

STUDENT HANDBOOK



RISE ABOVE THE ORDINARY

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WELCOME MESSAGE



It is with great pleasure that we invite students to join Furen International School (FIS) at our modern Singapore campus in order for each one to create a confident, bright academic future, as they prepare for top university admissions.

It is every parent's hope that their child will achieve to their fullest potential, and at FIS it is our mission to help students explore their unique talents and to encourage achievement at the highest levels. FIS has created a platform to assist students to prepare confidently for international examinations and help them strive for ever-higher personal goals. FIS is an enriching, English speaking environment with international staff to help our students build a bridge for entry into prestigious, overseas tertiary institutions.

In a rapidly changing world, we know that the demands of the future will require young people to be academically equipped agile thinkers and resilient individuals who are ready to contribute their ideas, passion and skills in the workplace and the wider community. So, join us as we endeavor to help students of every talent realize their dreams and 'Rise Above the Ordinary'

Mr. Marcus Clayton

Principal

ABOUT FIS

Furen International School (FIS) was established as a Preparatory School in 2000 with the sole mission of preparing students for Singapore's GCE O-Level Examinations. We have since then expanded to offer several other courses. All our courses, however, to this day maintain a singular focus and purpose – to prepare students for university. There are two qualities that we firmly believe are necessary for a student to progress to university: academic success and exposure.

Academic success is a **MUST**, and the core attribute and qualification required to enter FIS is a motivated student who possesses the character traits of perseverance and industriousness. To achieve academic success, we interact closely with our students. The Principal, Form Teachers and Course Consultants are all actively involved in each student's journey to realise their true potential. And for students who are academically strong, we encourage them to supplement their current studies with extra coursework.

On top of academic success, we require exposure, meaning that students must partake in social causes to broaden their horizons. FIS students participate in many holistic programs.

The school encourages dreamers! To rise above the ordinary is not just a motto but our *raison d'être*. To enter top universities, a winning application profile must include both academic and non-academic achievements. Our students have an active and positive relationship with our consultants and application specialists who ignite their dreams and work closely together with them in realising these dreams.

FIS is always innovating and continually improving. We are committed to supporting every student in achieving their academic goals and pursuing admission to universities that best match their aspirations and abilities.



VISION, MISSION, CORE VALUES, & MOTTO

Vision

We aim to be Asia's most influential Preparatory Education Institution.

Mission

To provide high quality education through well-designed curriculum, delivery of lesson and effective student management. The aim is to aid students in achieving their best during examinations and to help them secure entry to local tertiary institutions and world-renowned universities.

Values

- F** - Focus (to be focused on dreams and goals)
- I** - Industriousness (to be diligent and hard working in tasks that we set ourselves)
- S** - Sharing (share openly and willingly)

Motto

Rise Above the Ordinary

UNIQUELY FIS

FIS Way of Teaching

The Cambridge International programmes offered at FIS are well-known in Singapore's private education sector and have proven track records of producing graduates who have gone on to pursue tertiary studies both in Singapore and overseas. FIS has customised its own teaching materials to be better suited for students from non-English speaking backgrounds. These teaching materials are utilised by our qualified teachers, all of whom possess at least a Bachelor's or Master's degree with most of them being graduates from the National University of Singapore (NUS) and Nanyang Technological University (NTU).

Outstanding Graduates

Over the years, many of our students have managed to achieve excellent results in their Cambridge A-Level examinations. To date, our students have received over 400 offers from leading universities worldwide.

Near-Campus Hostel

Furen International School, in partnership with e-jia homestay, offers students access to two well-equipped, school-sanctioned hostel facilities. These hostels feature amenities such as a gym, swimming pool, reading lounge, and a variety of room types to suit different needs and preferences. This provides students with a safe and convenient accommodation option in an optimal environment for both living and studying, thus, resolving the concerns and worries parents may have for their children's safety in a new environment.

Diverse School Activities

FIS Co-Curricular Activities (CCA) benefit the students in their character-building outside of classroom setting. CCA includes Science Club, Football Club, Dance and Music Club, Basketball Club and Chess Club which draw like-minded students together. Moreover, FIS organizes volunteer work and character-building and skill-based workshops to hone up students' competencies to meet future challenges. Furthermore, FIS also provides motivational talks to students to enhance their well-being, effective learning techniques and how to be successful in school.

Strict Student Management Philosophy

Student management is strict but fair to ensure academic rigour and inculcate self discipline from 9am to 6pm. Voluntary Night Study is from 6pm to 9pm.

To ensure more time for academic pursuits, school break is restricted to three weeks in June and December.

Staff Dedication

FIS provides a stable and optimal platform to study and reside, hence students are expected and required to be industrious. With experienced and dedicated Directors, leading a team of equally dedicated teachers, the constant effort put forth by the 80 over academic and non-academic staff, provide guidance to the students not only in their studies but in their personal development as well. Together, FIS has a team that takes great pride in the success of its students.

Post-Course Assistance

FIS takes care of students AFTER their courses end by providing assistance in application and gaining admission to local and overseas tertiary institutions.

STUDENT PRE-DEPARTURE INSTRUCTIONS

Part A:

Review this pre-departure checklist before travelling to Singapore:

1. Passport (At least six months of validity remaining)
2. A physical copy of the Student's Pass In-Principle Approval (IPA) letter.
3. A physical copy of the air ticket.
4. A physical copy of FIS's Letter of Offer.
5. A 2-inch passport-size photo with a standard white background and no head covering.
6. Should you require airport pickup, kindly arrange it with the school at least three days in advance and provide your flight booking details. Please also ensure that the school is informed promptly of any changes to your flight or in the event of a delay.
7. Do pack your luggage according to the packing list. (*See attached Appendix I*)
8. It is recommended that you carry sufficient Singapore currency in cash (SGD 1,000–2,000) to support yourself for the first few weeks. Most shops in Singapore also accept WeChat Pay and Alipay.

Additionally, you may bring an international credit or debit card (UnionPay, Visa, or MasterCard), or preferably a supplementary card linked to a parent's primary account. After arriving in Singapore, the school can assist students aged 16 and above in opening a local bank account.

Part B:

Precautions for Entry to Singapore

- Before departure, turn on international roaming data on your phone. (At least enable the incoming message function to receive authentication codes or one-time passwords and to communicate with your family or guardian.)
 - Do arrive at the airport at least 2 hours in advance to complete the check-in procedures.
 - The SG Arrival Card must be filled out within 3 days (72 hours) prior to your arrival in Singapore.
- a) Fill in and submit the arrival card on the official ICA website:
<https://eservices.ica.gov.sg/sgarrivalcard/>
- b) Alternatively, download the “MyICA Mobile” app on your phone and fill in the form in the app. Watch and learn how to navigate it here:
https://youtu.be/W4VAY41qbxM?si=CPIEnv_VWLk81sGZ
- Customs officers may ask you to declare your address in Singapore. Please provide the address of the apartment you will be residing from the list below:

Jervois Residences (Girls)

Address: 29 Jervois Road Singapore 249007

Tel: +65 68426001

Dalvey Residences (Boys)

Address: 78 Dalvey Road Singapore 259485

Tel: +65 68426001

Novotel Residences

Address: 8 Claymore Hill Singapore 229572

Tel: +65 9773 8205

- After passing through the Customs, check your luggage carefully upon collection. We recommend markings to be used on the luggage to facilitate identification.
- **If your luggage is lost / damaged, please contact the airport staff and apply for compensation immediately.*

Part B: (Cont'd)

- Upon exiting the arrival hall, look out for our FIS staff near the exit. Due to the changes in landing time and traffic condition, our FIS staff may not be at the exit when you arrive. If you cannot find him/her, please remain at the waiting area and wait for about 10 minutes, or call our FIS pick-up staff at **+65 80480896 / +65 93984053**. *It is important that you do not leave the airport on your own.* You can use your Mobile Phone's messaging system to contact relevant parties.
- Do not bring pirated CDs and publications, vapes, cigarettes, alcohol, nunchakus and other prohibited and controlled items into Singapore.
- Be cautious of your surroundings and interactions with strangers, and never leave your belongings or luggage unattended to avoid unknowingly getting involved in illegal activities. Do not assist anyone in bringing items into or out of customs. You will be held responsible for any prohibited items in your possession, whether intentional or not.

Appendix I

Pre-Arrival Form

Student name: _____

Gender: Male ☐ Female ☐

Phone number: _____

WeChat ID: _____

Parent/Guardian name: _____

Gender: Male ☐ Female ☐

Phone number: _____

WeChat ID: _____

Do you need airport pick-up?

Yes ☐No ☐

Are there others that are accompanying you?

(If yes, how many people?): _____

Do they need airport pick-up?

Yes ☐No ☐Please contact Course Consultant (CC) for airport pick-up service.

Date of arrival: _____ (DD/MM/YYYY)

Time of arrival: _____

Flight number: _____

Additional airport pick-up charges will apply for the companions (payable upon arrival at FIS).

Flight Arrival	No. of companion besides student	Fee
Arrival from 0801hrs to 2200 hrs**	1-2 pax	S\$80-S\$120
Arrival from 2201hrs to 0800hrs**	1-2 pax	S\$100-S\$150

**Indicates the actual arrival time

Appendix II

Packing List

Items for School:

- School bag, exercise books and a complete set of Stationaries.
- Laptop/iPad and its paraphernalia (including travel adapters)

Personal Items:

- Phone charger cables and international adaptor
- Folder for storing important documents/passport
- Boys: all black leather shoes and all black above ankle socks :



Girls: all black leather shoes, all black leggings or all black knee-length socks :



- Casual wear including t-shirts, shorts and gym shoes
- Umbrella/raincoat; sunhat and sunglasses
- Basic set of travel toiletries and skin care items*
- Shoe cleaning/polishing kit
- Small sewing kit
- Mattress protector/thin cushion/mat for lining the bed (for girls)

Items for Student Accommodation:

- Bath towel and slippers
- (OPTIONAL) Extra bedsheets (one set of Thin quilt, pillow and bedsheets will be provided for new students):
 Jervois Residences: upper deck 200cm x 94 cm, lower deck 200cm x 110cm
 Dalvey Residences: common room 200cm x 90 cm, executive room 200cm x 110cm

About SWDA and EduTrust

The Skills and Workforce Development Agency (SWDA), a new statutory board under the Ministry of Manpower and jointly overseen with the Ministry of Education, has been established with effect from 1 July 2026, through the merger of SkillsFuture Singapore Agency (SWDA) and Workforce Singapore Agency (WSG).

SWDA exercises the functions and powers under the Private Education Act 2009 and its subsidiary legislations. It also administers the EduTrust Certification Scheme (EduTrust).

The EduTrust Certification Scheme (EduTrust) is a quality assurance scheme administered and governed by Skills and Workforce Development Agency (SWDA) for Private Education Institutions (PEIs) in Singapore. SWDA aims to raise the standards of the industry to ensure PEIs provide a higher standard of educational services and good student / graduate outcomes.

Address: 1 Paya Lebar Link, #08-08 Paya Lebar Quarter 2, Singapore 408533

Tel: +65 6669 7932

Operating Hours:

Monday to Friday: 8.30am – 5.30pm

Saturday, Sunday and Public Holiday: Closed

For more information, please visit SWDA's website at: www.swda.gov.sg/

STANDARD PEI-STUDENT CONTRACT

It is mandatory that all students or parents/legal guardians (if the student is under the age of 18) sign the Private Education Institution (PEI)-Student Contract with the School prior to the enrolment of each course.

The Student Contract stipulates important terms and conditions governing the relationship between Furen International School and the student. All PEI-Student Contracts are treated as “Private and Confidential”. All students are required to sign two original sets of student contract. One set will be given to the student and one set will be kept by Furen International School.

If any amendment is made which will change the original intent of the student contract, both the student and Furen International School must sign beside the amendment(s) on both sets of the original student contracts.

All fields must be completed in the student contract. Where it is not applicable, it must be indicated with “not applicable” or “N/A”.

For more information, please refer to www.SWDA.gov.sg



FEE PROTECTION SCHEME

EduTrust-certified Private Education Institutes (PEIs) are required to adopt the FPS to provide protection for all fees paid by all their students.

FPS

- protects students' course fees
- protects students if the school fails to pay penalties or return fees to the students arising from judgement made against it by a Singapore court

FIS has adopted the Group Fee Protection Scheme Insurance with Liberty Pte Ltd.

*A copy of FIS's Certificate of FPS Insurance Policy can be viewed on the School's official website.



MEDICAL INSURANCE POLICY

Medical Insurance

FIS provides medical insurance for all its full-time students to cover them for hospitalisation and related medical treatment throughout their course duration. The appointed medical insurance provider for FIS is Liberty Pte. Ltd. (Policy: SD25M04236).

For more information, please click [here](#).



PERSONAL DATA PROTECTION ACT

The Personal Data Protection Act 2012 (PDPA) consists of the following segments:

- Do Not Call Provisions (DNC)
- Personal Data Protection Provisions (PDP)

Visit the Singapore Personal Data Protection Commission's website to find out more about the PDPA.

For more information on how Furen International School (FIS) will adhere to the DNC Provisions, please click [here](#).



CONFIDENTIALITY & SECURITY POLICY

1. The School's Confidentiality and Security Policy

1. Staff must not disclose the contents of their agreement with the School, any trade secrets or other information of a confidential nature relating to the School, their business and/or their clients or in respect of which the School owes an obligation of confidence to any third party during or after your employment except in the proper course of your employment or as required by law.
2. Confidential information for the purposes of this contract includes and is not limited to trade secrets, business plans, strategies, course content (including assessment and results), financial information and any other information that will affect the School's competitive position.
3. Staff must not remove any documents, information in whatever form and media, tangible items which belong to the School or which contain any confidential information from the School's premises at any time without proper advance authorization.
4. Staff must, if requested by the School, delete all confidential information from any re-usable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in their possession or under their control.
5. Staff have the obligation to maintain confidentiality and secrecy. All staff are briefed on the Confidentiality and Security Policy upon recruitment and are required to undertake to abide by the policy. This shall continue to apply even after their employment until such time that the information is no longer confidential or has been made public by the School.
6. Staff are to note that all assessment paper, exam questions and results are considered confidential information of the School.
7. The Confidentiality and Security Policy is printed on all relevant forms used by the School to collect personal data from Students / Staff or the word 'Confidential' is to be printed on it if there is a lack of space to put the clause.
8. All physical records of Student and Staff personal information are considered restricted information, and are kept in locked cabinets.
9. The School will use students' particulars solely for the purpose of completing course administration.

CONFIDENTIALITY & SECURITY POLICY

10. The School is committed to maintain the confidentiality of all Student and Staff personal information and undertakes not to divulge any Student and Staff personal information to any third party without the prior written consent of the Student / Staff.
11. Should the personal information of the Student and/or Staff be used for other purposes beyond the original intent of its data collection, the School must seek written permission before using the data unless required by government agencies.
12. The School will make every effort to ensure that the confidentiality of the Student and Staff personal information is not compromised unless required to by order of court, laws, government authorities or during emergency whereby the safety and life of the Student or Staff may be endangered. This includes student assessment materials and results.
13. Where electronic data is kept, confidential information are to be password coded and made available to respective personnel with appropriate access rights.

2. Cybersecurity

1. The School has adopted the following to prevent theft or damage to the School's hardware, software, or electronic data:
 - Router Level (Firewall and traffic packet monitoring)
 - Server Level (Firewall, Server Redundancy and Failover, RAID Hard-disk, Patching OS Vulnerability)
 - Application Level (Firewall, Daily Image Backup, Update OS)
 - Endpoint Users (Anti-virus, anti-malware, anti-adware)
 - User access rights management
 - Separate Office network and Public network
 - Separate Office network and Server network

STUDENT REPORTING

Students are required to meet his/her Form Teacher on reporting to School and Students are also required to meet Staff in-charge of Attendance before he/she joins the class.

1. Reporting Day

1.1 On the day of reporting, Student Services will take down student's information and proceed to do the following:

- Connect student to FIS Student WIFI
- Help student to download and login Star Alliance app
- Assist student to FIS Official WeChat account
- Add student to Lunch WeChat group
- Get student to sign ICA T&Cs of Student Pass Form
- Get student to acknowledge COI
- Get Student to complete Pre-course Counselling Survey
- Administer Diagnostic Tests
- Add to fingerprint attendance system
- Provide LMS access
- Provide a copy of the Timetable
- Issue Ez-Link Card with Door Access

1.2 Student Services will then inform Head of Guidance Counselling, Head of Curriculum, Head of Form Teacher, Form Teacher and Discipline.

1.3 Form Teacher will meet student, issue uniform and setup a WeChat group with parents, before student joins the class.

1.4 Guidance Counselling will provide academic counselling for university pathway.

1.5 Student Services will arrange for student's medical check-up within 3 days of student's reporting.

1.6 Student Services will arrange for Student to collect Student Pass from ICA.

STUDENT REPORTING

2.1 Diagnostic Test

2.1 Student Services is to organize the Diagnostic Test for student within the first 7 working days of reporting to the School.

2.2 The Diagnostic Test is to be marked by Curriculum Specialist / Appointed Subject-Teachers / Head of Unit within 3 working days. After marking, Curriculum Specialist / Appointed Subject-Teachers / Head of Unit will pass the Diagnostic Test to Student Services

2.3 Student Services will use the Diagnostic Test Results to stream the students into the respective classes. The results must be shared with the subject teachers within 7 working days.

3. Orientation

3.1 Upon reporting to School, Form Teacher will ensure Student goes through an Orientation Programme that includes briefing on the following:

- FIS Mission, Vision, Core Values
- Student Support Services
- Living in Singapore
- Course introduction
- Fee Protection Scheme (FPS)
- FIS Refund / Transfer and Withdrawal Policy and Procedure
- FIS Discipline Policy and Procedures
- FIS Attendance Policy and Procedures
- Medical Insurance
- ICA Regulations, including attendance requirements

3.2 Orientation is to be conducted by the Form Teacher within 7 working days after the Student reports to School.

3.3 Orientation Programme:

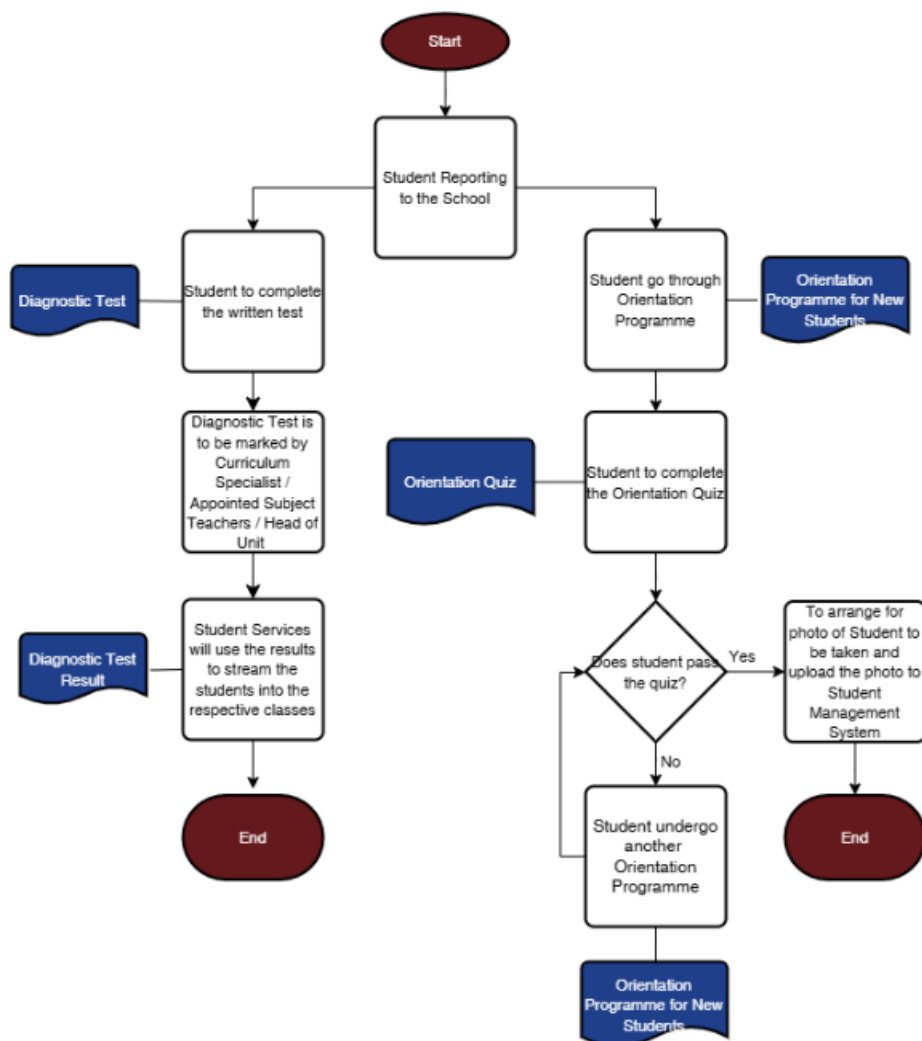
- Student is to sign on the Form for F40 Orientation Programme for New Students to acknowledge that important information was communicated to student

3.4 Upon signing the form, student is to complete a F98 Orientation Quiz .

3.5 Student, whose assessment score is below 7 will have to undergo the Orientation Programme again until an assessment score of 7 and above is received.

3.6 Marketing will arrange for photo taking of Student in his/her School uniform and upload the Student's photo to the Student Management System.

Student Reporting Procedure Flowchart



COURSE TRANSFER & WITHDRAWAL POLICY & PROCEDURE

1. Transfer Policy

1. A student who requests for an internal course transfer within Furen International School (FIS) must be checked if they meet all minimum entry requirements of the new course they are enrolling in before having his/her existing contract terminated. A new Student Contract will be signed based on the procedures for executing Student Contracts. In the event of late enrolment, the Student will be required to complete the Late Enrolment Declaration Form which is to be filed in the Student P-File.
2. A student who transfers from his/her current course to another course within FIS shall be deemed to have withdrawn from the Course and the Refund Policy shall apply unless otherwise as agreed between FIS and the Student.
3. For Student's Pass holder, course transfer is subject to Immigration and Checkpoints Authority (ICA) approval of a new Student's Pass.
4. In the event that an application pertaining to transfer is rejected by ICA, the Student's Pass is to be cancelled within 7 days.

2. Withdrawal Policy

1. A student who decides to withdraw from Course of study must follow the Withdrawal Procedure (see OM-C4.3.1A Student Course Withdrawal Procedure).
2. A Student who enrolls with another School or has cancelled their Student's Pass without informing the School shall be deemed to have withdrawn from FIS and the refund policy and procedures shall apply.
3. In the event that FIS receives a request from either ICA or another PEI for the attendance record of the student before the student has put in a withdrawal application, FIS will also treat this as a withdrawal case. Student will have to go through FIS's withdrawal procedures, once such request has been raised.
4. Should a student refuse to submit the F49 Withdrawal Form and F34 Request to Cancel Student Pass Form, the Form Teacher will notify both the student and parent that if the forms are not received within 5 working days, the School will file it as non-compliance and automatically proceed with cancellation of student pass.

3. Deferment / Extension Policy

- 3.1 FIS does not allow any deferment. Any such cases would be treated as withdrawal instead.
- 3.2 FIS does not have extension procedures and any such extension of course would be treated as transfer/signing of new student contract.

4. Conditions for Granting of Transfer and Withdrawal

- 4.1 All outstanding fees must be settled prior to request for withdrawal and/or transfer.
- 4.2 Student to fill in Transfer / Withdrawal Request Form, including submission of any supporting documents and adhering to the process as stated in the Course Transfer and Withdrawal Procedures.

