



2021/2022  
PARENT  
HANDBOOK

# Parent Handbook

SHANGHAI SINGAPORE INTERNATIONAL SCHOOL

# School Calendar AY 2021/2022

## AUGUST 2021

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

16/08 CLT report to school  
 18/08 Middle Managers report to school  
 23/08 All faculty report to school  
 27/08 Orientation Day

## SEPTEMBER 2021

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

01/09 First Day of School  
 03/09 Founder's Day  
 21/09 Mid-Autumn Holiday

## OCTOBER 2021

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

01/10-08/10 Chinese National Holiday

## NOVEMBER 2021

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

## DECEMBER 2021

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

03/12 Faculty Christmas Dinner (no ASP)  
 11/12 Parent Teacher Conference  
 20/12-31/12 Winter Holiday

## JANUARY 2022

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

24/01-04/02 Chinese New Year Holiday

## FEBRUARY 2022

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 |    |    |    |    |

24/01-04/02 Chinese New Year Holiday

## MARCH 2022

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

## APRIL 2022

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

04/04-05/04 Tomb Sweeping Holiday  
 09/04 Student Led Conference

## MAY 2022

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

02/05 Labour Day Holiday

## JUNE 2022

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

03/06 Dragon Boat Festival  
 23/06 Last day of School for students  
 24/06 Last day of School for staff

## JULY 2022

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

## SCHOOL HOURS

1 Sep 2021 - 23 Jun 2022

0820h - 1530h

### Term 1 (13 weeks)

1 Sep 2021 - 3 Dec 2021

### Term 2 (13 weeks)

6 Dec 2021 - 1 Apr 2022

### Term 3 (12 weeks)

6 Apr 2022 - 23 Jun 2022

Please refer to the school website at [www.ssis.asia](http://www.ssis.asia) for the latest school calendar.  
 Should there be changes due to unforeseen circumstances, all parents will be notified well in advance.

# Calendar of Events

| SSIS Calendar of Events 2021/2022 |      |               |  |  |  |
|-----------------------------------|------|---------------|--|--|--|
| Term                              | Week | Date          | School Event                                       |  |  |
|                                   |      |               | Preschool  | Primary                                    | Senior   |
| 1                                 |      | 16/08         | CLT report to school                               |  |  |
|                                   |      | 18/08         | Middle Managers report to school                   |  |  |
|                                   |      | 23/08         | All Faculty report to school                       |  |  |
|                                   |      | 27/08         | Student Orientation                                |  |  |
|                                   |      | 28/08         | Bus Trial Run                                      |  |  |
|                                   | 1    | 30/08 - 03/09 | 01/09 First Day of School<br>03/09 Founder's Day   |  |  |
|                                   | 2    | 06/09 - 10/09 |  |  | 06/09<br>Scholarship Award<br>Ceremony   |
|                                   |      |               | Lockdown Drill                                     |  |  |
|                                   | 3    | 13/09 - 17/09 |  |  | 14/09<br>Curriculum Evening for<br>G7-10 Parents<br><br>15/09<br>Welcome to DP<br>G11 Parent Night   |
|                                   |      |               | Evacuation Drill                                   |  |  |
|                                   | 4    | 20/09 - 24/09 |  |  | 20/09 Mid-Autumn Celebrations<br>21/09 Mid-Autumn Holiday (No School)<br><br>22/09<br>G12 Parent Night<br><br>23/09 - 24/09<br>G7/8 Camp<br><br>24/09 - 25/09<br>IGCSE Camp<br>DP Camp |
|                                   | 5    | 27/09 - 01/10 | 29/09<br>Curriculum Evening for<br>Parents         | 29/09<br>Curriculum Evening for<br>Parents |  |
|                                   |      |               | 01/10 Chinese National Holiday (No School)         |  |  |
|                                   |      | 04/10 - 08/10 | 04/10 - 08/10 Chinese National Holiday (No School) |  |  |
|                                   | 6    | 11/10 - 15/10 |  | 13/10 - 15/10<br>Grade 6 Camp              | 16/10<br>SISAC Volleyball  |
|                                   |      |               | 16/10 - 17/10 ACAMIS Technology Conference         |  |  |
|                                   | 7    | 18/10 - 22/10 | 21/10<br>N-K2 Autumn Excursion                     | 21/10<br>Grade 1-5 Excursion               | 21/10 - 23/10<br>ACAMIS Volleyball at SSIS   |

*The events in this calendar are subject to change.  
Should there be any revisions, advance notification will be communicated with the SSIS Community.*

# Calendar of Events

| SSIS Calendar of Events 2021/2022 |               |   |   |   |                                |
|-----------------------------------|---------------|---|---|---|--------------------------------|
| Term                              | Week          | Date  | School Event                                  |   |                                |
| 1                                 | 8             | 25/10 - 29/10                                 |   | 25/10 - 29/10 Autumn Excursion  |                                |
|                                   | 9             | 01/11 - 05/11                                 | 01/11 - 05/11 Reading Extravaganza Week       |   |                                |
|                                   |               |   |   | 05/11 IGCSE Awards Presentation   |                                |
|                                   | 10            | 08/11 - 12/11                                 |   | 11/11 - 12/11 Student Council Leadership Camp   | 12/11 In-China University Fair |
|                                   |               |   |   |   | 12/11 - 14/11 SHASMUN          |
|                                   |               |   | 13/11 International Family Bazaar             |   |                                |
|                                   | 11            | 15/11 - 19/11                                 |   | 15/11 Student Council Investiture   | 17/11 - 19/11 IBDP Visit       |
|                                   |               |   | 20/11 CISSA Soccer CRE                        | 18/11 G10 IGCSE Music Recital   |                                |
|                                   |               |   |   | 19/11 - 21/11 SSIMUN  |                                |
|                                   |               |   |   | 20/11 CISSA Soccer CRE  |                                |
| 12                                | 22/11 - 26/11 |   |   | 25/11 - 26/11 Senior Drama Performance  |                                |
|                                   |               |   |   | 27/11 G8-IGCSE Parents Information Session<br>G10-IBDP Parents Information Session<br>Soccer Invitational |                                |
| 13                                | 29/11 - 03/12 | 02/12 Get Ready for Grade 1 (Student Session) | 29/11 Student of the Term Awards              | 29/11 - 03/12 Gr 8 IGCSE Options - Student Sessions (all week)  |                                |
|                                   |               | 03/12 Get Ready for Grade 1 (Parent Session)  | 02/12 Get Ready for Grade 1 (Student Session) |   |                                |
|                                   |               |   | 03/12 Get Ready for Grade 1 (Parent Session)  |   |                                |

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# Calendar of Events

| SSIS Calendar of Events 2021/2022 |               |  |  |  |
|-----------------------------------|---------------|--|--|--|
| Term                              | Week          | Date   | School Event   |  |
| 2                                 |               |  | 07/12<br>Get Ready for G7<br>(Student Session)                               |  |
|                                   |               |  | 08/12<br>Get Ready for G7<br>(Parent Session)                                |  |
|                                   |               |  | 06/12<br>G10 IGCSE and G11<br>IBDP Art Exhibition                            |  |
|                                   |               |  |  | 07/12<br>Get Ready for G7<br>(Student Session)                 |
|                                   |               |  |  | 08/12<br>Get Ready for G7<br>(Parent Session)                  |
|                                   |               |  | 09/12 - 10/12 Santa's Workshop<br>11/12 Parent Teacher Conference            |  |
|                                   | 2             | 13/12 - 17/12                                      |  | 13/12 - 14/12<br>G10/12 Course<br>Selection Parent<br>Meetings |
|                                   |               |  | 17/12 Christmas Celebrations   |  |
|                                   |               | 20/12 - 24/12                                      | 20/12 - 24/12 Winter Holiday (No School)                                     |  |
|                                   |               | 27/12 - 31/12                                      | 27/12 - 31/12 Winter Holiday (No School)                                     |  |
|                                   | 3             | 03/01 - 07/01                                      | Lockdown Drill   |  |
|                                   | 4             | 10/01 - 14/01                                      |  | 15/01<br>SISAC Basketball                                      |
|                                   |               |  |  | One Act Drama Festival   |
|                                   |               |  | Evacuation Drill<br>15/01 25 <sup>th</sup> Anniversary Exhibition (Off-site) |  |
|                                   | 5             | 17/01 - 21/01                                      |  | 17/01 - 21/01 Chinese Culture Week<br>20/01 CNY Celebrations   |
|                                   | 24/01 - 28/01 | 24/01 - 28/01 Chinese New Year Holiday (No School) |  |  |
|                                   | 31/01 - 04/02 | 31/01 - 04/02 Chinese New Year Holiday (No School) |  |  |
| 6                                 | 07/02 - 11/02 |  | 20/01 - 22/01<br>ACAMIS Basketball in<br>Guangzhou                           |  |
| 7                                 | 14/02 - 18/02 |  |  |  |

# Calendar of Events

| SSIS Calendar of Events 2021/2022 |      |               |   |   |  |
|-----------------------------------|------|---------------|---|---|--|
| Term                              | Week | Date          | School Event  |   |  |
| 2                                 | 8    | 21/02 - 25/02 |   | 26/02<br>ACAMIS Orchestra<br>Festival and Solo<br>Competition |  |
|                                   | 9    | 28/02 - 04/03 |   | 04/03<br>Coding Competition                                   |  |
|                                   | 10   | 07/03 - 11/03 |   | 12/03<br>CISSA Badminton<br><br>12/03<br>CISSA Badminton      |  |
|                                   | 11   | 14/03 - 18/03 | 14/03 Pi Day<br>15/03 PSG AGM                           |   |  |
|                                   |      |               |   | 19/03<br>CISSA Volleyball                                     | Grade 10-12 Mock<br>Exams all week<br><br>18/03<br>Annual University Fair<br><br>19/03<br>CISSA Volleyball |
|                                   | 12   | 21/03 - 25/03 | 21/03 - 25/03 Poetry Festival<br>Lockdown Drill         |   |  |
|                                   |      |               |   |   | 26/03<br>CISSA Volleyball<br>Invitational  |
|                                   | 13   | 28/03 - 01/04 | 28/03 - 01/04 STEAM Innovation Week<br>Evacuation Drill |   |  |
|                                   |      |               | Science Fair  | Science Fair<br><br>28/03<br>Student of the Term<br>Awards    | 28/03<br>G12 IBDP Art Exhibition<br><br>31/03<br>SISAC Track & Field                                       |

