



30 Dec 2025

Dear Parents / Guardian

2026 LETTER TO PARENTS (TERM 1)

We are writing to inform you of Term 1 matters:

Date	Activity	Remarks
2 – 8 Jan (Fri, Mon – Thu)	APS Year 1 to Year 4 Orientation	Students' dismissal at 12.15pm.
2 Jan (Fri)	APS Year 1 Parents Orientation	From 8.00am to 10.20am.
2 Jan (Fri)	APS Academy (APA) Year 5 to 6 Orientation	Students' dismissal at 12.15pm
5 Jan (Mon)	APA Year 5 Students and Parents Orientation	Parents' orientation from 9.45am to 12.15pm. Students' dismissal at 12.15pm
9 Jan (Fri)	CCA Fiesta 2026	CCA introduction for Year 1s.
16 Jan (Fri)	Last day of Year 1 Orientation Programme	More details will be shared separately.
19 – 23 Jan (Mon – Fri)	Year 3 iSTAY Programme	Refer to Para 1.
27 – 28 Jan (Tue – Wed)	NRIC Photo Taking	Refer to Para 2.
2– 4 Feb (Mon – Wed)	Class Photo Taking	
9 – 13 Feb (Mon – Fri)	Year 2 iSTAY Programme	Refer to Para 1.
16 Feb (Mon)	Chinese New Year Celebration	Students' dismissal at 10.30am.
17– 18 Feb (Tue – Wed)	Chinese New Year - Public Holiday	
23 Feb – 4 Mar	Health Promotion Board (HPB) Health Check up	Details will be shared separately.
24 Feb (Tue)	Distribution of Personal Learning Device (PLD) for Year 1 students.	This is a tentative date. Details will be shared separately
4 Mar (Wed)	NRIC Biometric Registration	For 15-year-old students.
6 Mar (Fri)	Industry Experiential Programme (IEP) Parent's Briefing	For parents of Year 4 students only. Further details will be shared separately.
7 Mar (Sat)	St. Gabriel's Foundation Flag Day	Selected students only
14 Mar – 22 Mar	Term 1 School Holidays	
23 Mar (Mon)	Hari Raya Puasa	Public Holiday
24 Mar (Tue)	First day of School in Term 2	

We have also included important information for your noting:

School expectations of APS student	
In APS, we believe that self-management is a core competency for every student to succeed in life. Every APS student should therefore attend school everyday and abide by our school rules. Parents/guardian are strongly encouraged to guide their child in developing self-management skills using the following annexes.	
Student Attendance Policy	Refer to Annex A for more details
School Rules and Student Expectations	Refer to Annex B for more details
<p>NEW!</p> <p>Revised rules on use of smart devices in school with effect from 5 Jan 2026</p> <ul style="list-style-type: none"> Smart devices are not to be used, including in the canteen, foyer and library, during school activities. Smart devices include any device that is connected to the internet or can communicate with other devices. These exclude Personal Learning Devices (PLDs). After the end of school activities, students can use their smart devices in school at the canteen, foyer, library and ARC only. School activities include assembly, recess, lunch, CCA training, GEAR UP and learning journey. Students should note that smart devices will be confiscated for the rest of the school day until 4 p.m. if they are caught violating the rules related to the use of smart devices in school. If there is a need for students to contact their parent/guardian during school hours, they can make the call at the General Office or ask for their teacher's permission to make a call. 	
Other Matters	
Redemption Period for Monthly Bus/Train Concession E-Voucher (For students granted with FAS Only)	Refer to Para 3 & Annex C for more details
Daily Meal Expenses (For students granted FAS Only)	Refer to Para 4 for more details
School Shuttle Bus Service from Lakeside and Woodlands	Refer to Para 5, Annex D1 and D2 for more details
Parents Gateway	Refer to Para 6 for more details

Details of School Programmes:

1 iSTAY Programme

- Students will attend the 5-day, 2-night iSTAY Programme at the school's premises as follows
 - Mon 19 Jan to Fri 23 Jan – Year 3 Classes**
 - Mon 9 Feb to Fri 13 Feb – Year 2 Classes**
- During the programme, students will learn valuable life skills and to live out the school's values taught in the context of communal living via purposefully planned routines, activities, and projects. **Attendance is compulsory..**
- Further details will be shared nearer to the respective dates.