5. Conditions for Refund

FIS's Refund Policy shall apply for all qualified refunds. Students are to refer to FIS's Refund Policy and the Standard Student Contract for further details.

6. Timeframe for Assessing and Processing Transfer / Withdrawal Cases

The entire transfer / withdrawal process, from point of application to the final outcome, should not be more than 4 weeks. If the final outcome is not in favour of the applicant, respective staff are to handle each situation according to FIS's dispute resolution policy and procedure.

7. Transfer / Withdrawal Records

The school is to maintain a List of Transfers and Withdrawals and ensure that the list is updated within 3 days after change in student status. The list should minimally include name, ID number, type of request, date of request, effective date of change in status.

Course Transfer Procedure

1. In the event a student wants to transfer from an existing course, he is to fill in the F48 Transfer Request Form, attach supporting documents if any and submit them to the Form Teacher for processing.
2. If the Student is under 18 years old, Form Teacher is to seek the consent of the student's parents / guardian before proceeding with the Course Transfer Request. Consent can be through email, text message or letter. The consent must be documented in the F48 Transfer Request Form.
3. Form Teacher is to ensure the F48 Transfer Request Form is duly completed and any supporting documentations required for the processing (if any) are attached.
4. Form Teacher is to conduct the Pre-Course Counselling within 2 working days upon receipt of the F48 Transfer Request Form to inform Student on the following conditions for any Course Transfers:
 - Student must meet all minimum entry requirements of the new course they are enrolling in
 - The Standard Student Contract for the current course which the student is enrolled in will be voided and a new Standard Student Contract will need to be signed upon approval of course transfer request
5. The Student will be required to sign on Section 2A of the F48 Transfer Request Form to acknowledge he has been informed of the various critical information.
6. Form Teacher is to review the Student's Course Transfer Request after consulting the Subject Teachers. The Principal will then make a decision on the suitability of transfer request based on the information in the review. The decision made by the Principal is final.

7. If the transfer request is approved, Student Services will prepare a Letter of Effect and pass it to the Form Teacher to forward to student. If the transfer is approved with conditions, Form Teacher is to get the student's acknowledgement on the F48 Transfer Request Form before preparing the Letter of Effect.

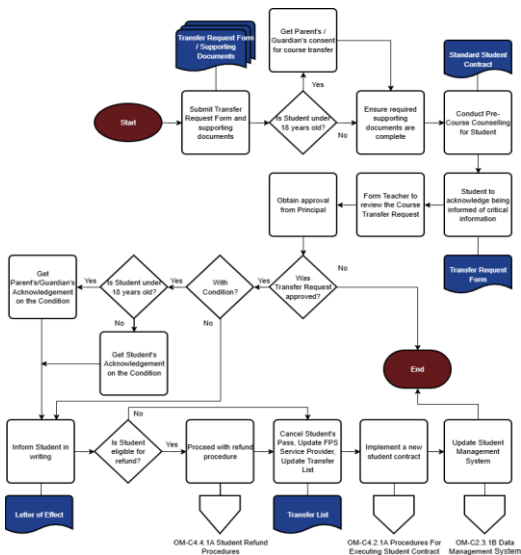
Note: Form Teacher will make the necessary arrangement for student to move to the new class

8. If the transfer is approved with conditions and the student is under 18 years old, Course Consultant is to get the Student's parent's / guardian's acknowledgement on the F48 Transfer Request Form before preparing the Letter of Effect.
9. Check if the student is eligible for refund. If the Student is eligible for refund, the Refund Procedure as detailed in Student Refund Procedures (see OM-C4.3.1A Student Refund Procedures) will apply.
10. Student Services is required to do the following:
 - Notify ICA of the change in Student's Pass status (including the cancellation of current Student's Pass)
 - Update FPS Service Provider
 - Update the Transfer List
11. Course Consultant will process a new student contract for the new course as detailed in Procedures for Executing Student Contract (see OM-C4.2.1A Procedures for Executing Student Contract)
12. Student Services is required to update the Student Management System as detailed in Course Withdrawals & Transfers (see OM-C2.3.1B Data Management System).

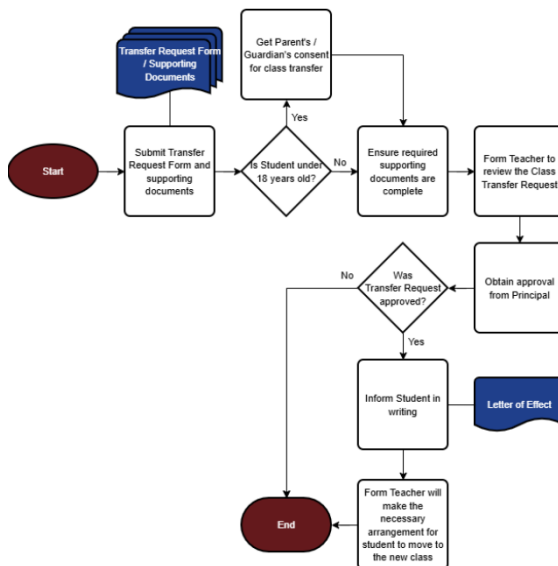
2. Class Transfer Procedure

1. In the event, a student wants to transfer from an existing class, he is to fill in the F48 Transfer Request Form, attach supporting documents if any and submit them to Form Teacher for processing.
2. If the Student is under 18 years old, Form Teacher is to seek the consent of the Student's parents / guardian before proceeding with the Class Transfer Request. Consent can be through email, text message or letter. The consent must be documented in the F48 Transfer Request Form.
3. Form Teacher is to ensure the F48 Transfer Request Form is duly completed and any supporting documentations required for the processing (if any) are attached.
4. Form Teacher is to review the Student's Course Transfer Request after consulting the Subject Teachers. The Principal will then make a decision on the suitability of transfer request based on the information provided in the review. The decision made by the Principal is final.
5. If the transfer request is approved, Student Services will prepare a Letter of Effect and pass it to Form Teacher to forward to the Student. Form Teacher will make the necessary arrangement for student to move to the new class.

Course Transfer Procedure Flowchart



Class Transfer Procedure Flowchart



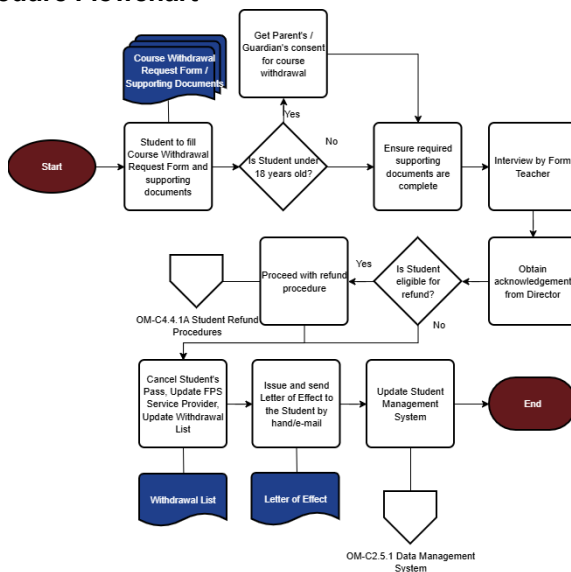
Withdrawal Procedure**STEP ONE: FORM TEACHER'S DUTIES**

1. In the event a student wants to withdraw from a Course, he is to fill up the F49 Course Withdrawal Request Form and F34 Request to Cancel Student's Pass Form, attach with supporting documents such as F06 Refund Request Form, if any, and submit them to Form Teacher for processing.
2. If the Student is under 18 years old, Form Teacher is to seek the consent of the Student's parent / guardian before proceeding with the Course Withdrawal Request. Consent can be through email, text message or letter. The consent must be documented in the F49 Course Withdrawal Request Form.
3. Form Teacher is to ensure that the F49 Course Withdrawal Request Form is duly completed and any supporting documentations required for the processing (if any) are attached.
4. Form Teacher is to conduct an exit interview within 2 working days from the application date in F49 Course Withdrawal Request Form to establish the reasons for course withdrawal with both parents and students. Form Teacher will seek possible solutions for student retention and details of the interview session are to be documented in the F49 Course Withdrawal Request Form.
5. If the student wishes to proceed with the withdrawal, Form Teacher is to seek acknowledgment from the Director.
6. Check if student is eligible for refund. If the Student is eligible for refund, the Refund Procedure as detailed in Student Refund Procedures (see OM-C4.4.1A Student Refund Procedures) will apply.

STEP TWO: STUDENT SERVICES' DUTIES

- 2.1 Form Teacher is to pass the F49 Course Withdrawal Request Form and F34 Request to Cancel Student's Pass Form to Student Services.
- 2.2 Student Services is required to do the following:
 - Notify ICA to cancel the Student's Pass
 - Update FPS Service Provider
 - Update the Withdrawal List
 - Issue past attendance records to students who have enrolled with another Private Education Institute
- 2.3 Student Services is to issue and send the Letter of Effect to the Student by hand / e-mail.
- 2.4 Student Services is also required to update the Student Management System as detailed in Course Withdrawals & Transfers (see OM-C2.3.1B Data Management System).

Withdrawal Procedure Flowchart



REFUND POLICY & PROCEDURES

1. Refund Policy

1. The School's Senior Management Team / Management Team shall ensure a fair and reasonable refund policy as detailed for any payments made.
2. Maximum processing time of not more than 7 working days will be considered from the date of student's withdrawal / refund request for the issuing of refund.
3. Computation of the refund amount is to be communicated to the Student.
4. The School is to maintain a List of Refunds, which is to be updated within 3 days after processing of the refund.
5. The School adopts the Refund Policy as per the Standard Student Contract as set out by SkillsFuture Singapore (SWDA). This Policy will act as a framework in guiding the implementation of detailed refund processes and procedures in circumstances including, but not limited to, the following:
 - the School cannot commence the Course on the Course Commencement Date;
 - the School cannot complete the Course by the Course Completion Date;
 - the Course is terminated by the School before the Course Completion Date;
 - the Student does not meet the course entry or matriculation requirements;
 - the Immigration & Checkpoints Authority ("ICA") rejects the Student's application for the Student Pass; and
 - Any other reasons
6. The School will provide the Student with a cooling-off period of working ten (10) calendar days from and including date of signing the Student Contract.
7. If a student eligible for a refund fails to complete the F06 Refund Request Form or Section 2: Payment Option of the form within 3 months of the request date, withdrawal date, cancellation of their Student Pass, or the end of their contract—whichever comes first—the right to the refund will be forfeited.
8. School Refund Policy as per clauses in the Standard Student Contract.

REFUND POLICY & PROCEDURES

2. TERMINATION AND REFUND POLICY

2.1 The School will notify the Student in writing within three (3) working days upon knowledge of any of the following (each a “Refund Event”):

- a. It cannot commence the provision of the Course on the Course Commencement Date;
- b. It cannot complete the provision of the Course by the Course Completion Date;
- c. The course will be terminated before the Course Completion Date;
- d. The Student does not meet the course entry or matriculation requirements as stated in Schedule A; or
- e. The Immigration & Checkpoints Authority of Singapore (the “ICA”) rejects the Student’s application for the Student Pass.

2.2 Where any of the Refund Events in Clause 2.1 (a) to (c) above has occurred:

- a. The School shall use reasonable efforts to make alternative study arrangements for the Student and shall propose such alternative study arrangements in writing to the Contracting Party, within ten (10) working days of informing the Contracting Party of the Refund Event.
- b. If the Contracting Party accepts such alternative study arrangements, the School shall set forth such alternative study arrangements in a written contract and the Contract shall automatically terminate on the date that such new written contract comes into effect.
- c. If the School does not propose alternative study arrangements to the Contracting Party within the time stipulated in Clause 2.2(a) above, or the Contracting Party does not accept such alternative study arrangements, the Contracting Party may forthwith terminate the Contract by way of a written notice to the School.

2.3 Where any of the Refund Events in Clauses 2.1 ‘d’ to ‘e’ has occurred, the School shall forthwith terminate the Contract by way of a written notice to the Contracting Party.

2.4 If the Contract is terminated pursuant to Clause 2.2(b) read with Clause 2.1(a), the School shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.

2.5 If the Contract is terminated pursuant to Clause 2.2(b) read with either Clause 2.1(b) or Clause 2.1(c), the School shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.

REFUND POLICY & PROCEDURES

2.6 If the Contract is terminated pursuant to Clause 2.3 or Clause 2.2(c) read with Clause 3.1(a), the School shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.

2.7 If the Contract is terminated pursuant to Clause 2.2(c) read with either Clause 2.1(b) or Clause 2.1(c), the School shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.

3. REFUND FOR WITHDRAWAL DURING COOLING-OFF PERIOD

3.1 The Contracting Party shall be entitled to, without any liability whatsoever to the School, forthwith terminate the Contract at any time within the Cooling-Off Period by way of a written notice to the School. The School shall return all Course Fees and Miscellaneous Fees paid to it within seven (7) working days of the receipt of the written notice.

4. REFUND FOR WITHDRAWAL OUTSIDE COOLING-OFF PERIOD

4.1 Without prejudice to S/N 2.1 to 3.1 above, the Contracting Party may terminate the Contract at any time before the Course Completion Date by providing a written notice to the School. Upon receipt of such notice, the School shall within seven (7) working days, refund to the Contracting Party such amount (if any) as determined in accordance with Schedule D.

5. REFUND TABLE (SCHEDULE D)

% of amount of fees paid under Schedules B and C	If Student's written notice of withdrawal is received:
100%	More than 60 days before the course commencement date
45%	31 to 60 days before course commencement date
30%	1 to 30 days before the course commencement date
15%	On commencement date and 1 to 7 days after course commencement date
0%	More than 7 days after course commencement date

Non-Refundable Fees:

Application Fees

Fees charged to cover Third Party Fees (e.g. Bank Service Charge for Telegraphic Transfer / FPS Insurance Protection Fee, External Examination Fees etc)

Services / Goods have been rendered / delivered to Student (e.g Appeal, Forecast Results, 34 Uniform, Books etc)

Processes For Student Refund

1. In the event of any refund that is to be made, students are to fill in the F06 Refund Request Form and attach any supporting documentations that are required to process the refund request. (Except for any excess payment through Bank Telegraphic Transfer of \$35 and below which will not be refunded.)

#Note*:

- Reasons for Refund must also be clearly and duly documented in the F06 Refund Request Form.
 - Submit it to Course Consultant for further processing.
2. The Course Consultant must acknowledge receipt of the F06 Refund Request Form (including any supporting documents) by signing the form within 2 working days from the application date.
 3. Course Consultant will check if the student is eligible for refund.
 4. In the event that the student is not eligible for any refund, Course Consultant will inform the student.
 5. If student is eligible for the refund, Finance will work out a Refund Amount (if any) based on the Refund Policy as stated in the Standard Student Contract. This amount will be indicated on the F06 Refund Request Form.
 - 5.1 Computation of the refund amount will be shown on the Refund Request Form and explained to the Student. Student or his / her representative will acknowledge the computation of the refund amount on the form.
 6. Finance will assist to obtain the approval from Director.
 7. Upon Director's approval, Finance will process the refund amount based on the payment option selected by the Student in the F06 Refund Request Form, i.e. either via telegraphic transfer or PayNow.

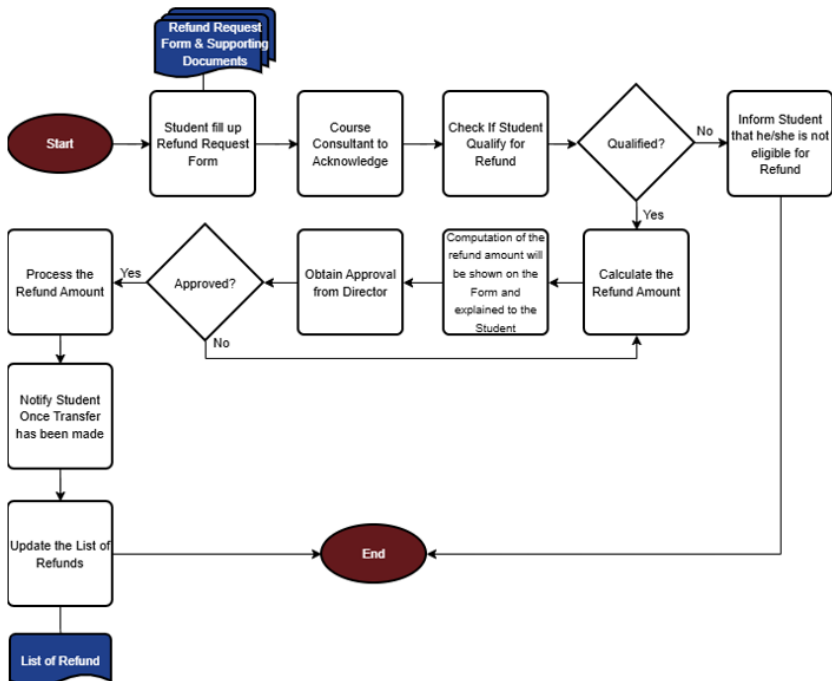
Processes For Student Refund (Con't)

7.1 #Note*:

If a student eligible for a refund fails to complete the F06 Refund Request Form or Section 2: Payment Option of the form within 3 months of the request date, withdrawal date, cancellation of their Student Pass, or the end of their contract – whichever comes first – the right to the refund will be forfeited.

8. If refund is via the telegraphic transfer, **Course Consultant** will inform the student once the transfer is done.
9. **Finance** will update the **List of Refunds** in the Student Management System.

Student Refund Procedure Flowchart



MODULE OPT-OUT POLICY & PROCEDURE

Policy

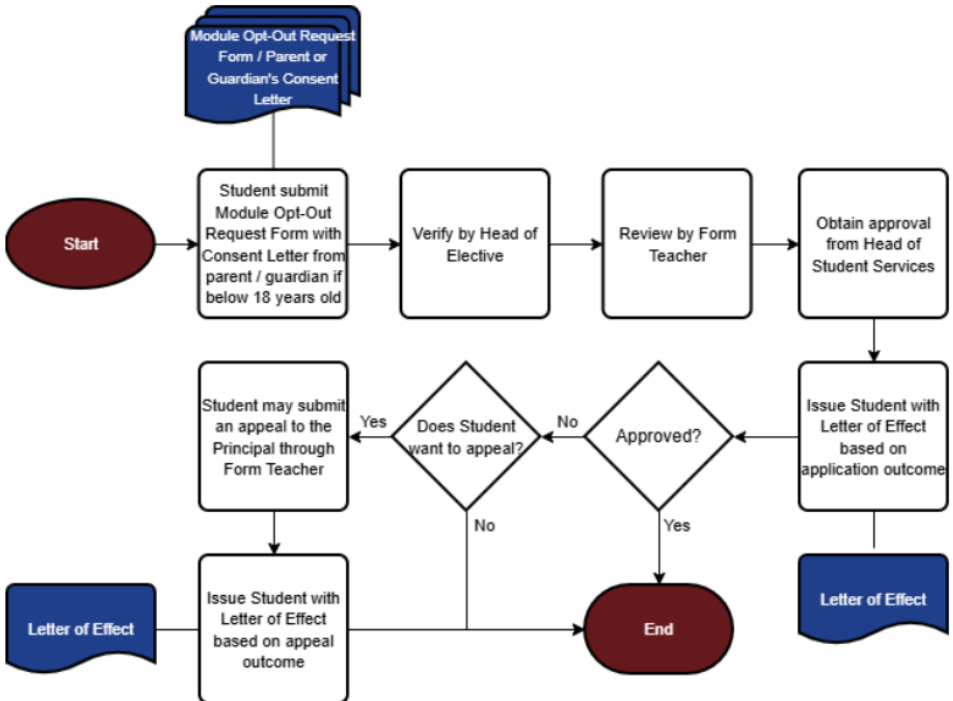
1. Students are allowed to opt-out of a particular module as long as they have the minimum number of modules required to satisfy the Promotion criteria and for High School Diploma Grade 12 students, the internal Diploma Criteria.
2. Students are not allowed to opt-out of any English module.
3. Foundation Studies for High School Diploma students are not allowed to opt-out of any module.

Module Opt-Out Procedure

1. When a student has decided to opt-out a particular module, he/she must fill up F95 Module Opt-Out Request Form via hard copy and submit to the Form Teacher for processing.
2. An application can be made at the latest two weeks before an examination.
3. Form Teacher will get the Head of Elective's verification of the electives listed by the student and signature under Section 2. Head of Elective will pass the Form to the Form Teacher.
4. Form Teacher must ensure that students below 18 years old provide parent/guardian's consent letter together with the F95 Module Opt-Out Request Form.
5. The F95 Module Opt-Out Request Form and supporting documents will be submitted to Head of Student Services.
6. Head of Student Services will base on the reason indicated by the student to make a decision on the suitability of the Module Opt-Out Request. Head of Student Services is required to sign in the 'section 3: Approved by Student Services' of the F95 Module Opt-Out Request Form to indicate Approved or Rejected.

7. Letter of Effect / Approved or Rejection / Prepared or Not Prepared of Module Opt-Out Request Form:
 - In the event the Module Opt-Out request was approved, for online applications, a Letter of Effect will be auto-generated and sent to the applicant once it is approved or rejected.
 - In other cases, Student Services will prepare a Letter of Effect. After Letter of Effect is prepared, Student Services will indicate in the 'section 4: Letter of Effect Prepared By" of the F95 Module Opt-Out Request Form to indicate Prepared or Not Prepared.
 - Once the Letter of Effect is signed, Student Services will pass it to Form Teacher to forward the letter to the Student.
 - In the event the Module Opt-Out request was rejected, student may submit an appeal to the Principal through Form Teacher. The Principal is required to sign in the 'section 5: Outcome of Appeal (If request was rejected)" of the F95 Module Opt-Out Request Form to indicate Approved or Rejected. For online applications, a Letter of Effect will be auto-generated and sent to the applicant.
 - In other cases, Student Services will prepare a Letter of Effect based on the appeal outcome. This letter will be signed by the Principal. After Letter of Effect is prepared, Student Services will indicate in the 'section 6: Letter of Effect Prepared By" of the F95 Module Opt-Out Request Form to indicate Prepared or Not Prepared.
 - Once the Letter of Effect is signed by the Principal, Student Services will pass it to Form Teacher to forward the letter to the Student.
8. All decisions made by the Principal are final.

