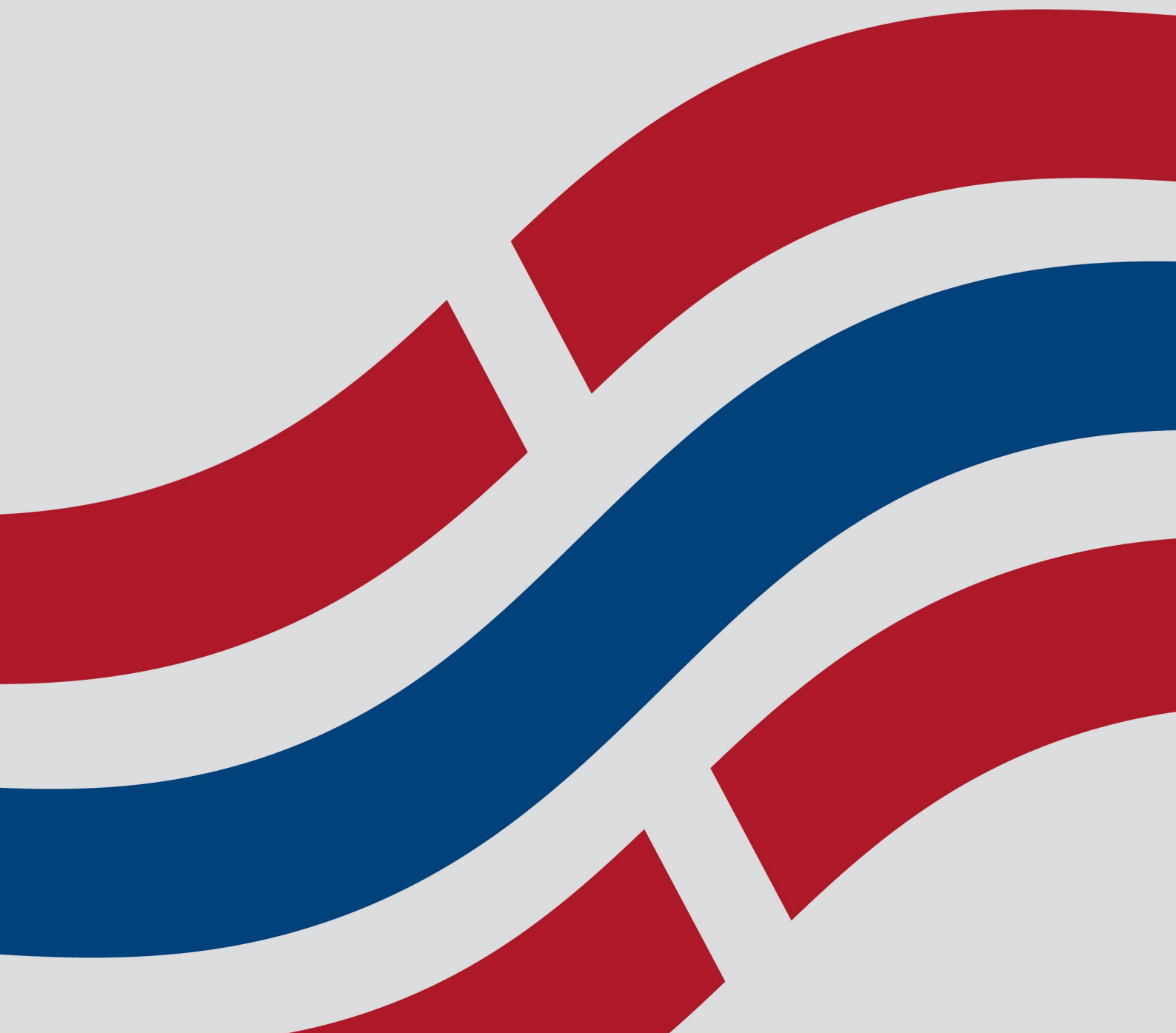


SHANGHAI SINGAPORE
INTERNATIONAL SCHOOL

PARENT HANDBOOK

AY 2025-2026



Parent Handbook

SHANGHAI SINGAPORE INTERNATIONAL SCHOOL

School Calendar

AUGUST 2025						
S	M	T	W	T	F	S
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						
SEPTEMBER 2025						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
OCTOBER 2025						
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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	
NOVEMBER 2025						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
DECEMBER 2025						
S	M	T	W	T	F	S
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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			
JANUARY 2026						
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
FEBRUARY 2026						
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				
MARCH 2026						
S	M	T	W	T	F	S
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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 2026						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
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26	27	28	29	30		
MAY 2026						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
JUNE 2026						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
JULY 2026						
S	M	T	W	T	F	S
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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

- First/Last Day of School for Students
- Holiday
- Parent Teacher Conference (PTC)
- Student Led Conference (SLC)
- Special Dates

AUGUST	
16	Student Orientation
19	TERM 1 BEGINS
19	First Day of School
SEPTEMBER	
3	School Anniversary
OCTOBER	
1-7	Chinese National Holiday
6	Mid-Autumn Holiday
8	Staff PD Day (No school for students)
NOVEMBER	
21	TERM 1 ENDS
24	TERM 2 BEGINS
29	Parent Teacher Conference (PTC)
DECEMBER	
22-31	Winter Holiday
JANUARY	
1-2	New Year Holiday
FEBRUARY	
9-20	Chinese New Year Holiday
MARCH	
20	TERM 2 ENDS
23	TERM 3 BEGINS
28	Student Led Conference (SLC)
APRIL	
2-6	Tomb Sweeping Holiday
MAY	
1	Labour Day Holiday
JUNE	
11	TERM 3 ENDS
11	Last Day of School for Students
12	Last Day of School for Staff

Calendar of Events

Term	Week	Theme/ FGL Attributes	Date	School Events		
				Preschool	Primary	Senior
1				16/08 Orientation Day 17/08 Bus Orientation Day		
	1	School Readiness / Communicative	18/08 - 24/08 ASP Sign Up			23/08 SAT Testing
	2		25/08 - 31/08 ASP Allocation			29/08 G7 Parents Welcome to Senior School 29/08 G11 & G12 DP Camp
				29/08 House Shirt Day		
	3	Character & Leadership / Respectful	01/09 - 07/09	03/09 School Anniversary 05/09 School Anniversary Celebration & Sabres' Fun Fair		
	4		08/09 - 14/09 (ASP Session 1-1)	12/09 Autumn Excursions		12/09 RAPS & Student Council Leadership Camp
	5		15/09 - 21/09 (ASP Session 1-2)			18-19/09 G7-G10 Character Leadership Days
	6		22/09 - 28/09 (ASP Session 1-3)		22/09 Student Council Investiture 26/09 Student Council Training Day	24/09 G11 & G12 IBDP Parent Information Evening
				26/09 House Shirt Day		
	7i		29/09 - 05/10	29/09 Field Day	29/09 Field Day	30/09 RAPS Day 04/10 SAT Test
				01/10- 03/10 Chinese National Day Holiday (No School)		
	7ii		06/10 - 12/10	06/10- 07/10 Mid-Autumn Holiday & Chinese National Day Holiday (No School) 08/10 Staff PD Day (No School for Students)		
				11/10 SISAC Cross Country & Parent Golf Day		
	8	We Can & We Will / Balanced	13/10 - 19/10 (ASP Session 1-4)		13-17/10 G6 Camp 16-17/10 G4&G5 Camp 17/10 G1-G3 Autumn Excursions 18-19/10 SSL Round 1	14/10 Student Council Investiture 15/10 G9&G10 IGCSE Information Evening 16-18/10 ACAMIS Volleyball 18/10 SISAC S5 Volleyball 18-19/10 SSL Round 1
	9		20/10 - 26/10 (ASP Session 1-5)			G7-G11 Autumn Excursions
	10	Anti-bullying: All for One & One for all / Courageous	27/10 - 02/11 (ASP Session 1-6)		31/10-02/11 ISB/SAS Swimvitational	31/10-02/11 ISB/SAS Swimvitational
				31/10 House Shirt Day & Reading Extravaganza Parade		
	11		03/11 - 09/11 (ASP Session 1-7)			07/11 Student Council Fall Event
				03/11 - 07/11 Reading Extravaganza		
	12		10/11 - 16/11 (ASP Session 1-8)		15/11 SSL Round 2	15/11 SSL Round 2
				15/11 International Family Bazaar (IFB)		
	13		17/11 - 23/11	18/11 K2-G1 Transition for Students	18/11 K2-G1 Transition for Students	17/11 G6-G7 Transition for Students 18/11 G6-G7 Transition for Parents 22/11 SISAC Floor Hockey

