

2 January 2025

## Letter I from Student Development Committee



Dear Parents/ Guardians,

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

As we step into the exciting new academic year of 2025, I would like to extend a heartfelt welcome to all our students returning to school. A special welcome goes out to our Primary 1 students and those who are new to the SYAS family. We are delighted to have you with us!

### 2. Primary School Leaving Examination (PSLE) Results 2024

We are proud to congratulate our Primary 6 students on achieving a 100% pass rate in the 2024 Primary School Leaving Examination (PSLE). Your hard work and dedication have truly paid off! Wishing you all the best as you embark on the next exciting chapter of your education in secondary school.

### 3. Welcome and Appreciation

We are delighted to warmly welcome the following new staff members to the SYAS team. We look forward to their valuable service and contributions to our school community:

- P5-2 Form Teacher – Mr. Daune Zechariah Neo
- PS1F Form Teacher – Ms. Nithya Kalyany Ponnusamy
- S2-1 Form Teacher – Mr. Poon Meng Hwee Daniel
- S3-2 Form Teacher – Mr. Goh Lian Ghee Aidan
- Youth Worker/Bible Teacher – Mr. Hutabarat Marcus Justin
- Teachers' Aides – Mr. Balacy Lawrence Harvey Otero, Ms. Betty John Johnathan, and Ms. Hiramia Evelyn Rasonabe

At the same time, we extend our heartfelt gratitude and bid a fond farewell to the following staff:

- Mr. Pang Chee Kiong
- Mr. Yeung Wai Keung Frankie
- Ms. Ong Guat Hoon
- Ms. Teh Chew Hean Pauline
- Mdm. Seet Geok Kee Patricia and
- Mr. Chew Rong Xin

Thank you for your dedicated service and commitment to our school. We wish you all the best in your future endeavors!

### 4. Students' Name Tags

Returning students who need additional name tags should inform their class form teacher to place an order. Primary school students can order a set of 6 name tags, while secondary school students can order a set of 4.

Students without a name tag must wear a temporary name tag (provided free of charge for the first one) **throughout the school day while on school premises.**

For new students receiving their name tags, please ensure that each tag is sewn neatly in a centralized position, 1 cm above the pocket of the school shirt.

1



**5. SYAS Student Portal**

To access the **SYAS Student Portal**, visit our school website at **syas.edu.sg** and navigate to the **SYAS Quick Access** section for detailed instructions on logging into your child's/ward's account.

The portal allows you to:

- View your child's/ward's **attendance and conduct records**
- **Update personal particulars**
- Access additional features for easy management of your child's/ward's school information

For added convenience, you can also scan the **QR code** provided on the last page of this letter to access the portal directly.

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

Along with this letter, we have included the following:

- A **Student Health Information Form** to be completed and signed by parents/guardians
- The **2025 class timetable**
- The **2025 calendar of events** detailing the dates of scheduled activities and events

Please note that changes may occur during the academic year due to unforeseen circumstances. For the most up-to-date information, kindly refer to the school website. Additionally, we will inform the affected students through official letters if there are any significant updates or changes.

Upcoming Events:

- During the Chinese New Year (CNY) festive period, our school will be closed on the following days:

Day	Date	Holidays
Monday	27-1-2025	Preparation for CNY Eve
Tuesday	28-1-2025	CNY Eve
Wednesday	29-1-2025	CNY Public Holiday
Thursday	30-1-2025	CNY Public Holiday
Friday	31-1-2025	SYAS School Holiday

All students must report back to school on **Monday, 3 February 2025**. 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.

- SYAS Orientation Day Camp (More details will be given nearer to the date)

Day	Date	Class
Thursday	27-2-2025	<b>P1</b>
Friday	28-2-2025	<b>P2 to P5 new students</b>
Thursday	27-2-2025	<b>PS1F to Secondary 3 new students</b>
Friday	28-2-2025	<b>PS1F to Secondary 3 new students</b>



**7. School Co-curricular Activities (CCA)**

P2 to S4 students are **not allowed** to schedule any tuition or other activities during the CCA designated time slots on the following dates:

**P2 & P3 - 5, 12, 19 & 26 February  
 5, 12 & 26 March  
 2, 9, 16, 23 & 30 April**

**P4, P5 & P6 - 5, 12, 19 & 26 February  
 5 & 26 March  
 2, 9 & 16 April**

**PS1F to S4 - 5, 12, 19 & 26 February  
 5 & 26 March  
 2, 9, 16 & 23 April**

**8. School Bookshop Hours**

- Operating hours for 2 to 10 January: Mon to Fri – 9.00 am to 12.00 pm
- Operating hours for 13 January to 31 October: Mon, Wed & Thur – 10.00 am to 12.00 pm (Closed on Tuesday, Friday and Public Holidays)

Please note that certain textbooks and workbooks, which are not available for purchase at external bookstores, may be distributed to students during class lessons by their respective subject teachers. If payment is required for these materials, a reminder will be issued in advance.

**9. Scheduled Recesses for 2025**

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

**10. School Safety & Security Measures**

Parents/guardians who wish to visit the school to address matters related to their child/ward must adhere to the following procedures:

**Visitor Registration**

- Ensure that an appointment is scheduled with the relevant staff member before arriving at the school
- Register at the Security Guard Post upon arrival
- Proceed directly to the General Office after registration

### Arrival and Dismissal Management

To ensure the safety of our school community, we are actively monitoring traffic conditions during arrival and dismissal times. Please take note of the following road safety measures, and we appreciate your fullest cooperation and support in their implementation:

#### Drop-Off Points:

Parents/guardians driving their children/wards to school must use the designated drop-off points:

- In front of the school, facing Thomson Road.
- At the side of the school, facing Chancery Lane.