Module Opt-Out Procedure Flowchart



FOUNDATION STUDIES FOR HIGH SCHOOL DIPLOMA COURSE OUTLINE

Foundation Studies	Term 1	Term 2
	Term Exam	Term Exam

HIGH SCHOOL DIPLOMA COURSE OUTLINE

Grade 10	Term 1*	Term 2	
	1. Term Exam 2. IGCSE Exam	1. Term Exam	2. IGCSE Exam
Grade 11	Term 3*	Term 4	
	1. Term Exam 2. Cambridge AS-Level Exam	1. Term Exam	2. Cambridge AS-Level Exam
Grade 12	Term 5*	Term 6	
	1. Term Exam 2. Cambridge A-Level Exam	1. Term Exam	2. Cambridge A-Level Exam

* the School curriculum does not prepare the students for external exams in Term 1, Term 3 and Term 5

PLANNING AND SCHEDULING

Foundation Studies For High School Diploma and High School Diploma

Monday-Wednesday

Timing	Remarks
0900-1200	4 lesson blocks of 45 minutes each
1200-1300	LUNCH
1300-1600	4 lesson blocks of 45 minutes each
1600-1630	DINNER
1630-1800	2 lesson blocks of 45 minutes (FSHSD) / Mentoring (HSD)

Thursday and Friday

Timing	Remarks
0900-1200	4 lesson blocks of 45 minutes each
1200-1300	LUNCH
1300-1600	4 lesson blocks of 45 minutes each
1600-1800	DINNER (30 minutes) / Lessons or Mentoring / CCA / Assembly

- For both FSHSD and HSD, the duration from 1600 to 1800 on Thursday and Friday will be used for activities such as Dinner Break, Lessons or Mentoring, CCAs and Assembly.
- Each session from 0900 to 1800 has a duration of 45 minutes. There will be a one-hour Lunch after the 4th session and a half hour dinner after the 8th session. Besides the Lunch and Dinner break, there would be two standardised break time:
 - From 1025 to 1035
 - From 1425 to 1435
- Students can book half-hour timeslots to have consultation with their subject teacher (full-time teachers only) or Subject Teachers can book half-hour timeslots to conduct intervention for underperforming students from their class during Mentoring Sessions from 1600 to 1800. The interventions booked by the Subject Teacher takes precedence over CCA but does not take precedence over for example Elective classes or competitions etc.

PLANNING AND SCHEDULING

- The Course Planning process shall include:
 - Logistics preparation, including planning course schedule
 - Academic preparation (course content, lesson plans and appropriate teacher-student ratio)
 - Academic and Support Staff involved
 - Dissemination of relevant information to students prior to course commencement
- The Course Planning process adopted by the School shall be in accordance with the procedures stipulated in the Operations Manual on Course Planning and Scheduling Process
- Academic resources (including physical resources) must be adequate and sufficient to support effective learning and teaching to its students and shall be in accordance with the procedures stipulated in the Operations Manual on Academic Resource Management System and Facilities Maintenance System.
- Any new or revised course shall be accompanied with a transition plan; this applies to existing students who may be affected in two possible situations:
 - Wherein a module within a course or the course itself ceases to be offered and is to be replaced by a different module or course
 - Where an existing course structure is revised or changed

The procedures are listed in the “Transition Plan Operations Manual”.

HIGH SCHOOL DIPLOMA – ENGLISH LANGUAGE BANDING

1. High School Diploma Students taking Cambridge IGCSE and A-Level will be banded into 3 levels, Level 1 to 3, based on the overall band scores obtained at the English Language diagnostic test they take after they first report to the School and subsequently after the English Language banding test conducted once during the term.
2. All English Language banding tests are compulsory.
3. The banding test will include all four components: Reading, Writing, Speaking and Listening.
4. New Student will be placed at Level 1 when they first report to School, before they are re-assigned to a level determined by his/her overall band score on the first School day of the week following the release of the diagnostic test results. A new student may use IELTS that was not taken in Singapore to replace their results from the diagnostic test.
5. Student who wish to apply for a level lower than the level determined by his / her overall band score can request for a Class Transfer. The decision of the Principal is final. Transfer to a higher level will not be allowed unless it is supported by overall band score from IELTS taken in Singapore that at least meets the minimum overall band score required for the higher level. (Refer to OM-C4.3.1A Student Course Transfer Procedure)
6. Students may apply to the Examiner to use results from IELTS test taken in Singapore before the end of a term to replace their results from all components of internal examinations, including SCA scores, for the same subject to qualify for promotion to next term, where applicable. A replacement with IELTS scores can only take place if students have taken all 4 components in the same English Language banding test.
7. It is compulsory to take the external IELTS test at least once before the end of each grade, unless otherwise mentioned.

CONTINUAL ASSESSMENT

- Continual Assessment provides regular checkpoints for the Academic Team and Form Teachers to track individual student's and class performances and learning progress. It includes Mock Examination, Monthly Tests and Term Examination.
- The Monthly Tests, Mock Examination and Term Examination will be conducted as a paper examination.
- There will be no retake allowed if student misses the whole or part of the tests or examinations.
- Student will get '0' for any component/paper missed.
- Student who had completed at least 50% of the total assessment by component weighting in a particular Term Examination can apply for Special Consideration. (*Refer to PM-C5.5A Examination Policy under S/N 17 Special Considerations*).
- If the decision is to approve, the following steps will be taken:
 - Calculate marks obtained by Student for components taken.
 - Student's marks obtained will be pro-rated according to the total marks carried by those components.
- Continuous Assessment Mark will follow the Examination Grading Scale in S/No. 14 and for High School Diploma core/elective modules will be adjusted to follow the moving average grade thresholds* (*See Appendix 1*) for Cambridge IGCSE and Advanced Level of the last three years published on Cambridge International Education's official website to determine if the students are allowed to accelerate (fast track), move on to the next term or repeat the entire term depending on whether they meet the criteria (*refer to S/N 8.6.2 Promotion Criteria and S/N 8.6.3 Acceleration Scheme in Academic Policy*).

**the moving average grade thresholds will be reviewed at least once a year.*

CONTINUAL ASSESSMENT

Foundation Studies For High School Diploma:

Continuous Assessment Mark for Term 1 and 2	
1. Term Examination	60%
2. Monthly Tests	30%
3. Learning Engagement	10%
TOTAL MARKS:	100%

High School Diploma:

Continuous Assessment Mark for Term 1, 3 and 5 (for Compulsory, Core and Elective Modules)	
1. Term Examination	60%
2. Monthly Tests	30%
3. Learning Engagement	10%
TOTAL MARKS:	100%

Continuous Assessment Mark for Term 2, 4 and 6 (for Core Modules)	
1. Term Examination	60%
2. Mock Examination	30%
3. Learning Engagement	10%
TOTAL MARKS:	100%

Continuous Assessment Mark for Term 2, 4 and 6 (for Compulsory and Elective Modules)	
1. Term Examination	60%
2. Monthly Tests	30%
3. Learning Engagement	10%
TOTAL MARKS:	100%

CONTINUAL ASSESSMENT

#Note*:

The Learning Engagement carries 10% of the total weightage and is decided by the Subject Teacher at the end of every term. It is awarded to recognise student's class attendance, class participation, student conduct, timeliness of homework submission and work ethics.

For students who join after the start date of the course and have missed the Monthly Tests in FSHSD or HSD Terms 1 / 3 / 5, the Term Examination for these terms will carry 100% weightage.

- Number of Monthly Tests per term For HSD Monthly Tests is as follows:

Module	Term	Number of Monthly Tests per term
English Language	1-5	4
Core and Elective Modules	1/3/5	
English Language	6	1
Elective Modules	2/4/6	2

PROMOTION CRITERIA

A. Foundation Studies for High School Diploma

- The Students must achieve the promotion criteria under Academic Result to be able to promote to the next grade as detailed below:
- Academic Result:

Term	Core / Elective Modules	English Language
Term (to HSD Grade 10)	3 Es or Better	E or better

In order to progress to HSD Grade 10, Students need to score 3 Es or better, which follows the Examination Grading Scale, in at least 3 core / elective modules* in the Continuous Assessment and score E or better for English language module, which follows the Examination Grading, in the Continuous Assessment.

Those who do not achieve the minimum requirement of promotion criteria in a particular term will need to go through an additional term or student can appeal to Principal. The appeal will be reviewed on a case-by-case basis in consultation with the Head of Form Teacher, and the Principal may seek the opinion of Subject Teachers. The decision of the Principal is final.

#Note*:

The School only recognises elective modules that appear on the School Result Slip. Language-based elective is **not** included.

PROMOTION CRITERIA

B. High School Diploma

The Students must achieve the promotion criteria under Examination and Academic Results to be able to promote to the next term as detailed below:

1. Examination

Students must take all internal examinations, unless they have received exemption take IELTS in Singapore and register for and take at least 3 core/elective modules in the Cambridge IGCSE or AS-Level examination in the School before the end of Term 2/4 respectively

2. Academic Result

Normal Progression:

Grade / Term	Core / Elective Modules	English Language
Grade 10 Term 1	3 Es or better [^]	Band 4.0 or better
Grade 10 Term 2		Band 4.5 or better
Grade 11 Term 3		Band 5.0 or better
Grade 11 Term 4	3 Ds or better [^]	Band 5.0 or better
Grade 12 Term 5		Band 5.5 or better

[^] Moving average grade threshold will apply (refer to Appendix 1)

- Grade 10 Terms 1 and 2, Grade 11 Term 3 Students need to score Es or better, in at least 3 core / elective modules* in the Continuous Assessment and score the minimum requirement for English language module as detailed in S/N 14 Examination Grading Scale under S/N 14.1.2 High School Diploma in order to progress to the next term.
- Grade 11 Term 4 and Grade 12 Term 5 Students need to score Ds or better, in at least 3 core / elective modules* in the Continuous Assessment and score the minimum requirement for English language module as detailed in S/N 14 Examination Grading Scale under S/N 14.1.2 High School Diploma in order to progress to the next term.
- All Term 5 Students who fail to be promoted will need to go through Term 5 again. No appeal is allowed.
- Those in Term 1 to 4 who do not achieve the minimum requirement of promotion criteria will need to repeat the same term or they can appeal to Principal. The appeal will be reviewed on a case-by-case basis in consultation with the Head of Form Teacher, and the Principal may seek the opinion of Subject Teachers. The decision of the Principal is final.
- Grade 10 and 11 students who meet the entrance requirements for High School Diploma - Grade 11 / 12 and are voluntarily doing one term in High School Diploma Grade 10 / 11 respectively, are exempted from all Promotion criteria.

PROMOTION CRITERIA

B. High School Diploma (cont'd)

#Note*:

- The School only recognizes elective modules that appear on the School Result Slip and Cambridge International Result Slip.
- Only one Language-based elective can be included.
- Students who had scored at least an E or better from the Cambridge IGCSE examination registered with the School and taken within the last **12 months** before a Term 1/2 Examination can make a request to Student Service to be exempted from the same paper for the same module for the Term 1/2 Examination respectively.
- Students who had scored at least an E or better from the Cambridge AS-Level examination registered with the School and taken within the last **12 months** before a Term 3 Examination can make a request to Student Service to be exempted from the same paper for the same module for the Term 3 Examination.
- Students who had scored at least a D or better from the Cambridge AS-Level examination registered with the School and taken within the last **12 months** before a Term 4 Examination can make a request to Student Service to be exempted from the same paper for the same module for the Term 4 Examination.
- Students may make a request to Student Services to use results from IELTS taken in Singapore or Cambridge IGCSE or AS-Level examination registered with the School and taken before the end of Term 1/2/3/4 to replace their results from all components of internal examinations, including SCA scores, for the same subject to qualify for promotion to Term 2/3/4/5 respectively. For replacement with IELTS scores, student must take all components of the internal English Language examination.
- To be considered for promotion to Term 2/3/4/5, the School will accept combined results from Cambridge IGCSE or AS-Level examination registered with the School and taken within **13 months** and Term 1/2/3/4 Continuous Assessment result.
- Grade 12 Student who had scored at least a D or better from the Cambridge A2 component registered with the School and taken within the last **12 months** before a Term 5 Examination can make a request to Student Service to be exempted from the same paper for the same module for the Term 5 Examination.
- Term 5 Students may make a request to Student Services to use results from IELTS taken in Singapore or Cambridge A-Level examination registered with the School and taken before the end of Term 5 to replace their results from all components of internal examinations, including SCA scores, for the same subject to qualify for the promotion to Term 6. For replacement with IELTS scores, student must take all components of the internal English language examination.
- For Term 5 students to be considered for promotion to Term 6, the School will accept combined results from Cambridge A2/A-Level examination registered with the School and taken within **13 months** and Term 5 Continuous Assessment result.

ACCELERATION SCHEME

- The School allows academically qualified Term 1 and 3 students to accelerate to Term 3 and 5 respectively of the HSD course only if they meet the criteria set below.
- Students who accelerate to the next grade will be eligible for Certificate of Completion and need to attend makeup classes in the next grade for the topics of core modules covered in the term skipped.

High School Diploma

Normal Progression	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Advanced Progression	Term 1	skip	Term 3	skip	Term 5	Term 6

- Students in High School Diploma Grade 10 students and Grade 11 students are allowed to skip Term 2 and 4 respectively if they meet the following criteria:
 1. Examination
 - 1.1 Students must take all internal examinations, unless they have received exemption

Note: Term 3 Students who accelerate are required to take IELTS in Singapore and register for and take at least 3 core/elective modules in the CIE AS-Level and A-Level Examination in the School in Term 6
 2. Academic Result:

Grade / Term	Core / Elective Modules	English Language
Grade 10 Term 1	2 As and 2 Bs	Band 4.5 or better
Grade 11 Term 3	2 As and 2 Bs	Band 5.5 or better

- Moving average grade threshold will apply (refer to Appendix 1)
 - 2.1 Grade 10 students must score 2 As and 2 Bs in the Continuous Assessment in Term 1, in at least 4 core / elective modules* and score the minimum requirement for English language module as detailed in S/N 14 Examination Grading Scale under S/N 14.1.3 High School Diploma – Acceleration.
 - 2.2 Grade 11 students must score 2 As and 2 Bs in the Continuous Assessment in Term 3, in at least 4 core / elective modules* and score the minimum requirement for English language module as detailed in S/N 14 Examination Grading Scale under S/N 14.1.3 High School Diploma – Acceleration.

#Note*:

- The School only recognises elective modules that appear on the School Result Slip and Cambridge International Result Slip. Language-based elective(s) is/are **not** included.
- Students may make a request to Student Services to use results from IELTS taken in Singapore or Cambridge IGCSE or AS-Level examination registered with the School and taken before the end of Term 1 or Term 3, where applicable, to replace their results from all components of internal examinations, including SCA scores, for the same subject to qualify for acceleration to Term 3 or Term 5, where applicable. For replacement with IELTS scores, student must take all components of the internal English language examination.

STUDENT LEARNING

To ensure Students achieve the desired learning outcomes of the School's courses, the School shall formulate a learning support process for all Students by first identifying those who achieved lower than passing rate according to Examination Grading Scale in S/No. 14 and, where applicable, adjusted to follow the moving average grade thresholds* (*See Appendix 1*).

	Passing Rate for core/elective module
FSHSD	Grade E and above
Grade 10 Term 1 and 2	Grade E and above
Grade 11 Term 3	Grade E and above
Grade 11 Term 4	Grade D and above
Grade 12 Term 5 and 6	Grade D and above
	Passing Rate for English Language
FSHSD	Grade E and above
Grade 10 Term 1	Overall Band 4.0 and above
Grade 10 Term 2	Overall Band 4.5 and above
Grade 11 Term 3	Overall Band 5.0 and above
Grade 11 Term 4	Overall Band 5.0 and above
Grade 12 Term 5	Overall Band 5.5 and above
Grade 12 Term 6	Overall Band 5.5 and above

- Students who fail to achieve the passing rate in any continuous assessment or their in-class performance are considered underperformers. *Refer to OM-C 5.4.1A Monitoring of Student Learning.*
- The Subject Teacher will conduct intervention measure(s) during mentoring session for selected underperformers to address the identified learning issues (*Refer to S/No. 4 above and to OM-C5.4.1A Monitoring of Student Learning*).
- The Subject Teacher will also dedicate time for quick review of concepts - during lesson time to refresh students' memory and reinforce understanding, if more than 30 per cent of the students in the class achieved lower than the passing rate and the learning outcome. After the mentoring or concept review session, Teachers will evaluate the intervention measures for effectiveness and improvement.

STUDENT LEARNING

4. Form Teacher will monitor and follow up on the academic progress of each individual student, carry out academic pastoral care and guidance for Students who underperform. Intervention measures taken are to be evaluated for effectiveness. *Refer to OM-C 5.4.1A Monitoring of Student Learning and PM-C4.5.1B Pastoral Counselling Framework.*
5. Heads of Unit will also monitor the achievement rate of learning outcomes by subject, by comparing the percentage of total number of students in each class in the current cohort who achieved the passing rate against the percentage of total number of students in each class in the previous cohort or against the percentage of total number of students in the same class in the previous term who achieved the passing rate. The latter will be taken as the target against which the current results will be compared with to evaluate the intervention measures taken for effectiveness and improvement. Refer to OM-C 5.4.1A Monitoring of Student Learning S/No.8.
6. Result Slips are made available to all Students and provided to parents / guardians (where applicable) after every Monthly Test, Mock Examination and every Term Exam according to course curriculum and provided to parents / guardians (where applicable).
7. The Result Slips for Grade 12 Term 6 Students would comprise of both Academic Achievements and Non-Academic Achievements.
8. Result Slips for Terms 1 to 5 will only show the Academic Achievements of Students.

AWARD OF DIPLOMA

1.FIS certification and diploma adopts a criterion-based approach in assessing student's involvement in the school holistic programme.

2.The set of criteria will be reviewed periodically. It will be reviewed and endorsed by the Academic Board.

3.1 For High School Diploma Grade 12 Term 6 students, the graduation criteria for the award of a Diploma are as follows:

Diploma Classification	Criteria	Additional Notes
Standard Diploma	Band 5.5* or better	Band 5.0 in all skills
Diploma (Third Class)	Band 5.5* or better	Band 5.0 in all skills
Diploma (Second Class)	Band 6.0* or better	Band 5.5 in all skills
Diploma (First Class)	Band 6.5* or better	Band 6.0 in all skills

- Continuous Assessment scores will be taken
- Students may make a request to Student Services to use their IELTS results to qualify for this criterion. For replacement with IELTS scores, student must take all components of the internal English Language examination.
- Students must take the IELTS test in Singapore on or before 30 June of the year of graduation for those who took the March Term 6 Examination or 31 Dec of the year of graduation for those who took the September Term 6 Examination. To make a request to Student Services for exemption from this requirement, Term 6 Students who took an IELTS test in Singapore, must submit the original IELTS certificate with remaining one-year validity by 30 April or 31 October, whichever is applicable, and show an overall Band 7.5 or better and Band 7.0 or better in all skills.

AWARD OF DIPLOMA

3.2 Academic Results:

Diploma Classification	Criteria
Standard Diploma	Es or better in two out of three core / elective modules taken*^
Diploma (Third Class)	Ds or better in three core / elective modules*^
Diploma (Second Class)	Cs or better in three core / elective modules*^
Diploma (First Class)	As or better in three core / elective modules*^

- Continuous Assessment scores will be taken.
- The School only recognises elective modules that appear on the School Result Slip and Cambridge International Result Slip. Only one language-based elective can be included for Diploma (Second Class), Diploma (Third Class) and Standard Diploma. Language-based elective module(s) is/are not included in Diploma (First Class)
- For Cambridge A-Level modules only.
- Grade 12 Student on normal progression who had scored at least a D or better and Grade 12 Student on aided progression who had scored at least an E or better from the Cambridge AS/A-Level examination registered with the School and taken within the last **12 months before a Term 6 Examination** can make a request to Student Service to be exempted from the same paper for the same module for the Term 6 Examination.
- Students may make a request to Student Services to use results from IELTS taken in Singapore or Cambridge AS/A-Level examination registered with the School and taken before the end of Term 6 to replace their results from all components of internal examinations, including SCA scores, for the same subject. If the student is requesting to use Cambridge AS-Level only results from a particular subject to replace the Term Examination AS-Level results for the same subject, the A2 result for that same subject will be taken from the Term Examination only. Results from other components of the SCA will not be brought into computation of final scores. (Note: AS/A-Level examination must be registered with the School and taken within the last 13 months.) For replacement with IELTS scores, student must take all components of the internal English language examination.
- The School will accept combined results from Cambridge AS/A-Level examination registered with the School and taken within **13 months** and Term 6 Continuous Assessment result.

AWARD OF DIPLOMA

3.3 Examination:

Students must take

- all internal examinations, unless they have received exemption
- take IELTS in Singapore and register for and take at least 3 core/elective modules in the CIE A-Level examination in the School before the end of Term 6.

3.4 Non-Academic Achievement:

- The minimum requirement for Non-Academic Achievement is as follows:

Class	Time	Point System **		
		Diploma (Third Class) ¹	Diploma (Second Class)	Diploma (First Class)
G10-11-12	36 months	18	80	135
	30 months	15	65	110
G10-11- 12/G11-12	24 months	12	50	85
	18 months	9	35	60
G12	12 months	6	20	35
	6 months	3	5	10

- The point system is calculated based on the table in Point System and the bonus point is based on the table in Additional Point (Refer to PM-C4.5.1A Student Support Services Policy)
- ¹Student can appeal to the Principal if they did not meet minimum requirement. Any appeal must go through the Form Teacher.

AWARD OF DIPLOMA

3.5 Attendance Record:

Diploma Classification	Criteria
Standard Diploma	Overall attendance record of 90% or better**
Diploma (Third Class)	Overall attendance record of 90% or better**
Diploma (Second Class)	Overall attendance record of 90% or better
Diploma (First Class)	Overall attendance record of 95% or better

- Student can appeal to the Principal if they did not meet minimum requirement. Any appeal must go through the Form Teacher.

3.6 Behaviour:

Diploma Classification	Criteria
Standard Diploma	Must not accumulate 20 or more demerit points**
Diploma (Third Class)	Must not accumulate 20 or more demerit points**
Diploma (Second Class)	Must not accumulate 10 or more demerit points.
Diploma (First Class)	Must not accumulate 5 or more demerit points.

- Student can appeal to the Principal if they did not meet minimum requirement. Any appeal must go through the Form Teacher.

3.7 Additional Requirements for Diploma with Honours:

- Must be on the HSD Grade 12 Honour Roll in both Term 5 and 6 and
- Must achieve the minimum Criteria under Non-Academic Achievement as detailed in S/N 3.4

AWARD OF DIPLOMA

For HSD students who fail to meet the graduation criteria for the Diploma and extend the course:

If Grade 12 Students who extend the High School Diploma programme and had scored at least a D respectively or better from the Cambridge AS/A-Level examination registered with the School and taken within the last **12 months** before a **Term 6 Examination** can make a request to Student Service to be exempted from the same paper for the same module for the Term 6 Examination.

Students may use results from Cambridge AS/A-Level examination registered with the School and taken before the end of Term 6 to replace their results from all components of internal examinations, including SCA scores, for the same subject. If the student is requesting to use Cambridge AS-Level only results from a particular subject to replace the Term Examination AS-Level results for the same subject, the A2 result for that same subject will be taken from the Term Examination only. Results from other components of the SCA will not be brought into computation of final scores. (Note: AS/A-Level examination must be registered with the School and taken within the last 13 months.)

The School will accept combined results from Cambridge AS/A-Level examination registered with the School and taken within **13 months** and Term 6 Continuous Assessment result.

Failure to meet the graduation criteria for Diploma:

Students who fail to meet the graduation criteria for Diploma will **NOT** be issued with a Diploma. He/she will only be eligible for a Certificate of Completion if they meet the requirements.

AWARD OF DIPLOMA

Collection of Diploma:

- Diploma (Third Class / Second Class / First Class) and Standard Diploma will be awarded only after the release of the results of both the internal examination and the external examination (Cambridge A-Level).
- Those who qualified and had already been awarded a Diploma (Third Class / Second Class) and Standard Diploma but subsequently meet the higher standards required for a Diploma (Third Class / Second Class / First Class) within the time specified in this section, must submit all documentary proof to the Examiner and return the Diploma (Third Class / Second Class) or Standard Diploma they had been awarded before the Diploma (Third Class / Second Class / First Class) will be awarded to them.
- The Diploma (Third Class / Second Class / First Class) and Standard Diploma will be signed by the Principal only.

