



2 February 2024

Dear Parents / Guardians

2024 TERM 1 CIRCULAR FOR Y5 PARENTS

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. We have detailed some pertinent information and upcoming plans below.

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 your child / ward's PCTs and all school staff may be obtained from the Parents' Portal.

Year	Year Director	Email Address
Year 5	Ms Alice Tan	alictan@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 **28 February 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.



Anglo-Chinese School (Independent)

A Methodist Institution
(Founded 1886)



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. **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

16. 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/>).

17. 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.

18. **[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. The cost of this insurance plan is \$8.72 per student. This amount will be deducted via GIRO on 10 May 2024.

19. For more details on this insurance plan, including the policy coverage and cost, please refer to the school website (<https://www.acsindep.moe.edu.sg/for-students/student-accident-insurance/>).

20. 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



21. 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**.

Levels	Day	Dismissal Time
Year 5	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

SCHOOL MATTERS

22. 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.	

23. 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.

24. **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.

25. **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. Promotion to the next level will be based on students' performance in these assessments and examinations.

26. **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.

27. **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.

28. 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.

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.



UPCOMING SCHOOL ACTIVITIES

30. Our **2024 International Baccalaureate (IB) Evening** will be held on Monday, 5 February 2024, from 4.30 pm to 7 pm. This event has been organised to provide you and your child / ward with relevant information to make an informed decision on the selection of IB Diploma subjects in Year 5 and 6 (2024 - 2025). It would be an excellent opportunity to talk to our IB teachers to understand the requirements for the different subjects.

Programme	Timing / Location	
Principal's Presentation	4.30 pm – 5.30 pm CPA 2	Link to access livestream: https://moe-singapore.zoom.us/j/88160855352 Passcode: 110359
IB Subject Booths Viewing	5.30 pm – 7 pm Auditorium 2	Link to access subject course outlines: https://www.acsindp.moe.edu.sg/ib-evening/

31. Our school will be organising our **Chinese New Year (CNY) celebration** on Thursday, 8 February 2024. There will be lessons as per normal before the CNY concert and students are expected to be dismissed around 10.00 am. CNY holidays will be from 9 February to 13 February 2024. Students will return to school on Wednesday, 14 February 2024.

PSG ANNOUNCEMENTS

32. The ACS(I) Parent Support Group (PSG) will be organising **PSG Engagement: Kopi Morning** 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.

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

NEW BEGINNINGS

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

35. 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.

36. 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