Early Years & Primary Field Day will be moved to the 3rd of November and Senior RAPS Day will be moved to the 4th of November

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

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

Term	Week	Theme/ FGL Attributes	Date	School Events		
				Preschool	Primary	Senior
2	1	Sharing is Caring / Compassionate	24/11 - 30/11 (ASP Sign Up)		24/11 Student of the Term Awards	26/11 IGCSE Awards & Recognition Ceremony
				28/11 House Shirt Day 29/11 Parent Teacher Conference (PTC)		
	2		01/12 - 07/12 (ASP Allocation)		06/12 SISAC Football	02/12 End of Term 1 Character & Leadership Awards 03-04/12 Home Alone 05-06/12 ACAMIS - Senior Swim 06/12 SISAC Football & SAT Test
				03/12 Christmas Tree Light-Up		
	3		08/12 - 14/12	08-12/12 CIS Accreditation Visit 12/12 Staff Winter Party		
	4		15/12 - 19/12		19/12 Winter Talent Show	19/12 Winter Variety Show
		19/12 House Shirt Day				
			22/12 - 04/01	22-31/12 Winter Holiday (No School) 01-02/01 New Year Holiday (No School)		
	5	Embracing Our Differences / Open-Minded	05/01 - 11/01 (ASP Session 2-1)			
	6		12/01 - 18/01 (ASP Session 2-2)			17/01 SISAC Basketball CRE
	7		19/01 - 25/01 (ASP Session 2-3)			22-24/01 ACAMIS Basketball
	8	Bounce Back / Resilient	26/01 - 01/02 (ASP Session 2-4)		31/01 - 01/02 SSL Round 3	30/01 SC Winter Formal 31/01 - 01/02 SSL Round 3
				27/01 100 Days of School Celebration 30/01 House Shirt Day & Chinese New Year Celebration 31/01 Chinese New Year Family Luncheon		
	9		02/02 - 08/02 (ASP Session 2-5)	02 - 06/02 Chinese Culture Week		
			09/02 - 20/02	09/02 - 20/02 Chinese New Year Holiday (No School)		
	10		23/02 - 01/03 (ASP Session 2-6)			26/02 Arts Evening
		27/02 House Shirt Day				
	11	Imagine, Invent, Inspire / Inquirers & Innovative	02/03 - 08/03 (ASP Session 2-7) ASP Sign Up		07/03 SISAC Badminton	G10 & G12 Mock Examinations 07/03 SISAC Badminton
	12		09/03 - 15/03 (ASP Session 2-8) ASP Allocation	09-13/03 STEAM Week	09-13/03 STEAM Week 13-14/03 ACAMIS Junior Swim 14/03 SISAC Volleyball	G10 & G12 Mock Examinations 14/03 SISAC Volleyball & SAT Test
	13		16/03 - 22/03			21-22/03 SSL Round 4 20/03 Annie, Jr. Musical
		21/03 SISAC Badminton				

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Calendar of Events

Term	Week	Theme/ FGL Attributes	Date	School Events		
				Preschool	Primary	Senior
3	1	Imagine, Invent, Inspire / Inquirers & Innovative	23/03 - 29/03 (ASP Session 3-1)		Science Fair Week 23/03 Student of the Term Awards 28/03 Annie, Jr. Musical	26/03 SISAC Track and Field
				27/03 House Shirt Day 28/03 Student Led Conference (SLC)		
	2	Never Leave a Friend Behind / Empathetic	30/03 - 05/04	30/03 Spring Excursions	01/04 Spring Excursions	31/03 End of Term 2 Character & Leadership Awards
				02-03/04 Tomb Sweeping Holiday (No School)		
			06/04 - 12/04 (ASP Session 3-2)	06/04 Tomb Sweeping Holiday (No School)		
	3					10/04 G7 Intercultural Fair
				08/04 SISAC Football 10/04 International Friendship Day (IFD)		
	4		13/04 - 19/04 (ASP Session 3-3)		18-19/04 SSL Championships	G8 Science Fair Week 16-18/04 ACAMIS Football 18-19/04 SSL Championships
			20/04 - 24/04 (ASP Session 3-4)			23/04 One Act Festival
	5			24/04 House Shirt Day		
	6	Education is Power / Reflective	27/04 - 03/05 (ASP Session 3-5)			G10 IGCSE & G12 IBDP Final Examinations begin
				30/04 PSG Annual General Meeting (AGM) & Volunteer Appreciation Lunch (VAL) 01/05 Labour Day Holiday (No School)		
	7		04/05 - 10/05 (ASP Session 3-6)		08-09/05 ACAMIS Frisbee U14	08-09/05 ACAMIS Frisbee U19
	8		11/05 - 17/05 (ASP Session 3-7)	15/05 End-of-Year Concert	12-14/05 Track and Field Day 16/05 SISAC Basketball	11/05 G7 Sabres Community Project 13/05 G11 My IB Core Journey 14/05 G6-G7 Parent Transition Event 16/05 SISAC S3/4 Basketball
						13/05 Teacher Appreciation Lunch (TAL)
	9		18/05 - 24/05 (ASP Session 3-8)	22/05 K2 Graduation Camp	20-22/05 End of Year Exams	G9 & G11 End of Year Exams 22/05 Sports Awards Night 23/05 G12 Prom
	10		25/05 - 31/05	29/05 K2 Graduation Ceremony	25-28/05 End of Year Exams	G7-9 & G11 End of Year Exams
				29/05 House Shirt Day		
	11		01/06 - 07/06		04/06 G6 Graduation Ceremony	02/06 End of Term 3 FGL Awards 05/06 G12 Graduation Ceremony & Dinner
				05/06 SSIS Classic Golf Invitational		
	12	Celebrate Success / Principled	08/06 - 14/06		08/06 Awards Ceremony 09/06 Math Enrichment Day 11/06 Talent Show	10/06 Prize Giving Ceremony & Summerfest
				09/06 30 th Anniversary Launch Ceremony 11/06 Last Day of School for Students 12/06 Last Day of School for Staff		

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

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Welcome Letter

Dear Parents and Community Members,

Welcome to Shanghai Singapore International School.

Our school is founded on four fundamental pillars of excellence that hold and shape our learning community. These include Creativity & Innovation, Leadership & Character, Holistic Wellness and Academic Excellence. These pillars shape everything we do and support our students and their future success.

Our students are seen as compassionate, open-minded communicators who are courageous and reflective learners. Their resilience and inquiring minds are balanced with a deep principled approach to life and learning.

This Parent Handbook contains important information that will help you and your child navigate life here in SSIS. Please re-visit this handbook when needed and reach out to us if you should ever have any questions.

All staff look forward to working closely with you this year as we Strive for Excellence together.