SCHOOL GRADUATION CLASSIFICATION

No	Type		HSD - Grade 12			
			Standard Diploma	Diploma (Third Class)	Diploma (Second Class)	Diploma (First Class)
1.	Academic results in core/electives modules (At least)		Es in 2 modules	Ds in 3 modules	Cs in 3 modules	As in 3 modules
2.	Academic results in compulsory module - English Language (At least)		5.5 (5.0 in all skills)	5.5 (5.0 in all skills)	6 (5.5 in all skills)	6.5 (6 in all skills)
3.	Attendance		NA	90%	90%	95%
4.	Demerits		NA	Below 20 points	Below 10 points	Below 5 points
5.	Honour Roll		NA	NA	NA	Honour Roll
6.	Non-Academic Achievement Points		NA	Refer to S/N 10.3.4 for the minimum point required.		
7.	Take External Examination before the end of Term 6	at least 3 core/elective modules	Cambridge A-Level	Cambridge A-Level	Cambridge A-Level	Cambridge A-Level
		English Language	IELTS	IELTS	IELTS	IELTS
8.	Take Internal Assessment for at least 3 core/elective modules		Term 6 Examination	Term 6 Examination	Term 6 Examination	Term 6 Examination

SCHOOL GRADUATION CLASSIFICATION

1. To qualify for a First Class/Second Class/Third Class Diploma, you must have taken the internal examinations and taken IELTS in Singapore and at least 3 core/elective modules (achieved at least a 'D' in each module) in the external examination before the end of Term 6. To qualify for a Standard Diploma, you must have taken the internal examinations and taken IELTS in Singapore and at least 3 core/elective modules (achieved at least an 'E' in at least 2 module) in the external examination before the end of Term 6. The School only recognizes elective modules that appear on the School Result Slip and Cambridge International Result Slip. Only one Language-based elective can be included for Diploma (Second Class), Diploma (Third Class) and Standard Diploma. Language-based elective module(s) is/are not included in Diploma (First Class).
2. You can apply to the Examiner to use your result from IELTS taken in Singapore and Cambridge A-Level registered with the school and taken before the end of Term 6 to replace your results from all components of internal examinations, including SCA scores, for the same subject to qualify for a Diploma. For replacement with IELTS scores, student must take all components of the internal English Language examination
3. The School recognises combined results from IELTS taken in Singapore and Cambridge A-Level registered with the school and taken within 13 months and Term 6 Examination.
4. Moving average grade threshold will apply. (refer to Appendix 1)
5. English is a compulsory module and the score required is equivalent to that of IELTS. The grade required covers an overall score and individual skill component.
6. The calculation for Attendance rate is throughout your course of studies.
7. Demerits is the accumulated total after the deduction of merit points earned as at the end of Term 6.
8. You are expected to be on the Honour Roll in HSD Grade 12 in both Terms 5 and 6.
9. Non-Academic Achievement points place emphasis on activities that will reflect well in university application, e.g. academic-related activities, charity and conservation projects. The minimum points required to meet the graduation criteria will be based on the total points accumulated over the total number of terms completed, including Term 6. The CCA/Activities teacher in charge will share more information on this topic.

SCHOOL GRADUATION CLASSIFICATION

Class	Time	Diploma (Third Class)	Diploma (Second Class)	Diploma (First Class)
G10-11-12	36 months	18	80	135
	30 months	15	65	110
G10-11-12/G11-12	24 months	12	50	85
	18 months	9	35	60
G12	12 months	6	20	35
	6 months	3	5	10

10. Diploma of all classifications will be awarded only after the release of the results of both the internal examination (Term 6) and the external examination (Cambridge A-Level).
11. Students who completed Term 1 of Foundation Studies or Term 2/4/6 of High School Diploma will be issued with Certificate of Completion and they will not be issued with Certificate of Completion if they repeat the same course. However, they may request an additional Certificate of Completion for an extra fee.

Appendix 1:

GRADE THRESHOLD FOR 2025

Grade	Mathematics	Physics	Chemistry	Economics	Chinese	Further Mathematics/Additional Mathematics	Business	Psychology	Biology	Computer Science
A*	90	85	86	85	90	90	85	70	89	81
A	80	75	73	73	80	80	80	65	76	70
B	69	65	60	61	70	65	75	55	64	60
C	56	50	47	49	60	55	65	45	52	49
D	43	40	41	42	50	45	55	36	45	39
E	29	30	35	35	40	30	50	30	39	30
U	0	0	0	0	0	0	0	0	0	0

AWARD OF CERTIFICATE OF COMPLETION

A Certificate of Completion will be awarded to students in:

- A Certificate of Completion will be awarded to students in:
- Foundation Studies for High School Diploma at the end of a term,
- High School Diploma Grade 10 at the end of Term 1 only for those accelerating to Term 3 or at the end of Term 2,
- High School Diploma Grade 11 at the end of Term 3 only for those accelerating to Term 5 or at the end of Term 4,
- High School Diploma Grade 12 at the end of Term 6.

The Certificate of Completion will only be signed by the Principal.

Students who have completed a course and received a Certificate of Completion will not be issued another certificate if they repeat the same course. However, they may request an additional Certificate of Completion for an extra fee.

Extract Copy of Certificate

1. A non-refundable fee of \$60 (inclusive of GST) payment should be made with any request for an extract copy of the Certificate of Completion / Diploma.
2. Upon receiving the completed Document Request Form and verifying the payment receipt, Student Service will make a print of the certificate from the School Management System and stamp it "Certified True Copy".
3. The "Certified True Copy" stamp on the Extract Copy will be signed by the Principal.
4. The processing time is about 3-5 working days on receipt of request and payment.

Academic Transcript and Proof of Enrolment

Payment is required for Academic Transcript and Proof of Enrolment. The academic transcript will only show the results from internal examinations. If a student has received exemption from the internal examination for a particular subject at IGCSE/AS/A-Level, only 'Exempted' will be shown under the results. If a Term 5/6 student has received exemption from the internal examination for a particular subject at the AS-Level only but is required to take the A2 components in the internal examination, the result shown on the academic transcript will show the A-Level examination results based on 50% weightage from the Cambridge AS-Level results and 50% weightage from the A2 components results. (Add a note in the transcript that the A-Level results shown includes the student's Cambridge AS-Level results.)

VALEDICTORIAN

1. The Valedictorian of the year will only be awarded to a student who graduated with honours or is top of the cohort for that year.

HONOUR ROLL

1. The School recognises the academic achievement of top students in Foundation Studies For High School Diploma and High School Diploma at every internal examination, by placing them on the Honour Roll. Not only are they selected for their outstanding academic results but also for demonstrating consistent good behaviour and achieving good attendance.

2. Badges are issued to the Honour Roll awardees based on the number of times they have been placed on the list:

Number of times	Colour
First	Maroon
Second	Blue
Third or more	Gold

3. For Students to be selected for the Honour Roll, the selection is determined by the Student Services Unit based on the following criteria:

3.1 Academic Results:

- score A or better, which follows the School-based Examination Grading, in at least 3 core / elective modules* in the Continuous Assessment for Foundation Studies For High School Diploma and which follows the School-based Examination Grading (Moving average grade threshold in Appendix 1 will apply) for High School Diploma and score C or better in the Continuous Assessment for Foundation Studies For High School Diploma or the minimum requirement for English Language module as detailed in S/N 14 Examination Grading Scale under S/N 14.1.4 High School Diploma –Honour Roll respectively.
- The School only recognises elective modules that appear on the School Result Slip and Cambridge International Result Slip.
- Language-based electives(s) is/are not included.
- Students may make a request to Student Services to use the results from IELTS taken in Singapore and the Cambridge IGCSE/AS/A-Level examination registered with the School and taken before end of that term to replace their results from all components of internal examinations, including SCA scores, for the same subject to qualify for this criterion. If Term 6 student is requesting to use Cambridge AS-Level only results from a particular subject to replace the Term Examination AS-Level results for the same subject, the A2 result for that same subject will be taken from the Term Examination only. Results from other components of the SCA will not be brought into computation of final scores. (Note: AS/A-Level Examination must be registered with the School and taken within the last 13 months.). For replacement with IELTS scores, student must take all components of the internal English Language examination.
- The School will accept combined results from Cambridge IGCSE/AS/A-Level examination registered with the School and taken within **13 months** and the Continuous Assessment of that term.

HONOUR ROLL

3.2 Attendance:

Last Exam Taken	Attendance Requirement of 95% or better from:
Term Examination	Overall Rate from the last 5 months before the exam
Term 6 Examination	Overall Rate throughout studies

3.3 Behaviour:

- Must not accumulate 5 or more demerit points

3.4 Summary Table:

Grade / Term	Academic Result	English Language Requirement	Attendance	Behaviour
FSHSD Term 1 and 2	As or better in three core / elective modules	Grade C	95%	Must not accumulate 5 or more demerit points
Grade 10 Term 1		Band 5.0 or better		
Grade 10 Term 2		Band 5.5 or better		
Grade 11 Term 3		Band 6.0 or better		
Grade 11 Term 4		Band 6.0 or better		
Grade 12 Term 5		Band 6.5 or better		
Grade 12 Term 6		Band 6.5 or better	95% throughout studies	

EXAMINATION GRADING SCALE (SCHOOL-BASED)

Examination Grading for English:

14.1.1 High School Diploma

Band	
6.5 – 9.0	
6.5	Passing grade for Term 6 Examination [Diploma (First Class)]
6.0	Passing grade for Term 6 Examination [Diploma (Second Class)]
5.5	Passing grade for Term 6 Examination [Diploma (Third Class)]
5.0	Passing grade for Term 5 Examination
4.5	Passing grade for Term 3 / 4 Examination
4.0	Passing grade for Term 2 Examination
3.5	Passing grade for Term 1 Examination
1.0-3.5	

14.1.2 High School Diploma - Acceleration

Band	
7.0 – 9.0	-
6.5	-
6.0	-
5.5	Passing grade for Term Examination in Term 3
5.0	-
4.5	Passing grade for Term Examination in Term 1
1.0-4.0	-

EXAMINATION GRADING SCALE (SCHOOL-BASED)

Examination Grading for English:

14.1.4 High School Diploma - Honour Roll

Band	
7.0 – 9.0	
6.5	Passing grade for Term Examination in Term 5 and Term 6
6.0	Passing grade for Term Examination in Term 3 and Term 4
5.5	Passing grade for Term Examination in Term 2
5.0	Passing grade for Term Examination in Term 1
1.0-4.5	

14.2 Examination Grading for Foundation Studies For High School Diploma:

Grade	Scoring Band	
A*	90% to 100%	
A	80% to 89%	
B	70% to 79%	
C	60% to 69%	
D	50% to 59%	
E	40% to 49%	Passing Grade
F	30% to 39%	
G	20% to 29%	
U	0% to 19%	

14.3 Examination Grading for Cambridge IGCSE / AS and A-Level / High School Diploma Grade 10, Grade 11 and Grade 12

Grade	Scoring Band	Points Awarded	
A*	90% to 100%	6	
A	80% to 89%	5	
B	70% to 79%	4	
C	60% to 69%	3	
D	50% to 59%	2	Passing Grade – HSD Grade 11 Term 4 HSD Grade 12 Term 5 and 6, Cambridge International AS and A-Level
E	40% to 49%	1	Passing Grade – HSD Grade 10 Term 1 and Term 2 HSD Grade 11 Term 3 Cambridge International IGCSE
U	0% to 39%	0	

EXAMINATION POLICY

EXAMINATION RULES AND REGULATIONS

Students are required to obey all instructions given by the Invigilator and the Examiner for the proper conduct of the examination.

1. Students, are to be in school attire in accordance with the School's Discipline Rules. Failure to do so will result in the issuance of demerit points of 5 demerit points. Those who are not in school uniform will not be allowed to take the examination until they comply with the school dress code.
2. Students must be at the examination room 15 minutes before the start of the examination.
3. Latecomers will not be admitted into the examination room after the first 30 minutes of the start of the examination except for the Listening Examination, where late-comers will not be permitted to enter the examination room once the examination has commenced.
4. Latecomers will not be given extra time after the official end time of the paper.
5. Electronic devices, including mobile telephones and e-translators are to be switched off and placed in a bag or left in the custody of the Invigilator(s) during the whole duration of the examination; smart eye glasses and smart watches cannot be worn and are prohibited in the examination room. Failure to remove will be deemed as attempting to cheat.
6. Students are not allowed to bring food or drinks into the Examination room other than clear water in a clear, transparent receptacle.
7. All bags and other objects must be deposited at places as determined by the Invigilator(s). Writing instruments like pens, pencils, rulers, etc. are to be placed on the table. Students may use their own slide-rules, mathematical instruments and such other aids to drawing as permitted for the examination paper.

EXAMINATION POLICY

- 8 Examination papers shall either prohibit calculators or allow those only as specified. Calculator covers are to be removed and placed on the floor or kept at the designated location as specified by the invigilator(s).
- 9 Students are to ensure that their calculators are in good working condition before coming for the examination.
- 10 Students are not allowed to share/borrow/lend stationeries during the whole duration of the examination.
- 11 Students must use only official stationery or equipment provided for the examination, e.g. writing paper, answer booklet, graph paper, science apparatus etc. Students are not allowed to remove such official stationery or equipment from the examination room.
- 12 Students are required to take the examination at designated tables labelled with their student ID, unless otherwise decided by the invigilator.
- 13 Students are also expected to display their own physical passport on the corner of the examination desk. Students without their passports will NOT be allowed to take the examination. Loss of passport must be reported to the Examiner before the Examination with documentary proof.
- 14 Students are responsible for reading and adhering to the instructions on the front sheet of the examination answer book.
- 15 Students must use ONLY blue or black ink when writing on the answer booklet. A pencil may be used only for rough workings, and/or for drawing diagrams and graphs.
- 16 From the moment students enter the examination room, orderliness and silence must be observed throughout the entire examination. Students who fail to comply or are found guilty of improper conduct and misbehavior may be expelled from the examination room. The decision of the Invigilator is final.

EXAMINATION POLICY

- 17 There must be no communication in any form, between/among students during the whole duration of the examination.
- 18 During the examination, students are not allowed to look or glance in the direction of the other candidates. If they are caught doing so, it will be deemed cheating.
- 19 Students will not be permitted to leave during the whole duration of any examination except for breaks permitted by the Invigilator.
- 20 There will be no toilet breaks allowed if the duration of the paper is not more than 1 hour 30 minutes (90minutes)
- 21 Toilet breaks are not allowed within the first 30 minutes from the start of the examination and within the last 30 minutes before the end of the examination. (Toilet breaks are only allowed for examinations that are longer than 1 hour and 30 minutes).
- 22 Students will be escorted to the toilet by the same gender staff and their pockets must be emptied before and after the toilet break.
- 23 The staff will also check the cubicles in the toilet before and after the use of the toilet by a candidate.
- 24 Students who are guilty of any misconduct, including copying from or communicating with any other Student during an examination, will be reported to the Examiner, who will refer the case to the Discipline Officer.
- 25 Cases deemed cheating or attempting to cheat will result in demerit points being issued and their marks being disregarded. The decision of the Examiner on the latter is final.
- 26 At the end of the examination, students must remain seated and avoid communication with other candidates until they are directed by the Invigilator to leave the examination room.

EXAMINATION POLICY

- 27 Students are to look straight ahead and observe complete silence as the invigilator(s) collect(s) the papers.
- 28 Students with disabilities must ensure that appropriate assessments and/or medical certificates to support the need for any special arrangements are obtained and that these are received by the School at the earliest opportunity.
- 29 Students who are not able to take their examination due to illness must inform their Form Teacher before the start of the exam and produce a valid Medical Certificate as proof within the next 3 days. (See Section 17)

Infringement of these Rules will constitute a breach of the School Discipline.

Special Considerations

At FIS, all examinations are compulsory, unless Student has been granted exemption. (Refer to PM-C5.0A Academic Policy)

At times, a Student may not be able to present himself for such examinations. However, there would be no retake of the examination. Make-up examinations for all subjects will lengthen the duration of examinations and impact downstream processes such as marking, results release and promotion/graduation. The start of the new term will be affected for the students as well.

Only if a Student had completed at least 50% of the total assessment by component weighting in a particular Term Examination, he / she can apply to the Principal for Special Consideration, if during the Term Examination, he / she:

- i. falls seriously ill
- ii. is incapacitated from taking the examination due to serious injuries,
- iii. suffers bereavement of a parent or sibling,
- iv. takes an external examination or
- v. represents the School at an important external event

It is the Student/Parent/Guardian's responsibility to alert the School, make a claim and support any special consideration claim with appropriate evidence within one working day of missing a paper or the start of the examination for (i), (ii) and (iii) or at least two weeks before the start of the Term Examination for (iv) and (v), for example:

- Producing a letter from a medically certified doctor in Singapore or medical certification issued in Singapore that indicates that the Student's serious illness or injury prevents them from taking an examination. Medical certificates from Traditional Chinese Medicine (TCM) clinics will not be accepted.
- Death certificate of the immediate family member.
- Examination Entry Proof showing Student's name and date and time of the examination.
- Proof of Participation where special permission is granted by the School's management for a Student to represent the School at an important external event (e.g. to take part in a competition as School participant).

The Principal, together with relevant Heads of Unit from the Academic Department, will assess based on each case's merit, so that the grades awarded are as accurate and fair as possible. The Principal's decision is final.

If the Student's claim is approved, marks will be awarded to the Student according to PM-C5.0A Academic Policy S/No. 8.6.1.

APPEAL PROCEDURE FOR RESULTS

Appeal Policy

1. All appeals shall be managed in a fair and impartial manner.
2. Appeals are to be submitted in writing within 7 working days following the release of assessment results and the results of the appeals are to be made known to the Students within 4 weeks.
3. Outcomes of an appeal are to be endorsed by the Examination Board before the Student is notified.
4. For appeals to the external partner (where applicable), the Examination Board is to endorse the outcomes before notifying the Student of the outcome.

Appeal Process

1. Student is to fill in and submit an F93 Appeal of Examination Result Form to Student Services within 7 working days following the release of results.
2. Student Services is to acknowledge the receipt of appeal within 2 working days and submit the list of Students who appealed their examination results to the Head of Unit who will draw out the relevant examination papers for review.
3. With advice from the Head of Unit, Examination Board will designate a Marker to review the appeal, provide feedback and recommendations. All comments are to be documented in the F93 Appeal of Examination Result Form.
4. The comments on F93 Appeal of Examination Result Form has to be reviewed and the final outcome of each appeal has to be endorsed by the Examination Board. This decision is final.
5. Student Services will inform each Student who appealed of the final decision within 4 weeks from the date of appeal and update any change to results based on the outcome of the appeal.

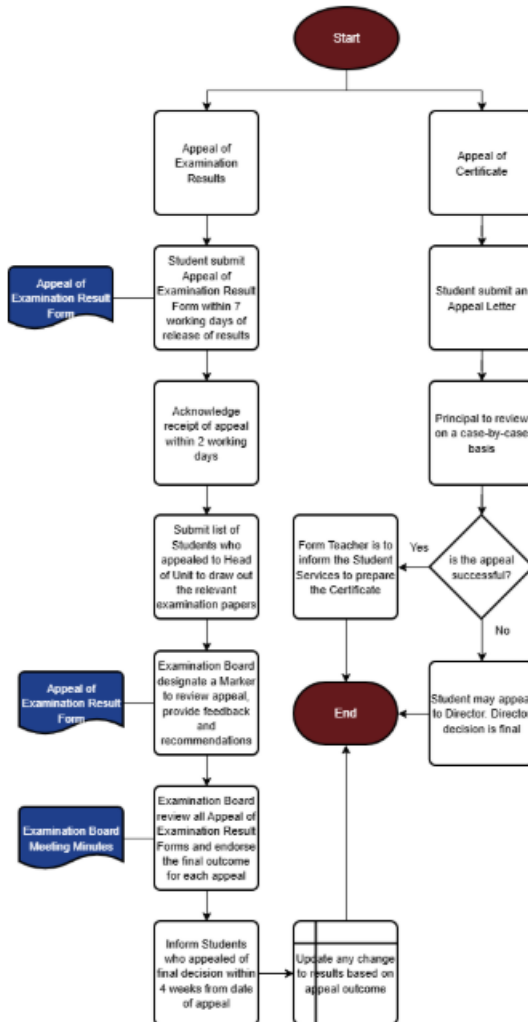
APPEAL PROCEDURE FOR CERTIFICATE/DIPLOMA

Appeal for Certificate of Completion and Diploma (Third Class) Process:

1. Those students who did not meet the qualification criteria for a Certificate of Completion or Standard Diploma or Diploma (Third Class) may appeal to Principal through Form Teacher by submitting Appeal Letter and / or supporting evidence.
2. Principal will review the appeal on a case-by-case basis.
3. If the Principal rejects the appeal, student may submit their final appeal to Director through Form Teacher.
4. Director will indicate on the Appeal Letter if it has been approved or rejected. Director's decision is final.

APPEAL PROCEDURE FOR RESULTS

Appeal Procedure Flowchart



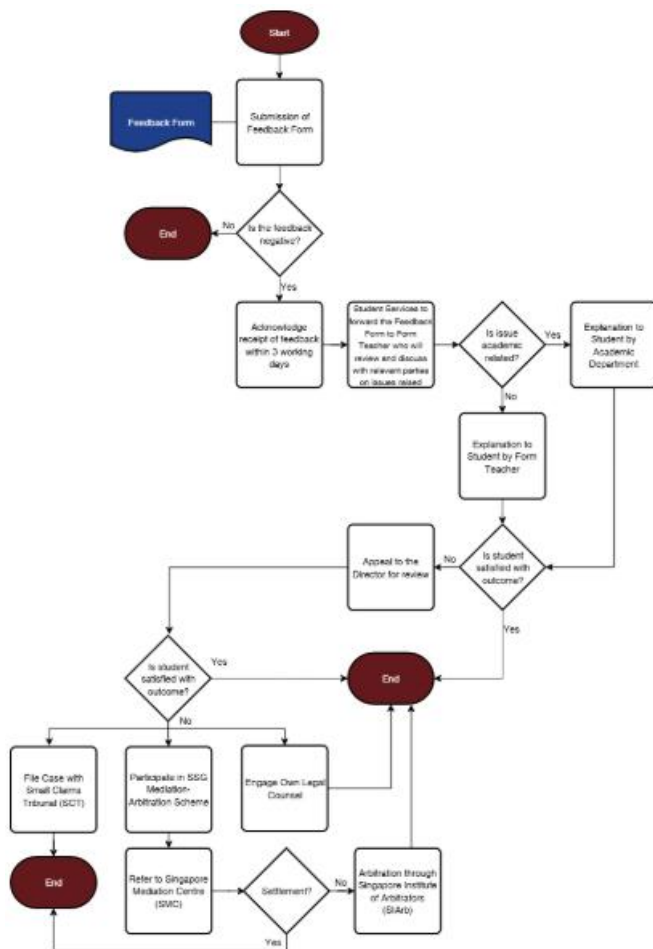
FEEDBACK & DISPUTE RESOLUTION

External Feedback Process

1. Students who would like to submit their feedback may approach Student Services for a F86 Feedback Form. They can drop the completed F86 Feedback Form in the Suggestion Box located at Level 3.
2. Student Services is to acknowledge the feedback received within 3 working days.
3. Student Services will forward the F86 Feedback Form to the Form Teacher. Form Teacher will review the feedback and discuss with the relevant parties on issues raised. A formal investigation will be carried out if necessary.
4. The relevant parties will then propose a solution to the issue raised and the School will respond to the feedback within 14 working days. Explanation will be done by Form Teacher if the issue is not academic related while academic related issues will be explained by the Academic Department.
5. If the student is still not satisfied with the outcome, they are to submit an appeal to the Director who shall review all cases on a case-by-case basis.
6. Above S/N 1 to 5 should be done within 21 working days. If the process takes more than 21 working days to resolve, Students need to be informed of the reason as to why it is so and justification needs to be provided by the School. Justifications need to be recorded on the Feedback Form under the 'Remarks' section.
7. If the student is still not satisfied with the outcome, they can approach the Skillsfuture Singapore Student Services Centre (SWDA-SSC) to report the dispute. Options for the student are:
 - File case with Small Claims Tribunal (SCT)
 - Participate in SWDA Mediation-Arbitration Scheme – Referred to Singapore Mediation Centre (SMC) if cannot reach a settlement, can progress to Arbitration through Singapore Institute of Arbitrators (SIArb)
 - Engage own legal counsel

7.1 #Note*
As feedback may not always be negative, the School will only reply to the students if it is required.

