



Anglo-Chinese School (Independent)

A Methodist Institution
(Founded 1886)



29 December 2023

Dear Parents / Guardians

2024 TERM 1 CIRCULAR

Greetings from ACS (Independent).

1. Together with my colleagues, we would like to bid a warm welcome to all our students, including those who have joined the ACS (Independent) family in 2024.
2. Our school theme for 2024 is taken from Psalms 37:3-4 and serves as a timely reminder for ACSians to remain Anchored, Connected and Steadfast to our vision.

*“Trust in the Lord and do good; dwell in the land and enjoy safe pasture.
Take delight in the Lord, and He will give you the desires of your heart.”*

COMMUNICATIONS

3. Our Deputy Principals and the broad levels / programmes they oversee are as tabulated below.

Deputy Principal	Designation	Levels / Programmes
Mr Patrick Soo patrick@acsindep.edu.sg	Deputy Principal (Years 1 & 2)	<ul style="list-style-type: none"> • Years 1 & 2 • Financial Assistance Schemes for all levels
Mdm Yong Lee Har leehar@acsindep.edu.sg	Deputy Principal (Years 3 & 4)	<ul style="list-style-type: none"> • Years 3 & 4 O-Level & Integrated Programme • GCE O-Levels
Ms Chock Siew Hwa shchock@acsindep.edu.sg	Deputy Principal (Years 5 & 6)	<ul style="list-style-type: none"> • Years 5 & 6 • IB Diploma Programme
Mrs Judy Ho judyho@acsindep.edu.sg	Deputy Principal (Years 5 & 6)	<ul style="list-style-type: none"> • Years 5 & 6 • IB Diploma Programme • Psychological Support and Counselling
Dr Andrew Yong andrewyg@acsindep.edu.sg	Deputy Principal (Student Development)	<ul style="list-style-type: none"> • Career Opportunities and Guidance • Support for Students with Special Needs • Values-in-Action Programmes • CCAs • School Safety
Mr Terence Chiew tecktzer@acsindep.edu.sg	Deputy Principal (Corporate Development)	<ul style="list-style-type: none"> • Corporate Development, Innovation and Enterprise, and Operational Support • Student Talent Development Programmes

4. You may approach your child / ward's Year Director or Pastoral Care Tutors (PCTs) regarding school matters. The contact details of the Year Directors are as tabulated below. The contact details of your child / ward's PCTs and all school staff may be obtained from the Parents' Portal in due time.

Year	Year Director	Email Address
Year 1	Mrs Diane Choo	dianec@acsindep.edu.sg



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Year 2	Mr Gabriel Phee	gabriel@acsindep.edu.sg
Year 3	Mr Andrew Wong	andreww@acsindep.edu.sg
Year 4	Mrs Karen Liau	kliau@acsindep.edu.sg
Year 5	Ms Alice Tan	alicetan@acsindep.edu.sg
Year 6	Mr Shaun Choo	schoo@acsindep.edu.sg

5. All school circulars, consent forms and announcements will be sent via the **Parents Gateway** (PG) mobile app. Parents are reminded to download the PG app (available on iOS and Android platforms) to receive these important school notifications if they have yet to do so. Please refer to <https://www.acsindep.moe.edu.sg/for-parents/parents-gateway/> for the user guide and how to activate your PG accounts.

6. In addition to PG, the **Parents' Portal** (<https://www.acsindep.moe.edu.sg/for-parents/parent-portal/>) provides resources and student record modules. The Parents' Portal (PP) allows parents to:

- make appointments for Parent-Teacher Meetings
- view their child / ward's term reports, subject teachers list and CCA records
- view resources such as exam / common test timetables, circulars and school presentations.

[FOR ACTION] SUBMISSION OF STUDENT DETAILS FOR MOE

7. The Ministry of Education (MOE) would like to request for an update of your information and your child's / ward's information via the Student Details Form (SDF), for the purpose of providing educational services to your child / ward in MOE schools.

8. Please update the information via the SDF portal (<https://pg.moe.edu.sg/forms/sdf>), which can also be accessed by scanning the QR code below. After logging in to the SDF portal using your Singpass account, parents / legal guardians may submit your information and information of your child / ward. Authorised caregivers can only submit your own information.



