



30 Dec 2024

Dear Parent / Guardian

2025 TERM 1 LETTER TO PARENTS (TERM 1)

We are writing to inform parents and guardians on the following Term 1 Matters:

S/N	Activity	Date	Remarks
1	Assumption Pathway School (APS) Year 1 to Year 4 Orientation	Thu 2 Jan – Fri 3 Jan Mon 6 Jan – Tue 7 Jan	Student will be dismissed at 12.15pm. Orientation for parents of Year 1s will be on Thu 2 Jan, 8am to 10.30am.
2	Assumption Pathway Academy Orientation	Thu 2 Jan – Fri 3 Jan	Students will be dismissed at 12.15pm Orientation for parents of new academy students will be on Fri 3 Jan 2025, (9.45am to 12.15pm).
3	CCA Bazaar	Thu 16 Jan	This is to introduce the CCAs available to the Year 1 students. All students will be dismissed at 12.15pm
4	Year 1 iSTAY Orientation Camp	Mon 20 Jan – Fri 24 Jan	Refer to Para 1
5	Chinese New Year Celebration	Tue 28 Jan	School will be dismissed at 10.30am.
6	Chinese New Year Public Holiday	Wed 29 Jan – Thu 30 Jan	-
7	Home Based Learning	Fri 31 Jan	Further details will be shared with students separately.
8	NRIC photo taking (For 15 yr old students only)	Tue 4 Feb – Wed 5 Feb	Refer to Para 2 for more details.
9	Year 2 iSTAY Programme	Mon 17 Feb – Fri 21 Feb	Refer to Para 1 for more details

10	Distribution of Personal Learning Device (PLD) for Year 1 students.	Thu 20 Feb	Further details will be shared separately
11	Class Photo Taking	Mon 24 Feb – Wed 26 Feb	-
12	Health Promotion Board (HPB) Health Check up	Fri 28 Feb – Mon 10 Mar	Details will be shared separately.
13	St. Gabriel's Foundation Flag Day	Sat 8 Mar	Selected students only
14	Health Promotion Board (HPB) Human Papillomavirus (HPV) vaccination for female students.	Fri 14 Mar	Details will be shared separately.
15	Term 1 School Holidays	Sat 15 Mar – Sun 23 Mar	-
16	First Day of Term 2	Mon 24 Mar	-
Self-Management			
Self-management is a crucial competency for success in life. Students can practice self-management by attending school regularly and abiding by our school rules. Parents are strongly encouraged to guide your child in developing self-management skills using Annex A and B.			
17	Student Attendance Policy	Refer to Annex A for more details	
18	School Rules and Student Expectations	Refer to Annex B for more details	
Other Matters			
19	Redemption Period for Monthly Bus/Train Concession E-Voucher (For students granted with FAS Only)	Refer to Para 3 & Annex C for more details	
20	Daily Meal Expenses (For students granted FAS Only)	Refer to Para 4 for more details	
21	School Shuttle Bus Service from Lakeside and Woodlands	Refer to Para 5, Annex D1 and D2 for more details	
22	Parents Gateway	Refer to Para 6 for more details	

1 ISTAY PROGRAMME

- 1.1 Students from the following classes will attend the 5-day, 2-night iSTAY Programme at the school's premises as follows:
 - Mon 20 Jan – Fri 24 Jan 2025 (Year 1 Classes)
 - Mon 17 Feb to Fri 21 Feb 2025 (Year 2 Classes)
- 1.2 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.**
- 1.3 Further details will be shared nearer to the respective dates.

2 NRIC PHOTO TAKING FOR 15-YEAR-OLD STUDENTS

- 2.1 Students who are born in 2010 will be sent to take a photo for an online NRIC application submission on either Tue 4 Feb or Wed 5 Feb 2025.
- 2.2 The photos, when ready, will be sent to the students' email for use in the online application at a later date.
- 2.3 The above-mentioned dates may change without notice should circumstances require so.
- 2.4 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

- 3.1 Students who are granted FAS for 2025 **must redeem** their monthly bus/train concession vouchers, at any TransitLink Kiosk, Top-Up Kiosk or TransitLink Ticket Office **from the 1st to 12th of each month.**
- 3.2 Students are to present their School Smartcard to redeem the vouchers. For Jun and Dec holidays, Singaporean students will be given \$17.00 transport top-up vouchers.
- 3.3 Please also see Annex C.

4 DAILY MEAL EXPENSES

- 4.1 Students who are granted FAS for 2025 will be able to use their School Smartcard to purchase meal (capped at \$7.60 per day) at the school canteen.
- 4.2 Students are advised to approach a School Administration Officer (located at General Office) for assistance if they are not able to use the School Smartcard to purchase meal.