# Calendar of Events

| SSIS Calendar of Events 2021/2022 |      |               |  |  |                               |
|-----------------------------------|------|---------------|--|--|-------------------------------|
| Term                              | Week | Date          | School Event   |  |                               |
| 3                                 | 1    | 04/04 - 08/04 | 04/04 - 05/04 Tomb Sweeping Holiday (No School)<br>06/04 - 08/04 STEAM Innovation Week |  |                               |
|                                   |      |               | Science Fair   | Science Fair   | 08/04<br>Grade 8 Science Fair |
|                                   |      |               | 09/04 Student Led Conference   |  |                               |
|                                   | 2    | 11/04 - 15/04 | 11/04<br>Sabre Sports Day  | 12&14/04<br>Sabre Sports Day                           | 13/04<br>Sabre Sports Day     |
|                                   |      |               | 15/04 International Friendship Day   |  |                               |
|                                   | 3    | 18/04 - 22/04 | 19/04<br>Spring Excursion  | 21/04 Spring Excursion                                 | 18/04<br>G12 Photo Shoot/ BBQ |
|                                   |      |               | 21/04 - 23/04<br>ACAMIS Soccer at BCIS   |  |                               |
|                                   | 4    | 25/04 - 29/04 | 23/04<br>SISAC Badminton   |  |                               |
|                                   |      |               | 22/04 Earth Day  |  |                               |
|                                   | 5    | 02/05 - 06/05 | 27/04 - 28/04<br>Primary School Musical  |  |                               |
|                                   |      |               | 29/04<br>IBDP & IGCSE Final Exams  |  |                               |
|                                   | 6    | 09/05 - 13/05 | 02/05 Labour Day Holiday (No School)   |  |                               |
|                                   |      |               | 02/05 - 06/05<br>IBDP & IGCSE Final Exams  |  |                               |
|                                   | 7    | 16/05 - 20/05 | 09/05 - 13/05<br>IBDP & IGCSE Final Exams  |  |                               |
| 20/05 Summer Concert              |      |               | 21/05<br>CISSA Basketball<br>Cross River Event   | 16/05 - 20/05<br>IBDP & IGCSE Final Exams              |                               |
|                                   |      |               | 18/05<br>Get Ready for Senior<br>School Parent Morning                                 | 18/05<br>Get Ready for Senior<br>School Parent Morning |                               |
|                                   |      |               | 21/05<br>CISSA Basketball<br>Cross River Event   |  |                               |

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# Calendar of Events

| SSIS Calendar of Events 2021/2022 |               |   |  |
|-----------------------------------|---------------|---|--|
| Term                              | Week          | Date  | School Event   |
| 3                                 | 8             | 23/05 - 27/05   | <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; background-color: #c6e0b4;">25/05 - 27/05<br/>End-of-Year Exams</div> <div style="width: 35%; background-color: #1f4e79; color: white;">23/05 - 27/05<br/>IBDP &amp; IGCSE Final Exams</div> <div style="width: 30%; background-color: #800000; color: white;">27/05<br/>EOY Exams G7/8/9/11</div> </div> <div style="margin-top: 5px;">28/05<br/>CISSA Basketball Invitational</div>   |
|                                   | 9             | 30/05 - 03/06   | <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; background-color: #c6e0b4;">01/06<br/>Children's Day</div> <div style="width: 35%; background-color: #1f4e79; color: white;">01/06<br/>Children's Day</div> <div style="width: 30%; background-color: #800000; color: white;">30/05 - 02/06<br/>IGCSE Final Exams<br/>EOY Exams G7/8/9/11</div> </div> <div style="margin-top: 5px;">02/06<br/>K2 Graduation Camp</div> <div style="margin-top: 5px;">30/5 - 02/06<br/>End-of-Year Exams</div> <div style="margin-top: 5px;">02/06<br/>Grade 12 Graduation Ceremony</div> |
|                                   |               |   | 03/06 Dragon Boat Festival (No School)   |
|                                   | 10            | 06/06 - 10/06   | <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; background-color: #c6e0b4;"></div> <div style="width: 35%; background-color: #1f4e79; color: white;"></div> <div style="width: 30%; background-color: #800000; color: white;">06/06 - 10/06<br/>EOY Exams G7/8/9/11</div> </div>  |
|                                   | 11            | 13/06 - 17/06   | <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; background-color: #c6e0b4;">16/06<br/>K2 Graduation Ceremony</div> <div style="width: 35%; background-color: #1f4e79; color: white;">16/06<br/>Grade 6 Graduation Ceremony</div> <div style="width: 30%; background-color: #800000; color: white;"></div> </div> <div style="margin-top: 5px;">17/06<br/>Prize Giving Ceremony</div>  |
|                                   |               |   | 21/06 25 <sup>th</sup> Anniversary Concert   |
| 12                                | 20/06 - 24/06 | <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; background-color: #c6e0b4;"></div> <div style="width: 35%; background-color: #1f4e79; color: white;"></div> <div style="width: 30%; background-color: #800000; color: white;">21/06<br/>Prize Giving Ceremony</div> </div> |  |
|                                   |               | 23/06 Last Day of School for Students<br>24/06 Last Day for Faculty   |  |

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|  |    |
|--|----|
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|   |           |
|---|-----------|
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| 3. Technology and Internet Services                                 |           |
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| 8. Counselling and Pastoral Care                                    |           |
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| <b>Parent Involvement and Education</b>                             | <b>32</b> |
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# Welcome Letter

Dear Parents and Guardians,

Thank you for choosing Shanghai Singapore International School (SSIS) as your school of choice! This handbook, which is updated annually, lists the services, policies and regulations of SSIS. Please take the time to read this handbook as it contains critical information that will help you and your child settle into school.

A handy online version can also be downloaded from the school website at [www.ssis.asia](http://www.ssis.asia) > 'PARENTS' > 'DOWNLOADS'. Should you ever have questions beyond what we have included in this Parent Handbook, please feel free to contact us.

Sincerely,

Billie LEONG

Campus Principal (Operations)

# Guiding Statements

## Philosophy

SSIS believes in the holistic development of a resourceful, confident and independent learner within a caring and nurturing environment to become a global citizen.

## Mission

We are committed to develop in our students a passion for life and love for learning through a holistic, well-balanced education.

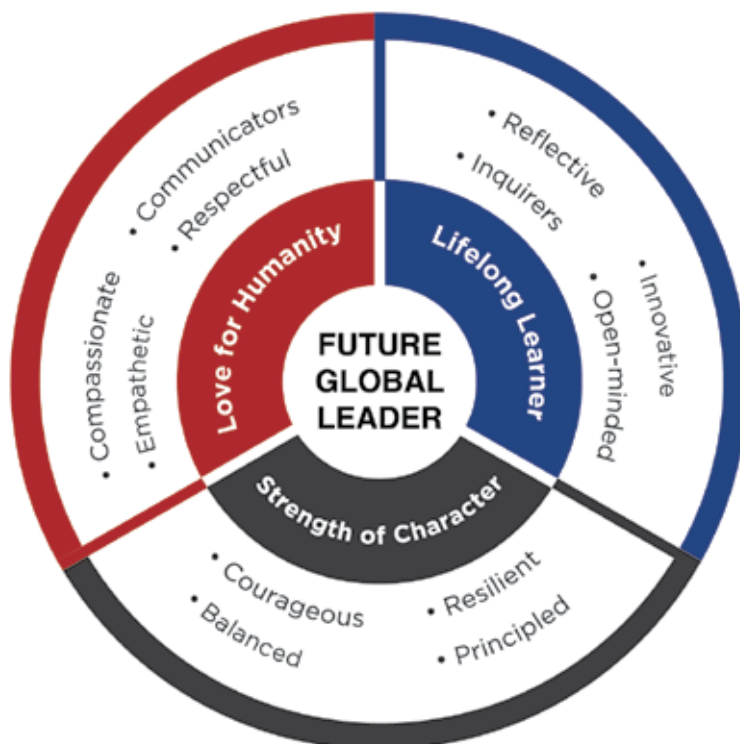
## Vision

The realisation of a lifelong learner with strength of character and love of humanity

## Motto

Strive for Excellence

## Desired Outcomes of SSIS Education (Student Persona)



# Parent Code of Conduct

SSIS expects parents and/or guardians to show respect and concern for others by:

- Supporting the philosophy, vision, mission and respectful ethos of our school.
- Setting a good example in their own speech and behaviour towards all members of the school community.
- Working together with teachers for the benefit of children. This includes approaching the school to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution.
- Correcting own child's behaviour, especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour.
- Respecting the school environment, including keeping the school tidy by not littering.
- Observing campus security measures in order to support a peaceful and safe school environment.

The school cannot tolerate:

- Displays of disruptive behaviour, which interferes with the operation of a classroom, an office area or any other part of the school grounds. This includes words or actions that bring the institution into disrepute or gravely affect the conduct of school business.
- Use of loud and/or offensive language or display of temper.
- Threat of harm or the use of physical aggression towards another adult or child. **This includes approaching someone else's child to discuss or chastise them and inflicting physical punishment against your child on school premises.** (Some actions may constitute an assault with legal consequences.)
- Damage or destruction of school property.
- Engagement in abusive or threatening messages via emails, phone calls, social media apps or any forms of communication.
- Use of chain email communications and/or any other forms of social media that elicit unsolicited support for a grievance, concern or complaint and not following appropriate lines of communication.

Should a member of the SSIS community have a concern regarding a violation of this policy, the matter should be brought to the attention of the Head of School. The Head of School or his designee will address the situation and seek a resolution with the relevant parties in a manner which is consistent with the mission and core values of the School. If the concern or non-compliance persists, the Head of School may make a recommendation to the Board to seek a resolution. Violations of the Parent Code of Conduct may result in a parent and/or guardian being restricted from entering the school grounds to safeguard our school community.

In extreme cases involving a major violation and/or repeated violations of the Parent Code of Conduct, the school reserves the right to initiate a termination of the child(ren)'s enrolment.