Vehicles must **alight passengers promptly** and **drive off immediately**. **Waiting in these areas is strictly prohibited**. If you need to attend to any matters within the school, please park your vehicle in one of the **public car parks** near the school.

<p>Monday to Friday Morning Arrival Time: Before 7:57 am (First bell)</p>	<ul style="list-style-type: none"> <li>• Students will have to assemble at the basketball court or respective classrooms for the morning assembly</li> <li>• Latecomers will be penalised according to the school rules</li> </ul>
<p>Afternoon Dismissal Time: Refer to class timetable</p>	<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

Once students have settled in, the school will conduct the morning assembly at the basketball court.

Students arriving between **7:57 a.m. and 8:00 a.m.** must queue at the back of the basketball court instead of joining their respective classes. This measure aims to minimize unnecessary movement during the assembly.

Please note that these students will **not** be marked as late for school. They will proceed to their respective classrooms or join their classes lining up at the basketball court only after the assembly concludes.

### Early Dismissal of Students

If a student needs to leave school before the regular dismissal time, prior approval must be obtained from the school. Please submit the **2025 Leave of Absence Application Form** to request permission.



On the Day of Early Dismissal:

**Primary School Students:**

A **parent/guardian** must be present to sign the student out at school.

**Secondary School Students:**

Students are permitted to sign themselves out.

In both cases, a **Student's Early Dismissal Form** will be issued by the **Admissions Office**. This form must be presented to the **Security Officer** at the guardhouse as proof of authorized early dismissal.

**Post-Dismissal Requirements:**

The completed Early Dismissal Form must be returned to the **form teacher** on the **next school day**, accompanied by any **supporting documents**, such as medical certificates or relevant notes.

## 11. Monitoring of Students' Progress

To support the holistic development of our students, we seek the cooperation of all parents/guardians in monitoring key aspects of their progress, including attendance, conduct, decorum, daily work, and assessments as outlined in the school's expectations. For detailed information about school rules and regulations, please refer to the **Discipline and Student Conduct** section of the student handbook.

Attendance and Conduct Criteria:

To ensure a positive learning journey and rewarding academic performance, the Examination Board has established the following minimum requirements:]

**Attendance:**

Students must achieve at least 90% attendance throughout the year.

**Conduct Marks/Points:**

Students must maintain at least 50% conduct marks to participate in school's internal continual assessments (for P1 students) or examinations (for P2 to S4 students).

Merit System

In cases where a student does not meet these criteria, the school may consider a merit system on a case-by-case basis to support the student's participation in assessments or examinations.

Attendance and Absence Policy

Regular school attendance is essential for every child to build a strong foundation of knowledge. Missing school can create learning gaps and disadvantage the child's progress. Therefore, the school takes a serious view of absences without valid reasons.

Absence Documentation Requirements

We would like to remind all parents/guardians that if a student is absent, the following must be provided:



For Medical Leave:

- A medical certificate (MC) from a licensed medical practitioner.
- **Traditional Chinese Medicine (TCM) certificates are not accepted.**

For Non-Medical Leave:

- A letter stating a **valid reason for the absence**.
- Approval must be obtained from the school.

Failure to provide the required documentation will result in the absence being recorded as **unexcused**. Follow-up actions for unexcused absences include:

- **Deduction of 10 conduct marks per day**
- Assignment of **detention classes**

#### Leave of Absence Application Process

All Leave of Absence applications must be submitted via the **Google Form** available on the school website. A **Gmail account is required** to access the form. If you do not have one, you will need to create a Gmail account.

Submission Guidelines:

For Medical Leave:

- Notify the form teacher of your child's/ward's absence.
- Submit the **original medical certificate** on the day the student returns to school.

For Non Medical Leave:

- Applications must be submitted **at least one week** before the leave date.
- Include all relevant **supporting documents** with your application.

For more information or to submit your application, please visit the school website under **Current Students > Life@SYAS > Leave Application**. You may also use the QR code provided on the last page of this letter.

#### Usage of Mobile Phones and Smart Watches

The school strictly prohibits students from using mobile phones or smartwatches during school hours. To ensure compliance:

Collection and Storage:

During **Contact Time**, form teachers will collect all mobile phones and smartwatches from students. These items will be securely stored in a designated location.

Return of Devices:

Devices will be returned to students by subject teachers after the last period of individual classes.

### In Case of Emergency

- Parents/guardians can contact the **Admissions Office** in case of emergencies, and the students concerned will be notified promptly.
- Students who need to contact parents/guardians may use the telephones available outside the **Staff Room**.

### Students' Grooming

- All students are not allowed to put on any 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. Religious amulets have to be hidden beneath the uniform and must not be worn visibly, even on the wrist.
- 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 rectification 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 plain ear 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 any ear sticks/studs in school.

## 12. 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 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 MCEdu learning portal – [www.mceduhub.com/](http://www.mceduhub.com/)

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 extend warm wishes to all families for a Happy New Year and a prosperous 2025!

Thank you for your attention to the above matters.

Best Regards,

*Esther Ng*

Student Development Coordinator



Quick Links

**2025  
Leave of Absence  
Application**



**SYAS  
Student Portal**



**MCEduHub  
Learning Portal**  
*(Online interactive e-  
learning platform)*



**SYAS Website**  
*(www.syas.edu.sg)*



**WhatsApp**  
*(For any enquiries)*  
+65 8878 5008



**Wechat**  
*(For any enquiries)*  
+65 8878 5008







**Letter I from Student Development Committee  
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 Development Coordinator's letter dated 2 January 2025.

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

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

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

\*Delete where it is not applicable