5 SCHOOL SHUTTLE BUS SERVICE

- 5.1 The school provides a free shuttle bus service from Lakeside and Woodlands to school every morning.
- 5.2 The pickup timing is at 7.00am. We seek understanding that the bus is unable to wait beyond 7am as the pick-up points do not allow for waiting.
- 5.3 Please note that this is a first come, first serve service. We seek understanding on the limited capacity of these 2 services. Students who can make their own way to school are strongly encouraged to do so. This is to allow junior students to access this service.
- 5.4 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.
- 5.5 The pick-up points are also shown in Annex D1 and D2.

6 PARENTS GATEWAY (PG)

- 6.1 Parents Gateway (PG) is one-stop portal that strengthens school-home partnership to support our children in their education journey.
- 6.2 The school requires all parent/guardian to be on board PG. All future communications will take place on PG.
- 6.3 Please refer to <https://pg.moe.edu.sg/#home> for further information to getting on board PG. You will require your Singpass in this on-boarding process.
- 6.4 To set up Singpass, parent/guardian may proceed to the community centres (CCs) with Singpass counters for assistance.
- 6.5 Please use the following QR code for a list of CCs with Singpass counters.



7 If you have any concerns or clarifications, please contact the school at 6279 3000.
We thank you for your cooperation and support in the school's activities.

Yours sincerely,

A handwritten signature in blue ink, consisting of stylized, overlapping loops and a vertical line, representing the name Stephen Chin.

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.

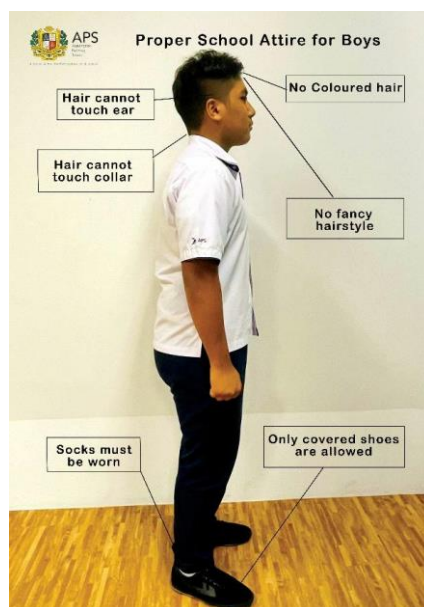
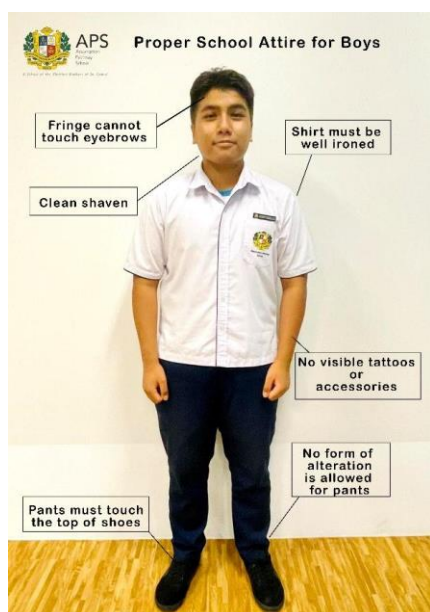
GROOMING

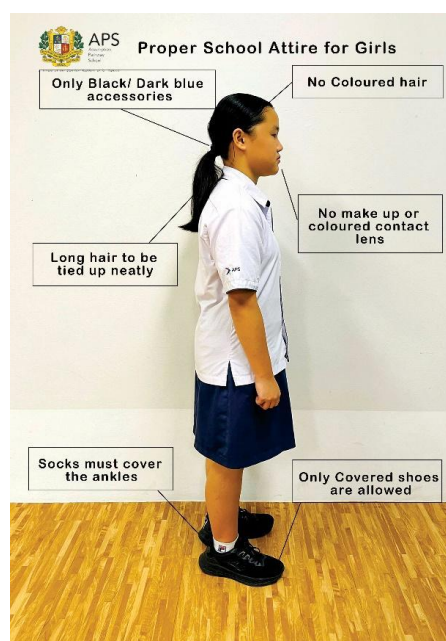
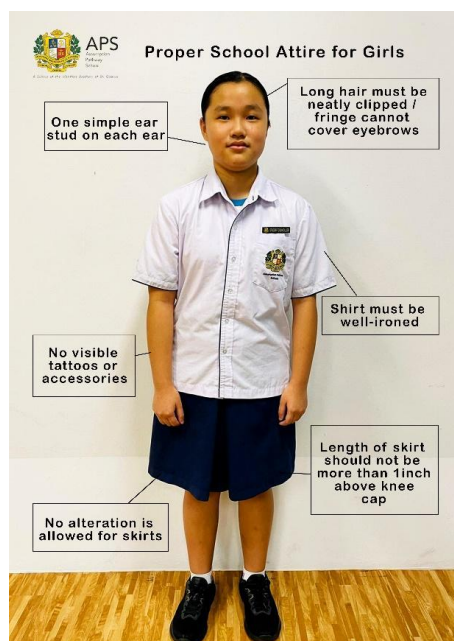
Attire