9. We seek your help to complete this submission by **31 January 2024**.

ADMIN MATTERS

10. **Update of Parent / Student Particulars:** Throughout the year, please be reminded to update the school when there is a change in contact details and/or other family-related matters. This is to ensure timely and accurate parent-school communications, especially in the event of an emergency. Any change(s) should be communicated in writing to the school through his / her Pastoral Care Tutor (PCT) as soon as possible. You would also need to update your child / ward's details via the Student Details Form (SDF).

11. **Health Declaration:** Throughout the year, any change(s) in your child / ward's medical fitness should be communicated in writing to the school through his / her PCT as soon as possible. You would also need to update your child / ward's medical condition via the SDF.

Instructions for updating via the SDF:

1. Visit the SDF portal (<https://pg.moe.edu.sg/forms/sdf>) and log in using your Singpass account
2. From the portal's review page, click 'Edit' to update details
3. Click 'Submit' to save changes
4. Close and log out.



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Should you need to update any information that is not reflected in the SDF portal, please contact our school's IT support at helpdesk@acsindep.edu.sg. For overseas students, the appointed local guardian or caregiver for them will use the appropriate channel to update their records.

HEALTH ADVISORY

12. If your child / ward is unwell, please ensure that he / she stays at home and seeks medical attention if necessary. If your child / ward is recovering from respiratory-related illnesses, please encourage him / her to wear a mask and/or minimise social interactions with big groups.

13. We appreciate your support and compliance with all health matters. Let us continue to practise good personal hygiene and exercise social responsibility. Together, we can keep the school a safe and healthy environment for our students.

TRAFFIC ADVISORY

14. Please refer to <https://www.acsindep.moe.edu.sg/for-parents/traffic-advisory/> for the **advisory on traffic and safety matters**. Parents who have not registered or updated their vehicle(s) information are reminded to do so with the Estate Office. Do note that carpark lots marked red are for season parking only.

15. **First Day of School:** Students are encouraged to take public transport to school. Parents / Guardians will only be allowed to drop off their child / ward in school; no parking is allowed.

16. **Pick-up / Drop-off Points:** Parent drivers are encouraged to use the appropriate pick-up / drop-off points within the school to avoid causing inconvenience to public buses and other road users. To ensure smooth traffic experience, parents are encouraged to drop off their child / ward at the roundabout's designated area, located near the end of the roundabout. Pick-up / drop-off activity at the bus stops must be immediate. Any vehicles found waiting at the bus stops are subject to enforcement measures by LTA officers.

SCHOOL FEES & INSURANCE

17. The **GIRO collection of fees** is done quarterly, with the first collection date on 22 March 2024. Parents / Guardians are advised to ensure that sufficient funds are available in their accounts on the due dates. When deduction by GIRO is unsuccessful, an administrative charge of \$20 will be levied, and a waiver of this charge is not allowed. For information on school fees and financial assistance, please refer to the school website (<https://www.acsindep.moe.edu.sg/about-acsindependent/fee/>).

18. Admission to our school is merit-based and no Singaporean admitted to ACS (Independent) will be deprived of educational opportunities on account of his / her financial situation. Our school has various financial assistance programmes, including the MOE Independent Schools Bursary (ISB) which provides up to 100% school fees subsidy for Singapore citizens. Application forms are available from the school website (<https://www.acsindep.moe.edu.sg/about-acsindependent/fee/financial-assistance/>), the Parents' Portal and the Front Office. You may also find more information at the link.

14. **[Compulsory] Group Personal Accident (GPA) Insurance:** The safety and well-being of every child is of utmost importance to us. From January 2024, all students will be covered under the GPA Insurance provided by Income Insurance Limited. More details of this insurance plan, including the policy coverage and cost will be provided in Term 1 2024.

15. For parents who require enhanced medical expenses / benefits beyond what is provided by the GPA insurance for their child, they are advised to purchase additional insurance on their own. This may be applicable for those who are involved in sports or other physical CCAs.