2 NRIC Photo Taking for 15-Year-Old Students – Tue 27 Jan to Wed 28 Jan

- Students who are born in 2011 will be sent to take a NRIC photo
- The photos, when ready, will be sent to the students' email for use in their NRIC online application upon notification.
- There will NOT be any re-taking of the photo if the student is absent on the date of photo taking.

3 Redemption Period for Monthly Bus/Train Concession E-Vouchers

- Students who are granted FAS for 2026 **must redeem** their monthly bus/train concession vouchers, at any SimplyGo Kiosk or SimplyGo Ticket Office **from the 1st to 10th of each month.**
- Students are to present their School Smartcard to redeem the vouchers. For Jun and Dec holidays, Singaporean students will be given \$21 transport top-up vouchers.

4 Daily Meal Expenses

- Students who are granted FAS for 2026 will be able to use their School Smartcard to purchase meals (capped at \$8.20 per day) at the school canteen.
- Students are advised to approach the General Office for assistance if there are any issues

5 School Shuttle Bus Service

- The school provides a free shuttle bus service from Lakeside and Woodlands to school every morning.
- The pickup time will be at 7.00am.
- Please note that this is a first come, first serve service and seek understanding on the limited capacity of these 2 services.
- Students who can make their own journey to school are strongly encouraged to do so. This is to allow junior students to access this service.
- Students who queued up for the bus but are unable to board should make their own way to school and inform the teacher upon arrival in APS.
- The pick-up points are also shown in Annex D1 and D2.

6 Parents Gateway (PG)

- Parents Gateway (PG) is one-stop portal that strengthens school-home partnership to support our children in their education journey.
- The school requires all parents/guardians to be on board PG. All future communications will take place on PG.
- Please refer to <https://pg.moe.edu.sg/#home> for further information on PG.

We look forward to working in partnership with all parents/guardians as we nurture our students to Achieve their Personal Success.

Yours sincerely,



Stephen Chin
Principal

STUDENT ATTENDANCE POLICY

Regular attendance is a key factor in order for students to achieve success in their learning.

Attendance

- Attendance on a daily basis is a compulsory requirement for all students.
- Attendance refers to the student's presence at classes, CCAs, Electives, IEP, iSTAY or as specified in the student's agreement or individual learning plan.
- All students are expected to **achieve at least 90% attendance** in each term.
- In cases where attendance falls below 90%, APS may review or withdraw any financial assistance application by the student.
- **Students with poor attendance may be debarred from examinations, which will affect their progression to the next level of education.**
- Attendance Formula : **(Total No. of Days Present / Total Possible No. of School Days) x 100%**

Absences

- When a student is absent, parents / guardians must contact the school on the day to inform the child's absence.
- Parents / Guardians are encouraged to notify the school of pre-arranged appointments as soon as the dates of such appointments are known (e.g. court proceedings, medical appointments).
- If no official document e.g. MC, is available to explain the student's absence, a written note by the student's parent / guardian (with legal custody) needs to be submitted providing the dates and reason for the child's absence **on the day of the child's return to school**. (5 days grace may be given on exceptional circumstances). Parent's letters are to be capped to cover 5 days per semester.

Excused Absence

- Illness
- Chronic / Extended Illness
- Pre-arranged Appointments
- Family Death or Emergency
- Religious Observances
- Exclusions / Suspensions
- Remanded in a Home

APS SCHOOL RULES & STUDENT EXPECTATIONS

“The foundational quality of an APS student is Exemplary Character. He/she exemplifies the values of CARE and possesses the competencies to make responsible decisions. He/she is self-aware and has the ability to manage self and relationships with others”.

Every APS Student must adhere strictly to the following school rules and expectations when on school grounds, at school events, activities, and any organised school activity in or out of APS school premises.

SCHOOL RULES

1. Students who are Singapore citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist over the heart.
2. Students are to wear the prescribed school uniform and modification to the uniform is not allowed.
3. Male students must be clean-shaven and neat in appearance.
4. Students are not allowed to have any weapons in their possession. They are also not allowed to bring any weapon-like items which can be used or intended to be used to cause harm to others.

STUDENT EXPECTATIONS

ATTENDANCE MATTERS

Late Coming and Truancy

- Students are expected to be in the hall by 7.45 a.m. (15 minutes before the flag-raising ceremony which commences at 8.00 a.m. sharp)
- A student is considered late for school after 7.45 a.m.
- Students shall be deemed as playing truant if they skip classes or leave the school premises without permission.
- Students will receive a pink form to be signed and stamped (7:45 a.m. – 8.15 a.m. next to General Office, after 8.15 a.m. in the General Office). Pink forms are to be submitted to the subject teacher when they return to class.
- Any student who is late for school will serve detention after school.