- 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 skirt 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 T-shirt and 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 (PE T-shirt or CCA T-shirt and school shorts/pants/skirt) and in proper footwear.
- Students should be in proper footwear at all times. 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 MOBILE PHONES IN SCHOOL

- Mobile phones are only to be used in the green zone (canteen/foyer area) during recess and lunch.
- After curriculum hours, students can use their phone in school.
- Use of mobile phones are only permitted in class if the teacher allows the use of related apps for the lesson.
- Students are not to use their mobile phone to log in to any social media to post updates or remarks on any school matter.
- Students are not to use their mobile phones to take photos of students/teachers/staff without permission.
- Students shall note that mobile phones 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 mobile phones in school. Students can retrieve their mobile phones from the General Office after 4 p.m.
- 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 12th of every month (January to December)
- Redemption will expire from 13th onwards if you fail to redeem within the window period.

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 TransitLink 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

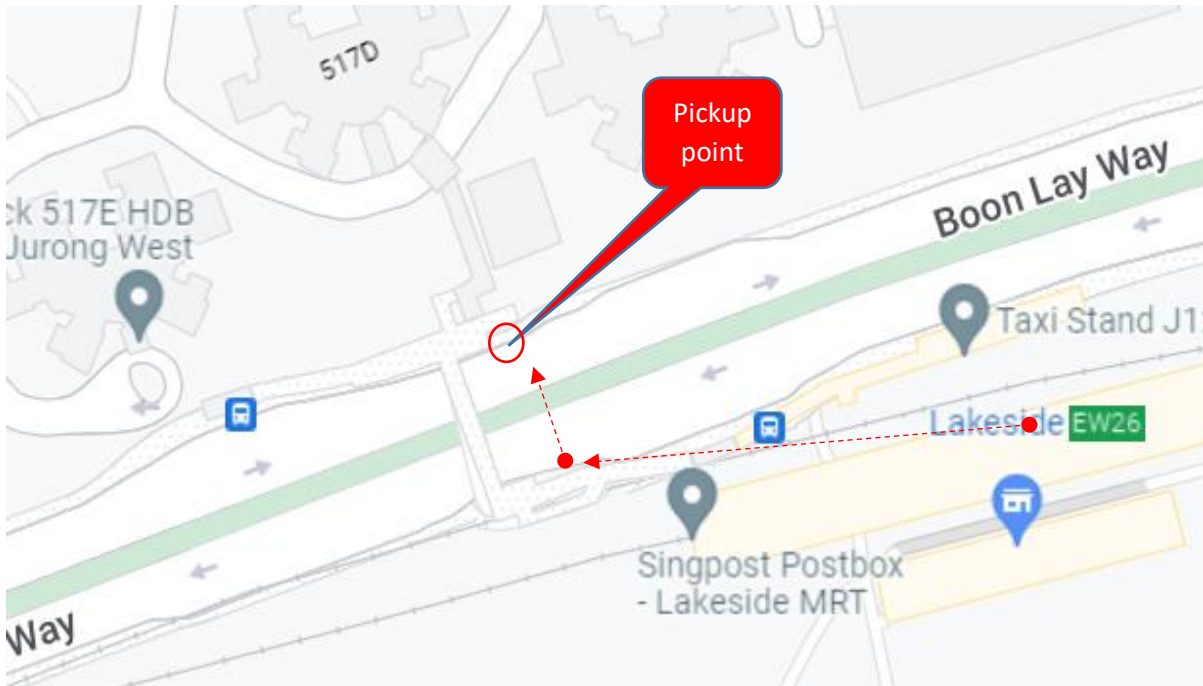


**Scan the QR code for
a demo video on redemption at
kiosk**



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

APS Ferry Service – Opp Lakeside MRT



Near overhead bridge beside bus stop (ID 28099)



Annex D2

APS Ferry Service – Near Woodlands MRT Exit 4



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