# Core Leadership Team

|                          |
|--------------------------|
| <b>Mr. David SHIRLEY</b> |
| <b>Head of School</b>    |
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| <b>Ms. Billie LEONG</b>              |
| <b>Campus Principal (Operations)</b> |
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| <b>Ms. Katrina MCCLURE</b>               |
| <b>Director of Sports and Activities</b> |
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| <b>Mr. Steven GAYNOR</b>       |
| <b>Senior School Principal</b> |
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| <b>Ms. CHEN Yue Lin</b>                         |
| <b>Director of Chinese Language and Culture</b> |
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| <b>Ms. Ramida DIN</b>                  |
| <b>Preschool and Primary Principal</b> |
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| <b>Mr. Viktor DATSIUK</b>     |
| <b>Director of Technology</b> |
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| <b>Mr. Chris LARTER</b>                   |
| <b>Primary School Assistant Principal</b> |
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| <b>Ms. Fenia RIZOPOULOU</b>              |
| <b>Director of Teaching and Learning</b> |
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| <b>Ms. Sonia BARGHANI</b>            |
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|                                   |
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| <b>Ms. Sarah WARBURTON</b>        |
| <b>Director of Communications</b> |
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| <b>Mr. Edward SWIDER</b>           |
| <b>K-12 Aesthetics Coordinator</b> |
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| <b>Mr. Tony RAMPTON</b>                |
| <b>Director of Student Development</b> |
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# General Operations

## 1. Operational Hours

|                             |                  |                     |
|-----------------------------|------------------|---------------------|
| School Hours                | Monday to Friday | *8:20 am to 3:30 pm |
| Administration Office Hours | Monday to Friday | 8:00 am to 4:00 pm  |
| After School Programme      | Monday to Friday | 3:30 pm to 5:00 pm  |

*\*Homeroom registration takes place daily between 8:20 am to 8:30 am.*

## 2. Admin Contact Information

| Personnel                            | Email                    | Number (Ext) |
|--------------------------------------|--------------------------|--------------|
| Main Line                            | administration@ssis.asia | 6221 9288    |
| Registrar                            | registrar@ssis.asia      | 6221 (2292)  |
| Admissions Office                    | admission@ssis.asia      | 6221 (6881)  |
| Reception for Administration Offices | administration@ssis.asia | 6221 (2603)  |
| Sabres Store (Uniform)               | sabrestore@ssis.asia     | 6221 (7487)  |
| Health Centre                        | healthcentre@ssis.asia   | 6221 (4196)  |
| School Bus Service                   | transportation@ssis.asia | 6221 (2456)  |
| ICT Support/Parent Portal/ID Cards   | it-support@ssis.asia     | 6221 (5075)  |
| Community Coordinator                | community@ssis.asia      | 6221 (7572)  |
| After School Programme (ASP)         | asp@ssis.asia            | -            |
| Counsellors                          | counselling@ssis.asia    | -            |

## 3. Campus Security

The school operates a 24-hour security service on its campus. The security guards are tasked to:

- Safeguard the interest of the school's properties and its community members.
- Prevent or minimise any unnecessary disruptions to the smooth running of the school programmes.



Members of the school and visitors are expected to respect requests made by the security guards, such as no smoking on campus and following traffic directions on campus etc.

## 4. SSIS ID Cards

In accordance with the United Nations Convention of the Rights of the Child and our Child Protection Policy, the purpose of SSIS-issued cards is to ensure that only people who are deemed safe be allowed into our school grounds. All card-holders will need to scan their ID card to gain entry into the school.

### Student ID Card

- Allow access into school via Gate 1
- Borrow library books
- For Senior School students, each card will have a maximum of 200 credits per year to use for photocopying or printing on designated printers.

To replace a lost Student ID card, students need to proceed to the reception at the Administration Office to report the loss and then pay RMB 20 for the replacement card. Students will receive replacement cards from their respective form teachers or bus monitors.

### SSIS Family Card

- Two registered parents or guardians will each receive an SSIS Family Card, which will display the photograph of the adult and their child(ren).

### SSIS Pick-up Card

- In addition, you can appoint up to a maximum of two other relatives or designated care-givers (such as domestic helper or authorised adult) to pick up your child(ren).
- Pick-up card holders have restricted access into the school during school hours.

To apply for any of the above cards, please submit the relevant passport-style photo(s) onto our school website's tab PARENTS> FAMILY & PICK-UP ID CARDS.

Once ready, you will be able to receive your card(s) through your oldest child in the school.

## 5. Student Arrival to School

Students are advised to arrive at school after 8:00 am as no teaching staff is on duty before then.

Students are expected to remain on the school campus for the duration of the school day. Once a student has arrived on campus, they are not permitted to leave without authorisation.

A sign-in and sign-out register is maintained by the school. Any Senior School student arriving at school after 9:00 am will need to sign on the register with the lobby receptionist.

## 6. Student Departure from School

A student will only be allowed to leave the school if:

- Student leaves with an authorised SSIS cardholder after school dismissal time
- Student leaves with an authorised SSIS cardholder and a completed early dismissal permission slip
- Senior School student who needs to leave on his/her own requires a completed early dismissal permission slip. Parents will be called to verify.

**Early dismissal permission must be requested at least one working day in advance. For urgent leave request parents should contact the school's main line at 62219288.**

**The early dismissal permission slip must be shown to the security personnel at the gate.**

Parents will need to seek approval from the Divisional Principal if a student needs to leave with an adult who has no relevant SSIS ID cards. Information to be provided to the Divisional Principal include:

- Name and Class of student
- Reason for request
- Date for such an arrangement to take place
- Name and ID of the adult

Once approved, the authorised adult will need to complete the early dismissal permission slip before leaving with the student.

## 7. Student Supervision

The safety and security of every student are top priorities that are taken very seriously by the school. Student movement will be supervised during instructional time. Primary students must seek permission to leave the classroom.

## 8. Guests and Visitors

Guests will not generally be permitted to visit SSIS students during a regular school day. This is for the safety of the children as well as to reduce interruptions during instructional time. Guests and parents are not allowed to wander around the teaching blocks where the classrooms are located. Parents coming to pick up their children in the afternoons should gather at the common waiting area designated by the school. Please call or make an appointment with your child's teacher beforehand if you would like to visit the classroom or to meet any of the teachers concerned.

Except for open house days and school-wide major events with open invitations, all visitors without SSIS issued ID cards or school invitation letter will be requested to register at the security guard post and obtain a Visitor's Pass, which must be worn at all times in school. Latest SEC guidelines will dictate the verification at the point of entry into the school.

All visitors on business are required to check in with security and then proceed to the appropriate school office while accompanied by a school staff. Visitors must be appropriately dressed and must adhere to SSIS in-campus policies and regulations.

Students who have previously attended SSIS may visit with prior approval of the respective Divisional Principal but **ONLY** during lunch time and **ONLY** when accompanied by an adult.

## 9a. Unplanned Absence from School

For medical or any other unforeseen reason that your child will not be able to attend school on a particular day, please inform your child's form teacher prior to 8:30 am, so that your child's attendance can be accounted for. If your child rides the school bus, please inform the Bus Monitor in advance too, so as to prevent any delay to school for the other passengers.

## 9b. Student Leave Application

Parents should submit planned student leave application with an email to the divisional principal one working day in advance. Please provide:

- Name & Class of student
- Reason for Request
- Date of Leave

## 10. Notification of Parental Absence

If parents/guardians are away on holiday or for business trips and plan to leave their children in the care of another person, the school requires that they provide information, in writing, to the Divisional Principal and form teacher with the following:

- Dates parent(s) will be away
- Name and telephone number of the person designated by the parents to be responsible for the child(ren) during the parents' absence
- Current emergency contact person(s) and phone numbers, other than the person designated to care for the child(ren)

## 11. Update of Contact Details

It is important for parents to share the most current mobile, work and home telephone numbers as well as the names and contact information of emergency contact person(s). Please email the Registrar at [registrar@ssis.asia](mailto:registrar@ssis.asia) if any of your demographic and contact information changes during the course of the school year so that your records are kept updated in our system.

## 12. Textbooks and Uniforms

All textbooks will be issued to students on Orientation Day in August or on the first day of school. Uniforms will be sent to your respective home address specified which you submitted your uniform order. Costs for textbooks are included in the tuition fees. Replacement or additional textbooks, workbooks can be purchased from the Sabres Store. Uniforms can be purchased from the Sabres Store or online via the school website: PARENTS > SCHOOL SERVICES > UNIFORMS.

## 13. Lost & Found

**Lost & Found is maintained for students' convenience, but all students are ultimately responsible for their own property.** Labelled belongings will be returned to the students via their form teachers. Items which are not labelled or whose owners are untraceable will then be stored in the Lost & Found area. **Please note that lost articles need to be claimed before the last Friday of each month, as unclaimed items will be discarded or donated to charity.**

## 14. Use of Student Photos and Videos

Throughout the school year, students are often photographed and filmed participating in school activities, and these images and footage may be used in school brochures, documents, newsletters as well as on WeChat, school website ([www.ssis.asia](http://www.ssis.asia)) etc.

If at any time you change your mind and do not want images of your child to appear in our communication media, please confirm this in writing to the Divisional Principal and we will respect your privacy.

## 15. School Reports and/or Transcript Reports

Requests for academic reports can be made via Level 2 Administration Offices Reception or via email: [administration@ssis.asia](mailto:administration@ssis.asia)

There will be an administration fee of 10 RMB per grade set of documents.

The school can arrange for shipping of original documents but all expenses must be paid by the parent of student making the request.

We will try our best to get these documents to you as quickly as possible but may need **5-10** school days to prepare requested documents.

## 16. Letters of Recommendation

Requests for letter of recommendation must be sent to the relevant faculty members, including the Divisional Principal. Letters of recommendation can be expected to be completed by teachers within 5 - 10 school days.

| Division | Members of staff to be emailed                                |
|----------|---|
| Primary  | Form Teacher, copying Divisional Principal                    |
| Senior   | CLSP, IGCSE or IBDP Coordinator, copying Divisional Principal |

## 17. Automatic Re-enrolment Exercise

For a seamless and fuss-free re-enrolment for your child, parents can log on to OpenApply (<https://ssis-sh.openapply.cn>) to update biographic, demographic information as well as transport requirements for the following school year for the annual Re-enrolment Exercise.

## 18. Payment of Tuition Fees

The specific details of the fee schedule can be found under the tab ADMISSIONS > TUITION AND FEES on our website.

You may choose to pay the tuition fee once, or three times per year.

- Payment can be made by bank transfer to the Shanghai Singapore International School's bank account, by cash in RMB or local credit cards. A copy of a bank remittance advice with your child's passport name should be forwarded to our Finance Office.
- Conversion from foreign currency to RMB will be based on the published rate on the first day of each month. Please check with our Finance Office on the current exchange rate before making payment.
- A Value Added Tax (VAT) Fapiao ( 增值税普通发票 ) will be issued upon confirmation of receipt of fees by the Finance Office.
- The remark column of the fapiao is blank by default. You may request for us to state:
  - Student Name
  - Period of Study
  - Amount received in Foreign Currency
  - Exchange Rate Used
- Collection of fapiao:
  - In-Person: You will be required to come to school to collect the fapiao in-person.
  - To Collect on Behalf: You will be required to submit a photocopy of the identification card of the collecting personnel prior to the collection date.
  - If the school campus is closed, you may choose to use a courier service (pay upon receiving) or collect in-person at our Shanghai City Office.
- **Please ensure that you keep all original fapiao(s) issued by the school. A return of fapiao is compulsory for any refund procedures.**

A late payment charge of 3 per cent per month, compounded monthly, will be charged on all overdue tuition fees. The school reserves the right to refuse admission or continued enrolment if the school fees are not paid as scheduled. In the case of non-payment, the school may suspend the student and withhold all student records until fees and accrued penalty charges are paid in full. Payment of 3 per cent late payment charges will be issued with a school invoice only. No fapiao for this amount will be issued.

According to the Chinese tax regulations, the school is required to obtain the original receipts/fapiao before processing any refunds. Thus, refunds of tuition fees will only be made after the return of the original receipt/fapiao issued by Shanghai Singapore International School at the time of payment. For loss of the original receipt/fapiao, a 25 per cent surcharge on the refund will be imposed.

