

2 January 2019

Letter I from Discipline Committee

Dear Parents/ Guardians,



SAN YU ADVENTIST SCHOOL
三育中小学

1. Warm Greetings for Academic Year 2019

Happy New Year to you! Welcome back to the new school year. We hope that you and your family had a good break and are ready for the challenges ahead. To all the parents of our current students, thank you for your strong support of our school programmes last year. To all the parents of our new students, a warm welcome to the big family of San Yu Adventist School. As we embark on a new year, we hope that the partnership between the school and parents will continue to strengthen so that we can provide the best for all our students.

2. Primary School Leaving Examinations (PSLE) Results 2019

Our P6 students performed well with a 100% passing rate in the Primary School Leaving Examination (PSLE) last year. All of them are eligible for secondary school education in 2019. The school will like to take this opportunity to thank all teachers, support staff, parents and guardians who have in one way or another contributed towards their success.

3. Welcome and Appreciation

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

- P3-2 Form Teacher – Ms Marcella Jikson
- P4-2 Form Teacher – Mr Liu Kai Chen
- PS1F Form Teacher – Ms Kelly Huang
- Chinese Teacher – Ms Kris Wan

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

- Ms Aritsara
- Ms Joyce Ng
- Ms Gina Cai
- Mrs Christine Tan

4. Parents/Guardians Briefing 2019

All parents/guardians of Primary 1 and new Primary 2 students are invited to attend a briefing session in the church auditorium on Friday, 4 January, from 2.30 pm to 4.00 pm. Please take note that all P1 and P2 classes will be dismissed latest by 1.40 pm on that day.

5. Medical Form, Class Timetable & Calendar of Events

Together with this letter, we have included a medical form to be filled up and signed by parent/guardian, a 2019 class timetable and a 2019 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 and Secondary School Orientation Camp for all new students from P5 and PS1F to Secondary 3 students will be held on Thursday and Friday, 24 and 25 January 2019. 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:
 - Monday, 4 February - Chinese New Year's Eve
 - Tuesday and Wednesday, 5 to 6 February - Chinese New Year holidays
 - Thursday and Friday, 7 and 8 February – extended holidays to allow our foreign students and staff to travel back to Singapore

Hence, all students must report back to school on Monday, 11 February 2019. 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 your child/ward does not have any name tag, he/she has to give his/her name to the class form teacher to place an order for a set of 4 name tags. Once when they are ready for collection, please have each name tag **sewn** in a centralised position, 1 cm above your child/ward's school shirt pocket.

7. School Bookshop Hours from 2 Jan to 18 Jan 2019

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 outside book shops will be supplied to your child/ward by the respective subject teachers.

8. Scheduled Recesses

Time	Class
9.40 am to 10.20 am	P1 and P2
10.20 am to 11.00 am	P3, P4, P5, P6 & PS1F
11.00 am to 11.40 am	S1, S2, 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 any staff.

Arrival and Dismissal Management

In order to ensure 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 let them alight at the drop-off point in front of School Gate 1 and drive off straightaway 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)	Latecomers would be penalised according to school rules
Afternoon Dismissal Time: Refer to class timetable	Parents/Guardians have to wait outside School Gate 2 to fetch your children/wards on fair weather days Parents/Guardians can wait at the canteen on rainy days

Morning Assembly

The school will not be conducting morning assembly at the basketball court during the first 2 terms due to some renovation work that will be carried out. Thus, all students are to remain in their classrooms when the first bell rings at 7.57 am. If anyone is seen loitering around, he or she may be considered as late for school.

School Bus Service

If your child/ward needs to engage a school bus service to fetch him/her to and from school, you may contact the coordinator, Madam Hong, from Tok School Bus Service at mobile no. 90075625 or office no. 62066206.

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 show 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 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 rule and regulations, please refer to the student handbook under Discipline and Student Conduct found in pages 39 to 44. 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 the school mid-year examination and/or year-end examination. 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.

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Absence from School

With the intention to give every child the same head start in life and be taught the foundational knowledge, missing school would sometimes mean having a gap in the 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 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 has been 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 Handphones

We strongly discourage students from bringing handphones to school. However, should you see the need for your child/ward to bring one; it is his/her responsibility to ensure that it is kept properly. The school will not be liable for any loss of handphones. Students are also not allowed to use their handphones in class or within the school compound during their curriculum time. In fact, all handphones should be switched off and kept in students' assigned lockers before the morning assembly and they can only be seen/used before school starts, recess time, free periods (for only Secondary 3 and 4 students) and after the last class lesson for the day. Conduct marks will be deducted and confiscation of handphones will be the result of non-compliance.

11. Home-School Links

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

Mrs Esther Ng

Discipline Mistress



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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 2019.

*Father/ Mother/ Guardian's name: _____

Signature: _____

Date: _____

*Delete where it is not applicable