Feedback & Dispute Resolution Procedure Flowchart



STUDENT SUPPORT SERVICES

1. Core List of Support Services

1. Student Handbook is shared with all newly enrolled Students to orientate them on important information of the School
2. Medical Insurance coverage is provided to all enrolled Students via Liberty Insurance. Exemption for Singaporean/PR if they are already covered by their own medical insurance plan (proof must be shown to the School to be able to opt-out)
3. Feedback Form is made available for Students to provide valuable insights into helping the School to continually improve the student experience.
4. Student Contract is also available in the language of the country where the foreign student is domiciled (if necessary)

2. List of Comprehensive Services Available in School

1. The School will provide the following services to ensure Students make a smooth transition to Singapore:
 2. For all new students:
 - Complimentary pick-up service from the airport upon arrival
 - Providing guidance on mobile SIM card options and service providers
 - Assist in the purchase of an EZ-Link Card (for public transport)
 - Assist in arrangement for mandatory medical check-up
 - Provide documents, explain banking options, and share information on nearby bank locations
 - Assist in collection of Student's Pass
 - Provide accommodation advice and services

3. The School aims to provide all students with an academic education of the highest standards through the provision of these services:
 - 3.1 For all Current & Enrolled Students:
 - Orientation to familiarize the Student with Singapore law, the curriculum framework, school VMV, environment and rules
 - Provide Medical Insurance for Student
 - Inculcation of the School values of sharing by inviting outstanding alumni to share their experiences
 - Assist with visa applications for Students and their family members
 - Assist Students' family members with accommodation services
 - Assist with Students' external examination registrations
 - Maintain close contact with Students' parents via email or wechat to keep them up-to-date with Students' academic progress, attendance and general conduct and to get their feedback
 - Providence of moral education and psychological guidance that will help Students manage problems faced in studies and in life
 - Facilitation of Student-led co-curricular activities like chess / basketball / football competitions and volunteering / hiking activities etc.
 - Hold celebrations and performances on special occasions such as Chinese New Year, Mid-Autumn Festival and Graduation Ceremony
 - Source for and conduct external academic competitions that students can participate in
 - Arrange university fairs, university admission staff talks, university open house, career talks etc to create awareness among students of their university and course options and career pathways
4. As part of FIS's mission to aid students in securing admissions to world renowned universities, it will provide these various support services for its graduates:
 - 4.1 For Graduates:
 - Assist in visa application when returning to Singapore for collection of results and tertiary application
 - Source for suitable overseas universities that best suit Students' talents, capabilities and preference for early enrolment so that Students can be one step ahead of their peers
 - Assist in the collection of result slips
 - Assist in tertiary applications
 - Help in the application to overseas universities and for overseas visa

5. In ensuring that the School provides for an exceptional Student experience, it undertakes to provide the following services:
 - 5.1 For Enhancing Overall Student Experience:
 - Weekly review and feedback of Students' attendance
 - Student Evaluation Surveys (Student Satisfaction Survey / Module & Course Evaluation Survey / Student Survey of Teachers / Pre-Course Counselling Satisfaction Survey)
 - Feedback Form
 - Dispute resolution process
3. **Communication of Up-to-date Student Support Services and Programmes**
 1. Communication of the list of Student Support Services and programmes will be through the Student Handbook and also notices given to Students to create awareness of these programmes. These notices can be in the form of verbal communication and / or memo given to students.
4. **Programmes to Develop Students Holistically**
 - 1 The School aims to enhance the students' prospects of realising their university and course aspirations by helping them to identify their tertiary education goals, helping them to chart a clear pathway to their desired tertiary education and to engage in projects, programmes or activities which are clearly aligned to their desired goal.
 - 2 With this purpose in mind, projects, programmes or activities which develop and hone students' leadership qualities, collaborative, organisational and other skill sets needed to thrive at the tertiary level and showcase their interests and talents aligned to their tertiary goals will be strategically selected.
 - 3 A Student is also provided with various opportunities to develop and exhibit their selflessness and sense of community spirit through Community Involvement Programmes to participate in voluntary services and fund-raising activities to support a cause selected and supported by the School.

4. The School's Continual Improvement Cycles and its elements, including the annually done Continual Improvement Work Plan would also act as a platform to incorporate the need and objective to meet its objective mentioned in 1.

4.1 Note:

This comprehensive list of Student Support Services is not meant to be exhaustive. The School undertakes the responsibility to continually improve on ensuring that all Students' welfare and needs are well taken care of and will do so by School-Student engagements through the various Student touch points as listed.

5. Non-Academic Achievement

5.1

Non-Academic Achievement refers to student participation, involvement and contribution in activities outside the academic curriculum. This framework is established to track and recognize such achievements at FIS, promoting holistic development alongside academic success. It applies to all students enrolled in FIS who are pursuing a Diploma (First / Second / Third Class). Accordingly, the following point system has been introduced to encourage and acknowledge students' participation, commitment, and accomplishments in non-academic areas.

5.2

A 'Non-Academic Achievement' slip will be issued to Grade 12 students at the end of Term 6 (*Refer to PM-C5.0A Academic Policy*)

5.3 Non-Academic Achievement Point System

ACTIVITY	DESCRIPTION	TIER	Points
Overseas Project	Charity Projects	A1	15
	STEAM Project	A2	10
	Education Tours	A3	10
Academic Competition	External Competition: Math, Sciences and English competitions	B1	5
	Internal Competition: Math, Sciences and English competitions	B2	5
Non-Academic Competition	External Competition: Sports, Singing, Dancing, Cultural, etc.	B3	5
	Internal Competition: Sports (Non CCA), Singing, Dancing, Cultural, etc.	B4	5
Activities (Active)*	Academic Activity: Collaborative Projects (With Universities), Local STEM/STEAM projects, Science Fair, English Week, Internal Project (Project Week), Workshops, etc.	C1	5
	Non-Academic Activity: Sports, Singing, Dancing, Cultural, SFLP, Sports (Non CCA), Singing, Dancing, Cultural, Internal Project (Project Week), etc.	C2	5
Activities (Passive)**	Career and University talks, Outings and Social activities (with a learning component)	C3	3
	Outings, Social and Entertainment activities (without a learning component)	C4	1
CCAs (Clubs)	Attendance 90% and above.	D1	8
	Attendance 75% and above.	D2	2
	Attendance 74% and below.	D3	0
ECG	At least one 1-to-1 meeting with the ECG counsellor during the term	D4	3
CBL	Top student/group at the CBL class	D5	1-3
Leadership	CCA leaders, Monitors, Prefects, Self-starters, others (Up to FIVE points).	E1	1-5
	Overseas Trip Leader	E2	3-10
Bonus Points	Weekend Activities and others	F1	1-3

*Activity required one of these conditions: Hands-on work, Report or Presentation

**Activity doesn't require a task to complete

Additional Points for Academic and Non-Academic Competition

ACHIEVEMENT	TIER	POINTS
Top Gold / Perfect Score	B1.1	10
1st Prize / Gold	B1.2	8
2nd Prize / Silver	B1.3	5
3rd Prize / Bronze	B1.4	3
1st Prize	B2.1	5
2nd Prize	B2.2	3
3rd Prize	B2.3	3
Certificate	B2.4	0
1st Prize	B3.1	5
2nd Prize	B3.2	3
3rd Prize	B3.3	3
Certificate	B3.4	0
1st Prize	B4.1	3
2nd Prize	B4.2	0
3rd Prize	B4.3	0
Certificate	B4.4	0

5.4 The minimum requirement for Non-Academic Achievement point is as follows:

Class	Time	Diploma (Third Class)	Diploma (Second Class)	Diploma (First Class)
G10-11-12	36 months	18	80	135
	30 months	15	65	110
G11-12	24 months	12	50	85
	18 months	9	35	60
G12	12 months	6	20	35
	6 months	3	5	10

5.5 Below is the illustration of the required Non-Academic Achievement Points for students, based on their term of entry into the school:

G10				
Class	Time	Diploma (Third Class)	Diploma (Second Class)	Diploma (First Class)
G10-11-12	Term 1	3	15	25
	Term 2	3	15	25
G11-12	Term 3	3	15	25
	Term 4	3	15	25
G12	Term 5	3	15	25
	Term 6	3	5	10
TOTAL		18	80	135
Class	Time	Diploma (Third Class)	Diploma (Second Class)	Diploma (First Class)
G10-11-12	Term 2	3	15	25
G11-12	Term 3	3	15	25
	Term 4	3	15	25
G12	Term 5	3	15	25
	Term 6	3	5	10
TOTAL		15	65	110

G11				
Class	Time	Diploma (Third Class)	Diploma (Second Class)	Diploma (First Class)
G11-12	Term 3	3	15	25
	Term 4	3	15	25
G12	Term 5	3	15	25
	Term 6	3	5	10
TOTAL		12	50	85
Class	Time	Diploma (Third Class)	Diploma (Second Class)	Diploma (First Class)
G11-12	Term 4	3	15	25
G12	Term 5	3	15	25
	Term 6	3	5	10
TOTAL		9	35	60

G12				
Class	Time	Diploma (Third Class)	Diploma (Second Class)	Diploma (First Class)
G12	Term 5	3	15	25
	Term 6	3	5	10
TOTAL		6	20	35
Class	Time	Diploma (Third Class)	Diploma (Second Class)	Diploma (First Class)
G12	Term 6	3	5	10
TOTAL		3	5	10

Pastoral Counselling Framework

1. STUDENT SUPPORT

1.1 Form Teachers are the first point of contact Students would see for advice and guidance on a range of matters. Form Teachers are required to:

- Plan and organise an Orientation Program and Class Bonding to welcome new Students and introduce new Students to classmates and Class Monitor
- Develop the Class Monitor Programme, to appoint a class representative to provide peer support and maintain clear lines of communication
- Get information to answer queries from Students
- Conduct discussions with individual Students or groups of Students in relation to their student experience or needs, including need for extra support during recovery from a minor injury etc
- Refer Students to relevant staff or support services
- Monitor the academic progress, give pertinent study / improvement advice and motivate each Student
- Monitor the conduct and attendance of each Student and take necessary follow-up actions
- Provide advice to Students or relay to relevant Units information gathered about the specific needs of Students
- Act as an intermediary between School and parents
- Upload the content of their discussion on the Student Information System
- Accompany students from School to Clinic or Hospital if they become too unwell during school hours

1.2 Provide advice on:

- Matters arising at School endorsed Student Accommodation, if approached by student
- Cultural assimilations within the School and in Singapore
- National Laws or School Rules related to School attendance and conduct (to ensure the protection of Student's rights and to make their responsibilities clear)
- Students' personal responsibilities related to academic progress and the support available
- Where to find appropriate services

Pastoral Counselling Framework

1.3 Training for Form Teachers:

Form Teachers will undergo comprehensive mentor training on:

- policy and procedures related to student support services, academic, discipline, attendance areas,
- basic school safeguarding rules and procedures,
- Form Teacher role and effective communication with Students and parents
- ways to assess and understand their students' needs and to resolve their issues in an effective way
- pastoral care and guidance, for Form Teachers without counselling background

Trained Form Teachers enhance the culture of the school by building a good rapport between the school and the students and their parents

1.4 Form Teachers will set up WeChat groups to ensure students can reach out to their peers and teachers/staff and receive accurate, relevant and timely information

1.5 Student Activities / Co-curricular Teachers will be in charge of the planning, organisation, conduct and evaluation of activities / celebrations and selecting, setting, running and monitoring of student clubs to enrich students' lives in accordance with *OM-C4.5.1A Procedures for Student Activities*.

2. PASTORAL CARE AND GUIDANCE - ACADEMIC SUPPORT

2.1 A key part of pastoral care for international students is the support available for their academic studies. This support is provided by different specialists at different times: Form Teachers and Subject Teachers

2.2 Form Teacher can share their knowledge or offer guidance in the following areas:

- The School Learning Environment
- The School's Student Support Service
- Study Planning, Independent and Collaborative Learning Skills
- Active Learning, Staying Focused and Importance of Regular Attendance and Good Conduct
- School's Promotion / Acceleration / Honour Roll / Diploma / Certificate of Completion criteria and Student Continuous Assessment (SCA) Framework to optimise students' learning progress
- Intervention Measures Available for Underperforming Students
- Alternative Progression Pathways

Pastoral Counselling Framework

2.3 Subject Teacher / Head of Unit and Head of Curriculum / Principal can share knowledge or offer guidance in the following areas:

- Course and Module Outline
- Examination Skills, Question and Answer Techniques
- Intervention Measures Available To Help Underperforming Student
- Alternative Subject Combinations

2.4 Guidance Counselling will assist Grade 12 students to set academic targets for desired university programme, do self-monitoring of target achievement and review targets, where necessary.

2.5 Subject Teacher will put their comments with respect to underperforming students as per PM-C5.0A Academic Policy S/No.6 and OM-C5.4.1A Monitoring of Student Learning in the Student Continuous Assessment (SCA) or 'Result Excel Spreadsheet'.

3. STUDENT COUNSELLING

3.1 Deeper challenges requiring specialised intervention in the form of student counselling or escalate to external counselling can be categorised as follows:

Mental Health & Emotional Well-being	Relationship & Social Challenges	Academic & Learning Challenges
Internal Student Counselling		
• Low self-esteem or lack of confidence • Loneliness or social isolation • Burnout or emotional exhaustion • Grief and bereavement • Adjustment difficulties to school or student life • Difficulty coping with change • Sleep-related stress affecting studies	• Conflicts with classmates or group members • Romantic relationship issues • Peer pressure • Communication difficulties • Family conflicts or parental expectations • School Bullying	• Test Anxiety • Mild Panic Attacks related to Academic Pressure
External Counselling Only		
• Depression or Acute Emotional Stress • Anxiety and Panic Attacks	• Cyberbullying • Abuse or Harassment	• Severe Panic Attacks related to Academic Pressure
Counselling and support will provide / allow students (to):		
• a safe and confidential space for students to express their emotions, work through their challenges, and receive emotional support	• develop self-awareness and gain insight into their thoughts, feelings, behaviours and relationship with others. This can lead to personal growth, increased self-confidence, and better decision-making skills	• overcome academic challenges. By addressing these issues, students can improve their academic performance and achieve their goals.

Pastoral Counselling Framework

3.2 When Form Teachers are made aware that students are undergoing distress, Form Teachers will first arrange a Pastoral Care session to get an understanding of the challenges faced by the student. Form Teachers will then recommend to Head of Form Teacher that the student be referred to the School's internal counsellor / designated external counsellor. The internal or external counselling must be weekly minimum half-hour sessions for at least 4 weeks.

3.4 Internal Counsellors will record their findings and evaluations on a F115 Counselling Case Summary, and relevant information will be shared on a need to know basis to support well-maintained confidentiality. External Counsellors will email to the Form Teacher relevant information on a need to know basis to support well-maintained confidentiality. Form Teacher will update the Principal with relevant information on a need to know basis to support well-maintained confidentiality and record on Student Information System (SIS) that the meeting was conducted, as evidence of the counselling session.

3.5 The School will ensure that Form Teachers have the necessary training to be able to recognise students who may need counselling and staff who need to provide counselling services are adequately equipped with counselling qualifications.

3.6 The School's internal counsellor provides general, non-clinical student counselling support. For students presenting serious mental health concerns (e.g., suspected clinical depression, suicidal ideation, self-harm, trauma, or any issues requiring diagnosis or psychiatric intervention), the Form Teacher will refer the case to an external counsellor or licensed mental health professional.

Pastoral Counselling Framework

4. REFERRAL TO EXTERNAL COUNSELLORS:

4.1 Student / Subject Teacher may approach Form Teacher and request their help to arrange for external counselling.

Form Teacher must hold a discussion with the Student / Subject Teacher to get a satisfactory understanding of the reasons. Then he / she will inform Head of Form Teacher and Principal, before getting parental permission for external counselling if the student is below 18 years of age and making any arrangements.

4.2 Principal / Head of Form Teacher may also inform Form Teacher to arrange for external counselling for a Student, if it is deemed necessary.

4.3 External Counsellors will email to the Form Teacher relevant information on a need to know basis to support well-maintained confidentiality. Form Teacher will update the Principal with information provided by External Counsellors and record on Student Information System (SIS) that the meeting was conducted, as evidence of the counselling. All information received are to be kept confidential.

4.4 If the external counsellor deems counselling has been or would be ineffective and recommends the Student to see instead a certified Mental Health specialist, such as a psychiatrist, the Form Teacher must inform the immediate supervisor and the Principal, before updating the Parent. If the Parent refuses to accept the external counsellor's recommendation and the Student is deemed at risk of harming himself or herself, the Parent will be informed that in the best interests of their child the School would release the Student from their student contract or the Parent can choose to withdraw their child to undergo treatment. Once a release letter is issued or request to withdraw is received, the process for expulsion as in *OM 4.6.1A Monitoring of Student Conduct* or withdrawal process as detailed in *OM-C4.3.1B Student Course Withdrawal Procedure* will be followed.

Pastoral Counselling Framework

4. REFERRAL TO EXTERNAL COUNSELLORS (cont'd):

4.5 If the Parent wants to appeal the School's decision to release their child, the Parent must submit a medical clearance from a certified Mental Health specialist, give a letter of undertaking that the child will continue to have follow ups with a certified Mental Health specialist in Singapore, to share relevant information from their child's medical report with the Form Teacher on a need to know basis to support well-maintained confidentiality and not to hold the School responsible for their child's safety during their studies at the School. Form Teacher will update the Principal with relevant information on a need to know basis to support well-maintained confidentiality and record on Student Information System (SIS) that the student has met School's requirement and seen a certified Mental Health specialist in Singapore.

4.6 Principal or Head of Form Teacher must update that the student has met School's requirement and seen a certified Mental Health specialist in Singapore at the Senior Management / Management Meeting. Any non-compliance with School's requirement will be decided by the Director on a case-by-case basis.

4.7 All information received from student support services and counselling must be treated as confidential.

Post Result Release Process

Once the results are released, students will have several options depending on their results and the choices are as follows:

1. EXTEND THE SAME COURSE

1.1 Student to approach the Course Consultant for assistance.

2. PROGRESS TO THE NEXT COURSE LEVEL WITH THE SCHOOL

2.1 Student to approach the Course Consultant for assistance. (See *OM-C4.1.1B Student Selection and Admission*)

3. PROGRESS TO POLYTECHNIC

3.1 Student to approach the University Application Officer (UAO) for assistance.

3.2 Submit a copy of their passport and result slip to the UAO.

3.3 Upon receipt of the copy of the passport and result slip, UAO will request IT to create an email address for the Student.

3.4 UAO will compile the Student's information including the following:

- Student's Name
- Student's Number
- Student's Home Address
- Email Address
- Choice of Polytechnics
- Choice of Courses

3.5 Once the compilation is done, UAO will assist Students in their completion and submission of their application.

3.6 In the event that the Polytechnic required hardcopies to be sent, UAO will check the required documents consolidated for the student. It is the student's responsibility to ensure that the Polytechnic received the hardcopies of the consolidated documents before the due date.

3.7 UAO will monitor and follow up on the application status for the Students.

3.8 In the event that the Student is required to attend any interview session, the UAO will arrange relevant staff to guide the Student on the relevant interview skills before the actual interview session.

3.9 **UAO** will monitor the application status and inform the school of the application outcome.

3.10 Upon receipt of the Offer Letter from the Polytechnic, **UAO** will upload the Offer Letter to the Student Management System.

4. Progress to Universities

4.1 Student to approach the **UAO** for assistance.

4.2 Submit a copy of their passport and result slip to the **UAO**.

4.3 Upon receipt of the copy of the passport and result slip, **UAO** will request IT to create an email address for the Student.

4.4 **UAO** will assist Students in their completion and submission of their application. In cases where hard copy documents are required by the university, the **UAO** will also provide support in handling these submissions.

4.5 **UAO** will monitor and follow up on the application status for the Students.

4.6 In the event that the Student is required to attend any interview session, the **UAO** will arrange relevant staff to guide the Student on the relevant interview skills before the actual interview session.

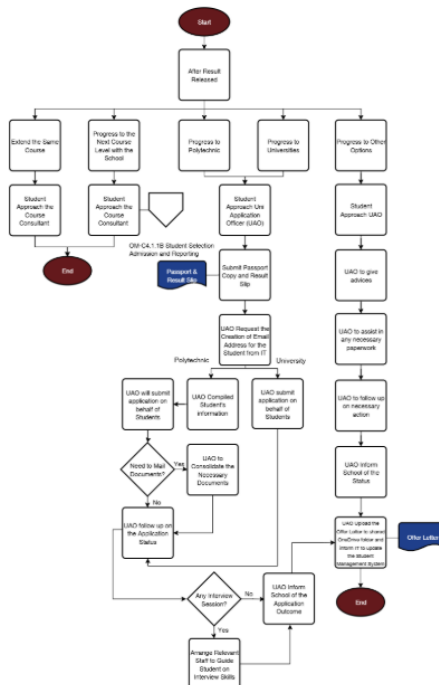
4.7 **UAO** will monitor the application status and inform School of the Application outcome.

4.8 Upon receipt of the Offer Letter from the University, **UAO** will upload the Offer Letter to shared OneDrive folder and inform the IT department to update the Student Management System, if any.

5. Progress to Other Options

- 5.1 Student to approach the UAO for assistance.
- 5.2 UAO will give advices to the Student.
- 5.3 UAO will assist the Student in any necessary paperwork.
- 5.4 UAO to follow up on the necessary action.
- 5.5 UAO will inform School of the Status.
- 5.6 Upon receipt of the Offer Letter from the relevant Institution, UAO will upload the Offer Letter to the shared OneDrive folder and inform the IT department to update the Student Management System, if any.

Post Result Release Process Flowchart



Code of Ethical Behaviour – Students

See OM-C4.2.1A Procedures for Executing Student Contract

All New Students sign a pledge after signing the Student Contract, which includes the following code of ethical behavior:

- Be respectful towards their teachers;
- Be kind towards their peers;
- Be upright and honourable;
- Be tolerant and empathetic towards all



Furen International School

辅仁国际学校

STUDENT PLEDGE

I will do my utmost to successfully complete my studies at Furen International School and gain admission in my chosen university.

I will make my parents, my school and society proud.

