



Anglo-Chinese School (Independent)

A Methodist Institution
(Founded 1886)



5 February 2025

Dear Parents / Guardians

2025 TERM 1 CIRCULAR FOR Y5 PARENTS

Greetings from ACS (Independent).

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 2025.

In 2025, we are proud to unveil **ACS(I) 2030** – the school’s six-year strategic plan designed to chart and pace our future direction. Taking cognisance of ACS(I)’s distinctive philosophies, this shared vision emphasises future-ready education, student empowerment, and a steadfast commitment to nurturing well-rounded individuals.

ACS(I) 2030 comprises five Strategic Themes. Each Strategic Theme encompasses its own plans and programmes that unpack what and how the school can reach its aspirational outcomes. As we prepare our students for an ever-changing global landscape, we aim to equip them with the dispositions and competencies to be agents of their own learning and catalysts for change for himself / herself, for family, and for ACS.

More details on ACS(I) 2030 will be presented at the first 2025 Parents-Teachers Meeting (PTM).

Please find the arrangements for Term 1 detailed below.

THEME VERSE

1. Our school theme for 2025 is taken from Philippians 2:3-4 and serves as a timely reminder for ACSians to remain Anchored, Connected and Steadfast to our vision.

“Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others.”

COMMUNICATIONS

2. Ms Alice Tan, previously Year 5 Director of ACS(I), as well as Mr Bernard Chan, previously Deputy Principal (Admin) of St Andrew’s Junior College, have been appointed as Deputy Principals in ACS(I) w.e.f. 1 January 2025 and 15 December 2024 respectively.

3. They will replace Deputy Principals Ms Chock Siew Hwa and Mdm Yong Lee Har. Ms Chock retired in March 2024, while Mdm Yong will start to clear her leave from the end of Term 1 and retire in June 2025.

4. Our Deputy Principals and the broad levels / programmes they oversee are 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) * till end of Term 1	<ul style="list-style-type: none"> Years 3 & 4 O-Level / Integrated Programme GCE O-Levels
Ms Alice Tan alicetan@acsindep.edu.sg	Deputy Principal (Years 3 & 4)	<ul style="list-style-type: none"> Years 3 & 4 O-Level / Integrated Programme GCE O-Levels Support for Students with Special Needs



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Mrs Judy Ho judyho@acsindep.edu.sg	Deputy Principal (Years 5 & 6)	<ul style="list-style-type: none"> • Years 5 & 6 • IB Diploma Programme • Affective Education • Student Support (Psychological and Emotional Care)
Dr Andrew Yong andrewyg@acsindep.edu.sg	Deputy Principal (Student Development)	<ul style="list-style-type: none"> • Student Engagement and Empowerment • Values-in-Action Programmes • Career Opportunities and Guidance • CCAs • School Safety
Mr Terence Chiew tecktzer@acsindep.edu.sg	Deputy Principal (Innovation & Technology)	<ul style="list-style-type: none"> • Student Talent Development Programmes, including School-Based Gifted Education (SBGE) programme • Innovation Programmes • IT Infrastructure and Educational Technology • Partnerships
Mr Bernard Chan bernardchankh@acsindep.edu.sg	Deputy Principal (Administration)	<ul style="list-style-type: none"> • Corporate Development • ACS(I) Boarding School • Estate and Operational Support

5. 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	Mr Phee Beng Chang	pheebengchang@acsindep.edu.sg

6. 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.

7. 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

8. 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.

9. 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.



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10. We seek your help to complete this submission by **28 February 2025**.

ADMIN MATTERS

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 Pastoral Care Tutor (PCT) as soon as possible. You would also need to update your child / ward's medical condition via the Student Details Form (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.

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 medical 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. To ensure the continued safety of our school community, we have started to roll out enhanced security measures in phases since 2024. Please refer to <https://www.acsindep.moe.edu.sg/traffic-matters/> for **updated details on parking, security, and access information** as of 2 December 2024. The school will be implementing additional security measures in the coming months. Parents will be provided timely updates through official channels on these measures prior to implementation.