#Strongertogether



Yours sincerely,
Mr. David SHIRLEY
Head of School

Guiding Statements

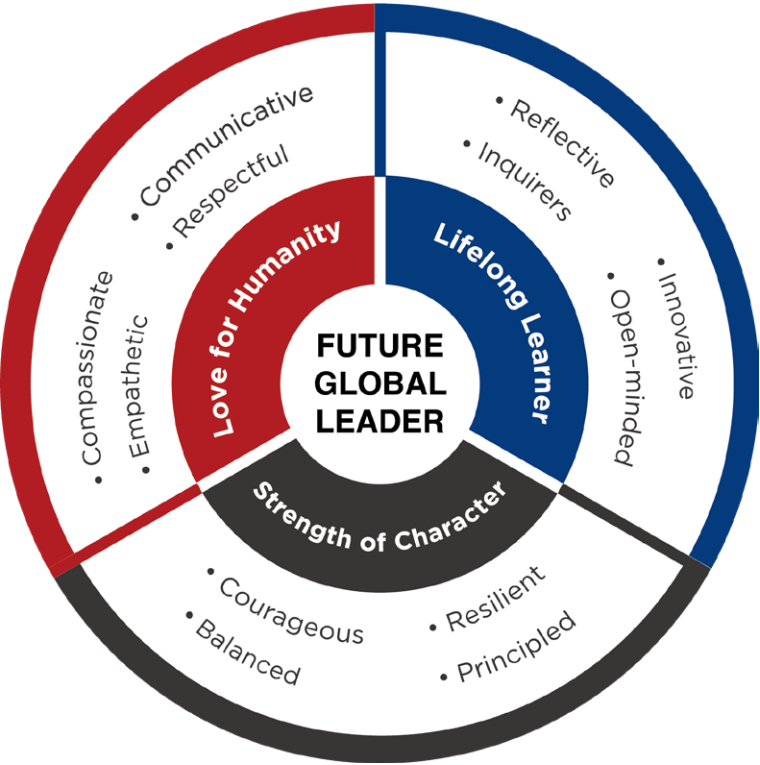
Philosophy
SSIS believes in the holistic development of a resourceful, confident and independent learner within a caring and nurturing environment to become a global citizen.

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



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



Mr. David SHIRLEY
Head of School / Senior School Principal
david_shirley@ssis.asia



Ms. Billie LEONG
Campus Principal
billie_leong@ssis.asia



Mr. Tony RAMPTON
Primary School & Early Years Principal
tony_rampton@ssis.asia



Ms. Kiza DRAUT
Primary School & Early Years Assistant Principal
kiza_draut@ssis.asia



Ms. Shireen NAIDOO
Senior School Assistant Principal
shireen_naidoo@ssis.asia



Mr. Daniel INNS
Director of Sports and Activities
daniel_inns@ssis.asia

General Operations

1. Operational Hours

School Hours	Monday to Friday	*8:20 a.m. to 3:30 p.m.
Administration Office Hours	Monday to Friday	8:00 a.m. to 5:00 p.m.
After School Programme	Monday to Friday	From 3:30 p.m. to 4:50 p.m.

*Homeroom registration takes place daily from 8:20 a.m..

2. Administration Contact Information

Personnel	Email	Number (Ext)
Main Line	administration@ssis.asia	6221 9288
Registrar	registrar@ssis.asia	6221 (2603)
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 (6936)
School Bus Service	transportation@ssis.asia	6221 (2456)
Tech Support/Apps/ID Cards	it-support@ssis.asia	6221 (5075)
After School Programme (ASP)	asp@ssis.asia	-
Counsellors	counselling@ssis.asia	-
University Guidance	ug@ssis.asia	-

Submit your request for a list of frequently used school services available on the school website under [PARENTS > SCHOOL SERVICES > SCHOOL SERVICES REQUEST FORM](#). To expedite your request submission, please have your child's Student ID number on hand. For more details, please refer to the respective sections in this handbook.

3. SSIS Communication Tools

	ManageBac (Student Account, Parent Account) • Academic Reports • Attendance • Attendance Excusal by Parents • Report on Sickness or Injury
	SchoolsBuddy (Parent Account) • CCA/ASP/Events Sign-up • Parent Teacher Conference/Student-Led Conference Sign-up • School Bus Service Notifications
	OpenApply (Parent Account) • Family/Student Demographic Information • Annual Agreements/Consent Forms • Annual Re-enrolment
	WeCom Class Group • School-Wide Communication • Campus Safety and Emergency Messages • Bi-weekly Whole-School Newsletters • Class Updates • Direct Messaging (<i>Preschool only</i>)
	Student Planner • Daily Homework Note-taking • Comments from Homeroom Teacher
	Email • Direct Communication (<i>when required</i>)

4. 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.

5. 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 may be requested to show and/or 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 lobby reception 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.

For new families, please apply for any of the above cards by submitting the relevant passport-style photo(s) via [OpenApply > Checklist > SSIS Family & Pick-up ID Cards](#).

Existing families can submit a request to replace their cards on the school website from [PARENTS > SCHOOL SERVICES > SCHOOL SERVICES REQUEST FORM](#).

Once ready, you will be able to receive your card(s) through your oldest child in the school, within 5 working days.

6. Student Arrival to School

Students are advised to arrive at school after 8:00 am when teachers are on supervision duty to ensure their safety.

Students are expected to remain on the school campus for the duration of the school day.

Senior School students arriving late to school must report to the first-floor Lobby Reception upon arrival. Preschool and Primary students who are late can report directly to class and if assistance is required, please proceed to the divisional Principal's Office or seek help at the Lobby Reception.

7. 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 before 1530 from the school lobby
- Senior School student who needs to leave on his/her own after school after 1530 has to complete an early dismissal permission slip too. Parents will be called to verify.

Early dismissal permission request can be found on the website at [PARENTS > SCHOOL SERVICES > SCHOOL SERVICES REQUEST FORM](#) and must be requested at least one working day in advance. For any urgent leave request, parents should contact the school's main line at 62219288.

- Senior School students who need to leave on their own after school, after 15:30, must complete an early dismissal permission slip too. Parents will be called to verify. If parents want their Senior School child to self-commute without the hassle of the permission slip, they can grant the permission on OpenApply (OA). Once permission is granted by parents, these students can leave on their own after security checks their Student ID at the gate for the current academic year. This permission must be granted by parents via OA at the start of every academic year.

If a student needs to leave with an adult who has no relevant SSIS ID cards, the following Information needs to be included on the early dismissal permission request form for approval:

- Student ID Number
- Reason for request
- Date for such an arrangement to take place
- Name and ID of the adult
- For all Senior School students who wish to be able to leave school on their own without the need of an early dismissal slip, parents must give consent via OpenApply (OA) to the Senior School Principal. Once permission is granted by parents, these students can leave on their own after security checks their Student ID at the gate for the current academic year. This permission has to be granted by parents via OA at the start of every academic year.

8. 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. All students must seek permission to leave the classroom.

9. Parents, Guests and Visitors

Parents and guardians with the SSIS issued parent and pick up cards will be able to enter the campus from Gate 1 between 8:00 a.m. to 9:00 a.m. and from 15:15 p.m. onwards for the purpose of dropping off and picking up. Parents and guardians must comply with the following guidelines:

- Consent to campus visitor rules on OpenApply (OA)
- Comply with instructions from school security and staff
- Enter the campus with the SSIS Parent Card or SSIS Pick-up Card only
- Stay within accessible areas of the main lobby, PSG Lounge and cafe
- Maintain care, safety and responsibility of your own child(ren) when in the school grounds
- Take care of school property

10. Absence from School

For medical or any other unforeseen reason that your child will not be able to attend school on a particular day(s), please inform the homeroom teacher on ManageBac via Submit Attendance Excusal prior to 8:20 am, so that your child's absence can be accounted for. If your child rides the school bus, please inform the Bus Monitor in advance to prevent any delay to school for the other passengers in the early morning.

11. 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)

12. Update of Student & Family Details

Parents must share the most current mobile, work and home telephone numbers and the names and contact information of emergency contact person(s). Please proceed to OpenApply > Checklist > Student & Family Info Update Form if any of your demographic and contact information changes during the school year so that your records are kept updated in our system.

13. Uniforms and Textbooks

Uniforms will be sent to your respective home address specified when you submitted your uniform order. Uniforms can be purchased from the Sabres Store or online via the school website: [PARENTS > SCHOOL SERVICES > UNIFORMS](#).

