

Our Ref: APS/2021PL1/Adm

4 Jan 2021

Dear Parents / Guardians

2021 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
Orientation Programme			
1	Year 1 to Year 4: Term 1 Week 1	Mon 4 Jan 2021 to Fri 8 Jan 2021	Student will be dismissed as follows <ul style="list-style-type: none"> Year 1 2021 - 11.45 am Year 2 2021 – 11.55 am Year 3 2021 – 12.05 pm Year 4 2021 – 12.15 pm
2	Year 1 Orientation Programme	Mon 11 Jan 2021 to Fri 15 Jan 2021	<ul style="list-style-type: none"> From Mon 11 Jan to Fri 15 Jan 2021, Year 1 students will be given a separate Year 1 Orientation Programme schedule to follow. Dismissal timings will be shown in the schedule.
3	Year 1 APA Orientation Programme	Thu 4 Feb 2021 & Fri 5 Feb 2021	
iSTAY Programme			
4	Year 3 iSTAY Programme	Mon 1 Mar 2021 to Fri 5 Mar 2021	Refer to Para 1 for more details
		Mon 8 Mar 2021 to Fri 12 Mar 2021	
School and Public Holidays			
6	Chinese New Year (Public Holiday & School Holiday)	Fri 12 Feb 2021; Sat 13 Feb 2021, Sun 14 Feb 2021 & Mon 15 Feb 2021	
7	Term 1 School Holidays	Sat 13 Mar 2021 to Sun 21 Mar 2021	-

School Celebrations			
8	Chinese New Year Celebration	Thu 11 Feb 2021	Refer to Para 3 for more details
Other Matters			
9	Staggered Dismissal		Refer to Para 2 for more details
10	First Day of Term 2	Mon 22 Mar 2021	-
11	Student Attendance Policy		Refer to Annex A for more details
12	Student Expectations		Refer to Annex B for more details
13	Safe Measure Measures		Refer to Annex C for more details
14	Collection of Spectacles (For students who made order with Mr Eyewear at West Mall Shopping Centre)		Refer to Para 4 for more details
15	Redemption Period for Monthly Bus/Train Concession E-Voucher (For students granted with FAS Only)		Refer to Para 5 for more details
16	List of Ticket Office for E-vouchers Redemption		Refer to Para 5 (QR code)
17	Daily Meal Expenses (For students granted FAS Only)		Refer to Para 6 for more details
18	Drop – off / Pick up of Students		Refer to Para 7 for more details

Reply or Acknowledgement Slips to be returned to APS		
2021 Termly Letter to Parents – Term 1	Annex D	All students to return form by Fri 8 Jan 2021

1 YEAR 3 iSTAY PROGRAMME

- 1.1 Students from the following classes will attend the iSTAY Programme at the school's premises as follows:
- Mon 1 Mar 2021 to Fri 5 Mar 2021
(3CS1, 3HB1, 3FS1)
 - Mon 8 Mar 2021 to Fri 12 Mar 2021
(3HS1, 3FS2, 3BP1)
- 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.
- 1.3 Students will not be staying overnight for this cycle of the programme. They will be dismissed after dinner each evening (7pm) except for Friday (dismissal at 12.15 pm).

2 STAGGERED DISMISSAL

- 2.1 To prevent overcrowding in the public transport, there will be staggered dismissal as follows for
- Year 1 from Term 1 Week 3 (18th Jan onwards)
 - Year 2 to 4 from Term 1 Week 2 (11th Jan onwards)

	Mon	Tues	Wed	Thurs	Fri
Y1	2.15 pm	1.45 pm	2.15 pm	1.15 pm	11.45 am
Y2	2.25 pm	1.55 pm	2.25 pm	1.25 pm	11.55 am
Y3	2.35 pm	2.05 pm	2.35 pm	1.35 pm	12.05 pm
Y4	2.45pm	2.15 pm	2.45 pm	1.45 pm	12.15 pm

3 CHINESE NEW YEAR CELEBRATION

- 3.1 APS will be celebrating Chinese New Year on Thu 11 Feb 2021. School will be dismissed as follows:
- Year 1 – 10.15 am
 - Year 2 – 10.25 am
 - Year 3 – 10.35 am
 - Year 4 – 10.45 am
- 3.2 Please note Mon 15 Feb 2021 is a School Holiday. School will resume on Tue 16 Feb 2021. We wish all Chinese students and parents a prosperous Chinese New Year.

4 COLLECTION OF SPECTACLES

- 4.1 Students who have ordered spectacles from Mr Eyewear will be informed of the date of collection. The spectacles will be collected from the school.

