

2 January 2020

Letter I from Discipline Committee

Dear Parents/ Guardians,



SAN YU ADVENTIST SCHOOL
三育中小学

1. Warm Greetings for Academic Year 2020

Welcome back to San Yu Adventist School as we start the new term and continue our lifelong learning journey to develop cheerful, confident and caring students!

2. Primary School Leaving Examinations (PSLE) Results 2019

The school congratulates all our P6 students for achieving 100% passing rate in the Primary School Leaving Examination (PSLE) last year, and shares in their pride and joy.

3. Welcome and Appreciation

We are pleased to welcome the following new staff to join our SYAS Team. We look forward to their service and contributions to our school.

- P5-2 Form Teacher – Mr Lim Chin Kai
- S1-2 Form Teacher – Mr Christopher Matthias Wee Lye Hock
- Part-time Primary School Music Teacher – Diane Lee Sook Ser
- Part-time Chinese Teacher aide – Mai Jin Ru
- Part-time Secondary School English teacher – Ms Diana David
- School Nurse – Nicol Alma Angsiangco

We bid farewell to the following staff and thank them for their service and dedication to the school and our students' learning.

- Mr Edmund Foo
- Mr Liu Kai Chen
- Ms Jessica Goh
- Ms Tan Wai Leng
- Ms Caroline Chan May Lene

4. Parents/Guardians Briefing 2020

All parents/guardians of Primary 1 students are invited to attend a briefing session, as well as a conference session with the respective form teachers of their children/wards, on Wednesday, 8 January, from 2.15 pm to 4.00 pm.

- Chinese-speaking parents/guardians to meet in the church auditorium
- English-speaking parents/guardians to meet in the school lecture room

All parents/guardians of **new** Primary 2 students are invited to attend a conference session with the respective form teachers of their children/wards in their form classrooms from 2.00 pm to 3.00 pm.

Please take note that all P1 and P2 classes will be dismissed latest by 1.40 pm on that day.

5. Health Information Form, Class Timetable & Calendar of Events

Together with this letter, we have included a health information form to be filled up and signed by parents/guardians, a 2020 class timetable and a 2020 calendar of events which shows the dates of scheduled events and activities. However, sometimes due to unforeseen circumstances, there may be changes, so please refer to the school website for the most updated version. Besides that, we shall also inform the students concerned by letter if there are any major changes or updates.



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Highlighted Upcoming Events

- Primary School Orientation Camp for Primary 1 students will be held on Thursday and Friday, 6 and 7 February 2020. More details will be given in letters nearer to the date.
- Secondary School Orientation Camp for all new students from P5 and PS1F to Secondary 3 students will be held on Thursday, 6 February 2020. More details will be given in letters nearer to the date.
- During the Chinese New Year festive period, our school will be closed on the following days:
 - Thursday, 23 January – Day before Chinese New Year’s Eve
 - Friday, 24 January - Chinese New Year’s Eve
 - Saturday and Sunday, 25 to 26 January - Chinese New Year holidays
 - Monday & Tuesday, 27 & 28 January – public holidays in lieu of Chinese New Year on Saturday & Sunday
 - Wednesday, 29 January – SYAS school holiday

Hence, all students must report back to school on Thursday, 30 January 2020. Failing to do so will warrant a deduction of 10 conduct marks per day of absence without valid reasons and detention sessions will be meted out accordingly.

6. Students’ Name Tags

Existing students – If your child/ward does not have enough name tags, he/she has to give his/her name to the class form teacher to place an order for a set of 4 name tags.

New students – When your child/ward receives his/her name tags, please ensure that each name tag is properly **sewn** in a centralised position, 1 cm above your child/ward’s school shirt pocket.

7. School Bookshop Hours

Operating hours: Mon to Thurs: 9.00 am to 1.00 pm
Fri: 9.00 am to 12.00 pm

Please take note that the textbooks and workbooks from the class booklist which cannot be purchased from external book shops will be supplied to your child/ward by the respective subject teachers.

8. Scheduled Recesses to start on Friday, 3 January 2020

Time	Class
9.40 am to 10.20 am	P1 and P2
10.20 am to 11.00 am	P3, P4, P5 & P6
11.00 am to 11.40 am	PS1F, S1 & S2
11.40 am to 12.20 pm	S3 & S4

9. School Safety & Security Measures

Visitor Registration

Any parent/guardian who wishes to enter the school to attend to matters regarding your child/ward, has to register at the security post and report directly to the General Office. Each visitor will be issued with a visitor pass which must be worn at all times when in the school. An appointment should be made with the staff concerned before you turn up to meet him/her.

Arrival and Dismissal Management

In order to ensure the safety of the school community, we are closely monitoring the traffic conditions in the morning and at dismissal time. We would like to highlight the following road safety measures for all to note. We seek your fullest cooperation and kind support in the implementation. Parents /Guardians who drive your children or wards to school have to alight them at the drop-off point in front of School Gate 1 and drive off immediately without any waiting at all. If you need to attend to any business in school, you may park your vehicle in any of the public carparks near our school.