Should learning resources be issued to students, they will likely be distributed on Orientation Day or on the first day of school. Replacement or additional textbooks, workbooks can be purchased from the Sabres Store.

14. Lost & Found

Lost & Found is maintained for students' convenience, but all students are ultimately responsible for their own property. Please label your child's belongings. 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.**

15. 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) etc.

Parents will have the opportunity to approve the use of their child's photo or appearance on various media at the point of registration or at the start of each new academic year on [OpenApply > Checklist](#).

16. School Reports and/or Transcript Reports

School reports can be found on ManageBac and parents are reminded to download and save them for future use, especially for university application, transfer of schools for relocation etc.

For earlier reports or lost copies, requests for academic reports can be made via the School Services Request form on the website [PARENTS > SCHOOL SERVICES > SCHOOL SERVICES REQUEST FORM](#). Please note that there will be associated administration fee pending on the quantity of documents requested.

The school can arrange for shipping of original documents, but all expenses must be paid by the parent of the 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 the requested documents.

17. Letters of Recommendation

1. Procedure:

a. Recommendation letter for summer school

- Students must submit a formal request for recommendation letters to the School Services Request Form on the website [PARENTS > SCHOOL SERVICES > SCHOOL SERVICES REQUEST FORM](#).
- Requests should be made at least three weeks prior to the application deadline for the summer programme.
- Students eligible for summer school recommendation letters include those seeking enrollment in academic enrichment programs, internship opportunities, or other educational experiences during the summer break.

Documentation & Review:

- Along with the request, students must provide necessary documentation such as:
 - Application forms or requirements from the summer programme.
 - General Operations.
 - Deadlines for submission.
 - Any specific requirements for the recommendation letter.
 - Contact information of the recipient institution, if required.

University Guidance Counsellor Review:

- The university guidance counsellor will review the request and ensure that the student meets the eligibility criteria for the summer programme.
- If necessary, the university guidance counsellor may provide additional guidance to the student regarding alternative summer opportunities.

Letters of recommendation for summer school can be expected to be completed **within 5-10 school days**.

b. Recommendation letters and exams for new schools

- Students must submit a formal request for recommendation letters to the School Services Request Form on the website [PARENTS > SCHOOL SERVICES > SCHOOL SERVICES REQUEST FORM](#).
- Requests should be made at least **two weeks prior** to the application deadline.

For new school application:

- Students must identify the staff member(s) they wish to provide the recommendation.
- Students should ensure that they have a positive academic and behavioural record to support their request.
- The school staff reserves the right to decline to provide a recommendation letter if they believe it does not accurately reflect the student's abilities or character.
- The university guidance counsellor or designated faculty member will coordinate the recommendation letter request process.

For new school exam request:

- Students must specify the type of exam required (e.g., standardized test, school-specific exam).
- Students must adhere to any guidelines or deadlines set by the administering authority for the exam. - The exam coordinator or designated faculty member will assist in coordinating exam requests.

Documentation:

- Along with the request, students must provide necessary documentation such as:
 - Application forms from the new school

- Deadlines for submission
- Any specific requirements for the recommendation letter or exam
- Contact information of the recipient institution, if required

Letters of recommendation for summer school can be expected to be completed **within 5-10 school days**.

2. Approval Process:

- Upon receiving the request, the school administration will review the documentation and assess the feasibility of fulfilling the request within the specified timeframe.
- The school administration may request additional information or clarification from the student if needed.

3. Confidentiality:

- All recommendation letters and exam results will be handled with strict confidentiality and in accordance with relevant privacy laws.
- Students' personal information will not be disclosed without their consent.

4. Compliance:

- Students are expected to comply with the outlined procedure and deadlines to facilitate a smooth and timely process for obtaining recommendation letters.

18. Withdrawal

Requests for withdrawal can be made via the School Services Request form on the website [PARENTS > SCHOOL SERVICES > SCHOOL SERVICES REQUEST FORM](#). Two working days after the last school day, all school accounts eg. ManageBac, SchoolsBuddy etc. will be disabled for withdrawn students.

19. Automatic Re-enrolment Exercise

Parents can log on to (<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.

20. Admissions and Continued Enrollment

SSIS is a selective academic institution committed to maintaining an environment that supports high standards of learning, behaviour, and well-being for all students. While we strive to meet the needs of every child, there may be rare circumstances where we are unable to provide the appropriate level of support for a student's success within our school community.

This may include situations where:

- A student's behavioural needs consistently disrupt the learning environment or compromise the safety/ well-being of others, despite intervention strategies
- The school lacks the resources or expertise to adequately support a student's specific learning or developmental needs

- A family's partnership with the school breaks down (e.g., refusal to engage with support plans, repeated violations of school policies)

Process for Review:

1. Intervention & Support: Targeted strategies (e.g., behaviour plans, academic accommodations) and collaboration with families will always be implemented before considering withdrawal.
2. Formal Review: If challenges persist, a committee (including leadership, counsellors, and specialists) will assess whether the school remains the best fit for the student.
3. Outcome: Possible resolutions may include adjusted support, a probationary period, or – in rare cases – a recommendation to withdraw.

Enrollment Implications:

- New applications may be declined admission if assessment indicates the school cannot meet the needs of a student.
- Existing students may be required to leave only as a last resort, with transition support provided where applicable.
- We approach these decisions with care, always prioritising the student's long-term well-being and the integrity of our learning community.

21. 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 in RMB can be made by bank transfer to the bank account of Shanghai Singapore International School or by local credit cards. A copy of the bank remittance advice with your child's passport name should be forwarded to our Finance Office.
- The exchange rate used for USD conversion will be based on the central parity rate set by the People's Bank of China on the first working day of each month, where the received date of the overseas remittance shall prevail. Any amount differences, if any, are to be borne by parents.
- A Value Added Tax (VAT) E-Fapiao will be issued upon confirmation of receipt of fees by the Finance Office.
- The fapiao for company payments can only be issued to the company. The title of the fapiao for personal payments defaults to the student's name. If a company name is required, please contact the Finance Office within 7 working days after payment. After these 7 working days, the title of the fapiao will not be changed.
- The remark column of the fapiao is blank by default. You may request that we state: Period of Study + Student Name. If you have any special requests, please contact the Finance Office.

- The school is officially using electronic invoices (e-invoices), and all invoices will be sent via email.

A late payment fee of RMB 300 per day will be applied to overdue tuition fees, up to a maximum of 7 days. Payment of late payment charges will be issued with a school receipt only. After this period, the school reserves the right to:

- Suspend the student from attending classes.
- Withhold school reports, transcripts, or certificates.
- Offer the student's seat to new applicants on the waitlist.

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

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. Closed-Circuit Television (CCTV)

The safety and security of our students, staff, and visitors is our top priority. Closed-circuit television (CCTV) cameras are installed in designated areas of the school campus to enhance campus safety, deter inappropriate behaviour, and assist with investigations. Cameras are positioned in public areas only – never in private spaces like bathrooms, changing rooms or classrooms. The footage is only accessed by authorised personnel, and for child protection purposes, parents are not allowed to view the footage.

5. 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.

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.

6. Air Quality Index (AQI)

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.

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

Air Quality Index Levels of Health Concern	Numerical 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 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.
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Figure 2 AQI Levels and SSIS

Preschool	
AQI Level & (PM2.5)	SSIS Action
AQI Between 0-100 & (PM2.5 < 75)	Normal play and PE
AQI Between 101-150 & (PM2.5 < 75)	All play and PE must be modified and no vigorous activities All windows and external doors will be closed
AQI Reaches 151 and beyond or (PM2.5 > 75)	All outdoor play and PE must be cancelled All windows and external doors will be closed

Primary and Senior School	
AQI Level & (PM2.5)	SSIS Action
AQI Between 0-100 & (PM2.5 < 100)	Normal play and PE
AQI Between 101-150 & (PM2.5 < 100)	Normal play and PE All windows and external doors will be closed
AQI Between 151-200 & (PM2.5 < 100)	All play and PE must be modified and no vigorous activities All windows and external doors will be closed
AQI Reaches 201 and beyond or (PM2.5 > 100)	All outdoor play and PE must be cancelled All windows and external doors will be closed

The only exception to the above action plan will be for scheduled SISAC and ACAMIS interschool sports tournaments where the agreement amongst member schools is that the limit for the cancellation of sports events is an AQI of 250.