SCHOOL HOURS

16. The school hours for 2024 are as tabulated below. The reporting time for all levels is **7.45 am**. To allow our students additional rest time, school will start at **8.45 am every Wednesday**.



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Levels	Day	Dismissal Time
Years 1 – 4	Monday, Tuesday & Thursday	7.45 am – 2.40 pm
	Wednesday	8.45 am – 3.00 pm
	Friday	7.45 am – 1.00 pm
Years 5 & 6	Monday	7.45 am – 4.00 pm
	Tuesday & Thursday	7.45 am – ranges from 2.40 pm till 4.00 pm
	Wednesday	8.45 am – ranges from 3.00 pm till 4.00 pm
	Friday	7.45 am – 1.00 pm

19. Year 1 to 4 students will be involved in various **Values in Action (VIA) programmes on selected Thursdays** in 2024. To ensure meaningful interaction and engagement with the community, VIA sessions are likely to end after 2.40 pm. The actual dismissal time and dates will be advised closer to the respective sessions.

HOME-BASED LEARNING (HBL) DAYS

20. HBL days have been implemented since 2022 as part of the school's efforts to develop our students' ability to learn in a connected and self-directed digital environment. The HBL Days in Term 1 are as follows:

Year 1 to 3	Year 4 IP	Year 4 O-Lvl	Year 6	Year 5
No HBL for Y1 to 3, Y4 IP & Y4 O-Lvl			17 January (Wed)	No HBL for Y5
23 January (Tues)				
15 February (Thurs)				
No HBL for Y1 to 3, Y4 IP & Y4 O-Lvl			5 March (Tues)	

SCHOOL MATTERS

21. The **2024 school attire policy** for all students during curriculum hours is tabulated below. More details can be found in the 2024 Student Handbook.

Day	Attire
Monday	Full School Uniform with School Badge & Tie
Tuesday, Wednesday & Thursday	Full School Uniform with School Badge
Friday	Corporate Tee
Use of Jackets	
Students are only allowed to use the school jacket or school pullover.	

22. The school has arranged for all newly admitted students to undergo a series of **non-invasive medical screening tests** in Term 1. The medical screening tests are an added safety measure and are compulsory for students who are involved in and represent the school in sports. The medical screening tests will be conducted on school premises during curriculum time, with minimal disruption to the day's lessons. Consent forms will be distributed to students at a later date.

23. **e-Student Handbook 2024:** As part of our endeavours to go green, the Student Handbook has been digitised and converted into an e-handbook since 2022. Students and parents will receive the link to the e-Handbook via Teams and PG respectively. Parents will receive a PDF copy of the Handbook as well. Acknowledgement from parents upon receipt of our 2024 e-Student Handbook will be collected via PG.

24. **Assessment & Promotion Matters:** The weighting of marks for school assessments and examinations for different academic programmes / levels in the school can be found in Parents' Portal by end-January 2024. Promotion to the next level will be based on students' performance in these assessments and examinations.

25. **Cessation on the Collection of Report Books / Issuing of Hardcopy Result Slips:** Since 2021, the school has not been collecting students' report books. The school will prepare hardcopies of the result slips for your child / ward to bring home for your signature. Thereafter, please file them into your child's / ward's report book accordingly.



26. **Issuing of Softcopy Result Slips:** When result slips are issued, we will notify all parents via PG. Softcopies will be available for download from the Parents' Portal approximately two weeks after the issue of printed copies to students.

27. Should your child's / ward's report book / result slips be misplaced, we will not be able to make a full replacement. However, the school can provide certified true copies of the result slips for your child / ward. An administrative fee will be charged for this.

28. The school's **two-CCA policy** for Year 1 to 4 students enables them to experience a holistic education. Year 1 to 4 students participate in two CCAs – one Uniformed Group (UG) and the other, a Sport, a Performing Arts or a Club / Society. To be eligible for school awards (Sports, Performing Arts, Clubs & Societies, UGs and Service & Leadership), students must fulfil the school's two-CCA policy. Approval from the school must be obtained for an exemption from a UG.