**For details of Withdrawal and Refund policy, please refer to the last section of this Parent Handbook.**

## 19. Financial Assistance Scheme (FAS) Application

FAS is made available to self-paying families facing financial difficulties. The criteria for FAS approval are based on several factors including household gross income, number of children enrolled in SSIS, number of years with SSIS etc. Each application is subject to final approval by the School Board.

If approved, please note that the financial assistance subsidy:

- Applies to tuition fees only
- Is valid for one academic year
- Needs to be re-applied with the completed application and supporting documentation during the annual re-enrolment period, no later than May of every academic year.

For more information, please email [registrar@sis.asia](mailto:registrar@sis.asia).

# Safety Protocols

## 1. Child Protection Policy

Every child, regardless of age, has at all times and in all situations a right to feel safe and protected from any situation or practice that may result in a compromise of their physical or emotional well-being. Whilst under our care, we have a primary responsibility for the care, welfare and safety of the children in our school. Thus, under the United Nations Convention of the Rights of the Child and according to our guiding statements, we developed our Child Protection Policy which can be found on our school website [CAMPUS LIFE > CHILD PROTECTION & CAMPUS SAFETY](#).

## 2. Identification

When entering the school compound, all parents and guests will be expected to wear their SSIS card visibly around their necks. Any adult not wearing a SSIS ID card will be approached by our staff and may be asked to leave the school.

## 3. Use of Appropriate Bathrooms

Adults and students have segregated bathroom facilities in our school. Parents and guests are required to only use designated guest toilets. Should you be unsure, please approach our staff.

## 4. Emergency Drills

To ensure that all staff and students are well aware of the evacuation procedures, emergency evacuation drills are practised multiple times per year. Students will be briefed on their importance and given clear instructions to follow teachers' directions and move to safe ground in a quiet and orderly fashion.

### Evacuation Drill

**The most important guidelines** in an emergency evacuation are:

- i. Exit the building via the shortest designated route and
- ii. **Do not re-enter the building.** Students and staff will **silently exit the building at a fast walking pace.**

The following acronym for students:

- S - SERIOUS:** Be serious and stop whatever you are doing.
- L - LISTEN:** Listen carefully for instructions and announcements
- O - ORDERLY:** Leave in an orderly manner taking NOTHING with you
- Q - QUICKLY:** Walk quickly toward the assembly area
- Q - QUIET:** Be quiet during the Evacuation Drill

In addition, lockdown drills are also conducted with the same frequency so that we will be better prepared for a situation where it is safer to be indoors than outdoors.

**Lockdown Drill**

The following acronym for students:

- S - SERIOUS:** Be serious during the drill as if it is real
- L - LISTEN:** Listen carefully for instructions and announcements
- S - SHELTER:** Stay in a safe shelter
- L - LOCK:** Lock the doors and drop the blinds
- S - SILENCE:** Maintain absolute silence

We stress the importance of such drills and we hope that you will communicate the same seriousness to your child(ren) so that we can treat each drill as if it were a real emergency.

Should parents or guests be in the school when the drills are taking place, it is the expectation that all present will participate in the drills and comply with the instructions of the member(s) of staff.

**5. AQI Policy <https://www.airvisual.com>**

The Outdoor Activities Response Policy is an important part of our overall Campus Safety Policy. Our school will use these standards and official readings to direct the type of activities that may or may not take place in school or during school events.

Please refer to Figure 1 for general AQI Scale and Figure 2 regarding the SSIS guidelines procedures.

***Figure 1 Below is a chart laying out the AQI scale from 0 to 500:***

| Air Quality Index<br>Levels of Health Concern | Numerical<br>Value | Meaning  |
|---|--------------------|--|
| Good  | 0 - 50             | Air quality is considered satisfactory, and air pollution poses little or no risk.   |
| Moderate                                      | 51 - 100           | Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution. |
| Unhealthy for Sensitive Groups                | 101 - 150          | Members of sensitive groups may experience health effects. The general public is not likely to be affected.  |
| Unhealthy                                     | 151 - 200          | Everyone may begin to experience health effects; members of Sensitive groups may experience more serious health effects.   |
| Very Unhealthy                                | 201 - 300          | Health alert: everyone may experience more serious health effects.   |
| Hazardous                                     | > 300              | Health warning of emergency conditions. The entire population is more likely to be affected.   |



**Figure 2 AQI Levels and SISS action****Preschool**

| AQI Level (PM2.5)             | SSIS Action  |
|-------------------------------|--|
| Between 0-99/ (> 75)          | Normal play and PE   |
| Between 100-149(> 75)         | All play and PE must be modified and no vigorous activities<br>All windows and external doors will be closed |
| Reaches 150 and beyond (> 75) | All outdoor play and PE must be cancelled<br>All windows and external doors will be closed                   |

**Table 2a Corresponding Preschool Measures****Primary and Senior School**

| AQI Level (PM2.5)              | SSIS Action  |
|--------------------------------|--|
| Between 0-99/ (> 100)          | Normal play and PE   |
| Between 100-149 (> 100)        | Normal play and PE<br>All windows and external doors will be closed  |
| Between 150-199 (>100)         | All play and PE must be modified and no vigorous activities<br>All windows and external doors will be closed |
| Reaches 200 and beyond (> 100) | All outdoor play and PE must be cancelled<br>All windows and external doors will be closed                   |

**6. Pandemic Measures**

Since the outbreak of COVID-19, there has been regular updates to school routines and procedures sent via school communications. The information will be housed on the school website for easy access and reference for our community. [www.ssis.asia](http://www.ssis.asia) > Campus Life > COVID Safety Measures

**7. Emergency School Closure**

School closure may occur due to extreme weather conditions or any unforeseen circumstances that seriously disrupt the smooth running of the school programmes for the day. Should it become necessary to cancel scheduled classes, form teachers will be responsible for notifying each of their students/parents via our emergency communication procedure.

In addition, an official message will be communicated via:

- Our school website
- Our official wechat subscription account
- School-wide email

The expectation is that parents will **immediately respond and acknowledge the message received**. Should parents not respond, form teachers will continue to call or seek confirmation from you till acknowledgement has been received. We seek your kind cooperation and understanding under such emergency situations where we need to ascertain that all families have been contacted.

During such time that it is necessary for school to remain closed, distance learning will be activated.

# Transportation

## 1. School Bus Service

SSIS offers an optional school bus service for SSIS students. However, the availability of the service is subjected to conditions such as the population of students residing within the proximity, the availability of school buses and latest traffic regulations.

Parents of existing SSIS students who need to relocate their child(ren) to a new residential location during the school term are requested to inform the transport department in writing as early as possible. **However, the school will not be able to create a new stop if the school year has already started.**

The school will require a minimum of 14 school days to process your request and recommend the closest stop(s) for your child. In the event that the school is unable to cater to your request, you can write-in officially to request for the termination of the bus service subscription. Refunds will be made with conditional terms applied.

Please note that application for any new pick up point for the following academic year will commence upon re-enrolment and will end by the second Friday of May of the existing school year.

### Important bus reminders:

- Students should arrive at the pick-up point at least **five minutes before** the assigned time. The bus will leave the pick-up point promptly, pending road conditions.
- If a student misses the bus, parents will have to make their own arrangements to send their child to school.
- If a student is changing bus transport arrangements or is not attending school, besides the form teacher, prior written communication must be sent to the bus monitor in order not to delay bus travel time for other passengers.
- If an arranged bus stop requires Preschool or Primary students to cross a street, the parent or designated care-giver is responsible for assisting the student across the street.
- School buses leave the school when all Preschool and Primary students have been accounted for. Senior School students who do not show up at the specified time are assumed to be making alternative travel arrangements.
- Drivers, bus monitors, class teachers or students are not allowed to make any changes to bus arrangements. The designated pick-up and drop-off points are the **ONLY** locations that the student may board or disembark from the bus.
- A parent or designated care-giver is advised to wait punctually at the stop. Bus monitors are only allowed to release Preschool and Primary students to authorised pick-up parent/guardian. This applies to ASP drop-offs as well.
- Parents and designated care-givers **are not allowed to board school buses**, especially for the purpose of questioning or chastising other student(s). Please communicate directly with the respective bus monitor or the school.

## 2a. Temporary Change of Bus Ride (Senior School students only)

If a Senior School student needs to ride on a bus that isn't his/her designated bus, he/she needs to apply for the change with the Receptionist at the Lobby before the end of lunch time on the day of the change. For security reasons, parents will be called to verify. Approval, however, will be subjected to seat availability, and there will be an additional charge of RMB 25 per person per trip. The school reserves the right to approve or reject any request.

## 2b. Temporary change of Bus Arrangement (Preschool & Primary School)

Change of bus arrangement is not encouraged. In case of special needs, parents who request for change of bus arrangement must apply 3 working days in advance to the Divisional Principal. Once approved, the transport department will contact the parent to advise them of the additional fees incurred.

## 2c. Temporary Change to ASP Bus Arrangement

In the event that a change of ASP bus arrangement is required after registration for an ASP session has been completed, the above arrangements will apply to the students from the respective divisions.

## 3. Self-Drive Procedures

Students not riding on the school buses will alight at the school gate and walk into the school. Students enter the school by showing their relevant documents as requested by the school. Otherwise, they will be asked to record their name and class at the point of entry. Please refer to ***Students' Departure from School*** on the requirements regarding picking up your child.

# School Communication

## 1. Communication Platforms

We want to stay connected with you. We have the following official communication channels to provide means for us to share information and communicate with our students and families. The use of personal WeChat or WeChat groups is discouraged.

### School Website

Most of you will be very familiar with the school website ([www.ssis.asia](http://www.ssis.asia)). You will find useful information such as the school calendar, latest news, upcoming events and important links for parents under the tab called PARENTS. The school website will also post urgent announcements during emergency situations.

### ManageBac

ManageBac is an important platform that you will need to access frequently. You can access the parent portal via <https://ssis-sh.managebac.cn/>

Please log in using your username and password. You will get an invite from the school to create an account if you have not accessed ManageBac before. You only have to manage one account regardless of the number of children you have attending the school.

Important reasons to access ManageBac:

- See classroom happenings, receive notifications from your child's teachers
- Get student schedule and latest school news
- Check latest academic results and homework
- Obtain end of term report and comments

As part of the enhanced digital services provided for students and parents, we also use the following apps:

### OpenApply

<https://ssis-sh.openapply.cn>

- Re-enrol for the next academic year

### SchoolsBuddy

<https://ssis-sh.managebac.cn>

- Sign up for CCAs (Primary School only) and/or ASPs
- Obtain information relating to buses, trips and excursions
- Schedule meetings with faculty for Parent Teacher Conference or Student Led Conference

If you encounter any difficulties, please contact [it-support@ssis.asia](mailto:it-support@ssis.asia) for assistance.

### Emails

Should you need to contact any administrator, you will be able to obtain their email address from page 4 of this handbook.