Absence from School

- Absence from school must be covered by a medical certificate (MC) from a certified doctor.
- Only medical certificates will be accepted for absence from ALL examinations.
- The school only allows a maximum of 5 days to be covered by letters of excuse from parent/guardian per semester for any absence from school.
- For non-medical reasons (such as a death in the family, etc.), appropriate documents or letter from parent/guardian should be produced.
- Absence without a medical certificate or a parent/guardian's letter may be regarded as a truancy case.

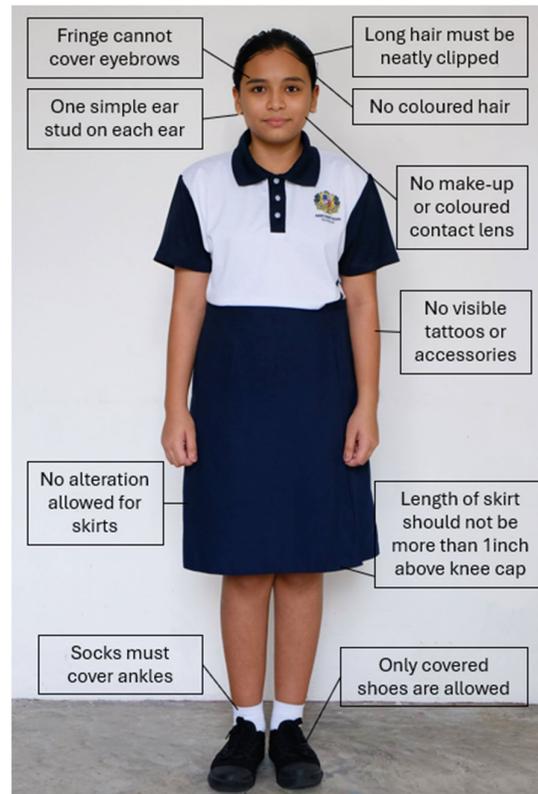
GROOMING

Attire

- Students are to wear the prescribed school uniform and modification to the uniform/official attire is not allowed.
- Students shall always be well groomed. All students are to put on the school uniform neatly and smartly. The uniform must be clean and neatly ironed. The shirt must be buttoned up for both boys and girls.
- The length of the skort should not be more than 1 inch above the kneecap for girls.
- The length of the pants must be long enough to touch the top of the shoes for boys.
- The prescribed PE shorts must be worn during PE lessons and during other physical activities.
- Only school endorsed T-shirts can be worn beneath the school shirt. Alternatively, a plain white T-shirt is also allowed.
- Students who come to school during school holidays must be in full or part uniform (Polo T-shirt or CCA T-shirt and school shorts/pants/skort) and in proper footwear.
- Students should always be in proper footwear. Wearing sandals or flip-flops is permissible only when accompanied by medical reasons. In such cases, students must produce a medical certificate or report.
- Students are to wear the school uniform when in school, at all official school functions and for external school activities (unless otherwise instructed).

Hair

Boys	Girls
<ul style="list-style-type: none"> • Hair must be properly groomed and neat. • No dyed or bleached hair is allowed. • There should not be long fringes touching the eyebrows and sides should not touch the ears. Sideburns should be short. • Hair at the back should be above the shirt collar. • No skin-heads, mohawk or razor-designed haircuts are allowed. 	<ul style="list-style-type: none"> • Hair must be properly groomed and neat. • No dyed or bleached hair is allowed. • There should not be any long fringes touching the eyebrows. • Hair must be neatly combed, clipped or tied up. • Unkempt long hair and improper hairstyles are not acceptable. • Hair that covers part of the face must be clipped away / up neatly. • All hair accessories like hair pins, hair bands or ribbons must be either black or navy blue in colour.



Others

Boys	Girls
<ul style="list-style-type: none">• Fingernails should be trimmed and cut.• Boys should be clean shaven and no wearing of beards, goatees and moustache.• Male students should not wear accessories. No nose piercing or ear piercing, body piercing or tattooing is allowed.• Jewellery and any other unapproved accessories are not allowed to be worn in school.• Students who use spectacles must not use tinted glasses. Outlandish frames are not allowed to be used. Students who use contact lenses must not use coloured or magnifying lenses.	<ul style="list-style-type: none">• Fingernails should be trimmed and cut. Nail polish or nail varnishes are strictly forbidden.• Girls are allowed to wear small ear studs. No nose piercing or multiple ear piercing, body piercing or tattooing is allowed.• Jewellery and any other unapproved accessories are not allowed to be worn in school.• Students who use spectacles must not use tinted glasses. Outlandish frames are not allowed to be used. Students who use contact lenses must not use coloured or magnifying lenses.