5 REDEMPTION PERIOD FOR MONTHLY BUS/TRAIN CONCESSION E-VOUCHERS

- 5.1 Students who are granted FAS for 2021 **must redeem** their monthly bus/train concession vouchers at any Transitlink Ticket office between 1st to the 15th of each month. For Jun and Dec holidays, students will be given \$15.00 transport top-up vouchers. Students will need to present their Cepas Card (Ezlink Card) for redemption. Use the QR code below to see the list of Ticket Offices for redemption of e-vouchers.



6 DAILY MEAL EXPENSES

- 6.1 Students who are granted FAS for 2021 will be able to use their Student Cepas Card (Ezlink Card) to purchase meal (capped at \$5.80 per day) at the school canteen.
- 6.2 Students are advised to approach a School Administration Officer (located at General Office) for assistance if they are not able to use the Student Cepas Card to purchase meal.
- 7 In the interest of student safety, all vehicles are only allowed to drop off / pick up your child outside the school. Please do so at a safe and convenient location outside the school.
- 8 To ensure that you have received this letter, please complete the attached Acknowledgement Form in **Annex D** and return it to your child's / ward's Form Teacher by Fri 8 Jan 2021.
- 9 If you have any concerns or clarifications, please feel free to contact your child's / ward's Form Teacher at 68793900 or to contact the School Administration Officer at Tel: 68793875 (Year 1) / 68793633 (Year 2) / 63317106 (Year 3) / 68793634 (Year 4 & APA). We thank you for your cooperation and support in school's activities.

Yours sincerely

STEPHEN CHIN
Principal
Assumption Pathway School

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.
- 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 (eg 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 at 5 letters per semester.

Excused Absence

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

APS 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 self-manage and manage relationship with others”

ATTENDANCE MATTERS

Late Coming and Truancy

- Students are expected to be in the hall by 7.45am (15 minutes before the flag-raising ceremony which commences at 8.00am sharp)
- A student is considered late for school after 7.45am
- Students shall be deemed as being truant if they skip class or leave the school premises without permission
- Any student who is more than 5 minutes late to class is considered late. After 3rd Late Coming, student will be referred to Level Discipline Teacher (LDT).
- Students who are more than 15 minutes late shall be deemed as being truant. (LDT or Discipline Master (DM) to be informed)

Absence from School

- A student who is absent due to illness must produce a medical certificate (MC) from a certified doctor.
- Only Medical Certificates will be accepted for absence from All Examinations.
- The school will only allow a maximum of 5 letters of excuse by parents/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 parents / guardian should be produced. Absence without a medical certificate or a parent / guardian's letter may be regarded as a truancy case,

TURNOUT AND BEARING

Attire

- Students are to wear the prescribed school uniform and modification to the uniform/official attire is not allowed
- All students are to put on the school uniform neatly and smartly. The uniform must be clean and neatly pressed. The shirt must be buttoned up for both boys and girls. Students shall always be well groomed
- The length of the skirt should not be more than 1 inch above the knee cap for girls.
- For boys, the length pants must be long enough to touch the top of the shoes.
- The prescribed PE T-shirt and shorts must be worn during PE lessons and during other physical activities. The T-shirt must be tucked in at all times and the sleeves must not be folded.
- Only the school PE T-shirt 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 are not allowed to wear sandals or slippers in school at all times.
- Students are to wear the school uniform when in school, at all official school functions and for external school activities (unless otherwise instructed).

Boys

Hair

Hair must be properly groomed and neat.

- There should not be any 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 dyed or bleached hair is allowed.
- No skin-heads, Mohawk or razor designed haircuts are allowed.

Others

- 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.
- Body piercing or tattooing is not allowed.
- Religious lockets may be worn but not exposed.



Girls

Hair

Hair must be properly groomed and neat.

- No dyed or bleached hair is allowed.
- Hair must be neatly combed, clipped or tied up.
- Unkempt long hair and improper hairstyles are not acceptable.
- There should not be any long fringes touching the eyebrows.
- 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

- 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 not allowed.
- No jewellery or cosmetics is allowed.
- No shaving or plucking of eyebrows.
- Religious lockets may be worn but not exposed.
- 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.



Proper School Attire for Girls



Appropriate School Uniform



Appropriate School Uniform

NOTE THAT

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

BEFORE AND AT ASSEMBLY

Proceeding to the School Hall

- Students shall proceed to the school hall immediately when the school song is played.