**SSIS Official WeChat Subscription**

Join our SSIS WeChat subscription group to read about the latest news and upcoming events. Please scan the QR code below and follow us.

**ClassDojo (For Preschool and Primary)**

You will be invited to join your child's class by the form teacher at the start of each academic year. Through this communication app, you will be able to see classroom happenings, receive notifications and personal texts from your child's teachers.

**2. Orientation Day**

We highly encourage all students and parents to attend Orientation Day. It is always held on the Friday before the first week of school. Besides collecting school textbooks and attending an informative talk given by the division, parents will get to make first contact with your child's form teacher, verify your contact information on record and make connections with other parents of the same form class.

Principals, Directors, Heads of Departments and Coordinators will also be on hand to present to parents about their programmes and routines on that day and answer questions that parents may have.

For new families, a Welcome Booth will be set up to share about upcoming events and provide handy avenues to support our students and families of the SSIS Community.

**3. Parent and Teacher Communication**

Communication is encouraged through Parent Teacher Conferences (PTC), scheduled meetings, e-mails, etc. Children learn more when there is parental involvement and engagement.

Should parents need further assistance, appointments can be made to meet the faculty and Core Leadership Team.

**4. Core Leadership Team Messages**

Periodically, our Core Leadership Team will update the whole SSIS community with pertinent information or latest updates about school achievements and developments.

**5. School Reports**

Parents will receive reports indicating each student's academic progress. Progress Reports will be made available on ManageBac at the end of each term during the school year. Throughout the term, parents can access ManageBac to check on the latest formative and summative grade entries.

All students will receive a printed report at the end of the school year. Students are required to return the final Reports, before the end of the academic year for safe-keeping, to their respective teachers after their parents have signed it. Non-returning students can keep their Progress Reports.

## **6. Conferences**

Conferences are held twice each year. Parent Teacher Conferences (PTC) are held in the fall, and it provides a wonderful opportunity to meet teachers and allows parents to better understand their child's learning progress at the end of the first trimester. Student Led Conferences (SLC) will be held in the spring and they are a showcase of the diverse student talents and a celebration of their learning and achievements. Parents are highly encouraged to attend both conferences.

## **7. Events with Divisional Principals**

In order for parents to receive relevant information and provide feedback regarding topics specific to each division, each Divisional Principal will schedule events with parents throughout the academic year. Parents will have the opportunity to meet and mingle with the Divisional Principals and have a better understanding of the school and its programmes.

## **8. Calendar of Events**

A Calendar of Events listing all planned major events for the current academic year can be found on the school website under the tab [CAMPUS LIFE > SCHOOL CALENDAR](#) and in the Student Planner.

## **9. Student Planner**

All Primary and Senior School students will receive a copy of the Student Planner to record their homework and personal planning. This also serves as an important platform of communication between the school and the home. Parents may be asked to sign their child's planner as outlined by your child's teacher.

## **10. School Letters, Acknowledgement and Consent Forms**

Letters and forms will be sent home by teachers for any activity beyond the school day or for field trips, excursions or off-campus activities and must be acknowledged by parents and then returned to school in order to confirm your child's participation in a particular event.

# Learning Climate

## 1. English Language Usage

The medium of instruction at SSIS is English for subjects. Therefore, the SSIS language policy states that English will be spoken at all times throughout the building with the exception of Chinese and other language classes. The success of our students is, in a large part, dependent on their command of the English Language.

## 2. Attendance

In order to gain the full instructional experience of SSIS, students should attend school for the entire academic year. Parents are discouraged from removing students from school for extended periods of time due to vacation trips or reasons other than family emergencies. If a student is likely to be absent for more than a few days, the form teacher and subject teachers need to be notified 3 working days in advance to allow teachers to prepare work for the student.

It is the responsibility of the Senior School student to refer to iLearn and to obtain work which has been missed during absence and to make up the work within the teacher's designated time frame.

There is a direct correlation between class attendance and academic performance. Attendance in school is compulsory, especially for Senior School where the IB diploma may not be conferred if the attendance requirement is not met. The learning experiences that take place in the classroom are a meaningful and essential part of the educational programme. Time lost from class due to tardiness or absence is irretrievable and must be viewed as a lost opportunity for in-class interaction between students and teachers.

## 3. Homework Guidelines

While it is important for students to have daily homework, it is also important to recognise the purpose of homework. Students will be asked to consolidate their learning after school hours so as to reinforce that the skills. It is important to note that once a skill is learned, a student will be asked to apply this skill over and over again in different settings, as applicable. We view the learning process as cumulative and will expect students to acquire and maintain skills as they are taught and learnt.

## 4. Academic Honesty

Academic honesty is a set of values and skills that promote personal integrity and good practice in teaching and learning. Collaboration, an open and cooperative behavior, is defined as working together to obtain information for a common goal while collusion is an act where someone else's work is copied.

Students should learn to appreciate the merits of academic honesty and be fully aware of the consequences of dishonest behaviour. Failing to observe the standard academic practice of acknowledging the work of others will lead to consequences of malpractice.

## 5. Grading System

Grades in SSIS are awarded according to the grade definitions outlined below:

### Preschool

Keys of Assessment

|          |            |   |
|----------|------------|---|
| <b>E</b> | Excelling  | Student shows mastery in this skill. They demonstrate understanding of taught concepts and competencies               |
| <b>P</b> | Proficient | Student is actively acquiring this skill. They demonstrate a partial understanding of the concept and competencies    |
| <b>D</b> | Developing | Student is in the beginning of their journey for this skill. They demonstrate an initial understanding of the concept |

### Primary School

Grade 1 and Grade 2 Students Reports will be expressed as follows:

|           |                             |
|-----------|-----------------------------|
| <b>EE</b> | Exceeding Expectation       |
| <b>ME</b> | Meeting Expectation         |
| <b>WE</b> | Working towards Expectation |

Grade 3 - Grade 6 Student Reports will be expressed as follows:

| <b>Grade</b> | <b>Marks</b> | <b>Remarks</b>              |
|--------------|--------------|-----------------------------|
| <b>A*</b>    | 90 - 100     | Outstanding                 |
| <b>A</b>     | 80 - 89      | Excellent                   |
| <b>B</b>     | 70 - 79      | Good                        |
| <b>C</b>     | 50 - 69      | Pass                        |
| <b>D</b>     | Below 50     | Working towards Expectation |



## Senior School

### Grade 7 and Grade 8 CLSP

| Grade | Marks  |
|-------|--------|
| A*    | 90-100 |
| A     | 80-89  |
| B     | 70-79  |
| C     | 60-69  |
| D     | 50-59  |
| E     | 40-49  |
| F     | 30-39  |
| G     | 20-29  |
| U     | 0-19   |

### Grade 9 and Grade 10 IGCSE

Grades of A\* - U are used based on the guidelines for the individual subjects supplied by the Cambridge International Exams (CIE).

### Grade 11 and Grade 12 IBDP

Levels 1-7 are used based on the guidelines for the individual subjects supplied by the International Baccalaureate Organization (IBO).

# Student Code of Conduct

SSIS is committed to supporting and guiding our students as they uphold the values associated with the school culture and guiding statements. The Student Code of Conduct states our expectations of student appearance and behaviour on the school premises, during all school events and on transportation provided by the school. Any breach of this code will initiate the Disciplinary Procedure.

## 1. Behaviour Expectations

All students are expected to uphold the values associated with the school culture. Teachers will notify parents or refer students to the Head of Student Development or divisional principal in order to manage the infraction.

- Wear the proper school uniform with pride as shown in the Student Planner.
- Be neat and tidy in appearance (no flashy hair accessories and jewellery).
- Behave appropriately within the school compound to ensure safety to self and others.
- Greet and treat members of the school community and guests with respect.
- Respect and follow the rules and regulations of the school.
- Be punctual for school, classes and all school events and activities.
- Be responsible for personal belongings and respect the belongings of others.
- Assigned homework should be completed to the best ability and handed in on time.
- Permission must be gained to leave the classroom for any reason.
- Refrain from using the lifts in school unless a lift pass has been granted by the Health Centre.
- Students are only allowed on campus during school hours unless supervised by an adult.

## 2. Lunch Behaviour Expectations

Students are expected to:

- Consume lunch, whether brought from home or from the lunch programme, in the school cafeteria.
- Food purchased from Merlion Cafe may only be consumed in that area.
- Move quietly at all times while in and around the eating areas.
- Clear own plates / trays. Serving trays and utensils are not allowed to be removed from the cafeteria.
- Respect the instructions given by the teacher on duty and kitchen staff.
- Seek permission from Divisional Principal to order food for delivery.

## 3. Mobile Phones and Other Personal Electronic Devices

Students are advised not to use their mobile phones on campus. Students who use their phones, smart watches, laptops or other devices inappropriately may have the device confiscated unless explicit

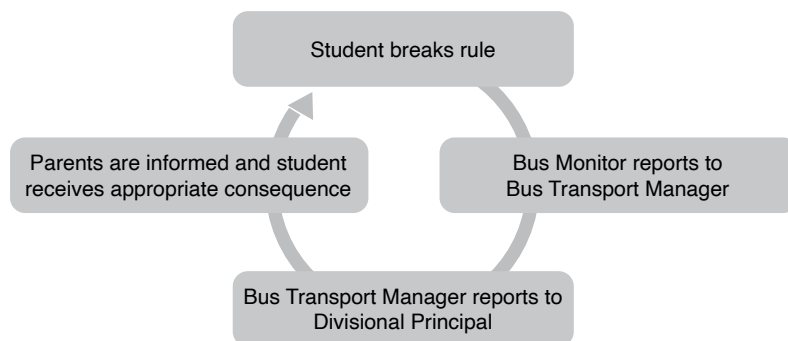
permission has been granted by the teacher. Confiscated items will be returned and parents may be requested to come to school to collect the confiscated items. All primary school electronic devices must remain in school bags during school hours. **Students are responsible for their personal devices** and the school will not be held responsible for the loss, theft or damage of the devices.

#### 4a. School Bus Expectations

All students subscribing to the bus services are expected to respect the bus rules, the bus monitor, the driver as well as the rights of all other commuters at all times. The list of school bus rules below will be strictly enforced. These rules and expectations apply for ASP drop-offs as well.

- All school rules and expectations apply when riding the bus.
- Be seated with seat belt fastened at all times.
- Use an indoor voice and kind words.
- Keep the bus clean and tidy.
- Snacks, excluding hard candy and chewing gum, can be eaten on bus rides but sharing is discouraged.
- Board and leave the bus in a safe and orderly way.
- Students must be granted permission to ride ASP bus.

#### 4b. Discipline Procedures and Consequences for Bus Offences



|                |  |
|----------------|--|
| First Offence  | Students will be issued a verbal warning                   |
| Second Offence | Students will be issued a written warning                  |
| Third Offence  | Students will be issued a one-week bus service suspension  |
| Fourth Offence | Students will be issued a one-month bus service suspension |

For subsequent offences, students may be barred from riding the school bus for the remainder of the school year and bus transport fees will not be refunded for such instances. In addition, parents will be liable for all damages incurred due to their child's misbehavior.