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Monday to Friday Morning Arrival Time: Before 7:57 am (First bell)	<ul style="list-style-type: none">All students are to line up according to classes at the basketball courtLatecomers would be penalised according to the school rules
Afternoon Dismissal Time: Refer to class timetable	<ul style="list-style-type: none">Parents/Guardians have to wait outside School Gate 2 to fetch your children/wards on fair weather daysParents/Guardians can wait at the canteen on rainy days

Morning Assembly

The school will be conducting morning assembly at the basketball court and students who arrive between 7.57 am and 8.00 am will be required to queue up at the back of the basketball court instead of joining their classes so as to minimise any unnecessary movements during the assembly of students. However, these students will not be considered as late for school. They can only join their respective classes when they start to proceed to their classrooms.

Correct Route to and from Basement Classrooms

Students are not allowed to use the front entrance of the church to proceed towards or exit from their basement classrooms unless it is a rainy day. This is to safeguard the peace and tranquillity of the church. P1 and P2 students, whose classrooms are located in the basement, are to walk along the driveway down towards the canteen, walk through the canteen and proceed to their basement classrooms and vice versa after school dismissal time.

Early Dismissal of Students

In the event that a student from Primary School needs to leave school before normal dismissal time due to a valid reason, a parent/guardian is required to be in school to sign him/her out. However, a student from Secondary School can sign himself/herself out. A "Student's Early Dismissal Form" will be issued at the Admissions Office for the student to hand over to our Security Officer at the guard house, before leaving the school. The form has to be returned to the form teacher on the next reporting school day with a designated signature and related documents like medical certificates, etc.

10. Monitoring of Students' Progress

As part of the monitoring process for students' holistic development, we seek your cooperation to monitor your child/ward's attendance, code of conduct, decorum, daily work and assessments as expected by the school. For more detail pertaining to school rules and regulations, please refer to the student handbook under the topic of Discipline and Student Conduct. To enhance a pleasant learning journey with rewarding academic performance, the Examination Board has established the following criteria that all students must attain at least a 90% attendance and maintain at least 50% conduct marks throughout the year before they are allowed to take part in any of the school's internal continual assessments for P1 students or examinations for P2 to S4 students. However, the school has put in place a merit system and it will be implemented based on a case-by-case basis should any student fail to meet the criteria.

Absence from School

With the intention to give every child the same head start in life and be taught foundational knowledge, missing school would sometimes mean having a gap in learning and disadvantaging the child. Hence we would like to reiterate that the school takes a very serious view of children not coming to school without a valid reason. We would like to remind every parent/guardian that when your child/ward is absent from school, it is mandatory that



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you either provide a medical certificate if your child/ward has been sick or a letter with a valid reason for the absence. If none of these are submitted, we will treat it as absence without valid reason and follow up actions including deduction of 10 conduct marks per day and detention classes will be imposed. Please take note that any medical certificates issued by Chinese doctors are not considered as valid documents.

Usage of Mobile Phones

As mentioned in my 2019 Term 4 letter, the school had decided that for the well-being of our students, we will ban the usage of mobile phones during school hours in 2020 unless it is being used as a learning tool. We want to teach our students to limit the amount of time they spend online and focus more in school and related social activities. Evidence-based research on best practices demonstrate that students' academic performance improves and they become socially adapt, alert and active in the school environment without mobile phones.

Starting from Thursday, 2 January 2020, during Contact Time, form teachers will collect mobile phones from all students and lock them up in a designated place. During the last period of individual classes, the subject teachers will return the mobile phones to class students. If there is an emergency, parents/guardians can call the Admissions Office and students concerned will be notified. If students need to call parents/guardians, they can also ask for permission to use the phones in the Staff Room or Admissions Office.

Students' Grooming

- All students are not allowed to put on ear studs/rings, necklaces, bracelets and rings. If students are found to be wearing any of the items mentioned, the item will be confiscated and returned to them at the end of the school year. However, female students can put on transparent ear sticks in school. If there are students who need to put on any religious items, please seek permission from the form teachers or Discipline Committee members.
- All students are not allowed to have fanciful hairstyles that are not acceptable to SYAS. Those who do not comply are expected to go to a hair salon for immediate ratification within the same day.
- Male students are not allowed to have their hair permed and they will be required to straighten their hair if they have already done so. Male students with natural curly hair need to submit supportive evidences, e.g. photographs to the form teachers.
- Male students are not allowed to have their ears pierced. Thus, those who have already done so will not be allowed to put on transparent ear sticks in school.

11. Home-School Links

As partners in your child/ward's education, you are always welcome to communicate with the school through the various channels stated below:

- Parent-teacher conference, telephone calls, e-mails, school circulars or letters and school email – info@syas.edu.sg
- Class dojo and student planner for primary school students
- Online interactive e-learning for students via AsknLearn learning portal – lms.asknlearn.com/syas

Thank you for your kind attention to the above matters.

Best Regards,

Esther Ng

Discipline Mistress



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Acknowledgement Slip

Please complete this portion and hand it to your child/ward's Form Teacher.

Attention: Form Teacher

Name of Student: _____

Class: _____

Letter I from Discipline Committee

I acknowledge the contents of the Discipline Mistress' letter dated 2 January 2020.

*Father/ Mother/ Guardian's name: _____

Signature: _____

Date: _____

*Delete where it is not applicable