15. Please refer to <https://www.acsindep.moe.edu.sg/for-parents/traffic-advisory/> for the **advisory on traffic and safety matters**.

16. **Pick-up / Drop-off Points:** Parent drivers are encouraged to use the appropriate pick-up / drop-off points within the school or alternatives listed under [point 9 of the Traffic Matters webpage](#).

- To ensure a 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.
- As there are limited parking lots within the school, please be advised to make timely arrivals for pick up, especially during school dismissal, to minimise wait time and inconveniences.
- 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.



PEDESTRIAN ROUTE DIVERSION

17. Pedestrian access to CPA 1 via the zebra crossing (under the ramp) is cordoned off for renovation works from 28 December 2024 to 30 March 2025. To access CPA 1 and other parts of the school, students are to follow the alternative sheltered route as indicated by the directional signages placed along the path.

18. Please refrain from approaching all cordoned areas. We appreciate your cooperation during the upgrading / construction works and your compliance regarding all safety matters.

SCHOOL FEES & INSURANCE

19. The **GIRO collection of fees** is done quarterly, with the first collection date on 21 March 2025. 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.acsinddep.moe.edu.sg/about-ac-independent/fee/>).

20. Admission to our school is merit-based and no Singaporean admitted to ACS(I) 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.acsinddep.moe.edu.sg/about-ac-independent/fee/financial-assistance/>), the Parents' Portal and the Front Office. You may also find more information at the link.

21. **[Compulsory] Group Personal Accident (GPA) Insurance:** The safety and well-being of every child is of utmost importance to us. Since January 2023, all students are 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.

22. 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 CCAs with physical activities.

2025 SCHOOL HOURS

23. The school hours for 2025 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
Years 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

24. The **2025 school attire policy** for all students during curriculum hours is tabulated below. More details can be found in the 2025 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.	

25. **Refreshed Corporate Tee Design (Unisex):** The present corporate T-shirt has been in existence for many years, and the school has been receiving suggestions from students to improve on its cutting and material choice. Given this, with the combined efforts of students and staff, the school has produced a new corporate T-shirt. This new design will be phased in gradually so that students who still prefer to wear the present corporate tee are permitted to do so in 2025.



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Design by Gareth Luke Koey (5.03, 2024)

26. The refreshed corporate tee is available for purchase at [the vendor's premises \(Bibi & Baba\)](#) from 2 January 2025.

Prices (excl. GST)
Sizes XS to 2XL — \$12.00
Sizes 3XL to 4XL — \$13.00

27. 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.

28. **e-Student Handbook 2025:** 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 2025 e-Student Handbook will be collected via PG.

29. **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 2025. Promotion to the next level will be based on students' performance in these assessments and examinations.

30. **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.

31. **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.

32. 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.

33. 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.



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UPCOMING SCHOOL ACTIVITIES

34. Our **2025 International Baccalaureate (IB) Evening** will be held on Thursday, 6 February 2025, 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 (2025 - 2026). 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	
IB Subject Booths Viewing	5.30 pm – 7 pm Auditorium 2	Link to access subject course outlines: https://www.acsindep.moe.edu.sg/ib-evening/

PSG ANNOUNCEMENTS

35. The ACS(I) Parent Support Group (PSG) will be organising **PSG Engagement: Kopi Morning** on Thursday, 13 March 2025, 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

At ACS (Independent), we remain steadfast in our core purpose: nurturing every ACSian to become a catalyst for change, grounded in Godly values and strong character. Our mission is to equip and inspire our students to lead and serve with distinction – within their families, in the nation, and across the global community. Guided by these aspirations, we are committed to preparing our young charges to shape and impact society positively, embracing a future filled with opportunities to make a meaningful difference.

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

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

Mr Arene Koh
Principal