## 5a. Discipline Procedures and Consequences for All Offences

For minor offences, the faculty will work with particular student(s) to bring about proper conduct. Parent-partnership is key to a student's success at SSIS and it is important that parents are kept informed and work with the school as well.

Students who do not comply with the expectations in the Student Code of Conduct will face disciplinary action.

Serious offences will be dealt with at the Divisional Principal's discretion and the following may be taken:

|                           |                                       |
|---------------------------|---------------------------------------|
| Detention                 | Removal from ASP/CCA                  |
| Internal suspension       | External suspension                   |
| Behaviour management plan | No option to re-register or expulsion |

Please note that when a student commits a serious offence, the information will be logged in our student management system.

## 5b. List of Serious Offences (This list is not exhaustive.)

|   |  |
|---|--|
| Theft, Fraud or Lying                       | Deliberate damage to school property or property of others         |
| Cheating in examination/assessment settings | Abuse (e.g. racism, harassment)                                    |
| Plagiarism in assignments                   | Smoking, vaping, consuming alcohol or possessing illegal narcotics |
| Bullying, physical violence or assault      | Inappropriate physical acts of affection                           |
| Gross disrespect towards students and staff | Truancy (Unexcused absence from class)                             |
| Possessing dangerous items                  | Inappropriate use of technology                                    |

## 6a. Acts of Academic Dishonesty & Malpractices

- Plagiarism: where ideas or work of another person is presented as one's own
- Collusion: where one's work is allowed to be copied and submitted
- Duplicating work to meet the requirements of more than one assessment component
- Fabricating data for an assignment
- Impersonating another candidate
- Taking unauthorised material into an assessment venue
- Disrupting an assessment by an act of misconduct, such as distracting another candidate
- Exchanging, supporting, or attempting to support the passing-on of information that is or could be related to the assessment
- Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of an assessment
- Stealing assessment papers
- Disclosing or discussing the content of an assessment paper with a person outside the immediate school community within 24 hours after the assessment
- Using an unauthorised calculator during an examination (Please check with the class Mathematics teacher for the approved list of calculators)

Unauthorised material (for example, an electronic device other than a permitted calculator, personal rough paper, notes, a mobile phone) that is brought into an examination—regardless of any attempt to use that material—constitutes an act of malpractice

## 6b. Consequences of Malpractice in School Assessments

Acts of academic dishonesty will be logged and repeated offences will be reported to universities as required.

|                |  |
|----------------|--|
| First Offence  | Student receives a zero grade and parents will be notified; student will have to meet with the Counsellor  |
| Second Offence | Student faces a one-day internal suspension and is required to write a reflection essay; parents will have to meet with the Divisional Principal |
| Third Offence  | Student faces a three-day external suspension; parents will have to meet with the Divisional Principal and Counsellor                            |

## 7. Zero Tolerance

SSIS has a ZERO TOLERANCE policy on drugs, alcohol, weapons (real or otherwise) and firecrackers. It is strictly prohibited, and students may be expelled if found to be in possession, use, exchange or involvement in the sale of alcohol or illegal substances on school grounds or during school-sponsored events.

## 8. Smoking

Students are prohibited from possessing or using tobacco products anywhere on school property, on school-owned and operated buses, on chartered buses, when participating in school-sponsored or school-supervised activities. Violation of this policy will result in disciplinary action.

# Additional Services

## 1. Health Care Services

The Health Centre provides general health care services and emergency first-aid treatments to students and staff members of the school on campus. To ensure the most appropriate care and attention for all SSIS students, parents should proactively and promptly provide all relevant and up-to-date information/documentation requested by the school on their children's health status—including latest immunisation records—on SSIS Parent Portal. Our staff uses this information to develop individual health or emergency care plans to help your child stay healthy and perform well in school.

The Health Centre staff **cannot** administer any drugs in campus (prescriptive or non-prescriptive or over-the-counter) to any students without the provision of a letter of consent from the parents / guardians. The written consent letter from parents and the drug dosage instruction issued and signed by a physician must be presented to the Health Centre with the medications if such a service is required.

The onus is on parents/guardian to inform the school clinic, during the school admission process, of any special conditions that the child may have. Special conditions would include information such as drug allergies, asthmatic conditions, dietary allergies, family histories or historical medical/physical conditions, etc. If the student is unable to participate in the school programme, including physical education, medical documentation must also be presented, which states the limitations and lists alternative activities in which the student can participate.

This information must be shared during admissions application and updated via Parent Portal regularly. Medical information about students will remain confidential. However, information on medical conditions that may affect or be affected by school activities (i.e. asthma, heart conditions, etc.) will be shared with faculty as necessary.

### **Students Who Become Ill or Injured After Arriving at School**

When a student in school is too ill or injured to participate fully in school activities, parents will be notified and asked to fetch their child as soon as possible.

When a student is too ill to stay in school, he or she must first report to the class teacher and visit the school clinic for assessment before calling the parent. All students must be signed out of school by a parent or a person authorised by the parent to collect them.

In an emergency situation where no parent or guardian can be reached by telephone, the school may send the student to the nearest hospital or doctor for immediate observation and treatment.

### **Keeping a Sick Child at Home**

A child must be kept at home under the following conditions because NO test or lesson is important enough to sacrifice the well-being of your child and the welfare of others. Teach your child to be considerate of others.

- The parents of a child infected with a contagion or disease are obligated to inform his or her class form teacher immediately. Any SSIS student diagnosed as suffering from an infectious and contagious illness will require a doctor's clearance to certify full recovery before he or she is allowed to board the bus or to return to school. The certification will need to be submitted to the Health Centre.
- We do not recommend that parents administer temporary fever relief drugs to a child, or send them to school if he or she is running a fever (above 99.1 °F or 37.3 °C) in the morning. A child must be fever free (below 99.1 °F or 37.3 °C) **for at least 48 hours, without the use of fever medication**, before being allowed back to school.

Parents should advise the school of reasons for all absences from the school including illness. In the event of extended illness where the student will be absent for a number of days or weeks, parents are requested to contact the clinic.

See table below for a list of medical conditions with the necessary action to be taken:

| Disease/Condition                         | Contagious Period  | Period of Exclusion from School  |
|---|--|--|
| Influenza or Influenza-like illness       | 7 days   | Fever free for 48 hours without fever medication. Medical Clearance from doctor is required.   |
| Chickenpox                                | 1 day before to about 7 days after spots.                  | Until all blisters have formed scabs. Medical clearance from doctor is required.   |
| German Measles (Rubella)                  | 4 days after cold-like symptoms.                           | 7 days after rash first appears.   |
| Measles (Rubella)                         | 4 days before to 5 days after rash appears.                | During cold-like stage and for 5 days after rash appears.  |
| Mumps (Parotitis)                         | 7 days before to 9 days after swelling starts.             | 21 days and until swelling disappears and temperature is normal.   |
| Scarlet Fever & Streptococcal Sore Throat | Approximately 10 days from onset until symptoms disappear. | At least 10 days of quarantine from onset of symptoms. Rash must be gone, temperature normal. Medical clearance from doctor is required.                                     |
| Impetigo                                  | Until lesions are cleared, usually 1-2 weeks.              | Exclude until lesions are cleared. Weeping or crusted sores on exposed areas should always be covered with a watertight dressing. Medical clearance from doctor is required. |
| Head Lice (Pediculosis)                   | As long as parasites are present or nits are visible.      | Exclude until all lice and nits have been removed and visual check by Health Centre staff is required.   |



|                          |  |  |
|--------------------------|--|--|
| Pinkeye (Conjunctivitis) | Until discharge and symptoms have cleared.   | 7 days from onset of illness and until discharge and symptoms have cleared. Medical clearance from doctor is required.   |
| Ringworm                 | As long as lesions are present.  | Until anti-fungal treatment has been started by doctor. Lesions must be covered if doctor permits attendance. All sports are to be off-limits in the meantime. |
| Scabies                  | Until skin is clear. Usually after 1-2 weeks.  | Until adequate treatment has been given and or open lesions can be observed.   |
| Hand, Foot and Mouth     | 5 days before to 5 days after spots.   | 7 days after all symptoms subsided. Medical clearance from doctor is required.   |
| Bacillary Dysentery      | As long as bacteria and symptoms are present. E.g watery diarrhea that contains blood or mucus, vomiting, fever, stomach cramps. | Exclude until all symptoms subsided and stool sample result tested negative. Medical clearance from doctor is required.  |
| Viral Gastroenteritis    | As long as symptoms are present. E.g vomiting and diarrhea.  | Until 72 hours after the last episode of diarrhea and vomiting.  |
| Herpangina               | 5 days before to 5 days after spots  | 7 days after all symptoms subsided. Medical clearance from doctor is required.   |

\* Any other contagious illness not listed in the table above will also require a medical clearance from doctor in order to resume school.

## 2. Library Services

Open from 8:30 a.m. to 3:30 p.m. on all school days.

- The library environment is designed to support ongoing learning and allow students to read, research, study and use available computers.
- Library materials may be checked out for two weeks using the Student ID card.
- The library must be reimbursed for the cost of any lost or damaged books or resource materials.

### 3. Technology and Internet Services

Students and parents at SSIS will use a variety of information sources including libraries, digital hardware and software, online platforms and Internet access. The primary function of these resources is to support and enhance student learning. Use of school Technology and Internet Services by students and parents is subject to Technology Use Agreement (see below).

### 4. Food Services

Lunch is freshly prepared and served daily by the SSIS in-house kitchen. A lunch menu for the entire week is made available on our school website's tab [CAMPUS LIFE > SCHOOL SERVICES > CATERING](#). On the menu, dishes which contain common allergens have been labelled so that students and staff can make an informed decision about their food choice and dietary preferences.

### 5. Field Trips / Excursions

Field trips and excursions are an integral part of the SSIS educational programme. Therefore, field trips are organised during the year for the objective of extending students' learning outside of the classroom. Some field trips are also designed to support the SSIS Community Projects for our specified charities and the CREATIVITY, Action and Service (CAS) programmes of the IB curriculum in the Senior School.

Information regarding field trips/excursions and the consent or acknowledgement forms will be sent home with each student prior to the trip. If consent form is not received, not be allowed to attend the off-campus event and will remain in school for the duration.

While compulsory grade-level field trips and excursions are complimentary, optional trips will require extra payment based on student's choices.

### 6. Co-Curricular Activities (CCA) Programme (G1 – 6 only)

The SSIS CCA Programme is designed to be a platform where students will be encouraged to develop their leadership qualities, augment their social skills and practise the school's I4C values. This also allows students to broaden their horizons and have the opportunity to develop positive interactions and in engage in new learning environment.