Assembly Etiquette

- Students shall sit down quietly to await assembly (and not run around, play, make noise etc).
- 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 in attention and sing the national anthem, pledge, school song, etc. loudly, clearly and smartly.
- Students who are Singapore Citizens must sing the National Anthem and take pledge. Students will take the Pledge with the right fist over the heart. Non Singaporeans are to stand at attention and remain still.

After The Assembly

- Students should move off only after being dismissed by the Discipline Teacher on duty.
- Movement shall be Class-by-class in an orderly manner and supervised by the form teachers.

CLASSROOM

Before Class

- Students shall wait outside (preferably seated) the class and wait for the teachers to come to class (and not walking around loitering).
- Students shall report to class on time (after 5 minutes is considered late).

In Class

- Students shall give clear greetings to teachers and any visitor.
- Students to be seated - No student is permitted to walk around and talk in class, or disrupt or distract the class in any way.
- No vulgarities shall be permitted

- Students should be engaged and they must do whatever tasks, assignments / homework, instructions, etc. that are given. Failure to do the necessary work assigned is an offence.
(Any student that does not follow instructions and is disobedient, defiant, or rude, etc. shall be referred to the LDT / DM immediately. This is a serious offence)

MOVEMENT AROUND SCHOOL

Leaving Class during lessons

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

- Students ensure succinct permission is given by a teacher when they visiting the toilet.
- Students are not permitted to leave class during the last 5 minutes and during class and immediately after recess or lunch.

Behaviour When Moving Around the School

No student should cause a nuisance when moving around the school

- Students should not be seen running, shouting, disturbing others when they are in class, etc.
- 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 the P / VP may send the 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.
- 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.
(Bullying i.e. disrespectful remarks that can hurt others, chasing and / punching each other, irritating other students, name calling / vulgarities)

CANTEEN

Lining Up for Food

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

Returning of Plates & Utensils and Disposing of Waste

- All students are required to clear their plates, glasses / 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 to return them.

PE and Playing On School Grounds

- Students must produce a letter of excuse from a Medical Officer 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 to wear their school T-shirt or CCA T-shirt when playing games
- 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.

OTHER MISCONDUCT

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 in 2020 is 20 years. This is the Government's plan to progressively raise the minimum legal age to 21 years old. The minimum age will go up to 19 on Jan 1, 2019, 20 on Jan 1, 2020 and 21 and Jan 1, 2021.
- Cigarettes, lighters, and/or matches shall not be brought into the school.
- Students shall not consume intoxicating, banned or illegal drinks or substances.
- Any violation of this regulation may result in immediate Consequences and Notification to the relevant authorities.

Use of Mobile Phones in School

School hours

- Mobile phones are only to be used in the green zone (canteen/foyer area) during recess and lunch
- Out of curriculum hours, students can use their phone anywhere.
- 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 or staff.
- Students are not to use their mobile phone 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 4pm if they are caught using the phone outside the green zone during curriculum hours
- If there is a need for students to contact their parents/guardian during school hours, they can make the call at the General Office or ask for their teacher's permission to make a call.

Safe Measurement Measures (SMM)

To reduce transmission risks as schools continue to operate, **safe management measures** will continue to be upheld, especially in instances where safe distancing is not always possible.

Please do advise your child/ward to follow the measures closely.

- Students with unwell adult family members with flu-like symptoms or on QO/SHN/LOA should NOT be in school.
- Students who show signs of being unwell at any point in the day, parents will be called to pick them up. Please ensure that they return home and get medical attention as soon as possible.
- Student should ensure that they have a working thermometer.
- Student should not gather in a group of more than 8 students.
- Student should practice safe distance of 1m between themselves
- Student should observe good personal hygiene (e.g. wash hands regularly, refrain from touching face).
- Students should wear masks **as a default** at all times in school unless permission is given.
- Students should wipe down their classrooms and canteen tables after lesson, recess, and lunch and at the end of the school day.
- Student should follow Queue markers in the canteen when buying food.
- Students should sit in their designated alternate seating area in the canteen during lunch and recess.
- Students are encouraged to return home as soon as possible after dismissal.

**ASSUMPTION PATHWAY SCHOOL
2021 TERM 1 LETTER TO PARENTS
ACKNOWLEDGEMENT FORM**
(Please return to Form Teacher by Fri 8 Jan 2021)

This is to acknowledge that I have received the APS letter dated 4 Jan 2021 informing parents and guardians on the 2021 Term 1 Matters, and noted the contents of the letter including the **APS Student Expectations**.

Signature of Parent / Guardian : _____

Name of Parent / Guardian : _____

Relationship to Student : _____

Name of Student (Full Name) : _____

Class of Student : _____