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, homeroom 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 WeCom account
- School-wide email

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

When it is necessary for school to remain closed, distance learning will be activated.

Transportation

1. Self-Drive Procedures

Self pick-up students will arrive at Gate 1 and walk into the school. To ensure the safety of all road users, please comply with the directions of our security team and traffic regulations. Please refer to Students' Departure from School on the requirements regarding picking up your child.

2. Regular 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 add a new stop if the school year has already started.**

The school will require at least 14 school days to process your request and recommend the closest stop(s) for your child. If 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 close by the end 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 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 departure 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 routes and stops. 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 Bus Riders only)

If a Senior School student needs to ride on a bus that isn't his/her designated bus, parents can apply for the change on SchoolsBuddy 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 50 per person per trip, which can be paid to the lobby receptionist. The school reserves the right to approve or reject any request.

2b. Temporary Change of Bus Arrangement (Preschool & Primary School School Bus Riders)

Change of bus arrangement is not encouraged. In case of special needs, parents who request a change of bus arrangement must apply 3 working days in advance to the homeroom teacher, principal and transportation@ssis.asia, subject to seat availability. Once approved, the divisional PA will contact the parent to advise them of the additional fees incurred.

3. ASP School Bus Service

At the start of each ASP session, students will subscribe to their ASP of choice and choose if they require ASP school bus service on SchoolsBuddy.

For students who have subscribed to the regular school bus service, including school team student representatives, these students will be entitled to complimentary ASP bus ride from school to the designated stops on the days that they take part in any ASP.

Self pick-up students who subscribe to ASP school bus service on the days of their ASP will pay a nominal sum of 50 RMB per trip prior to the start of each ASP session in order to reserve their seats on the bus for the entire session. Detailed instructions will be made available at the point of registration.

3a. Temporary Change to ASP Bus Arrangement

If a change of ASP bus arrangement is required after registration for an ASP session has been completed, parents will have to notify the school via email to asp@ssis.asia by 12 noon latest of the day of the ASP. **For any urgent request, parents should contact the school's main line at 62219288.**

School Communication

1. Orientation Day

We highly encourage all students and parents to attend Orientation Day. It is always held before the first week of school. Parents will get to make first contact with your child's homeroom teacher, verify your contact information on record and make connections with other parents of the same homeroom.

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.

2. 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.

3. Newsletters

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

4. School Reports

Parents will receive online reports indicating each student's academic progress. All Progress and Final Reports will be made available online on ManageBac at the end of each term during the school year. Throughout the terms, parents can access ManageBac to check on the latest formative and summative grade entries. Please download and save all reports for your personal record-keeping and use.

Students who complete K2, G6, G10, and G12, and non-returning students, can keep their Progress Reports Folders if they have not already done so.

5. 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 register on SchoolsBuddy and attend both conferences every year.

6. Events with the Principals

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

7. 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 > CALENDAR OF EVENTS](#), in ManageBac > Parents > Calendar, and digital copy of the Parent Handbook.

8. School Letters, Acknowledgement and Consent Forms

SchoolsBuddy will be used to inform parents of upcoming activities beyond the school day or for excursions or off-campus activities by teachers and parents to confirm and give consent for 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 large part, dependent on their command of the English language.

2. Attendance

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 via ManageBac to Submit Attendance Excusal so that teachers have ample time to prepare work for the student.

In particular, it is the responsibility of the Senior School student to refer to ManageBac 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.

Senior School Attendance Policy:

Regular attendance is not only crucial for your child's academic success but is also a key factor considered by universities during the application process. Consistent attendance demonstrates a student's commitment, responsibility, and readiness for the rigors of higher education. Universities closely review attendance records as part of their holistic assessment of applicants, and frequent absences can negatively impact your child's chances of admission.

To ensure your child remains eligible and competitive for university applications, please take note of the following guidelines:

Minimum Attendance Requirement: Students should maintain a minimum attendance rate of [80%] through grades 9 -12. Many universities may expect up to 90% attendance. Falling below this threshold may result in academic consequences and impact university application evaluations.

Excused vs. Unexcused Lateness/Absences: It's important to differentiate between excused and unexcused absences. Excused absences, such as those due to illness or family emergencies, should be documented and communicated to the school promptly. Unexcused absences can significantly affect your child's attendance record and overall standing.

Support and Resources: If your child is facing challenges that affect their attendance, please reach out to the school. We are here to support you and can provide resources or accommodation to help ensure your child can attend school regularly.

Communication: Keep open lines of communication with your child's teachers and school administration. Promptly informing the school of any absences and providing necessary documentation can help mitigate any negative impact on your child's attendance record.

We are committed to supporting your child's academic journey and ensuring they have the best possible opportunities for their future. If you have questions or need more assistance, please contact the Senior School office.

Attendance Expectations:

- Students are expected to attend all scheduled classes punctually, arriving on time.
- Absences should be limited to unavoidable circumstances such as illness or emergencies.
- Students need to maintain a minimum attendance rate of 80%.

Recording Attendance:

- The school utilises ManageBac as the primary attendance management system.
- Teachers are responsible for recording attendance for each subject session promptly at the start of the class period.

Types of Lateness/Absences:

- Excused Absences: These include illness with a doctor’s note, pre-approved school activities, family emergencies, and religious observances.
- Unexcused Absences: Absences without a valid reason or proper documentation

Consequences for Late Arrival:

- Consequences for late arrival will depend on the frequency and circumstances of the tardiness.
- For excused late arrivals, no immediate consequences will be imposed unless the tardiness becomes chronic or excessive.
- For unexcused late arrivals, consequences may include detention, parent/guardian notification, and additional disciplinary action as deemed necessary by school administration.

Parent/Guardian Communication:

- Parents/guardians will be notified of their child's unexcused late arrivals through ManageBac or other designated communication channels.
- Parents/guardians are encouraged to communicate with the school regarding any unavoidable late arrivals and provide appropriate documentation if necessary.

Appeals Process:

- Students or parents/guardians may appeal the classification of a late arrival (excused vs. unexcused) by providing additional information or documentation to the attendance office.
- Appeals will be reviewed by designated school staff, and decisions will be communicated to the student and/or parent/guardian.

Continuous Monitoring and Review:

- The school administration will regularly review attendance data to identify trends and areas for improvement.
- Adjustments to the attendance policy may be made as needed to promote better attendance practices and ensure fairness for all students.

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 and reinforce the knowledge and skills taught in lessons. It is important to note that once knowledge or skills are learned, a student will be asked to apply this learning 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.

Primary School

Meaningful homework is not only **a good way for students to consolidate learning, deepen understanding, and construct knowledge**, it also has the nonacademic benefits of improved self-discipline, sense of responsibility and time management. Students may also improve their attitudes toward school and develop independent problem-solving skills.

In general, homework for Grades 1 and 2 is about 30 mins each day, homework for Grades 3 and 4 is not more than 45 mins each day, and homework for Grades 5 and 6 is not more than 60 mins each day. Reading time of at least 15 minutes each day is also expected. Further details will be shared with parents on Orientation Day.

