

3 January 2023

## Letter I from Student Development Department



三育中小学  
SANYU  
ADVENTIST  
SCHOOL

Dear Parents/ Guardians,

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

We hope that you and your child/ward have had enjoyed your holidays and we would like to formally welcome all our current and new students back to school. As we embark together on another exciting new year as one big SYAS family, the school aims to instill a love of learning and a yearning for knowledge that extend far beyond their primary and/or secondary school years.

### 2. Primary School Leaving Examinations (PSLE) Results 2022

The school congratulates all our P6 students for achieving 100% passing rate in the Primary School Leaving Examination (PSLE) last year, which was also the third year of Covid-19 pandemic. We would like to wish them all the best in the next phase of their secondary school education.

### 3. Welcome and Appreciation

We would like to extend a very warm welcome to the following new staff in joining our SYAS Team. We look forward to their service and contributions to our school.

- P2-1 Form Teacher – Ms Wen Lude, Ruth
- PS1F Form Teacher – Mr Loh Chun Wei, Cornelius
- S2-2 Form Teacher – Mr Lim Zhi Jian, Melvin
- S2-3 Form Teacher – Ms Yong Jyh Men, Sophia
- English & Bible Teacher – Ms May Sandar
- Bible Teacher – Mr Lee Ki Plin
- New Chaplain - Pastor See Yun Song, Lionel

We bid farewell to Ms Peggy Chaw Kok Wai, Mr Lim Chin Kai, Ms Paulraj Maria Jeeva, Ms Madeleine Phua Shi Yun and Mr Poon Meng Hwee Daniel, and thank them for their service and dedication to our school.

### 4. Students' Name Tags

If any current 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.

### 5. Briefing 2023 for Parents/Guardians of P1 Students

It is my pleasure to invite all parents/guardians of Primary 1 students to attend a physical briefing session on **Wednesday, 11 January, from 2.30 pm to 4.00 pm**. 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 – Meet up in the lecture room in block C, level 2 (turn right after Admissions Office)

For Chinese Speakers – Meet up in the church auditorium in block A, level 1 (above P1 classrooms)

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 2023 class timetable and a 2023 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.

### 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, 16 and 17 February 2023. (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 and Tuesday, 23 to 24 January - Chinese New Year public holidays
  - Wednesday to Friday, 25 to 27 January – SYAS school holidaysAll students must report back to school on Monday, 30 January 2023. 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.

## 7. School Bookshop Hours

- Operating hours for 3 to 13 January: Mon to Fri – 9.40 am to 12.20 pm
- Operating hours for 16 January to 31 October: Mon, Wed & Thur – 10.00 am to 12.00 pm

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

## 8. Scheduled Recesses for 2023

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, needs 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>

### Morning Assembly

After the students have settled down, 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 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/ classes lining up at the basketball court after the assembly is over.

### Early Dismissal of Students

If any student needs to leave school before normal dismissal time, permission needs to be sought after and granted from school via the following link for the 2023 Leave of absence: [shorturl.at/knELO](http://shorturl.at/knELO). 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 is 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.

Please take note that application for Leave of Absence will only be accepted via Google Form. A Gmail Account is needed for you to access the Leave Application Form. You would need to set up a Gmail Account if you do not have one currently.

For Medical leave (MC), please inform the Form Teacher of your child's/ward's absence and submit the original copy of the medical certificate on the same day the student returns to school. For all non-MC applications are subject to approval by the School. Please apply 1 week prior to the leave date. Kindly prepare the supporting document(s) accordingly before submission.

Refer to WEBSITE (Current Students-Life@SYAS-Leave Application) to submit your leave request and you can use the following link for the 2023 Leave of absence: [shorturl.at/knELO](https://shorturl.at/knELO) to do so.

### Usage of Mobile Phones

The school does not allow any student to use a mobile phone/watch during school hours. Thus, during Contact Time, form teachers will collect mobile phones/watches 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/watches 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. If there are students who need to put on any religious items, please seek permission from the form teachers or the Student Development Department.
- 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.
- Female students are only allowed to have one pierced hole on each ear and they can put on a pair of transparent/black plastic ear sticks/studs in school. 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, class WhatsApp chat, e-mails, school circulars or letters, school WhatsApp (+ 65 8878 5008) 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)



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However, please contact the teachers concerned only during work hours from 7.30 am to 5.30 pm during weekdays and allow three days for their responses except when there is an emergency.

On behalf of our school, I would like to wish all families a Happy New Year and a better year in 2023!

Thank you for your kind attention to the above matters.

Best Regards,

*Esther Ng*

Student Discipline Coordinator

\*Please cut along this line, retain the above reference and return the acknowledgment slip below to your form teacher.

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### Letter I from Student Development Department

#### Acknowledgement Slip

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

Attention: Form Teacher

Name of Student: \_\_\_\_\_

Class: \_\_\_\_\_

I acknowledge the contents of the Student Discipline Coordinator's letter dated 3 January 2023.

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

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

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

\*Delete where it is not applicable