I will strive to be:

- diligent, punctual and persevering
- respectful towards my teachers; kind towards my peers; upright and honourable
- tolerant and empathetic towards all

My Pledge as a Student of Furen International School

Name: _____

Signature: _____

Date: _____

I have read the above Pledge and support the Pledge

Name: _____

Relationship to student: _____

Signature: _____

Date: _____

1. Demerit Point System

No.	Major Offences Leading to Expulsion#	Points
1	<u>Violation of Singapore Law</u> The following are violations that can lead to imprisonment, hefty fines and instant expulsion from the School: a. working illegally (include recruitment of students to other institutions), b. fighting in public with or without weapon, c. stealing, d. consuming/possessing/buying/selling of alcohol below age of 18 and unauthorised drugs or contrabands such as vapes. e. committing sexual offences with a person (male or female) under the age of 16. f. smoking/possessing/buying/selling of cigarettes below the age of 21. g. possession of weapons, firearms, explosives, obscene materials, seditious content, and endangered wildlife h. engaging directly or indirectly, intentionally or unintentionally in scamming activities to defraud others.	30
2	Physical violence towards School Staff (this includes teachers and staff)	30
3	Slandering/Intimidating/Harassing/Bullying (these cover cyber bullying and making of malicious or damaging statements) fellow students or School staff Making of malicious, damaging or slandering statements against the School Making and / or spreading content that is deemed offensive to the School's reputation.	30
4	Trespassing or bringing unauthorised visitor(s) into restricted areas of the school or school-appointed hostel	30
No.	Major Offences	Points
5	Lingering cigarette odor on the clothes / breath or smoking or consuming alcohol including possession within the School compound or within the School vicinity or while in School uniform outside the school compound regardless of legal age. For those who are underaged, it will be a violation of Singapore law and categorized as Serious Offence.	20
6	Cheating in Exams (any form); Faking of documents; Making false statement (Lying to Staff) (A student who is an accessory to cheating will face the same punishment)	20
7	Leaving Singapore without official approval	20

8	Verbal / physical altercation within the School compound or in the School vicinity or while in School uniform outside the school compound	15
9	Possession of flammable and explosive items	15
10	Vandalism, throwing leftover food in sinks or toilets, and Acts of Mischief (Students will bear the costs for the loss, restitution and clean-up. Final decision on costs will be determined by the Management)	10
11	Insubordination towards teachers/staff	10
No.	Minor Offences	Points
12	Intimacy within school compound / in school uniform	5
13	Using obscenities in any form such as body language, drawing and words Using of offensive or abusive language or curse words	5
14	Sleeping in class or causing disruption in class	5
15	Failure to handover handphones at 9am, 1pm or as soon as first coming into School after 9am/1pm respectively. Usage of handphones, tablets, iPads, laptops, ear devices during school time (9am to 6pm), except Lunch time. (Note: Translators and e-watches are allowed.) Note: For first offence, electronic device(s) will be confiscated for one full school day and returned at 6 pm at the end of the day. For second offence, electronic(s) will be confiscated for five school days and returned at 6 pm on School Day 5. Other follow-up actions may also be taken, if needed. For any subsequent offence, the Student would be suspended from school for at least one week.	5
16	Inappropriate attire during school operating hours within/outside School* Mondays: Full school uniform, with tie/bow tie, blazer and black shoes and socks all day (9:00am-6:00pm) Tuesdays-Thursdays: Full school uniform, blazer and black shoes and socks all day; tie/bow tie is optional (9:00am-6:00pm); Fridays: School Black Polo T-shirt with School pants / skirt and black shoes and socks all day (9:00am- 6:00pm) Mondays-Fridays , after 6:00pm / Saturdays / Sundays : Dark polo T-shirt and dark long pants / skirt with covered footwear Note: Rules on appropriate attire, hair colour, jewellery and general appearance is attached as an appendix to this manual. The final decision rests with the Principal.	5
17	Bringing / Consuming food and drinks, other than water, in classrooms (8:30am-9:00pm)	3
18	After taking thumbprint attendance: 1. Staying out of class without approval or 2. Leaving School outside lunch / dinner break without approval	3
19	Not staying for the full duration of a school organized activity, unless with permission	3
20	Absence without Leave Approval (Full Day Absence)	3

SCHOOL ATTIRE RULES

Item	School Rules	Exceptions
Hair	Face, especially eyes, must not be covered	The length and style of hair is up to the student* Boys with long hair must tie it up in a tidy ponytail
Hair Dye	Only dark coloured dye, such as black or brown, is allowed.	Dark green or blue used as tints is allowed as long it is not too conspicuous*. Those with hair dye not approved by the school will be given two weeks to remove their hair dye.
Wearing of Make Up	No	Only very light makeup is allowed*
Piercings on face	No	
Ear-rings	No	Only small studs or rings are allowed*
Tattoos	No	The School does not accept students with tattoos. Those that have been accepted on a case by case basis must cover it up with long-sleeve shirt if necessary.
Necklaces	No	All necklaces must be hidden under the collar*
Coloured contact lens	No	Only dark coloured contact lens is allowed*
Rings and bracelets	No	Only small or thin rings/bracelets are allowed*

*subject to approval by the Principal

SCHOOL ATTIRE RULES

Monday Full Uniform Attire (Part 1):

Item	School Rules	Exceptions
Shirt	School White Shirt with School logo; student must be in uniform from 9.00am to 6.00pm	Student may request for tailored shirt, for example, long-sleeved shirt to cover the skin from sun exposure. School logo must be printed
Skirt/ Pants	School Tartan Skirt / School Dark Blue Pants. The length of the pants must be long enough to ensure that there is no exposure of legs. No rolling up of pants for aesthetic reasons No tucking of pants into boots or socks. Pants should hang over the boots	Student may request for tailored pants if the ready to wear does not fit well.
Ties	School Pants: Necktie School Skirt: Bowtie	Not needed on other days.
School Blazer	IN THE CLASSROOM: If a student feels cold, another sweater can be worn under the School Blazer If student only needs one layer, the Student must wear the School Blazer ONLY. OUTSIDE THE CLASS-ROOM: Student must wear School Blazer ONLY.	Need to put on from Monday to Thursday

SCHOOL ATTIRE RULES

Monday Full Uniform Attire (Part 2):

Shoes	All black only	
Socks	Black only Socks must be long enough to ensure there is no exposure of ankles	Student in skirt may choose leggings and stockings, which must be in black only
Belt	It is optional. Single Colour: Black or Dark Brown	

Other Attire at School:

Item	School Rules	Exceptions
Shirt	School T-Shirt (only on Fridays and Activity / Physical Exercise Days)	Club T-Shirt with FIS name or logo in it is accepted
Shorts	Dark blue or Black (only during school physical activities)	
Shoes	All black canvas or track shoes	
Socks	Black or white. Socks must be long enough to ensure there is no exposure of ankles	

2. DEMERIT POINTS, DISCUSSION, EXPULSION

2.1 At various stages of the discipline process, Students are required to meet their Form Teacher for a discussion to ensure all relevant information is communicated both ways and to ensure fair and well-deliberated decision-making by Staff involved.

2.2 Discipline Officer will inform Form Teacher and Principal of the Student's offences and demerit points issued.

2.3 Relevant Form Teachers are to ensure that both Student and Parents/Guardians are informed of the Student's offences, demerit points issued and corrective action that would be taken. This is to raise awareness of the student's misconduct, prevent a repeat of misconduct and at the same time this will serve as a preventive intervention aiming to stop further misconduct before more serious actions are required.

2.4 Form Teacher are to ensure Students from the same class are informed to ensure the action taken serves as a deterrent to others.

2.5 Students who accumulate a total of 30 or more demerit points will be issued with a Corrective Action Order or an Expulsion Letter. Refer to **Section 1: Demerit Points System** for the list of offences and the demerit points each offence carries.

2.6 Students who stay in school appointed hostels are expected to adhere to all the hostel rules and regulations. Those who have accumulated the maximum demerit points at the school appointed hostels will be issued an Expulsion Letter from the School and will be subjected to the same process as students who accumulated 30 or more demerit points from the School's Demerit Point Table.

2.7 For Expulsion cases, Discipline Officer will inform Form Teacher, Head of Form Teacher and Principal of the Student's offences. Relevant Form Teachers are to ensure that both Student and Parents/Guardians are informed.

2.8 Students who are issued an Expulsion Letter are required to meet with Form Teacher for discussion.

3. REPORTING OF OFFENCES / HANDLING OF MAJOR OFFENCES

An incident report to Principal must be written for all major offences committed by Students.

4. MERIT POINTS

Students who have accumulated demerit points have the option to reduce or offset their demerit points by gaining merit points through detention, volunteering for and successfully completing any School-based activities or community involvement programme organized by the Staff in-charge of Activity. For each hour, one merit point will be given. The demerit points will only be lowered no lower than zero. Any additional merit points earned will count towards the Student's non-academic achievement points. (Refer to PM-C 4.5.1A Student Support Services Policy)

5. INTERVENTION MEASURES

All intervention measures to help students with poor conduct must be implemented in a timely manner and the intervention actions / goals are to be evaluated for effectiveness and improvements. Supporting case studies are to be included in the effectiveness report.

Important Notes:

1. The Discipline Policy and Procedures will be communicated to students through the following channels:
 - Orientation Programme (Refer to *OM-C4.1.1C Student Reporting*)
 - Student Handbook
2. It is the duty of all Staff, especially those that are in contact with Students, to ensure adherence to this policy.
3. It is the duty of the Discipline Officer to ensure follow-up actions; including disciplinary ones are meted out accordingly and in a timely manner.

MONITORING OF STUDENT CONDUCT PROCEDURE

1. The Academic Department has overall responsibilities on School Discipline and enforces the regulations under the School's "Demerit Point System" (see *PM-C4.6.1A Discipline Policy*).
2. Discipline Officer (DO) is a generic term used to describe a person assigned by the School to handle a misconduct and issue a Case File known as "Incident Report" (IR), where necessary.
3. Form Teacher must upload their discussion with student and their parent on the Student Information System within one day.
4. Guidelines on Investigation:
 - Staff not to pat-down students. This means no frisking or otherwise touching a students' person.
 - Staff may be allowed to request the student to remove their school blazer and empty their pockets for inspection of pockets. If Student does not comply, it will result in 10 demerit points being issued for insubordination towards a School staff.
 - Staff are not to insert their hands into a student's bag to examine for contraband, but may demand that the student empty the bag themselves before the Discipline Master and / or other staff.
 - Staff are required to take students to a separate room for discrete investigation before the checking of a student's clothing or bag for mobile devices or contraband. This must not be carried out in a classroom where others may be present, or in a public space or in front of other students.
5. A Corrective Action Order may be issued at the Principal's discretion at any time he or she deems necessary

MONITORING OF STUDENT CONDUCT

1.1 When a Student is caught / suspected of violating the School rules, Form Teacher / Discipline Officer / Any Staff will issue to the Student a Notice of Offence, indicating the offence committed or may have been committed by the Student based on Demerit Point System Table (see *PM-C4.6.1A Discipline Policy*). If the Notice of Offence is issued to the Student by any Staff other than Form Teacher, the Student will show the Notice of Offence to the Form Teacher to obtain their signature.

1.2 Form Teacher / Discipline Officer will investigate the offence. Student must meet with his / her Form Teacher for an initial discussion, and failing to do so will result in 10 demerit points being issued for insubordination towards a School staff.

1.3 If the investigation involves an interview of the student who has committed a major or serious offence to gather and assess evidence, it will be conducted by Discipline Officer and Head of Form Teacher and for a female student, a female Head of Unit must also be present.

MONITORING OF STUDENT CONDUCT PROCEDURE

2. ISSUE OF WARNING OR DEMERIT POINTS

2.1 For minor offence, Form Teacher is given the discretion, while for major or serious offence, the Head of Form Teacher and Principal are given the discretion to give a warning. The decision taken must be written on the Notice of Offence, signed and dated. No warning should be given for a serious offence.

2.2 If the decision is to issue demerit points, Discipline Officer will issue a Discipline Record. The Discipline Record will indicate type of offence committed, demerit points issued and include total points accumulated and deduction of points earned which will be signed by the Form Teacher and Principal.

2.3 An Incident Report to Principal must be written for all serious and major offences committed by Students. In the event the Student has violated the Singapore Law, the Principal in consultation with Director will decide if the matter should be reported to the relevant authorities. If the Incident Report is endorsed and the decision is to report to the relevant authorities, Discipline Officer will make the report.

2.4 Discipline Officer will inform Form Teacher and Principal of the Student's offences through Discipline Record.

2.5 Form Teacher will inform both Student and Parent / Guardian about the offence committed, the School's decision on reporting to the authorities, if applicable, and demerit point issued.

2.6 Relevant Form Teacher will announce to all Students in the same class as the offender via WeChat without revealing name and identity of offender, any major or serious offences committed by their Student.

3. FOLLOW-UP ACTION(S)

3.1 Discussions/Counselling

3.1.1 If the number of demerit points issued hits 20 or above, Student is required to have a discussion with the Form Teacher.

3.1.2 When deemed necessary by the Principal, Student is required to attend once a week counselling over at least 4 weeks arranged by Head of Form Teacher.

3.2 Follow-up Action (30 or more demerit points accumulated)

3.2.1 The Principal can decide to issue a Corrective Action Order – Probation (see S/N 3.3), Corrective Action Order – Suspension (see S/N 3.4), Corrective Action Order – Suspension followed by 2 Weeks of Probation (see S/N 3.3 and 3.4) or Letter of Expulsion (see S/N 3.5).

3.3 Probation

3.3.1 If a student is to be put on probation, he / she will be issued a Corrective Action Order – Probation. The student will be placed under a 2-week probation and the probation conditions will be set in the Corrective Action Order.

3.3.2 Form Teacher is to ensure that both Student and Parent / Guardian are informed.

3.3.3 The probation must only be during school term and not over the school term break.

MONITORING OF STUDENT CONDUCT PROCEDURE

3.3.4 The student must comply with all the conditions set for the entire duration of the probation period, which will include the following

- i. Attends Self Study on Saturdays, from 9 am to 12 pm, at Level 2 Study Hall, unless otherwise specified¹
- ii. Meets 100% attendance requirement², including not being late for class
- iii. Receives no new Notice of Offence
- iv. Attend weekday detention (Monday-Friday) from the date of this letter from 6-7pm.
- v. Any other condition deemed necessary by the Principal

Up to two written warnings will be given to Student if he/she fails to meet any of the conditions. The third time any of the conditions is not met, the probation could be either extended or terminated; if terminated, the Student will be put under suspension as detailed in S/N 3.4

However, if the Student is issued a new Notice of Offence related to a major offence or serious offence, the probation will be terminated and the Student will be put under suspension for a specified period as detailed in S/N 3.4 or expelled immediately as detailed in S/N 3.5

Notes:

1. Rules to observe during Self Study on Saturdays
 - i. School or Dark polo T-shirt and dark long pants / skirt
 - ii. Covered footwear, only
 - iii. No handphone / earphone / headphone (iPad / Laptop is only for study purpose)
 - iv. No breaks except toilet breaks
 - v. No sleeping
 - vi. No eating or bringing food outside the cafe (only drinks are allowed)
 - vii. Minimal chatting
 - viii. Strict adherence to start time and end time (No lateness or early dismissal); must sign-in and sign-out

Breaking any of the rules would lead to no merit points being issued.

2. When student is on leave, approved or otherwise, their probation period will be extended accordingly to ensure they complete a full 2-week probation.

3.3.5 After the probation period ends, the Principal will issue a Letter of Outcome to inform the student the probation has been successfully completed.

MONITORING OF STUDENT CONDUCT PROCEDURE

3.4 Suspension

3.4.1 If a student is to be placed under suspension, he / she will be issued a new Corrective Action Order – Suspension.

3.4.2 The student could be put on 'in-School' suspension, or on 'Home' suspension.

Note:

1. During 'in-school' suspension, student:

- Must remain at Level 2 Study Hall during School hours to do self-study
- Is not allowed to use Handphone / Earphone / Headphone from 9am to 6pm except during lunch hour.
- Must take Thumbprint attendance

2. During 'Home' suspension, Student is not allowed to enter School during the whole duration of the suspension. Attendance will not be counted.

3.4.3 Form Teacher is to ensure that both Student and Parent / Guardian are informed.

3.4.4 The first suspension will be five (5) school days. Subsequent suspensions will increase by five (5) school days to a maximum of twenty (20) school days. During suspension, Student's attendance will be marked as absent. Form Teacher will inform guardian / parents.

Note: For students whose suspension is out of School and whose families do not reside in Singapore:

- The student must not remain in Singapore during the suspension period.
- The student is required to provide proof of purchase of a round-trip air ticket to their home country.
- The return flight must be scheduled no earlier than two (2) days before the suspension ends and no later than the end date of the suspension.

3.4.5 If the student does not complete his suspension or meet the conditions set, the suspension will be terminated and the Student will be put under probation as detailed in S/N 3.3 or expelled immediately as detailed in S/N 3.5

3.4.6 After the suspension is completed, the Principal will issue a Letter of Outcome confirming the successful completion of suspension.

MONITORING OF STUDENT CONDUCT PROCEDURE

3.5 Expulsion

3.5.1 If the Student is to be expelled, an Expulsion Letter is to be issued to the Student, Discipline Officer will inform Form Teacher, Head of Form Teacher and Principal of the Student's offences through the Expulsion Letter.

3.5.2 Form Teacher is to ensure that both Student and Parent / Guardian are informed.

3.5.3 Students who are issued an Expulsion Letter are required to meet with Form Teacher for discussion.

3.5.4 Once the Expulsion Letter is issued, the student will be suspended from class but is required to attend school for monitoring, and attendance will be taken.

Note:

During suspension, student:

- i. Must remain at Level 2 Study Hall during School hours to do self-study
- ii. Is not allowed to use Handphone / Earphone / Headphone from 9am to 6pm except during lunch hour.
- iii. Must take Thumbprint attendance

3.5.5 Students who accept the expulsion must follow the course withdrawal procedures as outlined in *OM-C4.3.1B Student Course Withdrawal Procedure*.

3.5.6 Student who receives an Expulsion Letter can appeal against the expulsion by submitting an Appeal Letter within 5 working days from the date of the Expulsion Letter to Principal.

3.5.7 The Student will meet the Principal, together with Form Teacher, and failing to do so will result in 10 demerit points being issued for insubordination towards a School staff.

3.5.8 The Principal will decide on the outcome of the appeal within five (5) working days.

- If the appeal is successful or rejected, the student will be issued a Letter of Outcome.
- If the decision is to place the student on probation or suspension, a Corrective Action Order will be issued to the student through the Discipline Officer and Form Teacher and the process under S/N 3.3 Probation and S/N 3.4 Suspension will be followed accordingly and the outcome of the appeal will be decided upon the successful completion or an early termination by the Principal, if the conditions are not met, of the Corrective Action Order.

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3.5.9 If the outcome is decided more than 5 working days from the date the appeal is received or successful completion or a termination by the Principal, if the conditions are not met, of the Corrective Action Order, whichever is applicable, the Discipline Officer shall provide an explanation in writing to all concerned.

3.5.10 If the student's appeal is rejected, student may submit a final appeal to Director by writing an Appeal Letter within 5 working days from the date of Letter of Outcome.

3.5.11 The Director will inform the Discipline Officer and Form Teacher of his decision. The decision by the Director is final. If the Director's decision is to place the student on probation or suspension, a Corrective Action Order will be issued to the student through the Discipline Officer and Form Teacher and the process under S/N 3.3 Probation and S/N 3.4 Suspension will be followed accordingly.

3.5.12 The Letter of Outcome of the final appeal must be issued within 5 working days from date the appeal is received or successful completion or a termination by the Director, if the conditions are not met, of the Corrective Action Order, whichever is applicable.

3.5.13 If the Student whose final appeal is successful has accumulated more than 30 demerit points and commits a new serious offence, the Principal / Director has the discretion to expel the student immediately with no right given to Student to appeal.

3.5.14 For Vaping related offences, the following follow up action will take place:

Number of Offences	Non-etomidate laced		Etomidate laced	
	Follow up Action	Reporting to Authorities	Follow up Action	Reporting to Authorities
1st	Corrective Action Order – Suspension of 2 weeks followed by Probation of 2 weeks	Warning to Student	Immediate Expulsion; No appeal allowed	Immediate Reporting Made
2nd	Corrective Action Order – Suspension of 4 weeks followed by Probation of 2 weeks Weekly Counselling over at least four weeks	Warning to Student	-	-
3rd	Immediate Expulsion; No appeal allowed	Immediate Reporting Made	-	-

4. MERIT POINTS

4.1 Students who have accumulated demerit points have the option to reduce or offset their demerit points by gaining merit points through detention, volunteering for and successfully completing any School-based activities or community involvement programme organized by the Staff in-charge Activity as detailed in **Reduction of Demerit Points** (see *PM-C4.6.1A Discipline Policy*). For each hour, one merit point will be given. The demerit points will only be lowered no lower than zero. Any additional merit points earned will count towards the Student's non-academic achievement points. (Refer to *PM-C 4.5.1A Student Support Services Policy*)

MONITORING OF STUDENT CONDUCT PROCEDURE

5. MONTHLY AND QUARTERLY REPORT

5.1 **Discipline Officer** will prepare a monthly discipline report which indicates the following:

1	Total number of Discipline Records issued each month in the last 3 months; Top 3 Most Common Sub-Category of Offences each month in the last 3 months
2	List of offences committed under each type (minor / major / serious), points issued for each sub-category of offence and total points issued for each type of offence (minor / major / serious)
3	Name, Student ID and Class of Offenders committing repeated or multiple offences as at end of the month
4	Name, Student ID and Class of Offenders who accumulated 30 or more points in the current month – Follow Up taken: Probation / Suspension / Expulsion
5	Name, Student ID and Class of Offenders with first appeal against expulsion – Follow-up commencing / ending in the current month – probation / suspension; Outcome in the current month of first appeals – successful / unsuccessful
6	Name, Student ID and Class of Offenders with final appeal against expulsion – Follow-up commencing / ending in the current month – probation / suspension; Outcome in the current month of final appeals – successful / unsuccessful

5.2 Principal will prepare and submit to the Director for approval a report once every 3 months an evaluation of intervention measures for effectiveness, which are supported by individual case studies, and improvement.

6. STUDENT SERVICES' DUTIES

6.1 If the Student is to be expelled, the Discipline Officer is to inform Student Services in order for them to do the following:

- Notify ICA to cancel the Student's Pass
- Update FPS Service Provider
- Update the Expulsion List
- Update the Student Management System as detailed in Course Withdrawals & Transfers (*see OM-C2.3.1B Data Management System*)
- Update Attendance List

STUDENT ATTENDANCE POLICY & PROCEDURE

To monitor students' attendance and maintain accurate, up-to-date attendance records, the School has in place the minimum required attendance standards and failure to meet them will result in the School taking necessary actions.

- The School will establish and implement student attendance taking and monitoring system for all learning modes (classroom-based learning, synchronous and asynchronous e-learning).

Note:

- Classroom-based learning: Attendance will be recorded during in-person sessions where both teachers and students are present in the same physical classroom and follow a fixed timetable.
 - Synchronous E-Learning: Attendance will be tracked during scheduled live virtual lessons conducted on platforms such as Zoom, Microsoft Teams, or Voov, where real-time interaction between teachers and students takes place.
 - Asynchronous E-Learning: Attendance will be monitored based on students' engagement with learning materials, submission of assignments, and participation in discussion forums or learning platforms, as activities are completed at the students' own pace within set timelines
- The goal of attendance taking and monitoring is to ensure student learning is not disrupted or negatively impacted by absenteeism or lack of punctuality.
 - The Attendance Policy and Procedures will be communicated to students through the following channels:
 - Orientation Programme (Refer to OM-C4.1.1C Student Reporting)
 - Student Handbook
 - The School will have 2 systems of attendance taking which are paper attendance and Biometric Fingerprint Scanner for Classroom-based learning. Attendance will be taken on the Student Information System for Synchronous e-learning. Attendance will be taken on Student Information System for Asynchronous e-learning.
 - Student Services is responsible to update Students' attendance records, track absenteeism, monitor the overall attendance and evaluate the intervention measures for effectiveness and improvement. Form Teacher is responsible for the follow up, improvements to attendance goals or expectations and intervention measures taken to address absenteeism and attendances below the minimum rate.