CCAs take place during school hours and may change each term. At the end of each term, CCA offerings will be shared and parents can sign up for the preferred CCA for their child(ren) on SchoolsBuddy platforms.

### 7. After School Programme (ASP)

The After School Programme (ASP) at SSIS offers valuable opportunities outside the classroom, and it is our hope that all students will get involved in their area(s) of interest. Students will be able to explore new opportunities and further their passions while bringing the SSIS community closer. The holistic offerings are designed to both complement and enhance our academic endeavours, contributing to a well-balanced education and the development of global citizens. Our programme goals are fully aligned

with the SSIS Philosophy, Vision and Mission. Regular school rules and bus rules apply even during ASP hours. For self-pick up students, they can also opt in to ride on the ASP bus service provided by paying a nominal fee prior to the start of the season.

There are five sessions of ASP in an academic year. Seasonal ASP offerings are shared prior to registration. Offerings that require external certified instructors will have an additional fee.

In our continual effort to broaden our range and depth of extra-curricular activities, services from external providers meet the needs for our learners on Saturdays. Parents are encouraged to look out for these paid programme offerings at different times of the school year.

## 8. Counselling and Pastoral Care

The Counselling Department oversees students' social and emotional needs. An effective and well-structured referral system is in place to advise and assist students with issues associated with their studies, health and personal matters. Students can also choose to speak to a counsellor regarding their concerns or issues. Our team of counsellors from different countries provides non-biased multicultural counselling and guidance in English or Mandarin.

Pastoral Care (PC) lessons are conducted during curriculum time by our counsellors and Pastoral Care teachers to promote the emotional and physical well-being and character development of our students. Lessons aim to help students through transitions and help them to manage problems that arise at different phases of their growth.

Parents are also welcome to make an appointment to meet or speak with our counsellors.

## 9. University & Career Counselling

In addition, our Senior School counsellors also provide university guidance services. A series of programmes and activities are in place for Senior School students to expose them to the range of higher education courses available around the world and the careers that they lead to.

University & career counselling lessons are included in the curriculum to impart skills necessary for applying to universities, colleges, as well as jobs in the future. Different types of standardised tests required by universities and countries are also scheduled in our calendar to facilitate student application needs. Moreover, the use of BridgeU platform greatly improves the ease of application for students and parents. Through presentations and university fairs held in the school, students have opportunities to meet with admission representatives from universities within China and around the world to find out more about university entrance requirements and programmes available. Parents are encouraged to attend the different university fairs as well as the annual University Fair that brings together more than 100 renowned universities from around the world.

# Parent Involvement and Education

## 1. Parent Support Group (PSG)

In SSIS, we strongly believe that teachers and parents need to work together to equip our children not only with vital knowledge and skills, but also with positive attitudes and values. The school and the home must work together for this purpose. As such, effective collaboration between the school and families will ensure that our children receive the maximum guidance and help they need to build confidence in life.

The Parent Support Group (PSG) serves as a good platform for parents to volunteer their time, effort and resources to support their children's education. With their talents, expertise, energy and experience, parents have an unlimited capacity for promoting the social, emotional and intellectual growth of our student community.

There are many events and opportunities for parents to volunteer and participate in the education of their children. The PSG organises many parent-initiated events (e.g. International Friendship Day, Teachers Appreciation Lunch, etc) throughout the academic year; should you wish to volunteer or participate in these events, please contact the PSG Exco Committee at [psg@ssis.asia](mailto:psg@ssis.asia).

## 2. Parent Education

As role models to our child(ren), we wish to exemplify the pursuit of lifelong learning. At SSIS, we hope to provide the platform and create opportunities for parents to come together to learn. From hobbies to parenting courses and academic presentations, we hope to learn from others and one another so that our life experiences continue to be enriched and purposeful during our time here. Please refer to school website: [COMMUNITY > PARENT SUPPORT GROUP > PARENT EDUCATION PROGRAMME](#).

## 3. Teacher Appreciation

As a means to demonstrate your appreciation or thanks, please note that all teachers and administrators will only accept a "Thank you" email or a homemade greeting card. All other gifts will be kindly returned through your child as part of our school policy.

## 3. Parent Support Group By-laws

The group was formed in March 2011 by SSIS parents with support from the School Board.

### 1. Name

The name of the group is the **SSIS Parent Support Group** also referred to as the **PSG**.

### 2. Mission Statement

We are committed to enriching the lives of our children and SSIS community through involvement and support of educational, social and charitable events or activities outside of the school's regular daily curriculum.

### 3. Goals

The PSG goals are as follows:

- I. To plan or help plan, organise and execute events, activities, excursions and projects for the school community.
- II. To raise funds for PSG-sponsored activities and student-supported local and international charities.
- III. To assist the school whenever possible, as and when needed, for the purpose as indicated in the mission statement.
- IV. To welcome and assist new SSIS families.

### 4. Membership

Membership is automatic and free to all parents of SSIS students. No registration is required.

### 5. Management

The PSG is managed by the members of the PSG Executive Committee (ExCo). The Executive Committee shall as best as possible, comprise a fair representation of the SSIS International parent community.

### 6. Annual General Meeting (AGM)

The AGM shall be held in May of each academic year.

- I. The business of the AGM is:
  - a. To receive reports from the PSG Executive Committee of past activities and future plans.
  - b. To receive financial reports of the PSG.
  - c. To elect by secret ballot the office holders of the PSG Executive Committee.
  - d. To consider any other business.
- II. The Secretary shall prepare the AGM agenda and inform members two weeks prior to the AGM.
- III. The quorum for the AGM shall be five per cent of the total number of members or 30 members whichever is less. All decisions taken at the AGM will be valid if passed by majority votes by those present provided the quorum is met.
- IV. If an insufficient number of members are present to form the quorum, the meeting shall be adjourned to another time within 30 days.

### 7. Executive Committee Meeting (ExCo Meeting)

- I. The ExCo Meeting shall be held at least once a month, set on the same day of each active school month and determined at the first ExCo meeting of the academic year.
- II. One half or more ExCo members present shall form a quorum.
- III. As and when necessary, additional meetings may be conducted by the ExCo.
- IV. A minimum of seven days' notice is required prior to the meeting date.

### 8. PSG Executive Committee Members

The management of the PSG group shall be vested in the Executive Committee members.

- I. Eligibility: Must be the parent of an SSIS student for at least one academic year. Must have volunteered for at least one PSG-organised event. SSIS employees and spouses are not eligible as Officers and Parent Representatives but may join sub-committees.
- II. Nomination and Election of Office Holders and Parent Representatives: Can be either self-nominated or nominated by parents of SSIS. A list of qualified candidates is to be displayed to all PSG members two weeks prior to the AGM. Voting is to be done by parents through secret ballot at the AGM to be presided by the current PSG ExCo. Successful candidates shall be determined by majority votes by

those present provided the quorum is met.

- III. **Members:** The ExCo members shall consist of four to six PSG Office Holders and four to nine Executive Committee members. Office Holders will include one President, one or two Vice Presidents, one Secretary and one Treasurer and Co-Treasurer. Office Holders shall be appointed by the presiding Office Holders from among those voted at the AGM. The total number of ExCo members shall not exceed 15.
- IV. **Term of Office:** Office Holders are to serve a minimum of one year and a maximum of two years starting from June to May of the following year. Existing Office Holders can be re-elected but may not hold the same position until a two-year gap has passed but may hold another position on the committee.
- V. **Power of Appointment:** In case of vacancy of any PSG ExCo position during the academic year, the Officers may appoint a PSG member who meets the eligibility requirements for PSG ExCo membership.
- VI. **Handover:** The presiding Committee members will hand over duties of the PSG to the newly elected members on the first day after the AGM and will orientate and assist their counterparts on matters related to the PSG for a period of not less than one month.
- VII. **Functions:**
  - a. Manage and conduct all PSG matters in entirety and in accordance with the by-laws indicated here and any matters arising from any resolution passed by the ExCo at the AGM or ExCo meetings.
  - b. Attend and represent PSG for all activities or events related to the school community.
  - c. Discuss, consider, decide and organise as and when required, proposals by PSG members and members of the SSIS community. Motions must be proposed, seconded and passed by majority votes provided the requisite of quorum is reached. Whenever there is a tie, the President's vote will be the determining vote.
  - d. Hold and attend the ExCo and AGM meetings.
  - e. Prepare and provide Annual Activities, Financial Budget and Reports to PSG members.

## 9. PSG Sub-Committee

The Executive Committee may form and appoint Sub-Committees where necessary to carry out activities of the PSG. The number of Sub Committee members shall be decided by the Executive Committee as required.

## 10. PSG Office Holders

Roles and Responsibilities of the Office Holders may include but are not limited to the following:

### President (1)

- a. Leads all ExCo and AGM meetings; Approve Agenda for these meetings.
- b. Have a casting vote.
- c. Sign minutes of each meeting after they are approved.
- d. Acts as the PSG spokesperson.
- e. Reviews and coordinates all PSG matters.
- f. Sets the PSG Annual Budget with the Executive Committee.
- g. Signs the written instruments of the PSG.
- h. Authorises payments of PSG-budgeted and PSG ExCo-approved projects in conjunction with the Treasurer.

### Vice President (1-2)

- a. Supports the President and will carry out the duties of the President as Acting President in the absence of the President.

- b. Assists in preparing Agenda for AGM and ExCo meetings.
- c. Promotes PSG events to members for recruitment of event volunteers. Appoints Event Coordinators for all PSG events and provides guidance and support to Event Coordinators as needed.
- d. Coordinates flyers, posters and design collaterals for PSG events. Promotes PSG events to the SSIS community and beyond in collaboration with the school Marketing department.

#### Secretary (1-2)

- a. Assist and support the President and Vice President in all PSG matters. This is an Ex-Officio member of ExCo not required to be elected. Voting status based on qualified membership.
- b. Prepare, send notification and secure venue for all PSG events and meetings.
- c. Send reminder and notification for agenda items for the ExCo and AGM meetings.
- d. Record minutes of all AGM and ExCo meetings and submit to the President for review and approval within three days after the meeting. Send to ExCo members within one week after the meeting.
- e. Maintain the records of meeting minutes and agendas and materials related to PSG events.
- f. Prepare Annual Report for the AGM and any other reports necessary for the ExCo meetings.
- g. Maintain the inventory and storage of PSG assets.
- h. Coordinate with school logistics for the set-up of PSG events.

#### Treasurer (1-2)

- a. Responsible for safeguarding all money belonging to the PSG. A Treasurer and Co-Treasurer will each assume one of the duties of financial record keeping or cash management.
- b. Keep full and accurate account of all PSG transactions including receipts and expenses.
- c. Prepare and submit financial reports at the ExCo meetings.
- d. Prepare the Annual Financial Statement for the AGM.
- e. Have the right to vote on all matters relating to the PSG except financial matters.
- f. Authorise payments of PSG-budgeted and PSG ExCo-approved projects in conjunction with the President.
- g. Make available upon request of PSG members, the PSG financial reports and statements.
- h. Prepare the draft budget for the following academic year and finalise its approval by the PSG.
- i. Provide support to PSG events.