29. As part of holistic wellness for our students, our school has a **zero tolerance policy on bullying.** ACS(I) is a school family where each member should feel safe, accepted and respected. Bullying of any sort and in any form will not be tolerated. Students / Parents may report incidents to a teacher, Year Director, member of the Discipline Committee or the Senior Admin. All reports will be investigated in strict confidence and follow-up action will be taken to ensure the safety and well-being of every member of the school.

UPGRADING OF FACILITIES & CONSTRUCTION WORKS

30. To improve the school environment and overall well-being of students, the school is working to **upgrade the students' toilets at the Old Block.** The affected toilets will be temporarily closed during the renovation period until end-January 2024. Signages indicating the nearest alternative toilets will be displayed outside the affected toilets.

31. Do also take note that there are **construction works** taking place at the spectator stand beside the track, as well as at the lawn between the Boarding School and Clock Tower.

32. For your safety, please refrain from approaching all cordoned areas and avoid heavy vehicles that may be moving in or around these areas. We appreciate your cooperation during the upgrading / construction works and your compliance regarding all safety matters.

UPCOMING SCHOOL ACTIVITIES

33. Our first **2024 Parents-Teachers Meeting (PTM)** will be held in-person and online. The dates and timings for the PTM sessions are as tabulated below. The PTM will commence with our Principal's opening address, followed by an information sharing session by the Deputy Principals that oversee the respective cohort.

Date	Level	Timing / Format	Link
9 Jan (Tues)	Year 1	1.00 pm – 2.00 pm Face-to-face & Online	https://moe-singapore.zoom.us/j/81864851852 Passcode: 049405
9 Jan (Tues)	Years 3 & 4	3.30 pm – 4.30 pm Online	https://moe-singapore.zoom.us/j/88109655650 Passcode: 127016
11 Jan (Thurs)	Year 2	1.30 pm – 2.30 pm Online	https://moe-singapore.zoom.us/j/89386224406 Passcode: 762263
11 Jan (Thurs)	Year 6	3.30 pm – 4.30 pm Online	https://moe-singapore.zoom.us/j/86022957823 Passcode: 308457
5 Feb (Mon)	Year 5	4.30 pm – 5.30 pm Face-to-face & Online	https://moe-singapore.zoom.us/j/88160855352 Passcode: 110359

34. **Year 1 Bring Your Parents To School Day** will take place on Tuesday, 27 February 2024. This activity is organised to help Year 1 parents understand the school and their children's school life. Do note



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that this is not a PTM session; subject teachers will not be joining as they will be conducting their classes with other levels.

PSG ANNOUNCEMENTS

35. The ACS(I) Parent Support Group (PSG) will be organising the following events for parents:

- **Year 1 Orientation 2024: A Parent's Perspective** is slated for Tuesday, 9 January 2024, from 11.30 am to 12.30 pm. This session welcomes new Year 1 parents to ACS(I), where PSG facilitators will share their perspectives on how they support their children as they embark on their journey in ACS(I).
- **Welcome Night for Scholars 2024** will be held on Tuesday, 30 January 2024, from 6 pm to 8 pm, where PSG will host a dinner for the new international students to ACS(I) to meet their host families.
- **PSG Engagement: Kopi Morning** will take place on Tuesday, 5 March 2024, from 8 am to 9.30 am. This is an informal get-together for parents to meet with PSG and the school leaders.

36. For more information on the PSG and their activities throughout the school year, please visit <https://www.acsindep.moe.edu.sg/for-parents/acsi-parent-support-group/>.

NEW BEGINNINGS

37. Once again, together with my colleagues, we would like to bid a warm welcome to all, as we start a new academic year together.

38. At ACS (Independent), we are an institution that stays true to our core purpose. Our endeavours centre on nurturing every ACSian to be catalysts for change with Godly values and robust character, equipped and willing to serve and lead in the family, nation, and the global community. Our aspirations set us on a course to prepare our young charges for a future where they can positively shape and impact society.

39. This mission cannot be one that we embark on alone. I look forward to working with all of you in the ACS (Independent) family, as we 'stand together for the cause of ACS forever', to jointly fulfil what God has purposed for our school and take ACS (Independent) into its next phase of growth.

To God Be The Glory!
The Best Is Yet To Be!

Mr Arene Koh
Principal