1. Attendance Policy

1.1 SYNCHRONOUS E-LEARNING

1.1.1 Attendance for synchronous e-learning must be taken on the Student Information System (SIS) at the start of each session as outlined in OM-C4.6.1B Monitoring of Student Attendance.

1.1.2 Teachers must also take a screenshot of the participant list (with student names and timestamps visible) as supporting evidence. This screenshot is to be kept as internal proof and may be requested for verification during audit

1.2 ASYNCHRONOUS E-LEARNING

1.2.1 Attendance for asynchronous e-learning is to be marked based on access to the materials and student completion / submission of assigned tasks (e.g., quizzes, worksheets, reflections) within the specified deadline.

1.2.2 The Subject Teacher is responsible for reviewing student submissions and inputting attendance in the Student Information System (SIS) as detailed in Monitoring of Student Attendance (see OM-C4.6.1B Monitoring of Student Attendance).

1.3 CLASSROOM-BASED LEARNING

1.3.1 The School will have 2 systems of attendance taking which are paper attendance and Biometric Fingerprint Scanner.

1.3.2 Paper Attendance

1.3.2.1 The Paper Attendance will be used for the following purpose: (but not limited to)

- Random Checks
- in case of a breakdown of the Biometric Fingerprint Scanners

1.3.2.2 Teachers are responsible for marking all Students' attendance as detailed in Monitoring of Student Attendance (see OM-C4.6.1B Monitoring of Student Attendance).

1. Attendance Policy

1.3.3 Biometric Fingerprint Scanners

1.3.1 Students will have to scan their fingerprint at two different intervals as given below to be treated as present:

- Morning Session starting from 8.30am to 9.00am
- After-Morning Session starting from 6.00pm to 6.30pm

1.3.2 Students who scan their fingerprint by 9.00am / 6.30pm will be treated as present for the morning / after-morning session accordingly.

1.3.3 Students who scan their fingerprint after 9.00am but by 9.30am will be treated as late for the morning session.

1.3.4 Students who scan their fingerprint after 9.30am / 6.30pm or fail to fingerprint by 9.30am / 6.30pm will be treated as absent for the morning / after-morning session accordingly.

1.4 Accuracy of Student's Attendance

1.4.1 Students and Form Teachers are encouraged to be pro-active in the monitoring of attendance. Form Teacher will meet with the student regularly for a discussion on their absence. There are 3 reports provided by Student Services on student's attendance:

- Daily Update
- Mid-month Attendance Update
- Monthly Attendance Update

1.4.2 Students are allowed to appeal to the Form Teacher for each update. Student must appeal within the same day if there is any discrepancy in their attendance based on Daily Update. For Mid-month Attendance update and Monthly Attendance update, Student is required to appeal within 3 working days after the update has been sent.

1.4.3 Form Teacher has the authority to change the student's attendance based on student's appeal and reflect all changes on the Student Information System.

1.5 Morning Uniform Inspection

1.5.1 The school will conduct regular checks on students' attire. Students not properly attired in the school uniform will be asked to leave school immediately and they will only be given attendance if they come back to school properly attired.

1.6 Attendance Expectation

1.6.1 The School requires the attendance percentage of ALL Students during the course in any month to not fall below 90% (the attendance requirement of the Immigration and Checkpoints Authority of Singapore (ICA) for Students holding Student's Pass) without any valid reason.

1.6.2 Students will be reminded through the Mid-month or Monthly Attendance updates that if their attendance is below 90%, the school will include their name in the 'Attendance Failure Name List of International Students' sent to ICA. This will result in the following:

- a) they may be issued with a letter of expulsion from the School
- b) it will affect the renewal of their student pass or transfer to another school
- c) they will not be eligible for Honour Roll
- d) they will not be able to receive a High School Diploma
- e) it will affect their application to certain universities
- f) it will affect their future student visa application
- g) it will affect their future immigration application
- h) it will affect their future employment application in Singapore

1.7 Medical Leave:

1.7.1 Medical certificates other than those issued by a registered hospital, polyclinic or clinics in Singapore will not be accepted.

1.7.2 Medical certificates from Traditional Medicine regardless of nationalities will not be recognised.

1.8 The school will monitor student attendance on a daily basis, and intervention actions (e.g discussion and/or informing of parents etc.) will be taken to help Students with poor attendance as detailed in Monitoring of Student Attendance (see OM-C4.6.1B Monitoring of Student Attendance).

1.9 All intervention measures to help students with poor attendance must be implemented in a timely manner and the intervention actions / goals are to be evaluated for effectiveness and improvements. Supporting case studies are to be included in the effectiveness report.

1. MONITORING OF STUDENT ATTENDANCE

1.1 Class-Based Learning

1.1.1 Biometric Fingerprint Scanners Attendance

- a) All students will have to scan their fingerprint at two different intervals as given below to be treated as present at designated areas:
 - Morning Session starting from 8.30am to 9.00am
 - After-Morning Session starting from 6.00pm to 6.30pm.

1.1.2 Paper Attendance (including Timetable):

- a. Before the start of a new week, Student Services will prepare and upload the Class and Teacher Timetables to the Student Information System (SIS).
- b. The timetable will be printed out and placed at Front Desk every Friday by 5pm.
- c. Class Monitors and Subject Teachers may collect the timetable from Front Desk.
- d. Student Services will print out the class's student roster for paper attendance-taking known as "Attendance List" and place it in the Common Room every Friday by 5pm.
- e. Teachers will collect the "Attendance List" from the Common Room and bring it to their class to facilitate paper attendance-taking. This is required so that teachers are cognizant of the students enrolled in the class.
- f. Subject Teachers will take attendance for every session using the "Attendance List."
 - Students who arrive by 9:00 AM will be marked as Present (P).
 - Students arriving after 9:00 AM but by 9:30 AM will be marked as Late (L).
 - Students arriving after 9:30 AM or failing to attend will be marked as Absent (A).
 - For subsequent classes on the same day, only "P" (Present) or "A" (Absent) will be used based on punctuality or absence.
 - In the event of conflicting attendance records, fingerprint attendance takes precedence over paper attendance.
 - The following notation on the "Attendance List" shall be used:
 - "P" for Present
 - "A" for Absent
 - "L" for Late
- Teachers who mark the paper attendance during the evening session are required to return the "Attendance List" to the Common Room.

1.2 Synchronous E-Learning Attendance

1.2.1 Student Services will upload the class's student roster for synchronous e-learning to the Student Information System (SIS) every Friday by 5pm.

1.2.2 Subject Teachers must log onto the Student Information System to access the attendance list for online attendance taking. This is required so that teachers are cognizant of the students enrolled in the class.

1.2.3 Subject Teachers must take attendance at the start of each online session on Student Information System. To be marked Present (P), students must:

- Log in punctually, and
- Turn on their cameras with their faces clearly visible for the entire session, and
- Respond when prompted.

Failure to comply may result in the student being marked as Absent (A) at the teacher's discretion.

1.2.4 Teachers may conduct random attendance checks at the end of the session. If the student is found to be non-compliant or absent during the check, his / her attendance will be negated.

1.2.5 The following notation on the "Attendance List" shall be used:

- "P" for Present
- "A" for Absent

1.3 Asynchronous E-Learning Attendance

1.3.1 The Academic Team will initiate asynchronous e-learning. They will propose the date and time to the Management Team. Upon approval, the Academic Team will plan the session and inform the relevant staff.

1.3.2 Student Services will upload the class's student roster for asynchronous e-learning to the Student Information System every Friday by 5pm.

1.3.3 Teachers must log onto the Student Information System to access the attendance list for attendance taking. This is required so that teachers are cognizant of the students enrolled in the class.

1.3.4 Students are expected to:

- Access all uploaded/printed materials and/or
- Complete and submit assigned activities (e.g., quizzes, worksheets, reflection logs) within the specified timeframe, typically within 48–72 hours of release.

1.3.5 Meeting the submission deadline is a mandatory requirement for being marked as present. Students must adhere to deadlines as part of their attendance requirement.

1.3.6 A student is marked Present (P) if:

- They have accessed the lesson materials and/or
- Completed and submitted all required tasks by the deadline.

1.3.7 A student is marked Absent (A) if:

- No activity or submission is recorded and/or
- The submission is incomplete or past the deadline without valid justification.

1.3.8 The following notation on the "Attendance List" shall be used:

- "P" for Present
- "A" for Absent

1.3.9 Teacher will update the attendance on Student Information System and inform Student Services to update the students' attendance record.

1.4 Follow-ups on Attendance Taken

1.4.1 A random check will be done by the School. If the random check in the morning shows a student who has fingerprinted in the morning is absent, the finger print attendance will be negated. If the random check after the morning session shows a student who fingerprints in the evening is absent, the after-morning attendance will be negated.

1.4.2 Form Teacher will be informed of students whose attendance might be negated by the random check. Form Teacher will verify the reason for the student's absence. If Form Teacher verifies the student's presence, Form Teacher will update the group chat within the same day and the attendance list will not be negated by Student Service accordingly. For all other students, Student Service will proceed to negate their attendance.

1.4.3 For students attending synchronous e-learning sessions, random checks may be conducted during or at the end of the session. Students who turn off their cameras, are not visibly present, or fail to respond when prompted, will be marked absent, even if they were marked present earlier.

1.4.4 Affected students will be notified of any changes made the school day following the random check. Note: Students who did not take Biometric attendance by 9.30am or by 6.30pm, but were present during the random check, would still be treated as absent for the whole morning or whole after-morning session accordingly. Notice of Offence will be issued by Discipline to the students if after thumbprint, they stay out of class without approval or leave the School outside lunch hour from 12pm to 1pm and dinner from 4.00pm to 4.30pm. Form Teacher is to notify the parents. (Refer to C4.6.1A Monitoring of Student Conduct.)

1.4.5 Changes or amendments to the "Attendance List" will be made official once a week. Handwritten changes or amendments may be made on a daily basis or when necessary.

1.5 Daily Attendance Update

1.5.1 After the morning fingerprint attendance or online attendance of a synchronous e-learning class, the Student Services will generate the name of students who are absent or late.

- a) **Form Teacher** will receive the list of students for discussion
- b) Student who is absent will be notified
- c) Parent/guardian of student who is absent will be notified

1.5.2 If there is a discrepancy, Student may appeal to **Form Teacher** within the same day that the notification was sent.

1.6 Mid-Month and Monthly Attendance Updates

1.6.1 Student Services will prepare and share the Mid-Month and Monthly Attendance Updates with the Students, Head of Form Teacher, and respective Form Teacher.

1.6.2 A student must achieve 90% minimum attendance every month.

1.6.3 Form Teacher will use the Mid-Month and Monthly Updates to conduct discussion with the students who failed to achieve the minimum rate and their parents/guardians. The discussion is to be recorded in the Student Information System.

1.6.4 The Student will be given 7 days to submit an appeal to Form Teacher. Once this timeframe lapses or appeal fails, the School will report the breach of the student visa condition via the Attendance Failure Name list of International Student to ICA (see S/N 1.8 Attendance Failure Name List of International Students)

1.6.5 Students whose attendance falls below 90% are required to meet the Form Teacher while Students whose attendance is 50% or below are required to meet the Form Teacher and go for counselling arranged by Form Teacher (student must attend counselling at least once a week for a month).

1.6.6 Student will be reminded through the Student's Monthly Attendance Report that if their attendance is below 90%, the School will include their name in the 'Attendance Failure Name List of International Students' to ICA. This will result in the following;

- a. they may be issued with a letter of expulsion from the School
- b. it will affect the renewal of their student pass or transfer to another school
- c. they will not be eligible for Honour Roll
- d. they may not be able to receive a High School Diploma
- e. it will affect their application to certain universities
- f. it will affect their future student visa application
- g. it will affect their future immigration application
- h. it will affect their future employment application in Singapore

1.6 Mid-Month and Monthly Attendance Updates

Note: Form Teacher of students who fail to achieve 20% monthly attendance for four consecutive months will speak with the Discipline Officer and request for an issuance of “Expulsion Letter”. The Discipline Officer will issue the Expulsion Letter and circulate it to Form Teacher, Head of Form Teacher and Principal. Form Teacher will then circulate the Expulsion Letter to Student and Student’s parent / guardian. From the date on the Expulsion Letter, the student is suspended from class but required to attend school for monitoring, and his / her attendance will be taken. Students who accept the expulsion must follow the course withdrawal procedures as outlined in *OM-C4.3.1B Student Course Withdrawal Procedure*. If Student wishes to appeal against expulsion, he / she may submit a written Appeal Letter to Principal within 5 working days from the date of Letter of Expulsion. The Principal’s decision is final. The Letter of Outcome of the appeal must be issued within 5 working days from the date of the appeal.

1.7 Medical Leave

1.7.1 All approved Medical Leave will be treated as Present and recorded as 'MC' in the system.

1.7.2 Students with frequent sickness will be asked by Form Teacher to see a local specialist and thereafter they may seek treatment recommended by the local Specialist in their country of choice.

1.7.3 If a medical treatment requires prolonged absence (30 days or more), the Form Teacher may request through the parent/guardian that the student should return home for recuperation and it will be deemed as withdrawal from the School. (See OM-C4.4.1 Student Course Withdrawal Procedure.

1.8 Attendance Failure Name List of International Students

1.8.1 Student Services will prepare the "Attendance Failure Name List of International Students" to be sent to Immigration Checkpoints & Authority of Singapore (ICA). This copy is to be approved and signed by the Executive Principal / Director.

1.8.2 Upon approval, Student Services will send the Attendance Failure Name List of International Students to ICA via email.

1.9 Communication Records

1.9.1 In conjunction with regulations from ICA, a student who has been absent from school without notice for a continuous period of 7 days or more will be issued with a Letter of Expulsion.

- a) Form Teacher will speak with the Discipline Officer and request for an issuance of "Letter of Expulsion".
- b) Upon receipt of the Expulsion Letter, the Discipline Officer will circulate the Expulsion Letter to Form Teacher, Head of Form Teacher and Principal.
- c) Form Teacher will then circulate the Expulsion Letter to Student and Student's parent / guardian.
- d) Appeal is not allowed in such cases.

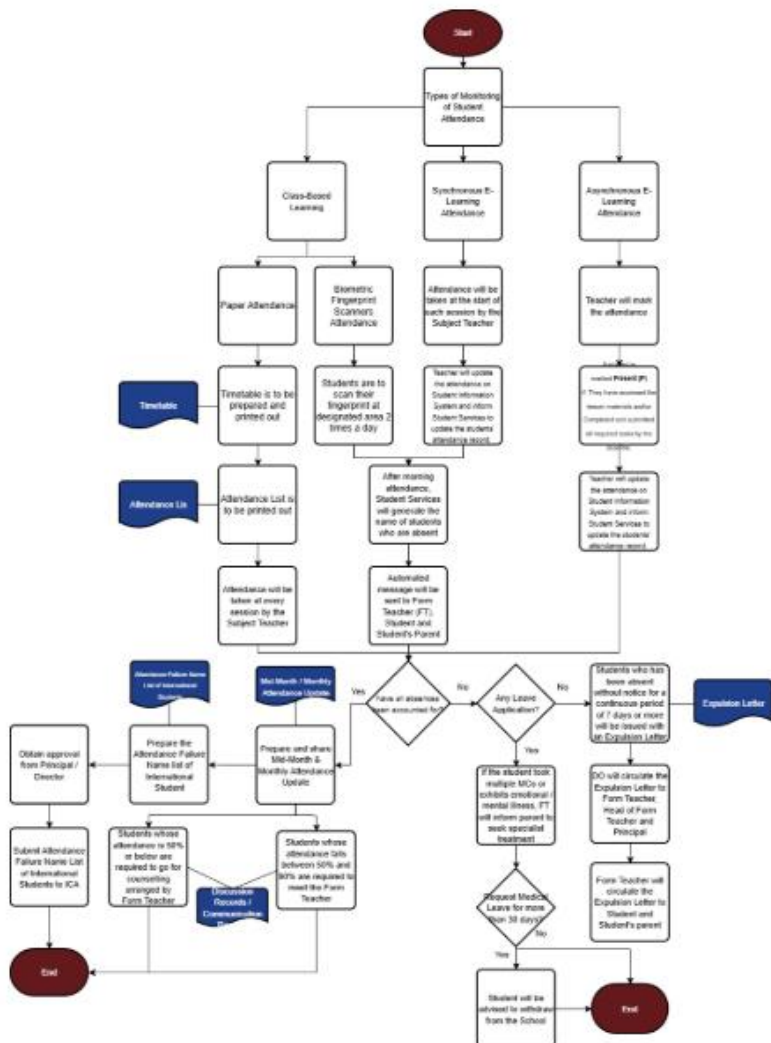
1.10 Monthly and Quarterly Reports

1.10.1 Student Services will prepare and submit to Head of Student Services for approval a monthly attendance report which indicates the following:

- Monthly Mean and Median Attendance Rate for current month Vs Monthly Mean and Median Attendance Rate for previous month
- Percentage of students that achieved attendance rate of greater than or equal to 95%, greater than or equal to 90%.
- Name of students needing intervention due to poor attendance below 90%, 50% and 20% respectively

1.10.2 Head of Student Services will prepare and submit to the Director for approval a report once every 3 months showing the monthly mean attendance for the last 3 months of each class, the trend of the monthly mean attendance by class and an evaluation of intervention measures for effectiveness, which are supported by individual case studies, and improvement.

Monitoring of Student Attendance Flowchart



STUDENT LEAVE APPLICATION

IMPORTANT NOTES

1. Students who need medical leave to see a doctor abroad must submit as supporting document, a letter from a specialist in Singapore certifying / confirming that the Students require medical treatment.
2. All types of approved leave are treated as Present and recorded as 'LE' in the system. For approved Medical Leave, it will be recorded as 'MC' in the system.
3. Students facing ongoing illness affecting their studies should consider withdrawing.
4. The table below serves as a guideline:

Types of Absences	Limit	Supporting Documents	Attendance
Medical Leave	No specified limit, subject to valid medical documentation	Medical Certificate	Yes
Personal Leave	Up to 15 days per term, subject to approval by the <u>School</u>	Parent's Letter with supporting documents	Yes, if approved and all required supporting documents are submitted
Overseas Leave			

1. LEAVE APPLICATION

1.1 Student who need to take leave must apply for Leave Online via the School's Website at least 1 day in advance and need to submit Parent/Guardian Consent Letter and any other supporting documents, if any.

1.1.1 #Note*:

For medical leave, students must submit the leave application on the first day of their medical leave.

1.2 Form Teacher will discuss with student to get a clearer understanding of the reason(s) for the application of leave and verify if the supporting documents are duly submitted before approval can be granted.

1.3 For leave application that are more than 7 days, the leave application will be reviewed and approved by Head of Form Teacher.

1.4 Form Teacher will update the Student Information System as detailed in Monitoring of Student Attendance based on the decision made (see OM-C4.6.1B Monitoring of Student Attendance)

1.5 If the leave application has been rejected by Form Teacher / Head of Form Teacher, the student may appeal as detailed in point 2.1 below (Appeal for Leave Application).

2.1 Appeal for Leave Application:

2.1.1 If the leave application is rejected, Student has the option to submit a Final appeal to the Principal through the Form Teacher.

2.1.2 Principal's decision is final.

2.1.3 Principal will indicate on the Appeal Letter if it has been approved or rejected. Form Teacher is to inform the student on the decision made by the Principal.

2.1.4 Form Teacher is to accordingly update the Student Information System as detailed in Monitoring of Student Attendance (see OM-C4.6.1B Monitoring of Student Attendance)

2.2 Leave Extension Application:

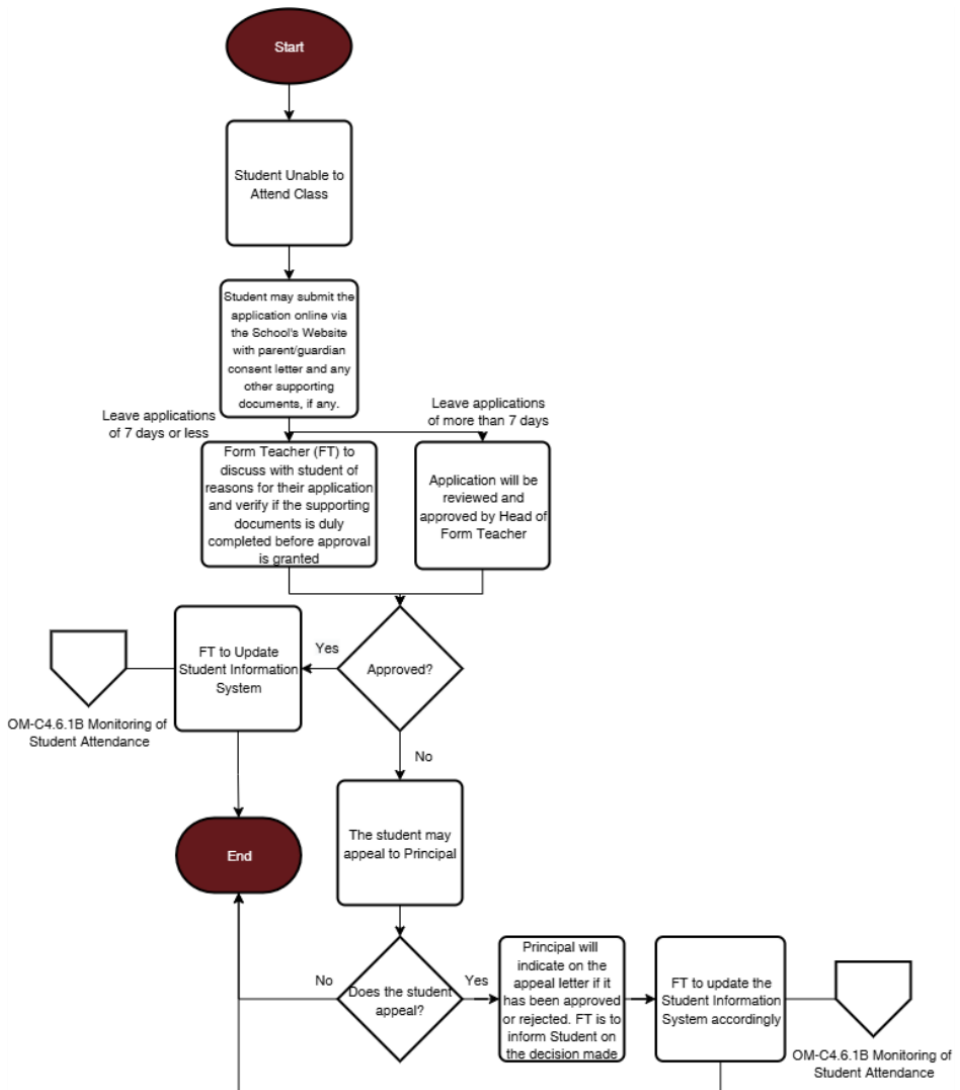
2.2.1 If the student is requesting for an extension of his/her leave, the student must inform the Form Teacher before he/she submits a new Leave Application at least three days before the expiry of the current leave.