### **11. Use of Funds**

The use of PSG funds must be approved at the first PSG Coffee Morning of the academic year. The proposed PSG Budget is to be displayed in the PSG Lounge to all PSG members three weeks before the meeting. Voting is to be done by parents through an open ballot at the meeting presided by the PSG ExCo. Approval of the budget to be determined by a majority vote of those present. The PSG ExCo may authorise expenditures throughout the year up to RMB 5,000 per expenditure, up to a total of RMB 30,000 per year to grant fund requests that occur after the approval of the annual budget. Requests must be approved by a PSG ExCo majority vote. Expenditures above these thresholds which are not part of the annual budget must be approved by the PSG at a general meeting. Any member or organisation of SSIS requesting funds from the PSG must submit a completed Project Funds Request Form to the ExCo. The usage of PSG funds shall only be for:

- a. Payment of PSG administrative costs.
- b. Charity donations to a lawful body approved by the school.
- c. Payment of expenses incurred by PSG organised activities and events.

### **12. Annual Budget**

The annual budget will be determined by the PSG in collaboration with the school for the prevailing year.

**13. Amendments**

A review of the by-laws shall be made every two years and when necessary, amended either at the AGM or ExCo Meetings. Amendments can only be made with majority votes by those present and when a quorum is met at these meetings.

**14. Disclaimer**

The PSG ExCo is a non-profit group of SSIS volunteer parents. The PSG ExCo is not part of the school administration and does not handle matters of day to day operation of the school.

**15. Contact Us**

For any PSG related activities enquiries and suggestions, please contact us at [psg@ssis.asia](mailto:psg@ssis.asia).



# Technology Use Agreement (For both Students and Parents)

## Purpose

Shanghai Singapore International School (SSIS) provides students and parents with Information Technology resources and services both on campus and on the Internet (this may come in the form of digital devices, systems, networks, Internet connectivity, databases, online and offline learning and collaboration platforms, software and applications, email or user accounts) to actively enrolled students for legitimate and authorised academic purposes. We educate, promote and expect our students and parents to be respectful **Digital Citizens**.

Use of school technology resources is a privilege, not a right. **Therefore, such privilege may be limited, suspended or revoked if abused.** Students and parents have a responsibility to use the school's digital resources in an efficient, ethical and lawful manner. The school may monitor student/parent user accounts, communications, files, printing, Internet history, and/or login sessions for appropriate management purposes.

## Responsibility

As a user of SSIS technology resources and services, **I agree to:**

- A. Use technology in an acceptable manner, follow all school rules and regulations regarding technology use, including careful responsible use, be polite and respect the privacy of others.
- B. Use online time and other technology/network resources efficiently and for educational purposes only.
- C. Report any known misuse of technology or network services to the appropriate teacher, administrator, or the school IT department.
- D. Be the sole user of assigned individual user account, protect an account by not sharing a password, and will report any suspected misuse to the appropriate teacher or administrator. Be responsible for all uses of such account.
- E. Follow all applicable copyright and intellectual property rules and regulations. I understand that misusing of other people's work may be considered plagiarism. Likewise, any work that I create through the use of Shanghai Singapore International School's technology services/network is my property, yet it is subject to all of the guidelines in this policy.
- F. Assist in keeping the Shanghai Singapore International School's network free from viruses, spam, phishing, malware and ransomware or other malicious attacks by, but not limited to, refraining from opening attachments from unknown sources, downloading and/or installing unauthorised software.
- G. Playing games, watching videos, listening to music is acceptable during school hours only with prior authorisation from teachers for specific educational purposes.

**INAPPROPRIATE TECHNOLOGY and ON-LINE CONDUCT includes, but is not limited to:**

- A. Using technology or network services for illegal activities, including unauthorised installation, use, storage, or distribution of copyrighted software or materials in violation of laws and school regulations.

- B. Unauthorised installation or use of any software or hardware not belonging to, or authorised by the school (e.g. games, applications, operating systems, computer components and peripherals).
- C. Accessing, submitting, publishing or displaying harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others ("cyber bullying") based on their race/ethnicity, gender, age, disability, religion or beliefs.
- D. Using technology or services for private business, commercial enterprise, or for political activities.
- E. Use of another individual's name, user account, or password.
- F. Allowing another user access to your account, sharing account passwords, leaving passwords available in obvious locations, or leaving devices "signed in" or "logged in" with own account unattended.
- G. Disclosure, use, or dissemination of personal identifiable information or "contact information" about oneself or others. Students are cautioned not to disclose personal information by any means to individuals located through the Internet. Personal information includes the student's name, address, telephone number, or other individually identifiable information.
- H. Accessing other users' electronic mail or files without permission.

## **Student Cloud Services (Office365 Email, OneDrive etc)**

Enrolled students may be provided with individual email accounts and access to cloud services. In the event where student email accounts are provided, the purpose and intent is to facilitate and enhance school-family communications. This email account is not intended for other personal, non-school related communications beyond the family, teachers, school staff and administrators. The forwarding of chain, phishing, infected, malicious letters and files is strictly prohibited. The school reserves the right to disable any such accounts in the case of misuse without prior notification.

- A. Students will learn how to use the online services (Office 365, other online subscriptions) to communicate and collaborate with others, use modern tools for personal and team productivity, learn, explore creative efficient uses of educational and business tools.
- B. School email may only be used for educational communications with SSIS teachers and to register or login to school-authorised educational systems and platforms. Use on unauthorised sites is prohibited.
- C. Cloud services shall not be used for personal, non-academic communications, file and data sharing.
- D. Student email boxes and cloud storage will be regarded as school property, therefore not private.
- E. The forwarding of chain, phishing, infected, malicious letters and files is not allowed.

## **School online platforms (Office365, ManageBac, SchoolsBuddy, OpenApply, Tynker etc)**

Enrolled SSIS parents and students may be provided access to school administrative and learning platforms. All appropriate technology and on-line conduct as stated above applies to parents as well.

In the event where family email accounts are provided, the purpose and intent is to facilitate and enhance school-family communications. This email account is not intended for other personal, non-school related communications beyond the family, teachers, school staff and administrators. The forwarding of chain, phishing, infected, malicious letters and files is strictly prohibited. The school reserves the right to disable

any such accounts in the case of misuse without prior notification.

***All violations of acceptable use of information technology resources will be referred to the Principal and/or Director of Technology and will be dealt with through the Student Code of Conduct and Parent Code of Conduct.***

# Withdrawal and Refund Policy

A notification of withdrawal is necessary for refund processing and should be communicated in writing to the school **at least one month before the last day of school attendance**. Parents are to ensure the school responds with a written acknowledgement to the notice of withdrawal, otherwise, the student will be deemed as absent and counted towards school days attended in a term.

If parents fail to officially notify the school of their intended withdrawal one month prior to the last day of school attended for their child(ren), then 10 per cent of the annual tuition fee is deemed payable in lieu of notice and may also result in the partial or non-refund of paid tuition and/or transport fees.

The school reserves the right to withhold the requested reports until final clearance has been obtained. Student ID, Family card(s) and Pick-up card(s) will be disabled after the stated last school day.

If a student is being expelled from school due to misconduct or breach of the rules and regulations of the school, there will be no refund or reduction of the school fees and all invoiced and unpaid fees will become payable to SSIS.

Before final clearance:

- All books and supplies (including library books), which have been loaned to the student, must be returned.
- Cost for lost or damaged books (including library books) or supplies loaned to the student must be paid.
- All outstanding fees must be paid in full
- A forwarding address is to be supplied to the Registrar's Office.
- Student records, recommendations, Progress Report folders and/or Transcripts of grades will not be released until **ALL** of the above conditions have been satisfied.

Please take note of the key dates for withdrawal to facilitate your refund process:

| <b>ZERO SCHOOL DAYS ATTENDED IN A TERM</b> |                                   |  |
|--|-----------------------------------|--|
| <b>Term Start Date</b>                     | <b>Withdrawal Notice Deadline</b> | <b>Tuition Fee Refund Amount</b>             |
| Term One<br>1 September 2021               | 31 July 2021                      | Tuition fee paid less Seat Guarantee Deposit |
| Term Two<br>6 December 2021                | 4 November 2021                   |  |
| Term Three<br>6 April 2022                 | 5 March 2022                      |  |

| FOR ONE OR MORE DAY(S) ATTENDED IN A TERM |                           |
|---|---------------------------|
| Term                                      | Tuition Fee Refund Amount |
| Term One<br>1 Sep 2021 - 3 Dec 2021       | Not applicable            |
| Term Two<br>6 Dec 2021 - 1 Apr 2022       |                           |
| Term Three<br>6 Apr 2022 - 23 Jun 2022    |                           |

**Note:****Tuition Fee**

Tuition fees are non-transferable. Any outstanding financial obligations of the student will be deducted from any refund(s). Full payment discount will be cancelled if a student withdraws at any time in the academic year.

**Application Fee**

The Application Fee is non-refundable, non-transferable and is only valid for the applying school year.

**Seat Guarantee Deposit**

In order to secure a space for the upcoming school year, a non-refundable Seat Guarantee Deposit will be applied to all students, prior to the upcoming school year. The Seat Guarantee Deposit will be credited to the first payment of tuition fees but it will be forfeited if the student does not take up the seat.

**Transportation Fees**

Transportation Fees paid for an academic year will be refunded on a pro-rated basis of each school day of an academic year that the student is not registered at SSIS, less a RMB 400 handling charge. The amount per school day will be  $(1/\text{total number of school days})$  of the fee for an academic year.

## Original Official Receipt (Fapiao)

As stipulated by the Chinese Taxation Regulations, the return of the original official receipt (fapiao) issued at the time of payment is required to process each refund transaction. Thus, parents are required to produce and return the official receipt issued by Shanghai Singapore International School at the time of payment. If the family is unable to produce the original receipt, a 25 per cent surcharge on the refund will be imposed.

The refund can only be made to the person or company whose name and bank account is listed on the fapiao.

Any overseas remittance charges incurred for the refund amount will have to be borne by parents.

Dear SSIS Parent,

Please detach and return the signed agreement below to your child's form teacher.

# AGREEMENT

## 承诺书

I have read and agree to abide by the contents stated in the Shanghai Singapore International School Parent Handbook AY2021-2022.

我已认真阅读过上海新加坡外籍人员子女学校的《2021-2022 学年家长手册》，知并理解全部内容，也将遵照执行。

特此承诺。

Student's Name 学生姓名 : \_\_\_\_\_

Student's Class 学生班级 : \_\_\_\_\_

Parent's Name 家长姓名 : \_\_\_\_\_

Parent's Signature 家长签名 : \_\_\_\_\_

Date 日期 : \_\_\_\_\_



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