 3</u> 17 September, Friday
Mild Intellectual Disability (MID)	Singapore Citizen	\$13.50 (Payable via EPF / PSEA)	\$6.50	\$20.00	<u>Term 4</u> 12 November, Friday
	Singapore PR	\$13.50	\$6.50	\$20.00	
School & Supplementary Fees will be waived for students on Financial Assistance Scheme.					

5) Positive Expectations and Conduct for Students

The school's general positive expectations can be found in 2021 student diary, which will be given to your child/ward on the first day of school. Please have your child/ward to bring the student diary daily to school. They have been summarised into an acronym C.O.N.D.U.C.T. The following table explains the acronym and states the pages in the student diary where more detailed information can be found.

C.O.N.D.U.C.T.
Competent in work habits
Obey parents and school staff
Need to attend school punctually every day, including all school activities
Display school values by showing G2GO positive expectations in all areas
Understand action, undo hurts
Crime-free
Travel responsibly

The Discipline Mentors (DMs) will engage the students on the positive expectations with reference to the school values of **Love, Respect, Responsibility, Integrity and Perseverance**. We seek your active support to guide your child/ward to demonstrate the school values and abide by the positive expectations. We appreciate if you can review the C.O.N.D.U.C.T general positive expectations and List of Prohibited Items in School in **Annex A** with your child/ward. Please feel free to contact your child's class teacher if you have any questions about the school rules or general positive expectations.

IMPORTANT SCHOOL INFORMATION

1) **Attendance and Punctuality Policies**

Students are expected to attend school punctually every day (**AM Session: 7.30am and PM Session: 12.15pm**). If a student is absent from school or any school-related event, a medical certificate is required to be submitted on the next school day. The school expects each student to attain an attendance rate of at least 95% (inclusive of valid reasons).

Please also note the following:

- a. Parents/guardians are requested to inform the office or class teachers before the school reporting time if your child/ward is unable to attend school or any school-related event.
- b. **A maximum of 3 parent/guardian letters for the AM Session and 5 parent/guardian letters for the PM Session** in an academic year is accepted. The respective fourth and sixth letter onwards will be considered invalid. Each parent/guardian letter could cover up to 2 days of absence.
- c. The following table shows the list of valid reasons accepted by the school. All other absences shall be marked as absent without valid reason.

Valid Reasons for Absence	Procedures / Documents to be submitted upon return to school and prior to absence
i. Sickness or injury requiring absence	Medical certificate
ii. Death of an immediate family member	Death certificate
iii. Death of another person, other than a family member	Parents/guardians must submit a request that is subject to approval by the principal
iv. Special religious observances	Parents/guardians must submit a request that is subject to approval by the principal
v. Confirmed medical/ dental appointments	Medical certificates/chits
vi. Participation in national competitions	Subject to approval by the principal
vii. Other highly urgent circumstances which may require the student to be absent from the school	Circumstances will be reviewed by and subject to the approval of the principal on a case-by-case basis.

2) **School Dismissal**

Parents/guardians fetching their child/ward after school are urged to be in school on time in view that the teachers may not be able to supervise your child/ward beyond the dismissal time and to reduce any congestion (**AM Session: 12.30pm and PM Session: 5pm**). Due to Safe Management Measures, the dismissal timing will be staggered for different levels. Details of the dismissal procedures to parents/guardians before the start of Term 1, 2021.

a. No Parking in The School Carpark

- i. Only the school staff can park in the school carpark.
- ii. Drive-in is allowed during the school arrival and dismissal time for parents/guardians to send and fetch their child/ward.
- iii. All parents/guardians must heed the directions of the security officers when driving in the school premise.

b. School Main Gate Opening Hours (For drop-off and pick-up)

The school main gates will be closed at all times except the following opening hours:

School Main Gate Opening Hours	<u>IMPORTANT NOTE:</u> No parking is allowed for parents/guardians at all times.
6.45am – 7.45am	<p><u>For AM Session Arrival</u> Parents/guardians can only drop-off their child/ward at the foyer.</p>
11.45am – 12.45pm	<p><u>For PM Session Arrival</u> Parents/guardians can drop-off their child/ward at the foyer between 11.45am and 12.15pm</p> <p><u>For AM Session Dismissal</u> Parents/guardians can only drive in after 12.30pm after the last school bus has left to fetch their child/ward at the foyer.</p>
4.45pm – 6pm	<p><u>For school buses fetching PM Session students ONLY</u> The Entrance Main Gate will be opened for the school buses to park and fetch the students.</p> <p><u>For AM Vocational Education Dismissal ONLY</u> Dismissal for Voc Ed students is at 4.00pm. Parents/guardians who have indicated this mode of transport to the Vocational Education Dept can drive in to fetch their child/ward.</p> <p><u>For PM Session Dismissal</u> Parents/guardians can only drive in after 5.30pm after the last school bus has left to fetch their child/ward at the foyer.</p>
Carpark layout and directions	<p>The diagram illustrates the school's carpark layout. Key features include: <ul style="list-style-type: none"> Main Gate - Entrance: Located at the top center, with an arrow pointing right. Main Gate - Exit: Located at the bottom center, with an arrow pointing left. Side Gates: One on the left and one on the right. School Staff Parking: Multiple designated areas throughout the site. School Bus Bays: Two curved bays on the right side, with 'NO PARKING' zones adjacent to them. Guard House: Located near the center. VP P H/C: Located at the bottom right. Jurong West Street 52: Shown as a road on the left side of the site. </p>

