

4 January 2021

Letter I from Discipline Committee

Dear Parents/ Guardians,



SAN YU ADVENTIST SCHOOL
三育中小学

1. Warm Greetings for Academic Year 2021

A very warm welcome back to San Yu Adventist School as we start the new year and continue with our lifelong learning journey to develop caring and responsible students! 2021 will be another challenging year in view of the current Covid-19 situation, thus the school seeks the cooperation of everyone to comply with all rules and regulations (controlled orders) from various Singapore government bodies for the purpose of preventing, protecting against, delaying or otherwise controlling the incidence or transmission of COVID-19 in Singapore.

All staff, students and/or visitors who enter the school premises must remember to comply with the SafeEntry regulations. All those with mobiles can check-in with the SafeEntry App. Those without a mobile can check-in with an ID card or student pass (clear photocopies are acceptable). However, be prepared for a change in this regulation as the government will be implementing the usage of TraceTogether Tokens or TraceTogether App for SafeEntry check-in at all SafeEntry mandated venues in the near future. Please download the TraceTogether App and collect the TraceTogether Tokens once when they are ready for collection at the areas where you are currently staying.

2. Primary School Leaving Examinations (PSLE) Results 2020

The school congratulates all our P6 students for achieving 100% passing rate in the Primary School Leaving Examination (PSLE) last year, which had been a turbulent period for everyone. However, the students and teachers were able to work together to rise above the odds to achieve good results.

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.

- P3-1 Form Teacher – Ms Hee Cui Fang Aderine
- P6-2 Form Teacher – Mr Loh Zhi Yong
- S1-1 Form Teacher – Mr Nagavelloo S/O Ponmudi
- S3-1 Form Teacher – Mr Daniel Poon Meng Hwee
- English Language and Beginner Chinese Teacher – Ms Jane Teo Kah Min
- Part-time Teacher Aide – Mrs Lim Perciavail Borja
- Part-time Administrative Assistant (Business Office) – Ms Thirupathy Anitasundari

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

- Mr Ivan Wee
- Mrs Josephine Chan
- Ms Margaret Tan

4. Briefing 2021 for Parents/Guardians of P1 & P2(new students)

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, 6 January, from 2.15 pm to 4.00 pm. However, due to Covid-19 restriction, only **one parent** from each family is allowed to attend the briefing.

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

All parents/guardians of P1 students are to leave their children/wards inside their respective classrooms before



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proceeding to the meeting venues.

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.

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 2021 class timetable and a 2021 calendar of events which shows the dates of scheduled events and activities. However, due to unforeseen circumstances, there may be changes during the academic year. 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.

Upcoming Events

- Primary School Orientation Day Camp for Primary 1 students will be held on Thursday and Friday, 28 and 29 January 2021. More details will be given nearer to the date.
- Secondary School Orientation Day Camp for all new students from P5 and PS1F to Secondary 3 students will be held on Thursday and Friday, 28 and 29 January 2021. More details will be given nearer to the date.
- Secondary 4 students will be going out for their learning journey on Friday, 29 January 2021.
- During the Chinese New Year festive period, our school will be closed on the following days:
 - Wednesday, 10 February – Day before Chinese New Year's Eve
 - Thursday, 11 February – Chinese New Year's Eve
 - Friday, Saturday and Sunday, 12 to 14 February - Chinese New Year public holidays
 - Monday 15 February – public holiday in lieu of Chinese New Year on Saturday
 - Tuesday, 16 February – SYAS school holiday

All students must report back to school on Wednesday, 17 February 2021. 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

If any existing student 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 2, 4 or 6 name tags.

When a new student receives his/her name tags, please ensure that each name tag is properly sewn in a centralised position, 1 cm above his/her school shirt pocket.

7. School Bookshop Hours

Operating hours for 4 to 22 January: Mon to Thurs - 9.00 am to 1.00 pm
Fri - 9.00 am to 12.00 pm

Operating hours for dates after 22 January: Mon to Fri - Recess Time

Please take note that the respective subject teachers will distribute certain textbooks and workbooks which cannot be purchased from external book shops to the students during the class lessons. A letter will be issued if money is to be collected for the textbooks and/or workbooks.

8. Scheduled Recesses for 2021

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



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9. School Safety & Security Measures

Visitor Registration

Any parent/guardian who wishes to enter the school to attend to matters regarding a child/ward, has to register at the security post and report directly to the General Office.

An appointment should be made with the staff concerned before turning 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 their 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 anyone needs to attend to any business in school, he/she may park the vehicle in any of the public carparks near our school.

| | |
|--|---|
| Monday to Friday Morning Arrival Time: Before 7:57 am (First bell) | <ul style="list-style-type: none">• All students are to go directly to respective classrooms• Latecomers 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 1 to fetch their children/wards on fair weather days• Parents/Guardians can wait at the canteen on rainy days |

Morning Assembly

The school will be conducting morning assembly at the basketball court for selected classes and the rest of the school will be observing the morning assembly in their respective classrooms. Students who arrive between 7.57 am and 8.00 am will be required to queue up at the basement corridor 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 proceed to their respective classrooms after the assembly is over.

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 the cooperation of every parent/guardian to monitor the student'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



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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 students not coming to school without a valid reason. We would like to remind every parent/guardian that when the child/ward is absent from school, it is mandatory that either a medical certificate is provided if the student 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

The school has banned the usage of mobile phones during school hours since last year 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.

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 make use of the phones outside the Staff Room.

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/black plastic ear sticks/studs 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/black plastic ear sticks/studs in school.



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11. Home-School Links

As partners in your child/ward's education, all parents/guarents 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,

Fsther Ng

Discipline Mistress

*Please cut along this line, retain the above reference and return the acknowledgment slip below.

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 4 January 2021.

*Father/ Mother/ Guardian's name: _____

Signature: _____

Date: _____

*Delete where it is not applicable