Grade	Recommended time per evening
1 & 2	30 minutes
3 &4	45 minutes
5 & 6	60 minutes

Senior School

Students will be assigned regular homework that is linked to classroom learning including opportunities for curriculum enrichment and extension. Homework may also include longer-term projects and coursework, especially from Grade 9 upwards. Students will be given high quality feedback on their homework. Behaviour logs, communication with parents and lunchtime detentions will be assigned to students that regularly do not complete their assigned homework. Most core subjects will set homework twice a week, and the non-core subjects once a week. The time spent on homework is commensurate with the age of the student, and the following are recommended guidelines:

Grade	Recommended time per evening
7 & 8	1 - 2 hours
9 &10	2 - 3 hours
11 & 12	2 - 4 hours

Of course, during assessment periods, students may spend more time on homework as they consolidate and prepare to retrieve their learning in examinations.

Please refer to the Senior School Homework Policy document for more information.

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:

Early Years (Family Class - K2)

Grade Descriptors

O	Outstanding	Student shows mastery in this skill. They demonstrate understanding of taught concepts and competencies
P	Proficient	Student is actively acquiring this skill. They demonstrate a partial understanding of the concept and competencies
D	Developing	Student is in the beginning of their journey for this skill. They demonstrate an initial understanding of the concept

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

O	Outstanding
E	Excellent
P	Proficient
S	Satisfactory
D	Developing

Primary School

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

Grade	Marks	Remarks
A*	90-100	Outstanding
A	80 - 89	Excellent
B	65 - 79	Proficient
C	50 - 64	Satisfactory
D	1-49	Developing

Senior School

Grade thresholds (%) for each letter or number informed by subject guidelines from Cambridge and IBO. There are different grade thresholds for each subject.

G7-G10 (CLSP & IGCSE)	G11-G12 (IBDP)	Performance Indicator
A*	7	Outstanding
A	6	Excellent
B	5	Good
C	4	Pass
D_G	3	Working towards expectations
U	1-2	Failing Grade

G11 &12 IB Diploma Programme Grading IB DP Scores are calculated out of 45 points. A maximum of 7 points is awarded for each course and a maximum of 3 bonus points are awarded for EE and TOK results as per the table below.

GRADING SYSTEM						
GROUPS		CORE		MAXIMUM		
Internal + External Assessment		ToK + EE				
6	×	7	+	3	=	45
Subjects		Points		Points		Points

TOK/EE	A	B	C	D	E
A	3	3	2	2	Failing Condition
B	3	2	2	1	
C	2	2	1	0	
D	2	1	0	0	
E	Failing Condition				

Attaining a grade “E” in either the Extended Essay or Theory of Knowledge represents an automatic failure in receiving the diploma.

Please refer to the IBDP Handbook for more detailed information.

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.

At SSIS we use Restorative Practices to build and maintain positive relationships, resolve conflict, and repair harm. Restorative Practice is a framework that develops students' emotional intelligence, communication skills, and social responsibility from early childhood through senior years.

1. General Behaviour Expectations

All students are expected to uphold the values associated with the school culture. Teachers will notify parents or refer students to their homeroom teacher, counsellor, curriculum coordinators, or divisional assistant principal and principal to manage the infraction.

- Wear the correct school uniform with pride and maintain a neat appearance. Refer to Student Planner.
- 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 their personal belongings.
- Refrain from displaying inappropriate items or symbols.
- Assigned homework should be completed to their best ability and handed in on time.
- Restrict ball control and other sporting activities to the gym and designated areas within the school.
- Refrain from using the lifts in school unless a lift pass has been granted by the Health Centre.

2. Lunch Behaviour Expectations

The lunch programme, which serves varied meals daily, is in operation during the school year. Students are expected to:

- Consume lunch, whether brought from home or from the lunch programme, in the school canteen.
- Food purchased from Merlion Cafe may only be consumed in that area (Merlion Cafe, Canteen, & Outdoor Amphitheatre).
- Move quietly while in and around the eating areas.
- Wait in line for their turn.
- Clear their 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.
- Be punctual for their afternoon classes.
- Do not use mobile phones in the Merlion Café during school hours.

3. Mobile Phones and Other Personal Electronic Devices

If devices like mobile phones and smart watches are brought to school, these should be switched off and kept in the students' bags for the duration of the school day.

Students who use their **laptops or other devices** inappropriately or without permission will be asked to hand over their device and collect these items at the end of the school day.

Parents may be requested to come to school to collect the items or students may be asked to leave their devices at home, should the offence be repeated.

SSIS will not be held responsible for the loss, theft or damage of personal devices.

4. Discipline Procedures and Consequence

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.

For minor offences, teachers, Coordinators, Heads of Departments and Counsellors will follow SSIS Restorative Practices procedures.

Serious offences, as outlined in the table below, will be escalated to the Assistant Principal or Principal. Consequences and disciplinary actions will be applied in accordance with SSIS school policies.

1	Theft, fraud or lying	7	Deliberate damage to school property, the property of others or acts of graffiti and vandalism
2	Cheating in examination/ assessment settings	8	Abuse (e.g. racism, harassment, intolerance, bias and cultural insensitivity) and Discrimination (e.g. based on colour, ethnicity, religion and gender)
3	Plagiarism in any school assigned work	9	Smoking, vaping, consuming alcohol or possessing illegal narcotics
4	Bullying or physical violence and other inappropriate physical acts of affection	10	Accessing pornographic sites/possessing pornographic material
5	Severe disrespect towards any member of the school community	11	Inappropriate use of technology

6	Possession of dangerous items	12	Any content that brings disrepute to the school or community members
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(This list of examples is not exhaustive.)

Serious offences will be dealt with at the school’s discretion and the following action(s) may be taken:

Parent Contact	Detention	Removal from Class
Restorative Conversation	Referral to Counseling	Removal from ASP/CCA
Reflection Form	Referral to SST	Internal Suspension
Responsive Circle	Behaviour Management Plan	External Suspension
Parent Conference	Behaviour Contract	Loss of privilege to re-enrol
Restorative Mediation	Community Service	Expulsion

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

5. Acts of Academic Dishonesty & Malpractices

- Plagiarism: where ideas or work of another person is presented as one’s own.
- Collusion: where you allow others to copy and submit your work as theirs.
- Duplicating work to meet the requirements of more than one assessment component.
- Fabricating data for an assignment.
- Impersonating another candidate.
- 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 staff responsible for the conduct of an assessment.
- Taking unauthorised material into an assessment venue.
- 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 (e.g. an electronic device other than a permitted calculator, personal rough paper, notes, a mobile phone) is taken into an examination, regardless of whether any attempt is made to use that material — this constitutes being guilty of malpractice.

6. Consequences of Malpractice in School Assessments

Acts of academic dishonesty will be logged and repeated offences will be reported to universities (for Senior School students) as required.

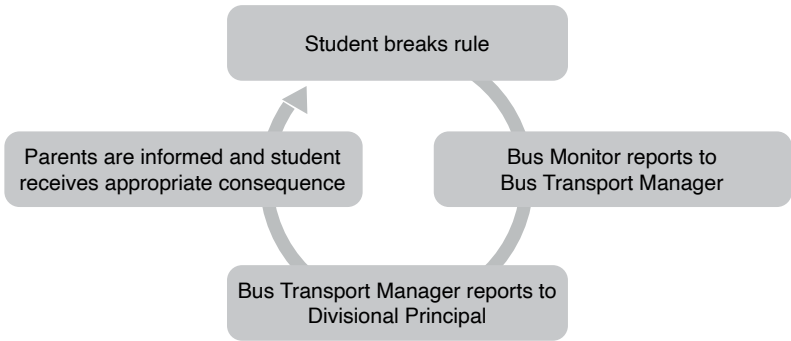
First Offence	Student will meet the teacher, Head of Department and parents will be notified. Work will be marked down dependent on the extent of the plagiarism.
Second Offence	Student will meet with Academic Coordinator, Assistant Principal and Principal and parents will be notified. Consequences may include student work being marked down and/or internal suspension of one day; student will write a reflection.
Third Offence	Student and parent(s) will meet with the Assistant Principal and Principal to discuss the matter. Consequences may include student work being marked down and/or internal or external suspension.