c. Pre-registration, SafeEntry and sign-in at the Security Post

- i. As part of the safe management measures, all walk-ins without prior appointment will be denied entry into the school. Please contact the office or staff (e.g. social worker, teacher) to make an appointment at least 1 day in advance.
- ii. Parents/guardians with scheduled appointments to meet staff must check-in using the SafeEntry System and register at the Security Post upon entering the school.
- iii. A Visitor Pass will be given, which must be clipped on and displayed visibly at all times. Parents/guardians must return the pass to the General Office / Security Post at the foyer before leaving the school.
- iv. Parents/guardians are to wait at the visitors' bench outside the General Office for the staff whom they have an appointment with. Parents/guardians are not allowed to walk around in the school premise unaccompanied by school staff.

3) Visitor Management Policy

School security is crucial to the provision of a safe environment for the education of our students. **Due to the COVID situation, all parents and visitors are strictly not allowed into the school premise.** The school gates will be locked unless otherwise stated. **If you need to see a staff, please make an appointment in advance.** If your name is not on the appointment at the security guard post, you will not be allowed entry into the school. We seek your understanding and cooperation in complying with the School Gate Policy to ensure that the school is a safe place for all our children.

4) Student Group Personal Accident Insurance Policy

All 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 (hospitalisation) expenses	\$7,000 per accident
Accident death & permanent disablement benefits	\$25,000 per student
There is a 20% co-payment requirement from parents/guardians on every medical expense 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 queries about the above insurance policy, please contact the school Admin Executive at 65619128 ext.108 or info@go.edu.sg (via email).

5) **Communication with Parents/Guardians via Mass SMS**

The school may need to communicate with parents/guardians via mass SMS during emergencies or in disseminating critical information. Please notify the school in writing if you object to the school sending such SMS messages to your handphones. Please also inform the school if you have changed your handphone numbers.

6) **Communication with Teachers**

Parents/guardians may communicate with teachers via the following ways and we seek your understanding in contacting the teachers during office hours (8.00am – 5.00pm).

Student Diary	Please check the Student Diary daily as it is the main communication channel between teachers and parents/guardians. Your child/ward's class teacher will note down important information/actions for your attention.		
School Mainline	+65 6561 9128	School Email	info@go.edu.sg
WhatsApp/SMS	Please note that the teachers are not obligated to give parents/guardians their contact number. If provided, it would be a mutual arrangement between parents/guardians 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.		

Thank you for taking the time to read all the information in the letter. Please complete and return the acknowledgment slip in **Annex B** to your child/ward's class teacher by **4 Jan 2021, Monday**. We look forward to a fruitful term of collaboration with you for your child/ward's learning and development.

Yours Sincerely,









Mrs Lisa Goh
Principal




Items disallowed to be brought to school

Students are **not allowed** to bring the following items to school.

 <p>Dangerous items</p>	<ul style="list-style-type: none"> • Sharp instruments, metal sharp-edged objects (e.g. penknives, long scissors or metal rulers) • Any object or instrument that can pose a danger 	
 <p>Chewing gum/bubble gum</p>	 <p>Alcohol</p>	 <p>Fizzy drinks, including Red Bull</p>
 <p>Cigarette, tobacco products, matches, lighters and drugs</p>	 <p>Skateboard and e-scooter</p>	<p>Pornographic materials, pirated or unlicensed materials</p>
<p>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.</p>		

Items discouraged to be brought to school

 <p>Mobile phones and other electronic gadgets such as MP3</p>	<ul style="list-style-type: none"> • Gadgets should be turned <u>off</u> at all times. • <u>ONLY</u> to be used for educational purpose and under teacher supervision • The school shall not be held responsible for the loss of any such personal electronic gadgets.
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*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. This is inclusive of the use of electronic gadgets.** 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 on Monday, 4 Jan 2021

ACKNOWLEDGEMENT SLIP – LETTER TO PARENTS (2021 Semester 1 New Intake)

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 18 Nov 2020.
(Class)

Signature: _____

Date: _____