NOTE:

- Students may be asked to return home to make necessary changes if not dressed or groomed appropriately.

DAILY ASSEMBLY

Proceeding to the School Hall

- Students shall proceed to the school hall immediately when the school song is played at 7.40 a.m.

Assembly Etiquette

- Students shall sit down quietly for silent reading.
- Students without proper reading materials will face consequences.
- Students shall listen attentively and they should not talk while someone is addressing them on stage.

National Anthem and Pledge Taking

- Students shall not move, be at attention and sing the national anthem, pledge, school song.
- Students who are Singapore Citizens must sing the National Anthem and take the pledge. Students will take the Pledge with the right fist over the heart. Non-Singaporeans are to stand at attention and remain still.
- Students must be in proper uniform. No outerwear is allowed during the National Anthem, Pledge and School Song (on Mondays) Ceremony.

After The Assembly

- Students will move off only after being dismissed by the Discipline Teacher on duty.
- Each class shall move off in an orderly manner and supervised by the Form Teachers.

School Dismissal

- Students shall be brought to the school hall for dismissal 5 minutes before dismissal time.
- Students serving detention for late coming shall proceed to the disciplinary teacher at the back of the hall.

LESSONS

Before Class

- Students shall wait outside the class for the teachers to come. Students should not loiter along the corridors while waiting for their teacher.
- Students shall report to class on time (after 5 minutes is considered late).

In Class

- Students shall greet all teachers, staff, and visitors politely.
- Students to be seated during lessons. Students are not permitted to disrupt any lessons.
- No vulgarities shall be permitted.
- Students should be engaged in all tasks, assignments, and work given. There will be consequences for not completing the work assigned within the given time.
- Any student who does not follow instructions and is disobedient, defiant, or rude shall be referred to the LDT immediately. As this is a serious offence, consequences will be meted out.

MOVEMENT AROUND SCHOOL

Leaving Class during lessons

No student is to be away from class without the teacher's permission.

- Students are to ensure permission is granted by the teacher before leaving the class.
- Students are not permitted to leave class during the last 5 minutes and immediately after recess or lunch break.

Behaviour When Moving Around the School

No student should cause a nuisance when moving around the school compound.

- Students should not be seen running, shouting or disturbing others at any time.
- Students are to wait for their teachers before returning from the canteen after their breaks.

Approval to Leave School during school hours

- A parent/guardian may accompany a sick student home after registering with the General Office.
- During emergencies, the Operations Manager (OM) or teacher appointed by School Leaders may send your child home or to the hospital.

DURING RECESS AND LUNCH TIME

- Students are NOT permitted to be in the classroom block during recess and lunch time.

CANTEEN

Lining Up for Food

- All students shall line up in orderly rows and not cut queues.

Returning of Plates & Utensils and Disposing of Waste

- All students are required to clear their plates, cups and food packaging, wrappers after their meals. Tables are to be cleaned by students before they leave the canteen.
- All students must deposit litter in the proper waste bins.
- Students who see plates and cups that were not cleared are encouraged to assist in returning them.

USE OF SMART DEVICES IN SCHOOL

- Smart devices are not to be used, including in the canteen, foyer and library, during school activities. Smart devices include any device that is connected to the internet or can communicate with other devices. These devices exclude Personal Learning Devices (PLDs).
- After the end of school activities, students can use their smart devices in school at the canteen, foyer, library and ARC only. School activities include assembly, recess, lunch, CCA trainings and GEAR UP.
- Students shall note that smart devices will be confiscated for the rest of the school day until 4 p.m. if they are caught violating the rules related to the use of smart devices in school.
- If there is a need for students to contact their parent/guardian during school hours, they can make the call at the General Office or ask for their teacher's permission to make a call.

PE AND PLAYING ON SCHOOL GROUNDS

- Students must produce a doctor's letter if they are unable to participate in PE lessons.
- All students are required to change into their PE attire when attending PE lessons.
- Students in school are encouraged to wear their school T-shirt or CCA T-shirt in school.
- Students should play at designated areas only.
- They are not to play at covered areas or along corridors, stairwells or in the classroom.
- Students should be respectful of school property.