7. 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 always. 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 respectful language.
- 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.

8. Discipline Procedures and Consequences for Bus Offences



First Offence	Divisional principals/Assistant Principal issue a verbal warning.
Second Offence	Divisional principals/ Assistant Principal issue a written warning.
Third Offence	Students will be informed of a one-week bus service suspension. Students will not be allowed to use the bus for one-week.
Fourth Offence	Students will be informed of a one-month bus service suspension. Students will not be allowed to use the bus for one-month.

For subsequent offences, students requested to seek alternative means of travel 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 misbehaviour.

9. 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.

SSIS has a ZERO TOLERANCE policy towards **bullying and harassment and any form of discrimination**. Here at SSIS, we refer to “bullying” is defined as repeated, unprovoked and unjustified actions against another person. These may be physical, verbal, social, or electronic actions. “Bullying involves a misuse of power by a person, or group against an individual who may differ in size, age, verbal ability or social power.

Everyone at SSIS has the right to learn in a safe and caring environment. Teachers will endeavour to create an environment where all students feel safe and have a sense of belonging to a community that is inclusive and supportive.

10. Smoking and Vaping

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

Please acknowledge this agreement before the start of the school year by signing in OpenApply.

11. School Uniform

Preschool Daily Attire (Non-PE days)

	Summer	Spring/Autumn			Winter	
Girls						
	Short Sleeve Polo-Tee, Pinafore or Summer Pants	Long Sleeve Polo-Tee, Pinafore or Winter Pants	Long Sleeve Polo-Tee, Vest or Sweater, Pinafore or Winter Pants		Long Sleeve Polo-Tee, Pinafore or Winter Pants, Vest or Sweater, Zipped Hoodie or Fleece Jacket	
Boys						
	Short Sleeve Polo-Tee, Summer Bermudas	Long Sleeve Polo-Tee, Winter Pants	Long Sleeve Polo-Tee, Vest or Sweater, Winter Pants		Long Sleeve Polo-Tee, Vest or Sweater, Winter Pants, Zipped Hoodie or Fleece Jacket	
Predominantly Black Comfortable Shoes			Black/Navy Socks or Tights *Can layer with thermal layer on the inside			

PE Attire (PE Days)

Summer	Spring/Autumn/Winter		
			
Summer PE Set	White Long-Sleeve T-shirt Blue Cotton Sweater / Vest Spring/Autumn Track Suit	White Long-Sleeve T-shirt Blue Cotton Sweater / Vest Hooded Sweatshirt with Zip Spring/Autumn Track Pants	
House T-Shirt			
			

Primary School Daily Attire (Non-PE days)

	Summer	Spring/Autumn		Winter	
Girls					
	Short Sleeve Polo-Tee, Summer Skirt/Summer Pants	Long Sleeve Polo-Tee, Winter Skirt or Winter Pants	Long Sleeve Polo-Tee, Vest or Sweater, Winter Skirt or Winter Pants		Long Sleeve Polo-Tee, Winter Skirt or Winter Pants, Vest/Sweater, Zipped Hoodie or Fleece Jacket
Boys					
	Short Sleeve Polo-Tee, Summer Bermudas	Long Sleeve Polo-Tee, Winter Pants	Long Sleeve Polo-Tee, Vest or Sweater, Winter Pants		Long Sleeve Polo-Tee, Vest or Sweater, Winter Pants, Zipped Hoodie or Fleece Jacket
Predominantly Black Comfortable Shoes			Black/Navy Socks or Tights *Can layer with thermal layer on the inside		Plain black or navy blue winter jackets (Outdoor use only)

PE Attire (PE Days)

Summer	Spring/Autumn/Winter	
Summer PE Set	White Long-Sleeve T-shirt Blue Cotton Sweater / Vest Spring/Autumn Track Suit	White Long-Sleeve T-shirt Blue Cotton Sweater / Vest Hooded Sweatshirt with Zip Spring/Autumn Track Pants
House T-Shirt		

Senior School Daily Attire

	Summer	Spring/Autumn/Winter		Daily
Girls				
	White Shirt, Summer Skirt/Summer Pants, School Tie	White Shirt, Winter Skirt or Winter Pants Vest or Sweater (Optional layer) School Tie		Blazer
Boys				
	White Shirt, Summer Pants, School Tie	White Shirt, Winter Skirt or Winter Pants Vest or Sweater (Optional layer) School Tie		Blazer
				
Black Shoes		Black/Navy Socks or Tights *Can layer with thermal layer on the inside		Plain black or navy blue winter jackets (Outdoor use only)
*No sports hoodies or team jackets. *No trainers or slippers				

PE Attire (PE applies to Summer and Winter)

Summer	Spring/Autumn/Winter		
			
Summer PE Set	PE Set with Long-Sleeve Shirt		
*Other SSIS related T-shirts or apparel are acceptable			
House T-Shirt			
			

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 OpenApply. 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 OpenApply regularly. 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 Health Centre 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 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. Social responsibility is everyone’s responsibility.

- 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. The illness will require a doctor's clearance to certify full recovery before they can board the bus or 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 few 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 the doctor is required.
German Measles (Rubella)	4 days after cold-like symptoms.	7 days after rash first appeared.
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. The rash must be gone and temperature normal. Medical clearance from the 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 the 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 the doctor is required.
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2. Library Services

Open from 8:30 a.m. to 3:30 p.m. on all school days. The library opening hours will be extended to 4:50 p.m. for student sign-up as part of the After School Programme (ASP).

- 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 at the end of the school year or at the time of withdrawal.
- Unsettled payments may result in your child not being able to enjoy the full borrowing quota entitled
- During Distance Learning, the school's mobile library services will be made available within the stipulated health and safety guidelines issued by the authorities. The announcement of its service will be shared via school official communication channels.

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. Parents will have to complete this Checklist task on OpenApply.

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. Excursions

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

Information regarding excursions and the consent or acknowledgement forms will be made available on SchoolsBuddy prior to the trip. If consent is not received, the student will not be allowed to attend the off-campus event and will remain in school for the duration.

6. Co-Curricular Activities (CCA) Programme (G1 - 8 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 Future Global Leaders' Learner Attributes. This also allows students to broaden their horizons and have the opportunity to develop positive interactions and engage in new learning environments.

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 the SchoolsBuddy platform.

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 three sessions of ASP in an academic year. ASP offerings are shared prior to registration and offerings include complimentary and paid ones for families to choose from. Parents can register for their child on SchoolsBuddy.

8. Student Services at SSIS

At SSIS, our Student Services Team is dedicated to supporting every student's holistic development. We provide comprehensive services that address academic, social-emotional, and language acquisition needs, ensuring each student thrives in our diverse and inclusive learning environment. Working collaboratively with all school divisions, we integrate these supports seamlessly into the student experience.

1. Academic Learning Support

Our Academic Learning Support services are tailored to help students achieve their full potential by addressing individual learning needs. We offer personalised learning plans, differentiated instruction, one-on-one mentoring, small-group interventions, and assistive technology. Accommodations and modifications ensure equitable access to exams, fostering an inclusive academic environment for all students.

2. Social-Emotional Support

SSIS prioritises social-emotional well-being through a nurturing environment where students develop resilience, empathy, and self-awareness. Our experienced counsellors provide individual and group sessions, embedding social-emotional learning (SEL) into the Pastoral Care and Wellbeing curriculum to equip students with essential life skills.

3. Parent and Family Workshops

We offer workshops for parents on practical techniques, understanding teenagers, managing screen time, and fostering healthy family dynamics. These sessions strengthen parent-child relationships, support social-emotional development, and provide strategies to support their child's growth and well-being.

4. English Language Acquisition (ELA) Support

Our ELA programme supports students for whom English is an additional language, enhancing proficiency and academic performance through targeted instruction and immersive experiences. Integrated across the curriculum, the programme includes the Cambridge English Programme, preparing students for globally recognised qualifications.

