

4 January 2022

## Letter I from Discipline Committee

Dear Parents/ Guardians,



### 1. Warm Greetings from San Yu Adventist School!

We hope that your child/ward has had a well-rested break and would like to welcome all of them back to school. As we start another challenging new year in 2022, we will need to continue to exercise personal and social responsibilities through practising the Safe Management Measures in school, so that SYAS remains a safe place for everyone to work, learn and grow together.

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 TraceTogether App. Those without a mobile can check-in with TraceTogether Tokens.

### 2. Primary School Leaving Examinations (PSLE) Results 2021

The school congratulates all our P6 students for achieving 100% passing rate in the Primary School Leaving Examination (PSLE) last year, which was the second year in a row whereby the Covid-19 pandemic had changed many of the norms we were accustomed to and affected everyone in one way or another. Thus, it is with heartfelt pleasure that we would like to commend the P6 students for their hard work, commitment and resilience and wish them an awesome and meaningful journey in their secondary school education.

### 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.

- P2-1 Form Teacher – Ms Kam Chwee Oon Lynn
- P3-1 Form Teacher – Ms Lim Sze Ling Serene
- PS1F Form Teacher – Ms Phua Shi Yun Madeleine
- S2-2 Form Teacher – Mr Chong Yong Fatt
- S3-2 Form Teacher – Mr Yeung Wai Keung
- Chinese Language Teacher - Ms Lim Lay Wee
- Health Education Teacher - Ms Bernice Leong Wai Yin

We bid farewell to Ms Vivian Colanse Bana, Mr Ivan Wee Bian Hua, Mr Tien Sin Tay, Ms Chong Sin Pei, Mr Nagavelloo, Ms Shanty Chandra, Ms David Diana, Ms Leandi Frances and Ms Vieny Anggita, and thank them for their service and dedication to the school and our students' learning.

### 4. 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 4 or 6 name tags. All students who do not have a name tag must put on temporary name tags throughout the day while inside the school premises. 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.



SAN YU ADVENTIST SCHOOL  
三育中小学

## 5. Briefing 2022 for Parents/Guardians of P1 Students

It is my pleasure to invite all parents/guardians of Primary 1 students to attend a briefing session via Zoom on **Wednesday, 5 January, from 2.30 pm to 4.00 pm**.

The Zoom details are provided below. In this meeting, we will share more about what you and your child/ward can look forward in this whole year of their educational journey in SYAS. We hope that you will make time to join us.

For English Speakers - Meeting ID: 425 265 1977, Password: 192890

For Chinese Speakers – Meeting ID: 673 033 6475, Password: 986579

You may start entering the respective virtual meeting room via web browser or the Zoom app on your device 5 minutes prior to the meeting. The virtual meeting room has a limited capacity, so we seek your understanding to have only 1 login per child/ward. For a more fruitful experience, please help to adhere to the following:

- Enter your user name upon login by using the naming convention in the next pointer
- [ClassChild/Ward's Name] i.e. P1-1MarieTan
- Any other names that are not following the naming convention will not be admitted

I look forward to your attendance and thank you for your continual support as we strive to make learning a meaningful and enjoyable experience for your child/ward. Should you have any query, please contact your child/ward's Form Teacher.

## 6. Health Information Form, Class Timetable & Calendar of Events

Together with this letter, we have included a Student Health Information form to be filled up and signed by parents/guardians, a 2022 class timetable and a 2022 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 letters if there are any major changes or updates.

To align with Singapore regulation on Covid-19 vaccination requirements, all international students have to read the accompanying letter for further details. In line with MOE advisory, the co-curricular activities (CCAs) for Primary School will not start at the same time as Secondary School until further notice is given.

### Upcoming Events:

- Primary School Orientation Day Camp for Primary 1 students and Secondary School Orientation Day Camp for all new students from P5 and PS1F to Secondary 3 students will be held on Thursday and Friday, 10 and 11 February 2022. (More details will be given nearer to the date.)
- During the Chinese New Year festive period, our school will be closed on the following days:
  - Monday, 31 January – Chinese New Year's Eve
  - Tuesday and Wednesday, 1 to 2 February - Chinese New Year public holidays
  - Thursday and Friday, 3 to 4 February – SYAS school holidays

All students must report back to school on Monday, 7 February 2022. 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.



SAN YU ADVENTIST SCHOOL  
三育中小学

## 7. School Bookshop Hours

- Operating hours for 4 to 14 January: Mon to Fri - 9.40 am to 12.20 pm
- Operating hours for dates after 17 January: Mon, Wed & Fri – 10.00 am to 12.00 noon

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 2022

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

## 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 the school facing Thomson Road and/or the side of the school facing Chancery Lane 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"> <li>• All students are to go directly to their respective classrooms</li> <li>• Latecomers would be penalised according to the school rules</li> </ul>
Afternoon Dismissal Time: Refer to class timetable	<ul style="list-style-type: none"> <li>• Parents/Guardians have to wait outside the school gate to fetch their children/wards on fair weather days</li> <li>• Parents/Guardians can wait at the canteen on rainy days</li> </ul>



SAN YU ADVENTIST SCHOOL  
三育中小学

### 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 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 proceed to their respective classrooms after the assembly is over.

### Early Dismissal of Students

In the event that any student needs to leave school before normal dismissal time, permission needs to be sought after and granted from school via a formal letter or email. On the designated day for early dismissal, a parent/guardian is required to be in school to sign the student from Primary School 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 show as proof of permission granted 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 relevant 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 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 also 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 a deduction of 10 conduct marks per day and detention classes will be imposed. Please take note that any medical certificates issued by Traditional Chinese Medical Treatment doctors are not considered as valid documents and excuse letters need to be approved by school.



SAN YU ADVENTIST SCHOOL  
三育中小学

### Usage of Mobile Phones

The school has banned the usage of mobile phones during school hours since 2020. Thus, during Contact Time, form teachers will collect mobile phones from all students and lock them up in a designated place. After 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 the 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.

## **11. Home-School Links**

As partners in your child/ward's education, we deeply value your support, as we strive to bring out the best in your child/ward. You are most 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](mailto: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](https://lms.asknlearn.com/syas)

I wish all families a Happy New Year and a better year in 2022!

Thank you for your kind attention to the above matters.

Best Regards,

*Esther Ng*

Discipline Mistress



SAN YU ADVENTIST SCHOOL  
三育中小学

## 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 2022.

\*Father/ Mother/ Guardian's name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Delete where it is not applicable