AFTER SCHOOL DISMISSAL

- Do not loiter in the void decks of flats / public areas in the neighbourhood after school hours.

BULLYING

- Bullying is any repeated act that causes hurt to others. Bullying is a serious offence, and the offenders will face severe consequences. These include disrespectful remarks, taunting, punching, annoying others, calling names, use of vulgarities, etc.
- Students shall NOT play dangerously or be seen to do anything that can be perceived as bullying or perceived as dangerous play with lack of care and respect.

SMOKING AND SUBSTANCE USE

- The Nation's Law specifically prohibits smoking in school premises. The minimum legal age for the purchase, use, possession, sale, and supply of tobacco products is 21 years old.
- Cigarettes, lighters, matches and/or vaping devices shall not be brought into the school.
- Students shall not possess or consume intoxicating, banned or illegal drinks or substances.
- Any violation of this regulation may result in immediate consequences and reporting to the relevant authorities.

REDEMPTION OF MONTHLY CONCESSION PASS

1. **WHEN** must I redeem the Monthly Concession Pass?
- 1st to 10th of every month (January to December)

2. **WHERE** to redeem ?
- Bus Interchange
 - MRT Station
 - SimplyGo App



3. **HOW** to redeem ?

A) APPROACH THE TICKET OFFICE

- Please present your School Smartcard to the Officer
- Inform the officer that you would like to redeem Concession Pass granted by your school



B) SELF-HELP TICKETING MACHINES at:

- BUS INTERCHANGE
- MRT STATION

Top-Up Kiosk

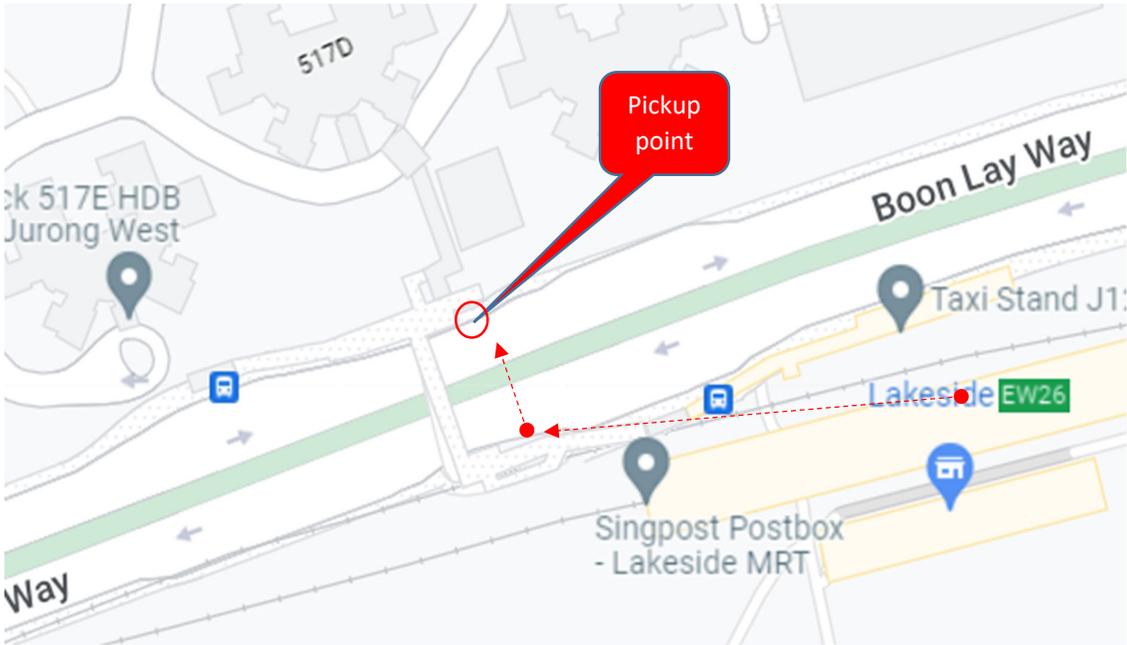


**Scan the QR code for
a demo video on redemption at
kiosk**



<https://for.edu.sg/redeemtransportconcession>

APS Ferry Service – Opp Lakeside MRT



Near overhead bridge beside bus stop (ID 28099)



APS Ferry Service – Near Woodlands MRT Exit 4



Woodlands Ave 2, Opp Blk 892C, Near Bus Stop (ID 46639)