This comprehensive support framework ensures that every student at SSIS receives the guidance and resources needed to achieve academic success, personal growth, and a positive school experience.

5. University Guidance Programme

The University Guidance (UG) programme offers comprehensive support for college admissions and career exploration. Our team assists in exploring universities and career paths, preparing application materials, and conducting interview practice sessions. Personalised guidance ensures students find the best fit for their post-secondary education and future aspirations.

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.

UG 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 and the annual University Fair that brings together over 100 renowned universities from around the world. Refer to the UG Handbook for more details.

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 Executive Committee (PSG ExCo) at psg@ssis.asia.

2. Parent Representatives

Parents can volunteer to be Parent Reps in their homerooms to disseminate and share information in the respective WeCom class groups. Up to 2 parent volunteers will be chosen by the homeroom teachers at the beginning of each academic year and will work closely with homeroom teachers

Listed below is an outline of the main functions of a Class Representative:

1. Assistance with class functions, activities where possible, but particularly in a communicative role;
2. Welcoming new parents to the year group/class. Appointing 'Parent Buddies' for new families, as appropriate;
3. Being a contact person for the Parent Support Group for special events;
4. Organising class 'get-togethers' for parents, as appropriate;
5. Advise parents on whom to contact directly at SSIS for specific concerns or questions;
6. Assistance with welcome events for new parents.

3. 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](#).

4. 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 to your child as part of our school policy.

5. 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, and projects for the school community. (and other PSG organized events) The PSG will lead and organise the International Friendship Bazaar, International Friendship Day(or similar events), Teacher's Appreciation Lunch, Children's Day Treat and other PSG organised events.
- II. To raise funds for PSG-sponsored activities and student-supported local and international charities.
- III. To assist the school whenever possible or volunteer, as and when needed, for the purpose as indicated in the mission statement.
- IV. To welcome and assist new SSIS families.
- V. To attend and support the school with Orientation Day for New Families (start of the year), Onboarding for New Families (mid-year) and the termly Parent Representatives meetings.

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:
 1. To receive reports from the PSG Executive Committee of past activities and future plans.
 2. To receive financial reports from the PSG.
 3. To elect by secret ballot the office holders of the PSG Executive Committee.
 4. 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. The ExCo will meet with the Head of School, Campus Principal and School Liaison. One week prior to this meeting, the ExCo will meet internally with any event holders to discuss all agenda items. The ExCo will give a termly financial report to the Head of School and Campus Principal.

- 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. At least seven days' notice is required before the meeting date.

8. PSG Executive Committee Members

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

- I. 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. Can be either self-nominated or nominated by parents of SSIS. A list of qualified candidates will be shown to all PSG members two weeks before 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. The ExCo members shall consist of five PSG Office Holders and four to nine Executive Committee members. Office Holders will include one President, one Vice Presidents, one Secretary and one Treasurer and Co-Treasurer. The total number of ExCo members shall not exceed 15.
- V. 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. 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. Each member must attend 80 % of the monthly meetings
- VIII. 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:

- 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.

- 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.

- 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.
- 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 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 the benefits for the school:

- 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.

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.

Technology Use Agreement

(For both Students and Parents)

Purpose

Shanghai Singapore International School (SSIS) provides students with Information Technology resources and services both **on campus** and **on 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 authorized academic purposes.

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

When using technology at SSIS

Appropriate device use including laptops, iPads, smart watches and mobile phones:

- Use devices **only for educational purposes** while on campus (no gaming or WeChat)
- Only use devices **when and how my teacher instructs me to**
- **Follow all school rules** regarding device use, including keeping devices away during breaks, lunchtime, and in the Merlion Café
- **Respect others' devices** and only use them with explicit permission
- **Submit only original work** that I have created myself
- Create content that follows school rules and values
- **Respect others' privacy and work** by not accessing without permission
- **Not install software** on school devices without authorization
- Not open files from unknown sources
- Use technology **legally and ethically**
- Keep my **cellphone turned off** and, in my bag, while on campus, or leave it at home
- Keep my **smart watch** set to **classroom mode** or turned off and in my bag

Social media:

- **Be respectful and kind** in all online interactions
- **Not take or post** photos, videos, stickers or memes of others without permission
- **Not share or comment** on posts related to SSIS students and staff
- **Protect** my digital reputation and respect others' privacy
- Not use someone else's account or password

School Accounts including Managebac and email:

- Be the **only person** to use my school account and email
- Keep my **password secure** and not share it with others
- Regularly **monitor activity** on my account
- Not attempt to access others' accounts
- **Log out** of my account on **shared devices** when finished
- Use **school email** only for **educational purposes** and school-authorized platforms
- Not use school cloud services for personal, non-academic purposes
- Understand that **school accounts** are not private and may be **monitored**
- Not forward chain, phishing, or malicious content

Withdrawal and Refund Policy

Request for Withdrawal

To withdraw a student, parents must submit a written notice to the divisional principal office at least 30 days before the student’s last day of school. Ensure you receive written acknowledgment of withdrawal from the school. Otherwise, students will be deemed as absent and these days of absence will be counted towards school days attended in a term.

If a student is expelled due to misconduct, no refund will be provided and all invoiced and unpaid fees will become payable to SSIS.

Refund Terms

Late Withdrawal Notice Surcharge: If a parent fails to notify the school of the intended withdrawal 30 days prior to the last day of school, then 10% of the annual tuition fee is deemed payable in lieu of notice.

Full Term Non-Attendance: If a student does not attend any school days in a term, the term’s tuition will be refunded in full.

Partial Attendance: If a student attends any school day in a term, the full term’s tuition is payable and non-refundable.

Annual Payment Discount: Any discounts applied for annual payments will be forfeited if the student withdraws mid-year.

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

ZERO SCHOOL DAYS ATTENDED IN A TERM			
Term	Start Date	Withdrawal Notice Deadline	Tuition Fee Refund Amount
Term One	19 August 2025	18 July 2025	Tuition fee paid less Matriculation Fee
Term Two	24 November 2025	23 October 2025	
Term Three	23 March 2026	19 February 2026	

Please acknowledge this agreement before the start of the school year by signing in OpenApply.

FOR ONE OR MORE DAY(S) ATTENDED IN A TERM	
Term	Tuition Fee Refund Amount
Term One	19 Aug 2025 - 21 Nov 2025
Term Two	24 Nov 2025 - 20 Mar 2026
Term Three	23 Mar 2026 - 11 Jun 2026

Optional Services Refund Policy

• Transportation Fees

Refunds will be provided on a pro-rata basis, calculated per school day, less a RMB 400 handling fee. The amount per school day will be 1/180 of the fee for an academic year.

• English Language Acquisition (ELA) Programme

Fees for this programme are non-refundable and non-transferable.

• Paid After-School Programme

A full refund will be given if a student withdraws from the paid ASP before the start of the ASP session. No refunds will be issued once the paid ASP starts.

Fapiao (Tax Receipt)

A VAT E-Fapiao will be issued upon confirmation of fee payment. The remark column of the fapiao is blank by default. You may request details (e.g., Period of Study + Student Name) to be added to the fapiao.

Only one fapiao will be issued and the amount listed will be in accordance to the amount listed on the Proforma Invoice.

For fapiao inquiries, contact the Finance Assistant Manager at 6221 7909 or email invoice@ssis.asia.

*Note:
The matriculation fee, and other non-tuition fees are non-refundable.
Refunds will be processed after the student’s last day of school.
Any overseas transaction fees for refunds must be borne by parents.
Refunds can only be made to the original payer.
Upon completion of the refund process, a revised E-Fapiao will be issued to parents. The original one will be canceled.*

Contact Information

For questions or concerns regarding fees and payments, please contact:

Finance Office invoice@ssis.asia 021-6221 2292

Note: SSIS reserves the right to amend this policy at any time with prior notice.



FUTURE GLOBAL LEADERS

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