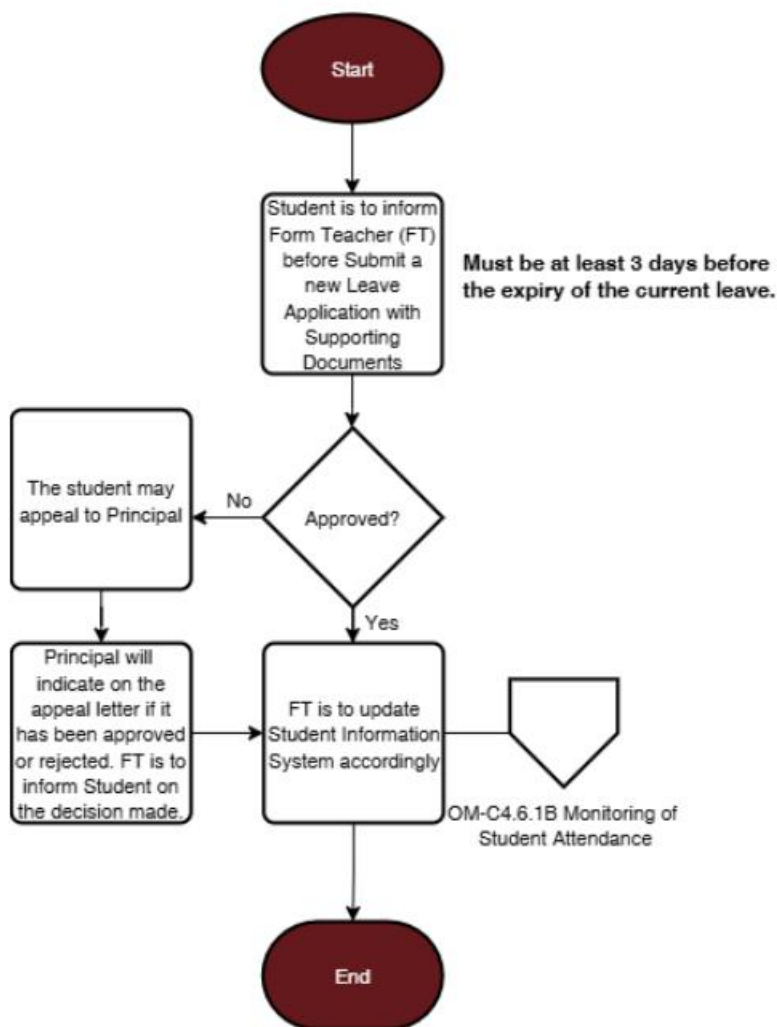
2.2.2 Head of Form Teacher will review the application.

2.2.3 If the leave application has been approved, Form Teacher is to update the Student Information System as detailed in Monitoring of Student Attendance (see OM-C4.6.1B Monitoring of Student Attendance)

2.2.4 If the leave application has been rejected, the student may appeal as detailed in point 2.1 above (Appeal for Leave Application).

Student Leave Application Flowchart



Leave Extension Flowchart

INTRODUCING SINGAPORE

Geography & Climate

The Republic of Singapore is a small tropical island with a land area of only 735.7 square km and lying just 1 degree north of the equator. She has a fairly warm and humid climate throughout the year with temperature ranging from 25 to 36 degrees Celsius. The months of December and January generally sees the most rainfall.

Population

Singapore population is standing at 6.11m and comprises of numerous ethnic groups as of 2025 (source: www.singstat.gov.sg)

Language

The common languages used in Singapore are English, Chinese, Malay and Tamil. English is the language of administration as well as the main medium of instruction in schools and other education institutes.

Festivities

Here in Singapore, a diverse array of festivals from various ethnic groups and religions are celebrated throughout the year. This includes Lunar New Year, Deepavali, Hari Raya Puasa, Hari Raya Haji, Mid-Autumn Festival, Thaipusam, Vesak Day, Good Friday and Christmas.

Social Culture

People in Singapore are expected to form queues to board buses, or to wait for services and it is generally considered impolite, and at times downright rude, to push ahead of someone who is in the queue before you. Punctuality is viewed rather seriously as well and it is considered impolite to miss appointments. Do allow yourself sufficient time for travel.

What to Wear

In a tropical country such as Singapore where the weather is constantly warm and humid throughout the year, loose and light summer clothing is recommended especially for outdoor activities. Please note that while in school compound during school hours, you must be in School uniform or school-sanctioned attire.

Goods and Services Tax (GST) and Tipping

A 9% Goods and Services Tax is levied on all services and goods imported into Singapore. Tipping is not necessary as a service charge of 10% is normally levied at restaurants, hotels and other establishments. A tip should only be exercised in instances where the bill does not include a service charge.

Food Culture

Singaporean food culture is a vibrant, multicultural melting pot reflecting Chinese, Malay, Indian, and Eurasian influences, widely considered a national obsession and key identity marker. It is centered around affordable, high-quality street food served at Hawker Centres—a UNESCO-recognized heritage—and diverse eateries.

Ranging from food centres at local neighbourhoods or air-conditioned food courts conveniently situated at shopping complexes to niche restaurants serving dedicated cuisines unique to specific countries, the wide variety of dishes offered ensures there is something to like for every taste bud in Singapore.

Some of the more common cuisines are local Chinese food, heavily influenced by Fujian and Guangdong cooking, local Malay food and local Indian food. Also, Singapore has become a melting of pot in Asia of different food cultures and in fact the unstoppable emergence of Western food in the culinary world of Singapore is undeniable.



Living

The major types of housing in Singapore are public housing flats, condominiums, terrace houses and semi-detached houses. Almost 80% of the population live in public housing flats with the remaining 20% living in private housing. FIS is one of the few private schools in Singapore to provide hostel services, therefore students need not worry about finding accommodation.

Student who has a live-in Guardian in Singapore may appeal to stay out of the Hostel. The Guardian is required to attend an interview and undertake responsibility for the students.

Phishing Scams in Singapore

Victims of such phishing scams received emails or text messages by scammers impersonating entities the victims know or trust, such as banks, government agencies, trade unions, or companies such as SingPost, StarHub, Netflix, PayPal and DHL.

These emails and text messages make fake offers or claims to trick recipients into clicking on an URL link. Such fake offers or claims include outstanding payment for parcel delivery, disruptions to services or subscriptions, refunds, or promotions. Upon clicking on the URL links, victims will be redirected to fraudulent websites where they are tricked into providing their credit/debit card details and One-Time Password (OTP). Victims only realised that they have been scammed when they discovered unauthorised transactions made using their credit/debit card.

- Do not click on URL links provided in unsolicited emails and text messages;
- Always verify the authenticity of the information with the official website or sources;
- Never disclose your personal or Internet banking details and OTP to anyone; and
- Report any fraudulent credit/debit card charges to your bank and cancel your card immediately.

LAWS & RULES OF SINGAPORE

Singapore is a society with very strict laws and foreigners need to familiarise themselves with them as the consequences of breaking laws due to lack of knowledge can be tough. The death penalty and caning are existing penalties and intervention by foreign governments on behalf of convicted foreigners is seen as interference. Listed below are some of the rules that a student must bear in mind. Note that this list is not comprehensive.

Student Pass Holder

If the Student Pass is lost or stolen, you are required to make a police report immediately and report to ICA within 7 days to apply for a replacement Student Pass via the help of the School. Issuance and/or replacement fee shall apply. If you recover possession of your lost Student Pass after reporting such loss to ICA, you are required to surrender the recovered Student Pass to ICA for cancellation within 7 days from the date of recovery of the Student Pass.

You must not engage in any form of employment or attend an industrial attachment/internship programme, whether paid or unpaid, without a valid work pass issued by Ministry of Manpower.

You are required to attend class regularly. If you fail to attend classes for a continuous period of 7 days your student's pass will be cancelled by the School with effect from the 8th day. The letter of cancellation will be sent to your place of residence as registered with ICA. Remaining in Singapore unlawfully after the cancellation of your Student's Pass is an offence under Section 15 of the Immigration Act and you would be liable for prosecution

Student Pass is issued to you on the condition that the Terms & Conditions are complied with. Any person who without reasonable cause contravenes or fails to comply with any condition imposed in respect of or any direction endorsed on any pass or permit shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$1,000 or to imprisonment for a term not exceeding 6 months or to both.

For more information, please click [here](#).

Alcohol / Drunkenness

Purchase and consumption of alcohol is not permitted for those below 18 years of age. Those found drunk in public places may be fined or imprisoned up to three months.

Cyber Crimes

The Computer Misuse and Cybersecurity Act is to make provision for securing computer materials against unauthorised access or modifications to ensure cybersecurity. The unauthorised access of and / or modification of computer material, unauthorised use or interception of a computer service, unauthorised disclosure of access code and unauthorised obstruction of use regardless of intent are all examples of offences that fall under the Computer Misuse and Cybersecurity Act. Those found guilty of breaching the Act will be fined and / or imprisoned.

For more information, please click [here](#).

Drugs

Singapore has one of the toughest anti-drug regimens (Misuse of Drugs Act) in the world. If you are caught possessing more than a stated amount of drugs, you are presumed to be a trafficker which carries the mandatory death penalty.

False Identification

It is an offence to show false identification to enter discos and clubs limited to those over 18/21 years old or to purchase alcohol.

Immigration Offences

Overstaying is a punishable offence under the Immigration Act, so please take note of the expiry dates of your Student's Pass. Offenders may be fined up to S\$4,000 and/or imprisonment plus caning.

Jaywalking

Jaywalking is one of Singapore's most common offences committed. Jaywalking is defined as crossing the road within 50m of a crossing zone and is commonly policed during a Traffic Police Operation. Offenders can be fined S\$20 on the spot or charged and fined up to S\$1,000, or jailed up to three months.

Littering

Littering is one of Singapore's most common offences committed. First-time offenders who discard minor litter such as sweet wrappers, cigarette butts and parking coupon tabs improperly are liable to a S\$300 fine, while fines for larger items can go up to S\$1,000 or a Community Work Order (CWO) of up to 12 hours, or both.

Spitting

According to Environmental Public Health Act (Chapter 95, Section 113), spitting or expelling mucous from the nose, onto the street or floor which the public has access is liable to a fine not exceeding S\$ 1,000 for first offence; S\$ 2,000 for second offence and; S\$ 5,000 for third and subsequent offence.

Loitering and Congregation

The police may stop you at any time for questioning and you must be able to explain the reason of your presence in any location and provide required information if requested. If the police suspect you and a group of five or more are gathering with the intention to commit a crime, it is considered an offence under unlawful assembly.

Pornography

Obscene articles, publications, videotapes, disks and software are considered illegal. For more information, please click [here](#).

Rioting

When force or violence is used by a group of five or more people or by any member thereof, it is classified as rioting. The punishment for those guilty of such an offence is imprisonment of up to seven years and shall also be liable to caning.

Smoking

Underaged smoking is an offence in Singapore; the minimum age required is 21 years old. Most indoor places in Singapore prohibits smoking, however, there are certain designated areas for smoking.

For more information on the restricted area and the penalties for underage smoking, please click [here](#).

Vandalism and Mischief

Causing damage to public property (such as bus stops, traffic lights) is classified as vandalism while causing damage to private property is classified as mischief. Both offenses are punishable by a fine, caning or imprisonment.

Driving

A person under 18 years of age is not allowed to drive. Those 18 years of age and above must hold a valid driving license in order to drive in Singapore.

Vaping

Vaping is illegal. Stronger penalties against e-vaporisers and etomidate abuse from 1 September 2025. Foreigners, including those on long-term passes (e.g. Student's Pass, Dependent's Pass, Long Term Visit Pass), caught for possessing or using Kpods or who test positive for etomidate may have their passes revoked or banned from re-entering Singapore, with repeat offenders facing more severe consequences.

GETTING AROUND SINGAPORE

Getting around Singapore is easy and convenient using local public transportation due to our highly developed transport infrastructure and system of taxis, buses, Light Rail Transit (LRT) and Mass Rapid Transit (MRT).

Light Rail Transit (LRT) and Mass Rapid Transit (MRT)

The MRT and LRT trains are the most convenient and efficient means of travelling around Singapore. While MRT trains bring you to different parts of Singapore, the LRT trains operate within specific neighbourhoods. Fares starts from S\$0.42 and operating hours are from 5.30am to about midnight daily. Food and drinks are strictly prohibited while on board the trains.

EZ-Link Card

The School provides an EZ-Link Card that can be used on buses, MRT and LRT. It can also be purchased for a price of S\$10 (\$5 non-refundable card cost and \$5 travel value). EZ-Link cards may be topped up via cash or Bank ATM Card at any general ticketing machines or value adding machines with a minimum value of S\$10. To pay for a fare, simply tap the EZ-Link card on a reader device when boarding and alighting. Please ensure there is a beep after the tap to ensure the fare is correctly deducted.

Taxi

Typical Taxi Fares consist of a basic fare (\$4.40 - \$5.20) thereafter there is an increment according to length of travel. Be mindful that there is peak hour surcharge, city area surcharge, midnight surcharge and booking fee.

Ride-Sharing App

The other form of transport is the popular ride-sharing app found worldwide such as Didi in China and Uber in the USA. In Singapore, the most popular Ride-Sharing App is Grab.

Type of Taxi		Range of flag-down fare
Standard		\$4.40 to \$5.20
Premium		\$5.00 to \$5.50
Standard	26 cents every 400m (1km – 10km) 26 cents every 350m (above 10km)	26 cents for every 45 sec of waiting time
Premium	37 to 38 cents every 400m (1km – 10km) 37 to 38 cents every 350m (above 10km)	37 to 38 cents for every 45 sec of waiting time
Peak Periods Weekdays - From 6am to 9.29am, excluding Public Holidays - From 5pm to 11.59pm, including Public Holidays Weekends - From 10am to 1.59pm, including Public Holidays - From 5pm to 11.59pm, including Public Holidays		25% of metered fare
Late Night Hiring Every day from midnight to 5.59am		50% of metered fare

HEALTHCARE IN SINGAPORE

Singapore's healthcare system has an international reputation for impeccable healthcare standards and state-of-the-art medical facilities with many private and government clinics located at most housing estates.

HOSPITALISATION

There are 20 public and private hospitals that provide acute care in Singapore. We provide a list of hospitals that are within a radius of 5km from the school and hostels. Furen International School which is located at 8 Claymore Hill is 3km from Jervois Residences and 1.7km from Dalvey Residences.

Hospital		School	Jervois Residences	Dalvey Residences
Singapore General Hospital Outram Road Singapore 768828 Tel: 6222-3322 https://www.sgh.com.sg	Public	4.7km	2.6km	6.0km
Tan Tock Seng Hospital 11 Jalan Tan Tock Seng Singapore 308433 Tel: 6256-6011 http://www.ttsh.com.sg	Public	3.4km	8.1km	4.3km
Alexandra Hospital 378 Alexandra Road Singapore 159964 Tel: 6472-2000 https://www.ah.com.sg	Public	6km	4.2km	7.7km
KK Women's and Children's Hospital 100 Bukit Timah Road Singapore 229899 Tel: 6225-5554 https://www.kkh.com.sg	Public	2.8km	4.7km	3.7km
Mt Elizabeth Hospital 3 Mount Elizabeth Singapore 228510 Tel: 6737-2666 https://www.mountelizabeth.com.sg	Private	1.3km	2.6km	2.6km
Mt Elizabeth Novena Hospital 38 Irrawaddy Road Singapore 329563 Tel: 6898-6898 https://www.mountelizabeth.com.sg	Private	3.2km	5.2km	4.3km

Gleneagles Hospital 6A Napier Rd Singapore 258500 Tel: 6473-7222 https://www.gleneagles.com.sg	Private	3.7km	2.5km	2.2km
Thomson Medical Centre 339 Thomson Rd Singapore 307677 Tel: 6250-2222 https://www.thomsonmedical.com	Private	3.0km	5.0km	3.3km
Raffles Hospital 585 North Bridge Road Singapore 188770 Tel: 6311-1111 https://www.afflesmedicalgroup.com	Private	5.0km	5.0km	4.9km
Farrer Park Hospital 1, #02-01 Farrer Park Station Rd Connexion Singapore 217562 Tel: 6363-1818 https://www.farrerpark.com	Private	3.9km	8.8km	4.8km

In an emergency, School or Hostel staff will bring you to the nearest hospital for treatment. As fees vary substantially between private and public, we would definitely seek your opinion. However, in an emergency, such consultation may not be possible.

CLINICAL VISIT

There are 26 public polyclinics and 1,700 private GP clinics in Singapore. Prices are affordable in the public polyclinics but it is always crowded and be prepared for a long queue.

Polyclinic	School	Jervois Residences	Dalvey Residences
Outram Polyclinic 3 Second Hospital Ave #02-00 Health Promotion Board Building Singapore 168937 Tel: 6643-6969	Public 4.8km	4.2km	6.0km
Queenstown Polyclinic 580 Stirling Road Singapore 148958 Tel: 6663 6847	Public 6.6km	3.9km	5.3km
Bukit Merah Polyclinic Blk 163 Bukit Merah Central #04-3565 Singapore 150163 Tel: 6643 6969	Public 4.9km	2.6km	8.2km

If you prefer to be served at a private GP clinic, as mentioned there are more than 1,700 private GP clinics in Singapore and many are located very conveniently to your residence, for example:

Private GP Clinic	Type	Dalvey Residences
Shangri-La Medical Clinic 22 Orange Grove Road Level 4 Shangri-La Hotel Singapore 258350	Private	1.0km

Private GP Clinic	Type	Jervois Residences
iCare Medical and Wellness Clinic 22 Havelock Rd, #01-701 Singapore 160022	Private	1.0km

FIS has a list of recognized medical clinics under our insurance providers and the clinic that is closest to us is:

Pivot Medical Clinic

Shaw Centre
1 Scotts Road #17-01
Singapore 228208
Tel: 6904 3177

Opening hours:

Mon - Fri: 9:00am - 1:00pm, 2:00pm - 5:30pm
Sat: 9:00am - 1:00pm
Sun: Closed
Holiday: Closed

For more information on the list of panel clinics under our insurance providers you may download Alliance iCare 2.0 on Google Play or Apple App Store



24-HOUR CLINICAL VISIT

If you are feeling unwell in the night, for example if you experience sprained or twisted ankles, fever, nosebleed, cuts or gash, dizziness, cold or flu, headaches, nosebleed, or sore eyes, we recommend that you visit the 24-Hour Clinic at:

Thomson Medical Centre
339 Thomson Rd
Singapore 307677
Tel: 6250-2222

This Medical Clinic is the nearest 24-Hour Clinic for our School Hostels.

If however you experience the following: broken limbs, sustained high body temperature over several days, breathlessness for prolonged period, sudden and severe pain, sweating and breathlessness, fits and seizures, vomiting that does not subside, blood in your vomit, slurred speech or severe hives, go immediately to a Hospital A&E Clinic nearest to you (see list provided).

DENTAL VISIT

The School has arranged for a dental clinic that is a walking distance of 400 metres. It provides discounted rates for students and staff from our School:

Aloha Dental Clinic
14 Scotts Road
#04-125 Far East Plaza
Singapore 228213
Tel: 6733-2268

MAJOR BANKS IN SINGAPORE

In May 1999, MAS launched a five-year liberalisation package to strengthen the banking system and to improve Singapore's reputation as an international financial centre. Most banks in Singapore cater to different types of clients – individuals, corporations or government agencies.

Local banks

Nearest to FIS are:

Bank	Branch Location	ATM Location
Development Bank of Singapore (DBS)	Plaza Singapura 68 Orchard Road #B1-25 Singapore 238839	Far East Plaza 14 Scotts Road Level 1 Singapore 228213
Overseas Chinese Bank Corporation (OCBC)	ION Orchard 2 Orchard Turn #B2-57 Singapore 238801	Far East Plaza 14 Scotts Road Level 1 Singapore 228213
United Overseas Bank Limited (UOB)	Shaw Centre No. 1 Scotts Road #03-04 Singapore 228208	Far East Plaza 14 Scotts Road Level 1 Singapore 228213

Foreign banks

Nearest to FIS are:

Bank	Branch Location	ATM Location
Hongkong and Shanghai Bank Corporation (HSBC)	6 Claymore Hill #01-01 Singapore 229571	6 Claymore Hill #01-01 Singapore 229571
Maybank	MSpace at M Orchard Shopping Centre 321 Orchard Road #01-01/02 Singapore 238866	Wisma Atria 435 Orchard Road #B1-K2 Singapore 238877
Citibank	Capital Square Branch 23 Church Street #01-01 Singapore 049481	Orchard SMRT Station 437 Orchard Road Singapore 238878
Standard Chartered	VivoCity 1 Harbourfront Walk #B2-01 Singapore 098585	VivoCity 1 Harbourfront Walk #B2-01 Singapore 098585
Bank of China	Bank of China Building 4 Battery Rd Singapore 049908	Takashimaya Shopping Centre, Ngee Ann City 391 Orchard Road #B2-12/14 Singapore 238873

BENEFITS

F&B Benefits

1 Tras Link, #01-13 Orchid Hotel Singapore, Singapore 078867

Students get 10% off



COMMUNICATION SERVICES IN SINGAPORE

Singapore has a highly developed communication system with three telecommunication companies: SingTel, Starhub and M1. All three provide mobile communication services to make both local and international calls. Costs differ depending on package and promotion, but can be in the region of S\$20 a month with minimal usage. It is recommended that you bring a mobile phone into Singapore and purchase a top-up card for immediate use and to contact family members back home.

To purchase a mobile phone, you need to be at least 16 years old and you have to produce your student's pass, passport and proof of billing address at the time of purchase.

Internet

Internet access is widely available in Singapore but we are conservative in our approach regarding the use of internet in school and hope that you understand the priority should be on academic pursuit.



CONTACTS

FIS understands that your family members may have to contact us immediately out of necessity. Listed below are our various means of communications including WeChat or QQ.

School Address

If you need an address for your correspondence, for example to enable your family members to send parcels or letters to you, use the school address but remember to clearly state your name and student ID number.

(Your Name)
(Your ID Number)
c/o Furen International School
8 Claymore Hill #01-01
Singapore 229572

Tel No: +65-6842-6001

CONTACTS

	Name	Telephone	WeChat or QQ	Email
School Main Line	-	6842 6001	-	fis@fis.edu.sg
Head of Form Teacher	Ben Wong	-	wxid_v1m0kzujqa1622	ben.wong@fis.edu.sg
Unit				
Form Teacher	Keefe Tan	-	Keefe0818	keefe.tan@fis.edu.sg
Form Teacher	Wayne Ong	-	FIS-5M-STB23	wvayng.ong@fis.edu.sg
Form Teacher	Keith Yong	-	Wxid_lzsf7t6czfm22	keith.vyth@fis.edu.sg
Form Teacher	Tee Cher Han	-	wxid-fwqg9m50zavc22	cherhan.tee@fis.edu.sg
Form Teacher	Janessa Ng		wwwt-127	janessa.ng@fis.edu.sg
Form Teacher	Hannah Lim	-	FIS-Hannah	hannah.lim@fis.edu.sg
Form Teacher	Nigel Yu	-	Mryu1234567yu	yuyang@fis.edu.sg
Director	Jason Tan	-	jasontlz	tan.lyezhen@fis.edu.sg
Principal	Marcus Clayton	-	-	marcus@fis.edu.sg
Hostel Unit	Zhang Shufang (Dalvey Hostel & Jervois Hostel)	9773 8205	yu20131021	zhang.shufang@fis.edu.sg



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CPE Registration No.: 200103939W
Validity: 28/07/2023 to 27/07/2027